

Allegheny County

Department of Human Services

REQUEST FOR PROPOSALS

U.S. Department of Housing and Urban Development (HUD) Permanent Supportive Housing Programs

RFP ISSUED	July 9, 2015
QUESTIONS AND REQUESTS FOR CLARIFICATION ACCEPTED VIA EMAIL	Until 5 Business Days Before Proposal Due Date
RESPONSES (Q & A) POSTED ON WEBPAGE	Ongoing- Final Q&A Posted 1 Business Day Before Proposal Due Date
PROPOSALS DUE	July 31, 2015
ESTIMATED START DATE	Fall 2016, contingent on HUD approval

GLOSSARY#

Agreement: The contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services.

Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania.

CoC: Continuum of Care. The lead agency which coordinates housing and services funding for homeless families and individuals in a region or locality. In Allegheny County, the CoC is the Allegheny County Department of Human Services.

CoC Regulations: HUD's rules and regulations for the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The rules and regulations are titled "Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule," and can be found at 24 CFR Part 578.

Contract Services: The specific services which 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.

DHS: The Allegheny County Department of Human Services

ESG: Emergency Solutions Grant

HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, enacted into law on May 20, 2009.

HMIS: Homeless Management Information System

HUD: United States Department of Housing and Urban Development

Proposal: The response submitted by a Proposer to this Request for Proposals.

Proposer(s): the entity or entities submitting a Proposal to the County in response to the RFP in an effort to become the Successful Proposer

RFP: Request for Proposals

Successful Proposer: The Proposer selected by the County, through a HUD-required local competition, to be included in DHS's annual response to HUD's NOFA.

GENERAL INSTRUCTIONS AND INFORMATION

Purpose

In preparation for the release of the U.S Department of Housing and Urban (HUD) Notice of Funding Availability (NOFA) for the Continuum of Care (CoC), Allegheny County is soliciting Proposals to provide: 1) a facility-based (one housing site with several units) Permanent Supportive Housing (PSH) Program for at

least 16 single women (the Single Women PSH); and 2) a scattered-site PSH Program for at least 14 single women and men (the Combined PSH). The Women PSH and the Combined PSH are collectively referred to as the PSH Programs. Per HUD requirements, DHS is holding a local competition to identify a Proposal(s) to provide the PSH Programs. The Successful Proposal(s) will be included in DHS's annual response to HUD's NOFA. Based on HUD approval of DHS's response to the NOFA, DHS intends to enter into an Agreement with the Successful Proposer(s) to provide one or both of the PSH Programs for a term of one year. Funding will not exceed \$257,000 for the Single Women PSH and \$162,000 for the Combined PSH. Total funding for both of the PSH Programs will not exceed \$419,000.

General Information about a Request for Proposal

Allegheny County issues Requests for Proposals (RFPs) to identify entities with the ability to meet the identified needs and quality standards within specified program and funding guidelines. Evaluation criteria are included in an RFP to measure how well a Proposal meets these criteria. The County may request additional information and/or a presentation from the Proposer during the Proposal evaluation period. Following the evaluation period, the most qualified Proposer(s), that is, the Successful Proposer(s) may be included in DHS's response to HUD's annual NOFA.

The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

Communication about this RFP

DHS is the "Issuing Office" for this RFP and is the sole point of contact for all questions and communication regarding this RFP. All communication about the RFP, including requests for additional information or clarification, should be submitted via email to: DHSProposals@alleghenycounty.us.

All questions and/or requests for clarification concerning this RFP must be submitted no later than five business days prior to the proposal due date in order to guarantee a response on the website.

All information about the RFP, including changes, clarifications and responses to Proposer questions, will be posted on the RFP website at: <http://www.alleghenycounty.us/dhs/solicitations.aspx>

Eligibility

Entities eligible to submit a Proposal in response to this RFP must be a non-profit organization capable of leveraging 200% and matching 25% of the funding requested for each PSH Program that it intends to provide (see page 7 for more information). Proposers must also meet the eligibility outlined by HUD in the 2015 NOFA. The 2015 NOFA has not yet released; please reference the 2014 NOFA for an idea of what eligibility requirements have looked like in the past.¹ Additionally, Proposers must be willing and able to meet all of the County's contract requirements. These contract requirements are available at: <http://www.alleghenycounty.us/dhs/contracting.aspx>.

Minority, Women or Disadvantaged Business Enterprise (M/W/DBE) Requirements

This RFP contains requirements for Proposers to assist Allegheny County in meeting its M/W/DBE goal (all contracts and other business activities entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs). A listing of M/W/DBEs certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at www.county.allegheny.pa.us/mwdbe

¹ <http://portal.hud.gov/hudportal/documents/huddoc?id=2014cocnofa.pdf>

For more information about M/W/DBEs, please review the following. An M/W/DBE Participation Statement or Waiver Statement is **REQUIRED** with proposal submission

[MWDBE Contract Specifications Manual](#)

[MWDBE Participation Statement form](#)

[MWDBE Waiver Statement form](#)

Proposal Preparation Costs

The Proposer is responsible for all costs related to the preparation and submission of a Proposal.

Allegheny County is not obligated, in any way, to pay any costs incurred in the preparation and submission of a Proposal.

BACKGROUND

About DHS

DHS was created in 1997 to consolidate the provision of human services across Allegheny County. It is the largest department within Allegheny County government. In addition to its Executive Office, DHS encompasses five program offices (Behavioral Health; Children, Youth and Families; Community Services; Intellectual Disability; and the Area Agency on Aging) and three support offices (Administrative and Information Management Services; Community Relations; and Data Analysis, Research and Evaluation). Last year, DHS served more than 210,000 individuals (approximately one in six County residents) through an array of 1,700 distinct services.

DHS is responsible for providing and administering publicly-funded human services to Allegheny County residents and is dedicated to meeting these human service needs, particularly for the County's most vulnerable populations, through information exchange, prevention, early intervention, case management, crisis intervention and after-care services.

DHS provides a wide range of services, including: services for older adults; mental health and drug and alcohol services (includes 24-hour crisis counseling); child protective services; at-risk child development and education; hunger services; emergency shelters and housing for the homeless; non-emergency medical transportation; job training and placement for public assistance recipients and older adults; and services for individuals with intellectual and/or developmental disabilities.

DHS provides services to eligible individuals without regard to race, color, sex, gender identity or expression, sexual orientation, age, religion, national origin, political affiliation, disability, familial status, military service, or religious, community or social affiliations.

About DHS's PSH Program

Currently, DHS is the administrator of a \$16 million HUD grant, \$9.4 million of which is dedicated to permanent supportive housing (PSH) across Allegheny County. As the administrator of this grant, DHS serves as the Continuum of Care (CoC) - the lead agency which coordinates housing and services funding for homeless families and individuals. The PSH Program provides long-term housing with supportive services for homeless individuals who have documented disabilities. Families experiencing homelessness who have a household member with a documented disability also qualify. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting.

DHS service providers which administer a HUD funded PSH Program are required to follow the Homeless

Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), HUD's Homeless Emergency Assistance, Rapid Transition to Housing: Continuum of Care Program (CoC) Rules and Regulations ("CoC Regulations"), found at 24 CFR 578 and the Fair Housing Act. Proposers responding to this RFP will be subject to and should review and familiarize themselves with these Acts and Regulations.

For more information about the HEARTH Act, please see:

<https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

For more information about CoC Regulations, please see:

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

For more information about the Fair Housing Act, please see:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights

SCOPE OF SERVICES REQUESTED

In preparation for the release of HUD's 2015 NOFA, the County will be reallocating up to \$419,000 to provide two PSH Programs in the County. The Successful Proposer should address in its Proposal its plan to fulfill the scope of services described herein. **Proposers may submit a Proposal to provide the Single Women PSH Program, the Combined PSH Program or both of the PSH Programs.**

Target Population:

The Successful Proposer will be responsible for providing a facility-based PSH Program that serves single women experiencing homelessness who have a documented disability (the Single Women PSH) **and/or** a scattered-site PSH Program serving single women and men experiencing homelessness who have a documented disability (the Combined PSH). Both target populations must be served without regard to previous criminal history, clean time, employment, credit worthiness, or other barriers in a "housing first" model. For more information about the housing first model, please see the federal strategic plan to end homelessness (Open Doors): http://usich.gov/PDF/OpeningDoors_2010_FSPPreventEndHomeless.pdf

PSH Service Description:

The Proposer(s) is expected to provide the following specific PSH services:

- Housing—

The Successful Proposer of the Single Women PSH will be responsible for locating and leasing facility-based units (one housing site with several units) for at least 16 single women. All facility based units must meet local building codes, applicable fire and safety codes and Allegheny County Health Department codes. The facility should have an appropriate and current occupancy permit.

The Successful Proposer of the Combined PSH will be responsible for locating and leasing scattered site units for at least 14 single men & women. All scattered site units must pass a housing quality inspection based on HUD regulations, meet all of the requirements identified in the HEARTH Act, CoC regulations and the Fair Housing Act, and meet reasonable rent standards.

Individuals participating in either PSH Program will be expected to contribute 30 percent of their income as rent. The Successful Proposer(s) will also be responsible for working with landlords and other service providers to ensure the needs of the individuals are met. The Successful Proposer(s) must also ensure that the landlord is paid rent, on behalf of the individual participating in the PSH Program, when rent is due.

- Supportive Services—

In addition to obtaining appropriate housing, for both PSH Programs, the Successful Proposer(s) will be expected to provide Supportive Services so that individuals can make a successful transition from homelessness to independence. Services can be provided by the Successful Proposer directly or by another agency. Supportive Services should include—

- Assessment of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance and job training
- Food assistance
- Housing search and counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Outreach services
- Substance abuse treatment
- Transportation
- Utility deposits

Referrals and Outreach for both PSH Programs:

The Successful Proposer(s) will be responsible for connecting referrals made through DHS’s Coordinated Intake Unit to appropriate housing placements.

Performance Outcomes for both PSH Programs:

The Successful Proposer(s) will be responsible for tracking outcomes and meeting the following HUD performance standards within one year:

- 85% of individuals will maintain permanent housing or exit to permanent housing.
- 85% of individuals will maintain or increase their income.
- 85% of individuals will maintain or gain at least one non-cash benefit Program during the year (i.e. Food Stamps or Medicaid)

Beyond HUD’s performance outcomes, DHS expects that the Successful Proposer(s) will establish additional goals for the Program(s). Examples of goals could include:

- 75% of the individuals will maintain or increase mainstream services.

- 20% of adult family members will achieve employment.

HMIS for both PSH Programs:

The Successful Proposer(s) will be responsible for entering all individual level data into HMIS and to participate in the Allegheny County Coordinated Intake process.

Budget for both PSH Programs:

Allegheny County intends to use the results of this RFP process to select one or more Proposals to be included in the County’s response the HUD’s annual NOFA. Contingent on HUD approval, one or more contract(s) will be awarded for a term of one year each. Funding will not exceed \$257,000 for the Single Women PSH and \$162,000 for the Combined PSH. Total funding for both PSH Programs will not exceed \$419,000. A 25% match from the Proposer is required to be documented for all line items except leasing. Match may be in-kind or additionally raised funds.

The Successful Proposer(s) will also be responsible for leveraging 200% of the total funding amount to support each PSH Program that is funded. Leverage is all cash and in-kind resources (excluding match) which supplement the HUD funding to support the Successful Proposer’s Program. Leverage (other than match) may support the Program’s ineligible activities (i.e. staff training).

Proposers are required to document match and leveraging in the form of a letter or Memorandum of Understanding prior to the submission of DHS’s response to the NOFA.

PROPOSAL INSTRUCTIONS AND FORMAT

A complete Proposal must include all of the components listed below, submitted as a Word document or PDF (budget may be submitted in Excel). Use 1-inch margins, 12-point font and numbered pages. Single spacing is permissible. Please adhere to page limitations indicated below; other than required attachments, no additional attachments will be accepted (attachments may be included as a link).

Organizations may submit a Proposal to provide the Single Women PSH Program, the Combined PSH Program or both PSH Programs.

Proposal Content

I. Executive Summary

II. Organizational Experience

Complete this section only once, even if your organization is proposing to provide both PSH Programs.

- Describe your experience providing PSH programming to chronically homeless individuals. If you currently run a HUD funded program, please complete the following chart of all current active HUD programs:

Program Name	Type of	Population	Number	Budget
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	Program (Permanent Supportive Housing or Transitional Housing)	Served	Units/Beds	

- Describe your organization’s experience in meeting HUD’s performance goals (in addition to your own goals) for individuals maintaining permanent housing or exiting to permanent housing and maintaining or increasing individual income.
- Describe your organization’s experience in effectively utilizing federal funds and performing the activities described in the Scope of Services, given funding and time limitations.
- Describe your organization’s experience in leveraging other Federal, State, local, and private sector funds.
- Describe the basic organizational and management structure of your organization. Include evidence of internal and external coordination and an adequate financial accounting system.
- Indicate if your organization is surrendering a transitional or safe haven program and applying to provide a PSH Program. If so, explain the purpose behind the change in program type and the specific plan/process for ending the previous program and beginning the PSH Program(s).
- Per HUD requirements, please provide the following information regarding your organization:
 - If your organization is not a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code, please explain and provide documentation evidencing your current tax status.
 - Provide your Tax ID or EIN and DUNs numbers
 - Indicate if your organization is faith-based.
 - Indicate if your agency has purchased or plans to purchase Energy Star equipment (for more information see <http://www.energystar.gov>) utilizing either private or HUD funding.
 - Indicate if your PSH Program will participate in the Continuum of Care Coordinated Assessment System. If not, please explain.

III. Target Population

Complete this section separately for each PSH Program that your organization is proposing to provide.

- Describe the target populations that your organization plans to serve.
- Describe the total number of individuals that your organization will serve, including estimates for the number of individuals ages 18-24 and 24 and older.
- Currently, the target population for the Single Women PSH is single women experiencing homelessness with a documented disability and the target population for the Combined PSH is single women and men experiencing homelessness with a documented disability. Beyond that, neither of the proposed PSH Program have a specific sub-population focus. Will your agency

request a change in the specific population focus? Please, indicate yes or no. If yes, identify the specific population focus. (Select all that apply)

Chronic Homeless		Domestic Violence	
Veterans		Substance Abuse	
Youth under 25		Mental Illness	
Families		HIV/AIDS	
Other: Specify-			

- Complete the chart below based on the number of individuals that your organization plans to serve at any given point in time.

Households	Individuals Served

Characteristics	Individuals Served
Disabled Adults over age 24	
Non- Disabled Adults over age 24	
Disabled Adults ages 18 to 24	
Non-Disabled Adults ages 18 to 24	
Total Number of Adults over age 24	
Total Number of Adults 18 to 24	
Total Number of Persons served at any point in time	

	Chronically Homeless Non-	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed Sub-
Disabled Individuals over age 24										
Non-Disabled Individuals over age 24										
Disabled Individuals ages 18 to										

24										
Non-Disabled Individuals ages 18 to 24										
Total Individuals										

IV. Approach

Complete this section separately for each PSH Program your organization is proposing to provide.

- Describe your organization’s proposed staffing plan, including:
 - Staff experience working with the target population and in the housing community
 - Your organization’s strategy for recruiting and retaining quality staff
 - Your organization’s professional development and staff training program
 - Your organization’s plan for staff performance management
- Describe your organization’s plan for coordinating with outside partners to ensure that the PSH Program is successful, including your plan for leveraging funds and support.
- Describe your organization’s strategy for implementing the PSH Program within 3-6 months of signing a grant contract, please include a schedule.

V. Housing Services

Complete this section separately for each PSH Program that your organization is proposing to provide.

- Describe how your organization will assist individuals in obtaining and remaining in permanent housing.
 - Describe how your organization will consider the needs of families and the barriers that are currently preventing them from obtaining and maintaining permanent housing.
 - Describe how those needs and barriers will be addressed through the case management and/or other supportive services that your organization will offer.
 - If individuals will be housed in scattered site units not owned by your organization, describe how your organization will identify appropriate scattered site units and ensure that rents are reasonable.
 - Describe your organization’s plan for working with landlords and other homeless services providers.
 - Describe your organization’s plan for assessing the suitability of scattered site units for habitation by families (e.g., safety, location).
 - Describe where your organization’s plan on locating the scattered site units in the County.
- Describe how your organization will follow a Housing First model.
- Describe the accessibility of community amenities (i.e. schools, libraries, houses of worship etc.) to PSH Program participants. Are these amenities very, somewhat or not accessible?
- If applicable, describe the proposed development activities and the responsibilities that your organization will have in developing, operating and maintaining the property utilized by participants in the PSH Program (if any).

- If requesting rental assistance, describe how your organization will determine the type, amount, and duration of rental assistance that individuals can receive.
- Described if your organization’s PSH Program will require individuals to live in a particular structure, unit, or locality, at some point during the period of participation in the Program. If so, explain why.
- If your organization plans to house more than 16 individuals that are participating in your PSH Program in one structure, describe the local market conditions that necessitate this, and describe how the PSH Program will be integrated into the neighborhood.
- Please indicate the address, congressional district and geographic areas where you intend to provide the PSH Program, where applicable.
- Please complete the following chart, detailing the type and scale of housing that will be provided:

Housing Type	Number of Units and Beds @ any Point in Time			
	Total Units Requested	Total Beds Requested	Number of BEDS Dedicated to Chronic Homeless	Number of BEDS not dedicated to Chronic Homeless but will serve Chronic Homeless
Dormitory				
Shared Housing				
Scattered Site Apartments				
Clustered Apartments (Apartments all in the same building/location)				
House/Townhouse/Duplex				

VI. Supportive Services

Complete this section separately for each PSH Program that your organization is proposing to provide.

In the chart below, indicate who will provide the Supportive Services, how individuals can access Supportive Services and how often individuals will receive the Supportive Services that your organization plans to offer. If your organization will not be providing or sub-contracting the services listed in the chart below, then do not complete that particular service.

Please complete the chart using the terms listed under each category below. **Only use terms provided in the list below. Only use one term in each category to describe the Provider, Access and Frequency of the Supportive Service.**

- Provider
 - Proposer
 - Partner agency
 - Non-partner agency.

NOTE: If your organization has a line item in your budget for this service, then your organization is providing the service according to HUD.

- Access
 - Onsite
 - Program Van
 - Walking
 - Bus/rail/ferry
- Frequency
 - Daily
 - Weekly
 - Bi-weekly
 - Monthly
 - Quarterly
 - Annually
 - As-needed

EXAMPLE:

<i>Supportive Service</i>	<i>Provider</i>	<i>Access</i>	<i>Frequency</i>
<i>Assessment of Service Needs</i>	<i>Sub-recipient</i>	<i>Onsite</i>	<i>Weekly</i>

Supportive Service	Provider	Access	Frequency
Assessment of Service Needs			
Assistance with Moving Costs			
Case Management			
Child Care			
Education Services			
Employment Assistance and Job Training			
Food			
Housing Search & Counseling Services			
Legal Services			
Life Skills Training			
Mental Health			
Outpatient Health Services			
Outreach Services			
Substance Abuse Treatment			
Transportation			
Utility Deposits			

VII. Referrals and Outreach

Complete this section separately for each PSH Program that your organization is proposing to provide.

- Describe your organization’s plan for managing referrals through HMIS (e.g. bulletin board, updating assessments, etc.).
- Describe your organization’s contingency plan if the PSH Program experiences difficulty in meeting the requirements to serve exclusively homeless individuals.
- Complete the following chart listing the percentage of individuals who will be served for each of the following locations:

Percentage	Location
	Directly from the street or other locations not meant for human habitation.
	Directly from Emergency Shelters
	Directly from SAFE HAVENS as defined by HUD.
	Persons fleeing Domestic Violence
	Total of Above Percentage. If it does not equal 100%, please explain below.

VIII. Performance Outcomes

Complete this section separately for each PSH Program that your organization is proposing to provide.

- Describe your organization’s plan to track and achieve the HUD performance standards for:
 - maintaining permanent housing or exiting to permanent housing; and
 - maintaining or increasing individual income.
 - maintaining or gaining at least one non-cash benefit program during the year (i.e. Food Stamps or Medicaid)
- Describe the total number of individuals who are expected to achieve the above performance standards at any given point in time
- Describe the total number of individuals you expect to leave the PSH Program at the end of the operating year
- Describe other outcomes that your organization plans to achieve (e.g. X% of unemployed individuals will achieve employment) and why your organization selected those outcomes. Describe your organization’s plan for tracking and achieving those outcomes.

VIII. HMIS

Complete this section separately for each PSH Program that your organization is proposing to provide.

- Describe your organization’s previous experience inputting data into HMIS.
- Describe your organization’s strategy for inputting the required data into HMIS in a timely manner.
- Describe your organization’s quality assurance procedures for inputting data in HMIS and correcting data when necessary.

IX. Budget and Budget Narrative

Provide your organization’s financials and describe how they reflect your financial policies and organizational stability. Also, please indicate if there are any unresolved monitoring or audit findings for

any HUD grants (including Emergency Solutions Grant [ESG]) operated by your organization. If so, explain.

Proposers can submit a proposal for the Single Women PSH Program, the Combined PSH Program or both PSH Programs. If your organization is submitting a Proposal to provide both of the PSH Programs, please complete this section once for the Single Women PSH Program and once for the Combined PSH Program. The total budget available for both PSH Programs will not exceed \$419,000.

Please provide a detailed one-year budget and narrative that clearly supports the Program(s) as outlined in the Scope of Services Section and that fits within the funding guidelines. HUD has a specific format **(complete Appendix A)** and formula to follow for budgeting. Proposers should divide their budget as follows:

Please complete the chart below for Matched funds and attach documentation to the Proposal. Please note: Twenty-five per cent match is required to be documented for all line items except leasing.

Type (in-kind or cash)	Source (Government or Private)	Contributor	Date of Commitment (Date of Letter)	Purpose/service	Amount
<i>E.g. Cash</i>	<i>Private</i>	<i>Annual Agency Fundraiser</i>	<i>3/27/15</i>	<i>Case management services</i>	<i>20,000</i>
Total					

Please complete the chart below for leveraging. Please note that all new PSH Programs must demonstrate at least 200% leveraging and must be documented with letters or memorandums of understanding.

Type (in-kind or cash)	Source (Government or Private)	Contributor	Purpose / Service	Amount
<i>E.g. In-kind</i>	<i>Government</i>	<i>ACDHS/OBH Services</i>	<i>MH Services</i>	<i>10,000</i>

Required Attachments:

- Executive Summary (1 page)
- Proposal Content (10 pages)
- Budget and Budget Narrative (See Appendix A attached to this RFP)
- References (1 page): Include name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization.
- Required Attachments (* These forms are available on our website at <http://www.alleghenycounty.us/dhs/solicitations.aspx>)
 - Cover Page*
 - MWDBE Participation Statement form*
 - W9*
 - Vendor Creation Form*
 - Copy of proof of 501c3 tax exempt status

SCORING AND SELECTION PROCESS

Scoring Criteria

The Proposal will be evaluated in the manner as described below on a scale of 100 points, with 15 additional bonus points available. The maximum score a Proposal can achieve is 115 points. Please note that each proposed PSH Program section will be scored separately.

Organizational Experience (15 points)

PSH Program (85 points)

- Target Population (5 points)
- Approach (10 points)
- Housing Services (15 points)
- Support Services (15 points)
- Referrals and Outreach (5 points)
- Performance Outcomes (10 points)
- HMIS (5 points)
- Budget and Budget Narrative (20 points)

Bonus (15 points)

Bonus points will be awarded to organizations that are surrendering a transitional or safe haven program and applying to provide a PSH Program.

Selection Process

DHS will use a formal evaluation process to select the Successful Proposer, including review of the Proposal and additional information/presentation as may be requested. DHS may contact individuals or entities with whom the Proposer has had dealings in the past, regardless of whether or not they are included as references in the Proposal.

DHS will perform an initial screening of all Proposals received. For a Proposal to be eligible for evaluation, the Proposal must be:

- **Received from the Proposer by the due date/time**
- **Properly signed by the Proposer**
- **Properly formatted and include required forms and sections**

Proposals that do not meet the initial screening are subject to rejection without further evaluation.

After the initial screening has occurred, the evaluation process for Proposals is as follows:

- DHS will designate an evaluation committee to review and evaluate all Proposals submitted in response to this RFP. The evaluation committee may consist of some or all of the following individuals:
 - County employees/contractors
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies as selected by DHS.
 - Individuals selected by DHS for subject matter/content expertise or experience, or by virtue of other relevant experience/knowledge
- The evaluation committee will evaluate the Proposals based upon the Scoring Criteria set forth above.
- The County retains the exclusive discretion to shortlist a small number of Proposals for more extensive review.
- If determined necessary, DHS may contact the Proposer for the purpose of clarifying any ambiguities in the Proposal, requesting Proposal modifications, or discussing Budget modifications.

Oral Presentations and Site Visits

DHS may create a short-list of Proposers who will be invited to give an oral presentation and demonstration of their tool(s). In that case, selected Proposers will be notified of the time and location, and will be provided with an agenda or topics for discussion. Questions asked during oral presentations or site visits will be for the purpose of clarifying the scope and content of the written Proposal. Oral Presentations will be scored using the same criteria outlined in this RFP.

Final Award Process

Following the evaluation process, which may include oral presentations and/or negotiations, the evaluation team will tabulate and submit an award recommendation to the Homeless Advisory Board and then DHS Director. The Homeless Advisory Board is The Homeless Alliance Advisory Board is a public/private partnership formed to assist Allegheny County, the City of Pittsburgh, the City of McKeesport and the Municipality of Penn Hills in reviewing public policy, programs, activities, data and all other efforts that will eliminate homelessness and improve the wellbeing of homeless persons and families. The County reserves the right to recommend that none of the Proposals be selected. With approval by the DHS Director and the Homeless Advisory Board, DHS will include the recommended Proposal(s) in their response to HUD's NOFA.

NOTHING HEREIN SHALL BE CONSTRUED OR INTERPRETED IN ANY WAY AS OBLIGATING THE COUNTY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSER. THE COUNTY RESERVES THE RIGHT AT ALL TIMES

NOT TO AWARD OR ENTER INTO AN AGREEMENT FOR THE SCOPE OF SERVICES FOR ANY REASON WHATSOEVER.

SUBMISSION INFORMATION

Proposals must be submitted by email to DHSProposals@alleghenycounty.us, no later than 3:00 p.m. EST on **July 31, 2015**. Proposals received after this time will not be accepted. The County reserves the right to extend or postpone the date and time for RFP activities; in the event of a change, the information will be posted on the website at <http://www.alleghenycounty.us/dhs/solicitations.aspx>.

If necessary, attachments may be sent via U.S. Mail, Courier or hand-delivery, by the date/time above, to:

Maria Wallace
Allegheny County Department of Human Services
One Smithfield Street – Suite 400
Pittsburgh, PA 15222-2221

You will receive an email confirmation of receipt of your Proposal. Please contact us (via email or by calling Maria Wallace at 412-350-7144) if you do not receive an email confirmation.

To be considered, the Proposal must include all of the specified information. DHS may request additional information and/or conduct investigation as necessary to determine the Proposer's ability to provide the requested service. This additional information may become part of the County's final award decision-making process.

All Proposals are the property of the County and may become part of any subsequent Agreement.

CONTRACT TERMS AND CONDITIONS

Agreement Terms and Conditions

The Successful Proposer(s)'s Proposal will be included in DHS's annual response to HUD's NOFA. Contingent upon HUD approval of DHS's response to the NOFA, the Successful Proposer(s) will enter into an Agreement with the County of Allegheny, on behalf of DHS, for performance of the Scope of Services specified in this RFP and set forth in the Proposal. The Scope of Services specified in the RFP and Proposal shall become the Contracted Services. HUD may require additional modifications to the Proposal before giving permission for Allegheny County to enter into Contract Award. Information about contracting with the County to provide services to DHS and the standard County terms and conditions for County contracts for services for DHS which will be included in the Agreement can be found on the DHS website at: <http://www.alleghenycounty.us/dhs/contracting.aspx>
[HIPAA compliance](#)

DHS is a "covered entity" under the Health Information Portability and Accountability Act (HIPAA). The Successful Proposer must describe how it will comply with HIPAA requirements.

CYBER Security

A significant portion of DHS business activities and related billing carried out under this RFP are done through information management systems or tools, including email. Proposers should meet the minimum computer specifications beginning on page 14 of the [DHS Contract Specifications Manual](#) and should make sure their computers, laptops and other electronic devices have sufficient security software and settings to minimize the risk of a breach of information. In addition, the Proposer should have policies and procedures in place to assure that their electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected, etc.).

Conflict of Interest

By submitting a Proposal, the Proposer certifies and represents to the County that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Equal Employment Opportunity/Non-Discrimination

Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, consumer 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 of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association or on any other basis prohibited by federal, state or local law.

APPENDIX A

Name of Agency _____

Name of PSH Program _____

Budget

Please complete the appropriate sections of the budget after answering question 1. Please complete the budget summary for each PSH Program your organization intends to provide.

1. Select the costs for which funding is being Requested:

Leased Units	
Leased Structures	
Long Term Rental Assistance	
Supportive Services	
Operations	

2. Leased Unit Budget

Size of Units	Number of Units	Fair Market Rent	Number of Months
SRO			
0 bedroom			
1 bedroom			
2 bedroom			
3 bedroom			
4 bedroom			
5 bedroom			
6 bedroom			
7 bedroom			
Total	0		

3. Long Term Rental Assistance

Size of Units	Number of Units	Fair Market Rent	Number of Months
SRO			
0 bedroom			
1 bedroom			
2 bedroom			
3 bedroom			
4 bedroom			
5 bedroom			
6 bedroom			
7 bedroom			
Total	0		

4. Operations

Eligible Cost	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		
Property Taxes & insurance		
Replacement Reserve		
Building Security		
Electricity, Gas & Water		
Furniture		
Equipment (lease/buy)		
Total Requested		\$ -

5. Supportive Services Budget

Category	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		

Assistance with Moving Costs		
Case Management		
Child Care		
Educational Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Services Requested		\$ -

6. Budget Summary

Supportive Services	\$	-
Real Property Leasing	\$	-
Short-/Medium Term Rental Assistance	\$	-
Long Term Rental Assistance	\$	-
Operating costs	\$	-
Sub Total	\$	-
Administration	\$	-

Total Expenses Plus Admin	\$	-
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Match & In kind

Please complete cash match & in kind match chart below.

Cash Match	
In-Kind Match	
Total Match	
Match %	

If In-Kind Match is proposed for one or both PSH Programs, please provide a complete description of the in-kind match. If in-kind services are secured from another agency for this match, the agency must have a memorandum of understanding in place prior to the HUD executed contract.