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**HCJFS REQUEST FOR PROPOSAL  
COMPREHENSIVE CASE MANAGEMENT  
AND EMPLOYMENT PROGRAM (CCMEP)  
RFP SC07-16R**

**ADDENDUM 2**

**Questions asked after RFP Conference:**

- Q1.** Is there currently space available to co-locate as requested? If so, what are the costs associated with the co-location including utilities such as telephone and internet? What is the capacity of the space? For instance, are classroom spaces available, conference rooms, offices or cubicles, etc.?
- A.** Space at OMJ is very limited. Initially, the selected Provider should plan for a presence, but a nominal one of up to three FTE's at a rate of up to \$6,500 per year at OMJ. Classroom space can be reserved for occasional use but cannot be occupied or perpetually reserved by the CCMEP vendor. Similar minimal co-location is possible at 222 E. Central Parkway.
- Q2.** Will the space be available after hours and weekends?
- A:** Access to OMJ after hours and on weekends is possible, but only with prior arrangements and management coverage. After-hours access for staff at 222 is possible but any substantial client services at that location outside of core business hours is unlikely.
- Q3.** Is equipment available for utilization or will the Provider be responsible for purchasing it?
- A:** No. Provider will be responsible for purchasing it.
- Q4.** Is furniture available for utilization or will the Provider be responsible for purchasing it?
- A:** No. Provider will be responsible for purchasing it.



**Q5.** Is there an intention or preference for ratio of clients to staff for general case management services and for intensive case management services?

**A:** No. HCJFS is interested in your response to these questions and your plan for case management.

**Q6.** Can a program Provider (i.e. current youth Provider) also be the CCMEP Provider?

**A:** Yes.

**Q7.** There is a 300 page limit. Does this include the financial audit and MOUs, etc.?

**A:** The 300 page limit includes proposal and all attachments. Section 2.6 – Financial Documentation, indicates these documents must be submitted prior to Contract award. These documents do not need to be included at time of proposal submission. Refer to Sections 2.6, 2.7 and 2.8 to determine what should be included with proposal submission.

**Q8.** Can we include attachments other than those listed in the RFP?

**A:** Yes. Section 2.8 B-8 of the RFP addresses program quality documents. Provider must adhere to the 300 page limitation. Please note emphasis should be concentrated on conformance to the RFP instructions and responsiveness to the RFP requirements.

**Q9.** TANF Summer Youth volume 732 -312 youth assigned to employment. Was the employment a summer job? What happened to the remaining 420 youth?

**A:** Yes, this was summer employment. The remaining youth were 14 to 15 years of age and will not be a part of CCMEP.

**Q10.** Are the current five (5) FT TANF staff that are listed in the Hamilton County Service Chart MOU in addition to this RFP?

**A:** We would need further clarification to answer this question. However, it is past the deadline for questions from Providers (4/29/16). Therefore, we are unable to respond to this question.

**Q11.** Will the county consider alternative budget proposals other than cost reimbursement?

**A:** Cost reimbursement is the only payment methodology that will be considered.



**Q12.** For private companies, will a Yellow Book Audit meet the requirements of Section 51 of the Contract (RFP Page 75)?

**A:** Yes, the Yellow Book Audit, also known as the Generally Accepted Government Auditing Standards (GAGAS), will meet the requirements of any subsequent Contract with a for profit organization.

**Q13.** Private companies are not subject to OMB Circular A-133. Please confirm that private companies will be held to the appropriate federal cost principles (RFP page 75).

**A.** Title 45, part 74.26(d) of the CFR incorporates the thresholds and deadlines of OMB Circular A-133 but provides for-profit organizations two options regarding the type of audit that will satisfy the audit requirements. The recipient either may have: 1) a financial-related audit (as defined in, and in accordance with, the Government Auditing Standards (Yellow Book), of all the HHS awards; or 2) an audit that meets the requirements of OMB Circular A-133.

**Q14.** Please confirm whether any TANF funds will be used to fund this Contract or if it is fully funded by WIOA (RFP page 76).

**A:** This contract will be funded with TANF dollars.

**Q15.** Will the county please provide editable versions of the budget sheets in either Word or Excel?

**A:** The unlocked Excel budget, Cover Sheet and Addendum 1 were sent electronically to Providers who registered prior to the RFP Conference on 4/27/16. All Providers who registered after the RFP Conference were sent the unlocked Excel budget, Cover Sheet and Addendum 1 on the day Provider registration was received by RFP Contact Person.

**Q16.** What data systems does the county use to track TANF and WIOA participants? Will the Provider have access to those systems? What data will be provided from those systems to the Provider on a regular basis?

**A:** The CRIS-E system is used to track TANF OWF Work Participation and the OWCMS system is used to track WIOA Youth participants. It is believed that the Provider will have access to both of these systems. HCJFS will assist in providing other data as necessary.



**Q17.** What is included in the 300 page limit?

**A:** Provider's proposal and all requested documents, including attachments are included in the 300 page limit. Please refer to Section 2.0 of the RFP in its entirety for details of what is required with proposal submission.

**Q18.** Please clarify the intent of this statement found in RFP page 7: "Each CCMEP participant will be enrolled with a specific TANF goal identified suitable to their needs."

**A:** The federal government has 12 defined work participation activities. The participant's IOP will be based upon assessment outcomes and will ensure that appropriate activities and elements are included.

**Q19.** Is there an expectation/mandate for formal relationship or MOU with other service Providers (WIB, WIOA Youth)?

**A:** No. The expectation is that all service Providers will work together to serve youth and ensure CCMEP outcomes are met.

**Q20.** For the following services, the proposal asks the Provider to ensure little or no redundancy. To facility that, we are requesting a list of the Providers/agencies who currently offer these services:

- OWF work participation;
- WIOA youth services;
- WIOA adult services;
- Healthier Buckeye services; and
- Summer Youth Employment services.

**A:**

- OWF work participation – ResCare (16-24 yr. old OWF participants), Community Link (25+ yr. old OWF participants);
- WIOA youth services – Santa Maria Community Services/Literacy Center West, ResCare and Cincinnati Youth Collaborative/Jobs for Cincinnati Graduates;
- WIOA adult services – OhioMeansJobs Center;
- Healthier Buckeye services – RFP has been issued: Vendor to be determined; and
- Summer Youth Employment services – Talbert House.



**Q21.** Can the county please provide clarification as to what is expected by the phrase “relatively more intensive services: found on page 23 of the RFP? What additional services will the Provider be expected to offer?

**A:** The services listed on page 23 are more intensive than the 14 WIOA Youth services, which the provider must offer. HCJFS expects an increased level of case management based upon each individual’s need.

**Q22.** Please confirm that data in Attachment I is only for Hamilton County.

**A:** Yes.

**Q23.** Is the Provider required to pay for supportive services of the budget? If so, will the county consider advancing payment to the Provider to pay for these supportive services? Does the county have estimates or requirements for how much supportive services should cost a year? Aside from transportation, what other supportive services are allowable?

**A:** Supportive Services are a line item in your budget, which will be funded by TANF funds. No advancement of funds is allowable. There are no estimates on how much supportive services will cost as this is a new, more intensive case management program than previously existed. The Provider should look at the entirety of the CCMEP and budget the appropriate amount of supportive service funds. Line items can be increased/decreased at a later date based upon changes in the program. Supportive Services are any services needed to assist the participant in removing barriers to education/employment and the ultimate goal of self-sufficiency.

