

May 8, 2018

ADDENDUM #3

Request for Proposal # 18-05-541 Butler County Community Schools Liaison Program Services For Butler County Department of Job and Family Services

This is to provide all prospective bidders with Addendum #3 to Request for Proposal (RFP) No. 18-05-541, Butler County Community Schools Liaison Program Services, issued by Butler County Department of Job and Family Services on March 6, 2018.

Addendum #3 is being issued to make the following changes, modifications or clarifications:

Section 2.0 – SCOPE OF SERVICES, Subsection 2.1) Provider Requirements is amended to read in its entirety:

2.1) Provider Requirements

- a) The successful bidder must agree to comply with all federal and state laws applicable to BCDJFS and guarantee that professional services be performed in accordance with all applicable specifications contained within this RFP. **Reference Attachment B for BCDJFS standard boilerplate subgrant agreement).**
- b) The successful bidder must agree to keep confidential all information, systems or records conveyed by BCDJFS to bidder in the course of work, which information is required to be kept confidential by law, including HIPAA and all other federal laws and regulations. The successful bidder, its agents, and its employees shall comply with all federal and state laws applicable to BCDJFS through terms of awarded agreement. **Reference Attachment B for BCDJFS standard boilerplate subgrant agreement).**

Section 2.0 – SCOPE OF SERVICES, Subsection 2.3) Staff Requirements is amended to read in its entirety:

2.3) Staff Requirements

a) Liaison:

- At least a Bachelor's degree in social services, sociology, psychology, or related field.
- Two (2) years relevant work experience in family/social services.
- Knowledge of or access to community resources and health and human system operations.

b) Supervisor:

- At least a Bachelor's degree (Master's degree preferred) in social services, sociology, psychology, or related field.
- Five (5) or more years' relevant work experience in family/social services.

- Knowledge of or access to community resources and health and human system operations.
- c) The successful bidder shall employ only adequately trained and appropriately credentialed professional staff. Upon hire and during their service, all employees, interns, volunteers, mentors, and subcontractors shall be fully qualified and trained to perform the required services at a generally acceptable competence level. All employees, interns, volunteers, mentors, and subcontractors are required to have an Ohio Bureau of Criminal Identification and Investigation (BCII) check, a nationwide Federal Bureau of Investigation (FBI) conviction record check and a criminal records check from the local Police Department, Sheriff's Office and/or any law enforcement or police department. All records checks must be completed prior to commencing employment, internship, volunteering, mentoring or subcontracting and must be dated within six (6) months of the hire date to be considered current. Any staff member who is required to have their names run through a daily database check and whose results are sent back to the agency via instant notification must complete an Ohio Bureau of Criminal Identification and Investigation (BCII) check, a nationwide Federal Bureau of Investigation (FBI) conviction record check and a criminal records check from the local Police Department, Sheriff's Office and/or any law enforcement or police department every two (2) years. All other staff, including employees, interns, volunteers, mentors and subcontractors that have contact with Butler County children must complete all of these background checks on an annual basis.

Individuals with a conviction or with an arrest for which final disposition is pending in the following categories are to be disqualified from providing service under the terms of this subgrant:

- A.) Criminal conduct, including sexual offenses, involving children;
- B.) Violent or sexually exploitive conduct;
- C.) Drug related offenses.

Reference Attachment B for BCDJFS standard boilerplate subgrant agreement).

Section 3.0 – PROVIDER PROPOSAL, Subsection 3.1) is amended to read in its entirety:

3.1 Proposal Narrative

Each bidder is required to furnish BCDJFS with a proposal which will address all specifications/questions issued. Each page of the narrative must be numbered sequentially at the bottom of the page. Proposals must include responses to the following items and include each question/statement prior to the response.

Organizational Capacity

- a) State the ability to comply with Federal and State laws applicable to BCDJFS. **Reference Section 2.1 – Provider Requirements.**
- b) State how confidentiality requirements will be addressed. **Reference Section 2.1 – Provider Requirements.**

- c) Identify procedures for ensuring privacy of participant information. **Reference Section 2.1 – Provider Requirements.**
- d) State the name of the organization and describe the organization's background, history, and experience providing similar services and how that experience can benefit this Program.
- e) State the organization's accreditations and certifications presently held or the timeline for any accreditations Bidder is in the process of obtaining and include as an attachment.
- f) Provide the names of members of your governing or advisory board, if applicable.
- g) State the number of employees that will be assigned to this Program, job titles, responsibilities and expectations, and the number of TANF eligible clients expected to be served.
- h) State the hiring and training requirements and qualifications of Bidder's staff to successfully deliver proposed Program services, including who provides the training and who will be supervising staff. **Reference Section 2.3 – Staff Requirements.**
- i) State how services will be monitored to ensure guidelines are followed. **Reference Section 2.2 – Program Requirements.**
- j) Submit a budget and a budget narrative defining all costs associated with the Butler County Community School Liaison Program, including, but not limited to, expenditures for salaries, benefits, operational and program costs. **Reference Section 3.2 – Budget/Budget Narrative below.**
- k) Provide a minimum of three (3) written professional references with contact information regarding Program services.
- l) Provide a copy of a current Table of Organization.
- m) Provide a copy of Organization's most recent independent audit.

Program Description

- a) Provide a description of the organization's proposed program and services.
- b) Describe Bidder's plan for a systematic approach and follow up measures to be used to ensure timely responsive Program services.

- c) Bidder should state a timeline and listing of materials and activities to implement the Program.
- d) Describe what measures will be taken by Provider to initiate and maintain an on-going referral structure and marketing network with county agencies and local businesses.
- e) Describe any other types of services that will be provided to eligible participants.
- f) Describe how Provider will capture quantitative and qualitative outcomes for evaluation of program.

Section 6.3 – Proposal Content, Subsection 3 – References is amended to read in its entirety:

Section 3 - References: This section should contain a minimum of three (3) written professional references from clients that are currently using the specific product and/or services listed in the RFP. Contact information should include name of organization, contact name, telephone number, and e-mail address (if available). **Reference Section 3.1, Specification k).**

No other items in the Request for Proposal, other than those listed here, have been altered.