Allegheny County
Department of Human Services
Request for Proposals Q&A
Job Analysis and Assessment Tools

<u>**December 23rd, 2014**</u>

19.) Page 6 of the RFP asks the vendor to "Describe how the tool should be maintained." Can you clarify what is meant by this? Are you referring to client support or IT support, or is this referring to something else?

This is referring to both client and IT support.

18.) We understand that the award date is scheduled for January 26th, and the start date is scheduled for March 30th. Will the job analysis occur in between these dates or after the March 30th date?

The job analysis will occur after the March 30th date.

17.) In addition to the job analysis, is the County requesting validation services (e.g., a transport validation study)? If so, are you able to estimate the number of job families within the DHS?

The County is not seeking additional services outside of what is described in the "Scope of Services Requested" section of the RFP.

16.) When does the County's fiscal year/budget cycle begin and end?

The County's fiscal year runs July 1- June 30.

15.) Is the County currently using any type of pre-hire or developmental testing? If so, by whom?

The County is not using any other tools outside of the Civil Service exam.

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14.) We are a small business entity with less than 50 employees. Most of the work we do is in-house and our subcontractors are minimal. We deal with 3 or more minority or female owned business but as small business themselves not all are "certified". We can receive documents from the company showing the ownership, etc. Are we penalized for being a small business that does not use a lot of subcontractors?

There is no penalization for not using MWDBEs or any subcontractors.

13.) Per the RFP documentation, we are required to submit our organizations financial statements. What is the time period in question to present these financials? Also, what are the actual statements we need to submit?

Ideally, an organization would submit their most recent financial audit. However, DHS does not request additional financial statements from for-profit agencies. Please submit what documentation you have that would demonstrate financial health.

12.) As a privately held company, our financial statements are not publically available. By what other means may we assure you of our organizational stability?

DHS does not request additional financial statements from for-profit agencies. Please submit what documentation you have that would demonstrate financial health.

11.) For those employees with less than 1 year vs 2 years with DHS, at what level of new employee turnover are you experiencing and has that been increasing or decreasing over the past 3 years?

We have not done that level of analysis.

10.) How will DHS determine its satisfaction at the end of the 1st year?

At the end of year 1, DHS leadership is aware of the tools, policies and procedures have been developed for their use, key staff has been trained and/or are certified in the use of the tools and they've been successfully deployed in at least 5 instances.

9.) I've been reviewing the insurance requirements listed on the "Contracting with DHS" website page and I wanted to double-check and make sure that we would have to have the county, etc. listed as additional insured IF we were to be selected. Is this correct?

Yes.

8.) For the MWDBE Participation Statement: What does "Certified by" mean? Do you want to know the certifying body who certified a subcontractor that we either solicited or committed funds toward?

There are a number of organizations within the commonwealth, including the County MWDBE Department, that organizations can apply to, in order to become certified as an M.W. or D. BE (Minority owned, Woman Owned or Disadvantaged owned) Business Enterprise. Those organizations take a number of steps to validate a company is 51% or more owned by an individual meeting the criteria for M,W, or DBE.

The form requires contractors to identify the **certified** organizations they solicited to become subcontractors and the organization that certified the entity. If they do not commit to the organization, they are required to explain the reason.

7.) If a subcontractor is a MWDBE, and we committed funds toward them, and they are not certified, does that still count as a MWDBE?

If the organization is an MWDBE but is not certified, the amount does **not** count toward the County's goals. Also, the same organization cannot be used to fulfill both the M and W goals.

6.) Is it mandatory for vendors to be HIPAA compliant?

Because you won't be handling PHI (Protected Health Information) as part of your contract, your organization does not need to be HIPAA compliant.

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5.) For the proposal and the assessment tools, will all 1000 current employees be taking the assessment(s) as part of team development?

Yes.

4.) Approximately how many new hires do you anticipate hiring per year? I know this is difficult to accurately judge, so can you perhaps provide information on the number of new hires in the past year or two?

Most of DHS new hires are in the child welfare casework area. In 2012, DHS lost 88 staff, 45 of which were child welfare caseworkers. In 2013, DHS lost 84 staff, 60 of which were child welfare caseworkers.

3.) When we read the RFP itself, it asks for us to submit only these forms:
- Cover Page
- MWDBE Participation Statement Form
- W9
- Vendor Creation form

But, the website only says the Cover Page and MWDBE Form are required. Which ones are required for the RFP?

Please provide the forms requested in the RFP. The website has been updated and is now consistent with the RFP.

2.) What requirements does our company need meet in regards to MWDBE?

Please reference DHS MWDBE Contract Specifications Manual for more information about MWDBE requirements.

1.) For the budget analysis, does this pertain to our organizations budget for 2015 or the budget (costs) associated with the program we are proposing?

The budget costs associated with the program you are proposing.