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**HCJFS REQUEST FOR PROPOSAL
PARENTING ENRICHMENT SERVICES
RFP #SC03-17R**

ADDENDUM 1

Section 2.3 Budgets and Cost Considerations in the RFP, letters A and B currently read:

- A. HCJFS anticipates services will begin approximately June 1, 2017. Provider must submit a Budget and a calculation of the Unit Rate for the initial Contract term that Provider understands will be used to compensate Provider for services provided. In addition, if Provider is requesting an increase in costs for renewal years 1 and 2, you must complete the data sheet in the budget that lists each budget line item with an estimated expense amount and percentage increase from the prior year. Budgets and Unit Rates must be submitted in the form provided as Attachment C. Contracts will be written for the initial term of one (1) year with two (2) one year options for renewal.

Set Rate Ancillary Services:

1. \$00.00 per diem for Baby Rate Unit of Service performed by Provider; and
2. \$00.00 per hour for Individual Aid Unit of Service performed by Provider.



Adult Services/421-LIFE • Cash Assistance • Child Care Services
Child Support Services • Children's Services/241-KIDS • Employment and Training
Food Stamps • Medicaid •

For renewal years, any increases in Unit Rates will be at the sole discretion of HCJFS, subject to funding availability and Contract performance, and will be limited to no more than 3% of the Unit Rate of the prior term. HCJFS does not guarantee that the Unit Rate will be increased from one Contract term to the next. Nothing in the RFP shall be construed to be a guarantee of any Unit Rate increase.

- B. Provider must warrant and represent the Budget is based upon current financial information and programs, and includes all costs relating to, but not limited by, the following:
1. Case management;
 2. Transportation; and
 3. Other direct services needed to accurately calculate the cost of a unit of Service (the “Unit Rate”), e.g. insurance, respite care, administration.

All revenue sources available to Provider to serve children in emergency placement identified in the Scope of Service shall be listed in the Budget, and utilized, where permissible, to reduce the Unit Rate. All costs must be specified for the various parts of the program. Cost must be broken down by type of work as well as classifications for staff, i.e. senior program manager vs. lower level position.

The Unit Rate for each service proposed for each Contract year must be listed on the Cover Sheet, Attachment A.

Change to read:

- A. HCJFS anticipates services will begin approximately October 1, 2017. Provider must submit a Budget and a calculation of the Unit Rate for the initial Contract term that Provider understands will be used to compensate Provider for services provided.



In addition, if Provider is requesting an increase in costs for renewal years 1 and 2, you must complete the data sheet in the budget that lists each budget line item with an estimated expense amount and percentage increase from the prior year. Budgets and Unit Rates must be submitted in the form provided as Attachment C. Contracts will be written for the initial term of one (1) year with two (2) one year options for renewal.

For renewal years, any increases in Unit Rates will be at the sole discretion of HCJFS, subject to funding availability and Contract performance, and will be limited to no more than 3% of the Unit Rate of the prior term. HCJFS does not guarantee that the Unit Rate will be increased from one Contract term to the next. Nothing in the RFP shall be construed to be a guarantee of any Unit Rate or increase.

- B. Provider must warrant and represent the Budget is based upon current financial information and programs, and includes all costs relating to, but not limited by, the following:
4. Case management;
 5. Transportation; and
 6. Other direct services needed to accurately calculate the cost of a unit of Service (the “Unit Rate”), e.g. insurance, respite care, administration.

All costs must be specified for the various parts of the program. Cost must be broken down by type of work as well as classifications for staff, i.e. senior program manager vs. lower level position.

The Unit Rate for each service proposed for each Contract year must be listed on the Cover Sheet, Attachment A.

