

# JFSCC Q & A DOCUMENT

## WORK PARTICIPATION MONITORING PROGRAM RFP# 01-FY10

- 1. Question:** Which contracts that are currently in place will be combined under the contract that will be awarded as a result of this RFP?

**Answer:** The following contracts that are currently in place (ending June 30, 2009) will be affected:

Orientation for OWF Participants – current provider is OIC of Clark Co.  
Job Readiness Training for OWF Participants – current provider is OIC of Clark Co.  
Work Experience Program for OWF Participants – current provider is Goodwill Easter Seals

- 2. Question:** Will the Contractor be responsible for the duties currently held by JFSCC caseworkers, such as representing JFSCC at all state hearings and entering and maintaining case files/documentation in CRIS-E?

**Answer:** The Contractor will only be responsible for representing JFSCC at state hearings regarding work activity sanctions—those hearings involving other issues will not be the responsibility of the Contractor. Additionally, JFSCC caseworkers will still be responsible for maintaining case files in CRIS-E; however, the Contractor will be responsible for providing JFSCC with appropriate information and documentation necessary to be entered into CRIS-E. JFSCC will need to see paperwork that includes the following categorization for each participant: (1) completed, (2) didn't complete, or (3) didn't complete (with good cause).

Please see Section III. Scope of Work & Specification of Deliverables of the RFP for specific information regarding the responsibilities of the Contractor and those of JFSCC.

- 3. Question:** In Section 1.5 Target Population of the RFP, it states that “Approximately 10% [of the OWF target population] has a record of felony or major traffic violations.” What percentage of those offenders has committed sex-related crimes?

**Answer:** JFSCC is currently working with 5 families that fall in this category.

- 4. Question:** Will the contractor need to submit quarterly reports?

**Answer:** No, the reports that are specified in Section 1.8 Reporting Requirements are the reports that will be required under the contract. The only outcome that will be measured under this contract is the work participation rate, which can only be measured by the ODJFS Monthly Report.

5. **Question:** What activities will the Contractor need to provide?

**Answer:** JFSCC is asking proposers to be creative and develop a program and plan of services that addresses and includes each of the items listed in Section 3.1 Scope of Work of the RFP. Additionally, providers need to pay attention to Attachment H of the RFP that outlines the allowable activities that can be used to satisfy the required work participation hours.

6. **Question:** In Section 3.1, item B., 3, how can the “Administrative support and intervention/guidance to remove situational barriers such as child care and transportation” be provided?

**Answer:** Barriers, such as child care and transportation, can be identified in an up front assessment that is conducted by the provider and should be addressed accordingly.

7. **Question:** Where does the customer go first?

**Answer:** Proposers should reference the Customer Progression Flowchart included as Attachment J of the RFP. It is expected that after customers are determined to be eligible and a Self-Sufficiency contract is completed, the Contractor will take over and make appropriate determination for services to be provided to each customer that is referred.

8. **Question:** Will customers be granted allowances for instances when transportation and/or child care present as barriers to meeting required work participation hours?

**Answer:** JFSCC currently makes such decisions regarding allowances for transportation and/or child care. However, it is expected that the Contractor should identify such barriers and work with customers to overcome such barriers (i.e. find suitable transportation via the *RidesPlus* Transportation program and make referrals to JFSCC for child care eligibility, etc.).

9. **Question:** Section 1.5 Target Population of the RFP indicates that approximately 10% of the population served has a record of felony or major traffic violations. Of this 10%, what percent are violent felonies (such as assault, etc.)?

**Answer:** Approximately 5% of the overall OWF population has a record of violent felonies.

10. **Question:** Section 1.7 Collaboration of the RFP states that the provider will maintain a full-time presence at the *WorkPlus* Center. Is it expected that all staff assigned to this contract are to be housed at the Department or is the number of staff placed at the Department at the discretion of the providing agency?

**Answer:** In Section 3.4 Role of Job & Family Services of Clark County, item 8 states that “JFSCC will provide dedicated office space at the *WorkPlus* Center for essential program staff.” That being said, “essential program staff” is referring to staff such as case managers or other staff necessary to be located on site. It is not expected that administrative or supervisory staff be located in the *WorkPlus* Center.

**11. Question:** Section 3.1 Scope of Work, item B., 2., indicates that triage/screening for substance abuse and mental health issues is to occur. Is the Department requiring licensed AOD and mental health professionals as part of the staff for this contract?

**Answer:** No. JFSCC is expecting that substance abuse and mental health issues/barriers be identified in the assessment/interview that is conducted by the provider. Once these issues/barriers are identified, it is expected that the provider take the appropriate steps, such as referring the customer to an appropriate community service provider, to alleviate those barriers. It is not expected that the contractor provide counseling or other services requiring a license to alleviate those barriers.

**12. Question:** Section 3.1 Scope of Work, item C, indicates that “intensive follow-up” is to occur. Can you clarify what “intensive follow-up” looks like?

**Answer:** As each participant has his/her own needs and barriers, it is expected that the provider’s involvement with each participant will vary to some degree. Furthermore, it is expected that the provider follow-up with participants as much as necessary to make sure everything that is needed to alleviate barriers is done (and documented).