



Allegheny County Department of Human Services

# Request for Proposals

## Mental Health (MH) Assessment, Outpatient Therapy, and Additional Service Referral and Support for Residents of the Housing Authority of the City of Pittsburgh (HACP)

**RFP Posting:**

Thursday, May 16, 2024

**Questions Deadline:**

3 p.m. Eastern Time on Friday, June 7, 2024

**Submission Deadline:**

3 p.m. Eastern Time on Thursday, June 20, 2024

**Estimated Award Decision/Notification:**

August 2024

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

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# Acronyms and 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. Behavioral Health (BH): a system that encompasses both mental health and substance use prevention, support and services
4. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP.
5. Contract Services: The specific services that the Successful Proposer agrees to provide to the County in response to this RFP, as described in the Scope of Services in the Agreement
6. Community Care Behavioral Health (CCBH): The behavioral health managed care organization for Allegheny County
7. DHS: [Allegheny County] Department of Human Services
8. DHS Bonfire Portal: A Bonfire webpage specific to the Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire
9. D&A: Drug and Alcohol
10. MH: Mental Health
11. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
12. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
13. Response Form: The Word document in which Proposers respond to requested information about this RFP
14. RFP: Request for Proposals
15. RFP Opportunity Page: The Bonfire webpage where the RFP and all supporting documents are listed and where the RFP submission documents must be uploaded for a Proposal to be considered for review
16. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

Other terms shall have the meaning or definition as stated in the RFP.

# The RFP at a Glance

## *Purpose*

Allegheny County, through its Department of Human Services (DHS) and on behalf of the Housing Authority of the City of Pittsburgh (HACP), is seeking Proposals from qualified Proposers to provide mental health (MH) assessments and brief outpatient therapy for residents of HACP. In addition, the Successful Proposer must be able to refer residents to additional resources and/or other appropriate levels of care and support HACP staff with mediation and victim support in the event of resident conflicts or critical incidents.

The Successful Proposer will respond effectively to the needs and utilize the strengths of individuals and families, empowering and strengthening the capacity of adults with mental illness and children/adolescents with serious emotional disturbance to maintain their HACP housing.

Proposers are applying to provide services related to the MH needs of both adults and children. This work includes collaboration with the HACP program staff, who will conduct an initial screen of resident(s) and make referrals to the Successful Proposer. The goal of this program is to improve retention in housing, improve access to MH resources for residents and increase successful outcomes for HACP residents.

HACP will provide space for in-person meetings with residents. Additionally, the Successful Proposer should have the capacity to offer Telehealth services upon resident request. HACP will provide tablets and basic set-up on a secure network for residents who elect to receive telehealth services.

## *Award Details*

DHS intends to enter into an initial one-year agreement with one Successful Proposer, not to exceed \$125,000, for serving up to 100 residents per year, with a County option to renew at its discretion. This funding will support the availability of qualified staff and the administration of service delivery. **Any outpatient therapy and insurance compensable services provided, however, must be billed through Medicaid or other third-party insurance.** DHS will work collaboratively with the Successful Proposer to promote service delivery and availability. Service delivery is expected to begin as soon as possible after notification of selection.

## *Who can submit a Proposal*

Outpatient licensed non-profit and for-profit organizations and licensed mental health practices are eligible to submit a Proposal in response to this RFP. Proposers do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

**The Successful Proposer must be part of the Community Care Behavioral Health (CCBH – the BH managed care organization for Allegheny County) network before the implementation of services. If the Successful Proposer is not already a part of the CCBH network, they must apply for and obtain network status to bill Medical Assistance.**

**Proposals must be submitted electronically by logging into or creating an account on [Bonfire](#) (See Section 4: How to Submit a Proposal).**

*What’s important to us*

HACP is interested in a Successful Proposer with the:

- Ability to provide high quality, compassionate, and culturally responsive MH assessment and outpatient therapy services and referrals for HACP residents.
- Ability to develop and maintain relationships and communication with HACP staff.
- Ability to travel to different locations and be flexible with appointments.
- Capacity to conduct telehealth, if requested by the resident.
- Knowledge of Allegheny County’s Behavioral Health (BH) system, including MH and Drug & Alcohol (D&A) services.
- Ability to document services in an electronic client information system.
- Ability to provide required reports in a timely manner.

*Timeline*

RFP Posting	Thursday, May 16, 2024
Questions Deadline	Friday, June 7 at 3 p.m. Eastern Time
Last Website and Q&A Update	Thursday, Thursday, June 13 at 6 p.m. Eastern Time
Submission Deadline	Thursday, June 20 at 3 p.m. Eastern Time
Estimated Award Decision/Notification	August 2024

*Who we are*

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, developmental supports, 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**

DHS, on behalf of HACP, is issuing this RFP to increase access to MH and additional resources and services at designated HACP sites (see Section 2). It is the goal of DHS and HACP to

increase access to MH and additional resources and services to promote individuals' and families' ability to maintain housing. When MH needs are met, individuals are more likely to maintain a healthy and appropriate home. To ensure that these goals are effectively met, HACP is specifically interested in facilitating MH assessments and outpatient therapy that utilize available on-site space for in-person services. Telehealth can be an option when and if it is an available choice for residents.

HACP is working to demonstrate that when MH needs are met people are more likely to access resources like those listed above and follow through with steps necessary to maintain their housing.

## **Section 2: What We Are Looking For**

DHS, on behalf of HACP, is seeking one Successful Proposer to provide MH assessments and outpatient therapy to meet the MH needs of HACP residents. In addition, the Successful Proposer must be able to 1) refer residents to additional resources and/or other appropriate levels of care and 2) support HACP staff with mediation and victim support in the event of resident conflicts or critical incidents. Services should be designed to respond effectively to MH needs and to build individuals' capacity to maintain HACP housing.

The Successful Proposer must be a licensed outpatient provider through the Commonwealth of PA and able to provide services on site or through telehealth. In addition, they must be able to bill third-party insurance (including Medicaid) for therapy provided and have knowledge of the local BH service system so they can make appropriate referrals when necessary.

### **2.1 Core Service**

The Successful Proposer will be required to provide the services requested in this RFP at the following five HACP facilities:

- Arlington Heights: 3132 Cordell Place, Pittsburgh, PA 15210
- Allegheny Dwellings: 1702 Belleau St., Pittsburgh, PA 15214
- Bedford Dwellings: 2305 Bedford Ave., Pittsburgh, PA 15219
- Homewood North: 10 Albertine St., Pittsburgh, PA 15208
- Northview Heights: 525 Mt. Pleasant, Pittsburgh, PA 15214

Qualified staff of the Successful Proposer will have access to space in HACP facilities in which they may provide on-site services. Alternatively, residents may choose to receive services in their own apartment or via telehealth. The Successful Proposer will need to determine, in collaboration with HACP, a rotating weekly schedule of office availability for on-site and/or telehealth services at each of the five facilities.

Within the five facilities, the Successful proposer will provide services for up to 100 people per year. These individuals will be referred to the Successful Proper by the HACP Clinical coordinator/HACP staff, who will have conducted an initial screening to determine if an individual and/or family is at risk of losing residency due to unmet MH needs. The HACP

Clinical Coordinator will be the HACP staff person responsible for the oversight of MH services. All individuals eligible for service will be referred by HACP.

In addition to the acceptance of referrals for MH assessments, outpatient therapy and additional service referral, the Successful Proposer must be able to support the HACP Clinical Coordinator in providing mediation and/or victim support in response to resident conflict and/or critical incidents. We do not anticipate that the Successful Proposer will necessarily provide therapy in this role but instead work collaboratively with the HACP Clinical Coordinator to support engagement with the appropriate resident(s). In addition, the Successful Proposer may find it beneficial to facilitate group sessions for residents with shared concerns.

The Successful Proposer must work in strong collaboration with the HACP Clinical Coordinator for successful coordination and implementation of service delivery. Final details regarding how HACP and the Successful Proposer will coordinate services will be worked out prior to the onset of services.

In full, the Successful Proposer must have the capacity to:

- Assess referred residents and identify methods of intervention.
- Provide outpatient therapy and develop goal/service plans based on the individual's and/or family's expressed needs.
- Conduct consistent follow-up on client progress based on an agreed-upon goal plan.
- Document and evaluate efforts, submit monthly reports and participate in a quarterly meeting to update DHS and HACP staff.
- When requested, assist the HACP Clinical Coordinator with mediation and/or victim support to address resident conflicts and/or critical incidents.
- Refer residents to additional BH resources and services, including additional MH services and D&A intervention/treatment services, when appropriate.
- Facilitate (or arrange for) support groups for people with MH concerns, when determined a beneficial component to individual services in each location.

Outpatient therapy provided by the Successful Proposer should be brief in duration (2-3 months) and specifically focus on helping individuals and/or families maintain residency. Any longer-term follow-ups/referrals should be documented by the Successful Proposer. **All outpatient therapy and any insurance compensable services provided must be billed through Medicaid or other third-party insurance.**

Assessments and services must follow all federal, state and local privacy regulations throughout the course of the award, including HIPAA (see section 6.3) and Title 42 CFR (Code of Federal Regulations) Part II Confidentiality of Substance Use Disorder Patient Records: [eCFR :: 42 CFR Part 2 – Confidentiality of Substance Use Disorder Patient Records](#).

## **2.2 Staffing and Staff Qualifications**

All staff who provide services must have the proper credentials related to their profession. Qualified staff (per the respective credentialing of the Successful Proposer) may include

Licensed Social Workers, Licensed Clinical Social Workers, Licensed Professional Counselors and other MH professionals. Professional oversight and supervision must be provided for staff who provide direct services.

Staff must provide culturally responsive and compassionate, high-quality services and appropriate referrals regardless of race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences.

### **2.3 Data Collection, Communication and Reporting**

At a minimum, the following reports/communication will be required:

- Monthly summary reports
- Quarterly full reports and meetings held to discuss progress and outcomes
- HACP will determine the content to be included in required reports and communications. (Past practice primarily consisted of statistical reporting using an agreed-upon Excel spreadsheet.) Reports must include at least:
  - Number of HACP referrals
  - Number of initial visits
  - Type of services rendered, e.g., assessment, type of therapy (in-person, telehealth)
  - Number of follow-up visits
  - Additional referrals made and utilized

The Successful Proposer will attend quarterly status meetings with HACP and DHS staff and additional information may be required. The Successful Proposer will work collaboratively with HACP to establish appropriate documentation methods for reporting this information.

### **2.4 Budget**

DHS intends to enter into an initial one-year agreement with one Successful Proposer to serve up to 100 residents/year at a cost not to exceed \$125,000. The County will have the option to renew the contract at its discretion. Funding is intended primarily for the availability of qualified staff and the administration of service delivery.

Budget and budget narratives should detail any additional MH funds leveraged for the provision of services.

## **Section 3: Proposal Requirements and Evaluation Criteria**

DHS will evaluate Proposals based upon the evaluation criteria listed below. Proposers must address their qualifications in their Proposal by responding to the 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



<https://solicitations.alleghenycounty.us/>. The maximum score that a Proposal can receive is 110 points, as outlined in the following sections.

### **Organizational Experience (30 points)**

- Experience providing MH assessment and outpatient therapy for individuals and families (5 points)
- Experience providing services to individuals and families who are low-income (5 points)
- Experience providing culturally responsive and compassionate services to racially and culturally diverse individuals and families (5 points)
- Experience providing telehealth MH services (5 points)
- Experience providing referrals to additional MH and D&A resources and services (5 points)
- Possesses relevant MH licenses and/or certifications (5 points)

### **Core Services (40 points)**

- Plan detailing how services will be designed and implemented (10 points)
- Plan detailing how proposed services will support the strengths of individuals and families (5 points)
- Plan for connecting residents to additional MH and D&A resources and services when appropriate (5 points)
- Description of individual and family assessment tools and processes. Please include relevant examples as attachments. (5 points)
- Description of intervention and treatment methods. Please include relevant examples as attachments. (10 points)
- Process for documenting and storing individual and family information (5 points)

### **Staff Qualifications and Credentials (20 points)**

- Staffing plan, including list of staff positions, qualifications and description of roles for direct service and supervisory staff (20 points)

### **Budget (20 points)**

- Detailed line-item budget that reflects how funding awarded by DHS (as well as any additional MH funding leveraged) will be used to provide services and necessary management and administrative support (15 points)
- Budget narrative that reflects a realistic estimate of the costs associated with implementing the service (5 points)

## **Section 4: How to Submit a Proposal**

### **4.1 Submit a Proposal**

- a. Proposers should take time to review and understand the RFP in its entirety including:
  - The background (see Section 1: Why DHS Is Issuing This RFP)

- The narrative (see Section 2: What DHS Is Looking For)
  - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
  - The evaluation process (see Section 5: How DHS Will Evaluate Your Proposal)
- b. Proposers must use the Response Form to develop a Proposal. Type your responses to each requested item directly into the Response Form. It is available on the [RFP Opportunity Page](#) on our [DHS Bonfire Portal](#) and on our Active Solicitations webpage with the RFP announcement at <https://solicitations.alleghenycounty.us/>.
- c. Collaborative Proposals
- Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
    - i. **Lead Agency:** The County can enter a contract with only one partner of a Collaborative Proposal. Therefore, a Collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
    - ii. **Partners:** Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details their role and in which they agree to their role in the Contract Services.
  - Entities may participate in more than one Collaborative Proposal.
- d. Proposers must submit a complete Proposal that includes the following attachments that are available on our Active Solicitations website:
- Response Form
  - Partner commitment letters, if applicable
  - W-9
  - Minority, Women or Disadvantaged Business Enterprise (MWDDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
  - MH licenses and/or certifications
  - Resumes of direct service and supervisory staff
  - Supplementary information regarding any assessment tools and processes
  - Supplementary information regarding intervention and treatment methods
- e. Proposers should not send any attachments other than those listed either above or in the Response Form.
- f. Proposers must make sure to complete each section of the Response Form and to stay within any word counts or page limits specified in the Response Form.
- g. Proposals must be submitted electronically by logging into or creating an account on Bonfire at <https://alleghenycountydhs.bonfirehub.com> and uploading the required submission documents to the appropriate [RFP Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Thursday, June 20, 2024, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) or (412) 350-6352.**
- h. All Proposals must be submitted before the deadline! Once the deadline has passed, the [RFP Opportunity Page](#) will no longer accept Proposals. If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.

- i. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

#### **4.2 How to Contact DHS about this RFP and RFP Communications**

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the [RFP Opportunity Page](#), or email us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).
  - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, June 7, 2024.
  - b. You may submit technical or logistical questions at any time, even after the Questions Deadline.
- b. All information about the RFP, including answers to all content-related questions and any changes or amendments, will be posted on the Bonfire [RFP Opportunity Page](#) and on our Active Solicitations website at <https://solicitations.alleghenycounty.us/>. Once you have created an account and indicated you are interested in this RFP, you will receive automatic email updates through Bonfire when any questions, changes or amendments are available.
  - a. Please check our DHS Bonfire Portal and the website regularly for answers to questions, additional information and changes to the RFP or the RFP process.
  - b. The webpage will be updated only on Thursdays, with any new information visible after 6 p.m.
  - c. The last Q&A and website update for this RFP will be on Thursday, June 13, 2024, at 6 p.m. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.

#### **4.3 New Provider Requirements**

Any Successful Proposer(s) who does not have a current Allegheny County DHS contract must submit the DHS New Provider Application and its supporting documents upon receipt of the Notice of Intent to Award. Proposers are not required to submit this documentation with their Proposal.

- a. The DHS New Provider Application is available at our Active Solicitations website under the “Required documents” bar at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- b. The DHS New Provider Application asks for audited financial reports for the last three years. If a Proposer does not have audited financial reports for the last three years, then the Proposer may submit other financial documentation that attest to the financial health of the organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting through Allegheny County.

#### **4.4 Other Information**

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals and to not enter into an Agreement for the Contracted Services.**
- b. Any Agreement originating from this RFP is subject to all 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. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

#### **4.5 Pennsylvania’s Right-to-Know Law**

Proposers should be aware that all documents and materials submitted in response to this RFP may be subject to requests for access to public records made pursuant to Pennsylvania’s Right-To-Know Law (RTKL). Under the RTKL, records in the possession of a public agency like the County are presumed to be public records and the County may have to make documents and materials submitted by the Proposer available to a requestor after an award of an Agreement is made.

If the Proposer includes any information within its Proposal that the Proposer asserts is either a “trade secret” or “confidential proprietary information,” as those terms are defined under the RTKL, the Proposer must include with its Proposal a written statement signed by an authorized representative of the Proposer identifying those portions or parts of its Proposal that the Proposer believes constitute a “trade secret” or “confidential proprietary information” and provide contact information to enable DHS to contact the Proposer in the event that the County receives a Right-To-Know request for the Proposal. The Proposer shall have five (5) business days from date of receipt of any notification from the County to provide a written statement signed by an authorized representative of the Proposer explaining why the Proposal or any portion thereof is exempt from disclosure as a trade secret, confidential proprietary information or other legal reason. The County shall consider this statement in either granting or denying a request for public access to the Proposal or any portion thereof. The County will notify the Proposer of its decision whether to grant or deny the request either in whole or in part.

## **Section 5: How We Will Evaluate Your Proposal**

DHS will convene an Evaluation Committee to evaluate Proposals. The Evaluation Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria, using the point scale listed in Section 5.1 b.

### **5.1 Evaluation of Proposals**

The evaluation process will consist of the following steps:

- a. DHS will form an Evaluation Committee. The Evaluation Committee, which will be comprised of evaluators with expertise in the subject matter of this RFP, may include community members with lived experience, external subject matter experts, provider representative(s), representative(s) from key partners or funders, and DHS staff.
- 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, utilizing their personal 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. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An "Outstanding" response would receive 15 points, while one that "Meets Expectations" would receive 9 points.
- d. DHS will tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP. The Committee will have discretion to either: (1) recommend to the DHS Director that a reduced number of Proposals be shortlisted for more extensive review conducted through a formal oral presentation to the Committee, interview or site visit or (2) recommend to the DHS Director that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
- e. As described in d above, DHS, on behalf of the County, shall have the 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. Each Committee member will individually score the oral presentation of the shortlisted Proposers using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Proposer's oral presentation can receive is 15 points:
  - Presentation demonstrates Proposer's ability to implement the Contract Services effectively (5 points)
  - Proposer's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
  - Proposer's presentation is thoughtful and well prepared (5 points)
- f. DHS will tally the scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the scores and arrive at a consensus as to which Proposer(s) can best provide the Contract Services in response to the RFP.

- g. The Committee will submit its recommendation for award of an Agreement or Agreements to the DHS Director for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- h. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. At any time during the evaluation process, DHS may contact a Proposer's references.
- j. As part of determining a Proposer's eligibility to enter a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure a Proposer's financial stability.
- k. 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.**
- l. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- m. Proposers that are not awarded an Agreement but who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

## 5.2 Other Requirements

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

- a. Received by the due date/time.
- b. Properly formatted and include responses to all requested information.
- c. 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, Successful Proposers must 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. In addition, Successful Proposers must be able to meet the insurance requirements necessary to provide the Contract Services.

Additional details about contracting with Allegheny County and the insurance requirements are available in the [DHS Contract Specifications Manual](#) and the [Insurance Requirements Overview](#) at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations) under the "Required documents."

## 6.1 Minority, Women or Disadvantaged Business Enterprise (MWDDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Business Enterprises and expects that Successful Proposers will make a “good faith effort” to help the County meet these goals.

- a. All Proposals must include a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
  - All Proposers must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
  - If the Proposer can meet the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement. Proposers also must attach the MWDBE certifications of the firms cited in the Participation Statement.
  - If the Proposer would like to request a waiver from participating in the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - [Allegheny County DHS Combined MWDBE Form](#)
  - MWDBE Resources
    - [MWDBE Contract Specifications Manual](#)
    - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#)
- d. A listing of certified DBE vendors can be found at <https://paucp.dbesystem.com>.

## 6.2 Veteran-Owned Small Business (VOSB) Requirement

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Successful Proposers will make a “good faith effort” to help the County meet this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.
  - For contracts under \$100,000, VOSB vendors are from all bonding requirements.
- b. All Proposals must include either of the following:
  - If the Proposer can meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) cited in the Participation Statement.
  - If the Proposer requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- c. VOSB forms can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):

- [VOSB Participation Statement](#)
  - [VOSB Waiver Request](#)
- d. A listing of Small Businesses, Small Diverse Businesses, and Veteran Business Enterprises (SB, SDB, and VBE) can be found at [www.dgs.internet.state.pa.us/suppliersearch](http://www.dgs.internet.state.pa.us/suppliersearch).

### **6.3 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.

### **6.4 Cyber Security**

- a. Successful Proposers must meet the minimum computer specifications that begin on page 14 of the [DHS Contract Specifications Manual](#), available at [www.alleghenycounty.us/dhs/solicitations](http://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).

### **6.5 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.

### **6.6 Language Diversity Requirements**

Successful Proposer(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).