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**HCJFS & BCCS REQUEST FOR PROPOSAL
INDEPENDENT LIVING SERVICES RFP#SC0610-R**

ADDENDUM 1

HCJFS and BCCS are extending the deadline for questions regarding the RFP or proposal process from February 18, 2011, noon TO February 24, 2011, no later than noon.

Questions Received During the RFP Conference

- Q1.** If we cannot provide 24/7 supervision, can we still apply? How do we note that in the proposal?
- A:** Yes, Provider may still apply. List type of youth served and what you can provide.
- Q2.** If using a roommate, what screening/background checks are applicable or required? Can roommate be another Independent Living youth or friend of Independent Living youth?
- A:** If the other youth is 16 or 17 years old, he/she must be under the custody of HCJFS or BCCS. If older, then must be appropriate adult. No screening/background checks required.
- Q3.** Page 21, 2.3 Budget: should we submit both counties' budgets with each proposal?
- A:** All providers submitting a proposal shall include a hard copy of the entire budget for each County and also submit the entire budget for each County electronically. Hamilton County's budget should be included with Hamilton County's proposal and Butler County's budget should be included with Butler County's proposal.



- Q4.** If we use same rate for both counties, can we submit 1 budget.
- A:** Yes, you may submit the same budget for each county. However, Hamilton County's budget must clearly have Hamilton County on its budget; and Butler County's budget must clearly have Butler County on its budget.
- Q5.** If we have issues/concerns regarding the contract, should we note them in the proposal?
- A:** Yes, please clearly highlight your concerns in your proposal.
- Q6.** Page 9, #21 – Butler Sample Contract: Can you clarify how that would relate to providing furnishings for youth? For example, can youth keep furnishings?
- A:** This section does not apply to Independent Living. Contract will be amended to reflect IL placements not included.
- Q7.** Do we have to do FBI checks on staff annually?
- A:** No. Local background checks must be conducted annually by your agency or by an approved background agency.
- Q8.** Section 1.2.2 B – Service Components – This addresses life skills assessments in accordance with OAC 5101:2-5-33. This regulation site addresses foster parent licensing. What is the correct regulation site? Should this be the life skills regulations (5101:2-42-19)?
- A:** The reference number HCJFS cited is incorrect. 5101:2-42-19 is correct.
- Q9.** How long does after care help?
- A:** This is determined on a case-by-case basis.
- Q10.** Please describe “Semi-Independent” Living.
- A:** Semi-Independent Living is defined as more than one person in one dwelling on-site with staff during sleeping hours.
- Q11.** Can they rent out rooms in a house vs. an apartment?
- A:** Yes, they can rent out rooms and will be discussed on a case-by-case basis. There are situations where renting a room with a previous foster parent would provide long-term stability for youth.



Q12. What about co-habitation with another foster child of opposite sex?

A: This will be discussed on a case-by-case basis.

Q13. How far in advance can we turn in proposal?

A: Deadline for proposal submission is on or before March 18, 2011, no later than 11:00 a.m.

Q14. What age can they move into apartments?

A: 16+.

Q15. Will you send electronic Excel budget spreadsheet?

A: Yes.

Q16. What qualifies as 24/7 care?

A: Supervision by awake staff, 24 hours a day, 7 days a week.

Q17. Can more than two youth live in an apartment as long as each youth has their own room?

A: This will be determined on a case-by-case basis.

Q18. We have provided independent living in other states. Can we provide letters of reference from other states who have worked with us on IL services? For example, we currently provide IL services in Florence, KY.

A: Yes.

Q19. Do we need to have apartment sites located before we are awarded a contract?

A: No, Provider does not have to have them, however, HCJFS and BCCS reserve the right to observe the apartment before a placement is made to ensure appropriate safety and living standards are met.



Q20. Where will site visits be held?

A: Site visits are held at the Provider's service locations. However, if Provider does not have a site, then an Oral Presentation will be held with Provider, if necessary.

Q21. Do we have to have individual apartments licensed or inspected?

A: ODJFS licensed apartments must pass safety audits.

Q22. Can you clarify 24/7 supervision? Does that mean in-person supervision or availability?

A: Wrap-around team will determine the level of supervision needed on a case-by-case basis.

Q23. Do you want Providers to include life skills as part of the unit cost or separate it and bill as appropriate to Medicaid (given they are Medicaid Providers)?

A: Any service that is Medicaid billable must be billed to Medicaid. Medicaid billable services should not be included in unit rate.

Q24. Of the HCJFS youth served in the most recent 12 months, please provide the following demographics:

- a. number of males;
- b. number of females;
- c. number of parenting or pregnant youth;
- d. number of youth with TFC-1, TFC-3, TFC-T care needs;
- e. number of youth on probation.

A: There were 48 males and 46 girls served. HCJFS & BCCS are unable to answer the remaining demographic questions. Clarification was asked to be provided as this is an Independent Living RFP.

Q25. Please clarify if new hires need to be pre-approved with transporters. New hires would be staff hired to provide IL services such as CPST, life skills, etc.

A: Provider must follow its own hiring policies and procedures. All staff must be trained and have BCII, FBI and local background checks.



Q26. Is different or additional information needed on this RFP related to outcomes compared to previous RFPs?

A: Yes, please read this RFP in it's entirety as the scope of services, etc. has changed from previous RFPs.

Q27. How will site visits occur if apartments have not been secured yet and may be pending RFP acceptance?

A: Please refer to Q20.

