

**Allegheny County**  
**Department of Human Services**  
**Request for Proposals Q&A**  
RFP for a Jail-Based Competency Restoration Program

**August 16, 2018**

**1. In the model planned for Allegheny, will the JBCR provider be assessing for competency restoration and writing the report to the court on the status of competency restoration or will that be done by another entity?**

The BAU will do the initial competency evaluation and will refer individuals assessed as incompetent to the Program. Then, the Successful Proposer will do ongoing competency assessments, provide therapeutic treatments, and write status reports to the Court.

**2. The stated budget of \$640,000 is very low for providing the various kinds of services that the RFP is requesting in a 15 bed program JBCR program. Will the department consider proposals that exceed the anticipated funding amount but provide treatment services similar to those patients receive at the state hospital?**

Proposers can propose a different budget total and justify the costs in the budget narrative. We will consider all requests for reasonableness and will negotiate costs with the Successful Proposer. Proposers also can propose to bring other funding to support the total costs of the Program.

**August 27, 2018**

**3. How much space is available in the Jail for the Program, including office and treatment space? Will that space have to be leased from the Jail?**

The Program will operate on housing unit 5F, which also will house individuals not engaged in the Program. The Jail and Successful Proposer will develop and agree upon a schedule for Program operations to ensure services are delivered effectively. The 5F housing unit provides the treatment space and has an office that the Successful Proposer could use as a shared space with existing Jail personnel. The space will not have to be leased.

**September 4, 2018**

**4. Can we agree the stabilization of psychosis is necessary before the other components of the required core services can be implemented in order to achieve desired outcomes?**

Yes, it is agreed that stabilizing a client's psychosis is necessary prior to initiating the other core services.

**5. Could you elaborate on the role of the Forensic Certified Peer Specialist?**

We suggested staffing include a Forensic Certified Peer Specialist, but it is not a requirement. Peer Specialists are persons with lived experience who can relate to clients going through situations that they

too have experienced. Proposers should propose their own staffing and tell us in their Proposals how they would use the Forensic Certified Peer Specialist, if included.

**6. Could you elaborate on how the Psychiatrist will coordinate with the Jail's current medical services? Is an external doctor expected to function as an independent practitioner under contract with the selected service provider or be under existing Jail Medical Services policies and procedures/licensure?**

Collaboration with the Jail's Health Services Department is expected to ensure clients health and mental health needs are adequately addressed. The County will work with the Successful Proposer to establish clear lines of responsibility to ensure roles are understood. The Successful Proposer is expected to contract with all of the staff/personnel needed to deliver the services. There are general policies of the Jail that the provider will have to follow and those will be explored further with the Successful Proposer.

**7. Will this be a cost reimbursement contract? Please provide details as to how we should plan to bill for the services and start-up.**

DHS and the selected provider will contract for a program funded amount with specified performance standards.

**8. Will office space, furniture, and office equipment (computers, copies, printers, etc.) be provided by the County?**

See question three regarding office space. The County typically provides needed furniture and office equipment (computers, etc.) for providers. This furniture and equipment would be owned by the County. However, there is nothing precluding the Proposer from budgeting for these items.

**9. Are Proposers able to submit supplemental material as an attachment if it is explicitly referenced within the body of our proposal? For example: key team member resumes, letters of reference/recommendation from clients, a bibliography of supporting articles/information.**

No. Provide only the documents requested in the RFP and Response Form. Additional documentation will not be given to the evaluation committee.

**10. We understand that Allegheny County has MWDBE goals for this program of 13% participation for minority-owned business enterprises and 2% participation of women-owned business enterprises. Would it be acceptable to engage a firm that is both minority- and woman-owned to provide a full 15% of the contract?**

You must choose to count the firm towards one of the contract goals – you can't cover both with one entity. For example, if you choose to count a firm towards the Woman Business Enterprise goal, you must make a good faith effort to meet the Minority Business Enterprise goal with a different entity. See question 11 for resources related to the MWDBE requirements.

**11. Is it necessary for our M/W/DBE partners to be included in the PA United Certification Program directory ([www.paucp.com](http://www.paucp.com))? Are our M/W/DBE partners required to be based in Pennsylvania or certified as an M/W/DBE by the Commonwealth? Or will the County accept subcontractors that are based outside the state or recognized as M/W/DBEs by other states or federal agencies?**

Allegheny County accepts MWDBE certifications issued by the Pennsylvania Unified Certification Program and others on a case by case basis. For more resources about the MWDBE requirements, please see our website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations) under the gray bar labeled "Required Documents." For specific questions, please contact Allegheny County's MWDBE Department directly at 412-350-4309 or <http://www.alleghenycounty.us/mwdbbe/contact/index.aspx>.

<b>September 6, 2018</b>
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**12. Will the County provide the computer systems and software to manage this program, or is the Vendor responsible for providing this?**

No specific computer system or software is required. Please also see question eight.