



Board of Commissioners:
Pat DeWine, 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
www.hcadopt.org
www.hcfooster.org

22 E. Central Parkway • Cincinnati, Ohio 45202
(513) 946-2231 • Fax: (513) 946-2384
E-mail: HCJFS_RFP_COMMUNICATIONS@jfs.hamilton-co.org

November 6, 2008

HCJFS REQUEST FOR PROPOSAL – MENTORING SERVICES RFP08-015 ADDENDUM 1

To All Potential Providers:

HCJFS Panel: Jim Ashmore, Karen Lacey, Tracy Reeves

Questions and Answers

Q1. Through private dollars we have been able to serve some kids that live in Hamilton County but are not currently enrolled in the program. Can we bill for these children as well?

A: No. only existing program with enrolled children can be billed for.

Q2. PRC Application – if we have these on children currently enrolled in the program, must we get a new one signed?

A: Yes, this will be a new contract. There are no substantive changes to the application.

Q3. The PRC is not completed prior to application?

A: No, the form is completed post application

Q4. Is the new contract renewable?

A: No, it is for one year only. If at this time next year funding becomes available, we would issue another RFP.

Q5. This Mgt Indirect is just for this program? (budget page 2)

A: Yes, the Management Indirect expenses are for the program/service you are bidding on.

Q6. Even though expanded children are not part of the contract, but are part of the program (FOC) will they be part of the budget?

A: No. They would be under other direct services

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



Q7. If the program is being run in a building we own, we would allocate that portion of cost to the program?

A: Yes, this would be documented on page 4 of the budget in the Occupancy Costs section.

Q8. Is the procedure and requirement for the budget narrative in the instructions?

A: Not in the instructions, but is in the RFP in 2.3 section C.

Q9. Page 9 of the Budget under contributions – it states that we identify all contributions that exceed \$1,000 by donor and amount. What do you mean by that? You want us to list every donor, be they private, and the amount donated?

A: HCJFS needs to see the total amount of the contributions and revenue your agency anticipates receiving during the contract period. You do not have to list individual contributors by name; you can list them as Private Contributions and their cumulative amount.

Q10. Are other contracts only for one year also?

A: it depends on the service and funding available.

Q11. Is there a non-profit form? (Attachment G Campaign contribution)

A: Yes, attachment G1. On the form at the top, you will see the ORC section, please refer to this when completing the form.

Q12. #F, page 6. Due to the budget cut, we could not maintain the number of staff to children ratio to work with 8 children. We are now currently working with up to 12 adolescents, which could be more if in group setting. What do you advise us to do?

A: There is a preference that each mentor works with no more than eight children (however, we will consider a limit of up to twelve children per mentor). Each child will receive the mentor's attention for a minimum of 16 hours a month.

Q13. If you are changing the language in the RFP, then the number of children served would be different?

A: See Q12.

Page 25, Provider Certification – we reserve the right to do this at a later date. At this point, we are doubtful that we will complete this for this service. New language was drafted, but was not included in this RFP.