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January 15, 2014

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

**ADDENDUM 4**

To All Potential Proposers:

**Corrections to RFP**

- **Hamilton County Contract – RFP Page 51. Please remove Exhibit VIII – Campaign Contribution Declaration as this is no longer a requirement.**
- **The online version of the RFP incorrectly labeled Attachment J as a duplicate of Attachment I.**
- **Replace Butler County Boilerplate Contract Section 22. PROVIDER EMPLOYEE/PERSONNEL REQUIREMENTS (Attached).**

**Questions Received after the RFP Conference**

**Q1.** On page 42, 4.10 – Provider Certification Process (Hamilton County only). I have written as a note that this does not need to be submitted. Is that for both counties or just Butler County?

**A:** The Provider Certification Process is a requirement for Hamilton County only. The Certification packet does not need to be completed and submitted with your proposal. This process will be conducted after contract award and implementation.

**Q2.** RFP page 199, my notes included writing in list/name of programs. Is this correct?

**A:** You are correct.



**Q3.** Since we do a 4-E cost report, why is a separate, and presumably duplicative, budget also required?

**A:** A separate budget is required because compared to the 4-E cost report, the costs data in the budget is presented in a way that allows for ease in reviewing and analyzing. In addition, the data in the budget is presented in a concise manner, is clearly identifiable and allows for a written narrative for each section. Even though the costs data contained in the budget may duplicate the costs data reported in the 4-E cost report, the SORC budget is more conducive to analyzing Provider's Program costs.

**Q4.** Some attachments are samples of items if we move on to the contract phase and others should be attached. Can you clarify which attachments we need to fill out and send with our proposal?

**A:** The following forms are required with your proposal submittal: Budget, Cover Sheet – Attachment A, Services Grid, Declaration of Property Tax Delinquency and Personnel Records/Criminal Record Checks

**Q5.** It is understood the preference is to have agencies provide the whole continuum requested in the RFP, but if an agency does not provide residential services but could provide the crisis stabilization piece, can an agency submit a proposal for part of the RFP?

**A:** Yes. You can also look at partnering with an agency that can provide the continuum of resources.

**Q6.** Under 2.0 – Provider Proposal. Based on the proposal outline, can you tell me if this is correct? We will submit a total of 19 proposals: 1 original and 8 copies for Hamilton and 1 original and 8 copies for Butler?

**A:** No, this is incorrect. One original proposal for each county must be submitted, plus 8 copies. If you are submitting to both counties, then you would submit a total of 10 proposals (2 originals, 8 copies). If you are submitting to only one county, then you would submit a total of 9 proposals (1 original, 8 copies). Also, if you are submitting to both counties, one CD or flash drive of the budget and proposal must be submitted to each county.

**Q7.** We will need to submit a total of 2 flash drives or CDs – 1 for Hamilton and 1 for Butler?

**A:** This is correct. One CD or flash drive must be submitted for each county you are submitting a proposal. If submitting to both counties, then a total of 2 CDs or flash drives must be submitted.

**Q8.** It states that one of the copies must be single-sided. Does the original also need to be single-sided or should it be double-sided?

**A:** Single-sided.



**Q9.** Since the cover page is part of the PDF that was submitted, do you want us to recreate the cover sheet in word and make it 12-point type as opposed to the format in the PDF; or should we use the same format in the PDF?

**A:** The Cover Sheet – Attachment A is an attachment to this Addendum. You may submit the cover sheet in the same font as the format that was sent in the Addendum.

**Q10.** Should the words Attachment A be the very first page of the proposal or should the cover sheet be the first page?

**A:** Attachment A and the cover sheet are one in the same. Yes, Attachment A – cover sheet should be the first page of the proposal.

**Q11.** We are an open/staff secure facility that provides residential and emergency shelter care services. We wanted to confirm that “RL1-Open/Staff Secure” was the appropriate category for us to report our ceiling costs and not “RL2-Locked” or RL1-Crisis Stabilization” therefore we are not applicable to our facility. The primary reason for this question was to made sure emergency shelter care services do not fall under “RL1-Crisis Stabilization.”

**A:** RL1 open is the correct category. Crisis stabilization is considered locked and it does not appear that emergency shelter care is locked.

**Q12.** Are applicants required to submit a certificate of insurance at the time of application? Or do applicants simply need to submit their certificate of insurance upon contract award?

**A:** Yes, Providers are required to submit a certificate of insurance at the time of proposal submission. However, an updated certificate with insurance requirements must be submitted upon contract award.

**Q13.** 1.2 – Scope of Service – 2<sup>nd</sup> paragraph, RFP page 4 states

**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 Service Grid were e-mailed to registered Providers on 1/6/14. Declaration of Property Tax Delinquency and Release of Personnel Records were e-mailed to registered Providers on 1/8/14. Revised Cover Sheet – Attachment A is an attachment to this addendum.

**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, Verdana?

**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. This is a question from Addendum 2 with a revised answer:**

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

**A:** No, the attachments do **not** have to be in 12-point font. As per Section 2.0, your proposal must be written in 12-point font. The attachments we send to you to submit may be typed in the same font.



**Q23.** Page 25 requires “subcontractors” to provide three letters of reference, etc. We use two outside agencies to provide some counseling and med/somatic. We have a contract with neither. They are both independent agencies who bill Medicaid for their services. Since we are not in a contractual relationship with them, are they exempt from the subcontractor requirement?

**A.** If they are not a subcontractor (i.e., holding a contract directly with or being paid by your agency) they will not have to meet the requirements.

**Q24.** We have a lower ratio for staff to child (1:4). Can we write the budget to this lower ratio; or is the budget to be written to the 1:5 ratio?

**A:** Your budget should be written to reflect the 1:5 ratio.

**Q25.** Revised page 20 says the 2.7 Tax Delinquency Declaration is required with the proposal. However, on page 31 of the RFP it states it is only due if the agency is awarded a contract. Do we need to include it in the proposal? If yes, is it simply a statement or is there a form?

**A:** We prefer the Tax Delinquency form is completed, notarized and submitted with your proposal. The form was sent to all registered Providers on 1/8/14.

**Q26.** Revised page 20 says 2.6 Financial information is required with the proposal but it was stated at the proposal meeting that it is not required until awarded a contract. Do we need to include these documents in the proposal?

**A:** See question 48 above.

**Q27.** What is the difference between an electronic version of the original proposal and one pdf document (page 20 of RFP)?

**A:** An electronic version can consist of different versions such as a word document or a pdf version. Pdf is the preferred version to be submitted.

**Q28.** The cover letter says 2 separate proposals but we don't seem to see that in the actual RFP. Is a proposal due separately to Butler and separately to Hamilton?

**A:** If you are submitting to both counties, then one original proposal is to be submitted for each county, totaling 2 originals and 8 copies for a total of 10 total proposals.

**Q29.** What is meant by a “single audit” in Section 2.6 (page 30)?

**A:** Single Audit, also known as the OMB A-133 audit, is a rigorous, organization-wide audit of an entity that expends \$500,000.00 or more of Federal funds received for its operations. Usually performed annually, the Single Audit's objective is to provide assurance to the federal government as to the management and use of such funds by recipients such as states, cities, universities, and non-profit organizations.



**Q30.** Must we apply to both counties.

**A:** No, you may apply to only one county if you so choose.

**Q31.** What is exactly meant by a “daily service/attendance form” (page 26-H)?

**A:** We are asking Providers to develop a form that will document the services being provided to youth as well as what activities the youth are involved in on a daily basis.

**Q32.** Page 26 asks for job descriptions of key personnel but the CEO is not listed there. Later, on page 30 the CEO is listed as key personnel that require a resume. Do you need the CEO information in the job description or only the resume? Or neither?

**A:** Please submit for both job description and resume.

**Q33.** It is requested that the original proposal be provided on a CD as well as a pdf. How are the two different?

**A:** A pdf is a version of a document. A CD is what your data is stored onto. Pdf is the preferred version to be submitted. It can be submitted on a CD or flash drive.

**Q34.** What format should the “original proposal” be in if it is different than the pdf copy provided?

**A:** Unsure what you are asking.

If you are referring to the electronic requirements in the RFP, then the original proposal must be in pdf.

If you are referring to the hardcopy requirements in the RFP, there is no particular version it must be submitted. We ask that your proposal submission is clear and reader-friendly.

**Q35.** Is the certificate of insurance and worker’s compensation certificate required at the time of submission or only when contract award is made?

**A:** Refer to Question 12.

**Q36.** Should section 2.2.1 be attached to the original and all copies similar to section 2.2.2?

**A:** The following sections must be attached to **original and all copies** in the following order:

- Section 2.1 – Cover Sheet
- 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 2.7 - Declaration of Property Tax Delinquency



- Q37.** Is the submission requirement 1 original, 8 copies and an electronic file for Hamilton and 1 original, 8 copies and an electronic file for Butler?
- A:** Refer to Question 6.
- Q38.** Is the 300-page limit specifically for the “one-sided copy or the other copies which may be double-sided?”
- A:** The 300-page limit is the maximum for the original proposal and all copies, including single-sided and double-sided copies.
- Q39.** Section 3.6 requests that we disclose “any pending or threatened court actions and claims brought against the provider, its parent company or its subsidiaries.” What time period would you like this information for...2 years? 5 years?
- A:** Section 2.2.1 –B, Licensure, Administration and Training outlines the details for this requirement. We are requesting this information over the past 2 years, and asking providers to list outcome of any actions that resulted in revocation over the past 10 years. Please review this section in its entirety for further details.
- Q40.** What are the time frames for the contract years? For example, is year 1 considered to be 5-1-14 to 12-31-14 and then year 2 being 1-1-15 to 12-31-15?
- A:** A contract year is considered a twelve (12) month period. Using your example, if a contract begins 5/1/14 then it will end 4/30/15. Year 2 would run from 5/1/15 – 4/30/16.
- Q41.** The RFP states that we need to supply job descriptions for all staff connected to the program, including administrators. Does that include anyone on the executive team?
- A:** Yes. If your executive team will be working with the program we ask that you submit job descriptions.
- Q42.** We need to submit resumes for each administrator. Can these be bios or summaries?
- A:** No. Resumes are needed.
- Q43.** 1.2 Scope of Service, 2<sup>nd</sup> paragraph, RFP pg 4
- “We are seeking organizations to provide Residential Treatment services for the child welfare population of Hamilton and Butler Counties who meet Levels of Care (LOC) criteria, Attachment G, for a continuum of these settings.”
- There is an “Attachment G, Provider Registration Form”, RFP pgs 239 through 40 and an “Attachment H, Levels of Care”, RFP pgs 241 through 246. It is assumed that The Counties intended for the above noted referenced Attachment for Level of Care to be “H”. Correct?
- A:** Correct.



**Q44.** Which “Level of Care Tool” will The Counties both be using? “Attachment H” found on RFP pgs 241 through 246? OR, will the BCCS Sample Contract “Level of Care Tool” found as Appendix B, on RFP pg 135 be used by BCCS and not Attachment H?

**A:** Attachment H.

**Q45.** 1.2.2 Service Components,  
#4, Housing / Structural Conditions, last word RFP pg 9

“Immediate notification is required if the facility becomes inhabitable.”

The intended word is “uninhabitable” correct?

**A.** Correct

**Q46.** 1.2.2 Service Components, #23, Post Discharge and Transition, Item B., RFP pg 17:

“At the day of discharge, provider shall provide 30 days of medication, with a script for 30 days or follow up appointment for medication;...”

The “spirit” in which this language is intended is highly understood. However, this language and expectation as written places a real challenge and burden on the Provider. Medications are highly regulated and not under the direct purview of the Providers. Providers are unable to “direct, order or make” any physician to meet these expectations. Providers can only do their very best to provide whatever supply of meds remain and provide a script for a 30 day refill. For any planned discharge the spirit of this language should be able to be closely met. The following language is suggested for consideration:

“At the day of discharge, provider shall provide the remaining supply or at minimum, 3 to 30 days of medication, with a script for 30 days or follow up appointment for medication;...”

**A.** Thank you for the suggestion – however, the expectations are not negotiable, and the language as it reads details HC & BC expectations. Your proposal is to describe how your organization will meet the expectations.

**Q47.** Employee Qualifications – pages 18 and 19 of the RFP. Overall this section of the RFP compared to language in “Attachment B, Contract Sample” for HCJFS and BCCS seems to have some conflicting information. Additionally, there appears to be conflicting information found on RFP pg 15 of Section 1.2.2 Service Components, subsection 20, last paragraph.

More specific questions from 1.3 of the RFP:

- RFP pg 19, 1.3, Employee Qualifications, subsection 2, Criminal Record Checks; last sentence of 1<sup>st</sup> paragraph on RFP pg 19:





“Provider shall ensure that every above described individual will sign a release of information, attached hereto and incorporated herein as Attachment 1 to allow inspection and audit of the above criminal records transcripts or reports by The Counties or a private vendor hired by The Counties to conduct compliance reviews on their behalf.”

Perhaps this reference to Attachment 1 should really be “Attachment F, Personnel Records” found on RFP pgs 237 through 238. Is this correct?

A. Correct.

**Q48.** RFP pg 19, 1.3, Employee Qualifications, subsection 4; last 2 sentences:

“4. Employee Confidential Information: The Counties may request that the Provider not use an employee or prospective employee based on confidential Children’s Services information known to The Counties. To this end, Provider shall provide to The Counties the name and social security number of all individuals having direct contact with youth prior to providing transportation services. Provider shall not use an employee or prospective employee unless approved by The Counties.”

Please clarify specifically if this language is applying to ALL of the Provider employees OR only for those that provide transportation services.

A. All individuals under the management of the provider who will be responsible for direct care of youth.

**Q49.** 2.0 – Provider Proposal, RFP page 20, 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.

Is the 300 page limit inclusive of ALL required Exhibits, Attachments, Photographs, Licenses, Certifications?

A. Yes.

**Q50.** 2.0 – Provider Proposal, RFP page 20, 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.

Can all of the expectations of the “Electronic Requirements” be met by the provision of ONE (1) CD / Flash Drive OR do you wish to have separate CD’s / Flash Drive’s?

A. If you are submitting to both counties, then **each county must have their own electronic version** on a CD or flash drive.



**Q51.** 2.2.2 – System & Fiscal Admin. Components, RFP page 25:

C. Subcontracts - Submit a letter of intent from each subcontractor indicating their commitment, the service(s) to be provided and three (3) references. All subcontractors must be approved by The Counties and will be held to the same contract standards as the Agency/Company.

Please define a “subcontractor” and what a subcontractor service or services may entail.

**A.** This is in reference to subcontracts for service components critical to the scope of services being performed under the terms of contract (i.e. Psychiatrists).

**Q52.** Please clarify: Is the subcontractor to provide 3 references on themselves?

**A.** Yes.

**Q53.** May a subcontractor’s personal information be redacted?

**A.** Yes.

**Q54.** May the personal information of any references be redacted?

**A.** Yes.

**Q55.** Are past customer references used in the recent foster care RFP to HCJFS, Butler and Clermont Counties be used for this Residential RFP?

**A.** Section 2.4 – Customer References states that Provider must submit at least 3 current letters of reference for whom services were provided similar in nature. For our purposes, current is defined as six (6) months prior to proposal submission. If past customer references previously submitted for another RFP is dated 6 months prior to due date of proposal submission, then your references satisfy the requirement.

**Q56.** Regarding 12-point font, there are other “pre-printed or previously existing” documents that will be used in the RFP response such as established and Board approved Policies and Procedures; resumes that are being requested; licenses, certifications and accreditations and some documents that are being requested from external resources such as customer references. Do all of these aforementioned documents need to be reformatted to comply with the 12-point font expectation?

**A:** No, we apologize for any confusion this may have caused. Only your proposal must be written in 12-point font. Any attachments and other documents may be submitted in the font existing in the document.



**Q57.** Could you list for clarity those documents that are noted in the body of RFP that are **not** wanted as part of the RFP response? Is Insurance and Worker's Compensation part of the RFP response?

**A:** Yes, Insurance and Worker's Compensation are needed as part of the RFP response. The only documentation that is not needed as part of your proposal submission is Section 2.6 – Financial Documentation.

**Q58.** From Addendum 2, it states Section 2.6 is not required for proposal submission. However on RFP page 20 it states that all of the specified elements listed on this page must be submitted, without exception. This is unclear. Is this section to be included not?

**A:** When this RFP was released, Section 2.6 was listed as "Reserved." An Addendum was created to delete page 20, Section 2.0 to change Section 2.6 from "Reserved" to "Financial Documentation."

**Section 2.6** is listed on page 20 for reference purposes only. Section 2.6, page 30 details the requirements of this section.

*We no longer require this information to be submitted with your proposal. It is now required prior to contract implementation.*

**Q59.** Regarding Section 2.3 – Budgets and Cost Considerations, RFP p. 27, for budgeting projecting purposes, are Providers to assume the 1<sup>st</sup> budget year will be June 1, 2014 through May 31, 2014?

**A:** Yes.

**Q60.** Section 2.5 – D – Personnel Qualifications, RFP p. 30:

"Please submit resumes with the below following information for key clinical and business personnel who will be working with the program. These positions are Agency Director, CFO, Clinical Director and Administrators:

- A. Proposed role;
- B. Industry certification(s), including any licenses or certifications and, whether such licenses or certifications have been suspended or revoked at any time;
- C. Work history; and
- D. Professional reference (company name, contact name and phone number, scope and duration of program)."

Specifically what are The Counties wishing for as a response for item "2.5 D." above?

It is understood that The Counties wish for all resumes to be redacted of personal information and to identify resumes only by position. Similarly, should identifying information be redacted from the "professional references" of the Provider staff?

**A:** No. We need to have what is listed in 2.5-D. It isn't helpful to have a reference and not know who they are or how to contact them.



**Q61.** The provision of “a company name, contact name and phone number” in “2.5 D” is easily doable but clarification is desired. Are The Counties wanting the staff person’s resume to also include a “contact name and phone number” of a professional reference despite the redaction of personal information?

**A:** Please refer to above response.

**Q62.** What is really desired for the “scope and duration of program”—whose program and what is meant by scope? Do The Counties mean the staff person’s program and scope?

**A:** Yes, relative to the role they perform for your organization.

**Q63.** Do The Counties mean the program and scope of the program of the Provider agency responding to this RFP?

**A:** Yes, relative to the role they perform for your organization.

**Q64.** Are The Counties meaning “program and scope” of the program of the “Professional Reference” being provided?

**A:** Yes, relative to the role they perform for your organization.

**Q65.** If the provider contact person is not associated with a program, what is it that The Counties are wanting?

**A:** We need information regarding their professional experience working with the individual, in a credible manner that provides HC & BC with information supporting that the individual will and has performed their work the provider hired them to perform competently.

**Q66.** Section 2.6 – Financial Documentation, RFP p. 30:  
Do The Counties wish for the referenced audit and 990 to be submitted with the RFP response?

**A:** No. These documents are to be submitted if an organization has been notified of being selected to negotiate a contract.

**Q67.** Section 2.7 – Declaration of Property Tax Delinquency, RFP p. 31:  
Do The Counties wish for the referenced Tax Delinquency form to be submitted with the RFP response?

**A:** It can be submitted with the proposal. However, The Counties prefer these documents are submitted if an organization has been notified of being selected to negotiate a contract.



- Q68.** Attachment B, HCJFS Contract Sample, p. 51:  
It appears that a number of the referenced Exhibits (i.e., “B Order of Precedence--This Contract is based upon Exhibits I through nn...” ) are missing. Will these be provided prior to the January 10, 2014, Noon deadline for posing question’s, issues or concerns?
- A:** No. The contract in the RFP is only a sample contract and is used for reference purposes only.
- Q69.** Pg 29 of Sample Contract (RFP pg 78)—  
“Provider is to demonstrate the ability to produce reliable outcome data exhibiting their organization’s performance above and beyond their current level of effort for providing foster care services. HCJFS will reimburse Provider for the achievement of performance outcomes using the benchmarks identified in Attachment nn.”
- This language references “foster care services”, and “Attachment nn”.  
Please clarify this language.
- A.** This is a sample contract.
- Q70.** Are the Performance Outcomes provided in “Attachment I Service Grid” (RFP pgs 247 through 243) and “Attachment nn” the same?
- A.** “Attachment nn” of the sample contract is only a filler until a number is assigned during actual contract development.
- Q71.** It appears that the “attachments” have become miss-ordered. Please provide clarification of the two “Attachment I’s” :
- A.** Attachment “I” is the Service Grid and Attachment “J” is the SORC Performance Outcomes.
- Q72.** RFP pgs 86-88, Exhibit I, Residential Service Description / Residential Treatment Grid.  
Is this “Exhibit I” the same as “RFP Attachment I Service Grid / Residential Treatment Grid” found on RFP pgs 247-248?
- A.** Yes.
- Q73.** Attachment C, Budget & Instruction, RFP pgs 180-253:  
Just to be clear, do The Counties wish to have returned with the RFP Response, “Attachment E Declaration of Property Tax Delinquency” found on RFP pgs 235-236? If yes, will this page count towards the RFP limit of 300 pages.
- A.** It can be submitted with the proposal. However, The Counties prefer these documents are submitted if an organization has been notified of being selected to negotiate a contract. If Provider submits with proposal, then yes it will count toward the 300-page limit.



- Q74.** To be clear, “Attachment D Provider Certification” found on RFP pgs 219-234 is not required to be returned with the RFP Response but only upon a latter request by HCJFS, if deemed necessary. Is this correct?
- A.** Yes.
- Q75.** “Attachment G Provider Registration Form” found on RFP pgs 239-240—Do The Counties wish for a hard copy of this form to be returned with the RFP Response?
- A.** No. The deadline to return Provider Registration form was 1/10/14, noon.
- Q76.** If yes, will this page count towards the RFP limit of 300 pages?
- A.** See response to Q75.
- Q77.** Do The Counties want an electronic copy of Attachment G provided with the CD / Flash Drive?
- A.** See response to Q75.
- Q78.** There are two (2) “Attachment I Service Grids” found on RFP pgs 247-248 and RFP pgs 249-253. The Service Grid found on pgs 247-248 is referred to as “Residential Treatment Grid” and the Service Grid found on pgs 247-248 is referred to as “2014 Provider Performance Outcome Measures-Residential-SORC”. It is assumed that these attachments simply became miss-ordered. Is this correct? Should the Service Grid found on pgs 247-248 referred to as “2014 Provider Performance Outcome Measures-Residential-SORC” simply be relabeled as “Attachment J”?
- A.** Refer to Q71 for response.



To All Proposers:

Replace Butler County Boilerplate Contract

Section 22. PROVIDER EMPLOYEE / PERSONNEL REQUIREMENTS

To Read as Follows:

Provider shall employ only adequately trained and appropriately credentialed professional staff. Provider certifies that upon hire and during their service for Provider, all employees, interns, volunteers, mentors, and subcontractors shall be fully qualified and trained to perform the required services at a generally acceptable competence level.

Provider shall complete an Ohio Bureau of Criminal Identification and Investigation (BCII) check, a nationwide Federal Bureau of Investigation (FBI) conviction record check and a criminal records check from the local Police Department, Sheriff's Office and/or any law enforcement or police department necessary to conduct a complete criminal record check of each employee, intern, volunteer, mentor, and subcontractor assigned to work with or transport children.

All record checks shall be completed prior to commencing employment, internship, volunteering, mentoring or subcontracting and must be dated within six (6) months of the hire date to be considered current. Any staff member who is required to have their names run through a daily database check and whose results are sent back to the agency via instant notification must complete an Ohio Bureau of Criminal Identification and Investigation (BCII) check, a nationwide Federal Bureau of Investigation (FBI) conviction record check and a criminal records check from the local Police Department, Sheriff's Office and/or any law enforcement or police department every two (2) years. All other staff, including employees, interns, volunteers, mentors and subcontractors that have contact with Butler County children must complete all of these background checks on an annual basis.

Individuals with a conviction or with an arrest for which final disposition is pending in the following categories are to be disqualified from providing service under the terms of this contract:

- A.) Criminal conduct, including sexual offenses, involving children;
- B.) Violent or sexually exploitive conduct;
- C.) Drug related offenses.

Individuals transporting clients must have a current and valid driver's license. If Provider utilizes a non-resident college student, a valid license from the student's state of residence will be acceptable. A Bureau of Motor Vehicles (BMV) transcript shall be obtained for each individual transporting BCCS/BCDJFS clients. In the case of a non-resident college student, Provider shall obtain transcripts from both the State of Ohio BMV and the student's state of residence.

Provider shall not allow any individual to transport BCCS/BCDJFS clients who currently has five (5) or more points on his/her operator's license, has a conviction for driving while under the influence of alcohol or drugs, or is not insured by a policy or policies with coverage that meets or exceeds the limits specified in Contract Section 10 – Insurance.

Provider shall maintain written detailed policies regarding staff and volunteer recruitment procedures, screening procedures, references, police/BCII / FBI checks and training methods.