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

ADDENDUM 2

To All Potential Proposers:

RFP Conference Attendees:

Beech Acres Parenting Center
Belmont Pines
BHC. Fox Run Hospital, Inc.
Buckeye Ranch
Cincinnati Children's Hospital
Cornell Abraxas Group, Inc.
Fairfield Academy

Foundations for Living
Miranda Phipps
Nurturing Hearts Home
Rite of Passage
St. Joseph Orphanage
St. Vincent Family Center
Sharon Lynn Residence for Girls

Talbert House
The Village Network

Corrections to RFP

Remove pages 252 and 253 from the RFP.

Questions Received during the RFP Conference

Q1. Can references be public schools we work with? Examples of references?

A: Yes, schools your agency works with are acceptable references. Examples of references are the Courts, judges, other county agencies, etc.

Q2. Section 2.6, Financial Documentation, does this mean we don't put this in the proposal; or can we as long as it is within 300 page limit?



A: You are correct. Section 2.6 is not required for proposal submission. This information is requested after your proposal has been accepted to enter into a contract and prior to contract implementation.

Q3. On page 12, it's reference to "staff will receive formal training of goals, laws and roles of child welfare system within 6 months of hire."

- All staff? Clinical?
- What is considered "formal training?"
- Purpose of this training?

A: All staff that interface with children/youth should be trained. The training should be in the format offered by your Agency and should meet state requirements. We have found that staff that have an understanding of the child welfare system are better able to correspond with county caseworkers and work better within the parameters of the child welfare system. We have also found that staff that understand the child welfare system are more empathic and understanding of what our children and families have been through and what they must go through being a part of the system. Your staff should also be trained in trauma-informed care and crisis intervention responses within 1 year of hire.

Q4. Regarding ratio: our locked facility ration is 1 staff to 4 youth. Our open campus ratio is 1 staff to 6 youth. Is this okay to meet your ratio expectation?

A: 1:4 ratio is acceptable. However, 1:6 ratio is not acceptable. The ratio must be no more than five (5) youth to one (1) staff during peak hours.

Q5. On the Quality Improvement Outcomes, will there be a specific date annual reports need to be submitted? Will these details be provided in the Contract?

A: No, we will defer to the each Agency's QI outcomes as they are currently being completed.

Q6. For multiple residential facilities, do you want aggregate data or for each facility (if available)?

A: Data for each facility as it is available is desired.

Q7. Page 24, question 6 – last 12 months of service delivery:
On reporting number of disruptions, how are disruptions defined?
On recidivism statistics, how is recidivism defined:

A: Disruption is defined as unplanned discharges.
Recidivism is defined as youth returning to residential treatment within a short period of time. It is also defined as youth making a lateral move to another residential treatment facility.

Q8. Are the Certificate of Liability terms for both Hamilton County and Butler County?

A: Yes.



- Q9.** Do Providers retain right of refusal of a referred child? Is there tracking for referral refusals?
- A:** Yes, Providers retain right of refusal of a referred child. Yes, there is tracking for referral refusals.
- Q10.** Are referrals matched to Provider services; or are they sent to all Providers (auction/bidding format)?
- A:** We try to match to Provider needs.
- Q11.** What are the exact licenses that are needed for the residential treatment homes?
- A:** Any of the following are needed: ODJFS, ODMH or ODODD.
- Q12.** How does a new home fill out the Renewal Year Estimate for on page 207? Do I estimate cost for my first year of business?
- A:** Yes. For a new business you will need to estimate what your costs are going to be for year one because you don't have historical costs information. You should use year one cost estimates as your bases for determining the costs for renewal years. You will need to determine if there will be increases in costs for the renewal years and figure the increases into the equation.
- Q13.** Can you briefly summarize the changes in this RFP to past RFPs?
- A:** The most notable changes are:
- The additional budget page which was added to report cost estimates for renewal years – we no longer require Providers to submit budgets for all 3 years.
 - Section 2.6 – Financial Documentation. We no longer require this information to be submitted with your proposal. It is now required upon contract implementation.
 - Proposals must be no more than 300 pages total, including all attachments, photographs, licenses, etc.
- Q14.** Define short length of stay.
- A:** Short length of stay is defined as 120 days.
- Q15.** When will the Excel file/attachment for the budget section be made available? Will it be e-mailed?
- A:** The Excel budget and attachments were e-mailed to registered Providers on 1/6/14.
- Q16.** Throughout the RFP process, will addenda be e-mailed; or will they only be available on the website by checking it?
- A:** All addenda will be e-mailed to registered Providers. Additionally, all addenda will be posted on each agency's website.



Q17. For the 12-point font, does it have to be a particular type, i.e. Times New Roman, Ariel, Vrinda?

A: There is no particular type required. We ask that Providers make their proposals clear and reader-friendly.

Q18. Is it alright for the photographs to be black and white?

A: No. We ask that photographs are color only.

Q19. What is the difference between a group home and residential treatment?

A: A residential treatment facility is for youth who have intensive behavioral, emotional and learning challenges and cannot be maintained safely in a community or family-setting.

A group home is for youth who have behavioral, emotional and learning challenges and cannot function in a family environment, but do not require intensive treatment provided by a residential treatment facility.

Q20. What does PCSA stand for?

A: Public Children's Service Agency, also known as The Custodial Agency.

Q21. The documents that must be on a flash or CD: may they be on one flash or CD, or do they have to be separated?

A: There must be one flash or CD for each proposal. If you are submitting to both Hamilton County and Butler County, then there must be a total of two (2) CDs or flash drives – one for each county.

Q22. Do the attachments have to be in 12-point font?

A: Yes, as per Section 2.0 page 20. One exception is the organization's pre-printed brochure.

