



ALLEGHENY COUNTY
DEPARTMENT OF CHILDREN INITIATIVES

Allegheny County Department *of* Children Initiatives

Request for Proposals

Out-of-School Time Capacity Building

RFP Posting:

Tuesday, February 1, 2022

Office Hours:

3 p.m. Eastern Time on Thursday, February 10, 2022

Deadline for Questions:

3 p.m. Eastern Time on Wednesday, February 23, 2022

Submission Deadline:

3 p.m. Eastern Time on Wednesday, March 2, 2022

Estimated Award Decision/Notification:

April 2022

Allegheny County Department of Children Initiatives
542 Forbes Ave, Suite 205, Pittsburgh, PA 15219

Contents

Acronyms and Definitions

The RFP at a Glance

Section 1: Why We Are Issuing this RFP

Section 2: What We Are Looking For

Section 3: Proposal Requirements and Evaluation Criteria

Section 4: How to Submit a Proposal

Section 5: How We Will Evaluate Your Proposal

Section 6: Contract Requirements for Successful Proposers

Acronyms and Definitions

Unless the context indicates otherwise, the following capitalized words are defined as follows for purposes of this RFP:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Allegheny Partners for Out-of-School Time (APOST): A partnership of funders, intermediaries and providers dedicated to building a quality OST system that will contribute to the healthy successful development of young people as they progress through their school years, graduate from high school and enter adulthood
4. Contract Services: The specific services that 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
5. DCI: [Allegheny County] Department of Children Initiatives
6. DHS: [Allegheny County] Department of Human Services
7. KPI: Key Performance Indicator
8. LEA: local education agencies
9. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
10. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
11. Out-of-School Time (OST): Programs offering a safe place for children to go after their school day ends (and during the summer) that typically offer academic assistance, supplemented with enrichment activities
12. Response Form: The Word document in which Proposers respond to requested information about this RFP
13. RFP: Request for Proposals
14. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

Other terms shall have the meaning or definition as stated in the RFP.

The RFP at a Glance

Purpose

The Department of Children Initiatives (DCI), on behalf of Allegheny County, is interested in providing capacity building supports to new Out-of-School Time (OST) providers and to existing OST providers seeking additional slots for their current program. Through this RFP, DCI intends to increase the number of quality OST slots in Allegheny County by identifying and funding several programs that address gaps in OST program availability and promote quality OST programming.

DCI is soliciting Proposals for new and expanding OST programs that occur outside of traditional school hours and that must give children ages five through 12 opportunities to: 1) build skills, 2) spend time in a safe and supportive place, and 3) build positive connections with adults, each other and their community (henceforth referred individually as a Program and collectively as the Programs).

While some Proposals may seek to receive funding for pre-existing programs and others will be for new programs, proposed Programs **must expand the number of OST slots** and increase the number of children served in Allegheny County. Proposed Programs **must serve children in communities lacking OST programs**, called “OST deserts.” Prior to Proposal submission, Proposers should consider the need for OST programming in communities, as those communities with an existing high volume of accessible OST programming may not be strong candidates for an award through this RFP (see Section 1 for more details).

Award Details

DCI intends to award an Agreement to one or more Successful Proposer(s) for a one-year term with the possibility of renewing the Agreement for another year based on the Successful Proposers’ performance on the quality indicators outlined in this RFP and the availability of funding. Funding for all contracts awarded pursuant to this RFP will come from one-time relief funds via the American Rescue Plan Act of 2021.

The combined funding for all Successful Proposers will not exceed \$2 million and will be divided among the Successful Proposers according to Program size and needs. There is no limit to the total budget that Proposers may propose; however, all costs must be justified and explained in Proposals. DCI will consider all proposed costs for reasonableness and will negotiate and agree upon final budgets with Successful Proposers.

Who can submit a proposal

Any organization, including but not limited to local education agencies (LEA), non-profit organizations, and for-profit organizations are eligible to submit a Proposal in response to this RFP. Proposers do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County’s contractual requirements (see Section 6: Contract

Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

Collaborative Proposals, in which two or more organizations partner together submit to one Proposal, are permitted. See Section 4.2.c for details.

DCI is seeking to expand quality OST programming that aligns with best practice research. While certified (commonly referred to as licensed) school-age child care programming has an established quality rating system through Pennsylvania's Keystone STARS program, uncertified OST programming does not have a similarly recognized structure at this time. Both certified and uncertified programs are eligible to submit a Proposal in response to this RFP. Proposers of certified child care OST programs must provide their STAR level designation and describe progress towards raising or maintaining their program's STAR level. Proposers of uncertified programming must provide a description of how their proposed Program's efforts align as an Allegheny Partners for Out-of-School Time (APOST) Quality Campaign member or with a nationally recognized quality improvement tool.¹

Related RFPs

Allegheny County is releasing three RFPs related to OST Programming at the same time:

1. **RFP for Out-of-School Time Programs**: This RFP is seeking traditional OST Programs that offer a safe place for children to go after their school day ends (and during the summer) and that typically offer academic assistance, supplemented with enrichment activities. The contract award for the Department of Human Services (DHS) OST RFP has the possibility to be renewed and sustained, based on the Successor Proposers' performance.
2. **RFP for Out-of-School Time Capacity Building**: This RFP is seeking to fund creative proposals for OST capacity-building supports, including, but not limited to: start-up and operating costs to build OST slots in a community that lacks them; planning funding to support elementary and/or middle schools working in partnership with community partners to increase the number of OST opportunities in their community; and/or funding for facilities upgrades or expansions. Although DCI is the issuing department, DHS is handling the RFP process. Funding for any contract awarded pursuant to this RFP will be available to Successful Proposers only for up to two years, based on the Successor Proposers' performance and availability of funding.
3. **RFP for Teen Programming**: This RFP is seeking creative programming that occurs outside of traditional school hours for school-aged teens, ages 13 through 19, living in high-need communities. Traditional OST Programs are not within the scope of this RFP. The Teen Programming contract award has the possibility to be renewed and sustained, based on the Successor Proposers' performance.

¹ *How Can I Assess the Quality of My Program? Tools For Out-Of-School Time Program Practitioners*. Child Trends; Publication #2008-10. [Microsoft Word - Evaluation 8 - Program Quality Assessment Tools.doc \(childtrends.org\)](#)

DCI encourages organizations to review the related RFPs to understand how they connect, and to consider applying for more than one where they have strong interest and capacity. All information regarding all RFPs (including the DCI RFP) will be posted on DHS’s solicitations website at www.alleghenycounty.us/dhs/solicitations.

Timeline

Office Hours	Thursday, February 10 at 3 p.m. Eastern
Deadline for Questions	Wednesday, February 23 at 3 p.m. Eastern
Deadline for Proposals	Wednesday, March 2 at 3 p.m. Eastern
Estimated Award Decision/Notification	April 2022

Who we are

DCI has requested that DHS issue this RFP on behalf of Allegheny County.

The Department of Children Initiatives (DCI), which was founded in 2021, leads Allegheny County’s commitment to children and youth and the programs that serve them. DCI provides the local government structure to support equitable access to high-quality programming for children and their families through systems building, internal and external partnerships, and resource development.

Caring for children in high-quality early childhood and OST programs drives the economic engines of our communities by simultaneously allowing families to work and positively shaping the lives of children. The work of DCI is designed to improve the wellbeing of all children, the prosperity of their families, the competitiveness of our business and the vitality of our County.

More information about DCI is available at <https://www.alleghenycounty.us/children-initiatives/index.aspx>

Section 1: Why We Are Issuing this RFP

OST programs engage children and youth in ways unique from schools, home or other activities with peers. Offered before school, after school and during the summer, OST programs provide school-aged children with access to a safe place, supervised by caring adults, with enriching activities designed to help explore their interests and develop skills. OST programs also provide critical supports to families by allowing parents and guardians to maintain stable employment.

A national survey of households conducted by the [Afterschool Alliance](#) revealed that an unmet demand for OST programming exists for more than 64,000 children in Allegheny County. *Allegheny County After 3PM*, a report of the Afterschool Alliance survey, found that nearly

24,000 children in the County were not simply without programming but were also left alone and unsupervised from 3 p.m. to 6 p.m.²

The Afterschool Alliance’s 2017 report entitled *What does the research say about afterschool?* cites a variety of research findings showing that OST programs close the achievement gap, improve student academic performance and attendance, and decrease disciplinary incidents.³ While these programs are proven to be beneficial to many communities, “OST deserts” exist within areas of Allegheny County that do not have the opportunities or resources necessary to offer them.

Currently, OST Programming in Allegheny County is offered in group settings before and after school and during the summer. OST Programs include those that are multipurpose (offering a mix of academic support and opportunities for play), academically oriented, or related to a specific interest such as learning a craft or playing a sport. See Figures 1 and 2 below for a map of current OST providers in the County.

Figure 1. APOST Quality Campaign Members

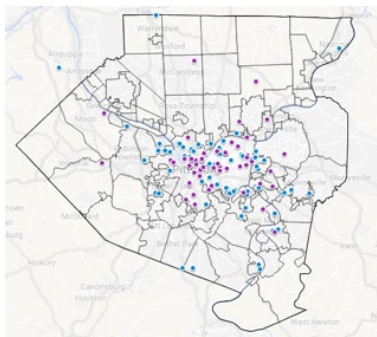
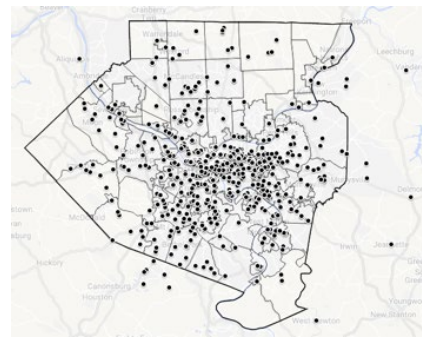


Figure 2. OST Providers from APOST database



Section 2: What We Are Looking For

DCI is interested in funding opportunities that expand existing OST programming or bring new OST programming to the communities in Allegheny County that need them the most. DCI envisions funding a variety of creative Proposals for capacity building supports including, but not limited to:

- Start-up and operating costs to build OST slots in a community that lacks them
- Funding for elementary and/or middle schools to work in partnership with community partners to increase the number of OST opportunities in their community
- Facility upgrades or expansions

² Allegheny County After 3PM

<https://afterschoolalliance.org/AA3PM/data/geo/PA-%20Allegheny%20County/overview>

³ What does the research say about afterschool?

http://afterschoolalliance.org/documents/what_does_the_research_say_about_afterschool.pdf

DCI intends to invest in supporting the growth of OST programming in communities that are underserved. We want to fill gaps in programming for children and families. **This funding must be used to create additional programming slots – either through expansion of existing programming or creation of new programming – with priority given to OST deserts.**

Programming should be responsive to the needs of the community and provide engaging activities that encourage consistent attendance. The Program should be easily accessible with limited barriers to attendance. A successful Proposer(s) must describe a plan for marketing and establishing formal referral pathways from the community and partners such as schools.

Proposers must design their proposed Program, with expertise and compassion, to serve a diverse population and with an explicit focus on equitable access for all children, including English language learners, children with Individualized Education Plans (IEPs) and families with transportation challenges.

DCI envisions a variety of approaches that a Proposer may take and is interested in creative Proposals. However, at a minimum, the Program offered by the Proposer must include the following components:

- **The creation of new OST slots offered in a community that lacks them:** Proposers must outline a clear plan for how they will increase the number of OST slots for children and families in their community(ies). Successful Proposers must have a plan for building strong relationships in the communities they serve so that schools, families and partners know that OST programs exist and can access them as a resource.
- **A safe space (physically and emotionally) for children ages five through 12:** Within the community itself, Successful Proposers must locate Programs in locations that are convenient and easily accessible. The location should feel safe to both children and families, be clean and comfortable, and have clear signage.
- **The opportunity for children to engage in enriching activities:** Successful Proposers must operate a Program that is responsive to the unique needs and interests of the communities that they serve. Proposers must intentionally design age-appropriate activities that promote learning and skill development.
- **A clear programming schedule, preferably five days per week:** To ensure continuity of care for participants, Programs must operate directly before and/or after the school day or during the summer. Successful Proposers should operate with consistent hours and clearly state those hours to children, caregivers, schools and the community.

Quality & Key Performance Indicators (KPIs)

Successful Proposers must measure program success through Key Performance Indicators (KPIs), including those proposed by Successful Proposers and those dictated by DCI, including number of new slots created in communities by zip code, number of new children enrolled by zip code, number of new programming hours offered by zip code, number of community partners engaged in enrollment efforts or programming, and detailed description of programming efforts

during the quarter. Continued funding for Successful Proposers is contingent on quarterly reporting of the KPIs.

Section 3: Proposal Requirements and Evaluation Criteria

DCI will evaluate Proposals based upon the evaluation criteria listed below. Proposers must address their qualifications in their Proposal by responding to the requested items or questions in the Response Form. Proposers should download and type their responses directly into the Response Form available on the Active Solicitations webpage at www.allegheycounty.us/dhs/solicitations. The maximum score that a Proposal can receive is 110 points, as outlined in the following sections.

Organizational Experience (15 points possible)

- Organizational experience providing OST programs or programming that works with children and families (10 points)
- Organizational experience working in high-need communities (5 points)

Program Design (70 points possible)

- Overall Program design and how it meets DCI's goals, including:
 - Plan for opening new quality OST slots (certified child care or community based) in a community that lacks them (10 points)
 - Plan for a consistent program schedule that meets the needs of families in the selected community, including the hours and days of Program operation (10 points)
 - Plan for providing children with a safe space to spend time, including a description of the physical location (5 points)
 - Plan for providing opportunities for children to engage in enriching activities and a description of what participants will gain from engagement (5 points)
 - Description of how the Program serves historically underrepresented populations (5 points)
- Plan to ensure children of all abilities are served, including English language learners and children with IEPs (5 points)
- Plan to prevent child suspensions and expulsions to ensure enrolled children maintain access (5 points)
- Description of the community(ies) where the proposed Program will be located, including why they were selected and how the Program will be tailored for the selected community(ies) (5 points)
- Description of why families will want to enroll their children in the Program (5 points)
- Plan for marketing the Program and creating or strengthening formal paths to equitable enrollment (5 points)

- Plan for staffing the Program and strategies to recruit, hire and retain racially diverse staff, staff with relevant lived experience and staff that reflect the population served (5 points)
- Identification of and plan to address challenges, including low program enrollment or attendance, transportation challenges or other issues impacting program access (5 points)

Quality and KPIs (10 points possible)

- STAR level designation and a description of progress toward raising or maintaining this level or a description of program efforts to align as an APOST Quality Campaign member or other nationally recognized quality improvement tool (5 points)
- KPIs for measuring program success (5 points)

Financial Management, Budget and Timeline (15 points possible)

- Line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Program (5 points)
- Budget narrative that explains and justifies all line items in the proposed line-item budget and plan to sustain new Program slots beyond year one (5 points)
- Timeline of how funding will be implemented and when new Program slots begin (5 points)

Section 4: How to Submit a Proposal

4.1 Prepare

a. Office Hours

- There will be “RFP open office hours” at 3 p.m. Eastern Time on Thursday, February 10 and via Microsoft Teams. Anyone interested in the RFP and in submitting a Proposal may drop in at any time to ask questions.
- Attendance at the office hours is not required in order to submit a Proposal. Preliminary answers will be provided orally for questions asked during the office hours. Final, definitive answers will be posted in writing on the DHS Solicitations webpage.
- Please join the office hours by:
 - Calling (267)368-7515 and using Conference ID 334 865 299#
 - Or following this link: [Click here to join the meeting](#)
 - Or copying and pasting this link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OThlNDRiYtAtMjBhZC00MGEyLWE4OGMtNTUwYmFiN2EwMGY0%40thread.v2/0?context=%7b%22Tid%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%224c7924c5-3d5a-494b-ba54-242fc5f6db86%22%7d

4.2 Submit a Proposal

- a. Proposers should take time to review and understand the RFP in its entirety including:
 - The background (see Section 1: Why We Are Issuing this RFP)
 - The narrative (see Section 2: What We Are Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How We Will Evaluate Your Proposal)
- b. Proposers must use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available at DHS's Active Solicitations website with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.
- c. Collaborative Proposals
 - a. Collaborative Proposals, in which two or more entities partner together to submit a Proposal, are permitted. Collaborative Proposals can include:
 - i. Lead Agency: The County can enter a contract with only one partner of a collaborative Proposal. Therefore, a collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
 - ii. Partners: Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.
 - b. Entities may participate in more than one Collaborative Proposal.
- d. Proposers must submit a complete Proposal that includes the following attachments that are available on DHS's Active Solicitations website:
 - Response Form
 - Partner commitment letters
 - Minority, Women or Disadvantaged Business Enterprise (MWDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
 - Allegheny County Vendor Creation Form
 - Audited financial reports or other financial documentation for the last three years
 - Internal Revenue Service Form W-9
 - Completed budget template
- e. Proposers should not send any attachments other than those listed either above or in the Response Form.
- f. If a Proposer does not have audited financial reports for the last three years, then the Proposer must submit other financial documentation that attest to the Proposer's financial health of your organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting with Allegheny County.
- g. Proposers must make sure to complete each section of the Response Form and to stay within any word counts or page limits that may be specified in the Response Form.
- h. Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Wednesday, March 2, 2022 to be considered for review.**

- i. All Proposals must be submitted before the deadline! If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- j. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: DHSProposals@alleghenycounty.us.

4.3 How to Contact DCI/DHS about this RFP

- a. All inquiries and questions must be submitted via email to DHSProposals@alleghenycounty.us by 3 p.m. Eastern Time on Wednesday, February 23, 2022. DHS will work with DCI to answer all inquiries and questions.
- b. All information about the RFP, including answers to questions, changes and clarifications, will be posted at DHS's Active Solicitations website at www.alleghenycounty.us/dhs/solicitations.
- c. Please check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

4.4 Other Information

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals and not to enter into an Agreement for the Contracted Services.**
- b. Any Agreement originating from this RFP is subject to all the Terms and Conditions specified in Section 6: Contract Requirements for Successful Proposers.
- c. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- d. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- e. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

4.5 Pennsylvania's Right-to-Know Law

Proposers should be aware that all documents and materials submitted in response to this RFP may be subject to requests for access to public records made pursuant to Pennsylvania's Right-To-Know Law (RTKL). Under the RTKL, records in the possession of a public agency like the County are presumed to be public records and the County may have to make documents and materials submitted by the Proposer available to a requestor after an award of an Agreement is made.

If the Proposer includes any information within its Proposal that the Proposer asserts is either a "trade secret" or "confidential proprietary information," as those terms are defined under the RTKL, the Proposer must include with its Proposal a written statement signed by an authorized representative of the Proposer identifying those portions or parts of its Proposal that the Proposer

believes constitute a “trade secret” or “confidential proprietary information” and provide contact information to enable DHS to contact the Proposer in the event that the County receives a Right-To-Know request for the Proposal. The Proposer shall have five (5) business days from date of receipt of any notification from the County to provide a written statement signed by an authorized representative of the Proposer explaining why the Proposal or any portion thereof is exempt from disclosure as a trade secret, confidential proprietary information or other legal reason. The County shall consider this statement in either granting or denying a request for public access to the Proposal or any portion thereof. The County will notify the Proposer of its decision whether to grant or deny the request either in whole or in part.

Section 5: How We Will Evaluate Your Proposal

DCI will work with DHS to convene an Evaluation Committee to evaluate Proposals. The Evaluation Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria, by using the point scale listed in Section 5.1 b.

5.1 Evaluation of Proposals

The evaluation process will consist of the following steps:

- a. DCI will work with DHS to form an Evaluation Committee. The Evaluation Committee, which will be comprised of evaluators with expertise in the subject matter of this RFP, may include: community members with lived experience, external subject matter experts or provider representative(s), representative(s) from key partners or funders and DCI internal staff.
- b. All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points for each response on a Proposer’s Response Form utilizing their personal expertise and best judgment of how the Proposal submitted by that Proposer meets the evaluation criteria in Section 3 using the following scale:
 - 0 – Not addressed in Proposal
 - 1 – Poor
 - 2 – Below expectations
 - 3 – Meets expectations
 - 4 – Exceeds expectations
 - 5 – Outstanding
- c. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An “Outstanding” response would receive 15 points, while one that “Meets Expectations” would receive nine points.
- d. DCI will work with DHS to tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP. The Committee will have

the discretion to proceed as follows: (i) to recommend to the Director of DCI that a reduced number of Proposals be shortlisted for more extensive review through a formal oral presentation to the Committee; or (ii) to recommend to the Director of DCI that DCI request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).

- e. As described in d above, DCI, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DCI may request that shortlisted Proposers make a formal oral presentation to the Evaluation Committee. Each Committee member will individually score the oral presentation of the shortlisted Proposers using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Proposer's oral presentation can receive is 15 points:
 - Presentation demonstrates Proposer's ability to implement the Contract Services effectively (5 points)
 - Proposer's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
 - Proposer's presentation is thoughtful and professional (5 points)
- f. DCI will work with DHS to tally the average scores of the members of the Evaluation Committee and report a list of these average scores to the entire Committee. The Committee will meet, consider the scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP.
- g. The Committee will submit its recommendation for award of an Agreement or Agreements to the Director of DCI for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement(s) with the Successful Proposer(s).
- h. At any time during the evaluation process, DCI or DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. As part of determining a Proposer's eligibility to enter a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure a Proposer's financial stability.
- j. The County is under no obligation to award or enter into an Agreement with a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- k. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- l. Proposers that are not awarded an Agreement but that are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@alleghenycounty.us.

5.2 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- a. Received by the due date/time.
- b. Properly formatted and include responses to all requested information.
- c. Complete with all required forms and attachments.

Proposals which do not meet the above requirements will be automatically rejected and will not be presented to the Evaluation Committee.

Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Proposers must comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DCI and its offices. Even though Contract Services will be administered through DCI, Successful Proposer(s) will work through DHS's contracting office. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](#), available at www.alleghenycounty.us/dhs/solicitations.

6.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Business Enterprises and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting these goals.

- a. All Proposals must include a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
 - All Proposers must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
 - If the Proposer is able to meet the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement. Proposers also must attach the MWDBE certifications of the firms cited in the Participation Statement.
 - If the Proposer would like to request a waiver from participating in the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found at www.alleghenycounty.us/dhs/solicitations:
 - [Allegheny County DHS Combined MWDBE Form](#)
 - MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).

6.2 Veteran Owned Small Business (VOSB) Requirement

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.
 - For contracts under \$100,000, VOSB vendors shall be exempt from all bonding requirements.
- b. All Proposals must include either of the following:
 - If the Proposer can meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) cited in the Participation Statement.
 - If the Proposer requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- c. VOSB forms can be found at www.alleghenycounty.us/dhs/solicitations:
 - [VOSB Participation Statement](#)
 - [VOSB Waiver Request](#)

6.3 HIPAA Compliance

DCI is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

6.4 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications that begin on page 14 of the [DHS Contract Specifications Manual](#), available at www.alleghenycounty.us/dhs/solicitations.
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

6.5 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client 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.

6.6 Language Diversity Requirements

Successful Proposer(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).

6.7 New Provider Requirements

If awarded an Agreement, Successful Proposers who do not have current Allegheny County contracts will be required to complete the DHS New Provider Application.