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**HCJFS & BCCS REQUEST FOR PROPOSAL
RESIDENTIAL TREATMENT SERVICES RFP#SC0510-R**

ADDENDUM 3

Questions Received after the RFP Conference

Q1. Under 2.3 A – to clarify, are you looking for the most recent cost report?

A: Providers are to submit a soft (electronic) copy of their most recent single cost report and a soft copy of their single cost report for the effective period April 1, 2011 through March 31, 2012.

Q2. Under 2.3 B – Current financial information is being requested. The most recent cost report is based on past financial information. Will the most recent cost report suffice?

A: HCJFS is not asking Provider to submit current financial information, but is asking Provider to warrant that the financial information sent to ODJFS in Provider's single cost report is what was used to justify Provider's IV-E rate.

Q3. Section 2.5 Personnel Qualifications reads that we must submit resumes for any staff providing direct services to youth. For our purposes, this could be over 100 mental health specialist staff, therapists, drivers, etc. Is it permissible for staff to sign a release allowing Hamilton to view records including application and reference checks as opposed to sending these? Also our MHS staff typically does not submit resumes but do complete applications that include work history, position to which they are applying, etc. Are these sufficient?



A: HCJFS and BCCS only want resumes for “key clinical and business personnel” such as Agency Director, Clinical Director, CFO, any administrators, and any staff providing direct services to youth such as social workers. It is not necessary to submit resumes for drivers, cooks, etc.

Our intention is to insure clinical and educational requirements meet our standards for all clinical key positions. We can accept an application as long as it validates the applicant meets the requirements of the position.

Q4. We complete BCI and FBI checks on all hires. The RFP reads we must obtain a criminal record transcript from each county’s police department, Hamilton and Butler County Sheriff’s Dept. (or local) and any law enforcement or police department necessary to conduct a complete criminal record check. Are we indeed to query each county PD and Sheriff’s office in the state and/or is the assumption that the BCI/FBI check would capture information? I have never seen extensive language such as this before in a contract and we want to make sure we understand what HCJFS is looking for.

A: Provider is expected to conduct a local check upon hire and every year thereafter in the county in which the employee resides. A private search entity used to conduct background checks by the provider will also suffice. It is imperative that we take steps to ensure that staff who provide primary care for our children continue to meet the legal and safety requirements to do so.

Please refer to section 44 A (Criminal Record Check) of the HCJFS contract.

Q5. The RFP states that criminal record transcript from each county’s Police Dept. and Sheriff’s Dept. is required. If Beech Brook obtains a record check through the Bureau of Criminal Identification and Investigation, is it also necessary to do the local checks?

A: Yes. See Q4.

Q6. Under Section 2.5 – Personnel Qualifications, do we need to submit individual resumes for all staff providing direct care? That could be 60-70 individuals because we include mental health technicians as part of direct care staff.

A: Refer to Question 3.

Q7. Regarding Program Component, Section 2.2.1 B. Licensure, Administration and Training on page 17; question number 1 asks that we: *Identify any actions against your organization through ODJFS, ODMH or any other licensing body over the past 10 years that included Correction Action Plans, Temporary License or Revocation.* Are you asking for any issue that might have been requested on any plan of correction, or are you inquiring about serious actions that may have affected the agency’s licensure, standing, etc.?

A: We are seeking information regarding any actions against your organization that may compromise safety of children and impact the licensing status of you organization. For examples, injuries of children during restraint, where the agency was found out of compliance, overdose of medications or failure to safeguard medications that resulted in injury or inappropriate access from a child while in your care.



Q8. Section 2.2.2 C – 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 at the Provider.* Could you please clarify the definition of subcontractor or the intended response you are looking for? Are you interested in individuals that an agency contracts with for psychiatric services or psychological services, for example? Is your intent only to look at the issue of subcontracting of the RFP services for which the RFP is about, i.e., “residential placement services?”

A: We are wanting subcontractors who are providing services as required as a part of the RFP – if there are psychiatric or therapeutic services being contracted as a part of the program being purchased we do want to see the requested information.

Q9. RFP Page 17, Section 2.2.1 B-1 and Page 21, Section 2.2.2 N – “Identify any actions to include...” Aren’t these two questions the same? If yes, where do you wish the response to be provided?

A: Yes these are the same. Please answer Section 2.2.1., B-1. Delete Section 2.2.2 N.

Q10. Is the 1 staff to 5 client ration correct? It exceeds the ODJFS residential requirements.

A: Yes, A4 of Section 1.2.2 Service Components states: Must include a ratio of not more than 5 youth to 1 staff during peak hours. Peak hours shall be defined as 3 PM to 11 PM on school days, 8 AM to 11 PM on non-school days. We are aware this is more restrictive than ODJFS rule; however, believe it is essential to ensure the safety, care and well being of high need youth.

Q11. Is the required Southwest Ohio Regional Collaborative (SORC) form accessible electronically and can it be submitted/completed over the internet?

A: Yes, it is formatted electronically. Please make sure you send any provider information via a secure site.

Q12. Section 1.3 states Providers are required to obtain a criminal transcript from each counties police department, Hamilton and Butler county sheriff’s office or local police and sheriff. Are providers required to get a criminal check/transcript from the local police and sheriff’s office? Please clarify.

A: Please See Q4.



Q13. Are providers required to submit 3 customer references? What is the time frame for the references? Are 2009/2010 references acceptable?

A: Yes. All providers submitting proposals must provide at least three (3) letters of professional reference for whom services were provided similar in nature. HCJFS and BCCS will accept professional references from 2009/2010.

Q14. Section 2.5 – Personnel Qualifications – Are providers required to submit resumes for all direct care personnel? Would counselor/supervisor level and above be sufficient?

A: Please refer to Question 3.

Q15. Section 2.5 (D) – Personnel Qualifications – Regarding resumes for key positions including Director, Clinical Director, etc.; are we required to submit resumes that include personal references? What is required for personal reference? Please clarify.

A: The word “personal” will be removed and replaced with “professional.” The reference can be from when the employee was hired by your organization.

