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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) |

March 10, 2021

**HCJFS REQUEST FOR PROPOSAL**

**RESIDENTIAL TREATMENT SERVICES**

**RFP SC01-21R**

**ADDENDUM 5 (Revised)**

**Questions asked after RFP Conference:**

**Q1.** I remain puzzled/confused as to the reference to a “14-day limit on a QRTP group home.” Would you provide the provision of the OAC/ORC cite that addresses this? Or, provide the FFPSA reference that would provide clarification?

1. The limit is not on a QRTP group home. It is for congregate care placements that are not QRTPs.

**Q2.** Is there a specific independent living skills assessment that providers must use?

1. The IL skills assessment must meet the OAC requirements.

**Q3.** Can we get an excel version of the budget spreadsheet?

1. Excel budget was included as part of Addendum 4, along with the cover sheet and program component checklist.

**Q4.**  Our team is working on completing the paperwork as needed to provide services for the youth in Hamilton County. As we are going through the paperwork, we wanted to ensure we are completing it correctly. We have facilities in several different states and want to be sure that all are options for your clients. Do we need to complete an application for each facility or as a company as a whole?

1. Only one proposal needs to be submitted for your entire agency. Section 2.8 of the RFP asks for contact information for Provider’s headquarters and service locations.

You also have an opportunity to discuss different service locations in RFP Section 1.2.2 (C) – Licensure, Administration and Training – question 12.

**Q5.** I am trying to clarify a question/answer from Addendum 2 regarding the frequency of criminal background checks.  **Page 15 of RFP stating an annual record transcript will be obtained from the local police department or appropriate county sheriff's office and BCI/FBI check every 2 years.**

The Answer from Hamilton County was two parts with the first part stating that Hamilton County's expectation is that the BCI/FBI checks were completed **annually** which seems to contradict the RFP and secondly that Hamilton County would need to know who is conducting the BCI/FBI

For clarification:

1. For agencies using the RAPBACK system- this was understood to replace sheriff reports because it automatically informs the agency on any arrests over any county (not just the local sheriff office) Is this acceptable in lieu of the sheriff/local police check?
2. There must be a local check.
3. Does Hamilton County expect the BCI/FBI every 2 years as in RFP or every year as in Addendum 2?
4. Agencies are required to run BCI/FBI and registry checks every 4 years.  If required to increase the frequency for a Hamilton County contract- is it required only for those direct care staff within the residential services?
5. The following is for b and c above. The RFP conflicted with itself between pages 15 and 22. Addenda 2 provided clarification that it would be an annual requirement. Additionally, the screening is to be completed consistent with OAC 2151.86 requirements with individuals who deliver services (employees and volunteers) to Hamilton County customers prior to their assignment and annually hereafter.

**Q6.** For out of state programs offering crisis stabilization; is ICPC required for admission into a crisis stabilization program?

1. All out of state placements require ICPC.

**Q7.** Can you clarify “IV-E Admin Ceiling” and “IV-E Maintenance Ceiling” verbiage?

1. ODJFS is responsible for the state's Title IV-E cost report process. The cost report establishes Title IV-E reimbursement ceilings for maintenance and administration costs and effectually serves as the upper limits of federal reimbursement to the custodial agencies for incurred placement costs on behalf of Title IV-E eligible children that have been placed in the custodial agency’s own residential setting, another public agency’s residential setting, or a private agency’s residential setting or foster home network.

This is a link to access the explanation of ODJFS IV-E cost reporting process: [Ohio-Title-IV-E-Cost-Report-Process.stm](https://jfs.ohio.gov/ocf/Ohio-Title-IV-E-Cost-Report-Process.stm)

**Q8**. In section 2.8 it mentions an "annual report". Is this referring to the findings from ODJFS when an agency is audited for the license renewal?

**A.** The annual report referred to in this RFP is a company's yearly report and publication to the community, their board and other community business partners, documenting its work meeting their organization’s vision and mission, fundraising activities, program highlights, finances and other similar information for the previous financial year.

**Q9.** How soon after we submit our proposal via email will we receive your response that you got it successfully? And if we don’t get a response in that time frame or we encounter another submission problem, as long as we are attempting the email prior to the deadline, are we allowed to email you at that point?

1. You will receive acknowledgement of receipt of your proposal and unlocked Excel budget from the RFP Contact Person. The deadline for proposals is on or before March 19, 2021 no later than 11:00 a.m. If you do not receive an acknowledgement that your proposal has been received by noon on that day,

then e-mail the RFP contact person at

[Hamilton\_ContractServicesProcurement@jfs.ohio.gov](mailto:Hamil_ContractServicesProcurements@jfs.ohio)

It is advised proposals are submitted well before the deadline to avoid any technical issues.

**Q10.** Can you explain 2.4 Customer references page 31. Who should the reference come from: residents, parents/caregivers, or companies?

1. Reference letters should come from other organizations your agency has provided services to that are similar in nature to residential treatment services. If your agency is unable to provide 3 letters of reference, please provide an explanation why (i.e. new agency).

**Q11.** 2.6 Financial Documentation of page 32 our organization is almost 3 months old can I submit a bank statement?

1. Section 2.6 – Financial Documentation – does not need to be submitted with your proposal. This documentation needs to be submitted if your proposal is accepted and prior to final approval by the Board of County Commissioners.

**Q12.** 2.8 page 35 is this the daily notes the Youth Monitors already do?

1. You can keep your daily notes for yourselves and just turn in monthly progress notes.

**Q13.** Can you explain Attachment I, please? I think we are to go to the column that best explains the residential treatment we have and then answer the questions to the left of the page. Is that correct?

1. This is correct.

**Q14.** Background check requirements - There is a discrepancy in the requirements in the RFP. Which is the correct requirement?

* 1. Page 15 states that an annual transcript from the local police OR sheriff’s office and BCII/FBI must be obtained every 2 years.
  2. Page 22 (Employee qualifications) states that providers will annually obtain a complete criminal record check (BCII/FBI) for all individuals.
  3. Page 95 in the sample contract asks for annual BCII and transcript form the Cincinnati Police Department, Hamilton County Sheriff’s department and any other necessary.  This is different than the requirements identified on page 15, which asks for one or the other.

1. See response for Q5 and also see RFP exhibit B, Sample Contract Packet, HCJFS Contract pages 18 and 19 that replaces the screening language in the SACWIS contract. The reviews are to be completed annually.

**Q15.** Employee qualifications page 21.  “Staff must have a minimum of two years’ experience with working with families in a similar service.”

* 1. Does this apply to all staff:  Environmental services, maintenance, direct care, management, nursing, social work or LPCC?
  2. What qualifies as a similar service? To their role or as a residential employee or in a related job to their current position i.e. food services, environmental services?

1. This was addressed in Addenda 4 Question #12 - the response was: Please use the following language for this RFP: Education and training: Staff will have education and licensure commensurate with responsibilities and programmatic licensing criteria.

**Q16**. Overlap or discrepancy in requested documentation:

* 1. Page 23 refers to attaching a signed release of information form as “**exhibit-“**
  2. Page 25 refers to attaching a release of information form as “**exhibit IX“**
  3. Are these the same form?  If not, should the form requested on page 23 be labeled “**Exhibit-**“?

1. Yes, page 23 “exhibit -” should read: as Exhibit IX - Release of Personnel Records and Criminal Record Check

**Q17.** Page 26: asks for a signed release of information form as “attachment F” for the Central Registry report by HCJFS or anyone conducting compliance reviews on their behalf.

* + To be clear, we are to submit up to 3 signed release of information forms for every employee?
  + Can we combine any background/criminal history/registry release of information into one form? How would this be labeled?
  + Is this included in the total page limit?

1. The Central registry/SACWIS check is a completely different screening that is to be completed by ODJFS and they require a separate release form be completed. Here is a link to their website: [OHIO'S SACWIS ALLEGED PERPETRATOR SEARCH (OSAPS) | Office of Families and Children | Ohio Department of Job and Family Services](https://jfs.ohio.gov/ocf/childprotectiveservices.stm).

**Q18.** Page 174:  Please define what a “police check” is and what would that policy require?

1. This is in reference to the criminal records checks required for all individuals working or volunteering with customers as described in the Employee Qualifications, criminal records screenings. The policy would describe your organization’s expectations and procedures for all required screenings for employees and volunteers.

**Q19.** Residential Treatment Grid defines Residential Treatment Staff Secure / Open payments as "unbundled". Are clinical services as outlined in Exhibit I billable on top of proposed per diem?

1. Unbundled clinical services are not paid by HCJFS. It is expected that the Provider will bill Medicaid for all clinical services delivered to Hamilton County youth in their care.

**Q20.** Page 8, Section 1.2.2, Subsection 3(d): Could you please confirm the required staffing ratio(s) for non-peak hours?

## Staffing requirements must comply with the Ohio Administrative Code. Those are set forth in section 5101:2-9-02

**Q21.** Page 10, Section 1.2.2, Subsection 7? Can the Agency elaborate on Provider responsibilities for transportation if services are delivered outside of the state of Ohio? For example, if a child is required to attend a court hearing in person, is the Provider or the Agency responsible for transportation and the cost of that transportation?

1. The Provider would be responsible for the transportation. However, that is not a common occurrence.

**Q22.** Page 11, Section 1.2.2, Subsection 9: Can the Agency please define what is meant by "social access" to computers and internet?

1. Any access that is for social purposes.

**Q23.** Page 14, Section 1.2.2, Subsection 18: Does ODJFS have specific requirements about the frequency for individual, family and group therapy sessions?

**A.** All OAC requirements should be followed. As of 10/1/2021, we expect our Providers to be a QRTP. There are requirements set forth in 5101:2-9-42 of the Ohio Administrative Code.

**Q24.** Page 15, Section 1.2.2, Subsection 21: Should Quality Improvement reporting include only youth referred by ODJFS (if residents from other referral agencies are all treated within the residential program)?

1. The reporting should include all youth treated within the residential program.

**Q25.** Page 27, Section 2.0, Subsection A: Does the procurement office require a specific type of font (i.e. Arial, Times New Roman, etc.) as long as it meets the size requirement?

1. The style of font is at Providers’ discretion. However, it must be typed in 12-point font, as outlined in Section 2.0(A) of the RFP.

**Q26.** Page 29, Section 2.0, Subsection D: Does ODJFS have required documentation for submission under OAC 5101:9-4-07 for responding for-profit organizations? If so, could that be provided please?

1. Not sure what information the question is asking for. 2.0 Subsection D is in reference to profit as documented on the proposing agency’s line item budget, and that the profit line is to be negotiated separately from the rates for services.

**Q27.** Page 45, Section 4.7: How many awardees does ODJFS expect in response to this RFP?

1. There is not a limit. It will depend on the number of qualified applications.

**Q28**. Page 5, Section 1.2: Are out-of-state providers eligible to submit a response to this request (presuming they are licensed and accredited within their local jurisdictions)?

1. Yes.

**Q29.** Regarding the required outcome data collection – we have not had youth involved with juvenile justice for quite some time, so we anticipate our baseline measure to be zero. If we maintain at the zero level for subsequent measures, will we still be eligible for the $500 incentive payment? We currently operate two residential facilities with plans to open a 3rd within the year. If awarded a contract, would Hamilton County JFS consider adding the new facility once opened?

1. If you maintain at zero, the incentive can be earned.If the proposing agency includes this anticipated new facility in their proposal and all exhibits (i.e., cover sheet, budget, service grid, etc.) we would be able to contract with them when the new facility opens.

**Q30.** Will contract renewals be given for facility’s contracts that expired in January?

1. Single sources are granted renewals and contracts if program decides if there is a need for service. If a Provider wishes to be prioritized over other Providers and be on the same contract cycle as RFP selected Providers, they must submit a proposal to this RFP. It is HCJFS’ preference to contract with Providers who have responded to published RFP’s.

**Q31.** Page 55, Attachment A-1. The checklist indicates that question A-5 has sections a-h to coincide with it, however page 9 and page 18 do not indicate additional sections, where are these sections located?

1. An updated Attachment A-1, Program Component Checklist was included as part of Addendum 4.

**Q32**. Page 62, Article VI, Subsection D. If a child is placed at a contracted out-of-state provider, will worker visits continue to take place face-to-face monthly as outlined in OAC 5101:2-42-65?

1. If the child is placed a long enough distance away, HCJFS reserves the right to request the Child Protection Agency in the state/county where the child is placed to do courtesy visits. Face-to-face caseworker visits are mandatory.

**Q33**. Page 63, Article VIII, Subsection B. Can the Agency please confirm the minimum daily per diem rate for staff-secure residential treatment services?

1. HCJFS has not set a minimum daily per diem rate. Please reference Q7 above for information as to how rates are set. Based upon your budget and ODJFS set ceiling rates, if your proposal is evaluated and selected for a potential contract with Hamilton County, HCJFS will negotiate rates with your organization.

**Q34**. Page 64, Article VIII, Subsection F, If an out-of-state provider is awarded a contract and a child is placed, is the provider able to complete an application for the local Medicaid entity to improve youth's access to medical care or other Medicaid-billable services?

1. Ohio Medicaid is state administered and Behavioral Health is delivered through State selected HMOs. You will need to develop a contract with Ohio Medicaid and then develop contracts with HMO’s to deliver Medicaid reimbursable services in Ohio.

**Q35**. Page 68, Article XIII, Subsection F. What is the number of student days that would require us to complete a cost report and AUP?

1. Not sure what student days are referring to with this question. Please refer to Q7. Additionally, IV-E reimbursability starts with the first date of placement for children if they are IV-E eligible and are in an IV-E reimbursable placement setting that are contemplated to last at least 30 days. For instance, an Emergency setting (i.e., shelter care) would not be reimbursable.