



**Board of Commissioners:**

Denise Driehaus, Stephanie Summerow Dumas, Victoria Parks

**County Administrator:** Jeff Aluotto, County Administrator

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

[www.hcifs.org](http://www.hcifs.org)

222 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-1408 • Fax: (513) 946-2384

E-mail: [sandra.carson@jfs.ohio.gov](mailto:sandra.carson@jfs.ohio.gov)

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

**ADDENDUM 3**

**Questions asked after RFP Conference:**

**Q1. RFP Section 1.2.2 Service Components pgs. 10-13:**

Once our proposal is submitted, how will our role change from the past? Would #1-20 be our responsibility?

**A.** If a proposal is selected, that vendor would need to deliver or ensure delivery of all the items listed in #1-20 of section 1.2.2.

**Q2. RFP Section 1.3 Employee Qualifications- pg. 15**

**Criminal Record Check:** Great Oaks runs background checks at the Health Professions Academy and Scarlet Oaks through the National Webcheck database. Can our employees get their backgrounds from Great Oaks or must they go to Cincinnati, Hamilton Co. or local Police or Sheriff's department? Do the BCII and criminal record transcript on our employees need to be included in the proposal?

**A.** No. Employees must obtain statewide criminal records checks through BCII and obtain criminal record transcripts from Cincinnati Police department, Hamilton County Sheriff's office (or local police and sheriff's department).



Criminal records checks do not have to be included with proposal. Each employee must fill out a "Release of Personnel Records and Criminal Records Checks" form (Attachment F in the RFP) and kept in each employee's employment file, along with background checks.

**Q3. RFP Section 2.2 (B) Service and Business Deliverables, pg. 17 & 18:**

"The selected vendor will be required to perform data entry/updates into state and local databases. This will include both daily and monthly reports involving assignments, cooperation, and participation."

What type of daily and monthly reporting would be required of us?

**A.** Things such as daily reporting of signing the case plan and/or IOP, monthly participation reporting, updating employment or income, sanction/compliance, etc. The selected vendor will be required to document and report any changes that might affect work participation and reflect compliance and participation in CCMEP.

**Q4. RFP Section 2.2.1 Program Components, pg. 18-19:**

**Question 3, Assessment of Basic Skills-** The WorkKeys assessment is required for admission into our programs but is not listed as one of the basic skills assessments. Who is responsible for providing the basic skills assessments?

**Questions 4 & 12, Development of an individual opportunity plan, which includes –**

Would we be required to complete an individual opportunity plan?

**Question 14, Providers should briefly describe how they will deliver relatively more intensive services to participants who meet one or more of the criteria below:** We do not deliver these services; we occasionally make referrals but more often than not, we refer them to their caseworker. Is this acceptable? What is your expectation for our role in this process?

**Questions 15-18, 21, 22, 26-29:** We do not see our role to include case management oversight. Is this something you are expecting from us?

**A.** Yes.

**Q5.** Define how Community Link would interact with the new CCMEP provider/process. I know that their contract is up later this year, so I am using their name as a placeholder. I assume they will re-bid for the position, but I realize that there will be a process. Is the idea that they would handle the non-CCMEP OWF recipients?

**A.** The non-CCMEP OWF recipients would be served by the OWF Work Participation Vendor.



- Q6.** Our program currently has an FSET/SNAP contract with HCJFS, and the max reimbursement for an eligible student is 5K. If our costs per student exceeds that amount, can we recoup the remaining costs from the CCMEP funds? Is this allowed or would be considered double-dipping and disallowed?
- A.** No. This would be disallowed.
- Q7.** What is max/min award?
- A.** While we do not currently know the exact amount of funding available, we expect the level of CCMEP funding to remain close to the current amount which is \$4.1 million.
- Q8.** The budget document leads us to believe this will be staff salary-based recoupment. Or will it be student milestone model of recoupment (50% for training, 50% for completion)?
- A.** This will be a cost-reimbursement contract for all allowable, incurred and documented costs, including salaries. HCJFS shall pay the contract holder an incentive only if they quantify and document success or failure in the four measures detailed in attachment M within 60 days after the end of the original or any optional renewal contract terms. Please note that the 2<sup>nd</sup> page of Attachment M states: "Each incentive and associated outcome(s) are subject to negotiation at initial contract year and may be adjusted with each renewal year."
- Q9.** The priority for voluntary participants is age 14-17. What percent of participants should be "in-school"?
- A.** There is no set percentage.
- Q10.** What method is allowable to distribute incentives? Are gift cards allowed? Would a check have an impact on JFS benefits, like cash assistance or SNAP?
- A.** Please refer to <http://jfs.ohio.gov/owd/CCMEP/FAQ/> for information about when incentives are allowable.

