



**Board of Commissioners:**

Denise Driehaus, Stephanie Summerow Dumas, Todd Portune

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

**Director:** Moira Weir

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

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

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

222 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-1408 • Fax: (513) 946-2384

E-mail: carsos01@jfs.hamilton-co.org

June 21, 2019

**HCJFS REQUEST FOR PROPOSAL  
TRADITIONAL FAMILY FOSTER CARE AND  
TREATMENT FOSTER CARE PLACEMENT SERVICES  
RFP SC03-19R**

**ADDENDUM 3 (REVISED)**

**Questions asked after RFP Conference:**

**Q1.** Are there any requirements/credentials for staff who will be conducting visitation other than participating in the training?

**A.** That will be up to Providers.

**Q2.** Can foster parents conduct visitations, and if so are there requirements?

**A:** Yes, if foster parent is trained.

**Q3.** Do we need to provide a separate, detailed budget that carves out visitation and individual aid?

**A:** No. those are fixed rates set by HCJFS. They do not need to be included in the budget.

**Q4.** During the conference, you stated that the narrative should start at Section 2.2.1 – Program Components. May an applicant write a response to 2.2 Service and Business Deliverables if they would like to state their competitive advantage as described in that section?

**A:** Yes, please follow the format described in Section 2.0 (C) – Proposal Organization.



**Q5.** In section 2.2.1, under Letter O, #13 asks for “number of child/youth per foster home,” is this referring to all children in the home or only foster children?

**A:** We are looking for program outcomes, so you only need to include foster children.

**Q6.** Are the independent audit, property tax declaration and 990s required with the proposal or only once we are actually contracted with?

**A:** Section 2.6 – Financial Documentation does not need to be submitted with proposal. This documentation needs to be submitted if your proposal is accepted and prior to final approval by the Board of County Commissioners.

Section 2.7 – Declaration of Property Tax Delinquency does not need to be submitted with proposal. If your proposal is accepted, this form must be submitted during Contract negotiation.

**Q7.** For family visitation services, is it preferred to have foster parents supervise these visits over provider agency staff?

**A:** That is up to the Providers.

**Q8.** In section 1.2.2, #20 (on page 15) identifies that “computers and internet access” must be available in the foster home. Would it be approved for foster families to access the internet and computers at a local library or the child’s school if they do not have internet in the home or the connectivity isn’t available?

**A:** The requirement states that computers and internet access must be available for the children “in the foster home.”

**Q9.** When is the training for agency staff regarding visitation services?

**A:** It has not yet been scheduled, but we hope to have it scheduled in the summer or early fall.

**Q10.** Please explain the expectations and requirements for each of the three levels of visitation.

**A:** That is part of the training that will be provided.

**Q11.** If a language interpreter is needed for a youth, are the costs for the interpreter service paid by the County or the Provider? If the Provider pays, is the per diem increased for youth who will require an interpreter?

**A:** Costs are paid by Provider. The interpreter expenses are to be included in the unit rate. There will be no difference in unit rates.

**Q12.** Will the county be providing transportation to the child’s school of origin?

**A:** Once transportation is coordinated with the school, the transportation will be provided if it is determined that it is in the child’s best interest to remain in the school of origin. However, until that transportation is worked out with the school (or the best interest determination is made) transportation will continue to be required by the networks.

- Q13.** If transportation to school is not provided by the County, should Providers include the cost of transportation in their cost proposal?
- A:** Yes. It should be part of the unit rate.
- Q14.** Will the same transportation services be provided to youth in all levels of care?
- A:** Yes.
- Q15.** Will the per diem rate be increased for youth at a lower level of care requiring short-term intensive interventions at a higher level of care?
- A:** If the level of care tool supports an increase, we will agree to the increase.
- Q16.** Will there be an increase in the per diem for the short-term wrap-around services?
- A:** If the level of care tool supports an increase, we will agree to the increase.
- Q17:** Are wraparound services expected for all levels of care or high level of care placements only?
- A:** We expect foster parents to be supported so that they can meet the high level of care needed when we are paying that rate.
- Q18.** Is the “BUDGET-Example” document provided by the County the template providers are to use to create the budget?
- A:** Attachment C – Budget and Instructions – has the Excel budget to be used by Providers and submitted with proposal. The unlocked Excel budget was e-mailed to registered Providers as an attachment to Addendum 1.
- Q19.** On Attachment F – Release of Personnel Records & Criminal Records Checks, what are the dates of Authorization and Expiration to be used? The contract period, or calendar year?
- A:** Attachment F should be in each employee’s personnel file and the dates to be used is for the contract period.
- Q20.** Page 3 of Attachment A, Cover Letter, asks if Provider is willing to provide Visitation Services at the rates provided by the County.
- What are the expectations related to providing the service?
- A:** This information will be provided during the training.
- Is the Provider supervising the visit? What are the documentation requirements on the Provider?
- A:** If the Provider agrees to supervise visits, it will be up to them who provides that supervision as long as that person has received the training. The training will provide the requirements for documentation.

- Will there be any payment if a parent is a no show?

**A:** There is not a payment for visitation if the parent does not show.

- What, if any, safety or training protocols are required by the County for the Provider to follow? Does the Provider follow its own safety procedures for the visitation?

**A:** The Provider will need to follow its own safety procedures for the visitation.