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January 12, 2018

**HCJFS REQUEST FOR PROPOSAL  
YOUTH SERVICES UNDER THE  
WORKFORCE INNOVATION AND  
OPPORTUNITY ACT (WIOA)  
RFP SC08-17R**

**ADDENDUM 1**

**Questions asked before RFP Conference:**

**Q1.** What was their cost per last PY for both enrolled and exited youth?

**A.** The cost per youth is not based on enrolled/exited youth. The cost per youth is based on estimated expenses and the number of youth served.

Provider 1 (In School Youth) - \$3376.10 per youth

Provider 2 (Out of School Youth) - \$3258.33 per youth

Provider 3 (Out of School Youth) - \$1600.00 per youth

Please keep in mind that the cost per youth varies depending on the types of services being provided, the Provider's program components and the number of youth that each Provider is serving.

**Q2.** Is a transition budget available if a new provider wins the RFP bid?

**A:** No. No transition or start up budget.



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

**Q3.** What were the year ending performance numbers last year?

**A:** Education, Training, or Employment 2nd quarter after Exit = 65.6% Exceeds  
Education, Training, or Employment 4th quarter after Exit = 65.8% Exceeds  
Median Earnings 2nd Quarter after Exit = \$2,211 Meets  
Effectiveness in Serving Employers: Retention = 34.1% Failed  
Credential Attainment = 50.8% Meets  
Measurable Skill Gains = 44.4% Exceeds

**Q4.** How many OSY and ISY were enrolled last year?

**A:** ISY enrollments for the last program year were 112, enrollment goal was 85, and total served was 142. OSY enrollments last program year were 261, enrollment goal was 481 and the total served was 606.

**Q5.** How many OSY and ISY are predicted to roll over to the new as active cases and cases in follow-up?

**A:** Almost all, about 98%, of the ISY will be in follow-up at the beginning of the new program year with about 2% carrying over as active participants.  
Seventy percent of OSY will carry over as active participants with 30% carrying over in follow-up.

**Q6.** Per the RFP, the following statement reflects that “services delivered to youth who are WIOA/CCMEP eligible, but not WIOA/CCMEP enrolled must be paid TA non WIOA and non-traditional TANF funds.” Does this imply other funding is available or is this services deliver a responsibility of another operator?

**A:** It clearly states that there are other funding sources. You can google CCMEP and learn more about this state TANF approach so as to be responsive in your Bid.

**Q7.** Will you please provide current PY budget number for estimating purposes?

**A.** We currently are under contract for \$1,500,000.00 for the period of 7/1/17-6/30/18.

**Q8.** Please provide number of existing staff and the salary expectations.

**A:** As the Workforce Board, known as SWORWIB (Southwest Ohio Region Workforce Investment Board – the required entity for the WIOA Local Area #13 Cincinnati/Hamilton County which has issued the RFP) we expect competent bidders to win the RFP process. Part of our expectation on competence is based on the bidder’s ability to access and project staff need and know the market well enough to determine relevant salary ranges. Please do not expect to be provided the very information from us that the SWORWIB expects of the bidders.



**Q9.** What certifications/licensing are you looking for and how do we obtain these certifications?

**A:** If you are referring to question 1 in Section 2.2 under Licensure, Administration and Training, this is standard RFP boilerplate language. There is no required licensure for this service. However, if your agency is required to be licensed as an agency performing other services (i.e. foster care, group home, etc.) then question 1 must be addressed.

**Q10.** What are you looking for in regard to annual reports? What is an acceptable document? Tax returns, bank statements, etc.?

**A:** An Annual Report documents an agency's work over the past year. If your agency produces an annual report and you intend to respond to this RFP, please include as part of your original proposal. To see examples of an annual report, go to [http://www.sworwib.org/wp-content/uploads/2017/11/SWORWIB\\_16-17-Annual-Report-WEB.pdf](http://www.sworwib.org/wp-content/uploads/2017/11/SWORWIB_16-17-Annual-Report-WEB.pdf) for an example. You will also find information on youth performance in each of the Annual Reports of the SWORWIB.

**Q11.** Page 16, D. 3. Lists several program elements that must be delivered by the provider. There are eight elements listed. Page 22, 3. Also lists elements that must be delivered by the provider. There are three elements listed. Can you please clarify?

**A:** WIOA has 14 program elements as listed in Section 1.2.4 on page 12. D-3 explains that some elements (listed) must be delivered by the provider while some are referred to other organizations. Page 22, 3 is stating that the description of how these services will be provided must be included in the proposal. The list of the 14 elements are attached as part of this Addendum.

**Q12.** Page 20. 2.0 states that the narrative must not exceed 15 pages. Can you clarify what is included in the 15 page limit (is it all of the things listed on page 49, the Program Components Checklist?)

**A:** The narrative is a detailed description of your budget and must be confined to 15 pages. Please refer to Section 2.3 – D of the RFP. The narrative is included as part of the 300 page proposal limit.

**Q13.** Page 23 B. 1. Explains calculation methodology for cost per exited youth. It does not include any mention of youth that will carry forward from the prior period of service (whether by the incumbent or a case assumed by a new provider). Should carry-forward youth be included in this calculation?

**A:** The SWORWIB is relying on the bidder to inform us of their calculations. Carry-forward youth are included and if necessary we adjust the contract amount when we are clear about the transition carry-forward and number in "follow-up year".



**Q14.** Page 29 2.6 Provides a list of financial documents needed prior to contract award. Are these to be submitted with the proposal?

**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.

**Q15.** Page 49, Program Components Checklist, Section B. has six questions listed. However, it refers to Page 23 B. of the RFP, which lists only two questions. Can you please clarify?

**A.** Program Component Checklist – Attachment A-1 has been corrected and will be sent to Registered Providers electronically. The corrected Checklist will also become part of Addendum 1 and posted to HCJFS' website.

**Q16.** Page 145, release of Personnel records and Criminal records Check – is this to be signed by employees and submitted with the proposal or is it for our information only?

**A:** Release of Personnel Records and Criminal Records Checks do not need to be included with proposal. One must be kept in each employee's file for audit purposes.

**Q17.** Can you provide information on estimated funding available for this RFP by category? (ISY/OSY, WIOA/TANF (CCMEP))

**A:** CCMEP WIOA – Current allocation is \$1,000,000.00 for the period of 7/1/17-6/30/18. We will not know what the allocation will be until closer to July. We do not anticipate that the WIOA funding will increase, if anything we expect a decrease. There are no guarantees with the allocations.

**Q18.** Can you provide service (enrollment), performance, and funding levels for the currently contracted youth service providers?

**A:** Refer to responses to questions 3 and 4 above for enrollment and performance. The current funding level for the contracted Providers is \$1,500,000.00.

CCMEP WIOA - \$1,000,000.00

CCMEP TANF - \$500,000.00 (TANF funds are allocated to Provider based on the percentage of TANF Eligible Youth in their caseload.

**Q19.** Section 2.8, A(3) asks for a copy of appropriate licensure. As a for-profit company that conducts only workforce development services, we are not aware of any licensure requirements (other than having a valid business license). Can you please clarify?

**A:** Refer to response to question 9 above.





## 14 Program Elements

- 1) Tutoring
- 2) Alternative secondary school services, or dropout recovery services
- 3) Paid and unpaid work
- 4) Occupational skill training
- 5) Education as workforce preparation
- 6) Leadership development opportunities.
- 7) Supportive services.
- 8) Adult mentoring
- 9) Follow-up services for at least 12 months after completion
- 10) Comprehensive guidance & counseling
- 11) Financial Literacy Education \***
- 12) Entrepreneurial Skills Training \***
- 13) Employment information about in demand industry sectors in Area 13 \***
- 14) Youth preparation for and transition to postsecondary education and training \***

**\* Newer WIOA Elements**

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