



# Request for Proposals

## *U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re- Housing Programs*

**RFP Posting:** June 10, 2016

**Deadline for Questions:** June 24, 2016

**Submission Deadline:** July 1, 2016

**Estimated Award Decision/Notification:** August 2016

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 when used in this RFP shall have the following special meaning:

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. Continuum of Care (CoC): A geographically-based group of representatives that carries out the planning responsibilities of the HUD Continuum of Care Program. The Allegheny County Homeless Advisory Board has designated the Allegheny County Department of Human Services as the entity authorized to apply for and carry out activities on behalf of the CoC (the Collaborative Applicant).
4. CoC Regulations: HUD's rules and regulations under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The rules and regulations are titled, "Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule," and can be found at 24 CFR Part 578.
5. Contract Services: The specific services which 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. Coordinated Entry: A standardized method for connecting individuals and families experiencing homelessness to the resources available in a given community.
7. DHS: [Allegheny County] Department of Human Services
8. HAB: [Allegheny County] Homeless Advisory Board. The public/private partnership formed to assist Allegheny County, the City of Pittsburgh, the City of McKeesport and the Municipality of Penn Hills in reviewing public policy, programs, activities, data and all other efforts that will eliminate homelessness and improve the well-being of homeless individuals and families.
9. HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, enacted into law on May 20, 2009
10. HMIS: Homeless Management Information System
11. Housing First: A model to address homelessness based on the following principles: 1) the provision of safe and affordable housing; 2) all people experiencing homelessness can achieve housing stability in permanent housing; 3) everyone is "housing ready;" 4) many people experience improvements in quality of life as a result of achieving housing; 5) people experiencing homelessness have the right to self-determination and should be treated with dignity and respect; and 6) the exact configuration of housing and services depends upon the needs and preferences of the population served. All programs following a Housing First model share a few key features: few programmatic prerequisites, low barrier admission policies, rapid and streamlined entry into permanent housing, voluntary and engaging supportive services, and a focus on housing stability.
12. HUD: [United States Department of] Housing and Urban Development
13. NOFA: Notice of Funding Availability
14. Participant: An individual or family served by a proposed Permanent Supportive Housing or Rapid Re-Housing Program

15. PSH: Permanent Supportive Housing. Long-term housing with supportive services for homeless individuals with disabilities
16. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
17. Proposer: The individual, non-profit organization, for-profit organization or business submitting a Proposal in response to this RFP
18. Reallocation: A CoC shift of funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's annual renewal amount. All CoCs may use the reallocation process based on local CoC needs and priorities.
19. Response Form: The Word document where Proposers respond to requested information about this RFP
20. RFP: Request for Proposals
21. RRH: Rapid Re-Housing. Programs that assist individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance, housing search and supportive services
22. Successful Proposer: Proposer(s) selected by the County to provide the Contract Services
23. Supportive Services: Services designed to prepare Participants to make a successful transition from homelessness to independence
24. Transitional Housing: Programs that help individuals and families with temporary housing combined with supportive services for up to 24 months

## **The Basics**

### ***What we need***

As recommended by the Allegheny County Homeless Advisory Board (HAB), through the Allegheny County Department of Human Services (DHS) and on behalf of the Allegheny County Continuum of Care (CoC), Allegheny County is soliciting Proposals from one or more Proposers to provide housing, housing assistance and supportive services to individuals and/or families experiencing homelessness through Permanent Supportive Housing (PSH) Programs and Rapid Re-housing (RRH) Programs (hereinafter referred to separately as PSH Programs and RRH Programs and collectively as the Programs). Individuals receiving PSH Program and RRH Program services will hereinafter be referred to as Participants.

The PSH and RRH Programs which are the subject of this RFP are being developed in anticipation of two sources of funding: 1) the strategic reallocation of \$3.8 million in funds within the CoC from programs that neither provide permanent housing nor commit to a Housing First model to programs that fulfill the intent of this RFP; and 2) the availability of bonus funding, per the U.S. Department of Housing and Urban Development (HUD) Notice of Funding Availability (NOFA) for the CoC, expected in late June 2016. The amount of bonus funding is not yet available, but will be added to the \$3.8 million in reallocated funds to support the Programs described in this RFP.

Successful Proposals will be included in DHS's annual response to HUD's NOFA. Dependent upon HUD approval of DHS's response to the NOFA, DHS intends to enter into one or more Agreements with one or more Successful Proposer(s) to provide PSH and RRH Programs for a term of one year. DHS expects there to be more than one Successful Proposer. Proposers may submit a Proposal for one PSH Program, one RRH Program or both Programs.

### ***What's important to us***

Since the adoption of *Opening Doors*,<sup>1</sup> the Federal government has emphasized the importance of understanding Housing First not just as a program model, but as an overall orientation in communities' systems responses to homelessness. Housing First strategies incorporate few programmatic prerequisites, utilize proactive outreach and engagement efforts, implement low barrier admission policies, create rapid and streamlined entry into permanent housing, offer voluntary and engaging supportive services, and focus on housing stability.

As a Continuum of Care, the County is committed to these Housing First principles. This RFP aims to contribute to long-term efforts to more fully integrate Housing First models into the Allegheny County CoC.

### ***Who we are***

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

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<sup>1</sup> [https://www.usich.gov/resources/uploads/asset\\_library/USICH\\_OpeningDoors\\_Amendment2015\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)

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>

DHS, through its Bureau of Homeless Services, provides a safety net of resources to help those in critical need of shelter, with the goal of eventual independence and self-sufficiency.

# Section 1: Key Information

## 1.1 General Information

- a. This RFP is a solicitation to individuals, non-profit organizations, and for-profit organizations or businesses (Proposers) to submit a Proposal to perform the services as described in *Section 3.1: What we are buying and why*. Proposers must have the ability to meet the identified needs and quality standards within the programmatic and funding guidelines specified in this RFP.
- b. The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

## 1.2 Timeline

- a. Deadline for Proposers to submit questions is June 24, 2016.
- b. Proposals must be submitted by 3 p.m. on July 1, 2016.
- c. Proposers will be notified of their selection status by August 2016.

## 1.3 How to Contact DHS

- a. All inquiries and questions concerning the RFP must be submitted via email to [DHSProposals@allegHENYcounty.us](mailto: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](http://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.

## 1.4 Submitting Your Proposal

- a. This RFP provides detailed information about the Proposal and Proposer requirements, the evaluation process and how to develop your Proposal.
- b. Please 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](http://www.allegHENYcounty.us/dhs/solicitations).
- c. Proposers must submit a complete Proposal, which includes the following, available on our Active Solicitations website:
  - Cover Page
  - Response Form
  - MWDBE Participation Statement or MWDBE Waiver and Participation Statements
  - Allegheny County Vendor Creation Form
  - Audited Financial Report
  - W-9
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. Please take time to review and understand the RFP in its entirety including:

- The requirements (see *Section 3: Our Requirements*)
  - The evaluation process (see *Section 4: The Evaluation Process*)
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
  - g. Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m. EST on July 1, 2016 to be considered for review.**
  - h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will not be considered.
  - 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 us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us)

## 1.5 Other Information

- a. Any Agreement originating from this RFP is subject to all of the Terms and Conditions specified in *Section 5: Contract Information*.
- b. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- c. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- d. The Successful Proposal will be posted online in the DHS Solicitations Archive after contract execution.

## Section 2: Background

DHS administers a \$16 million HUD grant, \$11,190,898 of which is dedicated currently to PSH Programs and \$2,032,285 of which is dedicated currently to RRH Programs across Allegheny County.

PSH Programs provide long-term housing with supportive services for homeless individuals with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. RRH Programs assist individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance, housing search and supportive services.

Recently, an analysis was conducted to identify current housing service needs. The analysis was based on six months of caller data to the County's Coordinated Entry Unit and data about the CoC's bed capacity by project type (inclusive of all funding streams). Project types included PSH, RRH and Transitional Housing, (i.e., programs that help individuals and families with temporary housing combined with supportive services for up to 24 months). Callers were categorized by their level of need, indicating which housing option is most appropriate to meet that need. The analysis demonstrated the following key gaps in housing services:

1. 61% of families seeking housing services have moderate service needs, with RRH and Transitional Housing being the housing options currently available in the CoC. Analysis indicates a shortage of 67 units between current demand and capacity to house these families via normal unit turnover.
2. 60% of individuals seeking housing services have moderate service needs, with RRH and Transitional Housing being the housing options currently available in the CoC. Analysis indicates



a shortage of 298 beds between current demand and capacity to house these clients via normal bed turnover.

3. 35% of families seeking housing services have high service needs, with PSH being the most appropriate housing option. Analysis indicates a shortage of 62 units between current demand and capacity to house these families via normal unit turnover.
4. 28% of individuals seeking housing services have high service needs, with PSH being the most appropriate housing option. Analysis indicates a shortage of 155 beds between current demand and capacity to house these clients via normal bed turnover.

## Section 3: Our Requirements

### 3.1 What we are buying and why

DHS is issuing this RFP to identify Proposals for PSH and RRH Programs that will be supported by the funding available through reallocation of CoC funding and additional bonus funding. The Programs are intended to replace existing Transitional Housing programs and must adhere to Housing First principles as well as all rules and regulations of: 1) the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act),<sup>2</sup> HUD's Homeless Emergency Assistance, Rapid Transition to Housing: Continuum of Care Program (CoC) Rules and Regulations ("CoC Regulations"),<sup>3</sup> found at 24 CFR 578 and 2) the Fair Housing Act.<sup>4</sup>

When designing their Programs, Proposers should consider the system needs analysis described in *Section 2: Background*. The reallocation of funding into RRH and PSH Programs (\$3.8 million) will cover, at a minimum, 80 family housing units and 176 single housing units. If a HUD bonus project allocation is available, any funding received through a successful bonus project allocation will be added to this amount to support additional PSH and RRH Programs. Proposers may propose to develop one PSH Program, one RRH Program or both Programs.

#### A. Target Population

Proposed Programs must provide both housing and supportive services, as described under *Section 3.1, B: Service Description*, to Participants. Programs may serve individuals and/or families experiencing homelessness. Programs may serve any subpopulation of Participants (e.g., veterans; youth under 25 years of age; individuals experiencing domestic violence, substance use disorders, mental illness, HIV/AIDS, ex-offenders). In addition:

- New PSH Programs must serve chronically homeless individuals and/or families, including unaccompanied youth, meeting HUD disability requirements.
- New RRH Programs must serve homeless individuals and/or families, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence situations.

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<sup>2</sup> <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

<sup>3</sup> <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

<sup>4</sup> [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/FHLaws/yourrights](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights)

Programs must follow a Housing First model<sup>5</sup> and serve Participants without regard to previous criminal history, clean time, employment, credit worthiness or other barriers.

## **B. Service Description**

### ***Housing for PSH Programs***

For a PSH Program, Successful Proposer(s) will be expected to offer facility-based and/or scattered site housing units in Allegheny County for Participants.

### ***Housing for RRH Programs***

For an RRH Program, Successful Proposer(s) will be responsible for offering short-term rental assistance (up to 3 months) or medium-term rental assistance (4-24 months) for Participants. All rental assistance will be for tenant-based scattered site units, meaning that Participants may locate the housing of their choice in the private rental market, with assistance by the Successful Proposer as needed. If a Participant later moves to another suitable unit, they may apply the rental assistance to the new unit.

All RRH Program units must: pass a housing quality inspection; meet all requirements identified in the HEARTH Act, CoC regulations and the Fair Housing Act; and meet reasonable rent standards. The Successful Proposer(s) also will be responsible for working with landlords and other service providers to ensure that the Participant remains successfully housed and to facilitate their transition out of the RRH Program. Further, the Successful Proposer(s) must ensure timely and accurate payment to the landlord on behalf of the Participant. The Successful Proposer(s) must follow the rental assistance regulations for RRH,<sup>6</sup> including having all leases in the name of the Participant.

Per HUD requirements, to remain in an RRH Program, Participants must demonstrate that they continue to lack sufficient resources and support networks necessary to retain housing without assistance. If Participants no longer require assistance through an RRH Program, they must be permitted to remain in the housing unit (if they choose) and assume full responsibility for payment of rent and utilities.

### ***Supportive Services for PSH and RRH Programs***

In addition to appropriate housing for PSH and RRH Programs described above, the Successful Proposer(s) must provide supportive services designed to prepare Participants to make a successful transition from homelessness to independence. Supportive services are aimed at long-term recovery and may focus on social, vocational, educational, behavioral or cognitive skills. Services may be provided by the Successful Proposer(s) directly or by another agency under contract with the Successful Proposer(s). Supportive services include the following:

- Assessment of service needs
- Assistance with moving costs
- Case management
- Child Care

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<sup>5</sup> [https://www.usich.gov/resources/uploads/asset\\_library/USICH\\_OpeningDoors\\_Amendment2015\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)

<sup>6</sup> <https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/> and <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

- Education services
- Employment assistance and job training
- Food assistance
- Housing search and counseling services
- Legal services related to obtaining/maintaining rental housing
- Life skills training
- Mental health services
- Outpatient health services
- Outreach services
- Substance use disorder treatment
- Transportation
- Utility deposits

### **C. Referral and Outreach**

DHS expects that all referrals to the PSH and RRH Programs managed by Successful Proposer(s) will be made through DHS's Coordinated Entry Unit. Successful Proposer(s) will be responsible for accepting a referral and quickly securing the Participant's appropriate housing placements.

### **D. Performance Outcomes for Both Funding Sources**

Successful Proposer(s) will be responsible for tracking outcomes and meeting the following HUD performance standards for the PSH and RRH Programs within one year.

Performance standards for a PSH Program:

1. 85% of Participants will maintain permanent housing or exit to other permanent housing.
2. 75% of Participants will maintain or increase their income.
3. 75% of Participants will maintain or increase non-cash benefits (e.g., Food Stamps, Medicaid or Private Health Insurance).

Performance standards for an RRH Program:

1. 85% of Participants will maintain permanent housing.
2. 75% of Participants will maintain or increase their income.
3. 75% of Participants will maintain or increase non-cash benefits.
4. 20% of Participants will obtain employment (employment can be part-time or full-time).
5. Less than 5% of Participants will return to homelessness within six months and less than 10% within 12 months.
6. 85% of Participants will utilize supportive services.

Beyond HUD's performance outcomes, DHS expects that Successful Proposer(s) will establish additional goals for the PSH and RRH Programs, (e.g., Participants will secure health care through public or private sources, Participants will be linked to mental health outpatient services, Participants will enroll in life skills courses).

### **E. HMIS**

Successful Proposer(s) will be responsible for participating in the Allegheny County Coordinated Intake process and for entering all data into the Homeless Management Information System (HMIS), an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Victim service providers are not required to participate in HMIS, per HMIS regulations.

## **F. Budget**

Because DHS expects there will be more than one Successful Proposer, funding will be divided among Successful Proposers according to Program size and needs. Successful Proposer(s) Programs will be included in the County's response to HUD's annual NOFA. Contingent on HUD approval, the County expects to award Agreements for a term of one year.

Successful Proposer(s) will be responsible for leveraging 200% of the total grant amount set forth in the Agreement between the County and the Successful Proposer. Leverage consists of all cash and in-kind resources (excluding match) which supplement the HUD grant to support the Successful Proposer's activities funded by the County as part of the PSH and RRH Programs. Leverage (other than match, as described in the next paragraph) may support the Program's ineligible activities (e.g., staff training). Leverage resources may include donated items (e.g., food or gifts donated by a church with a specific estimated value, furniture, dishes).

In addition, a 25% match from the Successful Proposer(s) is required to be documented for all line items except leasing. The match may be in-kind or additionally-raised funds. If in-kind services are secured from another organization for this match, the organization must have a memorandum of understanding in place prior to the executed contract.

No more than 3.5% of HUD funds may be used for a Successful Proposer's administrative expenses (e.g., staffing, computers, office supplies). Matching funds, cash and in-kind resources may be used for additional administrative costs.

## **3.2 What we require**

Proposers must meet the following evaluation criteria and should address their qualifications 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](http://www.alleghenycounty.us/dhs/solicitations). The maximum score a Proposal can receive for each proposed program is 105 points, as outlined in the following sections.

### Organizational Experience for PSH and RRH Programs (40 points total)

With respect to this criterion, Proposers should describe or address in the Response Form that they have:

- Solid experience providing housing and supportive services with at least an 85% utilization rate (5 points)
- Strong organizational and management structure including evidence of internal communication, external coordination and an adequate financial accounting system (5 points)
- Absence of any unresolved monitoring or audit findings for any HUD grants (5 points)

- A strong staffing plan including staff qualifications, recruitment, training and performance management (5 points)
- Capability with HMIS and a solid strategy for managing data with HMIS (5 points)
- Clear understanding of the Housing First model (5 points)
- A positive track record in leveraging federal, state, local and private sector funds (5 points)
- Strong financial health, as evidenced by audits or other supporting financial documentation (5 points)

#### PSH Program Standards (65 points total)

With respect to this criterion, PSH Program Proposers should describe or address in the Response Form that they have:

- A strong plan for the PSH Program (5 points)
- An appropriate schedule for the proposed activities, a management plan and a method for assuring effective and timely completion of all work for the PSH Program (5 points)
- A well-defined strategy to serve PSH Program Participants (5 points)
- Solid experience serving the PSH target population, including any specified subpopulation (5 points)
- An appropriate housing facility (including scattered site) that supports PSH Program goals (5 points)
- A strong plan for coordinating with outside partners for the proposed PSH Program (5 points)
- A comprehensive plan to provide a variety of supportive services, with appropriate frequency, appropriate for PSH Program Participants (5 points)
- A solid strategy for tracking and achieving HUD PSH Program performance standards (5 points)
- Appropriate additional PSH performance measures with outcomes that can be tracked and achieved (5 points)
- Strong ability to manage referrals experiencing homelessness who have a documented disability (5 points)
- A thoughtful strategy to effectively use funds for performing the scope of services within funding and time limitations (5 points)
- A budget narrative that reflect a realistic estimate of the costs associated with implementing the PSH Program (5 points)
- HUD budget charts that demonstrate fiscal and management capacity to manage program funds in a fiscally responsible manner (5 points)

#### RRH Program Standards (65 points total)

With respect to this criterion, RRH Program Proposers should describe or address in the Response Form that they have:

- A strong plan for the RRH Program (5 points)
- An appropriate schedule for the proposed activities, a management plan and a method for assuring effective and timely completion of all work for the RRH Program (5 points)
- A well-defined strategy to serve RRH Program Participants (5 points)
- Solid experience serving the RRH target population, including any specified subpopulation (5 points)
- An appropriate housing plan that supports RRH Program goals (5 points)
- A strong plan for coordinating with outside partners for the proposed RRH Program (5 points)

- A comprehensive plan to provide a variety of supportive services appropriate, with appropriate frequency, for RRH Program Participants (5 points)
- A solid strategy for tracking and achieving HUD RRH Program performance standards (5 points)
- Appropriate additional RRH performance measures with outcomes that can be tracked and achieved (5 points)
- Strong ability to manage referrals for individuals and families experiencing homelessness (5 points)
- A thoughtful strategy to effectively use funds for performing the scope of services within funding and time limitations (5 points)
- A budget narrative that reflect a realistic estimate of the costs associated with implementing the RRH Program (5 points)
- HUD budget charts that demonstrate fiscal and management capacity to manage program funds in a fiscally responsible manner (5 points)

## Section 4: The Evaluation Process

### 4.1 Evaluation Model

Proposals will be evaluated by an evaluation committee created by DHS. The evaluation committee will assign scores based on the Program description in *Section 3.1: What we are buying and why* and on the evaluation criteria in *Section 3.2: What we require* using the scale listed in *Section 4.2, c*.

### 4.2 Evaluation Process

The evaluation process will consist of the following steps:

- An Evaluation Committee will be formed by the DHS and will consist of some or all of the following:
  - DHS data analysts and content experts from within DHS, selected for their expertise and/or experience
  - DHS administration
  - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- Each member of the Evaluation Committee will sign a confidentiality and conflict of interest agreement.
- All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points to 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 3.2* using the following scale:
  - 0 – Not addressed in Proposal
  - 1 – Poor
  - 2 – Below expectations
  - 3 – Meets expectations
  - 4 – Exceeds expectations
  - 5 – Outstanding

- d. The Evaluation Committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
- e. The County shall have exclusive discretion to shortlist a reduced number of Proposals for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget or make a formal oral presentation. The Evaluation Committee will review the modifications and/or oral presentation and rescore the shortlisted Proposals using the original evaluation criteria.
- f. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- 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). The County is under no obligation to award or enter into an Agreement as a result of this RFP. The County reserves the right to reject any and all Proposals.
- h. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
- i. Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

### **4.3 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 not be considered.

## **Section 5: Contract Information**

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](#), available at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

### **5.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements**

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

- a. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the RFP cover page.
- b. Regardless of registration status, Proposals must include either of the following:

1. If your organization is able to meet the MWDBE contract goals, an MWDBE Participation Statement is REQUIRED.
  2. If your organization will request a waiver from participating in the MWDBE contract goals, an MWDBE Participation Statement and a Waiver Statement are REQUIRED. Please attach the required explanations with the waiver statement.
- c. MWDBE statements and resources can be found at:
- [MWDBE Participation Statement](#)
  - [MWDBE Waiver Request](#)
  - A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbbe/index.aspx>
- d. For more information about MWDBEs, please review the following: [MWDBE Contract Specifications Manual](#)

## 5.2 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.

## 5.3 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](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).

## 5.4 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.