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February 25, 2008

ADDENDUM 1

HCJFS REQUEST FOR PROPOSAL 07-022 RESIDENTIAL TREATMENT SERVICES

To All Potential Proposers:

Changes to Request for Proposal

Section 3.0 –Proposal Guidelines, Page 22 of the RT RFP:

Replace with attached Section 3.0.

Section 4.0 –

4.1 Evaluation and Award of Agreement, Stage 1. Preliminary Review, Page 30 of the RT RFP:

Add the following:

H. Registration for Providers Conference, Section 3.3.

Section 4.7 –Proposal Selection, Page 32 of the RT RFP:

Replace with attached page 32.

Attachment A of the RT RFP:

Replace RFP Submission Checklist with attached Checklist.

Adult Services/421-LIFE • Cash Assistance • Child Care Services
Child Support Services • Children's Services/241-KIDS • Employment and Training
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



3.0 PROPOSAL GUIDELINES

The RFP, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current federal, state, and local laws and procedures.

3.1 Program Schedule

ACTION ITEM	DELIVERY DATE
RFP Issued	February 11, 2008
Provider's Conference	February 25, 2008, 1:00pm
Deadline for Receiving Final RFP Questions	March 3, 2008
Deadline for Issuing Final RFP Answers	March 10, 2008
Proposals Received by HCJFS Contact Person	March 24, 2008, 11:00am
Oral Presentations	April 10-11, 2008
Site Visits	April 14-18, 2008
Proposal Review Completed	April 22, 2008

3.2 HCJFS Contact Person

HCJFS Contact Person and mailing address for questions about the proposal process, technical issues, the Scope of Service or to send a request for a post-proposal meeting is:

Beverly Donald, Contract Services

Hamilton County Department of Job and Family Services

222 East Central Parkway, 3rd floor

Cincinnati, Ohio 45202

donalb@jfs.hamilton-co.org

Fax: (513) 946-2384



RFP Submission Checklist

Please use the checklist below to ensure all items and actions necessary to have your proposal accepted are completed:

- _____ A) Proposal is to be submitted by 11:00 a.m. on March 24, 2008;
- _____ B) Cover sheet is to be signed and all sections are to be completed in full, Section 2.1;
- _____ C) Responses to Program Components, Section 2.2.1 are included;
- _____ D) Responses to System and Fiscal Administration Components, Section 2.2.2 are included;
- _____ E) Three (3) budgets are completed and attached (budgets are to list each discrete service separately), Section 2.3;
- _____ F) Customer Reference Letters are included, Section 2.4; and
- _____ G) Personnel Qualifications are included, Section 2.5.
- _____ H) Registration for Providers Conference, Section 3.3.

