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March 5, 2014

**HCJFS/BCCS REQUEST FOR PROPOSAL  
INDEPENDENT LIVING SERVICES RFP#SC0713-R**

**ADDENDUM 3**

Questions Received During RFP Conference

**Q1.** On page 30, it states that “during the contract and for such additional times as may be required, provider shall provide, pay for, and maintain in full force and effect the insurance specified in the attached sample contract.” Does that mean that the provider can submit our current insurance and worker’s compensation that does not resemble the attached sample insurance in our response? Or does our insurance must resemble exactly the sample in our response?

**A:** You may submit your current insurance and worker’s compensation with your proposal. If your proposal is accepted to move into negotiations and selected to enter into contract with HCJFS and/or BCCS, then your agency must submit updated insurance and worker’s compensation which models insurance requirements outlined in the RFP.

**Q2.** With the 2014 provider performance outcome measures, are these incentives only for youth entering the IL program after the contract signed or can incentives be applied to youth who enrolled in the IL program prior to the contract? For example, a youth entered the IL program in Jan. 2014 and is still involved in our program once the contract is signed?

**A:** Each child placed prior to the contract will be reviewed with placing agency. Decisions regarding incentives will be based on the provider’s ability to support data.



**Q3.** With the 2014 provider performance outcome measures, do benchmarks have to be submitted?

**A:** Yes, baseline information must be presented by providers. This information will then be verified by the Agencies. Please refer to Provider Performance Outcome Measures Grid.

**Q4.** To clarify, each agency must submit 13 proposals: one original for HCJFS, one original for BCCS, and 11 copies?

**A:** That is correct.

**Q5.** When conducting site visits, does this include visiting site apartments? If yes, how many site apartments would be viewed?

**A:** If your proposal is selected to move into Stage 3 of the RFP process, then site visit details will be determined at that time.

**Q6.** When leave unsuccessful from the program, is the provider required to provide household items?

**A:** Yes.

**Q7.** On page 28, under PP it asks for the “primary population served.” Could you provide more information on what the counties are looking for?

**A:** Demographics that the provider agency services.

**Q8.** On page 24, under K it states “describe how provider will ensure youth have access to computers and internet access.” Is the provider responsible for maintenance of the computer? What happens in the event that the computer is damaged, lost, or stolen? Is the provider responsible for providing computer software for the computer?

**A:** It is the responsibility of the provider to work with the youth to ensure the safety and good repair of the computer. A discussion with the treatment team should be had if the computer is damaged or lost. The computer should be listed on the provider’s rental insurance in the case it is stolen. The provider is responsible to provide appropriate, updated software.



**Q9.** Computers—is the provider expected to replace computers if they are lost or stolen? Can repairs and updates be included in the per diem? Is it the agency's expectation that the computer will remain with the youth when they leave the program?

**A:** Please refer to Q8.

Costs should be included in your budget.

It is expected that computer will remain with youth when they leave the program.

**Q10.** Can a provider's reference be from a former Independent Living youth?

**A:** We prefer that references are from professional organizations your agency has provided services for in the past; such as county agencies (other than Hamilton County or Butler County); Juvenile Court; or judges.

**Q11.** We understand that the provider is expected to keep the youth's clothing up dated. In the past, both Butler and Hamilton have provided the youth with a clothing voucher upon placement. Will that still occur?

**A:** Youth will be provided with clothing voucher (if needed) upon placement and for one season following. After this, provider is responsible.

**Q12.** Under what circumstances would the agency review the provider's personnel records? Will the agency only review certain items within the personnel record or the entire record?

**A:** All personnel records of employees who provide direct services to youth will be reviewed during an agency review or during the Provider Certification Process. The entire personnel record will be reviewed to ensure that all background records, including criminal and BMV as well as ensuring employees' certifications/credentials are current.

**Q13.** What is the complete definition of a kitchen? Does it require a stove, refrigerator and sink and if so what sizes or specifications?

**A:** Kitchens should include a full size stove, refrigerator, and sink. All appliances must be fully functioning.

**Q14.** Do you require any of the housing units to be ADA compliant? If so, what percentage of the total number of units?

**A:** The apartments must be based on the needs of specific children and may be requested on a case by case basis. At this time there is no required percentage.

**Q15.** How much of a stipend is required and what is the minimum monthly savings to be deposited?

**A:** This is a program decision. Please include in your proposal.



**Q16.** Can the provider of services also own, manage and provide the housing or must these entities be separate?

**A:** Yes, provider can own, manage and provide housing.

