



Board of Commissioners:

Pat DeWine, David Pepper, Todd Portune

County Administrator: Patrick J. Thompson

Director: Moira Weir

General Information: (513) 946-1000

General Information TDD: (513) 946-1295

www.hcifs.org

www.hcadopt.org

www.hcfoster.org

22 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-2231 • Fax: (513) 946-2384

E-mail: DONALB@jfs.hamilton-co.org

April 9, 2008

**RFP08-002 Strategic Plan Consultation Services
Addendum 1**

To All Potential Providers:

The following Sections and language is officially changed in this RFP.

Section 2.3 Budgets and Cost Considerations, paragraph B, pages 10 and 11:

- B. Vendor must warrant and represent the Budget is based upon current financial information and programs, and includes all costs relating to but not limited by the following:
1. Travel expenses;
 2. Mileage;
 3. Lodging;
 4. Meals and Incident Expenses and;
 5. Other direct services (e.g. insurance), administration, needed to accurately calculate the cost of a unit of Service (the "Unit Rate).

THE FOLLOWING PARAGRAPH IS HEREBY DELETED IN ITS ENTIRETY:

All revenue sources available to Vendor to serve children identified in the Scope of Work shall be listed in the Budget, and utilized, where permissible, to reduce the Unit Rate. All costs must be specified for the various parts of the program. Cost must be broken down by type of work as well as classifications for staff, i.e. senior program manager vs. lower level position.



THE FOLLOWING PARAGRAPH IS HEREBY RE-LABELED AS INDICATED

F. For the purposes of this RFP, “unallowable” project costs include:

1. cost of equipment or facilities procured under a lease-purchase arrangement unless it is applicable to the cost of ownership such as depreciation, utilities, maintenance and repair;
2. bad debt or losses arising from uncorrectable accounts and other claims and related costs;
3. contributions to a contingency(ies) reserve or any similar provision for unforeseen events;
4. contributions, donations or any outlay of cash with no prospective benefit to the facility or project;
5. entertainment costs for amusements, social activities and related costs for staff only;
6. costs of alcoholic beverages;
7. goods or services for personal use;



Attachment B, page 4, Section 4. BILLING AND PAYMENT,

PARAGRAPH B IS DELETED IN ITS ENTIRETY AND PARAGRAPHS C, D AND E ARE RE-LABELED AS B, C AND D RESPECTIVELY.

B. Reimbursement of Expenses- Reimbursable expenses are in addition to compensation for Services and include only those reasonable and actual expenditures made by the Vendor and the Vendor's Employees in the interest of the strategic planning facilitation process for HCJFS, without any mark-up or increase in expense. Reimbursable expenses shall not exceed \$00.00. HCJFS shall pay all approved reimbursable expenses owing to Vendor hereunder within thirty (30) days after Vendor has submitted to HCJFS an itemized invoice therefore.

Reimbursable expenses include the following:

1. Transportation and lodging expenses in connection with out-of-town travel authorized by HCJFS;
2. Long-distance communications;
3. Advertising;
4. Sourcing;
5. Reproductions;
6. Postage and handling of documents;
7. Reference and background investigation;
8. Report preparation.

B. Billing and Payment - Original invoices, signed by the Vendor, will be sent to HCJFS within thirty (30) days of the end of the service month. Vendor shall make all reasonable efforts to include all service provided during the service month on the invoice. Under no circumstances will HCJFS make payment for any services invoiced after three (3) months after the end of the service month. County will make payment within thirty (30) days after receipt of the invoice, for all invoices received in accordance with the terms of this Contract.

C. Vendor will indicate purchase order number and Vendor number on all invoices submitted for payment.

D. The Vendor warrants that claims made to HCJFS for payment for services provided shall be for actual services rendered and do not duplicate claims made by the Vendor to other sources of public funds for the same service.

