

**Board of Commissioners:**

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August 31, 2020

**HCJFS REQUEST FOR PROPOSAL  
COORDINATION SERVICES FOR  
RENTAL ASSISTANCE FOR PRC  
HOMELESS CONSUMERS  
RFP SC04-20R**

**ADDENDUM 1**

- Q1.** Can you clarify the services expectation of Providers? The RFP proper refers to a Providers ability to write checks on behalf of HCJFS. However, the sample contract refers to additionally providing housing services, i.e. determining housing needs and finding suitable placements.
- A.** Please disregard the substance of the sample contract. The selected vendor in this case will have a single purpose. They will act as a payor for services authorized by to vendors identified by HCJFS.
- Q2.** For Section 2.5, do you want the qualifications of the Agency executives, the staff running the program, or both?
- A.** Both – Agency Director, CFO or Fiscal/billing personnel, and personnel who will be working directly with the program, i.e. Trainer.
- Q3.** Are there dollar maximums for the clients receiving financial assistance?
- A.** No. Typically, the maximum would be \$3,000.00 per customer per year, but that could increase depending on changes in policy or additional funding sources.
- Q4.** Are there administrative costs provided for in the budget?
- A.** Yes, if they are reasonable with a credible budget narrative.

- Q5.** RFP page 12. Is the financial documentation requested under section 2.6 to be submitted with our proposal response or at the time of contract award?
- 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.
- Q6.** RFP page 12. Is the Declaration of Property Tax Delinquency requested under section 2.7 to be attested to in our proposal response or at the time of contract award?
- A:** 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.** RFP page 21 references a “Review Committee Rating Sheet.” Can a copy of this Rating Sheet be shared with the Q&A?
- A:** Section 4.11 of the RFP – Public Record Requests Regarding this RFP - explains any documents related to this RFP shall not be available until after the award of the Contract(s).
- Q8.** What are the anticipated number of checks to be cut in a 12-month period?
- A:** Our intention is to fund rents/deposits through this contract in an amount between \$300,000.00 and \$1,000,000.00 per year. HCJFS is interested in selecting a single Provider (pass-through entity) to coordinate a high volume of rental assistance to PRC eligible consumers. The average current approval is \$1,600. Based on recent historic data, we would expect to request 200 to 700 checks per year. That could grow.
- Q9.** What is the current average payment of check in the last 12 months?
- A:** \$1,600.00.
- Q10.** What is the average number of vendors/landlords that checks are issued to?
- A:** 180.00.
- Q11.** Is there a current contractor for the Rental Assistance scope of work? If so, who is the incumbent contractor.
- A:** There is not a current vendor for this contract.
- Q12.** How does HCJFS expect referrals will be sent to the Vendor?
- A:** We will e-mail a basic spreadsheet with a client name, dollar figure, date span reflecting months covered for inclusion on the issued check, and a vendor name and e-mail and/or phone number.



**Q13.** Can you please confirm the relationship with Hamilton County Department of Job & Family Services will be as a vendor (and not as a sub recipient)?

**A:** The relationship will be as a vendor and not a subrecipient.

**Q14.** Section 2.5, can you please confirm you want job descriptions for CFO, Director, administrators, staff and supervisors (per p.14)?

**A:** See response to question 2.

**Q15.** Are you requesting resumes for Trainer, Agency Director, Fiscal/billing personnel? We don't have a Trainer position.

**A.** We do not need a trainer resume.

**Q16.** RFP Checklist & Attachment A-1; where in the proposal should we include the RFP checklist and Attachment A-1?

**A:** The Program Component Checklist, Attachment A-1, should be attached after the Cover Sheet, Attachment A.

**Q17.** Attachment E - Do we need to submit within the proposal an Attachment E for each individual who will be potentially working on the program, or just have those on file at our office?

**A:** Attachment E – Release of Personnel Records & Criminal Records Checks – does not need to be submitted with proposal. For audit purposes, this form should be kept in each individual's employee file.

**Q18.** Budget Template - Unemployment Taxes - There is a reference to unemployment taxes on the first \$7k of wages. JFS will reimburse for up to the \$9k currently taxed in Ohio correct?

**A:** Please disregard the reference to unemployment taxes on the first \$7k of wages. Unemployment Taxes are based ONLY on the first \$9,000 of the employee's salary.