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**HCJFS REQUEST FOR PROPOSAL
INTENSIVE FAMILY INTERVENTION SERVICE AND
INTENSIVE FAMILY RESTORATION SERVICE MODELS**

ADDENDUM 2

Questions asked prior to RFP Conference:

Q1. Section 1.2.2.2, Service Components, Page 15, C. Contact Service Frequency
“Contact includes no less than 5 hours of direct face-to-face contact per week at onset of physical return of children to birth family.”
How many hours of direct contact are required before the transition begins?

A: Negotiable, but some face to face must be dedicated to child and family visitation.

Q2. Section 2.0, Provider Proposal, Page 21, A. Hardcopy Requirements
“All proposal pages must be numbered sequentially from beginning to end, including attachments.”
Should the cover be numbered as page 1?

A: Yes.

Q3. Section 2.0, Provider Proposal, Page 21, A. Hardcopy Requirements
“One of the eight (8) copies must be submitted as single-sided.”
Should the remaining 7 copies be double sided?

A. Yes, they can be double-sided.

Q4. Should the original be single or double sided?

A. The original does not have to be single-sided. It can be double-sided.



- Q5.** Section 2.2.1 Program Components, Page 22, IFIS Letter B
“Describe your approach, practices and procedures to meet each Service Component in Section 1.2.1.2 (A-S) (pages 9 to 12).”
The list for 1.2.1.2. goes through V, should we address T, U, and V in a separate section?
- A.** Yes, this is an error. You should respond from A through V.
- Q6.** Section 2.2.1 Program Components, Page 24, IFRS Section. This section has A-D, G, I, K, M. Should we label them as such in the proposal, or can we find the other letters elsewhere in the document?
- A.** This is a typo. Section 2.2.1 Program Components IFRS on page 24 should be lettered A-H.
- Q7.** Section 2.2.1 Program Components, Page 24, IFRS Letter A
“Describe your approach, practices and procedures to meet each Service Component in Section 1.2.2.2 (A-W) (pages 15 to 18).”
The list for 1.2.2.2 goes through X. Should we address X in a separate section?
- A:** Yes, this is an error. You should respond A through X.
- Q8.** Section 2.6 Financial Documentation, Page 31, first sentence, “Prior to contract award...” Does this mean that the documentation discussed in this paragraph does not need to be submitted until the contract is being awarded?
- A:** If proposal is selected to enter into negotiations and a contract is awarded, then financial documentation must be submitted prior to the time a contract is implemented.
- Q9.** Section 4, Preparation of Proposal, Page 38 “Expensive binding, colored displays, promotional materials, etc. are not necessary.”
Can proposals be submitted in 3-ring binders or should we use binder clips??
- A:** As stated in Section 4.1, emphasis should be concentrated on conformance to the RFP instructions. It is Provider’s discretion how proposal will be assembled.
- Q10.** Attachment D, Provider Certification. 1: Overview “Sections A. and B. may be completed prior to contract signing.”
Do we do not need to complete these sections for submission with the proposal?
It appears that the remaining portion is for after the contract is signed.
- A:** Section 4.10 discusses Provider Certification Process. This process is for selected Providers only. HCJFS reserves the right to complete this process and will be conducted by HCJFS staff. Section 2.0 – C details what must be submitted with proposal.



- Q11.** Attachment F, Personnel Records; Attachment H. Intensive Family Intervention Screening Tool; Attachment I. Performance Incentives
Do these forms need to be submitted with the proposal?
- A.** Attachment F, Release of Personnel Records and Criminal Records Checks, does not need to be submitted with proposal nor prior to contract implementation. If proposal is selected, this form should be completed for all employees and kept in each employee's personnel file. The purpose of this form is to allow HCJFS to review personnel records for audit purposes. Attachment H and Attachment I are part of the scope. These do not need to be submitted with the proposal.
- Q12.** Section 2.2.2 System and Fiscal Administration Components, Pages 25 to 26, Letter F "Please provide the following attached to the original proposal and all copies..." "F. Insurance and Worker's Compensation – A current certificate of insurance, current endorsements and Worker's Compensation certificate. Proposer must note that as a contract requirement the following conditions must be met."
Please clarify that "the following conditions" are what is listed in the sample contract?
- A.** For purposes of the RFP submission, the proposer should submit a copy of their current insurance certificate. If the proposal is accepted and awarded a contract, then the proposer must follow the insurance requirements in the contract. The sample contract in the RFP contains HCJFS' current insurance requirements. The contract manager will work with the provider to ensure that the insurance requirements are met.
- Q13.** Section 4.1 Preparation of Proposal, Page 38, "Expensive binding, colored displays, promotional materials, etc. are not necessary." Section 2.2.2 System and Fiscal Administration Components, Page 27, Letter J "Agency's/Company's Brochures – A copy of the Agency's/Company's brochures which describe the services being proposed."
Please clarify if we should or should not be submitting our promotional brochures.
- A.** Yes, we are requesting a copy of agency brochure. It is Provider's discretion to submit original brochures or copies of brochure.

