



Request for Proposals

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

RFP Posting: Wednesday, April 19, 2017

Deadline for Questions: Wednesday, May 17, 2017

Submission Deadline: 3 p.m. Eastern Time on Wednesday, May 24, 2017

Estimated Award Decision/Notification: Summer 2017

Allegheny County Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222

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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. Continuum of Care (CoC): A geographically-based group of representatives which carries out the planning responsibilities of the HUD Continuum of Care Program. The Allegheny County Homeless Advisory Board has designated the Allegheny County Department of Human Services as the entity authorized to apply for and carry out activities on behalf of the CoC (the Collaborative Applicant).
4. CoC Regulations: HUD's rules and regulations under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). 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.
5. 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.
6. Coordinated Entry: A standardized method for connecting individuals and families experiencing homelessness to the resources available in a given geographic area.
7. DHS: [Allegheny County] Department of Human Services.
8. HAB: [Allegheny County] Homeless Advisory Board, a public/private partnership formed to assist Allegheny County, the City of Pittsburgh, the City of McKeesport and the Municipality of Penn Hills in efforts that will eliminate homelessness and improve the well-being of homeless individuals and families
9. HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009.
10. HMIS: Homeless Management Information System.
11. Housing First: A model to address homelessness, based on the following principles: 1) the provision of safe and affordable housing; 2) all people experiencing homelessness can achieve housing stability in permanent housing; 3) everyone is "housing ready;" 4) many people experience improvements in quality of life as a result of achieving housing; 5) people experiencing homelessness have the right to self-determination and should be treated with dignity and respect; and 6) the exact configuration of housing and services depends upon the needs and preferences of the population served. All programs following a Housing First model share a few key features: few programmatic prerequisites, low-barrier admission policies, rapid and streamlined entry into permanent housing, voluntary and engaging supportive services, and a focus on housing stability.
12. HUD: [United States Department of] Housing and Urban Development
13. NOFA: Notice of Funding Availability
14. Participant: An individual or family served by a proposed Permanent Supportive Housing or Rapid Re-Housing Program
15. PSH: Permanent Supportive Housing, which is long-term housing with supportive services for homeless individuals with disabilities.

16. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP.
17. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP.
18. Reallocation: A CoC shift of funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's annual renewal amount. All CoCs may use the reallocation process based on local CoC needs and priorities.
19. Response Form: The Word document in which Proposers respond to requested information about this RFP.
20. RFP: Request for Proposals.
21. Rapid Re-Housing: Programs to assist individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and to achieve stability in that housing through a combination of rental assistance, housing search and supportive services.
22. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services.
23. Supportive Services: Services designed to prepare Participants to make a successful transition from homelessness to independence.

The RFP at a Glance

Purpose

As recommended by the Allegheny County Homeless Advisory Board (HAB), through the Allegheny County Department of Human Services (DHS) and on behalf of the Allegheny County Continuum of Care (CoC), Allegheny County is soliciting Proposals from one or more Proposers to provide housing, housing assistance and supportive services to individuals and/or families experiencing homelessness, through Permanent Supportive Housing (PSH) Programs and Rapid Re-housing (RRH) Programs (hereinafter referred to separately as PSH Programs and RRH Programs and collectively as the Programs). Individuals receiving PSH Program and RRH Program services will hereinafter be referred to as Participants. Specifically, the County is seeking the following: 1) Proposals for PSH and RRH Programs that will be supported by the funding available through reallocation of CoC funding and additional bonus funding; and 2) Proposals to assume for a one year term three HUD-funded scattered-site PSH providers serving 11 families (\$153,343 total between two programs) and 10 singles (\$120,049) one HUD-funded scattered site RRH provider serving 10 singles (\$103,392) (collectively the Existing Scattered PSH/RRH Sites). Any award of an agreement with the County for PSH and RRH Programs supported by the funding available through reallocation of CoC funding and additional bonus funding shall be conditioned upon the Successful Proposer's willingness to assume the Existing Scattered Sites for 2017-2018.

Award Details

The PSH and RRH Programs which are the subject of this RFP are being developed in anticipation of the receipt of two sources of HUD funding: 1) the strategic reallocation of \$300,000 - \$800,000 in funds within the CoC from low-performing programs to programs that will make the CoC more effective and fulfill the intent of this RFP; and 2) the availability of bonus funding, per the U.S. Department of Housing and Urban Development (HUD) Notice of Funding Availability (NOFA) for the CoC, expected in May 2017. The amount of bonus funding has not yet been made available. If the CoC is successful in the NOFA process, the PSH and RRH Programs for which this RFP is being issued would begin in 2018.

Successful Proposals will be included in DHS's annual response to HUD's NOFA. Dependent upon HUD approval of DHS's response to the NOFA, DHS intends to enter into one or more Agreements in 2018 with one or more Successful Proposer(s) to provide PSH and RRH Programs for a term of one year. DHS expects there to be more than one Successful Proposer. Proposers may submit a Proposal for one PSH Program, one RRH Program or both Programs.

What's important to us

Since the adoption of "Opening Doors," the federal strategic plan to prevent and end homelessness, the federal government has emphasized the importance of understanding Housing First not just as a program model, but as an overall orientation in communities' response to homelessness. Housing First strategies incorporate few programmatic prerequisites, utilize proactive outreach and engagement efforts, implement low-barrier admission policies, create rapid and streamlined entry into permanent housing, offer voluntary and engaging supportive services, and focus on housing stability.

As a Continuum of Care, the County is committed to these Housing First principles. This RFP aims to contribute to long-term efforts to more fully integrate Housing First models into the Allegheny County CoC.

Timeline

Deadline for Proposers to submit questions is Wednesday, May 17, 2017.

Proposals must be submitted by 3 p.m. Eastern Time on Wednesday, May 24, 2017.

Proposers will be notified of their selection status in Summer 2017.

Who we are

On behalf of Allegheny County, DHS is the issuing office for this RFP.

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, intellectual disability, homelessness and community services.

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

The issuance of this RFP and the receipt of any Proposals do not obligate the County to enter into an Agreement with a Proposer. The County reserves the right at all times to reject any and all Proposals.

Section 1: Why We Are Issuing this RFP

DHS administers a \$17,787,724 million HUD grant, \$12,295,490 of which is dedicated currently to PSH Programs and \$4,509,612 of which is dedicated currently to RRH Programs across Allegheny County.

PSH Programs provide long-term housing with supportive services for homeless individuals with disabilities. This type of supportive housing enables these individuals to live as independently as possible in a permanent setting. RRH Programs assist individuals or families who are experiencing homelessness to move as quickly as possible into permanent housing and to achieve stability through a combination of rental assistance, housing search and supportive services.

To inform planning and reallocation decision making for the Allegheny County Homeless Advisory Board (HAB), the Department of Human Services assessed homeless housing needs and turnover for longer term (non-emergency shelter) homeless programs. Data from the Homeless Management Information System ((HMIS), an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness) and Allegheny County's coordinated intake (through the Allegheny Link, an office that connects people in need to available resources) were analyzed, including information on homeless assessments, Vulnerability Index-Service Prioritization Decision Assistance Tool ((VI-SPDAT), a pre-screening tool for assessing homeless individuals' needs and matching them with the most appropriate support) scores, homeless unit capacity and turnover, and other relevant data. The study period covered 12 months from January 1, 2016 through December 31, 2016.

The analysis demonstrated the following key gaps in housing services:¹

1. 62% of adults without children seeking housing services have moderate service needs, with RRH and Transitional Housing being the housing options currently available in the CoC. Analysis indicates a shortage of 434 beds between current demand and the capacity to house these adults via normal unit turnover.
2. 31% of adults seeking housing services have high service needs, with PSH being the most appropriate housing option. Analysis indicates a shortage of 596 units between current demand and the capacity to house these individuals via normal unit turnover.

Section 2: What We Are Looking For

DHS is requesting Proposals for PSH and RRH Programs that will be supported by the funding available through reallocation of CoC funding and additional bonus funding. The Programs are intended to replace lower performing programs² and must adhere to Housing First principles as well as all rules and regulations of: 1) the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act),³ HUD's Homeless Emergency Assistance, Rapid Transition to Housing: Continuum of Care

¹ The analysis found that the needs of families with children are better met with the existing housing supply, which is why this RFP focuses on singles.

² Transitional Housing has decreased and there will only be limited Bridge Housing moving forward.

³ <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

Program (CoC) Rules and Regulations (“CoC Regulations”),⁴ found at 24 CFR 578 and 2) the Fair Housing Act.⁵

When designing their Programs, Proposers should consider the system needs analysis described in this RFP. The 2017 fair market rate (FMR), as documented by HUD, will determine the number of units to be funded. If a HUD bonus project allocation is available, any funding received through a successful bonus project allocation will be added to this amount to support additional PSH and RRH Programs. Proposers may propose to develop one PSH Program, one RRH Program or both Programs.

A. Target Population

Proposed Programs must provide both housing and supportive services, as described under *Section 3.1, B: Service Description*. Programs may serve individuals and households without children experiencing homelessness. In addition:

- New PSH Programs must serve chronically homeless individuals and/or households without children, meeting HUD disability requirements.
- New RRH Programs must serve homeless individuals and/or households without children, coming directly from the streets or emergency shelter or fleeing domestic violence situations.

Programs must follow a Housing First model⁶ and serve Participants without regard to previous criminal history, clean time, employment, credit worthiness or other barriers.

B. Service Description

Housing for PSH Programs

For a PSH Program, Successful Proposer(s) will be expected to offer facility-based and/or scattered site housing units in Allegheny County. The rent for all units must be reasonable for the area and units must meet all housing quality standards.

In Spring 2017, three HUD-funded PSH providers provided notice that they would no longer be providing program services. The programs served, in scattered sites:

- 11 families (\$153,342 between 2 programs)
- 10 singles (\$120,049)

A Successful Proposer for PSH will be selected to take over the existing one-year contract for all three programs for 2017-18, beginning in Fall 2017.

Likewise, one HUD-funded scattered site RRH provider also provided notice that it would no longer be providing program services. It served:

⁴ <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

⁵ http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights

⁶ https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf

⁶ <https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/> and <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

- 10 singles (\$103,392).

A Successful Proposer for RRH will be selected to take over this existing one-year contract for 2017-18, beginning in Fall 2017.

Housing for RRH Programs

For an RRH Program, Successful Proposer(s) will be responsible for offering short-term rental assistance (up to 3 months) or medium-term rental assistance (4-24 months) for Participants. All rental assistance will be for tenant-based scattered site units, meaning that Participants may locate the housing of their choice in the private rental market, with assistance by the Successful Proposer as needed. If a Participant later moves to another suitable unit, the rental assistance may be applied to the new unit.

All RRH Program units must: 1) pass a housing quality inspection; 2) meet all requirements identified in the HEARTH Act, CoC regulations and the Fair Housing Act, and; 3) meet reasonable rent standards. The Successful Proposer(s) also will be responsible for working with landlords and other service providers to ensure that Participants remain successfully housed and to facilitate their transition out of the RRH Program. Further, the Successful Proposer(s) must ensure timely and accurate payment to the landlord on behalf of the Participant. The Successful Proposer(s) must follow the rental assistance regulations for RRH,⁶ including having all leases in the name of the Participant.

Per HUD requirements, to remain in an RRH Program, Participants must demonstrate that they continue to lack sufficient resources and support networks necessary to retain housing without assistance. If Participants no longer require assistance through an RRH Program, they must be permitted to remain in the housing unit (if they choose) and assume full responsibility for payment of rent and utilities.

Supportive Services for PSH and RRH Programs

In addition to appropriate housing for PSH and RRH Programs described above, the Successful Proposer(s) must provide supportive services designed to prepare Participants to make a successful transition from homelessness to independence. Supportive services are aimed at long-term recovery and may focus on social, vocational, educational, behavioral or cognitive skills. Services may be provided by the Successful Proposer(s) directly or by another agency under contract with the Successful Proposer(s). Supportive services include the following:

- 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 related to securing/maintaining rental housing
- Life skills training
- Mental health services
- Outpatient health services
- Outreach services
- Substance use disorder treatment

- Transportation
- Utility deposits

C. Referral and Outreach

DHS expects that all referrals to the PSH and RRH Programs managed by Successful Proposer(s) will be made through DHS's Coordinated Entry Unit (Allegheny Link). Successful Proposer(s) will be responsible for accepting a referral and quickly securing the Participant's appropriate housing placement.

D. Performance Outcomes for Both Funding Sources

Successful Proposer(s) will be responsible for tracking outcomes and meeting the following HUD performance standards for the PSH and RRH Programs within one year.

Performance standards for a PSH Program:

1. 85% of Participants will maintain permanent housing or exit to other permanent housing.
2. 75% of Participants will maintain or increase their income.
3. 75% of Participants will maintain or increase non-cash benefits (e.g., Food Stamps).
4. 75% of Participants will maintain or secure Medicaid or private health insurance.

Performance standards for an RRH Program:

1. 85% of Participants will maintain permanent housing.
2. 75% of Participants will maintain or increase their income.
3. 75% of Participants will maintain or increase non-cash benefits.
4. 75% of participants will maintain or secure Medicaid or private health insurance.
5. 20% of Participants will obtain employment (part-time or full-time).
6. Fewer than 5% of Participants will return to homelessness within six months and fewer than 10% within 12 months.
7. 85% of Participants will utilize supportive services.
8. 85% of participants will exit the program within nine months.

Beyond HUD's performance outcomes, DHS expects that Successful Proposer(s) will establish additional goals for the PSH and RRH Programs (e.g., Participants will secure health care through public or private sources, Participants will be linked to mental health outpatient services, Participants will enroll in life skills courses).

E. HMIS

Successful Proposer(s) will be responsible for participating in the Allegheny Link process and for entering all data into HMIS in a timely manner. Victim service providers are not required to participate in HMIS, per HMIS regulations. However, victim services providers must have a comparable database to produce the required reports to HUD on an annual basis, per HUD 2016 and 2017 data specifications.

F. Budget

Because DHS expects that there will be more than one Successful Proposer, funding will be divided among Successful Proposers according to Program size and needs. Successful Proposer('s)' Programs will

be included in the County's response to HUD's annual NOFA. Contingent on HUD approval, the County expects to award Agreements for a term of one year.

A 25% match from the Successful Proposer(s) is required to be documented for all line items except leasing. The match may be in-kind or additionally-raised funds. If in-kind services are secured from another organization for this match, the organization must have a memorandum of understanding in place prior to the executed contract.

No more than 3.5% of HUD funds may be used for a Successful Proposer's administrative expenses (e.g., staffing, computers, office supplies). Matching funds, cash and in-kind resources may be used for additional administrative costs.

Section 3: Proposal Requirements and Evaluation Criteria

Proposers must meet the following evaluation criteria and must address their qualifications by responding to the specifically-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 a Proposal can receive is 100 points for each Program proposed, as outlined in the following sections.

Organizational Experience for PSH and RRH Programs (40 points total)

All Proposers should demonstrate, in their responses to the items in the Response Form, that they have:

- Experience providing housing and supportive services with at least an 85% utilization rate. (10 points)
- Strong organizational and management structure including evidence of internal communication, external coordination and an adequate financial accounting system. (5 points)
- Absence of any unresolved monitoring or audit findings for any HUD grants. (5 points)
- A strong staffing plan including staff qualifications, recruitment, training and performance management. (5 points)
- Experience and demonstrated success in meeting standards for managing data with HMIS. (5 points)
- Clear understanding of and commitment to the Housing First model. (5 points)
- Strong financial health, as evidenced by audits or other supporting financial documentation. (5 points)

PSH Program Standards (60 points total)

PSH Program Proposers should demonstrate, in their responses to the items in the Response Form, that they have:

- A well-defined strategy to serve PSH Program Participants. (10 points)
- An appropriate schedule for the proposed activities, a management plan, and a method for assuring effective and timely completion of all work for the PSH Program. (5 points)
- Experience serving the PSH target population, including any specified subpopulation. (5 points)

- An appropriate housing facility (including scattered site) that supports PSH Program goals. (10 points)
 - A comprehensive plan for coordinating with outside partners to provide a variety of supportive services, with appropriate frequency, for PSH Program Participants. (5 points)
 - Ability to manage referrals of individuals with a documented disability, who are experiencing homelessness. (5 points)
 - A strategy to effectively use funds for performing the scope of services within funding and time specifications. (5 points)
 - A budget narrative that reflects a realistic estimate of the costs associated with implementing the PSH Program. (5 points)
 - HUD budget charts that demonstrate fiscal and management capacity to manage program funds in a fiscally responsible manner. (5 points)
- DHS Housing Analysts will perform a review of HMIS data to evaluate Proposers' data quality and performance outcomes using the five-point scale described in Section 5.1. Strong past performance and complete, accurate data entry are worth a total of five possible points. (5 points)

RRH Program Standards (60 points total)

RRH Program Proposers should demonstrate, in their responses to the items in the Response Form, that they have:

- A well-defined strategy to serve RRH Program Participants. (10 points)
 - An appropriate schedule for the proposed activities, a management plan, and a method for assuring effective and timely completion of all work for the RRH Program. (5 points)
 - Experience serving the RRH target population, including any specified subpopulation. (5 points)
 - An appropriate housing plan that supports RRH Program goals.(10 points)
 - A comprehensive plan for coordinating with outside partners to provide a variety of supportive services, with appropriate frequency, for RRH Program Participants. (5 points)
 - Ability to manage referrals for individuals experiencing homelessness. (5 points)
 - A strategy to effectively use funds for performing the scope of services within funding and time specifications. (5 points)
 - A budget narrative that reflects a realistic estimate of the costs associated with implementing the RRH Program. (5 points)
 - HUD budget charts that demonstrate fiscal and management capacity to manage program funds in a fiscally responsible manner. (5 points)
- DHS Housing Analysts will perform a review of HMIS data to evaluate Proposers' data quality and performance outcomes using the five-point scale described in Section 5.1. Strong past performance and complete, accurate data entry are worth a total of five possible points. (5 points)

Section 4: How to Submit a Proposal

This RFP is a solicitation to individuals, non-profit organizations, and for-profit organizations or businesses (Proposers) to submit a Proposal to perform the services as described in *Section 2: What We*

Are Looking For. Proposers must have the ability to meet the identified needs and quality standards within the programmatic and funding guidelines specified in this RFP.

4.1 Submission Process

- a. Please 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. Please 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. Proposers must submit a complete Proposal, which includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - MWDBE documents
 - Allegheny County Vendor Creation Form
 - Audited financial reports for the last three years
 - W-9
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. If you do not have audited financial reports for the last three years, you may submit other financial statements that attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial statements is a requirement of contracting through Allegheny County.
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
- g. **Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Wednesday, May 24, 2017 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will not be considered.
- i. You will receive an email when your Proposal is received. If you do not receive this notification within 48 hours of submitting your Proposal, please contact DHSProposals@alleghenycounty.us

4.2 How to Contact DHS about this RFP

- a. All inquiries and questions must be submitted via email to DHSProposals@alleghenycounty.us
- 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 be sure to check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

4.3 Other Information

- a. The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.
- b. Any Agreement originating from this RFP is subject to all of 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. The Successful Proposal will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).
- f. Proposers should also be aware that other records submitted in response to this RFP are subject to requests made pursuant to Pennsylvania's Right-To-Know Law and that the County may have to make submitted materials available to a requestor after an award of an Agreement is made.

Section 5: How We Will Evaluate Your Proposal

Proposals will be evaluated by an evaluation committee convened by DHS. The evaluation committee will assign scores based on the program description in *Section 2: What We Are Looking For* and on the evaluation criteria in *Section 3: Proposal Requirements and Evaluation Criteria* using the scale listed in *Section 5.1 b*.

5.1 Evaluation Model

The evaluation process will consist of the following steps:

- a. An Evaluation Committee will be formed by DHS and will consist of some or all of the following:
 - Content experts from within DHS, selected for their expertise and/or experience
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- 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 according to their 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. The Evaluation Committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
- d. DHS, on behalf of the County, shall have exclusive discretion to shortlist a reduced number of Proposals for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget

- or make a formal oral presentation. The Evaluation Committee will review the modifications and/or oral presentation and rescore the shortlisted Proposals using the original evaluation criteria.
- e. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
 - f. The Evaluation Committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
 - g. 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.**
 - h. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
 - i. Proposers not awarded an Agreement 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:

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

Proposals which do not meet the above requirements will not be considered.

Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Proposers must be willing to 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](http://www.alleghenycounty.us/dhs/solicitations), available at www.alleghenycounty.us/dhs/solicitations.

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

Allegheny County has established MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women 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 either of the following:
 - If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
 - If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.

- b. MWDBE forms and resources can be found at www.alleghenycounty.us/dhs/solicitations:
 - MWDBE Forms
 - [MWDBE Participation Statement](#)
 - [MWDBE Waiver Request](#)
 - [MWDBE Contact Information form](#)
 - MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Response Checklist](#)
 - [Guide for completing the MWDBE Participation Statement](#)
 - [Sample Diversity Policy](#)
- c. For more information about MWDBEs, visit the [Allegheny County MWDBE website](#).

6.2 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.

6.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which 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).

6.4 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.

6.5 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](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx), available at <http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx>. While not required as part of your Proposal, Proposers may wish to review the requirements of this application.