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**HCJFS REQUEST FOR PROPOSAL
GROUP HOME SERVICES
RFP SC02-16R**

ADDENDUM 4

Questions asked after RFP Conference:

Q1. We are planning to construct three new group homes within the next year. These will replace three of our current homes. How should this be reflected in the RFP response? The homes will be on the same campus but will have a new street address. Will a contract revision be required once the new homes are opened?

A. This actually depends on the goals of the provider with the construction. HCJFS can continue to purchase these services in the new group homes if the new buildings will be used to replace current buildings (lights off with the existing building and lights on with the newly built) or the buildings expand provider's capacity to meet demand (increase number of spaces available) as included in provider's proposal, or if provider will be expanding the type of Group Home services to be offered and these are included in provider's proposal. HCJFS cannot purchase services delivered in the new buildings if provider is delivering services not included in their proposal.

To avoid amendments to the Exhibit I Scope of Service for new buildings due to replacement, capacity or services offered in the proposal, Providers can list in the location box of the Exhibit I grid "Future Locations TBD".

Q2. The staff information section under 2.2.1 (questions 1 and 2) ask for the same information as questions 2 and 3 under Licensure, Administration and Training. Should the same response be copied in both sections?

A: Providers should respond to both sections. If you feel it is appropriate to copy and paste your answer you may do so.



Q3. In the Scope of Services section 1.2, there is a requirement that “youth ages 13 to 21 must be provided adequate life skills training and preparation for emancipation.” However, in Section 1.2.2 Service Components #6, it states, “Independent living work with the youth should begin within 90 days of turning 14.” Is the expectation that IL work begin at 13 or 14?

A: 14.

Q4. I am new to this process. Are the attachments received via e-mail due today?

A: The RFP can be found on HCJFS’ website at <https://www.hcjfs.org/media/RFP-SC02-16R-Group-Home-Services.pdf>. Please review Section 3.0 – Proposal Guidelines in its entirety. This section of the RFP includes section 3.1 - Program Schedule, detailing the due dates of action items for the RFP.

Q5. How many transgender youth have been referred in the past year?

A. Three (3) youth have been referred.

Q6. How many transgender youth do you expect to refer per year?

A: We do not know the numbers at this time.

Q7. How will HCJFS refer transgender youth to service Providers? Will it be based on self-identification or birth sex?

A: Both.

Q8. How will HCJFS’ internal forms be modified to identify a youth’s sexual orientation?

A: It has not yet been determined.

Q9. How will HCJFS’ internal forms be modified to reflect a youth’s gender identity?

A: It has not yet been determined.

Q10. Who is responsible (HCJFS or service Provider) for referral to gender-specific healthcare services (i.e. for transgender youth)?

A: Provider is responsible.



Q11. Is HCJFS willing to fund additional services that are gender-responsive (i.e. for transgender youth)?

A: These services can be discussed on a case by case basis.

Q12. How does HCJFS want Providers to document outcomes after a youth leaves the group home? How are Providers supposed to get the information after youth leave the group home?

A: TBD. Provider should be working closely with the caseworker on discharge planning and transitioning the youth to the next placement. Provider should be meeting regularly to discuss next placement options and how you can assist in preparing the youth to make the transition a successful one.

Q13. For incentives #3 – Discharges to Positive Settings: how do we know and document this information if we do not have access to SACWIS?

A: Provider should be working closely with the caseworker on discharge planning and transitioning the youth to the next placement. Provider should be meeting regularly to discuss next placement options and how you can assist in preparing the youth to make the transition a successful one.

Q14. Do the color photos that must be submitted need to show the completely furnished product; or is it more important to see the property and rooms themselves?

A: The photos should be able to show the reader the completely furnished product. However, if Provider is a new group home and are not completely furnished please document as such and photograph what is completed.

Q15. What is the preferred license – from ODJFS, ODMH or ODDD to best serve the population needed by Hamilton County?

A: The preferred licensure is from ODJFS. However, ODMH or ODDS will be accepted.

Q16. For new agencies, does the required insurance need to be obtained prior to proposal submission or before the contract is awarded.

A: Proof of insurance must be submitted with your proposal, however this does not need to meet the insurance requirements as defined in the RFP sample contract (Attachment). If selected to provide services, insurance with the Contract requirement conditions must be submitted prior to execution by the BOCC.



Q17. Regarding Section 2.6 (page 34) what is the required amount of cash on hand that the agency must have to submit? For example, how many months of the estimated monthly budget for services should be available before the contract can be awarded?

A: There is no minimum requirement for the amount of cash Providers must have available in order to submit a proposal. It is recommended Providers consult a financial business advisor to assist with a business plan for their organization, and will incorporate expectations for operations, including financial management. Advisors will also provide guidance on business standards for determining the amount of working capital (cash on hand) would be best to meet your organization's needs.

