

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

RFP for Providers of Drug & Alcohol, Tobacco and Gambling Intervention Services and Other
Treatment Related Services

March 12, 2020

1. My nonprofit organization does not have audited financial statements. Could we submit a proposal with 990-N e-card verifications to meet the financial requirement for this RFP?

Yes, you can still submit a Proposal. While we prefer audits, 990 tax forms are a good alternative.

March 17, 2020

2. Regarding page 5 of the RFP Section 1: Why We are Issuing this RFP, is the purpose of this RFP to transition current providers from the program funded model to the fee for service model and if so, how many current providers are providing these services? Additionally, if you could let us know who the current providers are (if possible)?

We have 16 current providers of Intervention Services: Allegheny County Jail, Central Outreach, The Children's Institute, Human Services Administration Organization (HSAO), Message Carriers (under Sojourner House), Mon Yough Community Services, Mercy Behavioral Health, Onala, POWER, Prevention Point Pittsburgh, Sojourner House MOMS, Travelers Aid, TCV Community Services, Three Rivers Youth, Wesley Family Services, and resolve Crisis Services.

The purpose of the RFP is not to simply transition current providers from the program funded model to the fee-for-service model, even though a result of the RFP will be fee-for-service Agreements. Instead, we are seeking to serve clients more effectively and provide Intervention Services using evidence-based and evidence-informed treatment, which has been proven to produce positive outcomes for clients.

Current providers must submit a Proposal in response to this RFP and will be subject to the evaluation process described in Section 5. In order for a current provider to continue their services, the Evaluation Committee would have to come to a consensus that the current provider is one of the Proposers that can best provide Intervention Services under the new vision described in the RFP. Then, the Evaluation Committee would recommend that current provider for an award of a new Agreement, which will be under the fee-for-service model.

3. Is DHS looking to expand their current network of providers to increase capacity for the requested services?

We are looking for a network of providers that can deliver comprehensive and creative Intervention Services using evidence-based programs that enhance the overall behavioral health continuum of care for clients. This may include awarding Agreements to new providers. We

hope that a result of the new fee-for-service model is that we use funding more effectively, allowing us to increase the number of Intervention Services delivered and clients reached.

March 19, 2020

4. My organization is currently in the middle of a contract for school-based Prevention. Do we need to respond to this RFP in order to continue that work? I'm asking because I wasn't sure if that school-based program fell under "Intervention Services" as described in this RFP, or was in another category.

No, you do not need to respond to this RFP to continue to do your school-based Prevention work. Prevention and Intervention are different.

April 16, 2020

5. Is the group rate \$10 per person per hour or only \$10 per person per group? Many of our groups take longer than 1 hour so I was assuming that the rate was \$10 per person per hour.

The rate of \$10 per person per Group was developed based on a survey of current providers reporting that the majority of Groups were one hour long. If you would like to propose Groups that run longer than one hour, please include your proposed Group length and rate in your response to the RFP.

6. How do we bill for the indirect time and could you provide a mathematical or real life example on how the billing would look? My understanding is that if you spent at least 40% of the total time as indirect time, you can bill for the 40% indirect time, in addition to the direct time spent. For example for group, if your group was 2 hours, how much indirect time would you be able to include in your fee for service billing? Likewise with outreach, if your direct time is 1 hour, how much indirect time could you include in the units billed?

In the fee-for-service model, there is no billing for indirect time. The rate that is created and used to pay for the billable time takes into account all indirect and administrative time and costs, including holidays, vacation time, etc. Therefore, the only time that an agency would bill for is the direct billable service time as outlined in the RFP.

April 24, 2020

7. Are there gaps in service to certain populations that you are hoping to address?

The following table shows the Intervention Services currently being provided.

Service Type	Population Served	Location of Services
Telephonic Support	All	Providers office
Individual Outreach		
Hepatitis C Testing with Pre/Post Test Counseling	Adults	Various Treatment Facilities
Education	Adults	Various Treatment Facilities
Community Outreach		
Monthly Meetings/Events	Adults	Various Treatment Facilities, West End, East Liberty
Yearly Events	All	Various places around Allegheny County.
Recovery Month Events	All	Downtown, and various places around Allegheny County.
Health Fairs	All	East Liberty, Homewood, Polish Hill, Moon
Faith Based Events	All	Beltzhoover, North Hills
Education/Information Dissemination	Adults	West End, McKeesport, Turtle Creek, Duquesne, Braddock, Clairton, Monroeville, East Liberty, Oakland, Downtown, Homewood, Monroeville, West End.
	Veterans	Strategically targeted
Groups		
Educational	Adults	East Liberty, McKeesport, Northside, Colleges (Penn State Greater Allegheny, IUP, Waynesburg, CCAC), Pittsburgh, East Liberty, Homestead, Monroeville, West Homestead, West Mifflin, Swissvale.
	Youth (12-19)	Downtown and Dormont
	Veterans	Strip District
	School Age	High Schools (McKeesport, Elizabeth, Duquesne, Clairton, East Allegheny, Crafton, North Hills)
Hepatitis C	Adults	Various Treatment Facilities
Recovery Support Services		
Mentoring	Adults	Across the County in the community and in provider offices

8. Due to the ongoing COVID-19 pandemic, will intervention group and outreach services be billable via conference calls, telehealth or other online platforms? If so, would they be paid at the same rate?

There have been many changes to the way business is usually conducted during the Covid-19 pandemic. At this time, current providers of most services are able to bill at the usual rate when they are delivered remotely. Please keep in mind that this situation is changing rapidly, and DHS is sharing all guidance from federal, state and local authorities with providers as we receive it. For DHS's most up-to-date communication and planning regarding the pandemic, see <http://dhstraumaresourcelibrary.alleghenycounty.us/covid-19-information-for-dhs-providers/>.

9. The Alcohol Highway Safety Program administers a number of different programs in Allegheny County including DUI intervention and education required for all first and second-DUI offenders. There are four providers in Allegheny County that are already contracted to provide these services. Wouldn't the DUI/DWI programs described in this RFP be a duplication of services?

The list of topics in the RFP were just examples for Intervention Groups. Proposers should propose Group topics that they believe could be beneficial for a particular community or communities in Allegheny County. Proposed Group topics do not have to be listed in the RFP and Proposers do not have to include all topics listed in the RFP in their responses.

April 29, 2020

10. Is this RFP for just Intervention or intervention and D&A services? We already have a contract for D&A my understanding was this was just for Intervention services.

This RFP is only for Intervention Services. All current providers of Intervention Services must submit a proposal in response to this RFP, if they wish to continue providing Intervention Services. Other Drug and Alcohol services are not impacted by this RFP.

11. First, if two staff are attending an outreach event (Ex: Recovery Wellness Fair or a Health Fair). Can you bill for both of them being in attendance? Secondly, what happens if the event goes beyond a four-hour period? Is every event capped at 4 hours?

We have capped all material distributions for community events at four hours. Staffing and billing for each event would depend on the plan sent to DHS for approval. Larger events might call for more staff to be present, while smaller events could be covered by one staff member. Billing would be based on the number of staff present.

12. What will billing look like in the first year; will there be any shadow billing?

Our intention is to mirror the billing process we used when Prevention services went fee-for-service. We will show all returning providers how draw down would have occurred in the past year if it had been fee-for-service. We will work with all Successful Proposers on any billing

questions and issues that may arise during the transition and implementation of the fee-for-service model.

Amendment

March 18, 2020 – We amended the RFP and website to reflect a new proposal submission deadline of 3 p.m. Eastern time on Tuesday, May 5, 2020 (previously April 7, 2020), in consideration of the need for the County and providers to respond to the COVID-19 emergency.

Correspondingly, we updated the deadline to submit questions to April 28, 2020 (previously March 31, 2020) and notification to July 2020 (previously June 2020).