

**STATEMENT OF WORK**  
**PENNSYLVANIA REHABILITATION COUNCIL (PaRC)**  
**LOGISTICAL SUPPORT AND COORDINATION SERVICES**  
**6100057679**

**A. CONTRACT SCOPE/OVERVIEW.** The Department of Labor and Industry (DLI), Office of Vocational Rehabilitation (OVR) is issuing this Invitation for Bids (IFB) to procure Logistical Support and Coordination Services for Pennsylvania Rehabilitation Council (PaRC), [Pennsylvania Rehabilitation Council \(parehabilitationcouncil.org\)](http://parehabilitationcouncil.org).

PaRC works in partnership with PA-OVR as is mandated in Section 105 of the Rehabilitation Act –[State Rehabilitation Council and Independent Commission Resources | Rehabilitation Services Administration \(ed.gov\)](#). PaRC fulfills this required mandate within the Commonwealth in order for PA-OVR programs to be eligible to receive and maintain federal VR funds. Pennsylvania has a combined state agency and a single Rehabilitation Council.

Contracted services must enhance the operation of the PaRC and allow for the following opportunities: Position papers to be considered and/or incorporated into legislation, policies, and programs which will benefit persons with significant disabilities in their vocational pursuits; assist the PaRC in meeting all its categorical membership requirements of the Rehabilitation Act and reflect ethnic, gender and geographic diversity in the council from across the state; affording PaRC members the opportunity to have a greater understanding of their responsibilities as defined in federal law, using this knowledge to define council positions and advising OVR.

PaRC is currently comprised of six (6) standing committees consist of: CareerLink/Workforce Innovation and Opportunities Act (WIOA) Committee, Executive Committee, Governance Committee, Legislative & Public Awareness Committee, Policy & State Plan/Customer Satisfaction Committee, Social Media Committee, Transition & Education Committee. The PaRC By-Laws - [PaRC-By-Laws-Approved-05-18-2022.pdf \(parehabilitationcouncil.org\)](#) outline the roles and responsibilities of each committee member.

**B. METHOD OF AWARD.** This is a single award Contract to the lowest responsive and responsible bidder. The Commonwealth will award a contract by low cost to the responsible and responsive bidder who meets the eligibility requirements. Award of a Contract only renders a Contractor eligible to perform services under the Contract.

**Small Diverse Business (SDB) and Veteran Business Enterprise (VBE)**

**Participation.** The Department’s Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) has developed a goal setting policy based upon recommendations from its 2018 Disparity Study. The goal setting policy requires BDISBO and agencies to identify contract-specific participation goals for SDBs (which include Minority Business Enterprises, Women Business Enterprises, LGBT Business Enterprises, Disability-Owned Business Enterprises, and Service-Disabled Veteran-Owned Small Business Enterprises) and VBEs (which include Veteran-Owned Small Business Enterprises and Service-Disabled Veteran-Owned Small Business Enterprises). Bidders must either agree to meet the participation goals in full or must request a full or partial Good Faith Efforts waiver from one or both participation goals. Failure to meet the participation goals or establish they have made good faith efforts to meet the participation goals will result in rejection of a proposal as

nonresponsive. The goals that have been established for this Project are set forth below:

**SDB – 11%**

**VBE – 3%**

**SDB and VBE Goal Information Session.** The Commonwealth has made significant changes to the SDB and VBE requirements, and failure to meet these requirements may result in your proposal being deemed nonresponsive. Therefore, the Issuing Office will hold an SDB and VBE Goal Information Session for this IFB which we highly recommend you attend. The purpose of this Session is to provide an overview of the IFB and SDB and VBE Participation submission instructions. Bidders may also ask questions during the Session, however responses provided during the Session are **not official** until the question is submitted in writing via a Solicitation Addendum in SRM. Q&A Board questions and written responses shall become part of this IFB.

The location, date, and time of the SDB and VBE Goal Information Session are as follows:

**SDB and VBE Goal Information Session – via MS Teams, Thursday, 03/16/2023, 9:00am ET.**

**An RSVP to the SDB and VBE Goal Information Session is due via email to Nicole Moyer, [nicomoyer@pa.gov](mailto:nicomoyer@pa.gov) by COB Wednesday, 03/15/2023.**

Award of a Contract only renders a Contractor eligible to perform services under the Contract. No work may be performed without the issuance of a purchase order.

**C. SUBCONTRACTING.** If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business subcontractors, who will be assigned to the Project. Prime contractor assumes responsibility for all services whether or not it provides them directly. Upon award of the contract resulting from this IFB, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide:

1. Name of subcontractor;
2. Description of services to be performed; and
3. Number of employees by job category assigned to this project.

**D. PRICING.** Bidders must provide a budget and a budget narrative via **Attachment A – Cost Submittal Worksheet** for the defined deliverables. Position descriptions and salary requirements will be reimbursed for hours worked. Administrative and Travel costs will be reimbursable with proper documentation.

**E. NATURE AND SCOPE: (DELIVERABLES):** The Contractor is required to arrange, coordinate, facilitate, and produce minutes for a variety of meetings and events as established by the PaRC. Ramp-up tasks and meeting types include:

- 1) Providing a realistic estimate of the time required for start-up activities prior to initiating Project services.

- 2) Presenting a Program Evaluation plan with a quantifiable approach to measure progress toward project deliverables, including a timeline, start dates, tasks, responsible parties, and a plan to regularly measure customer satisfaction.
- 3) **Quarterly Meetings.** Minimum of four (4) quarterly meetings held either in-person or virtually. Annual meeting dates developed in advance.
- 4) **Committee meetings.** Monthly, virtual meetings must follow the Sunshine Act <https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=65&div=0&chpt=7>.
- 5) **Other Ancillary Meetings (as required).** Pre-scheduled meetings held either in-person or virtually, for various groups or attendees.

Meeting tasks may include, but are not limited to:

- 1) Facilitating of collaborative opportunities between PaRC and OVR leadership to develop priorities for meeting agendas.
  - 2) Scheduling meeting dates and providing public notice of meetings, site selection, audiovisual needs, and agenda material distribution.
  - 3) Coordinating and arranging logistics associated with any PaRC function as sanctioned by the Commonwealth, including scheduling of events, lodging arrangements, related travel arrangements, maintenance of travel records, travel reimbursement and reasonable disability-related accommodations for PaRC members or others approved by the Commonwealth of Pennsylvania.
  - 4) Arranging of accommodation and lodging needs for individual PaRC members, facilitators and speakers engaging in meetings.
  - 5) Coordinating of sign language interpreters, Communication Access Realtime Translation (“CART”) services and other reasonable meeting accommodations.
  - 6) Scheduling of communication, including conference calls, as required.
  - 7) Recording and distribution of all meeting minutes and reports, including both written notes and transcription, developed per ADA standards.
  - 8) Researching of action items, within required timelines, as a follow-up of quarterly meeting discussions.
  - 9) Assisting in the planning and coordinating the PaRC and OVR Annual Planning Retreat and other strategic planning functions, as requested.
  - 10) Assisting members with travel and lodging arrangements, including disability-related accommodations, for Retreat and other functions and in the completion of reimbursement forms.
- 6) **Support Tasks.** Contractor will assist and provide feedback related to OVR policy and procedures as required within the established, advisory role of the PaRC.  
Support tasks will include:
- 1) Coordinating of information exchange between OVR and PaRC members.
  - 2) Assisting in planning activities required by PaRC members.
  - 3) Identifying community resources to address specific PaRC member requests.
  - 4) Researching specific questions pertinent to PaRC activities/OVR policies.
  - 5) Maintaining and/or upgrading of the PaRC website and member handbook.
  - 6) Maintaining a manual of OVR’s numbered memoranda for reference.

- 7) Assisting in the development and management of PaRC's Resource plan and operating budget.
  - 8) Assisting in the member recruitment efforts of the PaRC.
- 7) **Dissemination of Information.** Contractor will assist PaRC members in preparing and disseminating information, soliciting input, and complying with the reporting requirements as may be imposed upon the PaRC by the federal government and/or agencies within the Commonwealth of Pennsylvania including the Office of Vocational Rehabilitation. These tasks will include:
- 1) Compiling and writing of PaRC's annual report, manage report approval processes through PaRC and OVR, and arrange for requesting printing and distribution of reports in accessible formats.
  - 2) Assisting the PaRC in the preparation of position papers and statements.
  - 3) Preparing reports and updated information exchanges intended for use by council members during presentations, board meetings, forums, and/or conferences to ensure dissemination of information.
  - 4) Producing monthly, quarterly and end of year fiscal/program reports.
  - 5) Assisting with Customer Satisfaction Survey, State Plan attachment and the statewide Comprehensive Needs Assessment.

**F. REPORTS.** Contractor will provide required reports as outlined, that include the following:

**Quarterly report.**

Contractor must submit a programmatic and fiscal quarterly report to OVR within 15 calendar days after the close of each quarter. Statistical reports must be attached to the Quarterly Reports to support the progress made toward program Deliverables.

**Annual.**

Contractors must complete an Annual report at the end of each state fiscal year. The Annual Report will include an updated cumulative statistical and narrative report supporting the Contractor's progress toward stated Deliverables for the entire state fiscal year, as well as contract-related fiscal expenditures. Annual state fiscal year reports are to be submitted to OVR within 60 calendar days after the close of the state fiscal year.

**Final.**

At the conclusion of the contract, the awarded Contractor will provide an overall summary of the deliverable progress during the entire term.

**G. COMMONWEALTH HOLIDAY SCHEDULE.**

Commonwealth recognized or observed holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Presidents' Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

**H. PAYMENT TERMS.** Payments shall be made monthly, on a reimbursement basis, for approved costs associated with the services performed and accepted by the DLI. Contractor will provide both required monthly report documentation as well as the evidence of payroll and benefits for all staff funded by the contract.

Invoices shall be emailed to RA [69180@pa.gov](mailto:69180@pa.gov) and to the Project Administrator. Only one invoice per email is permitted.

The Contractor may invoice for travel in accordance with the Commonwealth's Travel policy, MD 230.10 - Commonwealth Travel Policy - [Commonwealth Travel Policy \(pa.gov\)](#). Proof of travel expenses must be provided with the invoice to support the billable cost, i.e., travel logs, parking receipts, toll receipts or other documents to validate the expense incurred associated with providing services.

**I. POST AWARD ADMINISTRATION.** Contractor must participate in program evaluation, grant monitoring, audit, and other program-related activities that apply during the term of the resulting contract. The awarded Contractor's performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract and the timeliness and coordination of services. At a minimum, the awarded Contractor's performance shall be evaluated on an annual basis. Suppliers may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semiannually, or annually at the discretion of the DLI, OVR.