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**HCJFS REQUEST FOR PROPOSAL
SUMMER YOUTH EMPLOYMENT SERVICES RFP#SC0115-R**

ADDENDUM 3

Agencies present at RFP Conference

- **Abraxas Youth & Family Services**
- **Cincinnati-Hamilton County Community Action Agency**
- **Cincinnati State**
- **Cincinnati Teen Court**
- **Easter Seals Tri-State**
- **Garrison Global Academy**
- **Make It Plain Consulting**
- **ResCare**
- **Talbert House**
- **The House of Refuge Missions, Inc. (THORMI)**
- **Tri-City Staffing Services**
- **Upfront Live, Inc.**
- **Urban League of Greater Southwest Ohio**

Questions Received during RFP Conference

Q1. What criteria is used to determine completion of the program for 2014 and 2015?

A: It would depend on the context. Either receipt of a pay check, or satisfaction completion of work site assignment.

Q2. If youth quits a job, how is this determined?

A: Exit from the work site prior to the scheduled end date without good cause.



- Q3.** Can you provide a list of today's attendees and their contact information?
- A: Please see above for list of attendees. Specific contact information is a Public Records Request and can be fulfilled after award of contract.**
- Q4.** How much money should a Provider have on reserve to comfortably run the program?
- A: It is suggested that a Provider has 2-3 months of working capital to run the program.**
- Q5.** Why only 1 Provider? Would not multiple Providers give the opportunity to serve more youth over a larger geographic area?
- A: HCJFS does not object to a group of Providers, but we don't want to do the administrative work or organizing them and holding multiple contracts. Any multiple Providers would need to organize themselves and identify one as the lead agency to hold the contract, and the others as sub-contracts.**
- Q6.** Does the income obtained by the youth affect their parents' OWF?
- A: That will depend on state guidance language that we do not have yet. Based on past experience, it will not, but will affect food assistance.**
- Q7.** How many hours a week can a youth work? The RFP only states how much an hour they can make.
- A: As stated in Addendum 2, HCJFS will not put a top end on hours per week a youth can work. Each bidder should be aware of and operate within youth labor laws.**
- Q8.** What is turn-around time for reimbursement of invoices?
- A: There is a 30-60 day turn-around.**
- Q9.** How are youth background checks being processed this year? Does it have to be in the worksite's name or Provider's name (i.e. day care center)?
- A: It may be in the Provider's name, however, that should include all staff at any work site the youth may be placed at.**
- Q10.** If you partner with multiple agencies, are they considered sub-contractor to the lead agency and listed as such on budget.
- A: Yes, they are considered a subcontractor for Provider and an agreement should be written between Provider and subcontractor. The amount of the agreement should be listed on HCJFS budget.**



Q11. Can youth be paid direct deposit or via I-pay cards?

A: Yes, if there is not a cost associated with this distribution that is charged against the payment to the youth. Please retain records to document the work dates, distribution date, amount, and youth associated with each payment.

Q12. Is there a minimum number of hours youth must be hired to work.

A: No. HCJFS will not put a minimum number of hours per week a youth can work.

Q13. How many children will be eligible for the program from the same household?

A: There is no limit to how many children are eligible from the same household.

