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June 21, 2013

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

**ADDENDUM 2**

RFP Conference Attendees:

Adolescent Oasis, Inc.  
Adriel, Inc.  
Agape for Youth, Inc.  
Alliance Human Services  
Angels Guarding Youth Services  
Bair Foundation  
Beech Acres Parenting Center  
Buckeye Ranch, The  
Child Focus, Inc.  
Dept. of Children & Family Services  
Diversion Adolescent Foster Care  
Focus on Youth, Inc.  
Isaiah's Place  
Life Start, Inc.  
Lighthouse Youth Services

The Marsh Foundation  
Mid-Western Children's Home  
Montgomery County JFS  
Next Step Family Services  
National Youth Advocate Program  
NECCO  
Oasis Therapeutic Foster Care  
Oesterlen Services for Youth, Inc.  
Ohio Mentor  
Pressley Ridge  
ResCare Ohio, Inc.  
Resident Home Corporation  
St. Aloysius Orphanage  
St. Joseph Orphanage  
SAFY

Transitions for Youth  
Tubbs Children Services  
Village Network, The

To All Potential Proposers:

Questions Received during RFP Conference

**Q1.** Should Providers submit only one budget for all 3 counties?

**A:** Yes.



**Q2.** Is the Certificate of Liability insurance presented at the RFP Conference required for all three counties.

**A:** The language in the Certificate of Liability insurance sample discussed at the RFP Conference is specific to Hamilton County. However, proof of insurance is required for all three counties.

**Q3.** Is the Statement of Assurance specific to Hamilton County only?

**A:** No. The Statement of Assurance applies to all three counties.

**Q4.** Should age identified for foster care go up to age 21 and not age 18?

**A:** Yes.

**Q5.** Who will pay for costs of pre-school if head start isn't available and has a fee associated with it?

**A:** Provider should track any barriers, such as pre-school fees, and discuss with county.

**Q6.** When will outcomes be measured and incentives rewarded?

**A:** Performance Outcome measures will be rewarded at the end of the contract period.

**Q7.** Is annual BCII/FBI required for any family serving CCJFS or just those families living east of CCJFS??

**A:** **This question will be answered in an upcoming Addendum.**

**Q8.** Page 32 – what if we have a new program manager who has not done the job for 3 years but has been a supervisor for 3 years?

**A:** That will be acceptable. Just provide an explanation in your proposal.

**Q9.** Why would budgets be different for each county? Will rates be negotiated the same for each county? Some counties require more costly services such as more transportation for visits.

**A:** Only one budget needs to be submitted for all 3 counties. However, if there is a variation in cost for some services for each county, then adjust the budget as appropriate.



**Q10.** Regarding 2014 Provider performance Outcome Measures; #4 – Measures: What if step-down is a placement outside of provider agency? How will we know if placement was maintained for 90 days?

**A:** While a step down to another placement may be a positive outcome for the child, such as a placement with a relative, adoptive parent or return to a parent, this outcome measure targets reduction of level of care while maintaining placement with the same foster caregiver, sustained for a minimum of 90 days. For example, a child is placed with Ms. X at level TFC-3. The child's functional ability improves and the child's level of care is reduced to TFC-1. After 90 days, the provider is eligible for an incentive payment.

**Q11.** Within how many days of admission are DAF updates expected to be submitted? Should they be submitted at admission to assist with treatment planning or prior to discharge?

**A: This question will be answered in an upcoming Addendum.**

**Q12.** Will increase in per diems reflect all the requested increase of services to Providers? Such as: costs for school and work uniforms; school fees; costs for sporting activities; camps; transportation to work; school dances; and graduation clothes?

**A:** The additional service costs should be included in your budget.

**Q13.** Page 22, Section 2.2.1 Z – should the report include only Hamilton, Butler, Clermont children?

**A:** The report should include all children.

**Q14.** How do we submit the electronic version and in what format?

**A:** Please submit the electronic version of the RFP in a pdf format.

**Q15.** How would the education incentives be affected by children with developmental disabilities?

**A:** Diplomas and GEDs would meet this incentive.

**Q16.** Most DD children are not at age grade level. If they graduate at age 20, would we still receive the incentive?

**A:** Yes, as long as a Diploma or a GED was received.

**Q17.** What areas (neighborhoods) are covered by CJIS (Criminal Justice Info System)? This is in regards to BCII/FBI checks.

**A: This question will be answered in an upcoming Addendum.**



- Q18.** Is “home community” within county of origin, or a specific city such as North College Hill?
- A:** Both. Home community is preferred, but county of origin is also desired if home community cannot be achieved.
- Q19.** How do we work with biological family and help with reunification if we do not have information on biological family?
- A:** It is expected Providers will work from the youth’s case plan.
- Q20.** If we have a foster to adopt home, but county delays in filing for finalization, we would not get incentive. How can we make sure adoptions are finalized quickly?
- A:** Although it is our intent to have adoptions finalized quickly, we cannot ensure quick finalization as delays may occur.
- Q21.** Individual Aide Service – define what Individual Aide services can provide?
- A:** The Provider will define what services are included and submit in proposal.
- Q22.** Are Providers allowed to propose individual services described in page 5? Are these services separate from foster care services?
- A:** Yes, Individual services should be proposed as a service separate from foster care.
- Q23.** Page 5 – “respite services targeted to kinship, adoption and birth families....” Please clarify who is to provide this respite? If Provider, then is this a separate service and unit rate?
- A:** No, respite homes are typically other foster homes in the network.
- Q24.** Page 32 – what if we have a new program manager who has not done the job for 3 years but has been a supervisor for 3 years?
- A:** That will be acceptable. Just provide an explanation in your proposal.
- Q25.** Page 27 – Insurance/Workman’s Comp/License/Annual report due with proposal, or if selected?
- A:** Annual Report and Licensure must be submitted in Provider’s original RFP. The RFP also requests Providers submit Insurance and Workman’s Comp with original and all copies of proposal. If selected, Insurance and Workman’s Comp must be current when contract is implemented.



**Q26.** For letters of recommendation/reference, who can we use if our agency cannot use the counties we have worked with (if our agency primarily has worked with counties in this proposal)?

**A:** If your agency has not worked with other counties besides Hamilton, Butler or Clermont, then letters of reference from business partners you have worked with are acceptable. Letters from state agencies such as DYS and letters from GALs or the Courts are ideal.

**Q27.** References from whom exactly?

**A:** Please refer to Q26.

**Q28.** Please verify when fingerprints should be done.

**A: This question will be answered in an upcoming Addendum.**

**Q29.** Whose resumes should be included?

**A:** For key clinical and business personnel, such as Agency Director, CFO, Clinical Director and Administration, who will be working the program, please submit resumes.

**Q30.** More details regarding outcome measurements.

**A:**

**Q31.** Is there a page limit?

**A:** No.

**Q32.** Is there one budget or 3 separate budgets for 3 different counties?

**A:** Only one budget needs to be submitted for all three counties.

**Q33.** Could you explain the foster care grid and when it is used?

**A: This question will be answered in an upcoming Addendum.**

**Q34.** Could you clarify the number of children per home – Butler only or applies to all 3 counties?

**A: This question will be answered in an upcoming Addendum.**

**Q35.** Provide more clarity for respite plan. Is there a specific form?

**A:** There is no specific form. Please refer to expectations in section 1.2.2 number 11 and Exhibit III.

**Q36.** Provide more clarity for crisis plan. Is there a specific form?

**A:** There is no specific form. Please refer to expectations in section 1.2.2 number 12.



- Q37.** Provide clarity for fingerprinting. When, how often and where?  
**A:** **This question will be answered in an upcoming Addendum.**
- Q38.** Are foster parents and/or children and acceptable reference?  
**A:** No. Please see Q26 for further details.
- Q39.** Will the same rate be applied to the budget for all 3 counties?  
**A:** Yes.
- Q40.** Section 2.6 – Should we place outcomes into Attachment J date sheet or just show what we do in a narrative form?  
**A:** A format will be provided for Providers.
- Q41.** Section 2.2.1 – Do you want specifics on each population served K-U (i.e. substance abuse, sex offenders, etc.)?  
**A:** Yes.
- Q42.** If have an added service to provide, what format should this be done in?  
**A:** **We are unsure what you are asking. Please clarify.**
- Q43.** 2.2.1 Z – What info is needed for primary population served? 11 education outcomes for youth; 16 education outcomes – Same? Do you want something different for these?  
**A:** No, the same.
- Q44.** Where in the RFP does the Provider Statement of Assurances go?  
**A:** It will be part of Exhibit I of Hamilton County's contract.
- Q45.** Can we simply submit the IV-E cost report for the budget?  
**A:** No. The entire budget must be completed.
- Q46.** Does the agency contact person have to submit the RFP or can anyone?  
**A:** The agency contact person is the point of contact to receive correspondence from the RFP contact person. However, the RFP can only be signed by someone who can legally commit your organization to a contract.
- Q47.** Please give an example of what type of reference letter if not from a county (from a foster parent)?  
**A:** Please refer to Q26.



- Q48.** Statement of Assurance: can't we use the private agency form or however MEPA compliance is met?
- A:** This question will be answered in an upcoming Addendum.
- Q49.** Is there a limit on the amount an agency can be reimbursed daily?
- A:** No.
- Q50.** How negotiable are rates?
- A:** We want you to identify what your costs are to provide services.
- Q51.** Are the Lifebook supplies included in the rate or are they reimbursable through billing?
- A:** Include them in your costs.
- Q52.** What is CJIS?
- A:** Criminal Justice Information System.
- Q53.** Is the incentive money a one-time thing or every 12 months?
- A:** It is given at the end of the contract period.
- Q54.** BCII/FBI – can't all providers be treated equally? Being outside of the home, etc., shouldn't be a financial penalty.  
Overall this expectation is drawing up costs. Why? We can get the same benefit at no cost via local checks.
- A:** Include costs in your budget.
- Q55.** Page 28, N – Licensure: Do you want the entire corrective action plan, including rules violations for foster parents, for any infraction/citation for our entire agency for the past 10 years?
- A:** Yes.
- Q56.** Page 12, #16: clarify “annual BCII/FBI criminal background checks” expectations. Not noted in all the contract drafts. Is this different from current contracts?
- A:** Yes, this is different from current contracts.
- Q57.** Clarify Attachment C – is this expected for all 3 counties or just HCJFS?
- A:** Attachment C – Budget will be used for all 3 counties.
- Q58.** Can the IV-E cost report be used in place of Attachment C?
- A:** No.



- Q59.** Transportation – this is very much supported but public agency staff need to respect the child’s schedule and foster parent schedule and organize/arrange a visitation schedule in consultation with the team consisting foster parents, child, Provider agency, worker. (Please note, this is a statement from a Provider not requiring a response).
- Q60.** No Attachment H?
- A:** Attachment H is the Foster Care Grid which needs to be submitted with your proposal.
- Q61.** No 3.6?
- A:** Section 3.6 discusses Provider Disclosures regarding court actions for your perusal.
- Q62.** Where can Budget sheets in Excel format be found or can it be provided?
- A:** Excel Budget sheets were e-mailed to registered Providers and posted on each county’s website on 6/19/13.
- Q63.** RFP is asking for one budget plus 2 renewal years for each county. This sounds like the budget should be the same for all three counties. Should we expect the same rates be negotiated in all three counties?
- A:** There should be only one budget for all 3 counties.
- Q64.** How do you expect rates to be negotiated and/or adjusted for when a child is in a Health Home or enrolled in one HBT services since Medicaid as offsetting income would be limited in these cases?
- A:** We are not buying Health Home or HBT. Costs in budget should only reflect foster care costs.
- Q65.** Should travel expenses include foster parents and staff combined as we reimburse foster parent’s mileage?
- A:** Yes, it should be included if this is part of your expenses.
- Q66.** TFC-B is not on HCJFS contract for referral criteria.
- A:** **This question will be answered in an upcoming Addendum.**
- Q67.** When do RFPs for Residential Treatment and Group Homes come up for bid?
- A:** Group Home services issued next followed by Residential Treatment services.
- Q68.** Will there be a meeting like this one for Group Homes/Residential Treatment?
- A:** Yes.





**Q69.** What impact is “joint negotiation” if we are not interested in all counties?

**A:** You will only negotiation with the county which you submitted a proposal.

**Q70.** What does “joint contracting” mean?

**A:** Each county is doing separate contracts.

**Q71.** You have increased Provider requirements in this RFP significantly. Will Provider rates also be increased consistent with requirements (more reporting, more transportation to and from school/preschool, etc.)?

**A:** Propose costs in your rate and we will negotiate.

**Q732.** Why isn’t “Level of Care” based on service needs required and provided? This is what drives the cost of their care. There is no validity in the current level of care tool.

**A:** The level of care tool utilized by the SORC is a Functional/Behavioral Assessment. It was adapted from Cuyahoga County’s tool and was developed for SORC by a psychologist. Providers are being paid to provide an array of supports and interventions to a child in need- foremost is safe, stable care through a dedicated and committed adult (foster family).

**Q73.** Why is it that 90% of kids in care have behavioral health disorders, but 50%-70% are classified as “traditional” no therapeutic needs?

**A:** These numbers are national estimates regarding the characteristics of children who are placed in foster care. Children have various levels of functional ability and needs throughout their development and time in care.

**Q74.** Where do we submit electronic copy of proposal?

**A:** Please submit on a disc or Jump drive and e-mail to RFP Contact Person.

**Q75.** Could you provide the Hamilton County Standards of Conduct to each agency?

**A:** It is already included in the RFP as Exhibit I.

**Q76.** Clermont Co. requires more insurance. Please define more.

\*Incentives:

**A: This question will be answered in an upcoming Addendum.**



**STATEMENT OF ASSURANCE:  
Provider Provision to Employees and Sub-contractors of the  
Hamilton County Department of Job & Family Services'  
STANDARDS OF CONDUCT:  
Employee and Contractor/Provider Compliance with  
MEPA and Title VI of the Civil Rights Act of 1964  
Effective February 1, 2005  
Updated September 8, 2010**

**Name of Provider Organization:** \_\_\_\_\_

I affirm that I have provided, or ensured the provision of, the Standards of Conduct: Employee and Contractor/Provider Compliance with MEPA and Title VI of the Civil Rights Act of 1964, that became Effective February 1, 2005, to each employee and sub-contractor engaged in the provision of foster care or adoption services on behalf of the Hamilton County Department of Job and Family Services. I will maintain documentation supporting each employee's and sub-Contractor's receipt and understanding of the Standards of Conduct. This documentation shall be maintained in the employee's personnel and sub-Contractor's files should an audit be conducted to verify compliance.

I affirm that these Standards of Conduct were provided to each employee on the following date(s):  
\_\_\_\_\_

If applicable, I affirm that these Standards of Conduct were provided to each sub-contractor on the following date(s): \_\_\_\_\_

I further affirm that I will provide these Standards of Conduct to each new employee or new sub-contractor within thirty (30) days of hire date or the effective date of Contract.

If these Standards of Conduct are revised, I affirm that I will provide a copy of the revised Standards of Conduct to each employee and sub-contractor within thirty (30) days of receipt from the Hamilton County Department of Job and Family Services of the revised Standards of Conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**This Statement of Assurance must be returned no later than 30 days after Contract finalization to:**

**Contract Services  
Hamilton County Department of Job & Family Services  
222 E. Central Parkway  
Cincinnati, OH 45202**