

## **AMENDMENT TO HOME BASED AND HOMEMAKER SERVICES RFP # 16-SFY-06**

The following section of the RFP has been amended as follows:

### **2.2 Demonstration of Experience**

Board is seeking Proposers who possess the experience listed below.

1. The capacity to undertake the scope of work (see 2.0) based on demonstrated history of 3 or more years of successfully completing similar or related work with the targeted service populations.
2. The capacity to undertake the scope of work (see 2.0) based on organizational structure with adequate facilities, fiscal controls, and other resources.
3. Demonstrate a minimum of 3 years of experience working with families, with a preferred emphasis on providing in-home parent aide services and/or homemaker services to adults.

Proposers must demonstrate that the following requirements will be met:

#### **Personnel Requirements**

The provider must ensure that:

1. Staff possesses the appropriate skills and qualifications to perform the job;
2. A drug-free workplace will be maintained.
3. BCII (Bureau of Criminal Identification and Investigations) and FBI (Federal Bureau of Investigation) background checks are completed on all workers who provide services to clients, including direct service workers and supervisory personnel, regardless of hire date demonstrating their ability to work with seniors/children in accordance with the OAC 173-9-01 through 173-9-10.
4. Information on every staff member (including volunteers and contract workers) who provides direct service to Department clients is maintained. This file shall include:
  - a. Resume or employment application that includes work history.
  - b. Written verification of license(s) and/or certification and valid drivers' license, if applicable.
  - c. Evidence of current, valid, State of Ohio licenses for those persons performing acts of service which require licensure.
  - c-d. **Photocopies of proof of current automobile insurance coverage as required by State law.**
  - d-e. Copies of yearly performance appraisals signed by the staff member.
  - e-f. Results of BCII/FBI background checks.
  - f-g. Results of annual drivers check required for vehicle operators.
  - g-h. Responsibility of home based worker to provide any updates regarding driving infractions.
  - h-i. Evidence of successful completion of mandatory training requirements.
5. Documentation is signed and dated by the staff member, which indicates completion of an orientation prior to serving a Department client including:
  - a. Employee position description.
  - b. Agency personnel policies.
  - c. Reporting procedures and policies.
  - d. Agency table of organization.
  - e. Lines of communication.

The provider must also ensure that staff who transport clients in their personal vehicles:

1. Has access to a vehicle that is properly maintained and in safe running condition.
  - a. Car will be inspected quarterly and documented on some form of checklist, an example of such checklist can be found on Form 1 (see Section 8). Completed checklists would be made available should Department request verification of car safety inspections.
2. Has access to a vehicle that has working seatbelts for all parties.
  - a. Transport all children in car seats according to Ohio State Law:
  - b. Any child younger than four (4) years of age or forty (40) pounds must use a child safety seat.
  - c. Children under the age of eight (8) must use a booster seat unless they are a minimum of four (4) feet, nine (9) inches in height. All children from eight (8) to fifteen (15) years of age must use a safety belt or a child safety seat.
3. All must have a signed waiver from parent/custodian authorizing transport when the children transported without parent/custodian present (an example can be found as Form 2 in Section 8). It is the provider's responsibility to ensure and track if authorizations are obtained and current. Signed waivers must be made available should Department request verification of authorizations.
4. This chart details past usage in order for bidders to be able to estimate personnel needed to fulfill the Departments' need.

	Total Clients	Clients/Mo.	Total Units	Maximum Units/Mo.	Minimum Units/Mo.
CY '14	284	33	5160	450	70
½ CY '15	162	29	<u>230.75</u> <u>2307.75</u>	450	70

**Except for the above sections that are revised as a result of this amendment, the original RFP document remains in full force and effect.**