



Allegheny County Department of Human Services

Request for Proposals

Teen Programming

RFP Posting:

Tuesday, February 1, 2022

Office Hours:

3 p.m. Eastern Time on Wednesday, February 9, 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 Human Services
One Smithfield Street Pittsburgh, PA 15222

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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. 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
4. DHS: [Allegheny County] Department of Human Services
5. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
6. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
7. Out-of-School Time (OST): Programs that offer a safe place for children to go after their school day ends (some offer programming during the summer as well) and generally offers academic assistance, supplemented with enrichment activities
8. Response Form: The Word document in which Proposers respond to requested information about this RFP
9. RFP: Request for Proposals
10. 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

To help teens set themselves on a positive trajectory into early adulthood, the Department of Human Services (DHS), on behalf of Allegheny County, is seeking creative programming that occurs outside of traditional school hours for school-aged teens, ages 13 through 19, living in high-need communities (henceforth referred to as Teen Programming, Programming or the Program). The proposed Teen Programming must: 1) be interesting and engaging enough that teens will want to voluntarily participate in it; 2) provide a physically and emotionally safe space for teens; and 3) provide opportunities for teens to make positive connections to adults, their peers and their community.

Award Details

DHS intends to award a contract to multiple Successful Proposers for a one-year term with the possibility of renewal based on the Successful Proposers' performance. The combined funding for all Successful Proposers will not exceed \$2 million per year and will be divided among the Successful Proposers according to Teen Programming size and needs. There is no limit to the total yearly budget that Proposers may propose; however, all costs must be justified and explained in Proposals. DHS will consider all proposed costs for reasonableness and will negotiate and agree upon final budgets with Successful Proposers.

Who can submit a Proposal

Anyone, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, is 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.

What we don't want

DHS does not want Proposals for traditional [Out-of-School Time \(OST\) programming](#).

Based on the age of our target population, DHS expects that some Proposals may have an element of paid employment or connection to building skills related to employment. However, we are not interested in funding workforce-exclusive programming, as we already have many partners that specialize in this work. Our interest is in providing Teen Programming that is interesting and engaging to teens and that meets the needs of teens in the community. Workforce may be a component of that programming, but youth workforce development neither is the goal of the RFP nor should workforce development be the goal of any Proposer.

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 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.

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 (see section 4.1 for details)	Wednesday, February 9 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

DHS is issuing this RFP on behalf of Allegheny County.

DHS is the largest department of Allegheny County government and provides publicly funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, developmental supports, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

Section 1: Why We Are Issuing this RFP

Engaging teens in programming during hours they are not in school is important. After-school teen programming can provide the structure to promote the mental, emotional and behavioral development of teens and address certain risk factors for engaging in violence and experiencing other adverse outcomes. At the neighborhood and community level, these risk factors include the absence of mentors, minimal support for development of skills and interests, a lack of opportunities for engagement within school and community, and feeling unsafe, both physically and psychologically.¹ These risk factors are exacerbated by poverty, systemic racism and community and/or school level traumatic events, placing unengaged youth in high-need communities at greatest risk.

DHS funds a network of traditional Out-of-School Time (OST) programming, designed to serve any school-aged children and youth (elementary through high school) who live in high-need communities. DHS also invests in teens in a variety of ways across our behavioral health and child welfare systems, including through the [Youth Support Partner Unit](#), [412 Youth Zone](#) and [Student Assistance Programs](#) that work with children and youth formally connected to DHS' systems. In addition, DHS is launching a new, countywide [juvenile pre-arrest diversion initiative](#) in which school staff and community police are encouraged to engage in alternatives to citing and arresting youth for potential low-level offenses.

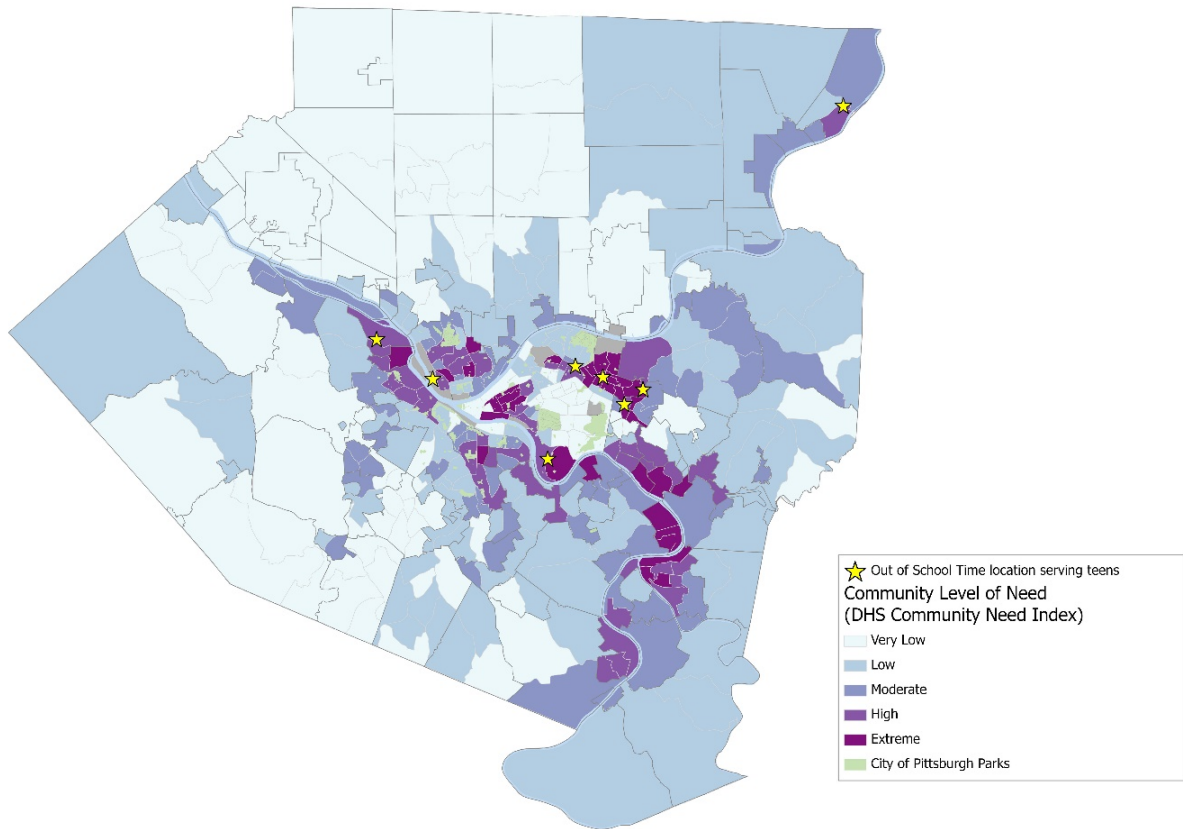
However, teens are largely not participating in this traditional OST programming in Allegheny County. Of all children who accessed OST services between July 2019 and June 2021, 82% of were under age 15. Teens attended OST programs an average of 23 days fewer than children under the age of 15. Of those teens who do attend an OST program, 50% attended seven or fewer days a year and 70% attended 15 or fewer days a year.

Further, some teens who could benefit from structure outside of school do not have access to it. There are several communities in the County where DHS currently does not fund any OST programming (see Figure 1).

Given these findings, DHS is seeking to fill the gap in services with Teen Programming that meets the specific needs and interests of teens in high-need communities. We are looking for creative programming, outside the structure of traditional OST programming, that teens will actively participate in and that is easily accessible in high-need communities.

¹ [Risk & Protective Factors | youth.gov](#)

Figure 1. Out-of-School Time Locations Serving Teens and Community Need in Allegheny County



* OST location serving teens is defined as having 60% or more of the youth program participants over the age of 15 during the past two school years (July 2019-June 2021)

Section 2: What We Are Looking For

DHS is seeking creative and innovative Teen Programming that is interesting and engaging enough to encourage voluntary participation by teens. Ideally, the proposed programming should be shaped by teens. The focus or topic of the Teen Programming must be outside the structure of traditional OST programming. Through this RFP, DHS intends to identify and fund several creative programs that engage teens and help them set themselves on a positive trajectory into early adulthood.

Proposers may propose Teen Programming that is completely new or is an expansion of a program already in existence that needs additional funding to increase capacity. However, OST programming that DHS currently funds is not within the scope for this RFP.

DHS envisions a variety of approaches that Proposers may take to design the Teen Programming sought by this RFP and is interested in creative Proposals. However, at a minimum, the proposed Teen Programming must include the following components:

1. The opportunity for teens to engage in enriching and interesting activities
2. A physically and emotionally safe space for teens
3. The opportunity for teens to make positive connections to adults, peers and their community

Most importantly, proposed programming must be interesting and engaging enough that teens will want to voluntarily participate in it. Proposer(s) must describe a plan for marketing and creating/utilizing referral pathways from community partners.

Target Population and Location

Proposed Teen Programming must serve any teens between the ages 13 through 19. Teens do not have to be connected to DHS's network of supports to be eligible to participate.

DHS envisions that Successful Proposers will have direct experience working with teens and in high-need communities. Proposed Programming must be located in communities with high concentrations of teens and limited access to programming. Programming must be convenient and easy for teens to access.

Proposed Teen Programming must be welcoming and appealing to teens with unique identities from racially, ethnically, religiously and culturally diverse communities and populations. It must be designed, with expertise and compassion, to serve a diverse population. All teens must feel safe, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences.

Best Practice Research

Proposed Teen Programming must align with best practice research. Most teens are independent enough to choose where they spend their time outside of school. In addition to homework and social lives, many also have adult responsibilities such as caring for younger siblings and part-time jobs. Effective programming for teens takes these factors into consideration in their design. Best practice research suggests that programming for teens is most effective when it includes the following elements:

- **Skill building or job experience:** While DHS is not interested in funding youth employment programming specifically, we recognize that teens are often interested in programming that offers them a sense of independence, including the financial independence that comes from earning money or building a skill set that will allow them to earn money in the future.
- **Flexibility:** Daily attendance at a Program may be unrealistic for many teens who are juggling a variety of responsibilities and interests. Best practice suggests a flexible

structure that allows teens to participate at different levels depending on their schedules. Programming for teens must balance social time and structured activities.

- **Opportunities to connect with peers and adults:** Teens benefit from developing relationships with supportive adults and from connecting with their peers in a healthful way. In addition to other types of Programming, we are interested in Programming that builds social and emotional competency as well as leadership and conflict resolution skills.
- **Strong connections to family, school and community:** Programs designed for teens are most successful when they are integrated into the broader community. DHS has learned this from our work with Community Learning Hubs.² Strong partnerships between schools and child-serving programs result in better programming. Successful Proposer(s) must demonstrate a plan for engaging with schools and other community partners to strengthen their Program.

When designing their Teen Programming, Proposers must take into consideration the above and may consider other best practice research, if justified in their Proposals.

Section 3: Proposal Requirements and Evaluation Criteria

DHS 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.alleghenycounty.us/dhs/solicitations. The maximum score that a Proposal can receive is 100 points, as outlined in the following sections.

Organizational Experience (20 points possible)

- Organizational experience serving the target population, specifically teens from diverse communities and populations, including examples of how the organization connects with teens (10 points)
- Organizational experience working in high-need communities (5 points)
- Approaches and examples of organizational commitment to serving all individuals regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences (5 points)

² [Community Learning Hubs - Trying Together](#)

Program Design (55 points possible)

- Overall Program design, and how it provides teens with the opportunity to engage in enriching and interesting activities, with a description of how input from teens and/or best practice research was built into the design of the Programming (10 points)
- Plan for providing teens with a physically and emotionally safe space (10 points)
- Plan for providing teens with positive connections to peers, adults and their community (10 points)
- Description of why teens will want to participate in the proposed Programming (10 points)
- Plan for marketing the Programming and how it will receive referrals (5 points)
- Plan for staffing the Programming and strategies to recruit, hire and retain racially diverse staff, staff with relevant lived experience and staff that reflect the population served (5 points)
- Description of how Programming will help set teens on a positive trajectory toward adulthood (5 points)

Implementation Challenges (15 points possible)

- Strategies to engage more teens if Program attendance is low (5 points)
- Strategies to help a teen experiencing behavioral or mental health issues (5 points)
- Strategies to help a teen's family when help is requested (5 points)

Budget (10 points possible)

- Line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming (5 points)
- Budget narrative that explains and justifies all line items in the proposed line-item budget (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 Wednesday, February 9, 2022 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 845 487 573#

- 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_MWQ5YzY0N2EtNjkyZi00MzhhLWI5YmItMTFmODNiYzliM2Y4%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 our Active Solicitations website with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.
- c. Collaborative Proposals
 - Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
 - 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.
 - 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.
 - 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 our 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
- 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 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.
- b. All information about the RFP, including answers to questions, changes and clarifications, will be posted at our 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

DHS will 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. DHS will 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 DHS 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. DHS will 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 DHS 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 DHS that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
 - e. As described in c above, DHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DHS 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. DHS will tally the average scores of the members of the Evaluation Committee to the shortlisted Proposer formal oral presentations and report a list of 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 DHS for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement or Agreement with the Successful Proposer(s).
 - h. At any time during the evaluation process, 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 who 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 DHS and its offices. 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

DHS 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.