

Service Coordination Services RFP #17-SFY-18

Q & A Document

Q1: Could CCDJFS provide copies of the RFP, all forms, attachments, etc. in Word or a PDF format that allows the data fields to be typed into?

A1: Current CCDJFS practices do not permit official documents to be released in an unlocked format. This is to control the circulation of unofficial and modifiable documents. At this time, the RFP and forms will remain in the format in which they were released.

Q2: At the bottom of Page 1 of the RFP, there is not a notation of the email address for “Contract Development”. Is Clark_Contract_Development@jfs.ohio.gov correct? And, do you wish for this email address to be noted on the “3.1 Proposal Organization A (Introduction) Cover Page” response?

A2: The cover page of the RFP only includes the mailing address. Any electronic submissions are to be sent to Clark_Contract_Development@jfs.ohio.gov. This address does not need to be on the cover page of any proposal.

Q3: There appears to be a “typo” as there is not a listed “Sub-Section 6.4”. Just to be clear please verify there is supposed to be a “6.4, Attachment D, Independent Contractor / Worker Acknowledgment, Form 8.4”

A3: Proposals are to include the Independent Contractor/Worker Acknowledgment form if it is applicable to the proposer. This is available at the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.4.

Q4: What is the CC DJFS definition / understanding of “complex needs?” as referred to throughout the RFP?

A4: Complex needs is the term used in Ohio Family & Children First Council’s service coordination definition. It means that the child has needs in more than one child-serving system and more than one life domain.

Q5: Please clarify when CCDJFS wishes for the service coordination plan to be submitted. Is it within 45 calendar days or business days of first contact with the family?

A5: 45 calendar days.

Q6: If the service coordination plan is not completed until day 45 are there an additional 10 business days to submit it to the Department?

A6: Yes.

Q7: Will CCDJFS be mandating a particular Assessment Tool for utilization in the creation of the “Service Coordination Plan”? In the past a “Strengths / Needs / Culture Discovery Assessment” Tool was utilized in working with families.

A7: Per Ohio Family & Children First Council requirements, the assessment tool may be the CANS, the CASII, or another approved assessment tool as negotiated as part of the contract.

Q8: On the CCDJFS Website for the RFP there are Forms 8.1 through 8.7. The title of the Forms and the Title of the Attachments vary slightly on some and there appears to be a “match” between “Attachments and Forms” but confirmation of the following would be appreciated:

- **6.1 Attachment A, Contractor / Sub-Grantee Assurances Form—match to Form 8.1?**
- **6.2 Attachment B, Campaign Contribution Declaration—match to Form 8.2?**
- **6.3 Attachment C, Personal Property Tax Statement—match to Form 8.3?**
- **6.4 Attachment D, Independent Contractor / Worker Acknowledgment—Match to Form 8.4?**
- **6.5 Attachment E, Submittals A1 – A3, Instructions and Forms—Match to Form 8.7?**

A8: Section 6.1 refers to Attachment A, which is the Contractor Assurances Form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.1. Section 6.2 refers to Attachment B, which is the Campaign Contribution Declaration Form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.2. Section 6.3 refers to Attachment C, which is the Personal Property Tax Statement form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.3. Section 6.4 refers to Attachment D, which is the Independent Contractor/Worker Acknowledgment form. This can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.4. Section 6.5 refers to Attachment E, which include Submittals A1-A3, as well as the instructions. Both of these can be found on the Clarkdjfs.org website on the administration tab under RFP-Related Documents, form 8.7.

Q9: On the CCDJFS Website for the RFP there two forms not noted in the RFP itself or noted in the provided RFP Amendment:

- **“Form 8.5, Certification of Compliance with County Insurance Requirements” and,**
- **“Form 8.6, Non-Collusion Affidavit”.**

Does CCDJFS want Forms 8.5 and 8.6 to be provided in the RFP Response? If yes, do you want these two forms to be included in the response to “Section 6 Attachments”?

Does CCDJFS want Forms 8.5 and 8.6 to be noted as Attachments F and G respectively? (i.e., Attachment F would be Form 8.5?; Attachment G would be Form 8.6?).

A9: The selected vendor(s) will complete these forms as part of the contract, but do not need to include them in the response.

Q10: What credentials for direct service providers are required?

A10: CCDJFS is not requiring any certain credentials or level of education/degree, only asking proposals to detail the credentials that staff working on this project have currently.

Q11: Please clarify what staff member(s) at CCDJFS the reports referred to on page 10 are to be sent to.

A11: Reporting Requirements #3: reports submitted to Clark County Family & Children First Council Director (CCFCFC) and to assigned Department caseworker and supervisor.

Reporting requirements #4: reports submitted to CCFCFC Director and to assigned Department caseworker and supervisor.

Reporting requirements #5: quarterly report submitted to Department Family & Children Services Division Deputy Director and to CCFCFC Director.

Q12: What is the weekly time expectation of CCDJFS per family?

A12: Frequency of contact with the family is dependent on the service goals, objectives and activities. A reasonable minimum expectation per family is weekly in-person contact, weekly phone contact with family members and identified service providers, and minimum of monthly team meetings facilitated by the service coordination staff. In addition, it is expected that there is a minimum of weekly in-person contacts for the provision of direct services as described in Section 2, Scope of Work, page 7.

Q13: Monitoring was not discussed in the RFP, but was addressed in the bidder’s conference. Where can I find additional information about the monitoring process?

A13: Information on monitoring is not included in the text of the RFP itself, but instead included in the sample contract link that is provided on page 20. In the sample contract this section is on page 8, in Article XV.

Q14: Could CCDJFS provide clarification in regards to Form 8.4. Independent Contractor Worker Acknowledgment. How should this be filled out for a business?

A14: Attachment D, referred to as form 8.4, Independent Contractor/ Worker Acknowledgment form is only submitted if the organization submitting the proposal is a sole-proprietor who has less than 5 full-time employees.