

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for the Lead Agency for the Penn Hills Family Support Center

January 12, 2017

1.) Question #24 of the application asks for a budget narrative. Could you please clarify if an additional budget narrative is required beyond that which is included as part of the overall budget template.

Yes, in addition to a completed budget template, question 24 requires you submit a budget narrative to explain and justify each item in your budget.

January 17, 2017

2.) Question 19b says, "Provide measurable benchmarks and describe what will take place each month for the first 12 months of operation." Does operation refer to when the center is open and receiving families or inclusive of a planning period before open to the public?

In your timeline, please include a planning period prior to opening to the public.

3.) Will DHS be referring cases outside of the system to the Center or is family recruitment all grassroots?

The Successful Proposer will have a strong outreach component to engage families in the community and to raise awareness of PHFSC services among community organizations and resources. However, Family Support Centers do receive referrals from the home visiting portal of the LINK.

January 19, 2017

4.) A mention is made of a page limit, but I can't find what that specific page limit is.

The page limit is 15 pages and is stated under the "Requirements" heading in the Response Form.

5.) Are we required to use the provided form or can we type into a regular MS Word document?

Please use the Response Form to develop your Proposal.

6.) Is there a way to insert a space for a general introduction that will provide an overview and philosophy of the center?

Please provide only the information requested in the Response Form. Additional information will not be given to evaluators.