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November 26, 2012

**HCJFS REQUEST FOR QUOTE
WIA ADULT SERVICES
RFP SC0512-R**

ADDENDUM 2

To All Potential Providers:

Below you will find answers to questions submitted:

Q1. Are job-seekers already determined eligible?

A: Yes. They will be referred to the vendor only after eligibility has been determined with specifics listed on the voucher that is also provided to the vendor.

Q2. What is the volume of WIA job-seekers?

A: Approximately 500 – 700 are anticipated however this volume could increase or decrease dramatically. That variability may affect your pricing structure. For example, you may choose to provide for a falling fee as voucher volumes increase.

Q3. Can you provide an approximate number or range of how many customers would utilize supportive services per week? Per month?

A: No. Seasonal demand, funding allocations, and a wide variety of other factors will affect the pace of our service authorizations. Any weekly or monthly average or estimate is likely to be misleading for planning purposes.

Q4. Is the fee included in the \$150,000.00 or over and above the \$150,000.00?

A: Any fee would be over and above that sum. Please do be comfortable that the \$150,000 is neither a floor nor a ceiling in our anticipated service authorizations. It is a good faith estimate based on the best current data.

Q5. Do the detailed purchases of the items need to be documented? Or can a sign off that a consumer received a voucher suffice?

A: The documentation of the purchase would need to be submitted. For example, a customer is referred to the vendor selected through this RFP with a HCJFS issued voucher for \$300 in uniforms, gas cards, and tools. The vendor shall work with the customer to spend up to \$300 on those items. When billing HCJFS for that service, they shall bill for the administrative fee agreed upon and for documented purchases associated with uniforms, tools and/or gas cards associated with that customer. Those expenses may be documented with store receipts or similar verification that is dated, dollar specific, and verifiable. Gas cards may have been pre-purchased by the vendor and billed to HCJFS as they are issued to customers. In these cases, documentation of the initial purchase and the tracking sheet associated with issuance to that customer should suffice.

Q6. If gift cards are used, are receipts required or will a sign-off that the card was received suffice?

A: Yes, the vendor will need to be able to demonstrate that the funds spent can be tied to the specific goods/services authorized on the customer voucher.

