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July 8, 2008

**HCJFS REQUEST FOR PROPOSAL  
TRADITIONAL FAMILY AND TREATMENT FOSTER CARE SERVICES RFP08-008**

**ADDENDUM 3**

To All Potential Providers:

HCJFS Panel: Sandra Carson, Lee Anne Cooksey, Margaret Weaver, Deborah Smith

Providers Present:

Ohio Youth Advocate	Applewood Centers
St Joseph Orphanage	Focus on Youth
Advocates for Children & Youth	Oesterlen Services for Youth
Children's Sanctuary Inc	Family Preservation Community Services

Questions and Answers:

Q1. Re: electronic submission of budget – who would we email that to?

**A: Our contact person as listed in Section 3.2.**

Q2. The change in submitting the budget in electronic file, you will be sending that to us. What about the other forms, can they also be sent?

**A: We will be sending all forms at the same time. All other forms will be in MS Word and the budget will be in Excel format.**

Q3. In December when responded to this, the electronic budget format you sent, the formulas weren't correct; at least we did not think they were correct. Do you want us to get back to you so you can send a revised/correct one?

**A: We will have our budget officer check the file and ensure that the budget file we send is correct and the formulas are working.**

**Note: If you are adding additional columns, then make sure you revise the formulas to include those columns.**

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



Q4. Is this form locked? The formulas couldn't be changed?

**A: No. We will ensure that the file is open and operating correctly when we send it. Should you encounter any problems, please contact the contact person via email.**

Q5. Softcopy is the same as electronic?

**A: Yes, that is correct. The softcopy budget and your proposal, which will include a hard copy of the budget, must be received by the due date, July 23<sup>rd</sup>, 11:00 am.**

Q6. Questions will not be entertained during the pre-review of the proposals? (re: addendum 2)

**A: No.**

Q7. What services are you looking for?

**A: Programs that promote family engagement, kinship services, respite services, crisis service options for children. All within a continuum of foster care. We are looking for providers who can provide a range of treatment services to our youth. Generally children who are placed in treatment foster homes have some need for ongoing mental health services, continuum of treatment so we are also looking for that service array; specialized services used with developmental needs.**

Q8. You'd be looking for not just one unit rate for all those services. You would want us to cost it out individually?

**A: Yes. Any Medicaid billable service should be built into your Medicaid certification and your Medicaid cost. Certainly within our program components you cost out respite services, any continuum of kinship services, family engagement services into that. Again, we are looking at a continuum of care for children that promotes permanency – whether that be adoption, returning to a birth family, being placed with a kinship family.**

Q9. How would that work? (transportation to Medicaid appointments, reimbursement to private provider or foster parents)

**A: We are trying to determine how that will work. Medicaid eligible child going to a Medicaid eligible appointment, you can bill the costs to Medicaid. There would be a process, and it might involve the foster parent submitting a bill to JFS. There would be some type of Medicaid qualifying process you would go through.**

Q10. So that would be for Medicaid appointments?

**A: Yes, Medicaid only. Things like recreational activities, school transportation, visitation is not covered. Network and contracted agencies are to provide that transportation.**

Q11. So if you are an out of town provider, out of Hamilton County, we would be able to bill Hamilton County?

**A: Bill Medicaid through NET program. (Non-Emergency Transportation).**

Q12. Are you expecting that our per diem will reflect fuel costs?

**A: Yes. You build your costs on your expenses. You will obviously need to justify your expenses within your budget.**

Q13. Do you have a sense of what language LEP customers speak?

**A: Spanish is primarily what we are seeing.**

Q14. What kind of annual check are you referring to? (page 9, Q requirements for foster parents and staff)

**A: Foster parents and any adult household members, prior to recommendation for approval, must have a BCII and FBI check. After certification and approval, foster parents must submit to the Instant Notification process. Every four years, they must have a BCII and FBI check. See the answer to Q22 below regarding staff and volunteers.**

Q15. If you're going to leave it annually, is that BCII or local sheriff department checks?

**A: This speaks to both, in the RFP, regarding employees and volunteers.**

Q16. So it is speaking to having a BCII every year?

**A: That is how it reads.**

Q17. Are you anticipating ODJFS will bring their new system into being?

**A: It was in the draft language that they are moving forward. (rap back)**

Q18. Have you heard or are you aware of when that might be?

**A: My understanding is that it is for foster parents only and adult household members. We don't believe that will change. Draft language that is out says that foster parents will have a BCII and FBI at initial and every four years. That will be an OAC requirement. We will still, most likely, operate our Instant Notification locally and then in addition to whatever else the State does in terms of the rap back.**

Q19. You are wanting our employees yearly?

**A: yes.**

Q20. Is it fair to say that Q will be re-written and issued in an addendum? And will speak to all of this?

**A: yes (please refer to answer to Q14)**

Q21. If you are doing daily checks, however it works with your system, isn't that meaning whatever you would put in here?

**A: It's only local Hamilton County. And it's only foster parents.**

Q22. Can you tell me also, when you are reviewing this, the very last statement 'a BCII report must be dated within six months of the date the employee or volunteer is hired'. Are you talking about the initial BCII and if they've been there a few years, you are asking us to do this every year?

**A: Prior to employment, all employees and volunteers must be cleared via a BCII check, for all offenses listed in OAC 5101:2-5-09 (note there is a typo on page 9 of the RFP which cites this rule to be 5151:2-5-09). Providers must ensure compliance with ORC 2151.86. Prior to employment, providers must also conduct a criminal records check from the local sheriff or police department of the prospective employee or volunteer. Employees and volunteers must have an annual local police check following their date of hire.**

**We are still awaiting clarification from the prosecutor's office and will forward response when received.**

Q23. Do you have data on where most of the referrals come from by zip code? (child placement matching)

**A: According to the most recent data available (2006), the following ZIP Codes account for 3% or more of children with open Children's Services cases in Hamilton County. They are listed in descending order below:**

**45205  
45231  
45202  
45211  
45229  
45225  
45223  
45238  
45237  
45214**

**We can infer that children in need of placement in foster care would follow a similar distribution.**

Q24. How wide a net do you want us to cast? Its conceivable children could be placed in homes outside Hamilton County. Would you entertain if we had to place a child in Columbus?

**A: Yes. Our agreement states that if we are using the home for placement, then we would get the release signed at time of placement.**

Q25. There are other counties doing something similar. Are you open to working with other counties to get some kind of universal release form?

**A: Our prosecutor's office has not entertained that. We do share information with other counties, but unfortunately, families are still signing multiple releases.**

Q26. Would HCJFS be willing to reimburse families for their expertise?

**A: You can include those kinds of things in your proposal.**

Q27. When you talk about including the family in treatment, does that mean treatment of the parents as well as the child in placement?

**A: It can be. In general, our expectation is that we are all engaging families and willing to work with families. What you get is a family, not just the child. We don't see the foster family making a call to the birth family as reimbursable kind of activity. Going beyond the phone calls, or exchange of pictures or notes. How you reach out to families, engage them, mentoring-teaching process.**

Q28. On page 15, O – is there a difference between #11 and #17?

**A: No. Cross out #17.**

Q29. Is it the average length of stay for each youth or just youth?

**A: Average length of stay for youth.**

Q30. ID curriculum, page 16 u – to what extent are you looking for detailed curriculum?

**A: What you have in terms of any structured formalized process you serve youth with emancipation goals. Or youth that need and require independent living skills building.**

Q31. So if they attend classes somewhere?

**A: Classes are wonderful, but we want reinforcement through daily living. How would your organization or foster parents reinforce daily living skills for that child?**

Q32. On the program questions, you are looking for each one responded to individually?

**A: Yes. Answer each and every question. This is weighted very heavily in the evaluation of your proposal.**

Q33. The checklist (attachment A, coversheet and checklist) does not have to be submitted with the proposal?

**A: No. that is there to help you ensure that all components of your proposal are there.**

Q34. Item G, Job Descriptions – you want them for all in the program budget? There are a lot of administrative positions that will only devote a small percentage of their time to this service that are spread out over the whole organization; do you want those job descriptions, i.e. CFO?

**A: Everyone that is related to this particular service, we would need to see a job description. Any you are going to list on your budget as part of this service, needs to have a job description.**

Q35. What positions would be considered not be related the service?

**A: If you had a residential program and foster care program, you would not list those positions not directly related to this particular service.**

Q36. Insurance certificates – you want copies all the certificates? Commercial, professional, liability are separate, you would want all of them?

**A: JFS is looking for liability. The insurance requirements are spelled out in the RFP and sample contract. We need verification. For this purpose, what we are looking for is your certificate of liability insurance and that you have current and adequate coverage.**

Q37. Section 2.3, the first line says the anticipated service beginning is August 1<sup>st</sup>. Section 3.1 Program Schedule lists anticipated start date as September 1<sup>st</sup>. Which is it?

**A: Most likely September 1, 2008. The evaluation period will not end until August 8<sup>th</sup>.**

Q38. Page 20, you have not deleted the requirement to submit management letters? CPA issued letters are between the company and the CPA and are not intended for anyone else's viewing.

**A: That is if it is applicable. Some agencies do need to submit management letters. It is a requirement that JFS has had for several years. Sometimes there are concerns that we need to be aware of prior to entering into a contract.**

Q39. Personnel References – you are asking for new references on existing staff?

**A: Section 2.4 are the only reference letters we want to see. Section 2.5 is just a personal reference you submit, i.e. what is on the resume.**

Q40. You are not asking for anything on the case manager?

**A: No, just key personnel. Please refer to Section 2.5 Personnel Qualifications, for definition of “key personnel.”**

Q41. If we are going to hire new staff, you won't require resumes?

**A: Correct. It should be reflected in your budget for positions you plan to fill. You will submit job descriptions for these. It should be addressed in the budget narrative that you are in the process of hiring staff and only build in the salary for the anticipated period.**

Q42. Will you let providers know if they are not accepted?

**A: Yes. The last RFP was an unusual situation. You may direct inquiries to the Contact Person regarding the project schedule anytime during the process.**

Q43. Are the changes made in this RFP going to help us protect children better?

**A: The changes are more about clarification in the wording of the RFP.**

Q44. Section 3.1, Program Schedule – where in this timeline can we expect the electronic forms?

**A: Electronic versions of the forms were sent to registered providers on June 26, 2008.**

Q45. With the September 1<sup>st</sup> anticipated start date, you are asking for our budget to run September 2008 to August 31, 2009? Not the fiscal year, but September through August; for all three years?

**A: Yes**

Q46. Would this be the Medicaid expenses reimbursement we would get?

**A: Yes**

Q47. So all other programs other than the different foster care levels would be Other Direct Services (on budget)?

**A: Yes. If you have other programs that are not foster care, they would go under Other Direct Services.**

Q48. Do you want the budget for the entire agency, for every region we serve?

**A: If Hamilton County clients are being served by a particular region and/or office, we need the budget to reflect those expenses.**



Q49. We have various regions around the state of Ohio, each one is a separate cost center, and they would have nothing to do with any dealing with JFS.

**A: We are only talking about your particular local affiliate/facility, that would provide foster care, and any other programs that you are running out of that office. We would want that information on the budget. What this does is gives up a picture of your organization's expenses at that local level. It helps us to look at how much expense you are allocating to Hamilton County in relation to your total organization.**

Q50. What is the mileage reimbursement amount?

**A: Hamilton county reimburses at current IRS reimbursement 50 ½ cents. (At time of the conference on 6/24/08. Effective 7/1/08 the IRS increased the standard mileage reimbursement to 58 ½ cents.)**

Q51. You do not want us to include salary for positions not filled when we calculate the unit rate?

**A: You can pro-rate, if there is a projected date to have the position filled; say it takes four months to fill the vacancy, then you would pro-rate 8 months of that salary into your budget. Include explanation in the narrative as to why you only included 8 months of salary.**

Q52. What if we submitted a budget that did not include any salaries?

**A: If you have filled positions that are allocated to the program, the budget should include salaries for those positions. Salary is the primary cost of the program.**

Q53. The budget form has programs 1, 2, 3 listed – would the various levels of foster care go there?

**A: Yes**

Q54. What would we do with other programs that we are proposing for this continuum of care, which would be outside the unit rate for those?

**A: You can always add columns to the budget to identify those other services.**

Q55. Can you clarify fiscal year?

**A: A Fiscal year is defined as a twelve month period other than January through December.**



Q56. Can we do the budget for September 1, 2008 to December 31, 2008, then for 2009?

**A: No, the budget should reflect the contract period. Per Section 5.3 of the RFP the initial term of the contract is a one year term, which means a budget can not be accepted for the period of September 1, 2008 to December 31, 2008.**

Q57. Can't JFS separate the two? Fiscal year vs. contract term

**A: The contract term is a one year term with two one-year options to renew. Your budget is based on the date that the contract will begin.**

Q58. What is the likelihood of contracts starting September 1<sup>st</sup>?

**A: The contract start date for current providers will be September 1<sup>st</sup>.**

Q59. Is there a way to marry up to get back to a budget for the fiscal year?

**A: The budget should reflect the contract terms, which means the initial contract term for Year 1 is 9/1/08 - 8/31/09**

Q60. Other funding is with respect to service with Hamilton County (budget)?

**A: "Other Funding" means funding from other contributors to support all agency programs.**

Q61. So the budget narrative could contain an explanation of Mgt Indirect Costs?

**A: Yes. Page 8 asks for explanation of your calculations.**

Q62. Page 8 of the budget, Mgt Indirect, Hamilton County staff is available to help or to explain problems with the budget?

**A: Questions pertaining to Mgmt Indirect costs should be submitted to the Contact Person within the deadline stated in the RFP.**

Q63. Scope of Work – is that in the RFP?

**A: It is Exhibit I of the sample contract (attachment B of RFP). This does not have to be submitted with the proposal. This is part of the contract process.**

Q64. For the program questions – If we were approved before, can we leave everything together from the previous proposal or do they need to be broken out separately? i.e. the last proposal was submitted for all levels and 2 were rejected.

**A: Most of the questions have changed since the last RFP. Some are pretty much the same, but different location. If you have already entered into contract for the levels you submitted, you should specify the portion you are now submitting for. Explain in the proposal why you are doing it in that manner.**

Q65. Insurance page 42, JFS is asking for an umbrella policy, our levels are higher, but we do not have an umbrella. Is this something you would allow a waiver for?

**A: Decisions are made on an individual basis. If there is a requirement in the RFP that you cannot meet, then you need to address this in your proposal and explain in detail.**

Q66. So if we submitted the ‘greatest proposal of all time’ that meets every specification in the RFP, but we document and say umbrella policy is cost prohibitive, JFS would reject it?

**A: We won’t reject a proposal based on that. That is where it will come down to actual negotiation, and because you have it written into your proposal, we are able to discuss it with you. Section 4.6 of the RFP addresses what we will evaluate your proposal on.**

Q67. At what point do we negotiate contract language?

**A: After your proposal has been accepted and you are contacted to enter into negotiations. However, any term listed in Section 5 of the RFP your agency will not be able to meet for one reason or another, needs to be addressed in the proposal you submit. This way we can negotiate the problem term. However, if you do not address in our proposal the fact you may have trouble meeting a required term, we will not be able to change the requirement.**

Q68. Where in the RFP and/or contract are HCJFS Responsibilities and/or expectations noted?

**A: HCJFS responsibilities and expectations are defined by law with regards to program expectations/responsibilities.**

Q69. Please define “Subcontract” – page 19, 2.2.2.C

**A: Anyone under contract with Provider to meet the terms of this contract or assignment of work specified in the terms of this contract.**

Q70. Budget fiscal year?

**A: The budget should reflect the contract term which is September 1, 2008 through August 31, 2009 for Year 1. September 1, 2009 through August 31, 2010 for the first renewal year and September 1, 2010 through August 31, 2011 for the second renewal year.**



Q71. Could HCJFS please pinpoint the changes in RFP 08-008 from the one issued in November 2007 (RFP 07-004)?

**A: Providers are encouraged to review each section of this RFP #08-008 carefully prior to submitting proposals. To minimize confusion, HCJFS will not refer to the Request for Proposal issued in November 2007.**

Q72. Point of clarification: It seemed to be noted at the Provider's Conference on June 24, 2008, that the budget requests for this RFP were to be created for a fiscal year beginning September 1, 2008 through August 31, 2009. Is this correct? Or, are the budgets to be a reflection of the Provider's fiscal year for the per diems charged for the specified program(s) in their proposal?

**A: The budgets submitted with the proposals should reflect September 1, 2008 through August 31, 2009 for the initial contract; September 1, 2009 through August 31, 2010 for the First Renewal contract; and September 1, 2010 through August 31, 2011 for the Second Renewal contract.**

Q73. Other than the issued "Addendums" are the electronic RFP documents and the hard copy documents that have been released the same?

**A: Yes**

Q74. If a provider responded to the original TFC RFP and part of the services were accepted and there is a current contract in place, can the budget be written to go along with the original contract dates (for example the current contract runs 2/1/08 to 1/31/09 – can the budgets submitted run 9/1/08 to 1/31/09, 2/1/10 to 1/31/11....?)

**A. No, the budgets must be written to go along with the contract terms specified in the RFP. We have to be able to conduct a fair cost/price analysis. The only way to ensure this is to compare apples to apples and this comparison begins with like contract and budget terms.**