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May 30, 2008

**HCJFS REQUEST FOR PROPOSAL
PARENTING EDUCATION SERVICES RFP08-005
ADDENDUM 2**

To All Potential Proposers:

Language to be added to Section 5.5 Insurance (Page 29 of the RFP) New language is bolded.

Provider will require all insurance policies in any way related to the work and secured and maintained by Provider to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and HCJFS.

Provider will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

Questions and Answers

Q1. Does required insurance need to be in place to submit a proposal?

A: No, the insurance needs to be in place by the time the contract is signed.

Q2. Is budget information needed on the whole agency or only on the proposed programs?

A: The whole agency. Include the program(s) you are submitting on the budget under the Program (1, 2 or 3) column. Any other direct service provided by your agency should be listed under the Other Direct Service column. The Mgmt Indirect Column would include all agency expenses that are not provided directly to clients.



Q3. (In regard to Budget) If there are more than three programs we are submitting do you want another form completed?

A: Yes, you will have to fill out another form or on an electronic version of the form you can add a column(s).

Q4. (In regards to the contract budget summary, 1st page, attachment c) Is management indirect the total agency?

A: Yes, this is the management of the total agency. On page 8 of the budget provide an explanation of how the management indirect expenses are allocated; specifically how the portion of the management indirect being allocated to the proposed program(s) were determined.

Q5. If we as vendor are going to respond to certain parts of the RFP and say we are going to do a teen/parent class, etc. do you want 1 proposal but you would list out program 1 as mentors and if it was teen/parent there are separate unit rates. How do you ant that reflected on the cover sheet?

A: Follow the program columns down on the separate unit rates until you get to the Total Program Expenses, then in the next line you would put 'plan to provide nnn units then divide that out to get the unit rate which you would put on the line.

If you have components with multiple unit rates, you need to reflect that on the cover sheet.

For each program?

A: For each program.

Q6. On the cover page would you just have the "no cost" all combined program?

A: It is not on the current cover sheet. We have attached a revised cover sheet that is broken out into the separate lines for each program. There will be 3 years for each program you submit for. Even if the costs are all the same.

Q7. On the number of people that have been referred for parent education classes last year does that include the children of the family or just the adults?

A: The numbers cited in the Request for Proposal are for adults only.

Q8. Do you have record of the children if there doing family based services?

A: The number of children was not reported as their attendance was not linked to a funded service. Their attendance, at a separate social group, was intended to remove a barrier for the adults' attendance at group sessions.



Q9. Are those separate classes for adults and children not any other groups where adults and children combined?

A: The in-home is combined, bur for the groups, it was based only for the adults. The services to the children were incorporated as identified above as a means to remove barriers for parents to participate in the group parenting program.

Q10. Are you able to share who in the past and presently have provided this service for JFS?

A: Over the years we have had several people. Family Services of the Cincinnati Area and Cincinnati Public Schools are providing services currently. Past providers of these services include Catholic Social Services, St Aloysius, Beech Acres, The Crossroads Center and Mental Health Services East.

Q11. We have a family strengthening program that incorporates teaching some kids and some parents and then all of them together as a big group. Is what you're looking for parent groups, children groups, but not anything that combines them?

A: What we are looking for is a variety of models. So if that is the model that you want to submit, do so. We will be looking at where you define what the research is for that proposal and if you provide anecdotal and statistical information on how that works for you locally as well as the evidence based research for the model. The successful bidder(s) will also address traditional barriers families experience with engaging with these services.

Q12. Are you looking for 1 agency that can pull all of these different factors together? You're not looking for different agencies to do pieces of this? So do you want 1 agency to do this including assessments?

A: Our program goal is just to have one agency. However that does not preclude forming partnerships where they work together on proposals. We often have that in other circumstances where providers have formed partnerships.

We are looking for a total package that can provide a broad spectrum of parent education services. The assessment piece is critical, as it is the link to the JFS case plan and the resulting service recommendations. One provider can choose to bid on the total package or multiple providers can collaborate on a proposal.

Q13. As far as the length of stay in the program, Are there any projections or what have you seen as far as how long these families are participating in the programs? Is there a maximum time?

A: Length of stay is more determined by program design and budget.

Length of stay is a variable that is predicated on the program(s) offered and the need of the individual referred. All programs should be based on best practice,



evidenced based research and the provider's own track record in delivering services.

Maximum time is driven by need of family, number of families participating and effectiveness of the curriculum and staff. Our agency's desire is to involve as many families as effectively as the program will support. Need at times far exceeds our ability to be served by the program. In addition, there will be individuals who need minimum services and others who may need more intense involvement. This RFP is an attempt to try and balance this out. In the past we have provided essentially the same services to everyone. We are trying to make sure they are more individualized. It really comes down to budget and numbers.

Q14. Are 459 individual parents as being served in the past year correct? Is there any anticipation on JFS's part of that number going up or down? Is there a budget amount identified?

A: It was a contract term of one year and combined two providers.

The number 459 refers to the number of referrals, not the number served. Referrals are driven by requests for services based on collaboration between the parent(s) and the caseworker. No budget amount is identified.

I would same about the same number of referrals. We do not expect a major shift.

We are looking at the combined dollars of what we have this year and if we have access to additional funds. We may be looking at \$200,000.

We are looking at what you can provide for the projected units.

Q15. If an agency can provide all of the services, is that how you want to contract out? If any agency cannot supply all services would you work with other agencies to contract?

A: What we are asking for is for you to submit the proposal as you can provide.

We are looking for a total package that can provide a broad spectrum of parent education services. The assessment piece is critical, as it is the link to the JFS case plan and the resulting service recommendations. One provider can choose to bid on the total package or multiple providers can collaborate on a proposal.

Q16. I'm unclear about the desired contents of Section 2.2. The RFP document indicates "providers must describe in detail all information set forth in Section 2.2.1 . . . and Sections 2.2.2 . . .". yet it appears in the list of elements as a separate section. It looks to me like 2.2 is the cover for 2.2.1 and 2.2.2.

A: 2.2 is an introduction header to the required components of 2.2.1 & 2.2.2.



Q17. In the “population” section and for planning, what criteria do you currently use when referring to an in-home program? For example, is this an alternative for parents with ambulatory issues or for parents of children with developmental disabilities?

A: Currently, the referral to any service is dependent on the case plan developed by the referring caseworker and availability of in-home services. The current provider of in-home services can accept a limited number of referrals and limits involvements to families with younger children. For the next contract cycle, the referrals will still be initiated by the JFS worker based on the case plan. Services will be predicated on the case plan, the vendor assessment and the availability of services.

Q18. What is the current assessment tool being used initially by the case worker prior?

A: Currently the caseworker submits a Case Information Sheet and Worker Safety Checklist. As this service is changing to include more collaboration between the caseworker and the vendor at the point of initial assessment, the Case Review would also be included by the caseworker for referrals under this contract.

Q19. What is the view of JFS on provider collaboration? For example, if two agencies felt they could each provide a portion of the list of desired services and submitted a collaborative bid that encompassed all services, would that collaboration be viewed as a benefit or a detriment?

A: We are looking for a total package that can provide a broad spectrum of parent education services. The assessment piece is critical, as it is the link to the JFS case plan and the resulting service recommendations. One provider can choose to bid on the total package or multiple provides can collaborate on a proposal. There is not JFS view on collaboration for this contract. As long as the submitted proposal addresses the services stated in the RFP, it will be judged on its own merits.

Q20. I did not see a section in the RFP related to subcontracting. Is subcontracting between providers being discouraged?

A: Revision to section 2.2.2 System and Fiscal Administration Components. Please add the following section:

H (1). Subcontracts - Submit a letter of intent from each subcontractor indicating their commitment, the service(s) to be provided and three (3) references. All subcontractors must be approved by HCJFS and will be held to the same contract standards as the Agency/Company.

Q21. If an agency were to submit a proposal and win the contract, would that agency be allowed to subcontract some of the services out to another agency post-award or must this be something stated in the proposal upfront?

A: Please refer to question 20 above.



**ATTACHMENT A
PROPOSAL COVER SHEET FOR
Parenting Education Services
Bid No: RFP 08-005**

Name of Provider: _____

Provider Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____
(Please Print or type)

Phone Number: _____ E-Mail: _____

Additional Names: Provider must include the names of individuals authorized to negotiate with HCJFS.

Person(s) authorized to negotiate with HCJFS:

Name: _____ Title: _____
(Please Print)

Phone Number: _____ Fax Number: _____ E-Mail: _____

Name: _____ Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

Total Cost for Initial Term of 12 months 9/2008 – 8/2009	Total Cost for Renewal Year 1 9/2009 – 8/2010	Total Cost for Renewal Year 2 9/2010 – 8/2011
\$ _____	\$ _____	\$ _____
Unit Rate for Initial Year	Unit Rate for Renewal Year 1	Unit Rate for Renewal Year 2
(Program 1) _____ \$ _____	(Program 1) _____ \$ _____	(Program 1) _____ \$ _____
(Program 2) _____ \$ _____	(Program 2) _____ \$ _____	(Program 2) _____ \$ _____
(Program 3) _____ \$ _____	(Program 3) _____ \$ _____	(Program 3) _____ \$ _____

Certification: I hereby certify the information and data contained in this proposal are true and correct. The Provider's governing body has authorized this application and document, and the Provider will comply with the attached representation if the contract is awarded.

Signature - Authorized Representative

Title

Date

EXHIBIT II

HCJFS CONTRACT BUDGET

AGENCY: _____

BUDGET PREPARED FOR PERIOD _____

CONTRACT # _____

NAME OF CONTRACT PROGRAM _____ TO _____

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES				MGMT	OTHER	TOTAL
				INDIRECT	DIRECT SER	EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE
TO BE PROVIDED: _____

UNIT = _____

TOTAL PROGRAM COST/TOTAL UNITS
OF SERVICE = UNIT RATE: \$ _____ \$ _____ \$ _____

EXHIBIT II

A. STAFF SALARIES - Attach Extra Pages for Staff, if needed

POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST				MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
TOTAL SALARIES									

EXHIBIT II

EXPENSES BY PROGRAM SERVICES				MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
B. PAYROLL TAXES						
FICA _____ %						
WORKER'S COMP. _____ %						
UNEMPLOYMENT _____ %						
BENEFITS						
RETIREMENT _____ %						
HOSPITAL CARE						
OTHER (SPECIFY)						
TOTAL EMPLOYEE PAYROLL TAXES & BENEFITS						

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.))				MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
TOTAL PROFESSIONAL FEES & CONTRACTED SERVICES						

EXHIBIT II

EXPENSES BY PROGRAM				MGMT	OTHER	TOTAL
SERVICES				INDIRECT	DIRECT	EXPENSE
D. CONSUMABLE SUPPLIES					SERVICES	
OFFICE						
CLEANING						
PROGRAM						
OTHER (SPECIFY)						
TOTAL CONSUMABLE SUPPLIES						
E. OCCUPANCY COSTS						
RENTAL @ _____ PER SQ.FT.						
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG. ACQUISITION COST						
MAINTENANCE & REPAIRS						
UTILITIES (MAY BE INCLUDED IN RENT)						
HEAT & ELECTRIC _____						
WATER						
TELEPHONE						
OTHER (SPECIFY)						
TOTAL OCCUPANCY COSTS						

EXHIBIT II

EXPENSES BY PROGRAM				MGMT	OTHER	TOTAL
SERVICES				INDIRECT	DIRECT	EXPENSE
OTHER SERVICE						
F. TRAVEL COSTS						
GASOLINE & OIL						
VEHICLE REPAIR						
VEHICLE LICENSE						
VEHICLE INSURANCE						
OTHER						
MILEAGE REIMBURSEMENT						
AT \$_____ PER MILE						
CONFERENCES & MEETINGS, ETC.						
PURCHASED TRANSPORTATION						
TOTAL TRAVEL COSTS						
G. INSURANCE COSTS						
LIABILITY						
PROPERTY						
ACCIDENT						
OTHER						
TOTAL INSURANCE COSTS						

EXHIBIT II

EXPENSES BY PROGRAM				MGMT	OTHER	TOTAL
SERVICES				INDIRECT	DIRECT SERVICE	EXPENSE
H. EQUIPMENT COSTS						
SMALL EQUIPMENT (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
TOTAL SMALL EQUIPMENT COSTS						
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)						
TOTAL EQUIPMENT & REPAIR						
EQUIPMENT LEASE COSTS (DETAIL)						
TOTAL LEASE COSTS						
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)						
TOTAL EQUIPMENT COSTS						

EXHIBIT II

LARGE EQUIPMENT DEPRECIATION COSTS

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the "individual equipment item" is for computer components which are purchased as a group, i.e. hard drive monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, 7C, etc.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM

EXHIBIT II

EXPENSES BY PROGRAM				MGMT	OTHER	TOTAL
SERVICES				INDIRECT	DIRECT	EXPENSE
I. MISCELLANEOUS COSTS						
TOTAL MISCELLANEOUS COSTS						
J. PROFIT MARGIN						
(For profit entities only- indicate the amount)						
TOTAL OF ALL EXPENSES						

A rationale or basis for the proration of MGT/INDIRECT Cost must be included which details how the amount charged to this program was determined. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct program costs, and/or time studies. HCJFS staff are available to discuss the most appropriate basis for the program for which the budget is being prepared, if agency staff are unfamiliar with this process.

EXPLANATION: _____

EXHIBIT II

REVENUES BY PROGRAM SERVICES				MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL REVENUES
A. GOVERNMENTAL AGENCY FUNDING (specify agency & type						
B. OTHER FUNDING						
FEES FROM CLIENTS						
CONTRIBUTIONS - (identify all contributions which exceed \$1,000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
TOTAL REVENUE						

EXPLANATION OF ANY ITEMS ABOVE: _____
