



Request for Proposals

Jail-Based Competency Restoration Program

RFP Posting: Wednesday, August 8, 2018

Deadline for Questions: 3 p.m. Eastern Time on Wednesday, September 5, 2018

Submission Deadline: 3 p.m. Eastern Time on Wednesday, September 12, 2018

Estimated Award Decision/Notification: November 2018

Allegheny County Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222

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Definitions

Unless the context indicates otherwise, the following capitalized words are defined as follows for purposes of this RFP:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Allegheny County Jail Collaborative (ACJC): A partnership between the Allegheny County Jail, the Allegheny County Court of Common Pleas, the Allegheny County Health Department and the Allegheny County Department of Human Services (DHS) having a mission to reduce recidivism for criminal justice-involved individuals in Allegheny County
4. Behavior Assessment Unit (BAU): A division within the Allegheny County Court of Common Pleas, Office of Pretrial Services, which has the primary function is to determine a defendant's competency to participate in his/her legal defense
5. Cognitive Behavioral Therapy (CBT): An evidence-based practice aimed at improving mental health through the development of personal coping strategies that target solving current problems and changing unhelpful patterns in thoughts, behaviors, and emotional regulation
6. Competency Restoration: A court-ordered process in which an individual receives mental health assessments, treatment and interventions with a goal of allowing them to understand and effectively participate in court proceedings
7. Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement
8. Court: The Criminal Division of the Allegheny County Court of Common Pleas, Criminal Division, and Magisterial District Courts within the Fifth Judicial District of the Unified Judicial System of the Commonwealth of Pennsylvania
9. DHS: [Allegheny County] Department of Human Services
10. Dialectical Behavior Therapy: A cognitive behavioral treatment developed by Marsha Linehan, PhD, ABPP that emphasizes individual psychotherapy and group skills training classes to help people learn and use new skills and strategies to develop a life that they experience as worth living
11. Forensic Certified Peer Specialist: A trained peer specialist with a history of mental illness and criminal justice involvement
12. Justice Related Services (JRS): Case management entity that will provide transitional supports to clients receiving restoration services who, after their incarceration, are returning to the community
13. Mental Health Worker/Mental Health Professional: A person providing treatment or support for people with mental illness
14. Pretrial Services: Allegheny County Pretrial Services, a department within the Allegheny County Court of Common Pleas.
15. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
16. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP

17. Response Form: The Word document in which Proposers respond to requested information about this RFP
18. RFP: Request for Proposals
19. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
20. Torrance State Hospital (TSH): State public psychiatric hospital for people with serious and persistent mental illness; includes both civil units and a Forensic Center used by Allegheny County

The RFP at a Glance

Purpose

Allegheny County, on behalf of its Department of Human Services (DHS) and the Allegheny County Jail Collaborative (ACJC), is seeking Proposals from qualified Proposers to implement and manage a Competency Restoration Program (also referred to herein as the Program) in the Allegheny County Jail (hereinafter, the Jail) for people assessed as being incompetent to stand trial.

Award Details

DHS desires to enter into an Agreement with one Successful Proposer to provide the Program. It is anticipated that total funding for the Contract Services will not exceed \$640,000. The term of the Agreement will be for one year with the County having an option to extend the term for an additional year. DHS and the ACJC will routinely assess the Program's operations and impact and make adjustments as needed to ensure optimal operation of the Contract Services.

Who can apply

All entities, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, are eligible to submit a Proposal in response to this RFP. Entities do not need to have an existing contract with Allegheny County, but must meet all of Allegheny County's basic contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capability to provide the Contract Services.

More than one entity may join together to submit a collaborative Proposal; however collaborative Proposals are not required. An entity may participate in more than one collaborative Proposal.

Timeline

Deadline for Proposers to submit questions about this RFP is 3 p.m. Eastern Time on Wednesday, September 5, 2018.

Proposals must be submitted by 3 p.m. Eastern Time on Wednesday, September 12, 2018.

Proposers will be notified of the County's decision to award an Agreement in November 2018.

Who we are

DHS is the issuing office for this RFP on behalf of Allegheny County,.

DHS is the largest department of Allegheny County government and provides publicly-funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, intellectual disability, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

Section 1: Why We Are Issuing this RFP

Competency Restoration, a court-ordered process in which an individual receives mental health assessments, treatment, interventions and education about court processes, with a goal of increasing understanding and effective participation in court proceedings, is a top need for justice-involved individuals with significant mental health issues.

In Allegheny County, individuals assessed as incompetent to stand trial are committed via court order to Torrance State Hospital (TSH). TSH serves 48 of the 67 counties in Pennsylvania, including Allegheny County, and has a total capacity of 100 beds (80 men and 20 women). In an average year, 125 individuals in Allegheny County alone are assessed as being incompetent to stand trial. The difference in the number of individuals who need competency restoration services, the duration of competency restoration services and the number of beds available at TSH results in a continual waitlist for admission to the TSH Forensic Center. According to a June 29, 2018 point-in-time count, 34 individuals in Allegheny County had been on the waitlist for an average of 53 days. The waiting lists at TSH and the problems involved in using a location as distant as TSH (e.g. - transport, medication changes and disruption) is contributing to the length of time to restoration.

Once at TSH, the average length of stay for competency restoration is 84 days, after which the individual is returned to the Jail to await trial. During the time spent waiting to go to TSH and throughout the time that it takes for competency to be restored, the Court must postpone those individuals' cases. Even after they return from TSH with their competency restored, some individuals revert to "incompetent" status, so that their court proceedings still cannot begin. This decline in their status is due at least in part to having experienced another disruption in their routine and, for the majority who require medication, potential changes in medication upon return to the Jail.

The issue of the waitlists came into sharp focus in January 2016, when the Pennsylvania Department of Human Services entered into a settlement agreement with the American Civil Liberties Union (ACLU) to reduce jail waitlists for competency restoration at two state hospitals, including TSH. More than one year later, waitlists had increased, and the ACLU has requested that an independent study be performed to offer recommendations for reducing the waitlists. Policy Research Associates, Inc. completed the study and produced a report that stated, "at least one-third of the defendants on the waitlist could more quickly and more inexpensively regain competency with high quality restoration at the local jail." Policy Research Associates, Inc.'s report also offered the RISE program at the Arapahoe County Detention Center as an example of a successful jail-based competency restoration program. The report further stated, "Commonwealth-wide standards and policies for jail-based competency restoration should be developed and implemented."¹

¹ Callahan, L., & Steadman, H.J. "Reducing the Pennsylvania incompetency to stand trial restoration waitlist: More than just beds" (2017, December).

In response to these problems and the recommendations of the Policy Research Associates, Inc. report, Allegheny County is seeking Proposals to implement and manage a Competency Restoration Program based on-site at the Jail.

There are additional problems inherent in the current Competency Restoration process – all of which would be alleviated through the Jail-based Program:

- No centralized housing pod at the Jail for individuals awaiting transfer. Individuals are housed on various pods without special rules or policies for this population that would support competency restoration.
- No formalized process for checking on people awaiting transfer to see if they still require competency restoration. Medication may have helped with competency issues; a re-evaluation might indicate that commitment is no longer needed.
- No formalized services during incarceration or post-release to support competency restoration and ongoing mental health.

It also can cost significantly more for the Jail to detain a person with serious mental illness than an individual without a behavioral health issue. Beyond medication and recovery/treatment services, costs include the strain of managing individuals whose illness renders them more vulnerable to self-harm, violence committed against them, medical emergencies, and trauma in the non-therapeutic setting of a jail. These issues call for more intensive supervision and an environment that supports their mental health and builds their capacity to participate in their own defense.

A Jail-based Program sought by the issuance of this RFP will address the issues described in the report and above by eliminating the need for most individuals to await transfer to TSH and, for those who need competency restoration, providing the opportunity to live together on a therapeutic pod with policies that support restoration and continued competency. The Program also will ensure that everyone whose competency has been restored will continue to receive support while awaiting disposition of charges.

Section 2: What We Are Looking For

2.1 Program Structure

DHS is seeking to have a competency restoration program that will serve people incarcerated in the Jail who have been evaluated by the Behavior Assessment Unit (BAU), a component of Court of Common Pleas Division of Pretrial Services, as “incompetent to stand trial,”² hereinafter “Participants.” The aim of the desired program will be to enhance the level of justice for Participants by 1) reducing the time they spend waiting for competency restoration services; 2) restoring their competency more quickly, when

² The BAU Psychiatrist sees defendants who have pending legal matters in Allegheny County and are ordered by a judicial authority to undergo an assessment. Within 72 hours, the BAU psychiatrist evaluates a court-ordered defendant and makes recommendations to the Court regarding competency to proceed in the pending court case. The behavior assessments may also be used in guiding the court during sentencing.

possible; 3) permitting faster disposition of court proceedings when determined competent; and 4) reserving transfer to TSH for restoration to only those who have not benefitted or are determined to be unable to benefit from the Program. The core group of services that the Successful Proposer must provide as part of the Program are as follows:

- Cognitive Behavioral Therapy (CBT), Medication and Diagnosis Education (tailored to individual need). Every Participant will meet one-on-one with clinical staff every weekday (Monday through Friday)
- Group activities that include substance use counseling, relaxation and coping techniques, anger management, and community readiness/discharge skills
- Weekly Psychiatrist follow-up visits
- Psychological testing at intake and for continued updates as needed (not every participant will require testing)
- Daily (on weekdays) court/legal education, both self-guided using tools and workbooks and in group settings, including presentations from legal professionals and participation in mock trials
- Regularly-scheduled (weekly at a minimum) health and wellness activities such as morning stretch, goal setting, expressive arts, physical health awareness, reading, art therapy and music therapy
- Community-building activities such as legal education films, community meetings related to issues on the pod, announcements and appreciation (e.g., recognizing Participants for improved compliance with treatment)

We anticipate beginning the Program in early 2019 and enrolling at least 60 people annually, with up to 15 in the Program at any one time.

2.2 Core Services

The Successful Proposer must have a team of staff that employs a recovery model focusing on building individual strengths and alleviating acute symptoms. The primary goal for most Participants will be to regain competency. The second goal is to educate Participants in court processes so they can cooperate with their counsel in mounting a defense to their criminal charges.

A critical component of the proposed program is the use of milieu therapy, a therapeutic model in which the staff (clinicians, peers and other contracted staff as well as any Jail staff who interact with Participants and provider) establish a therapeutic environment that allows Participants to practice behaviors that can then be transferred to outside settings, using evidence-based interventions.

2.2. A. Assessments and Tests

DHS wants the Program's designated clinical staff to welcome individuals to the Program and engage them in an intake assessment. The Program's psychologist will use a standard battery of psychological tests and specialized tests/screenings, and the psychiatrist will conduct an individual psychiatric assessment. Based on these assessments, the Successful Proposer will work with each Participant to develop an individualized plan for treatment and restoration.

Discharge planning also must begin at the time of admission to the Program to ensure continuity after release. A Justice Related Services (JRS) case manager will be assigned to the Program and shall work with each individual from intake through release and in the months following release, to ensure that the individual has access to needed concrete assistance and to plan for successful transition back into the community.

2.2. B. Cognitive Behavioral Therapy, Court Procedures Groups and Group Activities

The Successful Proposer must use an evidence-based recovery model employing a trauma-informed approach to help Participants regain competency so that the Participants can participate in their court proceedings. The Program must include the following:

- Cognitive Behavioral Therapy (CBT): CBT is a class of interventions that share the basic premise that mental health disorders and psychological distress are maintained by patterns of thinking.
- Daily court/legal education: Both self-guided, using tools and workbooks, and instructor-led in group settings to help the Participant gain the capability to participate in his/her defense. Groups may include presentations from legal professionals and participation in mock trials/criminal proceedings.
- Group Activities: Activities that include substance use counseling, relaxation and coping techniques, anger management, and community readiness/discharge skills.
- Other Interventions: Proposers may propose to include other interventions that they believe are appropriate to this population, such as Dialectical Behavioral Therapy.

2.3 Program Management and Services Coordination

The Program proposed in response to this RFP must be managed and staffed by qualified clinicians and professionals with experience working with a criminal justice involved population. Furthermore, the Successful Proposer's staff must be comfortable working in a correctional setting and be able to pass background clearance processes for approved entry to working in the Jail. Lastly, a certified peer specialist with lived criminal justice and mental health experience must be part of the team proposed for the Contract Services described in this RFP.

We expect most clinical staff to work a traditional Monday-Friday schedule. We are open, however, to recommendations of a staffing schedule/complement that provides for opportunities to maintain therapeutic activities on the weekends. The Jail's nurses and other medical staff will be available 24-7, including for emergency care.

2.3. A. Program Staffing

The positions listed below outline a service delivery team for the 60 individuals to be served annually by the Program, but Proposers are encouraged to determine staffing needs based on their own model design. All staff should have specialized training and experience working with criminal justice-involved individuals. Staff positions may include the following:

- Program Administrator
- Psychiatrist
- Psychologist

- Clinician (Masters level)
- Mental Health Worker or Mental Health Professional
- Forensic Peer Specialist

2.3. B. Expectations of Successful Proposer

The Successful Proposer will be responsible for the following:

- Providing appropriately-licensed clinical personnel, who will work approximately 40 hours per week during mutually agreed-upon hours in the Jail, providing Competency Restoration Services for Participants consistent with the requirements set forth in this RFP
- Appointing an individual who will be available 24 hours per day, seven days per week, as a liaison to communicate with DHS and the Jail on matters relating to Participants
- Providing Program data which will be reported to the Pennsylvania Department of Human Services and other stakeholders within Allegheny County
- Adhering to all the rules, policies and regulations of the Jail

2.3. C. Program Logistics

Referral to Program and Transfer: When the Court orders a competency assessment, the BAU will complete the assessment. When defendants, both male and female, are found to be incompetent but with the potential for successful competency restoration, the BAU will refer the person to the Jail-based Competency Restoration Program.

The Program will have a designated space for men on a Jail housing unit but, due to the low number of women requiring Competency Restoration, individualized services will be delivered to them, as needed, on the pod where they are housed. The Jail will coordinate with the Successful Proposer to facilitate individuals' transfers to the Program's location upon referral.

Participant Engagement: Participants who are to be moved to the pod designated for the Program will be transferred during weekdays with coordination between Program staff and the Jail. Upon transfer, Participants are to be welcomed to the Program by the Program's clinical staff and receive an orientation that informs them why they are there and what is expected of them. Program staff must be mindful of the language that they use. "Person-first language"³ limits stigmatizing Participants.

Assessments and Tests: Each Program Participant is to have an individualized plan for treatment (and restoration) that is guided by the completion of a comprehensive assessment completed by clinical staff.

³ Rather than using a label or an adjective to define someone, person-first language puts the person before the diagnosis and describes what the person has (for example, "a person with diabetes" or "a person with alcoholism"), not an assertion of what the person is (for example, "a diabetic" or "an alcoholic"). Thus a person is foremost a person and secondly a person with some trait.

The psychologist must use a standard battery of psychological tests and specialized tests/screenings, and the psychiatrist will conduct an individual psychiatric assessment. Psychological testing at intake is expected and it should be continued as needed, although not every Participant will require testing.

Psychiatrist Contacts: Participants must have a follow-up visit each week by the Program's psychiatrist.

Program Length: The time it takes for a person to be restored will vary due to the needs of each Participant, but we anticipate that competency can be restored for most Participants within 60 days. After restoration, the Participant will transition out of the Program but will continue to be monitored by Program staff to ensure that competency is not compromised prior to the disposition of court proceedings.

Activities: The Successful Proposer must incorporate community-building activities into the Program, on the designated Program pod and using the Jail's visitation rooms. These community-building activities may include: weekly legal education films, weekly community meetings related to issues on the pod, announcements and appreciation (e.g., recognizing Participants for improved compliance with treatment). While the goal is to restore Participants' competency, it is also the expectation that their behavioral health will also improve as a result of the activities employed.

2.4 Key Performance Indicators and Desired Outcomes

The Successful Proposer is expected to track information about Participants and Program milestones. A record of successful data collection, management and use of quality assurance practices is a requirement for the Successful Proposer. The Successful Proposer must respond to information requests from Allegheny County as requested and in a timely manner.

The key performance indicators for the success of the envisioned Program are:

- Restoration of at least 60 people annually
- Restoration of 80% of Participants in under 90 days
- Adherence to treatment plans
- Reduction in misconduct and jail infractions among the Program Participants

2.5 Budget and Award Details

The County intends to award one Agreement to the Successful Proposer for an amount not to exceed \$640,000. The term of the agreement will be for one year with the County having the option to extend the term for an additional year.

Section 3: Proposal Requirements and Evaluation Criteria

Proposals shall be evaluated based upon the following evaluation criteria. Proposers must address these qualifications in their Proposal by responding to the specifically-requested items or questions in the Response Form. Proposers should download and type their responses directly into the Response Form available on the Active Solicitations webpage at www.alleghenycounty.us/dhs/solicitations. The maximum score that a Proposal can receive is 100 points, as outlined in the following sections.

A. Organizational Experience (15 points)

- Experience providing behavioral health services to criminal justice-involved population; track record of improving their behavioral health and well-being (5 points)
- Experience using data to measure and improve Program and Participant outcomes (5 points)
- Experience working with individuals in need of competency restoration services (5 points)

B. Core Services (40 points)

- A vision for the overall design of the proposed Program. This should include a full description of intake, assessments, testing, services, discharge planning from the proposed Program, coordination with JRS and contact with Participants throughout their case disposition (25 points)
- A description of proposed interventions as outlined in Section 2.2. B., including description of evidence-based practices that will be implemented, the trauma-informed approach that will be used, and number of weekly individual and group contacts each Participant will have (15 points)

C. Program Management and Services Coordination (35 points)

- An understanding of the challenges anticipated in developing the Program outlined by this RFP and a plan to mitigate those challenges (15 points)
- A plan to staff the proposed Program, including proposed qualifications for team positions, a plan for recruitment and retention of staff, and a strategy for staff training, supervision and quality assurance, including how staff will receive new-hire and ongoing trainings (5 points)
- A plan for working with any outside organizations (e.g., Courts, DHS, Jail and JRS) to assist with meeting Program goals, ensuring proper communication to partners and coordination of services to Participants. (5 points)
- A strategy for tracking and reporting Program outcomes and Participant outcomes, and a description of how the Proposer will self-evaluate Program effectiveness (10 points)

D. Budget (10 points)

- A line-item budget and budget narrative that shows all of the Proposer's planned expenses and reflects a realistic estimate of the costs associated with implementing and managing the proposed Jail-based Competency Restoration Program

Section 4: How to Submit a Proposal

4.1 Submission Process

- a. Proposers should take time to review and understand the RFP in its entirety including:
 - The background (see Section 1: Why We Are Issuing this RFP)
 - The narrative (see Section 2: What We Are Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How We Will Evaluate Your Proposal)
- b. Proposers must use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.
- c. Proposers must submit a complete Proposal, which includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - MWDBE documents
 - Allegheny County Vendor Creation Form
 - Audited financial reports for the last three years
 - W-9
- d. Proposer should not send any attachments other than those listed above and on the Response Form.
- e. If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial documentation is a requirement of contracting through Allegheny County.
- f. Make sure to complete each section of the Response Form and to stay within any word counts or page limits that may be specified in the Response Form.
- g. **Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Wednesday, September 12, 2018 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will be rejected and will not be presented to the evaluation committee for review and scoring as described in Section 5 below.
- i. You will receive an email when your Proposal is received. If you do not receive this notification within 48 hours of submitting your Proposal, please contact DHSProposals@alleghenycounty.us

4.2 How to Contact DHS about this RFP

- a. All inquiries and questions must be submitted via email to DHSProposals@alleghenycounty.us
- b. All information about the RFP, including answers to questions, changes and clarifications will be posted at our Active Solicitations website at www.alleghenycounty.us/dhs/solicitations
- c. Please be sure to check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

4.3 Other Information

- a. ***The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals.***
- b. Any Agreement originating from this RFP is subject to all of the Terms and Conditions specified in Section 6: Contract Requirements for Successful Proposers.
- c. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- d. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- e. The Successful Proposal will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).
- f. Proposers also should be aware that all documents and materials submitted in response to this RFP are subject to requests made pursuant to Pennsylvania's Right-To-Know Law and that the County may have to make submitted documents and materials available to a requestor after an award of an Agreement is made.

Section 5: How We Will Evaluate Your Proposal

Proposals will be evaluated by an evaluation committee convened by DHS. The evaluation committee will assign scores based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria using the scale listed in Section 5.1 b.

5.1 Evaluation Model

The evaluation process will consist of the following steps:

- a. An Evaluation Committee will be formed by DHS and may consist of some or all of the following:
 - Content experts from within DHS, selected for their expertise and/or experience
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- b. All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points for each response on a Proposer's Response Form according to their expertise and best judgment of how the Proposal submitted by that Proposer meets the evaluation criteria in Section 3 using the following scale:
 - 0 – Not addressed in Proposal
 - 1 – Poor
 - 2 – Below expectations
 - 3 – Meets expectations
 - 4 – Exceeds expectations
 - 5 – Outstanding
- c. The Evaluation Committee members then will meet collectively to discuss the individual scores and evaluations of each committee member.
- d. DHS, on behalf of the County, shall have exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DHS may request that shortlisted

Proposers make a formal oral presentation to the Evaluation Committee. The Evaluation Committee will score the oral presentation using the following criteria and the scale outlined in 5.1b. The maximum score that an oral presentation can receive is 15 points:

- Presentation demonstrates Proposer’s ability to implement the proposed program effectively (5 points)
 - Proposer’s answers to Evaluation Committee’s questions (5 points)
 - Proposer’s presentation is thoughtful and professional (5 points)
- e. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- f. As part of determining Proposers’ eligibility to enter into a contract with Allegheny County, all Proposers’ financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure Proposers’ financial stability.
- g. The Evaluation Committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- h. The County is under no obligation to award or enter into an Agreement with a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- i. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
- j. Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@alleghenycounty.us.

5.2 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- Received by the due date/time
- Properly formatted and include responses to all requested information
- Complete with all required forms and attachments

Proposals which do not meet the above requirements will be automatically rejected and will not be presented to the evaluation committee.

Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Proposers must be willing to comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](http://www.alleghenycounty.us/dhs/solicitations), available at www.alleghenycounty.us/dhs/solicitations.

6.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority-owned Business Enterprises and 2% participation for Women-owned Enterprises, and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting these goals.

- a. All Proposals must include either of the following:
 - If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
 - If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. MWDBE forms and resources can be found at www.alleghenycounty.us/dhs/solicitations:
 - MWDBE Forms
 - [MWDBE Participation Statement](#)
 - [MWDBE Waiver Request](#)
 - [MWDBE Contact Information form](#)
 - MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Response Checklist](#)
 - [Guide for completing the MWDBE Participation Statement](#)
 - [Sample Diversity Policy](#)
- c. For more information about MWDBEs, visit the [Allegheny County MWDBE website](#).

6.2 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

6.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at www.alleghenycounty.us/dhs/solicitations.
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

6.4 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

6.5 New Provider Requirements

If awarded an Agreement, Successful Proposers who do not have current Allegheny County contracts will be required to complete the [DHS New Provider Application](#), available at

<http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx>. While not required as part of your Proposal, Proposers may wish to review the requirements of this application.