



RFP Subject: TO PROVIDE REHABILITATION SERVICES  
Number: CRFP 0932 DRS210000001

Vendor's Name: COMMUNITY ACCESS, INC.  
Business Address: PO BOX 8885  
SOUTH CHARLESTON, WV 25303

Telephone Number: (304) 545-1483  
Fax Number: (866) 616-2838

Contact Person: JEFF MCCROSKEY  
E-mail Address: jeffmccroskey@aim.com

Date: MAY 18, 2021

Bid Type: COST

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# Title Page

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Name of Contact Person: JEFF MCCROSKEY  
E-mail Address: [jeffmccroskey@aim.com](mailto:jeffmccroskey@aim.com)

Vendor Signature:



Date:

MAY 18, 2021



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Proposals  
 Service - Prof

<b>Proc Folder:</b> 837808			<b>Reason for Modification:</b> Addendum 1 issued per the attached documentation.
<b>Doc Description:</b> ADDENDUM 1 - TO PROVIDE REHABILITATION SERVICES			
<b>Proc Type:</b> Central Contract - Fixed Amt			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-05-04	2021-05-18 13:30	CRFP 0932 DRS2100000001	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:** 000000207756  
**Vendor Name:** Community Access, Incorporated  
**Address:** Mailing address: PO Box 8885, South Charleston, WV 25303  
**Street:** 888 Oakwood, Suite 320  
**City:** Charleston  
**State:** WV **Country:** USA **Zip:** 25314  
**Principal Contact:** Jeff McCroskey, Executive Director  
**Vendor Contact Phone:** 304-545-1483 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

**Vendor Signature X**  **FEIN#** 55-0718265 **DATE** 5/17/2021

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Amendment 1 issued for the following reasons:

1. To delete the last sentence of paragraph three, Section 4.2 of the specifications, "It is desired that the vendor be located in West Virginia" per the response to Question 3 and 4 as attached.
2. To publish a copy of vendor questions with responses.
3. To publish a copy of the pre-bid sign-in sheet.

No other changes

INVOICE TO		SHIP TO	
DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON US	WV 25301	CHARLESTON US	WV 25301

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	REHABILITATION SERVICES				

Comm Code	Manufacturer	Specification	Model #
31904			

**Extended Description:**

ONLINE RESPONSES PROHIBITED. PLEASE SEE INSTRUCTIONS TO VENDORS ATTACHED.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-bid Meeting 1:00 PM ET	2021-04-27
2	Vendor Question Deadline 4:00 PM	2021-05-03

	Document Phase	Document Description	Page 3
DRS210000001	Final	ADDENDUM 1 - TO PROVIDE REHABILITATION SERVICES	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

ATTACHMENT A - COST SHEET

Section	Description	Annual Fixed Cost Year One (1)	Optional Renewal Year Two (2)	Optional Renewal Year Three (3)	Optional Renewal Year Four (4)	Extended Cost (Year 1 plus optional renewals)
4.2.2.1	One conference for DRS and Vendor Staff to initiate the project	\$ 26,695	\$ 30,978	\$ 30,978	\$ 30,978	\$ 119,628
4.2.2.1	One conference for DRS and WVDE staff	\$ 81,892	\$ 90,455	\$ 90,455	\$ 90,455	\$ 353,257
4.2.2.1	One conference for Pre-ETS (attendees TBD)	\$ 87,592	\$ 96,155	\$ 96,155	\$ 96,155	\$ 376,057
4.2.2.1	One conference for DRS staff only	\$ 81,892	\$ 90,455	\$ 90,455	\$ 90,455	\$ 353,257
4.2.2.1	One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia	\$ 131,387	\$ 144,231	\$ 144,231	\$ 144,231	\$ 564,082
4.2.2.2	In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.	\$ 412,883	\$ 427,569	\$ 427,569	\$ 427,569	\$ 1,695,591
4.2.2.3	In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.	\$ 290,426	\$ 191,531	\$ 191,531	\$ 191,531	\$ 865,020
4.2.2.4	Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities	\$ 120,841	\$ 134,753	\$ 134,753	\$ 134,753	\$ 525,101
4.2.2.5	Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS	\$ 164,192	\$ 171,640	\$ 126,040	\$ 126,040	\$ 587,913
4.2.2.6	Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.	\$ 125,276	\$ 181,676	\$ 181,676	\$ 181,676	\$ 670,305
4.2.2.7	Provide the 5 Pre-ETS activities training to a minimum of 1,000 students with disabilities statewide.	\$ 1,071,983	\$ 3,535,636	\$ 3,535,636	\$ 3,535,636	\$ 11,678,891
<b>TOTAL COST</b>						\$ 17,789,102

COST SHEET - Year 1 Budget Estimate

Section	Description	Project Staffing	Contract Services	School Support	Travel, Training, and Materials	Production, Promotion, Subscription and Training Fees	Administrative	Annual Fixed Cost Year One (1)
4.2.2.1	One conference for DRS and Vendor Staff to initiate the project	\$ 7,156	\$ 10,000		\$ 1,261	\$ 5,000	\$ 3,278	\$ 26,695
4.2.2.1	One conference for DRS and WVDE staff	\$ 14,312	\$ 30,000		\$ 2,523	\$ 25,000	\$ 10,057	\$ 81,892
4.2.2.1	One conference for Pre-ETS (attendees TBD)	\$ 14,312	\$ 30,000		\$ 2,523	\$ 30,000	\$ 10,757	\$ 87,592
4.2.2.1	One conference for DRS staff only	\$ 14,312	\$ 30,000		\$ 2,523	\$ 25,000	\$ 10,057	\$ 81,892
4.2.2.1	One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia	\$ 21,468	\$ 50,000		\$ 3,784	\$ 40,000	\$ 16,135	\$ 131,387
4.2.2.2	In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.	\$ 20,555	\$ 65,600		\$ 3,623	\$ 272,400	\$ 50,705	\$ 412,883
4.2.2.3	In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.	\$ 23,600	\$ 215,000		\$ 4,160	\$ 12,000	\$ 35,666	\$ 290,426
4.2.2.4	Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities	\$ 83,741	\$ 7,500		\$ 14,760		\$ 14,840	\$ 120,841
4.2.2.5	Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS	\$ 28,929	\$ 100,000		\$ 5,099	\$ 10,000	\$ 20,164	\$ 164,192
4.2.2.6	Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.	\$ 85,263	\$ 9,600		\$ 15,028		\$ 15,385	\$ 125,276
4.2.2.7	Provide the 5 Pre-ETS activities training to a minimum of 1,000 students with disabilities statewide.	\$ 225,339	\$ -	\$ 548,800	\$ 166,197		\$ 131,647	\$ 1,071,983
	<b>Total</b>	<b>\$ 538,987</b>	<b>\$ 547,700</b>	<b>\$ 548,800</b>	<b>\$ 221,481</b>	<b>\$ 419,400</b>	<b>\$ 318,692</b>	<b>\$ 2,595,060</b>

COST SHEET - Year 2 Budget Estimate

Section	Description	Project Staffing	Contract Services	School Support	Travel, Training, and Materials	Production, Promotion, Subscription and Training Fees	Administrative	Annual Fixed Cost Year 2
4.2.2.1	One conference for DRS and Vendor Staff to initiate the project	\$ 10,049	\$ 10,000		\$ 2,124	\$ 5,000	\$ 3,804	\$ 30,978
4.2.2.1	One conference for DRS and WVDE staff	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One conference for Pre-ETS (attendees TBD)	\$ 20,098	\$ 30,000		\$ 4,249	\$ 30,000	\$ 11,809	\$ 96,155
4.2.2.1	One conference for DRS staff only	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia	\$ 30,146	\$ 50,000		\$ 6,373	\$ 40,000	\$ 17,713	\$ 144,231
4.2.2.2	In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.	\$ 30,959	\$ 65,600		\$ 6,102	\$ 272,400	\$ 52,509	\$ 427,569
4.2.2.3	In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.	\$ 34,004	\$ 115,000		\$ 7,006	\$ 12,000	\$ 23,521	\$ 191,531
4.2.2.4	Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities	\$ 90,846	\$ 2,500		\$ 24,859		\$ 16,549	\$ 134,753
4.2.2.5	Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS	\$ 31,974	\$ 100,000		\$ 8,588	\$ 10,000	\$ 21,079	\$ 171,640
4.2.2.6	Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.	\$ 125,865	\$ 9,600		\$ 25,311		\$ 20,901	\$ 181,676
4.2.2.7	Provide the 5 Pre-ETS activities training to a minimum of 1,000 students with disabilities statewide.	\$ 334,963	\$ -	\$ 2,478,800	\$ 287,672		\$ 434,201	\$ 3,535,636
	<b>Total</b>	<b>\$ 749,100</b>	<b>\$ 442,700</b>	<b>\$ 2,478,800</b>	<b>\$ 380,779</b>	<b>\$ 419,400</b>	<b>\$ 624,301</b>	<b>\$ 5,095,081</b>



COST SHEET - Year 3 Budget Estimate

Section	Description	Project Staffing	Contract Services	School Support	Travel, Training, and Materials	Production, Promotion, Subscription and Training Fees	Administrative	Annual Fixed Cost Year 2
4.2.2.1	One conference for DRS and Vendor Staff to initiate the project	\$ 10,049	\$ 10,000		\$ 2,124	\$ 5,000	\$ 3,804	\$ 30,978
4.2.2.1	One conference for DRS and WVDE staff	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One conference for Pre-ETS (attendees TBD)	\$ 20,098	\$ 30,000		\$ 4,249	\$ 30,000	\$ 11,809	\$ 96,155
4.2.2.1	One conference for DRS staff only	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia	\$ 30,146	\$ 50,000		\$ 6,373	\$ 40,000	\$ 17,713	\$ 144,231
4.2.2.2	In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.	\$ 30,959	\$ 65,600		\$ 6,102	\$ 272,400	\$ 52,509	\$ 427,569
4.2.2.3	In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.	\$ 34,004	\$ 115,000		\$ 7,006	\$ 12,000	\$ 23,521	\$ 191,531
4.2.2.4	Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities	\$ 90,846	\$ 2,500		\$ 24,859		\$ 16,549	\$ 134,753
4.2.2.5	Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS	\$ 31,974	\$ 100,000		\$ 8,588	\$ 10,000	\$ 21,079	\$ 171,640
4.2.2.6	Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.	\$ 125,865	\$ 9,600		\$ 25,311		\$ 20,901	\$ 181,676
4.2.2.7	Provide the 5 Pre-ETS activities training to a minimum of 1,000 students with disabilities statewide.	\$ 334,963	\$ -	\$ 2,478,800	\$ 287,672		\$ 434,201	\$ 3,535,636
	<b>Total</b>	\$ 749,100	\$ 442,700	\$ 2,478,800	\$ 380,779	\$ 419,400	\$ 624,301	\$ 5,095,081

COST SHEET - Year 4 Budget Estimate

Section	Description	Project Staffing	Contract Services	School Support	Travel, Training, and Materials	Production, Promotion, Subscription and Training Fees	Administrative	Annual Fixed Cost Year 2
4.2.2.1	One conference for DRS and Vendor Staff to initiate the project	\$ 10,049	\$ 10,000		\$ 2,124	\$ 5,000	\$ 3,804	\$ 30,978
4.2.2.1	One conference for DRS and WVDE staff	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One conference for Pre-ETS (attendees TBD)	\$ 20,098	\$ 30,000		\$ 4,249	\$ 30,000	\$ 11,809	\$ 96,155
4.2.2.1	One conference for DRS staff only	\$ 20,098	\$ 30,000		\$ 4,249	\$ 25,000	\$ 11,109	\$ 90,455
4.2.2.1	One transition fair for high school students with disabilities, teachers, parents, and other stakeholders in West Virginia	\$ 30,146	\$ 50,000		\$ 6,373	\$ 40,000	\$ 17,713	\$ 144,231
4.2.2.2	In collaboration with DRS, the approved vendor will research, develop, and deliver outreach materials to increase statewide awareness of DRS and Pre-ETS as outlined in Goal 4.2.1.1.	\$ 30,959	\$ 65,600		\$ 6,102	\$ 272,400	\$ 52,509	\$ 427,569
4.2.2.3	In collaboration with DRS, the approved vendor will research development needs, update, and expand the PathwaysWV.org website as outlined in Goal 4.2.1.6.	\$ 34,004	\$ 115,000		\$ 7,006	\$ 12,000	\$ 23,521	\$ 191,531
4.2.2.4	Jointly with WV Department of Education, Office of Special Education, develop in conjunction with experienced teachers who work with students on the alternative track, Lessons for Life for students with the most significant disabilities	\$ 90,846	\$ 2,500		\$ 24,859		\$ 16,549	\$ 134,753
4.2.2.5	Jointly with WV Department of Education, Office of Special Education, align career and college readiness standards and develop Work Exploration activities and Pre-ETS	\$ 31,974	\$ 100,000		\$ 8,588	\$ 10,000	\$ 21,079	\$ 171,640
4.2.2.6	Leverage partnerships with other agencies and groups, including juvenile justice and foster care, to reach students with disabilities age 14-21 to promote Pre-ETS.	\$ 125,865	\$ 9,600		\$ 25,311		\$ 20,901	\$ 181,676
4.2.2.7	Provide the 5 Pre-ETS activities training to a minimum of 1,000 students with disabilities statewide.	\$ 334,963	\$ -	\$ 2,478,800	\$ 287,672		\$ 434,201	\$ 3,535,636
	<b>Total</b>	\$ 749,100	\$ 442,700	\$ 2,478,800	\$ 380,779	\$ 419,400	\$ 624,301	\$ 5,095,081