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July 5, 2013

**HCJFS/BCCS/CCDJFS REQUEST FOR PROPOSAL  
FOSTER CARE SERVICES RFP#SC0513-R**

**ADDENDUM 3**

To All Potential Proposers:

**CHANGE:** Clermont County has revised Article 28 in their agreement to read as follows:

- 28. AGENCY VISITS: Provider must provide contact to youth and foster family in accordance with OAC 5101:2-7-16, 5101:2-7-17, 5101:2-42-65 and 5101:2-48-17 and must provide monthly documentation related to the child's safety and well-being within the substitute care setting for all youth in all levels of foster care. Contact must be documented on the SORC monthly progress report (see Attachment C).**

**CHANGE:** RFP Section 1.2.2, 16. paragraph 3 currently reads:

An annual record transcript will be obtained from the local Police Department or appropriate County Sheriff's Office. In addition, all employees, volunteers and interns who provide direct care to children, must obtain an annual criminal check report from BCII/FBI. For all foster parents who are currently being run through an Instant Notification area or Criminal Justice Information System (CJIS) system, BCII and FBI reports will be obtained every two (2) years for foster parents within six (6) months of recertification. Foster Parents who reside outside of these daily criminal run areas are required to obtain an annual BCII/FBI check.

**CHANGE TO READ:**

**Thereafter, an annual record transcript will be obtained from the local Police Department or appropriate County Sheriff's Office. In addition, all foster parents and their adult household members, employees, volunteers and interns who provide direct care to children, must obtain a criminal check report from BCII/FBI every two (2) years.**



**CHANGE:** Butler County – Exhibit 2, Section 8 currently reads:

All invoices shall be accompanied by a monthly progress report for each child in placement. The progress report shall be based on the child's ICCA and shall include documentation of service provided to the child.

**CHANGE TO READ:**

**All invoices shall be sent the month following services. On or around the same time the invoice is sent, monthly progress reports shall also be sent for each child in placement. The progress report shall be based on the child's ICCA and shall include documentation of service provided to the child. These reports should be sent to BCCS, Attn: Administrative Pool, 300 North Fair Ave, Hamilton, Ohio 45011.**

Questions Received after RFP Conference

**Q1.** In Program Section 2.2.1, page 23, Z-16 – this appears to be a duplicate of Z-11 Does this item still need completed in the RFP?

**A:** Please delete Z-16 as this is a duplicate of Z-11.

**Q2.** Can you please develop an RFP checklist of attachments for each county RFP?

**A:** There is a checklist document as part of Attachment A to be used for each county.

**Q3.** Under section 2.2.1 Program Components, letter Z item 13, when it asks for the number of youth per foster home: is it asking for the number of foster youth per foster home?

**A:** Use foster youth numbers as a point of reference.

**Q4.** Under section 2.2.1 Program Components, letter Z item 16, this appears to be a duplicate of letter Z item 11. Do we need to respond both times?

**A:** Please delete Z-16 as this is a duplicate of Z-11.

**Q5.** Under section 2.2.1 Program Components, letter Z item 15, when it asks for number of hospitalizations, is it asking for only psychiatric admissions or other medical admissions as well?

**A:** Psychiatric admissions.

**Q6.** Under section 2.2.1 Program Components, letter Z item 6, please clarify what qualifies as a disruption. Does this refer to any child placed outside of our agency network? Any placement change within our agency network? Failed reunification attempts?

**A:** Please include any placement disruptions that result in a change of caregivers for the child. Please refer to Z 6.



**Q7.** Under section 2.2.1 Program Components, letter GGG, please define individual aid services. What is included in this service??

**A:** Provider must define and submit with their proposal.

**Q8.** Under section 2.6, letter C, can you clarify what your expectations are for reporting methodology for performance outcomes?

**A:** Please refer to performance outcome measures that were distributed at the RFP conference. Reporting methodology could also be called evaluation methodology, a definition and description of the process used to collect, measure and report data to demonstrate performance for the organization are identified in this document. Reporting format is forthcoming and will be included with the final contract.

**Q9.** Where does the service grid go in the RFP? Is it an attachment?

**A:** The service grid is Attachment H of the RFP. This Attachment was e-mailed to Providers on 6/19/13 along with Addendum 1 and other Attachments including the budget in Excel format. After following the proposal format described in Section 2.0 – Provider Proposal, additional attachments, such as the service grid, should be attached.

**Q10.** Where does the Assurances Statement go in the RFP? Is it an attachment?

**A:** The Statement of Assurances will be part of each county's contract and was sent out with Addendum 2. After following the proposal format described in Section 2.0 – Provider Proposal, additional attachments, such as the Statement of Assurances, should be attached.

After following the proposal format described in Section 2.0 – Provider Proposal, additional attachments, such as the service grid, should be attached.

**Q11.** In the submission format guidelines, the RFP states: "Each section title must correspond to the following format below. All proposal pages will be numbered sequentially throughout entire proposal beginning with Section 2.1 - Cover Sheet and ending with Section 2.5 - Personnel Qualifications."

However, there are two additional sections in the proposal guidelines, "Section 2.6 - Performance Outcomes and Incentives" (this has required documentation and narrative) and " Section 2.7 - Declaration of Property Tax Delinquency" (this is required documentation only).

Please clarify how we should format and number these sections.

**A:** After following the proposal format described in Section 2.0 – Provider Proposal, additional attachments should be included.



**Q12.** Can you please provide a copy of the sign-in sheet, including the County representatives in attendance, from the RFP conference held on June 13, 2013?

**A:** The Provider agencies in attendance were included as a part of Addendum 2. The sign-in sheet is a public document. Section 4.11 of the RFP – Public Record Requests Regarding this RFP - explains that public record requests regarding this RFP shall be available after award of the contract.

Hamilton County:

Sandra Carson  
Laura Keith  
Debra Smith  
Margie Weaver  
Lora Wolfe

Butler County:

Donna Lang  
Rebecca Wade

Clermont County:

Tim Dick  
Julie Robinson  
Sarah Wessel

**Q13.** Can you please provide a copy of the minutes from the June 13, 2013 RFP Conference?

**A:** Due to budget cuts and agency downsizing, we no longer have the administrative capacity to provide minutes. However, questions and answers are provided and serve as minutes.

**Q14.** The forms (budget, Attachment A, etc.) that were included in the RFP, will blank ones be sent electronically in order to populate?

**A:** The budget in Excel format and all attachments were sent to each Registered Provider as well as posted on agency websites.

**Q15.** Are all of Adriel's homes included in our Northwest and North Central regions (Toledo, Archbold, Defiance, Wauseon, Ottawa) required to send in the release and background checks or just the homes/region that would offer a placement for Hamilton, Butler and Clermont counties?

**A1:** Regarding Release of Personnel Records and Criminal Record Checks form included in the RFP, it is required that each employee and volunteer who provides direct service to HCJFS, BCCS and CCDJFS children and families completes one. The form must be completed upon execution of the contract.

**A2.** A consent to enter demographic data into CJIS and IN must be provided for any home that will be used by Butler, Clermont or Hamilton County.



**Q16.** How do Providers receive notification that they are eligible for any of the incentives? Or does the Provider need to keep track of this and notify the county?

**A:** You are eligible if you are awarded a contract. Provider will need to track and produce data to request incentive payments. Data will be confirmed against county data.

Providers will submit reports at the frequency defined in the matrix in Attachment J, such as: *“Provider will produce reports at the end of the contract period to confirm achievement of performance measure.” Or “Provider will track and produce data quarterly with the total number of finalizations”.*

**Q17.** What billing or documentation is required in order the Provider to receive the incentive?

**A:** Please see the answer to Q26 above. Payments will be issued when data reports are verified and confirmed by county agencies for the outcomes documented in the reports submitted by the foster care agencies.

**Q18.** Do all eleven copies need to be bound and separated into sections as the 3 originals, or can these be sent as a whole?

**A:** Please submit all eleven copies as separate proposals in the format described in Section 2.0 of the RFP.

**Q19.** With Objective 1, does an agency have to meet all the reporting requirements (a, b, c) in order to receive the incentive? For example, if an agency is able to have adoption finalized within 6 months, but does not meet reporting b criterion, will the agency still receive the incentive?

**A:** Yes, agencies will need to meet all of the criteria specified for the outcome in order to receive the incentive. For instance for Objective 1 – *Improve permanency outcomes for children through adoption.* The agency will need to complete the non-expedited homestudy and the child will need to have a finalized adoption within 6 months of becoming legally free for adoption.

**Q20.** With Objective 1, under reporting it states “a. Data Collection- provider will produce ODJFS certificate to recommend approval for adoptive homes.” How should this data be portrayed? Can an agency use a Yes/No feature to illustrate whether this requirement was met? How is this computed in SACWIS?

**A:** This reporting can be aggregated in a report with yes or no, with Dates or other information, and does require copies of the actual ODJFS adoption certificates for verification that homestudies were completed timely and by the foster care agency. This data will not be computed in SACWIS.



**Q21.** With objective 1, under reporting it states “b. Data Collection- provider will submit adoption home studies within 10 business days of request from the PCSA.” How should this be portrayed in the data? Can an agency use a Yes/No feature to illustrate whether this requirement was met, or should be dates used? How is this computed in SACWIS?

**A:** Please see answer to Q20 above.

**Q22.** With objective 1, under reporting it states “Payment point- Provider will track and produce data quarterly.” The other objectives (2-4) state “provider will produce reports at the end of the contract”? So, agencies only need to do quarterly reports for objective 1?

**A:** Correct- please refer to Performance outcome Matrix provided at the Bidder's conference.

**Q23.** With objective 1, is it correct to assume that if a youth who is already been free for adoption for over 6 months who comes to agency as referral, then that youth's adoption will not qualify for the incentive even if our agency is able to complete the adoption within six months being placed with our agency?

**A:** This is correct.

**Q24.** Under Objective 1 in the measurement column it states that “Hamilton County kin families who wish to adopt will receive targeted support and assistance in the licensing process.” How would that work? Would our agency do the adoption home study? Would our agency get reimbursed for this service? What if the home study takes longer, i.e. background checks which are out of our agency's control?

**A:** There is no additional payment for completing a home study on behalf of a kin family. However, the agency is eligible for incentive dollars if all the conditions in Objective 1 have been met. Hamilton County relies exclusively on private providers for foster care services. Kin families in general, need additional support throughout the licensing and adoptive process.

**Q25.** Under objective 1 it states that “provider will not be eligible for incentive dollars if the custodial agency or provider completes an expedited home study to facilitate the adoption.” Could you explain?

**A:** Expedited Homestudies are where a foster care provider was initially licensed as a foster care only provider and then later decides to adopt a child placed in their home. Expedited Adoption Homestudies are completed in these situations to secure the adoptive placements for children and families. This incentive is created to improve adoption timeliness and system response to the needs of children in foster care. Given that 70% of foster parents adopt, SORC is wanting all families to be dually certified to provide foster and adoptive placements, either at their initial homestudy or at the foster care recertification process and is expanded to include adoptive certification.



**Q26.** Under Objective 2, it states under measurement b that “children will be placed in their county of residence upon entry of care” and measurement c states that “children will be placed in their school upon entry into care.” Can a child be placed in their county, but not placed in school still be eligible for incentive 2?

**A:** Yes, however we want providers to track and to report both in county and in school placements. Additional incentive dollars may be considered in future contracts specific to maintaining a child in home school upon need for placement.

**Q27.** For objectives 2-4, under measurements it states that “data will be compared and confirmed through SACWIS.” If there is disagreement with SAWIS is there resolution policy/procedure? Will our agency be responsible for entering data into SACWIS?

**A:** The county agency will seek resolution to any disagreement related to payment/ eligibility. Disputes shall be made according to each county’s dispute resolution policy. However, the county agency will make the final determination in regard to eligibility. Providers are required to enter data into SACWIS as directed by ODJFS.

**Q28.** For Objective 2, under incentive it states that the “provider will receive a \$500.00 incentive for each child who has experienced no placement changes and resides within their county of residence & is within their initial placement into care and has an exit to adoption, guardianship, reunification, or emancipation or has 12 + months of placement stability and has an exit to adoption, guardianship, reunification, or emancipation” What does 12 + months mean? Is that 12 months and one day? Do IL youth qualify if the youth has remained in their placement in the past 12 months? Can a youth continue to qualify for incentive again? For example, the youth has remained 2 years with the same placement?

**A1:** “12 + months” means no less than 365 days, greater than or equal to 12 months one day.

**A2:** Yes, IL youth would qualify if the youth remained in their placement for the past 12 + months. However, this incentive and RFP is for foster care. IL incentives will be issued with the IL RFP later this year.

**A3.** No, a youth cannot continue to qualify for incentives as the youth can only qualify if they have an exit into a positive permanency outcome, such as reunification, kinship, adoption, or emancipation.

**Q29.** Objective 2, under reporting it states “any youth who is enrolled in placement with the Provider at the commencement of the contract period will be counted in this measure.” Does that mean these performance measures could be retroactive?

**A:** No, it will not be retroactive; however, it would include youth enrolled with the agency at the beginning of the contract period. The look-back period may be prior to the beginning of the contract to measure the 12 months of continuous placement, depending upon when they are placed with the agency.



**Q30.** Objective 2, under measurement a it states that “children will remain in the same home throughout their stay in care exit into Positive Permanency setting.” Does this mean that when a youth needs placement because a previous placement by another provider did not work out and another agency accepts the referral, that this youth would not be eligible? Also, does this mean that when a youth’s goal was recently change to IL (who has been care) and was referred to our agency, would not be eligible?

**A1:** If the youth has experienced prior placements, provider is eligible if they maintain their placement for no less than 12 months prior to an exit into a positive permanency setting.

**A2:** Youth who enter your care and experience no disruptions for 12 + months may achieve a positive permanency exit by being emancipated if their permanency goal changes to IL.

**Q31.** For Objective 2, under incentive that “provider will receive a \$500.00 incentive for each child who has experienced no placement changes and resides within their county of residence & is within their initial placement into care and has an exit to adoption, guardianship, reunification, or emancipation **or** has 12 + months of placement stability and has an exit to adoption, guardianship, reunification, or emancipation” It seems that there two options for incentive, for the first part of the incentive is there a time limit? When does a youth qualify for first part of incentive?

**A:** All of the elements for a. and b. or c. (a. is further defined in the incentive column under a.1 and a.2.) must be met to receive the incentive payment. There is only one payment for Objective 2.

**Q32.** For the data reporting in every objective, how should agency represent the youth in the data? By their SACWIS number?

**A:** Reporting format is forthcoming.

**Q33.** For Objective 3, it states under measurement b that “age appropriate children will be enrolled in a head state or community based early childhood educational program part or full time” and under measure c it states that “school age children will be on target with education milestones and at appropriate grade levels.” Does that mean that the agency has to meet the measurement b and c in order to qualify to receive the “\$500.00 incentive for each child who graduates from high school or earns a GED when verified by a case worker and a copy of an official diploma or GED”? Are there any incentives for reaching measurements b and c?

**A:** No, there are no incentives for b. and c. at this time.

The payment incentive applies to children who graduate, however, we are asking providers to track children’s educational progress and achievement to assess quality and needs of educational services within the foster care system.





**Q34.** For Objective 3, under the incentive it states that the “provider will receive a \$500.00 incentive for each child who graduates from high school or earns a GED when verified by a case worker and a copy of an official diploma or GED”? What is considered verification from the worker? When complying the data report, does our agency needs to submit the case worker verification and the diploma/GED with the report in order to qualify for the incentive?

**A:** No, County agencies will obtain the case worker verification as a part of the submission confirmation process.

**Q35.** For Objective 3, under reporting it states that “providers will produce reports confirming children are enrolled in head start of another community based early childhood education program and children are on target with educational milestones and grades.” Can this be represented in the data as aggregated total and/or yes/no feature in the report? Would the educational milestones and grades be set by the youth’s IEP? How should this be show in the data report?

**A:** Reporting format is forthcoming. We are seeking information related to graduation rates, pre-school enrollment rates and promotion to the next grade level.

**Q36.** For Objective 3, under measurement a it states that “age appropriate children will graduate from high school or earn a General Equivalency Diploma (GED).” Does this include youth up to 21 years old?

**A:** Yes, any child in custody.

**Q37.** For Objective 3, under reporting it states that “child must be enrolled with provider a minimum of 90 days and must be enrolled with the Provider at the end of the school year to qualify for the incentive.” What about youth who receive their GED and are no longer enrolled in school?

**A:** If a youth receives their GED prior to the end of the traditional school year and has been placed with the provider for a minimum of 90 days, the youth would qualify for the incentive.

**Q38.** For Objective 4, under measurements state “children receiving placement services will be stepped down to a lower level of care and maintained for at least 90 days.” Who makes the determination when a youth can step down to a lower level of care? Would the County make that decision?

**A:** Typically, the county makes a determination to lower a level of care. However, that does not preclude the provider from making that determination and recommendation. Step downs should be clinically appropriate for the youth.



**Q39.** It states “incentive payments are based on populations specific to each custodial PSCA and are subject to each county’s availability of funds.” Could you explain the specific populations? Are there specific population’s within foster youth that these incentives will be targeting and if yes, could you provide those specific populations? Will the County notify providers if there is no availability of funds for incentives?

**A:** The statement establishes that each county is only responsible for incentive payments for youth outcomes for the youth placed by that county. Yes, counties will notify providers if there is no funding for the incentives.

**Q40.** Section 2.0, page 19 of the RFP, states “All proposal pages will be numbered sequentially throughout entire proposal beginning with – Section 2.1 – Cover Sheet and ending with Section 2.5 – Personnel Qualifications.” Should sections 2.6 *Performance Outcomes and Incentives* and 2.7 *Declaration of Property Tax Delinquency* follow these sections?

**A:** Yes.

**Q41.** Should attachments/forms be presented within the section they are requested, or at the end of the narrative in a separate attachments section? For example, Section 2.2.2.C states “ C. Subcontracts - Submit a letter of intent from each subcontractor indicating their commitment, the service(s) to be provided and three (3) references.” Should the reference letters be included directly following this section, before Section D. *Agency’s Company Primary Business* or at the end in a separate section?

**A:** Emphasis will be placed on submittal of Section 2.1 through Section 2.5 in the required format. Submittal of remaining attachments/forms within proposal is at Provider’s discretion.

**Q42.** Under Section 2.4 – Customer References – it asks for information that is personal in nature. Will this information become public since the RFP responses are?

**A:** Yes. As stated in Section 2.5 – Personnel Qualifications – RFPs and all attachments will be posted on each county’s website for general viewing. It is the proposing agency’s responsibility to redact all personal information from resumes. Please make sure the resume reflects the person’s position title instead of their name so we can tie the position back to the budget.

**Q43.** If yes, do you suggest a way submission of personal reference information can remain confidential?

**A:** Please refer to Q42.

**Q44.** Can we redact the contact person’s name in the electronic copy only?

**A:** Please refer to Q42.



**Q45.** Under Section 2.2.2 H – Daily Service/Attendance form, can you provide examples of what are typically forms submitted under this section?

**A:** Attendance or daily census forms are typically provided under this section.

**Q46.** Clermont Co. requires more insurance. Please define more.

**\*Incentives:**

**A:** 26(B). Insurance: Provider agrees to acquire and maintain during the term of the agreement, Bodily Injury and Property Damage Liability Insurance under a standard commercial general liability policy in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and automobile liability policy (if applicable with the same limits), which shall provide and include coverage on all provider's Operations, Contractual Liability, Owned Automobiles and Non-Owned and Hired Automobiles as well as Workers' Compensation Coverage, and shall provide a copy of current Certificate(s) of Insurance, updated Certificate(s) of Insurance as policies are renewed, and a copy of their current Bureau of Worker's Compensation Certificate. It is important to note that our Prosecutor's office has REDUCED the amount of general liability coverage Clermont County requires.

**Q47.** Is annual BCII/FBI required for any family serving CCJFS or just those families living east of CCJFS??

**A:** Please refer to Section 1.2.2 – Service Components - 16 and the beginning of this Addendum regarding the amendment to Section 1.2.2 – 16.

**Q48.** What areas (neighborhoods) are covered by CJIS (Criminal Justice Info System)? This is in regards to BCII/FBI checks.

**A:** Please refer to Q47.

**Q49.** Please verify when fingerprints should be done.

**A:** Please refer to Q47.

**Q50.** Could you explain the foster care grid and when it is used?

**A:** The foster care grid is a tool for each agency to complete and submit with their proposals. This grid provides a snapshot of services being proposed, lets us know if agencies are currently IV-E providers, admission criteria, exclusion criteria, etc. It is used to quickly collect information needed to draft contracts, as well as, informs program staff of contact information, admissions criteria, etc.

**Q51.** Could you clarify the number of children per home – Butler only or applies to all 3 counties?

**A:** Butler has limitations to the total number of children that can reside in a home including birth children, (8). This is preferred practice for Hamilton and Clermont.

**Q52.** Provide clarity for fingerprinting. When, how often and where?

**A:** Please refer to Q47.

