



**Board of Commissioners:**

Greg Hartmann, David Pepper, Todd Portune

**County Administrator:** Patrick J. Thompson

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

[www.hcifs.org](http://www.hcifs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

22 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-1408 • Fax: (513) 946-2384

E-mail: carsos01@jfs.hamilton-co.org

May 28, 2010

**HCJFS REQUEST FOR PROPOSAL  
FOSTER CARE SERVICES RFP#SC0110-R**

**ADDENDUM 1**

To All Potential Proposers:

**Corrections to RFP**

Page 9 – 1. D-3 Transportation as read:

3. Transportation– to be offered at no additional cost for medical appointments, court, school (unless otherwise provided by the school district), youth employment, therapy appointments, youth and family team meetings, recreational activities, home visits and family visitations (supervised visits, sibling visits, etc.). Any person transporting a child shall have current, valid driver's license, safety restraints according to Ohio law and have current insurance;

Change to read:

3. Transportation– to be offered at no additional cost for medical appointments, court, school (unless otherwise provided by the school district), youth employment, therapy appointments, youth and family team meetings, recreational activities, home visits and family visitations (supervised visits, sibling visits, etc.). Any person transporting a child shall have current, valid driver's license, safety restraints according to Ohio law and have current insurance. Authorized driver must be age 18 or older. Any driver under the age of 18 must be approved by PCSA.



Page 12 – 1. D-21-c as read:

- a. 30 days of medication and/ or updated scripts or appointment;

Change to read:

- a. 60 days of medication and/ or updated scripts or appointment;

Page 13 – 1.D-23 as read:

- 23. Instant Notification – HCJFS and BCCS will provide names, social security numbers and dates of birth of foster parents caring for children in HCJFS, BCCS and PCJFS custody, to the Hamilton County, Butler County and Preble County Clerk of courts office. Daily data cross referencing checks (Instant Notification) of Hamilton county criminal offenses and/or convictions are compared to identifying information of foster caregivers and other co-habitants;

Change to read:

- 23. Instant Notification – HCJFS and BCCS will provide names, social security numbers and dates of birth of foster parents caring for children and any adult household residents in HCJFS, BCCS and PCJFS custody, to the Hamilton County, Butler County and Preble County Clerk of courts office. Daily data cross referencing checks (Instant Notification) of Hamilton county criminal offenses and/or convictions are compared to identifying information of foster caregivers and other co-habitants;



Page 15 as read:

**2. Provider Proposal**

It is required all proposals be submitted in the format as described in this section. Each submission must have one original proposal with ten (10) copies, using twelve (12) point Arial font when possible. Providers are encouraged, but not required, to use double sided copies in their proposal. Proposals must contain all the specified elements of information listed below **without exception, including all subsections therein.** Proposal sections must be numbered corresponding to the following format:

Change to read:

**2. Provider Proposal**

It is required all proposals be submitted in the format as described in this section. For Hamilton County, each submission must have one original proposal with eight (8) copies; for Butler County and Preble County, each submission must have one original proposal with five (5) copies; using twelve (12) point Arial font when possible. Providers are encouraged, but not required, to use double-sided copies in their proposal. Proposals must contain all the specified elements of information listed below **without exception, including all subsections therein.** Proposal sections must be numbered corresponding to the following format:



Page 25, 2-C-1 Budgets and Cost Considerations.

As read:

It is anticipated services will begin no later than January 1, 2010. Provider must submit a Budget and a calculation of the Unit Rate for the initial contract term (Contract Year 1) that Provider understands will be used to compensate Provider for services provided. Budgets and Unit Rates must be submitted in the form provided as Attachment D.

Change to read:

It is anticipated services will begin no later than January 1, 2011. Provider must submit a Budget and a calculation of the Unit Rate for the initial contract term (Contract Year 1) that Provider understands will be used to compensate Provider for services provided. Budgets and Unit Rates must be submitted on the form provided as Attachment C. Contracts will be written for the initial term of one (1) year with two (2) one year options for renewal.

All Registered Providers will be sent an electronic budget file in Excel format. All Providers submitting a proposal shall include a hard copy of the budget in the original proposal and all copies, and also submit the budget electronically to the contact person identified in Section 3.2 RFP Contact Person. If Provider is unable to submit an electronic copy of the budget, Provider shall include a statement in the budget narrative explaining the reason.

**Note: The softcopy of the budget and Provider's proposals must be received by the due date specified in the RFP. The soft copy budget must match the hardcopy in the proposal.**



Page 29 as read:

**F. Terrorist Declaration**

In accordance with ORC 2909.32(A)(2)(b), Provider is to provide a completed Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, Attachment F. Any material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List is a felony of the fifth degree. A purchase order for services rendered will not be issued for payment if this form is not completed and returned with the submitted proposal.

Change to read:

**F. Terrorist Declaration**

In accordance with ORC 2909.32(A)(2)(b), Provider is to provide a completed Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization, Attachment G. Any material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List is a felony of the fifth degree. A purchase order for services rendered will not be issued for payment if this form is not completed and returned with the submitted proposal.



Page 34 as read:

**H. Addenda to RFP**

HCJFS, BCCS and PCJFS may modify this RFP no later than **June 11, 2010** by issuance of one or more addenda to all parties who registered for the RFP Process, Section 3-C. In the event modifications, clarifications or additions to the RFP become necessary, all Providers who registered for the RFP Process will be notified and will receive the addenda via fax or e-mail. In the unlikely event emergency addenda by telephone are necessary, the RFP Contact Person, or designee, will be responsible for contacting only those Providers who registered for the RFP Process.

Change to read:

**H. Addenda to RFP**

HCJFS, BCCS and PCJFS may modify this RFP at any time by issuance of one or more addenda to all parties who registered for the RFP Process, Section 3-C. In the event modifications, clarifications or additions to the RFP become necessary, all Providers who registered for the RFP Process will be notified and will receive the addenda via fax or e-mail. In the unlikely event emergency addenda by telephone are necessary, the RFP Contact Person, or designee, will be responsible for contacting only those Providers who registered for the RFP Process. All addenda to the RFP will be posted to <http://www/hcjfs.hamilton-co.org>.

REMOVE FROM RFP AND REPLACE:

1. Attachment A – Cover Sheet
2. Attachment B – Hamilton County – Purchase of Service Contract
3. Attachment B – Hamilton County – Exhibit III (Provider Responsibilities)
4. Attachment I – Foster Care Service Grid



Questions Received prior to RFP Conference

**Q1.** This is my first time filling out these papers. They are a bit overwhelming. Can you assist me in preparing these papers or direct me to someone that can help me?

**A:** In order to ensure fair and open competition, we can not assist providers with completing the paperwork. Attendance at the RFP Conference is highly encouraged. We can answer specific questions submitted through appropriate channels outlined in the RFP. Our suggestion is to review the RFP in its entirety, page-by-page, answering one question at a time. Use the checklist to ensure all required documents are submitted. We suggest contacting the Health Foundation to see if they are currently offering any classes/assistance with responding to RFPs. Also, connect with a larger agency to act as a sub-contractor or to see if they are willing to assist with completing the RFP process.

**Q2.** In the following places throughout pages 1-43, there are references to HCJFS but not Butler and Preble.

Page 9, D-Service Components, item 7.c – only HCJFS is noted;

Page 23, 2. System and Fiscal Administration Components, F. Certificates of Insurance; only HCJFS is noted;

Page 32, 3. Proposal Guidelines, E. Prohibited Contacts; only HCJFS is noted;

Page 40, 4. Submission of Proposal, F. Evaluation and Award of Agreement, Stage 4 Evaluation, paragraph after D; only HCJFS is noted;

Page 41, 4. Submission of Proposal, G. Proposal Selection, items 3 & 4; only HCJFS is noted.

Please provide clarification as to whether these statements only pertain to HCJFS or should be inclusive of BCCS and PCJFS.

**A:** All of the aforementioned statements also pertain to and should be inclusive of BCCS and PCJFS.

**Q3.** Page 14, Section 2. Provider Proposal, 1<sup>st</sup> paragraph – it is stated that “Each submission must have one original proposal with ten (10) copies,...” and on page 36, 3. Proposal Guidelines, D. Delivery of Proposals,” there are different expectations for each of the 3 counties noted. Each of the 3 county expectations is different amongst the 3 counties and different from what is stated on page 14. Please provide clarification as to the expectations for the submittal of originals and copies for each county.

**A.** Please refer to third page of Addendum 1 under “2. Provider Proposal.”



**Q4.** Page 15, Section A. Cover Sheet – is Attachment A to be provided for each proposal? Or only one copy that is to be representative for however many proposals are being submitted?

**A.** Yes. Attachment A must be provided for each proposal, 1 original and all copies, for each county.

**Q5.** Page 24, Section B. Service and Business Deliverables, Section 2. System and Fiscal Administration Components, O. Annual Report, request copies of “...all management letters...” Our auditor informs us that management letters are not the purview of any entity beyond the one to whom the auditors have provided it. Management letters are the confidential communiqué between an auditor and its customer. Please note whether or not this will be stricken from the RFP requests or that it is optional.

**A:** This will be deleted as a requirement.

**Q6.** Page 25, Section C. Budgets and Cost Considerations, 1. There is a reference to an Attachment D – no other reference titled for this document. Attachment D does not appear to have been provided unless (as per page 3, Table of Contents), it is the document titled “Hamilton County Department of Job and Family Services Provider Certification Process Revised 6/05.” This doesn’t appear to be correct? Please clarify.

**A:** Please refer to first page of Addendum 1, under “Corrections to RFP.”

**Q7.** Page 33, 3. Proposal Guidelines, F. Provider Disclosures – do you wish for a declaration/response to be made (i.e., a statement affirming “...pending or threatened court actions...” or a declaration that no actions are pending) and if so, where? (Perhaps somewhere in Section 2. Provider Proposal, Sections A, B, C, D, or E from page 15? Or, perhaps as a separate and distinctly labeled page in the proposal)?

**A:** Provider is to submit the organization’s Provider Disclosures on a separate page attached to the Cover Sheet, which will become a part of the cover sheet and provider’s proposal.

**Q8.** Page 35, 4. Submission of Proposal – where do you wish the (certification) of the “...proposal and pricing...” to be made? (Perhaps in Section 2. Provider Proposal, Sections A, B, C, D or E from page 15? Or, perhaps as a separate and distinctly labeled page in the proposal? Or, is this viewed as being met when signing off on Attachment A)?

**A.** Add this to the Cover Sheet directly under title lines “By signing and submitting this proposal Cover Sheet, Provider certifies the proposal and pricing will remain in effect for 180 days after the proposal submission date.”





**Q9.** Page 38, 4. Submission of Proposal, F. Evaluation and Award of Agreement, Stage 1. Preliminary Review, items A-H – this listing of “Mandatory Requirements” does not seem to include a provision for a declaration of pending or threatened court actions or absence of same (see Page 33, 3. Proposal Guidelines, F. Provider Disclosures). Also, a “...ertifying of proposal and pricing...” (see Page 35, 4. Submission of Proposal”) does not appear on the listing – unless again “Attachment A” is viewed as meeting this expectation. Please clarify where or how you wish for these two statements to be made in the RFP response.

**A.** Please reference answers to Q7 and Q8.

**Q10.** There is an “Exhibit 1” immediately following the HCJFS sample contract. It does not have a title other than “Exhibit 1” and no page numbers. Please clarify whether this document belongs only to the HCJFS contract sample.

**A.** Attachment B separates contract samples by each county. The first page of Attachment B identifies Hamilton County. The contract sample and Exhibit I (Therapeutic Foster Care); Standards of Conduct; Exhibit III (Provider Responsibilities); and Exhibit IV (Information System Network Requirements) all pertain to Hamilton County only. The next page identifies Butler County. The Purchase of Service Contract sample only pertains to Butler County. After Butler County’s Contract is a page identifying Preble County, and immediately following is the Preble County contract sample.

**Q11.** Is “Attachment A” to be completed as an “original document” for each proposal submitted? Or, is Attachment A to be completed only one time regardless of the number of RFP responses and submitted only to the RFP Contact Person?

**A.** One original should be submitted with the original proposal for each county you intend to submit a proposal. Attachment A copies should be included in all copies of the corresponding proposals. Attachment A is typically the first page in all proposals (including copies).

**Q12.** If questions arise regarding the “sample contracts,” are they to be raised during the RFP process or post RFP submittal to each of the 3 counties?

**A.** There will be no negotiation of the contract during these phases. However, questions/concerns need to be pointed out to allow decisions to be made by each county. Provider may submit, in writing, their questions and concerns with their proposal.



**Q13.** Will you provide the various requested forms/Exhibits requiring responses in MicroSoft Word or Excel to respondees?

**A.** Yes, you will receive the budget in Excel format along with Attachments G, H and I. Attachment A will be issued in MicroSoft Word format.

**Q14.** If separate proposals are required for each county, what is the purpose of one RFP?

**A.** The proposal content can be the same for each county, however, Provider must submit separate proposals for each county, and each proposal must be clearly identified by county. Consistency of requirements save Providers time and money from having to respond to three different RFPs.

**Q15.** Page 5 top of page talks about “enhance reunification and permanency options.” Will the counties provide us with contact information for each child or youth’s family of origin and a release to speak with the family as well as including us in the development of the case plan and amendments and providing us copies?

**A.** On a case-by-case basis when it is appropriate and necessary.

Will we be permitted to provide the necessary therapeutic services for the family when the county case plan goal is reunification rather than the county referring the family to another community resource?

**A.** Continuum of services is best practice if the agency is able to.

**Q16.** Page 8 item #3 Transportation – generally our foster parents provide transportation for all of the items listed as part of their daily per diem as long as each trip is within 50 miles round trip. Will the counties reimburse us for the cost of transportation for foster parents beyond 50 miles round trip?

**A.** No. All costs should be included in the unit rate. Foster parents may access Non-Emergency Transportation (NET) reimbursement for medical and therapeutic appointments.



**Q17.** Page 8 item #5 Financial assistance – are the counties not going to be responsible for clothing including an initial allotment at the time of placement?

**A. HCJFS** - Based on a clothing inventory, HCJFS will provide for initial clothing and seasonal, follow-up clothing. **BCCS** - Based on a clothing inventory BCCS will provide for initial clothing. A voucher for follow up clothing will be provided only in extenuating circumstances. **PCJFS** - Preble County provides an initial clothing allowance on a case by case basis IF preauthorized by the Agency. Ongoing clothing expenses are not paid by the county, but expected to be provided under the per diem.

**Q18.** Page 10 item #11 Respite care – will the counties pay an additional amount for respite care?

**A.** No. All costs should be included in the unit rate.

**Q19.** Page 10 item #14 Limited English Proficiency – will the counties pay for the cost of translator services in addition to the daily per diem?

**A.** On a case-by-case basis, HCJFS and BCCS will assume the costs associated with translator services. PCJFS will provide interpreter services as needed on a case by case basis for agency required functions such as case plan meetings, SARs, and the like. We would not provide this service for Networks to facilitate their own required work functions and would view this as the Network's responsibility in doing business.

**Q20.** Page 14 Section 2 at the bottom of the page asks for “one original with ten (10) copies.....” Page 36 Section D asks for one (1) signed original proposal and eight (8) duplicates of the entire written proposal” for “HDJFS. “For BCCS and PCJFS, one (1) signed original proposal and five (5) duplicates of the entire written proposal must be submitted. Please clarify.

**A.** Please refer to page 3 of Addendum 1.

**Q21.** Page 24 item N notes “Please provide the following attached only to the original proposal.” Is this true for proposals submitted for all three (3) counties or just Hamilton County? Does this apply to just paragraph N or to N, O, P and Q?

**A.** Yes, this applies to paragraphs N, O, P and Q for all three counties.



**Q. 22** Page 15 Section A Cover sheet – is a separate cover sheet required for each county proposal or are you asking for just one cover sheet? Is the intention of this proposal to set one rate for each level of care for all three (3) counties?

**A.** Please reference answers to Q4 and Q11.

**Q23.** On Page 2 of the Cover Sheet are listed TFC, TFC-1, TFC-3 and TFC-SN. These are traditionally HCJFS levels of care. I thought the six county region was using the terminology of Basic, Therapeutic Low, and Therapeutic High. Which terminology should we use for Butler and Preble counties or should we use our own as always?

**A.** Butler and Preble Counties will use the terminology of Basic, Therapeutic Low, and Therapeutic High.

**Q24.** The RFP includes HCJFS Contract Budget Instructions and forms. Are these forms available to us electronically or do we have to reproduce them ourselves? Do Butler and Preble counties have specific budget forms that we must use or may we use our own forms for their budget preparation? If Butler and Preble counties have specific budget forms may we have them electronically?

**A.** All Registered Providers will be sent an electronic budget file in Excel format. Hamilton, Butler and Preble Counties will use the same budget format.

**Q25.** Re: the HCJFS Provider Certification Process – We have been an HCJFS certified provider for many years, is it now required that we go through this process again?

**A.** The Provider Certification process is for new Providers and existing contracted Providers who are administering a service for the first time with HCJFS.

**Q26.** Will Hamilton, Butler and Preble Counties place children with out-of-county providers?

**A.** It is best practice and an OAC requirement to keep children in close proximity to family when out of home placement is necessary. When in county placement is not available, efforts are made to identify placement that is in close proximity to the county PCSA and is able to meet the needs of the child.



**Q27.** Would each county have enough referrals for an agency to establish a physical presence in each county?

**A.** Please refer to the RFP and the anticipated need of each PCSA.

**Q28.** What is included in the Southwest Ohio Regional Collaborative (SORC) form; can a copy be provided?

**A.** YES – Attached with Addendum 1.

**Q29.** What does the local law enforcement data to be reported consist (annual record transcript) of? Is this for the county of residence? Does this apply to foster parents and staff?

**A.** An annual record from the local law enforcement department (police, sheriff's department). Regarding employees, only staff having direct contact with children must adhere to background check.

