

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for a Mobile Competency Restoration and Support Team

Amendments

November 10, 2022, Amendment

The RFP and the Response Form have been updated to adjust the documentation required with your submission. Proposers who do not have a current relationship with DHS will no longer be required to submit the New Provider Application with their submission. All proposers will now be required to submit a W-9. Please see the following:

4.2 Submit a Proposal

- d. Proposers must submit a complete Proposal that includes the following attachments that are available on our Active Solicitations website:
- Response Form
 - Partner commitment letters, if applicable
 - Minority, Women or Disadvantaged Business Enterprise (MWDDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
 - **W-9**
 - ~~Applicants who do not have current Allegheny County DHS contracts must submit the DHS New Provider Application and its supporting documents (see section 4.3 for details)~~

~~4.3 New Provider Requirements~~

~~Proposers who do not have current Allegheny County DHS contracts must submit the DHS New Provider Application and its supporting documents with their Proposal to the RFP.~~

- ~~a. The DHS New Provider Application is available at our Active Solicitations website under the “Required documents” bar at www.alleghenycounty.us/dhs/solicitations.~~
- ~~b. The DHS New Provider Application asks for audited financial reports for the last three years. If a Proposer does not have audited financial reports for the last three years, then the Proposer may submit other financial documentation that attest to the Proposer’s financial health of the organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting through Allegheny County.~~

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- **W-9**
- ~~Applicants who do not have current Allegheny County DSH contracts must submit the DHS New Provider Application and its supporting documents~~

Additionally, we have added the following information request to the Response Form:

PROPOSER INFORMATION

Minority or Women Owned: Yes No

If yes, select the ethnicity: Asian Pacific American Black American
 Hispanic American Native American
 Subcontinent Asian American Click here to enter text.

If yes, select gender: Male Female

Faith Based: Yes No

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Click here to enter text.	Enter number.	Click here to enter text.
Contract Processing Contact	Click here to enter text.	Enter number.	Click here to enter text.
Chief Information Officer	Click here to enter text.	Enter number.	Click here to enter text.
Chief Financial Officer	Click here to enter text.	Enter number.	Click here to enter text.
MPER Contact*	Click here to enter text.	Enter number.	Click here to enter text.

** MPER is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.*

BOARD INFORMATION

** For the Board Chairperson, you must list an address, phone and email address different than the organization.*

Board Chairperson Name & Title: Click here to enter text.

Board Chairperson Address: Click here to enter text.

Board Chairperson Telephone: Click here to enter text.

Board Chairperson Email: [Click here to enter text.](#)

Our hope is that removing the barrier of completing the New Provider Application to apply, and adding this additional information to the Response Form, will allow Proposers more time to focus on their plan and Proposal, and allow us to expedite the Award and contracting process.

November 17, 2022

1. Will you please provide more information around the expectations of the psychiatrist and mental health RN, their role within the team, whether they should be working in the community, what their responsibilities may entail?

We have asked Proposers to detail the intervention approaches for each of these roles and would like to hear how each Proposer would structure the roles. It is important to keep in mind that regular in person engagement is a critical component of the MCRST, and the team was structured as a mobile team so that the individual served can be met where they are at and barriers to engagement are reduced. The RFP includes a brief description of duties in this table which provides some core responsibilities of each role:

MCRST Team Position	Brief Description of Duties	Organization
Psychiatrist (or Psychiatry Fellow) (.33 FTE)	Psychiatric evaluation and medication	Successful Proposer
Mental Health RN (1 FTE)	Medication administration, treatment planning	Successful Proposer
Dual Diagnosis Therapist (1 FTE)	Counseling for mental health and/or substance use	Successful Proposer
Certified Forensic Peer Counselor (1 FTE)	Informal support/check-ins	Successful Proposer
Specialized JRS Forensic Support Specialist (1 FTE)	Provides intensive service coordination, communication with courts/legal system, connection to community resources, and release planning if applicable	HSAO
Competency Support Specialist (1 FTE)	Provides legal education using PA COMPKIT curriculum	Successful Proposer

Some of the team’s anticipated clinical duties, such as psychiatric assessment and medication services, including prescribing and administration, must be completed by licensed professionals. Proposers should take this into account when designing the structure of each role and responding to question five on the RFP Response Form.

2. Is telehealth an option for any of the services that fall under the MCRST?

While consistent in-person contact is preferred and a critical part of this service, telehealth may be used for some services provided when clinically appropriate. This, however, does not eliminate the requirement for weekly in person contact. For example, the psychiatrist may complete a telehealth appointment with the individual and the counselor may meet in person with the individual during the same week. This would be permissible because the minimum requirement for in person contact has been met.

December 1, 2022

3. We read that DHS intends to award one Agreement for a budgeted amount not to exceed \$655,000 for the pilot year. Have you established a billable rate for the services? If so, what is the billable rate for services?

No, a billable rate has not yet been established. Once a Successful Proposer has been identified, the Office of Behavioral Health and Community Care will work together with the Successful Proposer to determine the appropriate billable rate.

4. The RFP states that the MCRST team will provide 24/7 on-call crisis support and continuity of care for participating individuals thorough the course of their court proceedings. The make-up of the MCRST Team has 1 Part-Time Psychiatrist (.33 FTE), 1- Mental Health RN (1 FTE), 1- Dual Diagnosis Therapist (1 FTE), 1- Certified Forensic Peer Counselor (1 FTE) and 1- Competency Support Specialist (1- FTE). What is the expectation for services for 24/7 on-call crisis support utilizing this staffing model? Is it expected that more than one MCRST shall be employed to cover 24/7 services?

Our expectation is that a member of the team will be available by phone 24/7 to provide support. Supports may include in person support, linkage to crisis care, etc. Proposers are expected to develop a strategy for this requirement within the model they are proposing.