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October 28, 2008

**HCJFS REQUEST FOR PROPOSALS  
YOUTH SERVICES UNDER THE WORKFORCE INVESTMENT ACT (WIA) RFP08-011**

**ADDENDUM 3**

To all Potential Proposers:

HCJFS Panel Maggie Barnett, Holly Harris-Ifeakanwa, Evelyn Chaffin, Ruth Young, Lorain Mendleson, Kevin Holt, Sherry Marshall

Attendees: list provided in Addendum 1

**Questions and Answers**

Q1. What is the fourth proposal? RFP states only 3.

**A: The proposals are for; 1. WIA Traditional In-School, 2. WIA Traditional Out-of-School, 3. WIA Services at the Super Jobs Center and, 4. WIA Youth Services Connected to Hamilton County Juvenile Court. Refer to language changes in Addendum 2.**

Q2. Are these forms available electronic (budget)?

**A: Yes, the forms were sent electronically via Addendum 1.**

Q3. Page 8: One-Stop/Superjobs targets out-of-school youth, but is to serve as a front door to YESSN. This is a disconnect because the YESSN only serves in-school youth.

**A: Whichever provider is selected to deliver out of school contacts at Super Jobs will be expected to simultaneously act as front door for in-school youth. There will be two separate roles, (1) get services to youth and (2) referral for services.**

Q4. Pg 10 last bullet and page 11 – these appear to be the same?

**A: We believe these are separate, although they do appear very similar. One refers to in-school and the other to out of school.**

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



Q5. We do not see a system outcome for in-school youth that relates to high school graduation. Did we miss it?

**A: In-school – goals for youth exiting. Page 11 portion youth earning GED. Page 12 number entering degree program**

Q6. Does traditional WIA combine in-school and out-of-school into one grant (proposal)?

**A: No we are requesting separate proposals for each service. Also, these proposals are for contractual services and are not grants.**

Q7. You say a provider could submit 3 grants (proposals) or is it 4?

**A: The RFP has been corrected to state provider can submit one, two, three or four proposals. (1) Traditional In-School, (2) Traditional Out-of-School, (3) Juvenile Justice and (4) Out-of-School services located at Super Jobs.**

Q8. Can a provider make two proposals for traditional WIA; one for in-school and one for out-of-school?

**A: Yes**

Q9. Will JFS provide an .xls file for the budget? With formulas?

**A: The Budget was sent in Addendum 1; however, formulas are not included.**

Q10. Can you put the initial year and renewal years in the same file? Workbook?

**A: Yes, be sure to label each tab.**

Q11. If the agency has an indirect cost rate, will JFS accept it?

**A: We would consider it, depending on how you calculated it and how often you adjust it.**

Q12. If an agency is accredited (ex. CARF) is it necessary to complete Attachment D-1?

**A: No. Attachment D1 (Provider Certification) does not need to be completed and turned in with the proposal(s). HCJFS staff will complete with new provider(s) that are selected at a later date.**

Q13. Should the page separators also be in the sequential counting format?

**A: Yes**

Q14. What is the time frame for the payment terms for the reimbursement?

**A: You have to have a contract signed. Refer to Attachment B, Sample Contract, Billing and Payment Section. In the past providers had up to 90 days after the service month to submit invoices. It has been changed so that now providers will only have 60 days. Providers will not be paid until the contract has been signed by all parties. Providers should have their own attorney review the sample contract provided in the RFP to ensure that they can comply with all terms.**

Q15. Are there 2 or 3 sections that have changed, or do we really have to study the entire document?

**A: We recommend that the entire document be reviewed. If awarded a contract, these will be the terms under negotiation.**

Q16. Since SCOTI is being replaced by OHIOMEANSJOBS.com, will that affect anything?

**A: Not presently. We will continue to use SCOTI as it assists with determining eligibility and generates reports useful toward determining WIA performance attainments.**

Q17. How much was funded for these programs last year?

**A: The value of traditional WIA youth service contracts for the period 7/08 – 6/09 is \$1,890,173.**

Q18. Is there a federal limit to the amount bid?

**A: No. While there is technically no federal limit to amount bid, this is a competitive bid process. (Lowest and best)**

Q19. How much money is available in total for each scope?

**A: You will let us know how much it will cost for youth to be served. What will it cost to meet the objectives and identify the population we are looking to serve.**

Q20. Have allocations (even \$ or estimated %) been made for each of the 3 types of responses? If so, how will those allocations be divided?

**A: refer to question 17**

Q21. Have specific budget allocations been made for each of the 3 areas; and if so, what are they?

**A: refer to question 17**



Q22. Will each of the proposals have separate funding? If so, what is the funding cap for each?

**A: refer to question 17**

Q23. What role will the “G-Star” system play?

**A: G Stars will supplement tracking and reporting data currently available in SCOTI. G Stars is a new tool so this role will be clarified and refined over time.**

Q24. Should we assume that since G-Star does not appear to be ready, we will have to do dual entry in SCOT?

**A: G Stars is available, however dual entry will be required (SCOTI and G Stars).**

Q25. Do you need to register for each proposal you wish to submit?

**A: No, one registration is required for this RFP.**

Q26. Will JFS provide SCOTI system to provider?

**A: Yes, JFS will notify selected providers regarding access to SCOTI.**

Q27. Will JFS provide budget electronic forms in Word document or excel?

**A: Yes, see answers to questions 1 and 9.**

Q28. How much money is available in total and for each scope?

**A: refer to question 17**

Q29. Salaries page 28; why list salaries of people who will not be involved in this program? We have 250+ employees, should we list all of them?

**A: Please refer to Addendum 2, Language Changes to Budget Instructions for RFP 08-011. It is not necessary to provider salary detail for individuals not involved in the program.**

Q30. What if all the positions are to be filled. Should provider submit résumés or just job descriptions?

**A: Job descriptions and resumes are required to be sent with proposal(s) for each position for the proposed services. However, if the positions are vacant at the time the**



**proposal(s) are submitted, please state reason why positions are not filled in your proposal. Send job descriptions for positions filled and vacant.**

Q31. On page 11 you ask for the number of youth for 4 years. Is this a typo?

**A: Yes this is a typo (the request should be for 3 years). Initial contract term of 24 months and option renewal term of 12 months.**

Q32. The increase noted on page 10, first bullet point "by end of FY 2010-2011, the number of WIA youth served will increase by 30% over the number served in FY 07-08." Is this specific to In or Out of school youth?

**A: No this outcome measure is not specific to in or out-of-school youth.**

Q33. Page 15, first paragraph re: eligibility determination: should be completed within 10 days of initial assessment? Is it not 30 days from intake date to eligibility completion?

**A: This time frame was suggested by the Ohio WIA Policy Group as a best practice. Often youth become disengaged after enrolling into WIA services, by limiting the engagement time we will offset such occurrences.**

Q34. How will JFS ensure timely response on JFS releases submitted?

**A: Provider should notify JFS that they are submitting a release form. If the WIA support staff is unavailable, provider needs to contact program manager. It is a good idea to email or call when faxing release to verify that the form was received by JFS staff.**

Q35. There will be no carry over youth counted? Only new enrollments?

**A: See Addendum 2 for language changes. Youth enrolled after 7/1/08 can count towards enrollment numbers.**

Q32. It sounds like none of the current providers are doing what you want in the new contract, is this correct?

**A: We are not attempting to make comparisons, we are looking to increase performance, the number of youth served just to list a few of the desires listed in the RFP.**

