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June 3, 2010

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

ADDENDUM 2

To All Potential Proposers:

Corrections to RFP

As read:

Page 12, 1, D-21-c:

30 days of medication and/or updated scripts or appointment;

Change to read:

60 days of medication and/or updated scripts or appointment;

Questions Received during and after RFP Conference

Q1. How are we to develop rates for TFC-SN if Butler and Preble Counties are asking us to include these costs in TFC-High?

A: Attachment A has been modified for consistent language for all three counties (see revised Attachment A – Addendum 1). All three counties are now accepting a special needs rate based upon the definition of special needs meaning, a child who has intensive needs that would score above the TFC-3 on the LOC tool, but whose needs can be managed by a willing foster parent at the TFC-SN rate.

Q2. You are no longer required to submit Management Letters. Management Letters are confidential communiqués between the auditor and their client. Thus, is your request to provide optional?

A: As stated in Addendum 1 and in the RFP Conference, this is deleted as a requirement.



Q3. Page 12, 21-C, once a patient has been discharged, doctors aren't able to write a script for longer than 30 days. Leave expectation at 30 days?

A. Please refer to first page of Addendum 2.

Q4. Attachment A, page 2 – how do we use page 2 to respond for BCCS & PCJFS? Do we substitute the current page 2? Please clarify.

A. Changes were made on Attachment A to add consistent language for all three counties.

Q5. Attachment C, Budget – is this per calendar year? Do we just add all 3 county names to this budget? Are Preble and Butler providing their own budget format?

A: The budget is per calendar year. If you are submitting different budgets for each county, you must complete the appropriate budget spreadsheet for each county. If you are submitting the same budget for each county, you can complete the form that has all 3 counties listed on it.

Q6. The Addenda packet provided today applicable to all 3 counties or just HCJFS.

A: Yes, Addendum 1 and all attachments are applicable to all 3 counties, except where indicated.

Q7. Page 13, #23 – when would a provider submit names of FP's, or would the county already have this info when a child is placed? Is an agency required to submit its entire foster parent roster?

A: Upon initiation of a contract, Networks should submit information for foster parents and any other adults living in the home located within 100 miles of each county seat to each respective county. If home is situated outside this area, information should be provided upon Network's recommendation of the home's use.

Q8. Attachment A. For clarification, was it stated that it (pg. 2) would be updated to include Butler and Preble?

A. Attachment A has been modified for consistent language for all three counties (please see Attachment A as part of Addendum 1).



- Q9.** HCJFS Contract – Page 3 – Client Authorization; what information is required for authorization? What is the turn-around time for obtaining authorizations?
- A.** HCJFS will provide instruction as contracts are awarded.
- Q10.** Page 12, #21-C. Clarify 60 days of medication or updated scripts or appointment?
- A.** One of the above must occur.
- Q11.** If we provide an appointment without psychiatrist and child is no longer Medicaid eligible, county pay for appointment.
- A.** Case by case, expect that to be true, if preauthorized by the county.
- Q12.** Page 28, E-4, do you mean professional reference for these individuals?
- A.** Yes.
- Q13.** Does Hamilton continue to contract for Independent Living scattered site apartment placements?
- A.** Yes.
- Q14.** When you say the contract allows you to have contractors do a monthly visit on your behalf, does that mean your staff will not visit? And how does that comply with 5-year review?
- A.** No. Agencies will continue to conduct one monthly visit per 5101:2-42-65, Networks can be authorized to complete one monthly visit on behalf of the agency when documentation is provided to the agency. Agency and Network caseworker visits will have to be coordinated to occur approximately 14 days from one another for compliance to be maintained. This is allowable under 5101:2-42-65 if specified in the contract language as the agreed upon arrangement.
- Q15.** If our agency is from one county, can we change the RFP for that county in regards to reunification, etc? Where it would be very difficult to provide these services?
- A.** No, not if case plan goal equals reunification.



- Q16.** What is the difference between TFC-1 and Therapeutic high and TFC-T and Therapeutic low?
- A.** Changes were made on Attachment A to add consistent language for all three counties (see revised Attachment A).
- Q17.** It would be “easier” if on referrals all agencies would LOC it as TFC-T, 1, 3, SN, etc...
- A.** Changes were made on Attachment A to add consistent language for all three counties.
- Q18.** Discharge summaries – whom do the agencies send them to? The CW?
- A.** Send to same person/department you send monthly report to.
- Q19.** In our agency, we have a Clinical Director for the entire agency and a clinical supervisor over TFC. Which resume do you require?
- A.** Both.
- Q20.** Does each county accept federal indirect cost agreement?
- A.** **Please clarify question.**
- Q21.** Repeat Butler contract comments?
- A.** No answer required. Comments repeated during RFP Conference.
- Q. 22** What is the budget period?
- A.** Same as contract period: January 1, 2011 – December 31, 2011.



Q23. On the budget, what is the difference between management indirect and direct services?

A. Management indirect is typically administrative salaries, shared costs, etc. Direct services are program costs directly associated with the program being bid.

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. The budget and all attachments were included with Addendum 1.

Q25. Will electronic copy of budget spread sheets come with explanation/instructions of which columns can be expanded or modified?

A. Columns can be added. No columns are locked.

Q26. Will you have a help class with help on the budget?

A. No. If you have questions regarding the budget, the deadline to submit questions is June 4, 2010, no later than 12:00 noon. Also attached to Addendum 1 are the budget instructions.

Q27. Attachment A, page 2. Are we giving estimates of what future year cost will be?

A. Yes, realizing there cannot be an increase greater than 3% per year, and no increase is guaranteed.

Q28. Page 30. Anticipated start date – new providers won't be able to get children until 2011?

A. Yes, that is correct.



Q29. When will we get the grids for the other counties?

A. Changes were made on Attachment A to add consistent language for all three counties (see revised Attachment A – Addendum 1).

Q30. We are turning in the same RFP? Just separate copies for each county?

A. You may submit the same proposal for each county.

Q31. Are 3 budget spreadsheets different for each county?

A. Refer to question 24.

Q32. Do you need a budget column for each level of care?

A. Yes, you will need to add columns.

Q33. Why such tight deadlines when contract not effective until January?

A. The RFP process takes minimally 4-6 months. Not only does it have to undergo an internal process but an external process, as well, to include prosecutor review and approval from the Board of County Commissioners.

Q34. For clarification, does this RFP include Residential Treatment? Sex offender treatment?

A. No, this RFP does not include Residential Treatment or sex offender treatment. Residential treatment will be bid at a later date.

Q35. Are you accepting proposals from out of state facilities?

A. Yes, but not typical to place foster care youth out of state.

Q36. Are the funding sources the same as the agencies involved in posting this RFP?

A. If the PCSA's are the source of revenue you are referring to, then yes.



Q37. Is there a no eject/reject clause?

A. This issue is addressed in each county's contract.

Q38. Please clarify that instant notification applies only to foster parent residents of Hamilton, Butler and Preble Counties.

A. All foster parents may be screened by the counties, however, we recognize there are geographical limits of Criminal Justice Information System (CJIS) which is the reason for annual local law enforcement records check.

Q40. Please clarify the different levels of care for each county? Will there be a different number of levels?

A. Changes were made on Attachment A to add consistent language for all three counties (see Revised Attachment A in Addendum 1).

Q41. Personnel qualifications: Key references for each staff? Worker history? These amount to a resume?

A. Submission of a resume is acceptable as long as it includes all elements requested in RFP.

Q42. What personnel qualifications are not needed to be included?

A. Please clarify your question.

Q43. Personnel qualifications are needed for all personnel in the agency (pg. 28).

A. No. Please refer to page 28. E- Personnel Qualifications.

Q44. Can you clarify the level TFC-SN vs TFC 1 & 3?

A. Changes were made on Attachment A to add consistent language for all three counties. Please refer to Q1. for a definition of special needs.



Q45. Does this contract apply to foster care homes only or group homes? We are a group home and do not have a foster care network. Can you please get back with us as soon as possible. Thank you.

A. This RFP is to solicit proposals from Providers to deliver foster care services only. Group home services are different than foster care services and will be bid separately at a later date.

