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| C:\Users\LANGWC\AppData\Local\Temp\1\wz3342\JFS_LogoFinals\JPEG\JFS_Logo_Color_Full_Horizontal.jpg  **Office of the Director:**  222 East Central Parkway  Cincinnati, OH  45202-1225 | **Board of Commissioners:**  Stephanie Summerow Dumas, Alicia Reece, Denise Driehaus  **County Administrator:** Jeffrey Aluotto  **Director:**  Michael Patton  **General Information:** (513) 946-1000  **General Information TDD:** (513) 946-1295  **Website:** [www.hcjfs.org](http://www.hcjfs.hamilton-co.org) |

January 28, 2022

**HCJFS REQUEST FOR PROPOSAL**

**Youth Services Under the Workforce Innovation and Opportunity Act**

**(WIOA)**

**RFP KB02-21R**

**ADDENDUM 4**

**Questions asked after Conference:**

**Q1.** Would an organization be able to apply for both in school and out of school funding? If so, can they do so on one application? Or, would an organization have to submit two separate applications?

1. **A. Yes, An organization may apply for both in-school and out-of-school funding. Please submit one proposal that clearly details the two programs.**

**Q2.** Page 107 of the RFP states “PAGE 9 – Revenue by program services”, however, tab 9 in the excel budget file lists expenses by program services. Please clarify whether the excel version or the RFP layout should be followed for a compliant submission.

1. **Please use the revised excel form attached to Addendum 4 along with the instructions.**

**Q3.** Page 109 of the RFP states “Renewal Year Estimated Cost Sheet” but the  table is not included in the provided excel budget file. Will a revised budget file be released to ensure that this table is included as part of the proposers submission?

1. **Yes. A corrected excel budget form is attached to this addendum.**

**Q4.** Please confirm the costs shown on the excel budget form should be combined costs for the initial term (amount of funds for 7/1/22-6/30/23 and the amount of funds for 7/1/23-6/30/24).

* 1. If not, are separate budget forms requested for each year of the initial term?

1. **As discussed at the bidder’s conference, a separate budget should be submitted for each 12 months of the initial term. 2 full budgets should be submitted and the costs and unit rates for the renewal years should be listed on the “Renewal Year” tab on the attached revised budget form.**

**Q5.** Can we truncate/remove question prompts?

1. **No. Please leave all question prompts.**

**Q6.** Can tables/charts/graphs be excluded from the 12 point font requirement?

1. **Yes. Please use what font is best for your tables/graphs/charts. Please keep in mind other font/page requirements when doing so.**

**Q7.** Please confirm the four questions under “C. Providers shall respond to the following for a specific proposal submitted” is requesting goals for four common measures.

1. **That is correct. Please describe the percentage you intend to serve in each category.**

**Q8.** To best ensure receipt of email submission, please confirm any file size limitations.

a.If necessary, can proposals be submitted via multiple emails?

1. **As outlined in Section 2.0 of the RFP, the maximum file size for proposals being submitted is 24MB. Each proposal should not exceed 300 pages and must be submitted in pdf format. Excel budget is included as part of 300-page limit. If your proposal is too large, separate into no more than three (3) attachments while still maintaining the integrity of the RFP requirements by sequentially numbering all proposal pages from beginning to end, including attachments**
2. **Yes, but please limit to no more than 3 separate attachments/emails.**

**Q9.** For the RFP for Youth Services under the Workforce Innovation and Opportunity Act (WIOA), the Proposal Submission Checklist lists as a checkmark “E. Responses to System and Fiscal Administration Components, Section 2.2.2.” However, I do not see this section in the RFP manual ([https://www.hcjfs.org/media/RFPKB01.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hcjfs.org%2Fmedia%2FRFPKB01.pdf&data=04%7C01%7CHamil_ContractServicesProcurement%40jfs.ohio.gov%7Cce8529e2e37a4c1efb0508d9df7ba37e%7C50f8fcc494d84f0784eb36ed57c7c8a2%7C0%7C0%7C637786544973875191%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0&sdata=3Drl2XHnJl7gnxsOs8JNa9w4H9xezmtmWKgDXa9xiE8%3D&reserved=0)). It is not listed in the Table of Contents, and on page 23, the headings go from 2.2.1 to 2.3. Please advise, do we need to complete Section 2.2.2? If so, where is it located?

**A.** **Please see the revised Proposal Submission checklist attached to Addendum 4. There is no Section 2.2.2. to be completed. Responses to System and Fiscal Administration Components should be recorded in Section 2.8 of the revised document.**

**Q10.** Can youth participants be enrolled in both CCMEP and Youth Employment Program (YEP)? And by extension, can an organization applying for the WIOA contract also be a partner to an organization applying to the YEP contract (KB01-22R)?

1. **Yes participants may be enrolled in both. Yes they can be a partner.**

**Q11.** On page 19 of the RFP, we should “Identify any actions against your organization through ODJFS, ODMHAS, or any other licensing body over the past 2 years that included Corrective Action Plans…” Does this include a programmatic Corrective Action Plan assigned by HCJFS about case notes? Or does the question mean larger action plans given to the whole organization?

1. **This does not include programmatic Corrective Action Plans assigned by HCJFS about case notes. Yes, it does mean larger action plans given to the whole organization.**

**Q12.** Because KISR! (Kids in School Rule) is a partner with JFS are they an eligible customer reference and program partner?

1. **Yes**

**Q13.** Should we include 1.2.4, program elements, within the description of number 3, scope of services 1.2?

1. **Yes**

**RFP Conference Attendees:**

Career Team First Institute Training and Management

Foster Richardson Mental Health Ikron Corporation

Cincinnati Youth Collaborative Kinetic Potential

The Children’s Home MedCerts

Santa Maria Community Services Ross Innovative Employment Solutions

Compass Job Exploration Urban League of GSWO

Easter Seals Tristate Lincoln Heights Outreach

JobWorks

Arbor E & T DBA Equus Workforce Solutions

Triumph Services.