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January 15, 2019

**HCJFS REQUEST FOR PROPOSAL
TRAINING FOR SUPPLEMENTAL
NUTRITION ASSISTANCE PROGRAM
EMPLOYMENT AND TRAINING
(SNAP E & T) PARTICIPANTS and
TANF TRAINING PARTICIPANTS
RFP SC05-18R**

ADDENDUM 1

Q1. I read in section 1.2.2. that virtual training is not acceptable. Our programs are delivered through our Online Live Platform. Here are more details:

The New Horizons Online LIVE platform effectively delivers our unrivaled Traditional Instructor Led Training learning experience directly to students at the New Horizons center or anywhere the student wants to take the class (home, work, etc.).

Just like our physical classrooms, students attending training through Online LIVE have a real time, live instructor led student experience. The live instructor teaches the course and provides the opportunity for students to ask live questions via voice or instant message (IM) questions during the live training event.

Online LIVE provides a rich, engaging, live classroom environment that allows students to easily interact with instructors and fellow students in-person and virtually.

In addition, just like our traditional instruction, Online LIVE classes include New Horizons Labs on Demand to provide access to the technologies covered in the training. This allows students to test, apply, and practice the skills they are learning on real equipment in real time. Lab materials are also available outside of class times so that students can continue to study and learn real world applications.



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

- Live synchronous instruction, Students attend training at a New Horizons facility or from an outside location.
- The largest Guaranteed-to-Run course schedule in the world.
- Access New Horizons' complete set of industry-recognized training with authorized courseware from Microsoft, Cisco, Citrix, CompTIA and other leading technology vendors.
- Learn from the same experienced, top-tier instructors you'll find in New Horizons Training Centers.
- Use Labs on Demand to gain online access to the same client and server technologies we cover in our courses—so you can test, apply and hone your skills on real equipment accessed over the Internet.
- Reinforce what you've learned and gain hands-on experience by accessing labs before and after class.

Is this acceptable for us to move forward with responding to the RFP?

A: As long as the Provider offers a location equipped with the tools necessary to take the training, then on-line live platform training is acceptable.

Q2. On the Cover Sheet "Training For" what goes on that line? Does SNAP/TANF go on the line?

Training for _____ for Initial Term 2/1/19-9/30/19

Total Training Cost \$ _____

A: Fill in the blank with whatever type of training you are proposing. An example of this would be: Training for STNA certification for . . .

Total Training Cost is everything included on the Training Cost Detail page (Attachment C) per year per training. No need to specify type of funding (SNAP/TANF). If provider is only proposing one type of training, then only complete one box for a given year.



- Q3.** Section 2-B – Vendor Responsibility – of the sample contract states: The Vendor should complete a Tuition Costs and Training Periods form, which should accompany all training requests and will include all such funding sources which support the training request.

What is the Tuition Costs and Training Periods form? Is this a TPEF and/or PRC form?

A: Yes. This is the Training Provider Exploration Form (HCJFS 5215). Use of this form (or a modified version of this form) will be discussed with the vendor upon proposal selection. This form is a sample and any final forms will be discussed with the vendor during contract negotiations with any vendor.

- Q4.** Section 3-B – Billing and Payment - of the sample contract states: Original invoices, signed by Vendor, will be sent to HCJFS within thirty (30) days of enrollment and again at within thirty (30) days after completion. Vendor shall make all reasonable efforts to include all service provided during the service period on the invoice.

Section 3-D of the sample contract states: HCJFS requires that the Vendor adhere to HCJFS's payment policy, not their individual practices. The HCJFS policy is to pay the Vendor 50% of the total cost at the start of the training and 50% upon completion. However, HCFJS will allow exception to pay 100% for consumers who are unable to complete their training before the end of the contract period. Vendor must inform appropriate HCJFS staff by email or in writing (within 30 business days) when a consumer drops out or discontinues for any reason. The appropriate refund or credit will be established with the HCJFS. E. Submit required reports to HCJFS by the tenth (10th) day of the following

Since our programs are short term 2 -5 weeks can we send one invoice for the total amount within 30 days of enrollment?

A: For short-term trainings (2 – 5 weeks) Provider may send one invoice within 30 days of enrollment. However, the vendor must inform appropriate HCJFS staff by email or in writing (within 30 business days) when a consumer drops out or discontinues for any reason. The appropriate refund or credit will be established with the HCJFS.

- Q5.** Students have other expenses such as FBI & BCII backgrounds, Workkeys, scrubs, shoes, physical, 2 step TB, flu vaccination, immunizations. Would JFS be able to pay for some or all of these things? Can students receive gas/bus cards?

A: Yes. Please refer to Section 1.2.2 Service Components of the RFP (page 7) and use attachment C Training Cost Detail to outline expenses for total training cost. This includes gas/bus cards.



- Q6.** Section 3-F of the sample contract states: All invoices should include the name and a unique identifier for the SNAP E&T consumer, and supporting documentation for tuition, fees and other training related costs.

What is the student's unique identifier? Social security number?

A: The unique identifier is the Social Security Number.

- Q7.** Section 14 - Non-Discrimination in The Performance of Services - outlines the LEP accommodations requirement. Our institution offers free ESOL classes to assist any student to increase their English skills before entering the program to maximize their success BUT in order to work as a State Tested Nursing Assistant (STNA), individuals must pass the state test and be placed on the Nurse Aide Registry. The Ohio Department of Health contracts with D & S Diversified to perform all testing in Ohio. At this time, we are not aware of any accommodations for individuals with LEP for the state test. Our understanding is that anyone who takes the state test—both the written and skills portions—must be English proficient as all testing is performed in English. We therefore, do not provide accommodations in any of our STNA classes for LEP students. We know that they will need to be proficient enough in the English language in order to take and pass the state test.

Is what we offer going to be sufficient enough?

A: Yes. What you offer is sufficient.

