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January 3, 2014

**HCJFS/BCCS REQUEST FOR PROPOSAL
RESIDENTIAL TREATMENT SERVICES RFP#SC1213-R**

ADDENDUM 1

To All Potential Proposers:

Corrections to RFP

Replace RFP Page 20 with Attached – Section 2.0.

As read:

RFP Page 30, Section 2.6 – Provider Proposal states:

Prior to contract award, a copy of the most recent form 990.

Change to read:

Prior to contract award, a copy of the most recent form 990 must be submitted.

Questions Received prior to RFP Conference

Q1. It appears that we need to submit a proposal for each county. Is the proposal the same? It looks like both proposals go to the Central Parkway address. Is that correct?

A: The RFP is the same for both counties. Yes, all proposals must go the Contact Person at the address listed in Section 4.4 – Delivery of Proposals.



Q2. Will the proposal applicants be sent the electronic Excel template for the budget?

A: Yes, the budget and other attachments will be sent electronically in an addendum.

Q3. On page 25 it states subcontractors need three references. Should these be letters or just a list of references? Can they be personal or only professional?

A: We ask that 3 reference letters are submitted. The letters must be professional references.

Q4. On page 29, it requires providers to submit three letters of reference for services of a similar nature. We are a new agency just recently licensed. How do we address this requirement?

A: As stated in Section 2.4, if Provider is unable to submit at least 3 letters of reference, Provider must submit an explanation as to why. If you are a new agency, state this in your response.

Q5. On page 30, it requires financial documentation. As a new agency, should documents such as a balance sheet, income statement which show start-up costs be submitted?

A: Those documents are acceptable to submit. Please keep in mind that start up costs are unallowable expenses for BCCS and HCJFS to reimburse providers. Our main reasons for obtaining and reviewing these documents are to ensure stability of placement for youth placed with your organization, financial standing of the provider and determination if expenses included are allowable per federal laws.

Q6. On page 14, are all counseling services required to be on-site?

A: If your agency has contracted with a Provider in the community that is able to meet the needs of the youth, this is not an issue. However, we would like to know who is providing therapeutic groups at your facility daily; and if this service is off-site, how frequently can this occur?

Q7. If we are providing a proposal for foster care, does it need to be a separate proposal with the same questions and budget requirements?

A: The RFP for foster care services was issued May 30, 2013. It was re-issued on November 18, 2013. An RFP for foster care services will not be issued again until 1st Quarter 2016.

RFP #SC1213-R is for Residential Treatment Services only. HCJFS and BCCS will not entertain proposals for foster care services.



2.0 PROVIDER PROPOSAL

It is required all proposals be submitted in the format as described in this section.

A. Hardcopy Requirements

- All proposal pages must be numbered sequentially from beginning to end, including attachments.
- Each proposal should not exceed a total of 300 pages.
- Each submission must have one signed original proposal and eight (8) copies.
- One of the eight (8) copies must be submitted as single-sided.
- Each proposal must be written in twelve (12) point font.

B. Electronic Requirements

- Budget in unlocked Excel format on a CD or flashdrive.
- Original proposal on a CD or flash drive.
- One pdf document numbered sequentially.

C. Proposal Organization

Proposals must contain all the specified elements of information listed below **without exception, including all subsections therein:**

- Section 2.1 - Cover Sheet
- Section 2.2 - Service and Business Deliverables:
 - Section 2.2.1 – Program Components
 - Section 2.2.2 – System and Fiscal Administration Components
- Section 2.3 – Budgets and Cost Considerations
- Section 2.4 - Customer References
- Section 2.5 - Personnel Qualifications
- Section 2.6 Financial Documentation
- Section 2.7 Declaration of Property Tax Delinquency
- Section 2.8 Original Proposal Documents