

**24-SFY-09 Children Services
Q&A Document**

Q1: What if we have Haitian families who report that they are not receiving assistance? Do they qualify for PRC?

A1: Typically, families not receiving assistance are not PRC eligible. However, to be sure, the family can complete an application and the additional documents, including the verification form and send to Clark_Childcare_PRC@jfs.ohio.gov to determine if the family is receiving assistance and are eligible for PRC.

Q2: Is proof of insurance required at time of submittal?

A2: Department does not require that you submit your liability COI with your proposal. Completing the Certification of Compliance with County Insurance Requirements form and submitting with your proposal will serve as proof you are able to comply with the requirements.

Q3: Can we include the Technical proposal and Cost proposal in the same envelope?

A3: Yes. Please ensure the proposals are clearly identified.

Q4: If our financial audit is currently with the auditor for completion, do we turn in the previous completed audit?

A4: Please submit your most recent completed audit that you are in possession of.

Q5: Can we submit our financial audit as an attachment, or does it need to be part of the actual proposal?

A5: You may submit your financial audit as an attachment to the proposal.

Q6: Can we use references if they meet the requirements, and they are less than 6 months old?

A6: Yes, Department will accept references that are 6 months old. Please ensure no more than one (1) reference is from another Clark County governmental agency. Department cannot be used as a reference.

Q7: On page 4, under the Scope of Work, there is a list of four different targets Department asks to be addressed in the RFP. Are proposers required to demonstrate an ability to meet all four?

A7: No, Department does not require one proposer cover all four targets, as long as at least one is addressed.

Q8: Under target population, it states “youth that are engaged with multiple community services.” Do the youth have to be involved in more than one service?

A8: No, the youth do not have to be involved in more than one service.

Q9: Some providers work directly with students in the schools, and it is difficult to obtain the needed documentation to determine PRC eligibility. Does Department have suggestions on how this can be done effectively?

A9: Department understands the difficulty of obtaining documentation at times. If the documentation is not able to be completed/collected, the child cannot be eligible for PRC. During some of these situations, the other funding source tied to the contract/subgrant can potentially be utilized. Department would like to see an attempt at completing the required paperwork for PRC.

Department will look at the program in the proposal and will help potential vendors determine the best way to go about determining PRC eligibility, if that is a funding source in the contract/subgrant.

Q10: Under Proposal Submission, the RFP states proposals should be submitted electronically, via mail or other delivery service, or in person at the agency. Under Proposal Submission #1, it states proposals can be submitted via hand delivery or U.S. Mail (preferably certified). If using a delivery service, can something other than U.S. Mail be used, such as FedEx?

A10: Yes, Proposers may use FedEx or a similar delivery service to send the paper copies of their proposals. As with utilizing U.S. Mail, if the paper proposals are delayed or delivered to the wrong address, and are received after the deadline, it will preclude the proposals from being considered.

Q11: How many providers do you anticipate awarding?

A11: It varies how many providers are awarded. Department does not have a specific number of providers in mind to award.

Q12: What is the estimated average award amount per provider?

A12: This varies greatly each time contracts are awarded, and Department cannot accurately assign an average per provider.

Q13: If awarded, what supporting documentation is required to submit with the invoice for direct cost compensation?

A13: Providers will be asked to submit any receipts/invoices/payroll for all costs Department is being asked to reimburse. This could be for telephone, Internet, office supplies, insurance, etc.

Q14: Can we select services, or must we provide all services listed in the Scope of Work?

A14: Providers do not have to provide all services listed in the RFP. Department's most sought after services are listed in the Scope of Work. Department is also willing to consider other programs needed in the community, some of which may not be specifically listed.