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| C:\Users\LANGWC\AppData\Local\Temp\1\wz3342\JFS_LogoFinals\JPEG\JFS_Logo_Color_Full_Horizontal.jpg  222 East Central Parkway ⦁ Cincinnati, OH  45202  Voice: (513) 946-1408 ⦁ Fax: (513) 946-2384  Email: sandra.carson@jfs.ohio.gov | **Board of Commissioners:**  Stephanie Summerow Dumas, Alicia Reece, Denise Driehaus  **County Administrator:** Jeffrey Aluotto  **Interim Director:**  Tim McCartney  **General Information:** (513) 946-1000  **General Information TDD:** (513) 946-1295  **Website:** [www.hcjfs.org](http://www.hcjfs.hamilton-co.org) |

February 19, 2021

**HCJFS REQUEST FOR PROPOSAL**

**RESIDENTIAL TREATMENT SERVICES**

**RFP SC01-21R**

**ADDENDUM 2**

**Questions asked before RFP Conference:**

**Q1.** Is this RFP for in-state Providers only? Do we as out of state Providers need to respond to the RFP?

1. Yes, out of state Providers should also respond to the RFP.

**Q2.** For proposal organization (page 27), for Section 1.2.2, are we to complete only the questions on pages 18-21 (Sections A, B, C)?

1. Yes, as part of Proposal Organization, Section 1.2.2, A – C must be addressed, in narrative format.

**Q3.** Can we use reference letters from April 2020?

1. It is anticipated Providers will submit 3 current letters of reference. Current is defined as within the last 6 months. If Provider is unable to submit 3 current letters of reference, then submit a detailed explanation as to why.

**Q4.**  Two places ask for copies of licenses/certifications: Section 1.2.2 B(3) on page 19 and Section 2.8 Ownership question C on page 33. Can we put copies in just one of the two places and if so, which one?

**A.** Please remove question 3 from Section 1.2.2 – Service Components (B) Licensure, Administration and Training.

**Q5.**  Should the age of youth needing independent living/emancipation planning be 14 instead of 16 under question 7 on page 21?

**A.** That is correct. *Planning* should start at age 14. They just can't *go*to independent living until age 16.

**Q6.** For job descriptions on page 35, does this mean you do not need job descriptions for direct care workers?

**A.** Yes, you are correct. Only job descriptions for key clinical and business personnel (described) who will be working with the program are required.

**Q6.** Does the maximum email attachment size of 24 MB mean the combined total for both the pdf proposal and the separate Excel budget pages?

1. Yes. Although we are asking for your proposal to be submitted in a pdf format and the budget submitted in an unlocked Excel format, we are still asking that your proposal, including all attachments, not exceed 300 pages.

**Q7**. I am in the process of reviewing the RFP (SC01-21R) for our team.  I have questions regarding pages 27 & 28, on page 27 (B. Proposal Organization Section 1.2.2 – Service Components and Business Deliverables) and page 28 (2.2 Reserved).  My impression is there is something amiss here.  On page 27, the numbering seems out of successive order, and on page 28, it seems there is information missing.

Could you please confirm the correct information for pages 27 & 28?

1. The RFP format has changed from previous RFPs. The information outlined in the RFP is correct. Section 2.0 (B) of the RFP is the order in which your proposal should be submitted. You must respond to questions in Section 1.2.2, in narrative format, beginning with A. – Clinical Program Components and ending with C. – Child Welfare/Program Outcome Components.

All other elements of information listed in Section 2.0 (B) must be listed in the format described.

Section 2.8 is Reserved.

**Q8.** I am seeking clarification on Hamilton County’s policy on the frequency of criminal background checks for current staff.  I’m specifically pointing to the language on page 15 of the RFP stating that “An **annual** record transcript will be obtained from the local Police Department or appropriate County Sheriff’s Office. In addition, all employees, volunteers and interns who provide direct care to children, must obtain a criminal check report from BCII/FBI **every two (2) years**.”

We would like to know whether HCJFS would consider contracting with providers who obtain BCII/FBI checks on current staff less frequently, such as every five years (as required by licenses, certifications, etc.) or even every four years?

Additionally, we do not obtain criminal record transcripts from local police/sheriff’s departments. However, our agencies check BCII and FBI and add employees to Rapback and ARCS, which does continuous checks of criminal/ arrest records and registries. We hope that would be acceptable and, again, seek clarification on Hamilton County’s willingness to consider alternatives to records from local police/sheriff.

1. There are two parts to this question
   1. Hamilton County’s expectation is that the BCII/FBI checks be completed annually. We acknowledge that this is in excess of licensing and certification requirements.
   2. Hamilton County would need to know who is conducting BCII and FBI checks and the process of obtaining the information to ensure it is consistent with expectations.