

ADDENDUM 1
TRADITIONAL AND TREATMENT FOSTER CARE RFP
SPRING 2017

RFP Page 14, 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:

RFP Pg. 7 - In 1.2.2 Service Components under letter G. - Case Management, it states "Case management will not provide direct therapy or counseling to the child or the foster parent." Does this prohibit staff who are appropriately licensed from providing both the case management and counseling services to the child and foster family if the position description is inclusive of both of these functions?

ANSWER:

If the staff is licensed to provide therapeutic services, and the position is framed as such in the position description, we would ask that you outline in the RFP response the process YAS utilizes to identify the funding source for the time the staff spends with the child/foster family. My concern is as follows: The case management functions would fall under the administrative dollars we pay in the per diem, and the therapy services would be billed to Medicaid. We need to ensure we are not paying administrative costs for functions also being billed to Medicaid.

QUESTION:

RFP Pg. 21 - Section 2.3, Cost Considerations, does not appear to require a full budget submission. Is only a narrative required?

ANSWER:

You are correct, a narrative is sufficient for Cost Considerations, we are not requiring a full budget.

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 Foster Care 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:

RFP Pgs. 17-18 - In the narrative (2.2.1) section, it appears that the sub list under letter T is actually a new question, letter U, and the sub list goes with that question. Is that correct?; Section T(a) – should "Daily Living" be a subsection of its own?

ANSWER:

- Section T should not have any subsections; Section T should end with ".....stability of placements."
- The RFP language that should be Section U is as follows "Provide a detailed curriculum and service delivery components designated to promote self-sufficiency and independence for all youth age 14 and older. Describe how the youth's case plan goals will include goals for emancipation and address the following skills."
- Section U, Sub-section A should read: Daily Living; Section B - Securing and Maintaining a Residence; Section C - Home management etc.

QUESTION:

RFP – Pg. 17 -Section O – could you provide further explanation on what you’re seeking in the following subsections?

(k) – Education outcomes for youth

(p) – Education outcomes

ANSWER:

This is duplication of sub-sections. We are only looking for one sub-section which explains the educational outcomes of the youth placed through the responding network.

QUESTION:

RFP Pg. 19 Section 2.2.2 (System and Fiscal Administration Components). Question C - Are the three requested references for our organization or for any subcontractors that we may have?

ANSWER:

The three requested references in “Subsection C” are for subcontractors only.

QUESTION:

RFP Pg. 19 Section 2.2.2 (System and Fiscal Administration Components). Questions H through J - We are asked to provide copies and forms as well as a copy of our brochure. Do you want these items included within the center of the proposal, or can we add them as attachments or appendices at the end of the proposal?

ANSWER: These can be added as attachments or appendices, whichever you prefer.

QUESTION:

RFP – Pg. 20-Should we include names or just job titles on the organizational chart and in other sections of the proposal?

ANSWER:

Please use only job titles on the organizational chart and elsewhere in the proposal.

QUESTION:

RFP Pg 23. Section 2.4 (Personnel Qualifications). Question D – Question D asks for professional references on staff resumes. Two paragraphs later we are asked to redact all personal information, including the person's name, and to include the resumes using the person's job title. How do we include a professional reference on their resume if we do not include their name?

ANSWER:

Redact the name of your staff on their resumes and replace it with their job title; if the resume provides specific reference information (many do not as everyone tends to use "References Provided upon Request") you can redact the name of the reference and just leave their role/organization if provided.

QUESTION:

RFP Page 24, Section 3.4 (Provider Disclosures) This section requires that we disclose pending or threatened court actions. We do not have any pending court actions. Is there a specific location in the proposal where we should note that there are no actions listed against us? We would like to include a message in the correct location so that we remain in compliance with the RFP.

ANSWER:

A statement about the absence of pending court actions can be included in Section 2.2; Sub-Section N – Licensure.

QUESTION:

RFP Page 25, Section 4.0 (Submission of Proposal). - Is there a specific location within the proposal document that you would like us to certify that the proposal and pricing will remain in effect for 180 days?

ANSWER:

The statement of certification that the proposal and pricing will remain in effect for 180 days is included in Attachment A

QUESTION:

Attachment A—Cover Sheet for Independent Living Proposals. Provider **did not receive** a copy of an **Attachment A—Cover Sheet for Foster Care Proposals**—I am simply deducing that an Attachment A for Foster Care is needed and that a simple clerical error occurred in the “packaging” of Provider’s letter, RFPs and Attachments.

ANSWER:

You are correct, Attachment A is applicable to Foster Care as well. Please see above as I have included this in my response.

GENERAL QUESTIONS

QUESTION:

Is Attachment A available in a writeable format such as Microsoft Word or Google Doc?

ANSWER:

Attachment A and Attachment C are both available in Microsoft Word and are attached (and can be obtained by emailing karen.sauers@jfs.ohio.gov).

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.

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:

RFP Page 23, RFP Questions -Is there a date after which questions will no longer be answered?

ANSWER: We are accepting questions on an ongoing basis.

QUESTION:

RFP Page 23, RFP Questions - Will responses to questions be sent via email?

ANSWER:

All responses to questions will be sent via email. A comprehensive list of questions that have been submitted will be sent to all vendors as well, and will be posted on <http://co.highland.oh.us/legal-notices/>

QUESTION:

Can we email a PDF of our proposal for the submission, or do we need to submit hardcopies? If we submit hard copies, how many copies are required?

ANSWER:

You may absolutely email a PDF of the proposal, we want to make this process as easy as possible for potential vendors.

QUESTION:

RFP Page 25, Section 3.6 (Addenda); Where on the website will addenda be posted?

ANSWER:

Addenda will be posted on Highland County's primary website, the Highland County JFS website is still in development. The link is <http://co.highland.oh.us/legal-notices/>