

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

RFP for Occupational Therapy (OT) Assessments and Home Modifications for Older Adults

Amendments

September 25, 2025

The RFP and RFP Response Form have been amended to update the budget sections by removing the option to include and/or request startup costs.

The amendments are outlined below:

Section 3: Proposal Requirements and Evaluation Criteria

Budget and Budget Narrative (10 points)

- A detailed line-item budget that is a realistic estimate of the costs associated with implementing and sustaining the proposed service each year. ~~If any startup costs are included, identify them as such.~~ (5 points)
- A detailed budget narrative that clearly explains all assumptions and justifies all line items in the proposed budget (5 points)

Response Form

Budget and Budget Narrative (10 points, not included in page count)

16. Attach ~~a~~ detailed ~~start-up and~~, annualized budgets that clearly support~~s~~ the Program **proposed service(s)** and the implementation plan~~(s)~~. (5 points)
17. Provide a budget narrative that reflects a realistic estimate of the costs associated with implementing the Program **proposed service(s)**. (5 points)

September 25, 2025

1. **Our professional, who is conducting the assessments, is a speech/language pathologist who is also certified by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA). Is this a reasonable alternative to an Occupational Therapist for the proposal?**

No. Proposers should identify a licensed Occupational Therapist, Occupational Therapist Assistant, or Certified Aging-in-Place Specialist. If your organization does not have one of the following, then please include your plan for identifying, hiring, and training the Occupational Therapist professional.

- 2. In the Proposal Information section, it asks for "Total dollar amount requested." Since we are planning to offer both the Occupational Therapy Assessments and Home Modifications, should we enter the combined dollar amount for all services? If we are able to provide all the Occupational Therapy Assessments and Home Modifications services outlined in the RFP, should we use the total amount of \$1,020,000 (\$120,000 for Occupational Therapy Assessments services and \$900,000 for Home Modifications services over the three years)?**

Yes. Proposers should provide a realistic line-item budget reflective of the estimated costs and assumptions associated with implementing and sustaining their proposed service(s) for each year, including a budget narrative justifying each line-item included in their proposed budget. DHS will consider all proposed costs for reasonableness and will negotiate the final budgets with the Successful Proposers

- 3. Can you please clarify question 11, "Describe your approach to addressing additional and unaddressed/incomplete home modifications?" Is this question referring to unaddressed/incomplete home modifications found during "Visit 2: Home Modification Validation," or our company's approach to helping older adults with additional modifications outside the scope of the OAHMP program?**

Proposers proposing Occupational Therapy Assessments should provide a response describing their plan for addressing additional and/or unaddressed/incomplete home modifications, identified in the scope of work and/or during the follow-up visit(s) of the OAHMP.

- 4. For question 15, please clarify what information you are requesting on our plan for "resolving additional and unaddressed/incomplete home modifications identified by the Occupational Therapy professional(s)." Are those additional to or unaddressed/incomplete, referring to the modifications in each scope of work or outside of the modifications being provided in the OAHMP program?**

Proposers proposing Home Modifications should provide a response describing their plan for addressing additional and/or unaddressed/incomplete home modifications, identified by the Occupational Therapy professional(s) in the scope of work and/or during the follow-up visit(s) of the OAHMP.

- 5. On question 16, can you please provide any information as to what level of detail you are looking for in our "start-up and annualized budgets that clearly support the Program and the implementation plan."? As an existing ACDHS contractor**

providing very similar services to OAHMP, we are not planning any start-up expenses. Can you clarify what is meant by start-up budgets? Because the modifications will differ for each resident, what detail should we provide in the modifications budget?

Proposers may not request start-up costs (e.g., equipment, technology, insurance, and more) to assist with the implementation of their proposed service(s). Please see the amendment for more details.

Proposers should provide a realistic line-item budget reflective of the estimated costs and assumptions associated with implementing and sustaining their proposed service(s) for each year, in addition to a budget narrative justifying each line-item included in their proposed budget. DHS will consider all proposed costs for reasonableness and will negotiate the final budgets with the Successful Proposers