

**REQUEST FOR INFORMATION
RFI # 07-002**

**Project Title: Hamilton County Department of Job &
Family Services' Strategic Plan**

Issued by

**The Hamilton County Department of Job and Family Services
222 E. Central Parkway
Cincinnati, Ohio 45202**

October 26, 2007

INTRODUCTION

The Hamilton County Department of Job & Family Services (HCJFS) will be completing an organizational strategic plan between April and September 2008. HCJFS wishes to engage stakeholders, customers, political leaders, community advocates, partners, and businesses in the development. HCJFS requires the final product be a living document that is used to make operational and organizational decisions.

STATEMENT OF PURPOSE

The purpose of this Request for Information (RFI) process is for HCJFS to request information on strategic planning approaches and processes. Responses to this RFI will assist HCJFS in choosing the approach and process to be used in the development of our strategic plan and in the development of bid specifications for a Request for Proposals (RFP), anticipated to be released in the first quarter of 2008.

BRIEF HISTORY

The Board of Hamilton County Commissioners oversees HCJFS. HCJFS employs approximately 1,600 employees and helps hundreds of thousands of Hamilton County residents each year. We are the first stop for many people who are on a journey to a better life. HCJFS.org is the public agency website and provides a broad spectrum of information about HCJFS. We administer state, federal and local programs designed to help those in need, and partner with many Community Providers to provide the following government programs:

- Child Support
- Children's Services (child protection, foster/adoption), and
- Client Services (Cash Assistance, Food Stamps, Medicaid, Workforce Development, Adult Protective Services, Tuberculosis Control & Child Care).

The following units support the major program areas of HCJFS: Contracting, Administration, Information Systems, Fiscal, Public Relations, Project Management, Accreditation, and Quality Assurance.

Your organization's response to this request should include the following:

- Budget/Cost (include all costs, such as time, travel, printing, etc.);
- HCJFS' involvement (staff, time, space, other costs, etc);
- Examples of approaches, processes, and implementation planning;
- Approximate timeline for completion of the entire process;
- Previous experiences with developing strategic plans;
- Any additional information that you believe would assist HCJFS in the development of an RFP that may result from this RFI.

CONTACT PERSON AND DEADLINE INFORMATION

Request for Information should be submitted to:

Tracy Reeves, Contract Manager
Hamilton County Job and Family Services
222 East Central Parkway
Cincinnati, Ohio 45202
(513) 946-1628
reevet01@jfs.hamilton-co.org

Request should be received no later than the close of business **November 15, 2007 AT 11:00 AM EST**. Please include organization name and one contact person for the RFI submission.

All respondents will be made aware of any resulting Request for Proposals that are issued.