**Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contractors shall complete and upload the following response template criteria in its entirety. Individuals meeting the minimum qualifications below are approved to conduct earning power assessment interviews under section 449 of the act (77 P.S. § 1000.5). A vocational expert who satisfies the requirements of this section complies with the Code of Professional Ethics for Rehabilitation Counselors pertaining to the conduct of expert witnesses for purposes of Section 306(b)(2) of the Act (77 P.S. § 512(2)).

1. **QUALIFICATIONS FOR CURRENT VOCATIONAL EXPERTS UNDER ACT 57 OF 1996:**
2. This section applies to individuals who, before June 23, 2007, **conducted** earning power assessment interviews under section 306(b) of the act (77 P.S. § 512(2)). These individuals continue to meet the minimum qualifications established under section 306(b) if they possess one of the following:
3. Certification by one of the following National recognized professional organizations:
4. The American Board of Vocational Experts;
5. The Commission on Rehabilitation Counselor Certification;
6. The Commission on Disability Management Specialists Certification;
7. The National Board of Certified Counselors; and
8. Other nationally recognized professional organizations published by the Department in the Pennsylvania Bulletin <https://pabulletin.com/index.asp>.

**Provide a scanned copy of your current certification as described above**

1. Provide two (2) examples of redacted labor market studies completed prior to one year of response and one-year experience in analyzing labor market information and conditions, industrial and occupational trends, with primary duties providing actual vocational rehabilitation services, which include the following:
2. Job seeking skills.
3. Job development.
4. Job analysis.
5. Career exploration.
6. Placement of individuals with disabilities.
7. Vocational testing and assessment.

 **Contractor Response**

1. Certification by a nationally recognized professional organization specified in Section **A.1.a** under the direct supervision of an individual possessing the criteria in Section **A.1.b.**

**Provide a scanned copy of your current certification as described above**

1. Provide documentation of possession of a bachelor’s degree or a valid license issued by the Department of State’s Bureau of Professional and Occupational Affairs, as long as the individual is under the direct supervision of an individual possessing the criteria in **Section A.1.b.**

**Provide a scanned copy of your bachelor’s degree or valid license as described above**

1. Provide a detailed narrative depicting at least five (5) years’ experience, primarily in the workers’ compensation field prior to August 13, 1996, as a vocational evaluator, with experience in analyzing labor market information and conditions, industrial and occupational trends, with primary duties providing actual vocational rehabilitation services, which include, but are not limited to, the following:
2. Job seeking skills;
3. Job development;
4. Job analysis;
5. Career exploration; and
6. Placement of individuals with disabilities.

**Contractor Response**

1. **QUALIFICATIONS FOR VOCATIONAL EXPERTS UNDER ACT 53 OF 2003:**
2. This section applies to individuals who, before June 23, 2007, have **not conducted** earning power assessment interviews under section 306(b) of the act (77 P.S. § 512(2)). These individuals meet the minimum qualifications established under section 306(b) if they possess both:
3. Certification by one of the following nationally recognized professional organizations:
4. The American Board of Vocational Experts.
5. The Commission on Rehabilitation Counselor Certification.
6. The Commission on Disability Management Specialists Certification.
7. Other nationally recognized professional organizations published by the Department in the Pennsylvania Bulletin.

**Provide a scanned copy of your current certification as described above**

1. A Bachelor’s or postgraduate degree in rehabilitation counseling or a related counseling field.

**Provide a scanned copy of your bachelor’s degree or post graduate degree as described above**

1. **PRIOR EXPERIENCE:**

1. Contractor(s) must have prior experience in providing vocational rehabilitation services in Pennsylvania. Contractor(s) must be able to provide services for both pre and post Act 57 injuries. Provide documentation showing evidence of five (5) years’ experience in providing Vocational Rehabilitation Services in accordance with the PA Workers’ Compensation Act on claims with injury dates prior to July 24, 1996 as well as claims with injury dates on or after July 24, 1996.

 **Contractor Response**

1. Provide example for three (3) claims with injury dates both pre and post July 24, 1996 to include examples of earning power assessments, light duty packets, labor market surveys etc.

**Contractor Response**

1. **PERSONNEL:**
2. Provide complete resumes of personnel involved with the project showing everyone’s education and experience related to vocational rehabilitation, including qualifications/certifications as outlined in the Pennsylvania Workers’ Compensation Act, specifically 34 PA Code Section 123.201.

 **Contractor Response**

1. Provide the names of all personnel that will be involved with the project, including the Project Manager, and the duties each will perform. SWIF prefers all work be performed by a CRC (Certified Rehab Counselor) or be supervised by a CRC; however, other qualifications and certifications are listed above in **Section A AND B QUALIFICATIONS** per the PA Workers’ Compensation Act. Copies of certifications must accompany submission for each person who will be assigned cases.

 **Contractor Response**

1. Provide an organizational chart showing all personnel involved in the contract and where each will be physically located.

 **Contractor Response**

1. Provide a description of how notice of personnel changes will be communicated to the SWIF Vocational Rehabilitation Program Manager and the DGS Contracting Officer in accordance with **Section IX Staffing Administration** of the ITQ Statement of Work.

Contractor Response