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**HCJFS REQUEST FOR PROPOSAL
PARENTING EDUCATION SERVICES RFP#SC0311-R**

ADDENDUM 2

Questions Received After the RFP Conference

Q1. There is still confusion about the rate grid as this is new. When you do the budget, you get one unit cost. Is it permissible to have 1 average unit cost that is used for any service? Or do you really want a different rate for each service a parent might participate in? Many families receive multiple services, and it's difficult to budget on this scenario as you won't know what services a family needs until after an intake assessment is completed and you understand their personal needs, family size, etc.

A: You need to complete a budget based on the services that you will provide for that program. The budget allows for you to complete different unit rates within the same program. HCJFS would prefer not to have a blended rate for all the components included in administering the program. If for the program that you are providing, you plan to have family unit groups then a program column should be completed for both groups of < 15 and for groups of 15 or more. If you are also planning to have individual sessions then you should complete a program column to arrive at that cost.

Q2. The budget specifies different columns for different unit rates for different programs. We understood there was one program with different components and are confused about the three unit rates.

A: The program is for parent education but within the program there are different methods of administering the services or combinations of methods. Each of those components may cost something different to administer so we would like to know the cost of each of those components and it clarifies for us if you are bidding for all of the components or just specific components.



Q3. With regard to court testimony, is it correct to assume that testimony is limited to treatment plan and progress, and there will be no expectation for custody recommendations?

A: Court testimony may include your assessment and judgment related to parental capacity and ability to safely and adequately meet a child's care needs. Your testimony and ongoing recommendations are highly considered when making permanency decisions for children.

Q4. Is it reasonable to assume that payment for court testimony is built into the budget?

A: Yes, when court testimony is requested by HCJFS. HCJFS will not reimburse court testimony on behalf of a parent or other third party subpoena. It is reasonable for your agency to assess fees directly to those parties in the event of a subpoena.

Q5. What are the requirements for Medicaid transportation and can that be used for the participants?

A: Non-emergency transportation is to be used for Medicaid eligible customers to Medicaid billable services, therefore, non-emergency transportation services may not be used for parenting services.

Q6. We anticipate some participants will require substance abuse services. Is JFS interested in drug screening as part of the proposal?

A: Not at this time. We currently access substance abuse treatment services through our MOU with the Mental Health Recovery & Services Board (MHR SB), who is in contract with FAIR (Family Access to Integrated Recovery).

Q7. If assessment reveals a mental health disorder, is there a special process for referral for mental health treatment for the participants in the program?

A: Any assessments conducted should be focused on overall parenting capacity. If mental health concerns are noted through your assessment and evaluation, those should be communicated with the caseworker, who can refer the consumer to appropriate services.



Q8. Due to the large number of staff at our agency, we were wondering if we could list salary amounts for direct/indirect service programs not included in this project by **one total**. Please reference Attachment C, page 4 (instructions for budget section A – page 2; staff positions).

A: Yes, all other positions not directly or indirectly associated with the service being proposed may be grouped together and listed as “All Other Positions” with their total salaries listed under the column “Other Direct Ser”. However, all management and administrative positions indirectly associated with the service being proposed should be listed with their corresponding salaries listed under the column, “Mgmt Indirect”.

Q9. We were wondering if the following are allowable costs – food, client incentives, transportation and child care?

A: The food must be for clients. Client incentives are permissible. Transportation for clients and staff is permissible. The mileage reimbursement rate must not exceed the IRS reimbursement rate. Childcare is allowable as part of the program costs for when clients bring the child to the training. However, reimbursing a client for child care in their home is not allowed.

Q10. If awarded the contract, will we be required to document into the MCP system?

A: Yes.

Q11. Can you provide trending data on the population served including zip codes, age of children and other general demographic information for your clients?

A: Unfortunately, we can only provide the numbers that were included in our bid at this time.

Q12. Are there any exclusionary criteria?

A: No.

Q13. Are any of these families engaged in the Intensive Family Intervention Service or Intensive Family Restoration Service programs as well? If so, will they also be eligible for Parent Education Services?

A: We would assess this on a case-by-case basis, but it is possible.



Q14. When do you anticipate that you will be notifying the agency(s) you have selected?

A: Proposal review is anticipated to be completed on June 27, 2011. Providers will be notified, in writing, after that date.

