

**STATEMENT OF WORK  
INNOVATION AND EXPANSION PROJECTS  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Innovation and Expansion ITQ is to qualify responsible and responsive Contractors to provide services to Department of Labor and Industry, Office of Vocational and Rehabilitation (OVR) eligible customers. In addition, Local Public Procurement Units, as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the terms and conditions.

Depending on the availability of funds, OVR will use Vocational Rehabilitation (VR) Pre-Employment Transition Services (Pre-ETS) funds for the development of Innovation and Expansion Projects. These programs will comply with the OVR State Plan and target the development of projects that will expand work readiness and paid work experience services for students with disabilities in rural and underserved populations within Commonwealth counties.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Labor and Industry (DLI), Division of Procurement. All inquiries should be referred to:

Lori Micheals, Procurement Chief  
Department of Labor and Industry  
Bureau of Administrative Services  
651 Boas Street, Rm. 205  
Harrisburg, PA 17101-1914  
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**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- Contractor must provide documentation showing two (2) years of demonstrated experience and expertise in providing employment services to students or youth with significant disabilities (for example students with IEPs, 504 plans, mental health disabilities, physical disabilities, blindness/visual impairments, deafness or hard of hearing, or other conditions)

**SERVICE CATEGORIES:** Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
86130000-ITQ-158 Provide Pre-Employment Transition Services for Students with Disabilities	Develop Pre-Employment Transition Services (Pre-ETS) for students with the most significant disabilities. Projects will serve students with disabilities resulting in the successful placement of students into work-based learning experiences including, but not limited to Pre-ETS such as Paid Work Experiences, Job Shadowing, and/or Worksite Tours to increase their knowledge of community employment opportunities.

**REQUEST FOR QUOTES (RFQ) PROCEDURES:** Commonwealth agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

OVR will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote(s) which provides the greatest value to OVR based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor(s) whose overall proposal best suits the OVR's needs is selected for each individual project.