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May 5, 2015

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

ADDENDUM 4

Questions asked after RFP Conference:

Q1. What are the demographics of the current caseload in terms of how many children have a mental health diagnosis?

A: We do not track this data. You can assume all children and families who will participate in these services have significant trauma exposure.

Q2. If there was more of a focus on family engagement, would more families want to participate or ask for help?

A: HCJFS focuses heavily on family engagement. Selected Provider should be well equipped to engage and motivate families who, for many valid reasons, are hesitant to ask for or to accept help.

Q3. Page 8 Scope of Service reviews needs relating to homelessness: Are Providers expected to assist with concrete needs such as security deposit, rent, utility assistance? Will HCJFS offer that assistance separate from the contract?

A. Provider should have budgeted some discretionary dollars to assist families with concrete services. HCJFS also has available discretionary dollars. However, other federally and state funded resources should be pursued first.



Q4. Page 10 Service Components J – Respite Care: Are Providers expected to include respite payments in the contract bid? Will HCJFS offer that assistance separate from the contracts?

A: All Providers are expected to offer respite services, it is expected that the providers define who would be providing the service, the scope of work and expected length of service by answering the question on page 10, J for IFIS bids and the question on page 16 G for IFRS. Additionally, this respite service is not to replace any respite services that would have been available through foster care or any other out of home care placement agreement.

It is expected that the respite services will be listed as a separate program item in the budget and not be built in to the cost of the IFIS or IFRS programs. For example, if a provider is bidding on IFIS, IFRS and respite services – All three blank columns provided in the budget should be completed – IFIS would be in one column, IFRS would be in another column, and Respite would be in its own column.

Q5. Section 1.2.1.2 – Service Components N. Homemaker/Parent Aid Service: Is it required to hire aides to fulfill these duties; or can they be done through the Bachelor’s level staff?

A. Either.

Q6. Are Providers expected to bill Medicaid for eligible services delivered to Medicaid eligible families?

A. Yes. Any Medicaid eligible services should be billed to Medicaid first.

Q7. Attachment A, Cover Sheet, has a checklist on the second page. It says that “Pursuant to Section 4.6 of the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.”

The first question is, “Did you register for the RFP process?”

We did register. Should we need to include a copy of the registration form in our submittal, and if so, where should it be located?

A. No. If you have already registered there is no need to include with your proposal.

Q8. Can an applicant choose to propose models for both IFIS and IFS?

A: Yes.



Q9. If an applicant can respond to both service models, does there have to be 2 separate responses, one for each service model; or can it all be included in 1 response?

A: As stated in Addendum 3 – question 4, if Provider will be responding to both IFIS and IFRS, have both services in one (1) proposal. Also, both services should be on one (1) budget. There are columns for each program for the budget

Q10. If proposing services for both models is allowable and under one response, should there be two separate budgets; or can it be combined onto one form? If one budget it allowable, can the proposed units be the same for each model, taking into consideration in their entirety for bot models; or do separate units for each model have to be delineated?

A. Please refer to question 9. The number of units for each service should be based on the estimated population numbers listed in the first paragraph of page 6 of the RFP.

Q11. Who are the current contracted Providers for IFIS and IFRS?

A: As stated in Addendum 3 – question 2, Lighthouse Youth Services currently provides IFIS; Beech Acres Parenting Center currently provides IFRS.



ATTACHMENT A
Cover Sheet for IFIS/IFRS Proposals
Bid No: RFP SC02-15R

Name of Provider _____

Provider Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____
(Please Print or type)

Phone Number: _____ (ext) _____ E-Mail Address: _____

Additional Names: Provider must include the names of individuals authorized to negotiate with HCJFS.

Person(s) authorized to negotiate with HCJFS:

Name: _____ Title: _____
(Please Print)

Phone Number: _____ (ext) _____ Fax Number: _____ E-Mail: _____

Name: _____ Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

Initial Term for Twelve (12) Months 9/1/15 – 8/31/16	Renewal Year One for Twelve (12) Months 9/1/16 – 8/31/17	Renewal Year Two for Twelve (12) Months 9/1/17 – 8/31/18
IFIS Unit Rate \$ _____ (Hourly)	IFIS Unit Rate \$ _____ (Hourly)	IFIS Unit Rate \$ _____ (Hourly)
IFRS Unit Rate \$ _____ (Hourly)	IFRS Unit Rate \$ _____ (Hourly)	IFRS Unit Rate \$ _____ (Hourly)
Respite Care Unit Rate \$ _____ (Hourly)	Respite Care Unit Rate \$ _____ (Hourly)	Respite Care Unit Rate \$ _____ (Hourly)
Respite Care Unit Rate \$ _____ (Per Diem)	Respite Care Unit Rate \$ _____ (Per Diem)	Respite Care Unit Rate \$ _____ (Per Diem)

Certification: I hereby certify the information and data contained in this proposal are true and correct. The Provider's governing body has authorized this application and document, and the Provider will comply with the attached representation if the contract is awarded.

 Signature - Authorized Representative Title Date

Please complete the back of this form containing a checklist to verify that everything required to be submitted as part of your proposal is included.

RFP Submission Checklist

Pursuant to Section 4.6 of the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.

Action Required	RFP Section	Included
Did you register for the RFP process?	3.3	
Will your Proposal be submitted by 11:00 a.m. on May 22, 2015?	4.4	
Did you include all the Contact Information on the Cover Sheet?	2.1	
Did you include the Unit Rate for the Initial Term on the Cover Sheet?	2.1	
Did you include the Unit Rate for the First and Second Renewal Terms on the Cover Sheet?	2.1	
Did you sign the Cover Sheet?	2.1	
Is a response to each Program Component included?	2.2.1	
Is a response to each System and Fiscal Administration Component included?	2.2.2	