

**Allegheny County**  
**Department of Human Services**  
**Request for Proposals Q&A**  
RFP for a Latinx Community Needs Assessment

**August 12, 2020**

**1. Can a university apply?**

Yes, a university can apply. Universities have applied to our RFPs in the past and may submit a Proposal in response to this RFP as well.

**August 19, 2020**

**2. As we understand from the RFP, the goals are for the project to be completed in approximately nine months. However, from our reading of the document, it is unclear what the period of performance is. Does that mean that it is flexible, or is one to assume that it begins as soon as the award is announced?**

While we can be somewhat flexible on the exact start date, we would like the Assessment to begin as soon as possible after the award is announced.

**August 21, 2020**

**3. The Latinx community in Allegheny County has a diversity of individuals from different countries or origin and also different socioeconomic status and levels of integration. Is the interest of this RFP to assess the needs of the part of the community, who typically need more services and may not be that established? Or do we want a representative sample of ALL Latinx?**

We are most interested in assessing the needs of the community members most likely to access services.

**4. Would we be able to work with AC DHC staff on data from the Data Warehouse? Can we contact them before sending the proposal to have a clearer idea of the capabilities?**

As listed under section 2.6, the Successful Proposer will be able to work with DHS analytic staff on data from DHS's Data Warehouse. More information about the Data Warehouse can be found at <https://www.alleghenycounty.us/Human-Services/News-Events/Accomplishments/DHS-Data-Warehouse.aspx>. Please review materials linked on that website and send any questions about the capabilities related to the RFP to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

**August 25, 2020**

**5. After reviewing the solicitation, a lack of inclusion of service-disabled veteran owned small business and veteran owned small business became apparent. It is assumed that**

**veterans are included in the mentioned of Disadvantaged Business Enterprise (DBE). For simplicity, Act 185 of 2012 establishes an initiative for assisting veteran-owned businesses in pursuit of bidding opportunities and sets an annual goal of not less than three percent participation. Executive Order 2011-10 issued in 2011, which directed agencies to increase opportunities for veteran and service-disabled veteran-owned small businesses. As a result, former Disadvantaged Business Program was expanded and renamed the Small Diverse Business Program. Today, veteran and service-disabled veteran-owned small businesses are now afforded the same opportunities and business assistance available to minority and women owned businesses to do business with the state as prime contractors, subcontractors, suppliers, and professional service providers.**

Thank you for sharing this. DHS currently is working with Allegheny County's Office of Veterans Services to investigate these requirements and any changes we may need to make to our solicitation process to come into compliance.

**August 28, 2020**

**6. Is the 10-page limit single spaced or double spaced?**

You may use single or double line spacing in the Response Form, whatever you prefer. However, you must stay within the 10-page limit regardless of the spacing you use.

**September 8, 2020**

**7. Is there any restriction in the type of font to use (e.g., Times New Roman, Calibri, etc.)?**

We do not require a specific font. Please use a font that is easy to read.

**8. Does the font has to be any particular size, such as 11 or 12?**

Please use 11 or 12 font size.

**September 10, 2020**

**9. Are Indirect Costs are allowed and if so, is there a limit?**

Indirect costs are allowed and there is no set limit. All costs must be included in the proposed budget and clearly explained and justified in the budget narrative. DHS will evaluate all budgets for reasonableness and will negotiate a final budget with the Successful Proposer.

**September 11, 2020**

**10. Can you confirm that honorarium payments made to qualified Minority Business Enterprises and Woman Business Enterprise are acceptable when attempting to meet the County's MWDBE participation goals?**

DHS submitted this question to the County’s Department of Equity and Inclusion, which oversees the MWDBE program, and received the following response:

“Payments made to certified Minority, Women and Disadvantaged Business Enterprises (MWDBEs) may be counted toward the County’s 13% MBE or 2% WBE goals if the services and/or supplies being provided by the MBEs and WBEs are directly related to the specific contract award.”

**11. Can you confirm that a cost-plus-fixed-fee contract type is acceptable? Can we set up our budget and invoicing this way?**

Yes.

**12. Does DHS data warehouse include info on client race/ethnicity and zip code?**

The Allegheny County data warehouse contains data from more than 20 sources. The sources contain information on a client’s race/ethnicity and there is logic built in to identify the most accurate race/ethnicity for each client. In addition, most sources contain a client’s address/zip code and there is logic built in to identify the best address for a given client.

**13. Can DHS share this report cited in the RFP: Latino Family Center and Casa San Jose, "Latino Community Assessment in Allegheny County Final Report from the Pláticas Comunitarias," 2016?**

No, this report is not available.

<b>September 14, 2020</b>
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**14. How has DHS used the 2016 "Latino Community Assessment in Allegheny County Final Report from the Pláticas Comunitarias" over the last four years?**

DHS has utilized the feedback in the 2016 report in planning projects and investments over the past four years. As described in the RFP, the rapid growth of the Latinx community in Allegheny County in that time period requires us to invest in a new assessment to ensure we adequately meet the needs of the changing community.

**15. Has Allegheny County Department of Human Services ever completed a Latinx Community Needs Assessment the past? If so, when?**

Yes, in 2016. Please see Section 1 of the RFP and Question 15 above.

**16. Will the County allow the selected vendor to conduct stakeholder interviews via teleconference?**

Yes, please provide a detailed description of your plan to engage stakeholders in Questions 4 and 5 in the Response Form.

**17. Will the State assist with marketing to increase community participation?**

DHS can provide some marketing support, but we expect the Successful Proposer to take the lead in designing the marketing strategy.

**18. Is the County open to providing incentives to participants?**

Yes, please include these clearly detailed costs in your proposed budget.

<b>September 16, 2020</b>
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**19. Does DHS have access to data from the Allegheny County Health Survey and could it be used for the Needs Assessment?**

If you are referring to the Allegheny County Community Health Assessment, we do not have access to anything beyond what is available online at <https://www.alleghenycounty.us/Health-Department/Resources/Data-and-Reporting/Chronic-Disease-Epidemiology/Allegheny-County-Community-Health-Assessment.aspx>. We will work with the Successful Proposer on all data requests for the Needs Assessment and provide them with as much data as we can.