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February 5, 2020

**HCJFS REQUEST FOR PROPOSAL
COMPREHENSIVE CASE MANAGEMENT
AND EMPLOYMENT PROGRAM (CCMEP)
RFP SC02-20R**

ADDENDUM 2

Providers in attendance at RFP Conference:

Allied Consultants
Great Oaks Health Professions Academy
Harbor

Talbert House
Uniting Families, LLC
Urban League of G.S.O.

Questions asked during RFP Conference:

Q1. Will there be one award or multiple?

A. This will depend on the valid proposals received.

Q2. Profile of evaluators (Sections 4.6 and 4.8)

A. The evaluation committee will consist of HCJFS employees with knowledge of the program.



- Q3.** Do we need to respond to RFP Section 2.2 – Service and Business Deliverables where it says “clearly state its competitive advantages...” also D, E, F, G, H and I on pages 17-18?
- A.** Yes. Providers should respond to Section 2.2 – Service and Business Deliverables A-F as outlined in the RFP.
We are unsure what section you are referring to with G, H and I.
- Q4.** To whom do we turn in the Central Registry releases?
- A.** Per Section 1.3 (#4) of the RFP: “All completed and document checks shall be in the employee file.” Please insure that a signed release, as provided in Attachment F of the RFP is in each employee file as well.
- Q5.** Define “Active Presence” as outlined in Section 1.2, page 7 of the RFP?
- A.** While we want our CCMEP Provider to serve youth across the county, we want to ensure that they also enroll and serve eligible youth that live in the high need areas of Hamilton County where the poverty rate exceeds 35%.
- Q6.** What is the true definition of comprehensive case management?
- A.** Comprehensive Case Management takes a coordinated, holistic approach to stabilizing individuals and families by addressing the myriad of factors that may be contributing to poverty and unemployment, including health, housing, education, transportation and child care. CCMEP case managers engage their customer in a dynamic conversation about their current situation, aspirations and barriers and then collaborate with them to develop an individualized plan. By addressing the specific needs and barriers of low-income youth and young adults, CCMEP seeks to improve their employment and education outcomes.
- Q7.** What is HCJFS’ expectation of Providers’ connection with other Providers?
- A.** HCJFS’ expectation is that Providers will closely coordinate to ensure CCMEP youth receive unduplicated service. This will mean close coordination with WIOA Youth Service Providers and the OWF 25+ work activity vendor(s).



- Q8.** What is intensive case management by real-time estimates?
- A.** When a participant requires more services such as parenting classes, drug or alcohol treatment, assistance in finding housing due to homelessness, assistance with a domestic violence situation, assistance in re-entering the workforce due to being an ex-offender, mental health counseling, dropout prevention or recovery, basic skills deficiency, SSI case management, transitioning from foster care or some other barrier then the Provider is expected to connect them to appropriate services as soon as possible.
- Q9.** Will Provider be required to complete work participation reports?
- A.** Yes.
- Q10.** Work required individuals must meet participation expectations which do not align with CCMEP rules. Will Provider be required to translate the FOP to meet participation requirements?
- A.** Yes.
- Q11.** If tables and graphs are included, do they need to be 12-point font?
- A.** If using graphs/tables in your proposal, we ask that they are large enough for evaluators to read.
- Q12.** When administering the summer work assignments, where should customer wages be listed?
- A.** Please use a separate/additional page for sub-budget A which is currently listed as Staff Salaries and title that page Youth Salaries. Please use a separate/additional page for sub-budget B which is currently listed as Employee Payroll Taxes & Benefits and title that page as Youth Payroll Taxes & Benefits.
- Please note that there will be a separate contract for Summer Youth Employment. The CCEMP Provider(s) shall not provide duplicate summer youth employment services to youth being served through the separate Summer Youth Employment contract.
- Q13.** Is food for clients i.e. snacks an allowable cost?
- A.** According to Health and Human Services (HHS): 2 CFR Part 225 requires that costs be necessary and reasonable for proper and efficient performance and administration of Federal awards. In general, in accordance with 2 CFR Part 225, App. A, section C, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.



2 CFR Part 225, App. A, section C outlines further criteria for consideration in determining if a cost is reasonable and necessary.

Reasonable and necessary costs pertaining to TANF-related meetings and conferences, including food service expenses, are allowable. 2 CFR Part 225, App. B, section 27 clarifies that the “the primary purpose of [the conference or meeting must be] the dissemination of technical information” (emphasis added).

Examples of allowable uses of TANF funds for food service expenses during a meeting or conference include:

- catered meals during an all-day employment-related training for TANF clients; and
- orientation for new TANF clients.

2 CFR Part 225, App. B, section 14 provides that “costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are **unallowable**.” Examples of **unallowable** uses of TANF funds for food service expenses related to entertainment include:

- catered parties (e.g., holiday parties for TANF staff and/or clients);
- lunch provided during a “Family Day” at the fair for TANF clients;
- catered lunches at “Grand Opening” events in the community;
- youth awards dinners; and
- Mother’s Day lunch for TANF clients at a local restaurant.

Q14. How many youth ages 14-24 were served this past fiscal year for CCMEP?

A. As of 12/31/19, Hamilton County has 1,596 CCMEP customers. At a minimum, HCJFS expects Provider to serve **ALL** required customers.

Q15. Is there an expectation in terms of number of youth to be served by CCMEP youth?

A. We are unsure what your question is asking. Please provide clarification.

Q16. What is the amount of TANF funds available for CCMEP youth aged 14-24, or the anticipated amount for next fiscal year (7/20 – 6/21)?

A. The current budget is \$4,146,672. We have not received funding amount for next FY.



Q17. Section 1.2.2, #19 of the RFP, what does process related benchmark mean?

A. Measuring an outcome not just a process.

Q18. Can we incentivize customers for good grades or being promoted to next grade level?

A. Yes.

