

March 25, 2020

**HCJFS REQUEST FOR PROPOSAL  
HCJFS WORKFORCE TRAINING,  
INDUSTRY RECOGNIZED CERTIFICATIONS  
FOR SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP E & T) PARTICIPANTS  
AND TANF PARTICIPANTS  
RFP SC03-20R**

**ADDENDUM 1**

Replace Section 3.1 of the RFP in its entirety with the following Program Schedule:

**3.1 Program Schedule**

**ACTION ITEM**

**DELIVERY DATE**

<b>RFP Issued</b>	<b>March 6, 2020</b>
<b>Deadline for Receiving Final RFP Questions</b>	<b>March 19, 2020</b>
<b>Deadline for Issuing Final RFP Answers</b>	<b>March 26, 2020</b>
<b>Deadline for Registering for the RFP Process</b>	<b>March 19, 2020</b>
<b>Deadline for Proposals Received by RFP Contact Person</b>	<b>May 14, 2020</b>
<b>Anticipated Proposal Review Completed</b>	<b>Week of May 26, 2020</b>
<b>Anticipated Start Date</b>	<b>June 1, 2020</b>

- Q1.** Is this RFP separate from our current executed contract FY20?
- A.** Yes.
- Q2.** Is this RFP required for our FY21 renewal?
- A.** Yes.
- Q3.** Is there an RFP meeting or anything else I should know about before the 3/19 deadline?
- A.** There is not an RFP Conference for procurement SC03-20R. The program schedule is outlined in Section 3.1 of the RFP. Providers who registered for this RFP will receive notice through an addendum of any changes to this RFP, as outlined in Section 3.8 of the RFP.
- Q4.** Will the April 9<sup>th</sup> RFP deadline be adjusted to accommodate the rapidly evolving COVID-19 situation?
- A.** Refer to Program Schedule above.
- Q5.** Will the RFP be adjusted to allow for online submission to accommodate the rapidly evolving COVID-19 situation? The previous RFP required notarized documents, as well as in-person submission. Given the current professional and social landscape, it remains uncertain whether this will be possible for many applicants.
- A.** The only document needing notarization is the Declaration of Property Tax Delinquency. This form does not need to be submitted with proposal. If your proposal is accepted, this form must be submitted during contract negotiation.
- There is no capability to submit proposals electronically at this time. Procedures are in place for proposals to be received at HCJFS if Provider doesn't make arrangements for proposals to be delivered by a third-party delivery organization.
- Q6.** What are the implications on our SNAP contract if we decide to move our trainings online?
- A.** Per the RFP, "Training services should be in a classroom/instructor led setting for this population (no virtual training) and potential bidders must have their own training facility."
- Q7.** What are your protocols in moving from on-site classes to remote learning, even in the short-term?
- A.** That may be an option, subsequent to procurement for a brief period of time, however the proposal must be for instructor led training.



- Q8.** What are the approval processes that we need to follow?
- A.** Primary funding is PRC. Your agency can refer potential students to HCJFS for PRC funding screening if you have determined them to be likely to complete the training successfully. We will have an individual PRC SPOC identified.
- Q9.** What remote documentation will be needed to continue to bill, etc.? Is there any flexibility to provide e-signatures instead of originals?
- A.** E-signatures are fine. Billing will include an invoice on your letterhead attached to written authorization to bill issued by Kevin Holt.
- Q10.** If we are unable to meet certain student goals per contract terms, are we allowed a no-cost extension?
- A.** No. However, presuming nominally satisfactory performance, we hope to renew these contracts for multiple one-year terms.
- Q11.** Can we re-apply if we applied in early 2020 and were not selected?
- A.** RFP SCO3-20R was issued on March 6, 2020. HCJFS welcomes all interested Providers to register for the RFP and to submit a proposal. If you were not selected in a prior procurement, we are sincerely eager for you to propose again if you offer services solicited in this procurement.
- Q12.** Does the required background check (Section 1.3 of the RFP) mean those working directly with the program cannot have a criminal record? We do support second chance hiring. What, if any, are the regulations here?
- A.** Yes, this refers to all employees who will be working directly with the program. All Providers must comply with ORC 2151.86.
- Q13.** For the three letters of reference, are you looking specifically for program graduates, partners or employers; or will any of those fit the requirements?
- A.** Reference letters from other organizations your agency has done business with that is similar to the services requested in RFP SCO3-20R. Your choice of referral entities is important to us. Selection of a respected employer who has made extensive use of your services would be great, or a similarly familiar and respected community partner agency, for example.

