

1575 North High St. Ste. 100
Hillsboro, Ohio 45133
#937-393-4278 (Main)
#937-393-4461 (Fax)



CHILD SUPPORT ENFORCEMENT AGENCY
PUBLIC CHILDREN'S SERVICES AGENCY
Katie Adams, Director

ADDENDUM 1
RESIDENTIAL TREATMENT RFP
SPRING 2017

RFP Pages 16-17, Section 2.0 (Provider Proposal) Paragraph #1 currently reads:

“All proposal pages will be numbered sequentially throughout the entire proposal beginning with – Section 2.1 – Cover Sheet and ending with Section 2.4 – Personnel Qualifications. The last sentence in paragraph 1 states that the proposal must contain all the specified elements listed below without exception, including all subsections therein:

- Section 2.1 – Cover Sheet
- Section 2.2 – Service and Business Deliverables:
 - Section 2.2.1 – Program Components
 - Section 2.2.2 – System and Fiscal Administration Components
- Section 2.3 - Personnel Qualifications

Paragraph #1 has been changed to read as follows:

“All proposal pages will be numbered sequentially throughout the entire proposal beginning with – Section 2.1 – Cover Sheet and ending with Section 2.4 – Personnel Qualifications. The last sentence in paragraph 1 states that the proposal must contain all the specified elements listed below without exception, including all subsections therein:

- Section 2.1 – Cover Sheet
- Section 2.2 – Service and Business Deliverables:
 - Section 2.2.1 – Program Components
 - Section 2.2.2 – System and Fiscal Administration Components
- Section 2.3 – Cost Consideration
- Section 2.4 – Personnel Qualifications

QUESTION:

As an out of county provider, can a proposal be submitted for consideration that does not include providing transportation to the home county (i.e. court, medical appointments, and visitations)?

ANSWER:

Yes, we will consider proposals that cannot meet all of the needs outlined in the RFP.

QUESTION:

Also to clarify, is **June 1** the deadline to submit proposals (mail or email)? The RFP mentions this date for “existing contracts” (?).

ANSWER:

The proposals can be submitted mail or email. We do not currently have a contract with you, so we will accept the proposals on an ongoing basis.

QUESTION:

RFP – Pg. 22 - I'm asking about Section 2.3 Cost Considerations. Through other counties they have requested a budget and cost consideration breakdown formatted in excel. It's pretty detailed with a lot of the things you ask for. Would you like to have a copy of what I have submitted to other counties in their RFP's? Would that be adequate answering Section 2.3 or do you have your own format you would like us to use? I have attached a sample of what I'm talking about.

ANSWER:

You are welcome to use what you have attached. We do not need a full budget breakdown, and a summary would suffice. Please feel free to attach anything you have already created as opposed to developing something new.

QUESTION:

What is the Highland County DJFS website?

ANSWER:

Highland County does not yet have a website dedicated to JFS, however, we have posted a .pdf of the RFP's on the Highland County website. The link is as follows: <http://co.highland.oh.us/legal-notices/> This week I will be sending out a document to all inquiring counties with the Questions and Answers posed by potential vendors. It will likely include an addendum due to the error in labeling Section 2. For those questions that are specific to a page, sentence, section etc., I will reference those points of reference. After I send a group email to all responding providers, I will be posting future addenda/questions and answers to the website above.

QUESTION: Attachment B-1, pg. 2 - What is the contract date for all 3 RFP's?

ANSWER:

The contract begin date for all providers with whom we have a current placement and a child-specific contract, is 7/1/17; for those providers (such as Oesterlen) who we do not have a current contact with, we are willing to accept RFP's on an ongoing basis. As noted in the RFP, Section 2.3 (Cost Considerations) Sub-Item A. and Sub-Item B:

A. "2.3 **Cost Considerations**

The Highland County JFS anticipates services will begin 7/1/2017.

B. The Unit Rate for each service proposed for the contract year must be listed on the Cover Sheet, Attachment A."

QUESTION:

Attachment B1, Article V, pg 2. "Provider Responsibilities **A and I** are deleted in their entirety." It is assumed this is a typo

ANSWER:

This is not a typo. Sub-Item A and Sub-Item I of Article V of Attachment B-1 reference the Case Plan services and the responsibility of the provider in the development and amendment of the case plan. These two sections are deleted from Attachment B and are essentially replaced by Article XXXIII of Attachment B-1.

QUESTION:

Section 1.3 Employee Qualifications, last paragraph, "Employees who have been convicted" (pg 16 of the Residential RFP): Will Highland DJFS be allowing a provision for Ohio's Rehabilitation laws?

ANSWER:

Highland County will allow a provision for the rehabilitation standards outlined in OAC/ORC. The verification that the employee has met the rehabilitation standards should be included in the RFP.

QUESTION:

The new contract requires a 1:5 staff/youth ratio during waking hours; the State of Ohio only requires a 1:10 staff/youth ration during waking hours. This will require the provider to hire more staff & the cost will be passed on to us in the per diem rate.

ANSWER:

Given that your current staff to child ratio is 1:10 during awake hours, it is fine to indicate that in the response. We are not summarily excluding vendors who cannot meet all of the requirements, however we will consider those things when evaluating the per diem. We are trying to establish consistency in expectations, not elevate costs for our partners. The contract language can be negotiated if changes are needed and agreed upon.

QUESTION:

Requirement for annual background checks for all staff; If this is going to be required, it will reflect in our per diem rate as well.

ANSWER:

In regards to the background checks for staff, please indicate how you ensure existing staff do not have any new convictions on their records that would exclude them from caring for children based upon the OAC. Again, we are not asking that you change you programming, just respond and indicate what you are currently doing (if anything) to ensure the safety of the children as it relates to the staff they interact with and possible criminal charges.

QUESTION:

Contract Language Negotiation--Will there be an opportunity to discuss / negotiate Contract Language prior to Signing contracts—assuming one is offered? Or, do you wish for questions, issues or concerns regarding the Contract language to be a part of the RFP responses?

ANSWER:

The language of the contract is negotiable, however, if there is something specific the provider cannot/does not provide as it relates to the service components in the RFP, please include those details in the proposal.