

**Allegheny County Department of Human Services  
and  
Community Care Behavioral Health**

## **REQUEST FOR PROPOSALS**

**Long Term Structured Residential Program for Individuals with Serious Mental Illness, with or without Co-Occurring Substance Use Disorder, who Have a History of Sexual Offense(s)**

<b>RFP ISSUED</b>	<b>August 3, 2015</b>
<b>QUESTIONS AND REQUESTS FOR CLARIFICATION ACCEPTED VIA EMAIL</b>	<b>Until 5 Business Days Before Proposal Due Date</b>
<b>RESPONSES (Q &amp; A) POSTED ON WEBPAGE</b>	<b>Ongoing - Final Q&amp;A Posted 1 Business Day Before Proposal Due Date</b>
<b>PROPOSALS DUE</b>	<b>August 31, 2015</b>
<b>ESTIMATED AWARD DECISION / NOTIFICATION</b>	<b>September 2015</b>
<b>ESTIMATED START DATE</b>	<b>December 2015</b>

## GLOSSARY

Agreement: The contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services.

Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania.

AOP: Alternative Outpatient Program

CCBH: Community Care Behavioral Health, the HealthChoices Behavioral Health Managed Care Organization for Allegheny County and 38 other Pennsylvania counties

Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement.

CTT: Community Treatment Team

DHS: [Allegheny County] Department of Human Services.

JRS: Justice-Related Services

LTSR: Long-Term Structured Residence

OBH: [DHS] Office of Behavioral Health

OMHSAS: [Pa] Office of Mental Health and Substance Abuse Services

Proposal: The response submitted by a Proposer to this Request for Proposals.

Proposer(s): The entity or entities submitting a Proposal to the County in response to the RFP in an effort to become the Successful Proposer.

RFP: Request for Proposals

SC: Service Coordination

Successful Proposer: The Proposer selected by the County to provide the Contract Services.

## GENERAL INSTRUCTIONS AND INFORMATION

### Purpose

Allegheny County and Community Care Behavior Health (CCBH) are soliciting proposals to implement a Long-Term Structured Residence (LTSR) in Allegheny County for individuals with serious mental illness, with or without co-occurring substance use disorder, who have a history of sexual offense(s). DHS and CCBH intend to enter into an Agreement with the Successful Proposer to provide the Contract Services

for a term of one year with a County and CCBH option to extend the term of the Agreement for a second year. The annual budget for this program will be negotiated with DHS and CCBH, based on the Successful Proposer's submitted start-up and annual budget.

#### General Information about a Request for Proposal

Allegheny County issues Requests for Proposals (RFPs) to identify entities with the ability to meet the identified needs and quality standards within specified program and funding guidelines. Evaluation criteria are included in an RFP (see Scope of Services Requested) to measure how well a Proposal meets these criteria. The County may request additional information and/or a presentation from the Proposer during the Proposal evaluation period. Following the evaluation period, an Agreement to provide the Contract Services may be awarded to the most qualified Proposer(s), that is, the Successful Proposer(s).

***The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.***

#### Communication about this RFP

DHS is the sole point of contact for all questions and communication regarding this RFP. All communication about the RFP, including requests for additional information or clarification, should be submitted via email to: [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

All information about the RFP, including changes, clarifications and responses to Proposer questions, will be posted on the RFP website at: <http://www.alleghenycounty.us/dhs/solicitations.aspx>

All questions and/or requests for clarification concerning this RFP must be submitted no later than five (5) business days prior to the proposal due date in order to guarantee a response on the RFP Website.

#### Eligibility

Entities eligible to submit a Proposal in response to this RFP include non-profit organizations and for-profit organizations or businesses. Eligible entities must have a license in good standing to provide mental health treatment services in the Commonwealth of Pennsylvania, with an active PROMISE enrollment. In order to be considered under this RFP, Proposers must be willing and able to meet all of Allegheny County's contractual requirements (available at:

<http://www.alleghenycounty.us/dhs/contracting.aspx>).

#### Minority, Women or Disadvantaged Business Enterprise (M/W/DBE) Requirements

This RFP contains requirements for Proposers to assist Allegheny County in meeting its M/W/DBE goal (all contracts and other business activities entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs). A listing of M/W/DBEs certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at [www.county.allegheny.pa.us/mwdbe](http://www.county.allegheny.pa.us/mwdbe)

For more information about M/W/DBEs, please review the following. An M/W/DBE Participation Statement or Waiver Statement is **REQUIRED** with Proposal submission.

[MWDBE Contract Specifications Manual](#)

[MWDBE Participation Statement form](#)

[MWDBE Waiver Statement form](#)

#### Proposal Preparation Costs

The Proposer is responsible for all costs related to the preparation and submission of a Proposal. Allegheny County is not obligated, in any way, to pay any costs incurred.

## BACKGROUND

### About DHS and Community Care Behavioral Health (CCBH)

DHS was created in 1997 to consolidate the provision of human services across Allegheny County. It is the largest department within Allegheny County government. In addition to its Executive Office, DHS encompasses five program offices (Behavioral Health; Children, Youth and Families; Community Services; Intellectual Disability; and the Area Agency on Aging) and three support offices (Administrative and Information Management Services; Community Relations; and Data Analysis, Research and Evaluation). Last year, DHS served more than 210,000 individuals (approximately one in six County residents) through an array of 1,700 distinct services.

DHS is responsible for providing and administering publicly-funded human services to Allegheny County residents and is dedicated to meeting these human service needs, particularly for the County's most vulnerable populations, through information exchange, prevention, early intervention, case management, crisis intervention and after-care services.

DHS provides a wide range of services, including: services for older adults; mental health and drug and alcohol services (includes 24-hour crisis counseling); child protective services; at-risk child development and education; hunger services; emergency shelters and housing for the homeless; non-emergency medical transportation; job training and placement for public assistance recipients and older adults; and services for individuals with intellectual and/or developmental disabilities.

DHS provides services to eligible individuals without regard to race, color, sex, gender identity or expression, sexual orientation, age, religion, national origin, political affiliation, disability, familial status, military service, or religious, community or social affiliations.

DHS contracts with CCBH to manage the HealthChoices contract for mental health and substance use disorder treatment service for HealthChoices eligible residents of Allegheny County. CCBH is also the HealthChoices Behavioral Health Managed Care Organization for 38 other counties in Pennsylvania. Founded in 1996, CCBH's mission is to improve the health and well-being of the community through delivery of effective and accessible behavioral health services.

CCBH believes that recovery from mental illness and/or addictive disease is possible. Recovery involves changing one's attitudes, taking on new roles, developing new skills and sustaining hope. More information about CCBH is available at [www.ccbh.com](http://www.ccbh.com).

### Issue

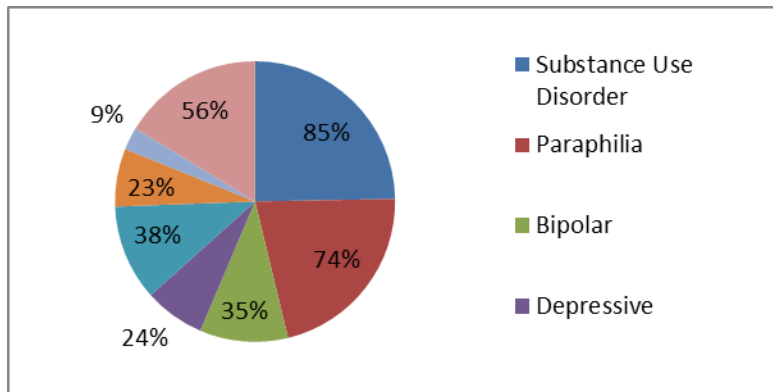
Currently Allegheny County oversees six LTSRs. These programs offer treatment and supports that assist individuals to live successful and fulfilling lives in the community. LTSRs provide a recovery-oriented, non-institutional environment for normalization and stability, consumer choice and involvement, family involvement, and flexible levels of support and psychiatric care. Additional supports may include Service Coordination (SC) or Enhanced Clinical Service Coordination, Justice Related Services (JRS), and – upon discharge – Community Treatment Team (CTT).

Due to complications associated with serious mental illness and/or substance addiction, and because they must adhere to restrictions in place after the enactment of Pennsylvania's Megan's Law, 42 Pa. C.S

§ 9799.32(1), individuals with a history of sexual offense(s) typically have a difficult time securing a place to live and work.

In 2004, Dunsieith and Nelson conducted a research study to increase understanding of the relationship among sexual violence, paraphilia (sexual deviation) and mental illness.<sup>1</sup> The research focused on the psychiatric and legal features of 113 men, convicted of sexual offenses, who were referred from prison, jail, or probation to a residential treatment facility. The results, shown in the figure below, indicated that study participants displayed high rates of lifetime Axis I and Axis II disorders.

Percentage of study participants diagnosed with Axis I and/or Axis II disorders:



Although there has been a decrease in the number of individuals required to register as sexual offenders in Allegheny County in the past four years, housing and treatment have remained a concern. The proposed specialized LTSR is designed to address this issue.

## SCOPE OF SERVICES REQUESTED

Allegheny County is soliciting Proposals to implement an 8-16 bed, single room occupancy LTSR in Allegheny County for individuals with serious mental illness, with or without co-occurring substance use disorder, who have a history of sexual offense(s). The purpose of the RFP is to find a provider to provide a 12-24 month therapeutic community program with specialized recovery-oriented treatment for individuals on probation or parole for a sexual offense and with a mental illness and/or a co-occurring substance use disorder (individuals with a dual diagnosis of intellectual disability are also eligible). The goal of this specialized residential program is to provide behavioral and psychiatric stabilization for this population. This program will be provided in a locked facility which is staffed 24 hours a day, seven days a week, and is designed for people who do not need hospitalization but who require behavioral health treatment and supervision 24 hours per day. DHS intends to make an award of one agreement to a Successful Proposer.

### Target Population

The LTSR will serve adult men, 18 or older who are residents of Allegheny County and:

- Have been diagnosed with serious mental illness or a co-occurring mental illness and substance use disorder, or dually-diagnosed with an intellectual disability AND

<sup>1</sup> J Clin Psychiatry, 2004 Mar;65(3) 293-300

- Residing in a state or community psychiatric setting requiring a step-down level of intervention AND
- One or more of the following:
  - History of perpetrating a sexual offense and/or registered on the Megan’s Law Registry
  - History of sexual aggression and violence, and identified as requiring monitored community-based living
  - Currently residing at a Regional Forensic Center and deemed incompetent to stand trial, lacks a community service plan and is at risk of civil commitment to Torrance State Hospital

In addition, individuals being referred to this LTSR will be expected to meet the following requirements:

- Do not require detoxification as indicated by drug and alcohol levels at time of admission
- Demonstrate that functional judgment is impaired to the point that self-maintenance and occupational or social functioning is severely threatened
- Have verification that there is an increase in the severity of symptoms such that continuation at a less-intense level of care cannot offer an expectation of improvement or the prevention of deterioration and would thus result in danger to self or others

#### Provider Eligibility Criteria

The LTSR must be a community-based program; qualified providers will need to be licensed as an LTSR and enrolled in the HealthChoices program as an Alternative Outpatient Program (AOP) for mental health treatment services delivered to eligible adults enrolled in the program.

#### Services

LTSRs are designed to improve an individual’s functioning while stabilizing psychiatric symptoms that initially precipitated the person’s acute care inpatient admission. The Successful Proposer will be expected to provide multi-disciplinary services in a recovery-oriented environment with a focus on strong integration with community services providers, involvement of peers in the program milieu, and strong collaboration with the natural support system of consumers – especially their families. The site should be welcoming and home-like (not institutional) and be accessible to bus transportation and community resources.

The LTSR should be based upon the following Community Support Program and Recovery Principles:

- Consumer Centered/Consumer Empowered
- Culturally competent
- Responsive to special needs
- Use community –based natural supports
- Flexible
- Coordinated
- Accountable
- Strengths-based
- Free from restraints

- Home-like, and not institutional

Services will include:

- mental health services including psychiatric care and medication management (LTSR providers are expected to offer intensive psychiatric/behavioral health interventions 24 hours per day, seven days per week for up to 24 months)
- access to necessary off-site services, such as physical health maintenance (addressed in individual treatment plans)
- co-occurring substance abuse counseling
- individual, family and group therapy
- specialized treatment for sexual offenders
- case management
- job skills training, including GED support where necessary (addressed in individual treatment plans)
- life-skills training
- socialization
- health and wellness education, including tobacco use/cessation, use/abuse of drugs and/or alcohol and impact on individual well-being, life style symptom management, use of medication, exercise, nutrition and weight management.

The program will also include specialized and on-going intensive transition planning, including but not limited to efforts to support successful and long-term integration back into the community.

Because it is expected that the individuals served by this LTSR will have particularly complex needs, including but not limited to a past or current involvement with the criminal justice system, co-occurring drug and alcohol addiction, and/or serious physical illness, the LTSR is expected to be highly flexible and deliver services and supports that are trauma-sensitive and responsive to the needs of the people being served. The LTSR is expected to work collaboratively with persons served to support each individual's journey toward recovery.

DHS's Office of Behavioral Health (OBH) and CCBH will be responsible for monitoring the progress of the individuals who are enrolled.

#### Other Requirements

All programs are required to have a referral agreement as well as provider contracts in place with CCBH and Allegheny County.

This initiative will be funded through a combination of CHIPP/Human Services Block Grant funding and HealthChoices funding for the mental health treatment component of the LTSR program. The selected provider will be required to submit a supplemental service description for the mental health treatment component of the program as an Alternative Outpatient Program (AOP). CCBH and DHS will review the description before submitting it to the Pennsylvania Office of Mental Health and Substance Abuse Services (OMHSAS). In accordance with the OMHSAS licensing regulations, the program must meet the requirement of LTSR regulations (chapter 5320). In order to draw down Federal Financial Participation

(FFP), programs must also be licensed as partial hospitalization or outpatient treatment program.(Chapter 5210) as defined at <http://www.pabulletin.com/secure/data/vol26/26-9/287.html>.

## PROPOSAL INSTRUCTIONS AND FORMAT

A complete Proposal must include all of the components listed below, submitted as a word document or PDF (budget may be submitted in Excel). Use 1-inch margins, 12-point font and numbered pages. Single spacing is permissible. Please adhere to page limitations indicated below; other than required attachments, no additional attachments will be accepted (attachments may be included as a link).

### **Proposal Narrative (maximum 15 total pages)**

- A. Organizational Experience (max. 2 pages):** Describe your organization’s experience in working with the target population and in recovery-based practices. Please include:
- 1) A brief summary of the adult behavioral health services the agency provides and any innovative services the agency has developed.
  - 2) A description of how your organization collaborates with other services (e.g., service coordinators, peer mentors, housing providers).
  - 3) A brief summary of the agency’s experience working with individuals involved in the criminal justice system and working with criminal justice system partners; including any experience serving individuals with sexual offending behaviors and criminal charges.
- B. Program Planning and Implementation (max. 1 page)**
- 1) Submit a timeline for the development and implementation of the LTSR.
  - 2) Provide details pertaining to the program implementation, including hiring, training and admissions into the program
  - 3) Provide a recent version of your organizational chart which clearly indicates where the proposed program would be located within the organization and what the chain of command would be.
  - 4) Provide a detailed description of the proposed staffing plan for both start-up and on-going operations.
  - 5) Provide job descriptions for each of the following positions (these descriptions will not count toward the page limit):
    - Board Certified Psychiatrist
    - A Master’s level mental health professional to serve as the Program Director
    - A Master’s level mental health professional to serve as the Coordinator
    - Direct Care Staff
    - Dietary aide
    - Licensed Practical Nurse (LPN)
- C. Approach (max. 10 pages):** Describe how the program will effectively evaluate, diagnose and develop comprehensive treatment/recovery support plans and deliver medical and psychiatric services to the target population. Address, at a minimum, all points listed below.
- 1) The RFP provides flexibility in the number of program slots, from 8 to 16. How many slots will your organization provide?



- 2) Describe the proposed location and structure of the site. If a potential site (or sites) has been identified, please submit one set of color photos. The description should include:
  - living and sleeping quarters, bathroom and shower facilities, and common areas
  - furnishing and equipment in each room/area
  - housekeeping and maintenance procedures
  - laundry service
  - food service
  - outside area for use by the residents
- 3) Describe the program of health and wellness education.
- 4) Describe how nursing care will monitor overall health and care management.
- 5) Describe how your organization will utilize peer supports, family and natural supports, and the clinical team (service coordination, CTT and other specialized support services).
- 6) Describe how you will engage individuals who do not want to participate in groups.
- 7) Describe how 24-7 crisis intervention will be provided.
- 8) Describe what treatment and supports will be utilized to address the sexual offending behaviors
- 9) Describe how individualized treatment plans and community integration will be developed for each consumer. Provide a sample of a treatment plan.
- 10) Describe how the consumer, family and other providers will be involved in treatment planning.
- 11) Describe the mechanism for beginning the process of discharge planning immediately upon admission.
- 12) Describe the activities of the therapeutic program and the role of the interdisciplinary treatment team.
- 13) Describe the intake and admission process.
- 14) Describe the record management system.

**D. Program Evaluation and Quality Improvement (max. 2 pages):** Describe your organization's evaluation and quality management approach.

- 1) Describe specific outcome measures related to evaluation, including the method and means of collection and reporting of these measures. At a minimum, these outcome measures should include:
  - Clinical functioning
  - Community functioning
  - Consumer /family satisfaction
- 2) Explain the methods used to ensure that services are being provided in accordance with the program model.

**E. Vignettes (not included in page count):** Using the two vignettes below, please describe how you would serve these individuals in the LTSR; provide a sample treatment plan.

Vignette #1

Dan is a 45 year old single Caucasian male. He was admitted to the state hospital on 10/28/09. Prior to this he was in prison since 1988 for rape, involuntary deviate sexual intercourse/criminal attempt and indecent assault. He is a Tier 3 Megan law registrant. He is diagnosed with Paranoid Schizophrenia and Anti-social Personality Disorder. Dan is convinced that he is being invaded by

the CIA. This delusion is also accompanied by auditory hallucinations. Upon admission to the state hospital forensic unit he was cooperative, however, his reliability was questionable due to his delusions. He was deemed incompetent to stand trial. Dan is also diagnosed with diabetes. He presented recently with a blood glucose level of =500. He is being maintained on medications. He is currently on an all-male ward that has programing for sexual responsibility. He has little insight into his sexual offending behaviors. He has had times made inappropriate advances to staff and peers which cause him to lose his ground card. The team is concerned for his physical health, current delusional behavior as well as having little insight into his sexual offending behaviors.

#### Vignette #2

Sam is a 51 year old healthy African American male who was admitted to the state hospital on 5/24/09. He is diagnosed with Schizoaffective Disorder, Bipolar type, and Personality Disorder. Prior to his admission to the State Hospital, he was in prison for 25 year for involuntary deviant sexual intercourse and rape. He is on the Megan law list as a Tier 3. He is currently on an all-male ward that has programing for sexual responsibility. He typically follows the rules on the unit but can be a bully. He has little insight into his sexual offending behaviors. There have been no reports of him acting out sexually while hospitalized. Although Sam denies suicidal and homicidal ideation, the team is concerned for his safety due to having little insight into his sexual offending behaviors.

#### **Budget and Budget Narrative (not included in page counts)**

The annual budget for this program will be negotiated with DHS and CCBH, based on the Successful Proposer's submitted start-up and annual budget. The contract will be fee-for-service, based on the negotiated daily rate. OBH will be providing funding for Room and Board Costs and non-HealthChoices Treatment Costs. CCBH will be providing funding for all other treatment costs. Additional funds through an approved HealthChoices reinvestment plan will be available for property purchase and/or renovations.

The budget template for this RFP can be found on the DHS Active Solicitations webpage: <http://www.allegHENYcounty.us/DHSProvider.aspx?id=43945>. **Applicants that do not use this template will be disqualified.**

- 1) Provide a detailed start-up year and annualized budget that clearly supports the proposed model and the implementation plan.
- 2) Include a budget narrative.
- 3) Attach the organization's financials and describe how they reflect your financial policies and organizational stability (this may not be relevant for private organizations)

#### Required Inclusions:

1. Executive Summary (1 page)
2. Proposal Narrative (15 pages)
3. Budget and Budget Narrative

4. References (1 page): Include name, affiliation and contact information (include email address and telephone number) for three references who are able to address relevant experience with your organization.
5. Required Attachments
  - Cover Page
  - MWDBE Participation Statement form
  - W9
  - Vendor Creation Form
  - A copy of your agency's active mental health services license from OMHSAS. (This will not be counted toward total number of pages for this section). Interested providers must have a full license in good standing and have an active PROMISE enrollment for the service(s) listed on the license in order to be eligible for response to this RFP.

## SCORING AND SELECTION PROCESS

### Scoring Criteria

The narrative, budget and demonstration materials sections will be evaluated as detailed below.

#### **Narrative (100 points)**

- **Organizational Experience (15 points)**
- **Program Planning and Implementation (10 points)**
- **Approach (45 points)**
- **Vignettes (20 points)**
- **Program Evaluation and Quality Improvement (10 points)**

#### **Budget (10 points)**

### Selection Process

DHS and CCBH will use a formal evaluation process to select the Successful Proposer, including review of the Proposal and additional information/presentation as requested. DHS may contact individuals or entities with whom the Proposer has had dealings in the past, regardless of whether or not they are included as references in the Proposal.

**DHS will perform an initial screening of all Proposals received. For a Proposal to be eligible for evaluation, the Proposal must be:**

- **Received from the Proposer by the due date/time**
- **Properly signed by the Proposer**
- **Properly formatted and include required forms and sections**

**Proposals that do not meet the initial screening are subject to rejection without further evaluation.**

After the initial screening has occurred, the evaluation process for Proposals is as follows:

- DHS and CCBH will designate an evaluation committee to review and evaluate all Proposals submitted in response to this RFP. The evaluation committee may consist of some or all of the following individuals:

- County employees/contractors
  - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
  - Individuals selected for subject matter/content expertise or experience, or by virtue of other relevant experience/knowledge
  - Service Recipients and/or Family members
- The evaluation committee will evaluate the Proposals based upon the Scoring Criteria listed above.
  - The County shall have exclusive discretion to shortlist a small number of Proposals receiving the highest or most satisfactory evaluations for more extensive review.
  - If determined necessary, DHS may contact the Proposer for the purpose of clarifying any ambiguities in the Proposal, requesting Proposal modifications, or discussing Budget modifications.

#### Oral Presentations and Site Visits

DHS may create a short-list of Proposers who will be invited to give an oral presentation and demonstration of their tool(s). In that case, selected Proposers will be notified of the time and location, and will be provided with an agenda or topics for discussion. Questions asked during oral presentations or site visits will be for the purpose of clarifying the scope and content of the written Proposal. Upon invitation, DHS may ask the Proposer to demonstrate how the tool(s) would function in several scenarios. The Proposer would be expected to demonstrate those functionalities during oral presentations.

#### Final Award Process

Following the evaluation process, which may include oral presentations and/or negotiations, the evaluation team will tabulate and submit an award recommendation to the DHS Director (the County reserves the right to recommend that none of the Proposals be selected). The DHS Director will then issue a recommendation to the County Manager who will make the final determination concerning award of an Agreement.

**NOTHING HEREIN SHALL BE CONSTRUED OR INTERPRETED IN ANY WAY AS OBLIGATING THE COUNTY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSER. THE COUNTY RESERVES THE RIGHT AT ALL TIMES NOT TO AWARD OR ENTER INTO AN AGREEMENT FOR THE SCOPE OF SERVICES FOR ANY REASON WHATSOEVER.**

### **SUBMISSION INFORMATION**

Proposals must be submitted by email to [DHSProposals@allegHENYcounty.us](mailto:DHSProposals@allegHENYcounty.us), no later than 3:00 p.m. EDT on **August 28, 2015**. Proposals received after this time will not be accepted. The County reserves the right to extend or postpone the date and time for RFP activities; in the event of a change, the information will be posted on the website at <http://www.allegHENYcounty.us/dhs/solicitations.aspx>.

If necessary, attachments may be sent via U.S. Mail, Courier or hand-delivery, by the date/time above, to:

Kelly Prokop

Allegheny County Department of Human Services  
One Smithfield Street – Suite 400  
Pittsburgh, PA 15222-2221

**You will receive an email confirmation of receipt of your Proposal. Please contact us (via email or by calling Kelly Prokop at 412-350-6622) if you do not receive an email confirmation.**

To be considered, the Proposal must include all of the specified information. DHS may request additional information and/or conduct investigation as necessary to determine the Proposer's ability to provide the requested service. This additional information may become part of the County's final award decision-making process.

All Proposals are the property of the County and may become part of any subsequent Agreement. Additionally, the Successful Proposer's proposal will be posted online in the DHS Solicitations Archive.

## CONTRACT TERMS AND CONDITIONS

### Agreement Terms and Conditions

The Successful Proposer will enter into an Agreement with the County of Allegheny, on behalf of DHS, for performance of the Scope of Services specified in this RFP and set forth in the Proposal. The Scope of Services specified in the RFP shall become the Contracted Services. Information about contracting with the County on behalf of DHS and the standard County terms and conditions for County contracts for services for DHS which will be included in the Agreement can be found on the DHS Website at:

<http://www.alleghenycounty.us/dhs/contracting.aspx>  
[HIPAA compliance](#)

DHS is a "covered entity" under the Health Information Portability and Accountability Act (HIPAA). The Successful Proposer must describe how it will comply with HIPAA requirements.

### CYBER Security

A significant portion of DHS business activities and related billing carried out under this RFP are done through information management systems or tools, including email. Proposers should meet the minimum computer specifications beginning on page 14 of the [DHS Contract Specifications Manual](#) available on the DHS webpage and should make sure their computers, laptops and other electronic devices have sufficient security software and settings to minimize the risk of a breach of information. In addition, the Proposer should have policies and procedures in place to assure that their electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected, etc.).

### Conflict of Interest

By submitting a Proposal, the Proposer certifies and represents to the County that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

### Equal Employment Opportunity/Non-Discrimination

Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, consumer 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 of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association or on any other basis prohibited by federal, state or local law.