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**HCJFS REQUEST FOR QUOTE
SUMMER YOUTH EMPLOYMENT PROGRAM SC0412-Q**

ADDENDUM 1

Questions:

Q1. What is your program's definition of soft skill training?

A: Any training that is not directly related to the technical skills required to perform a work function. Soft skills would include traditional job readiness classes among others. A very brief orientation class would be appropriate to explicitly communicate work expectations related to timeliness, dress, professionalism and similar. Any such orientation should not exceed eight hours and should be developed in collaboration with anticipated work settings.

Q2. Is there a minimum number of weeks that the participants have to work? Or is it at our discretion? I am just asking because the program close-out is the end of August, but most of the youth will be back in school by the 2nd week in August.

A: There is not a minimum number of required work weeks.

Q3. Since the deadline date was changed, can those who submitted already resubmit a revised version of their proposal by the new deadline date?

A: Yes.



Q4. Does the Release of Personnel Records and Criminal Record Checks have to be submitted with the proposal or can it be submitted at the time of award notice?

A: Yes, the Release of Personnel Records and Criminal Records Check must be submitted with your bid; along with Declaration of Property Taxes and Terrorist Declaration forms.

Q5. The RFQ references not less than 50% of dollars go to wages for youth. Kevin Holt's 5/10 e-mail indicates a proposal with less than 80% dollars going to wages for youth is not likely to be accepted. Please clarify.

A: The language quoted below is related to youth time. Youth spending more than 20% of time in training (as opposed to time spent in work) is inappropriate for this program. The 50% referenced for wages is regarding the split between program costs (staff wages, overhead, administration, occupancy, etc.) and dollars paid to youth for the hours they spend engaged in work/training.

"The vast majority of paid youth time must be for work hours. Training can be provided only under the very narrow circumstances defined in the RFP. Within those constraints, if paid time includes more than 20% non-work (education/training/other) time, the proposal is likely to be rejected."

Q6. If the answer to the above question is 50%, JCG is operating summer E-Camp in June. Would there be any advantage to Hamilton County if we requested TANF dollars to fund this program and returned the \$29,700 of WIA funding to the county at the end of the fiscal year?

A: That depends. There is some virtue to spending TANF dollars first, however, all WIA youth are not necessarily TANF eligible. HCJFS is eager to work with each vendor under this contract to explore eligibility and enroll or co-enroll youth as appropriate.

Q7. It appears there are organizations who have the capacity to manage more than a \$90,000.00 grant. If organization 1 does not have the capacity to administer a summer program at this late date, but organization 2 does, could organization 1 apply for the funds and then pay organization 2 to operate the program? If so, can you facilitate information on who besides CAA might fall into this category?

A. Summer programs that include collaboration, partnership or subcontracts are appropriate if the subcontracts are appropriately procured. In any case, Hamilton County will contract with only one party for each contract and that party will be responsible to HCJFS for all deliverables including submission of billing and reporting. Hamilton County can only contract with any one corporate entity once for these summer youth services.



Q8. The RFP states that HCJFS will determine eligibility. Please clarify how long HCJFS anticipates it will take to provide this determination once property documented paperwork is submitted?

A: We expect to turn around eligibility determinations with a goal of three business days and a commitment of five business days. As is implied in the question above, this timeframe is entirely dependent on the provision of properly completed application forms and supporting documentation. If proper releases are provided, HCJFS will work to gather information from our available databases, however, we can-not guarantee that adequate information will be available from those sources to determine eligibility. In those cases, the vendor will be required to secure and submit eligibility verifications needed to determine eligibility prior to delivering services.

Q9. If a youth is already documented as WIA and meeting the 100% threshold, do they have to be re-documented as meeting the 200% threshold?

A: HCJFS can consider documentation of income eligibility provided by a current WIA service provider if it is less than 12 months old. In any case, an open WIA case will not be adequate, except in as much as the associated case file may contain current and needed documentation.

Q10. The bid requests we keep signatures on file to verify youth received their checks. We no longer use paper checks. Youth receive debit cards and their wages are loaded on their debit cards bi-weekly. Is there anything else that could be used to verify receipt of checks or would you require the youth we were paying with TANF funds would need to get checks?

A: Checks or signatures are not required if there is adequate electronic tracking of payments issued to a debit card that is documented to have been issued to the youth. In this case, the vendor should also retain a youth signature documenting receipt of the identified debit card.

Q11. Can Cincinnati State be allowed to do two or three quotes for 2 or 3 separate programs at Cincinnati State? For example, the Upward Bound Program and Connect to Success which goes up to age 24?

A: HCJFS can only contract once with each incorporated entity. If your organization includes subsets with separate incorporation, they could submit separate bids to provide SYEP services in response to this RFQ.

Q12. Is there a minimum to the hours that can be worked? Is there a minimum (over minimum wage) for youth to be paid?

A: There is no minimum hours or wage (presuming compliance with minimum wage rule/law).

