

Questions and Answers

Bidders Conference October 26, 2009

Fatherhood Initiative Program

- 1. Please forward the list of providers at the RFP meeting yesterday and their contact information.** See attached

- 2. Is there a target number of clients to serve per year?** The number of individuals to be served will be based upon the responder and their ability to provide one or more of the services listed on pages 14 – 16 in the RFP. It will be contingent upon customer need and level of service to be provided.

- 3. What is a unit of service (an hour of case management)?** A unit of service is a standard quantifiable increment of a program deliverable, it is the billable item or items stated by the bidder that directly relate to the services being provided to the customer (case management, job retention incentive, assessment, etc.). A unit of service may be a period of time (15 minutes, one hour a day), a class, a session, or any increment of service.

- 4. When is a client considered active?** Generally, an individual becomes active upon receipt of an application and /or an agreement of participation. However, this process normally takes places during contract negotiations.

- 5. Can you be more specific with visitation facilitation?** Educate fathers about their rights and possibilities of fatherhood. The responder will assist scheduling visits, provide and design activities related to visitation.

- 6. Is there an age range of the fathers?** No, however, there is a special emphasis on young fathers through age 30.

- 7. Is there any criteria that would exclude a father from receiving service?** Not at this time unless a legal action prevents services.

- 8. All of our staff members are independent contractors (contract employees); are they to be considered subcontract vendors? If so, must they be detailed in the bid opening letter?**

Please refer to page 13, Section 3.1 of the RFP and page 21, Section 7 of the RFP
(Attachment 1 – Cover Page)

6) If there are any additional subcontract vendor(s), have you attached the valid information to this cover sheet? The responder to this RFP must indicate the services

which shall be subcontracted and the percentage of the total budget allocated to the subcontractor in the Bid Opening Letter.

9. Is the Fatherhood Initiative program approved for Unit Rate Charges, and if so, how are we to calculate unit rates for different budget costs? Yes, please refer to answer #3.

10. How many participant fathers are we supposed to serve in this program?

Please refer to answer #2.

11. Who should support letters come from – collaborating partners only?

Refer to Page 17, Section 6.2 of the RFP. These are two separate items. If collaborating with another organization to provide services the bidder must include collaboration letters in the bid opening package to demonstrate the planned collaboration and service linkage, as well as naming the lead agency. Also, letters of support or reference must be included in the bid opening package.

12. There was some reference made regarding the removal of or peeling off of labels; is there a label restriction on the bid proposal package?

No, Please refer to 7.2 Application Checklist of RFP (The Bid Opening Package must be removed without affecting the propel package).

13. Can an organization who did not attend the Bidders' Conference still collaborate in a submitted proposal?

Upon review of the conditions in the RFP, and given the possibility of collaboration, MCDJFS has amended the RFP on Page 4 Section 1.3. The requirement for attendance at the Bidders' Conference is no longer a stipulation for submitting a proposal for consideration for services. Any request for an additional RFP shall be made by email to MCDJFS through the MCDJFS-CD@odjfs.state.oh.us.

14. When bidder desires to maximize the proposed collaboration with MCDJFS and its partner agencies, is the bidder allowed to include in the proposal the use of Job Center space (cubicle, and/or table space, and/or meeting room) for accessibility to and servicing of clients? If so, is there a cost to the bidder for the use of the space and how much is the charge? If a bidder is interested in leasing space at the Job Center, they must contact Jeff Smith, Building Manager, St. Vincent @ 224-1472 or 222-7349 ext. 14 or Gary Williamson, Job Center Director @ 225-4725

15. Is our understanding correct that the outside and only the outside bidder's proposal package must not include anything that identifies the bidder?

See page 8, Section 2.1 Preparation of Proposal and page 21, Section 7 Attachments & Applications Checklist, The actual proposal can not contain anything that identifies the bidder. However, attachments do contain the bidder's information and for that reason are to be placed in a separate envelope (Bidder's Opening Package) on the outside of the Proposal Package.