

Method of Award

The method for allocation of contract awards is designed to allow ACCES-VR to: optimize purchase of services from vendors who have a history of providing quality services that resulted in employment outcomes; develop new vendor relationships to meet changing and under met need and growing new contracts during the 5 year contract; meet the varying consumer needs for 15 district offices across NYS; and; use service quality indicators, performance outcome reports and contract compliance to adjust allocations in future years of the contract.

ACCES-VR will calculate a percentage for each district office of the total supported employment intensive services; supported employment extended services; and, unified services. These percentages for each district office will be used to establish a CRS budget for the office. Allocations will be determined as follows:

Supported Employment Intensive Services

Year 1 Allocation

Round 1 – Rank current vendors

- Utilizing the Supported Employment Information Directory (SEID)
- By Region, rank each vendor in accordance with their Rehabilitation Rate (closed Status 26) for the period 10/1/10 – 3/31/13.

(A) Regional Ranking:

- A1. Top 20% - rounded to the nearest whole number
- A2. Middle 60% - rounded to the nearest whole number
- A3. Lower 20% - rounded to the nearest whole number

(B) Units Awarded Per Ranking:

Contract values for all vendors receiving an A1, A2, or A3 ranking will equal the average expenditure amounts from the three (3) previously closed out contract years, not to exceed their stated capacity.

Vendors who receive an A3 ranking - The ACCES-VR District Office will work with vendors who receive a ranking of A3 to develop and approve a Corrective Action Plan to be implemented at the beginning of Year 1.

Round 2

- Determine remaining unmet need and available resources

- Identify new vendors for the region

(C) Award Units

- B1. New vendors – contracts will be awarded at a minimum level of \$15,000 per year and a maximum of \$100,000 per year. A new vendor is defined as a vendor that ACCES has not previously awarded units to provide Supported Employment services to its consumers.

Should there be more new vendors than are needed by a specific DO or Region, award determination will be based on emerging unmet Regional need in specific counties and their specified work with special disability populations (identified in Attachment 1), not to exceed their stated capacity.

- B2. Vendors ranked A1 – add proportional funding based on contract value up to bid capacity, if need exists, until funds are expended; at an amount no less than \$5,000 per vendor.
- B3. If there is a remaining need and available funds, A-2 vendors may be awarded a proportional increase, based on contract size, up to bid capacity.

An example of a proportional increase by contract size is:

- There is \$18,000 in available funding
 - Vendor 1 has a \$200,000 contract and Vendor 2 has a \$100,000 contract
 - Vendor 1 would receive twice as much as Vendor 2
 - Vendor 1 would receive \$12,000 and Vendor 2 would receive \$6,000.
- If there is a remaining need, additional awards may be given proportionately by contract value to A3 vendors (only on an exception basis) or the RFP will be reissued for certain services in cases where need cannot be met.

Year 2 Allocation

Round 1

- Recalculate Regional rankings
- A1. Year 2 budget determined from the updated average expenditure amounts from the three (3) previously closed contract years.
- A2. Year 2 budget determined from the updated average expenditure amounts from the three (3) previously closed contract years.

- A3. Year 2 budget determined from the updated average expenditure amounts from the three (3) previously closed contract years. The ACCES-VR District Office will work with vendors who receive a ranking of A3 to develop and approve a Corrective Action Plan.

The contract level for new vendors will remain the same as Year 1.

Round 2

- Same as B-2 and B-3 from Year 1 allocation

Years 3 – 5 Allocations –

Round 1

- Recalculate Regional rankings based on a vendor's Rehabilitation Rate (Closed Status 26) and the Performance Rubric as follows:
 - A1. Top 20% (rounded to the nearest whole number) based their Rehabilitation Rate and at least 90% of Reports were identified as superior or satisfactory.
 - A2. Middle 60% (rounded to the nearest whole number) based on their Rehabilitation Rate and at least 90% of Reports were identified as superior or satisfactory. And, vendors ranked in the top 20% based on Rehabilitation Rate, but whose identified Reports rate lower than 90% superior or satisfactory.
 - A3. Bottom 20% (rounded to the nearest whole number) based on their Rehabilitation Rate.
 - A1. Year 3, 4 and 5 budgets will be determined from the updated average expenditure amounts from the three (3) previously closed contract years.
 - A2. Year 3, 4 and 5 budgets will be determined from the updated average expenditure amounts from the three (3) previously closed contract years.
 - A3. Year 3 budget will be determined from the updated average expenditure amounts from the three (3) previously closed contract years, less 15% and an approved Corrective Action Plan must be developed. If vendor remains as an A3, contract will be reduced by 15% in Year 4 and again in Year 5.

Note: Funding will not be cut for vendors who receive a ranking of A3, but whose rehabilitation ranking is at least 24%. This is an absolute standard.

New vendors ranking will be determined from the available performance data at that time.

Note: ACCES-VR reserves the right to develop a Corrective Action Plan for those vendors ranked A1 or A2 if performance falls significantly.

Round 2

- Determine remaining Regional unmet regional or disability-specific need, vendor budget cuts, and available resources
 - A1. Add proportional funding based on contract level up to bid capacity, if need exists, until funds are expended; at an amount no less than \$5,000 per vendor.
 - A2. If unmet need and funding remain, proportional funding, based contract size, up to bid capacity, will be applied to A2 vendors.

- II. Contract Development – 5-Year Contract
 - Apply funding based on Regional ranking beginning in Year 1
 - Determine final Year 1 amount after all needs are met and multiply by 5 to determine the 5-Year contract amount.
 - SED reserves the right to adjust maximum contract values over the life of the contract in accordance with the allocation methodologies based on regional need, rankings, and the application of performance and quality measures.
 - Cost of living adjustment to the rates may be provided during the contract term, no sooner than Year three (3), at ACCES-VR's discretion and subject to availability of funds. Separately negotiated rate changes will not be allowed. Any cost of living adjustment will be based on the percentage increase in the Consumer Price Index for Urban Wage Earners & Clerical Workers (CPI-W) for New York-All Items) from June of the preceeding two years to June of the preceeding year, rounded to the nearest one-tenth of one percent, up to a maximum of three percent (3%). Any adjustment will be applied to the rates on October 1 of the subsequent year. For example, to compute a rate for 10/1/15, we would compute the difference between the indices on June 2013 and June 2014.

Supported Employment Extended Services

Year 1 Allocation

Round 1

- Current vendors will receive the same number of FTE's that were billed and paid for in the most recent closed out year ended September 30, 2012.

- An FTE is defined as two visits per month, per consumer. The rate is \$2,500.

Round 2

- New Vendors – In the instance where an alternative extended funding source does not exist and ACCES-VR FTEs are requested, new vendors selected will receive a minimum of 1 FTE and a maximum of 2 FTEs, based on capacity, Regional need or the vendor’s demonstrated work with special populations.
 - FTEs will only be granted to those vendors serving populations not otherwise covered by extended service agreements sponsored by NYS OMH Personalized Recovery Oriented Services (PROS) with one of the following agencies: New York State Office for People with Developmental Disabilities (OPwDD) or the Office of Mental Health (OMH).

Round 3

- Remaining FTEs will be distributed to those vendors who have the least number of FTEs (fewer than 10), based on District Office need, up to their capacity.

Years 2 – 5 Allocations

- Same as Year 1, with exception for extenuating circumstances, Regional need, services to a special population or if the RFP is reissued.

Contract Development – 5-Year Contract

Determine final Year 1 amount after all needs are met and multiply by 5 to determine the 5-Year contract amount.

Unified Services - (formerly UCS Services)

Year 1 Allocation

Round 1

- Year 1 contract allocation amount will equal the average expenditure amounts from the three (3) previously closed contract years for all vendors currently holding a UCS contract – or lower if vendor indicates a lesser capacity.

Round 2

Determine remaining Regional/County or special population unmet need:

1. For vendors whose current UCS contract level is below \$25,000 for sole proprietors and \$50,000 for for-profit and not-for-profit agencies annually, additional units can be awarded based on Regional/county need and work with special populations (as stated in Attachment 1), up to a maximum of \$100,000 annually, but not more than the vendor's stated capacity. In the case of a tie (vendors who provide the same service(s), to the same disability group(s) in the same geographic area(s)), a proportional increase, based on contract size, up to bid capacity, will be applied.
2. Identify new vendors for the region. A new vendor is defined as one from whom ACCES has not previously purchased Unified Services (formerly UCS). Based on stated capacity, Regional need and available funding, contract values for new vendors will be at a minimum of \$25,000 per year for sole proprietors and \$50,000 per year for-profit and not-for-profit agencies with a maximum of \$100,000 annually, but not more than the vendor's stated capacity. In the case of a tie (vendors who provide the same service(s), to the same disability group(s) in the same geographic area(s)) a proportional increase, based on contract size, up to bid capacity, will be applied.

Note: *Contract level exceptions to the minimum annual contract amounts will be granted as established in the RFP for those vendors who apply to provide Technical Evaluation and Training Services (CSC 165X and 167X).*

Round 3

- Based on funding availability, additional allocations can be awarded to Round 1 vendors who provide services to special population groups, those who provide services to youth, work readiness and benefit advisement as stated in Attachment 1. In the case of a tie (vendors who provide the same service(s) in the same geographic area(s)) a proportional increase, based on contract size, up to bid capacity, will be applied.

Year 2 Allocation – Same as Year 1 to include the following:

Round 1

- Year 2 contract allocation amount will equal the average expenditure amounts from the three (3) previously closed contract years for all vendors who held a UCS contract – or lower if vendor indicates a lesser capacity.

Round 2

Determine remaining Regional/County or special population unmet need:

3. For vendors whose current UCS contract level is at least \$25,000 for sole proprietors and \$50,000 for for-profit and not-for-profit agencies annually, additional units can be awarded based on Regional/county need and work with special populations (as stated in Attachment 1), up to a maximum of \$100,000 annually, but not more than the vendor's stated capacity. In the case of a tie (vendors who provide the same service(s), to the same disability group(s) in the same geographic area(s)), a proportional increase, based on contract size, up to bid capacity, will be applied.
4. New vendors in the region whose contract value is at least \$25,000 for sole proprietors and \$50,000 for-profit and not-for-profit agencies with a maximum of \$100,000 annually may be awarded additional units, but not more than the vendor's stated capacity. In the case of a tie (vendors who provide the same service(s), to the same disability group(s) in the same geographic area(s)) a proportional increase, based on contract size, up to bid capacity, will be applied.

Round 3

- Based on funding availability, additional allocations can be awarded to Round 1 vendors who provide services to special population groups, those who provide services to youth, work readiness and benefit advisement as stated in Attachment 1. In the case of a tie (vendors who provide the same service(s) in the same geographic area(s)) a proportional increase, based on contract size, up to bid capacity, will be applied.

Years 3 – 5 Allocations – All vendors will be designated as A1, A2 and A3 based on the Performance Rubric and established Performance Indicators outlined in the RFP for each service they provide as outlined in the RFP.

- A1. Vendors who have achieved a 90% or above rating based on the performance rubric and are at or above the established regional average for each service they provide by 3/31/15, 3/31/16, and 3/31/17, respectively.
- A2. Vendors who have achieved a 90% or above rating on the Performance Rubric and are at or above the established regional average for some, but not all, of the services they provide by 3/31/15, 3/31/16, and 3/31/17, respectively.
- A3. Vendors who receive below a 90% rating on the Performance Rubric.

Note:

- *The regional average as of Year 3 will be based on data collected 10/1/13 – 3/31/15*
- *The regional average as of Year 4 will be based on data collected 10/1/14 – 3/31/16*

- *The regional average as of Year 5 will be based on data collected 10/1/15 – 3/31/17.*

Round 1

- Year 3, 4 and 5 budgets will be determined from the updated average expenditure amounts from the (3) previously closed contract years.
- New vendors' Year 3 budget will be determined based on the available data from Years 1 and 2 and in Years 4 and 5 be determined from the updated average expenditure amounts from the (3) previously closed out contract years.
- Years 3, 4 and 5 budgets for vendors designated an A3 will be determined from the updated average expenditure amounts from the three (3) previously closed contract years, less 15% and an approved Corrective Action Plan must be developed. If vendor remains as an A3, contract will be reduced by 15% in Year 4 and again in Year 5.

Note: *ACCES-VR reserves the right to develop a Corrective Action Plan for those vendors ranked A1 or A2 if performance falls significantly.*

Round 2

- A1. Additional allocations may be awarded to any A1 vendor, based on Regional/County unmet need, who works with special population groups, provide services to youth, work readiness and benefit advisement as stated in Attachment 1, but not to exceed the vendor's stated capacity. In the event of a tie, any increase will be granted to the vendor who received the highest superior percentage based on the Performance Rubric within the County requiring the service.
- A2. If a Regional/County unmet need and funding continue to exist, A2 vendors may be awarded an additional allocation only for those services they achieved a 90% or above rating based on the Performance Rubric and are at or above the regional average for the needed service, but not to exceed vendor's stated capacity. In the event of a tie, any increase will be granted to the vendor who received the highest superior percentage based on the Performance Rubric within the County requiring the service.

Contract Development – 5 Year Contract

- Apply funding based on the average expenditure amounts from the three (3) previously closed contract years for all vendors currently holding a UCS contract – or lower if vendor indicates a lesser capacity.
- Determine final Year 1 amount after all needs are met and multiply by 5 to determine the 5-Year contract amount.

- SED reserves the right to adjust maximum contract values over the life of the contract in accordance with the allocation methodologies based on regional need, rankings, and the application of performance and quality measures.
- Cost of living adjustment to the rates may be provided during the contract term, no sooner than Year three (3), at ACCES-VR's discretion and subject to availability of funds. Separately negotiated rate changes will not be allowed. Any cost of living adjustment will be based on the percentage increase in the Consumer Price Index for Urban Wage Earners & Clerical Workers (CPI-W) for New York-All Items) from June of the preceeding two years to June of the preceeding year, rounded to the nearest one-tenth of one percent, up to a maximum of three percent (3%). Any adjustment will be applied to the rates on October 1 of the subsequent year. For example, to compute a rate for 10/1/15, we would compute the difference between the indices on June 2013 and June 2014.