

Allegheny County
Department of Human Services
Request for Qualifications Q&A
RFQ for Student Assistance Program (SAP) Providers

Info Session

1. I know it says that the response should not exceed 15 pages, but since we are putting the response directly into the form, does that include the pages that are already taken up by the questions?

The page limit starts at the requirement section. The page limit does include the question text, but it does not include the organizational information in the first few pages.

2. So, can you help me to understand what we tell school districts that we're currently serving? They don't seem to know what that process is going to be. So, once Allegheny County authorizes who the SAP provider is, will schools have – will they have any opportunity, if it's the same provider, to stay with that provider, or is it going to be everybody has to choose?

School-based liaisons have been informing school districts that this RFQ is being released and that they will have to make their selections in time for contracts to begin on July 1, 2022. The last time this RFQ was released, we had a meeting with school districts to discuss the RFQ and for them to make their selections. If school districts would like us to offer this option again, we will provide it virtually.

If a school district would like to maintain their provider, nothing needs to change. There is no problem with that. If a school district makes a change to their provider(s), their contract will be adjusted accordingly.

3. For the capacity question, regarding your top three school districts on the RFQ, should this include schools you are currently providing SAP in?

Yes. This is a new opportunity for providers and school districts to choose who they work with. If you want to stay in the district that you are in, you should list that district. If you want to work in other districts, you should list those.

4. And the requirement to provide the mental health license and the drug and alcohol license; is that considered a separate attachment, or how should that be provided?

Yes, those licenses can be provided as separate attachments. They are not included in the 15-page limit requirement. Please see the amendments made to the Response Form on January 6, 2022.

5. So, can you go through what the attachments would be then?

ATTACHMENTS

- Allegheny County Vendor Creation Form
- Audited financial reports or other financial documentation for the last three years
- W-9
- Current mental health- and drug and alcohol-related licensures and certificates of compliance

Please see the amendments made to the Response Form on January 6, 2022.

6. And then for the budget, could that also be an attachment if you chose to do it as an Excel spreadsheet? And then you would do the narrative part?

Yes.

7. So, you don't have to do both, but you, at least, have to do the narrative, if I'm reading it right?

No. You are required to provide a budget and a budget narrative. However, both the budget and budget narrative can be submitted as attachments. You do not have to put them in the Response Form.

8. And then it's not appropriate to add anything else? So, like, if we have SAP guidelines that we have within our own agency that lists everything that we do, you don't want any additional information? You only want what's asked for?

Correct. You can copy and paste those guidelines in the Response Form if you would like, but you cannot include them as an attachment.

9. If you submit a response, does anybody look at it to then say, oh, you're missing this part or anything like that? Is there any advantage, I guess, to submitting before 3 p.m. on the 21st?

No. Upon submission, we do not notify proposers if they did not submit a required form/document before we send their proposal to the evaluation committee. If we require the missing form/document later in the process, we will ask for it then. The advantage to submitting before the deadline is that you are reassured that you got your proposal in on time.

**10. Who would an authorized representative be in regards to this question:
"My Application contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Application and providing contact information."**

This can be anyone from your organization. Often, it is a CEO or upper-level leadership position. If you have any confidential or proprietary information in your proposal, you are to check that box on the Response Form and provide a letter stating what is confidential and proprietary. We ask this in the case we receive a Right to Know Request under the Freedom of Information Act. This question helps us determine what may or may not be shared with the public.

January 5, 2022

11. In reviewing the latest RFQ for SAP I had a question in reference to the training expectations. In the RFQ it indicates that the only 2 D&A training requirements are Addictions 101 and Confidentiality. Currently, as a SAP liaison provider we are additionally required: Prevention 101 (Parts 1&2), Ethics in Prevention and Making the Connection.

Can you confirm if the training requirements are changing for this year? If so would this impact new staff that are currently securing training hours?

There are no changes to the training requirements for SAP or Prevention. We apologize for the confusion.

Amendments

January 6, 2022

We amended the RFQ and Response Form to clarify that current mental health- and drug and alcohol-related licensures and certificates of compliance are required attachments as part of an Application. This was stated as an evaluation criterion in the fourth bullet under Organizational Experience on page 11 in the RFQ; however, it was mistakenly not in the Response Form questions nor in the list of attachments in the RFQ and Response Form.

On RFQ page 12, the following bullet was added to the list of attachments in section 4.1, c:

- **Current mental health- and drug and alcohol-related licensures and certificates of compliance**

On Response Form page 3, the following bullet was added to the list of attachments:

- **Current mental health- and drug and alcohol-related licensures and certificates of compliance**

In the Response Form, the following was added as question #4:

4. Please attach your current mental health- and drug and alcohol-related licensures and certificates of compliance. These attachments are not included in page count.

As a result, all following questions were renumbered, and the Response Form now contains 20 questions.

All Applicants must use the amended Response Form labeled SAP 2021 RFQ Response Form_amendment 010622.

January 10, 2022

12. Is there a per school district amount or estimate?

No.

13. Without knowing how many schools will be awarded or which districts, what are the expectations around the budget submission? Do we submit a separate budget for each district or a rough budget template that is then tailored to the schools once we are chosen?

Please submit a rough budget template that can then be tailored to the schools that may choose your organization as a provider.

14. For any EBP that we're expecting to utilize, is Allegheny County covering the costs for that or should we include that in the budget?

The cost for utilizing an EBP can be included in your budget and should be covered in the provider's allocation.

15. Is the curriculum reimbursed?

The cost of the curriculum should be covered in the provider's allocation. If you are referring to SAP Core training for liaisons, the agency will incur this cost.

16. Is there an estimated need per school district?

No. Need will be determined between the provider and school district(s) that have chosen your organization as their provider.

17. How are services reimbursed?

SAP is program funded through both Mental Health (MH) and Drug & Alcohol (D&A) funds. Services are entered into WITS, however, there are some claims for services that do not equate with WITS data entry. When this occurs, you will be informed to submit two invoices, one to the SAP D&A line, and one to SAP MH line.

18. What are the rates?

SAP is program funded.

19. Is there an admin cap?

DHS will consider all requests for reasonableness and negotiate fixed staffing and administration costs with the Successful Applicants.

January 20, 2022

20. Do you have a budget template that we should use or should we utilize our own?

No, we do not have a budget template you should use. Please use your own.

21. When calculating our indirect costs, can we utilize the federal indirect cost rate for indirect costs?

DHS will consider all proposed budget requests for reasonableness and negotiate them with the Successful Proposer.