



# Request for Proposals

*U.S. Department of Housing and Urban Development (HUD)  
2018 Domestic Violence Bonus Funding for a  
Rapid Re-Housing Program or a  
Joint Transitional Housing/Rapid Re-Housing Program*

**RFP Posting:** Thursday, July 5, 2018

**Deadline for Questions:** 3 p.m. on Monday, July 16, 2018

**Submission Deadline:** 3 p.m. on Monday, July 23, 2018

**Date for Presentations, if necessary:** August 9, 2018

**Estimated Award Decision/Notification:** August 16, 2018

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.
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. DV: Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence
9. 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
10. HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009.
11. HMIS: Homeless Management Information System, 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 people at risk of homelessness
12. 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.
13. HUD: [United States Department of] Housing and Urban Development
14. Joint TH and PH-RRH Component Project (TH/RRH). The Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.
15. NOFA: [HUD's annual] Notice of Funding Availability

16. Participant: An individual or family served by a proposed Permanent Supportive Housing or Rapid Re-Housing Program
17. PSH: Permanent Supportive Housing, which is long-term housing with supportive services for homeless individuals with disabilities.
18. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP.
19. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP.
20. 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.
21. Response Form: The Word document in which Proposers respond to requested information about this RFP.
22. RFP: Request for Proposals.
23. 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.
24. Successful Proposer: The Proposer selected by the County to provide the Contract Services.
25. Supportive Services: Services designed to prepare a Participant to make a successful transition from homelessness to independence.
26. Transitional Housing: A supportive but temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing
27. Victim Service Provider: a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

## **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)<sup>1</sup>, Allegheny County is soliciting Proposals to provide housing, housing assistance and supportive services to individuals and/or families experiencing homelessness as a result of fleeing Domestic Violence (DV), through Rapid Re-Housing (RRH) Programs or Joint Transitional Housing/Rapid Re-Housing Program (hereinafter referred to separately as RRH Programs and TH/RRH and collectively as the Programs). Individuals receiving RRH Program and TH/RRH services will hereinafter be referred to as Participants.

Specifically, the County is seeking the following: Proposals for RRH and TH/RRH Programs that will be supported by DV bonus funding as made available by HUD.

Please note that on July 12, 2018, we amended the RFP to take out the possibility of proposing a Permanent Supportive Housing (PSH) program. The DV bonus funding as made available by HUD does not cover PSH programs. Proposals for a PSH program will no longer be accepted.

### ***Award Details***

The U.S. Department of Housing and Urban Development (HUD) Notice of Funding Availability (NOFA) for the CoC, released in June 2018, announced the availability of bonus funding for RRH and TH/RRH Programs specific to DV populations. Allegheny County CoC can apply for up to \$1.7 million in DV bonus funding. It can only apply for one bonus program. If the CoC is successful in the NOFA process, the RRH or TH/RRH Program for which this RFP is being issued would begin in 2019.

The Successful Proposal will be included in DHS's annual response to HUD's NOFA. Dependent upon HUD's approval of DHS's response to the NOFA, DHS intends to enter into one Agreement in 2019 with one Successful Proposer to provide a RRH or TH/RRH Program for a term of one year.

### ***Who can apply***

Organizations meeting the federal definition of Victim Service Provider are eligible to submit a Proposal in response to this RFP. "Victim Service Provider" means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Entities do not need to have an existing contract with Allegheny County to submit a Proposal, but must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capability to provide the

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<sup>1</sup> 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).

Contract Services. Collaborative applications are encouraged but one Victim Service Provider must be the lead Proposer.

***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. As supportive, low-barrier housing, PSH, RRH and TH/RRH Programs help Allegheny County increase Housing First options in its network of housing supports.

***Timeline***

Deadline for Proposers to submit questions about this RFP is 3 p.m. Eastern Time on Monday, July 16, 2018.

Proposals must be submitted by 3 p.m. Eastern Time on Monday, July 23, 2018

Proposers will be notified of the County's decision to award an Agreement in August, 2018.

**NOTE:** If the evaluation committee decides to invite Proposers to give oral presentations (per Section 5.1 of this RFP), presentations will occur on Thursday, August 9<sup>th</sup>, 2018.

***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>

## Section 1: Why We Are Issuing this RFP

DHS administers a HUD grant of approximately \$18 million, approximately \$12 million of which is currently allocated to PSH Programs and approximately \$4 million of which is currently allocated to RRH Programs across Allegheny County.

PSH Programs provide long-term housing with supportive services for homeless individuals with physical and/or intellectual 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. Transitional Housing (TH) is a supportive but temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing. Joint TH/RRH Programs are a new HUD program type which combines two existing program components—transitional housing and rapid rehousing—in a single project to serve individuals and families experiencing homelessness.<sup>2</sup>

The Allegheny County Continuum of Care currently has three homeless shelters that serve individuals and families fleeing domestic violence. Collectively, they serve approximately 1,000 people in emergency shelters each year, including 180-230 families with 400-475 children. In any given month, there are approximately 100 households fleeing domestic violence (singles or families) on the CoC's waitlist for housing. The CoC, however, has only two RRH programs specific to victims of domestic violence with a total of 32 units. At any given time, no more than a few units are available.

Analysis of calls to the CoC's coordinated entry system finds that RRH would be appropriate for a clear majority of callers (i.e., all callers, not just those fleeing domestic violence). Sixty-one percent of adults without children and 67% of families with children seeking housing services have moderate service needs (appropriate for RRH or Transitional Housing) and 37% of adults and 33% of families with children seeking housing services have high service needs (appropriate to PSH).

## Section 2: What We Are Looking For

DHS is requesting Proposals for RRH and TH/RRH Programs that will be supported by the available DV bonus funding. The funding is exclusively reserved for Victim Service Providers who meet the rules and regulations of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act),<sup>3</sup> HUD's Homeless Emergency Assistance, Rapid Transition to Housing: Continuum of Care Program (CoC) Rules and Regulations ("CoC Regulations"),<sup>4</sup> found at 24 CFR 578 and the Fair Housing Act.<sup>5</sup>

When designing their Programs, Proposers should consider the system needs analysis described in Section 1 of this RFP as well as their experience identifying the housing needs of the DV community. The 2018 fair market rate (FMR), as documented by HUD, will determine the number of units to be funded. Any funding received through a successful DV bonus project allocation will be added to the CoC's

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<sup>2</sup> For more information about Joint TH/RRH component projects, see Section V.C.3 of the NOFA:

<https://www.hud.gov/sites/dfiles/SPM/documents/FY18-CoC-NOFA.pdf>

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

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

<sup>5</sup> [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/FHLaws/yourrights](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights)

current funding level to support individuals/families fleeing DV. Proposers may propose to develop one Program to address the needs of the DV population. Proposers are encouraged to consider expansions of existing high-performing Programs.

## **A. Target Population**

Proposed Programs must provide both housing and supportive services, as described under *Section 2 B: Service Description*. Programs may serve single or family households—with or without children—who are experiencing homelessness. In addition:

- New RRH Programs must serve homeless individuals and/or families fleeing DV.
- New TH/RRH Programs must serve homeless individuals and/or families fleeing DV.

Programs must follow a Housing First model<sup>6</sup> and serve Participants without regard to previous criminal history, clean time, employment, credit worthiness or other barriers.

## **B. Service Description**

### ***Housing for RRH Programs***

For a RRH Program, Successful Proposer 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 from 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 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 must ensure timely and accurate payment to the landlord on behalf of the Participant. The Successful Proposer must follow the rental assistance regulations for RRH,<sup>7</sup> 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.

### ***Housing for TH/RRH Programs***

For a TH/RRH Program, the Successful Proposer must offer both TH and RRH components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the RRH component, to all Participants. A Participant may choose to receive only the TH unit or the assistance provided through the RRH component, but the Successful

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<sup>6</sup> [https://www.usich.gov/resources/uploads/asset\\_library/USICH\\_OpeningDoors\\_Amendment2015\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)

<sup>7</sup> <https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/> and <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>



Proposer must make both types of assistance available. Proposals for TH/RRH Programs must include funding for both types of units.

For the RRH portion of the Program, Successful Proposer must offer 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 from 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 TH and 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 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 must ensure timely and accurate payment to the landlord on behalf of the Participant. The Successful Proposer must follow the rental assistance regulations for RRH,<sup>8</sup> 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 RRH and TH/RRH Programs***

In addition to appropriate housing for RRH and TH/RRH Programs described above, the Successful Proposer 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 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

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<sup>8</sup> <https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/> and <https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

- Transportation
- Utility deposits

### **C. Referral and Outreach**

DHS expects that all referrals to the RRH or TH/RRH Program managed by Successful Proposer will be made through DHS's Coordinated Entry process facilitated by the Allegheny Link. There is a unique, but parallel, coordinated entry process in place for Victim Service Providers that allows for the Successful Proposer to accept those referrals outside of the HMIS system. This process is in place to ensure confidentiality, while staying compliant with the established coordination process within the CoC. Successful Proposer will be responsible for accepting a referral and quickly securing the Participant's appropriate housing placement.

### **D. Performance Outcomes for All Program Types**

Successful Proposer will be responsible for tracking outcomes and meeting the following HUD performance standards for the RRH and TH/RRH Programs within one year.

Performance standards for an RRH Program:

1. Program utilization rate of units will reach or surpass 95% (measured quarterly).
2. Average length of time from program enrollment to move-in date is 30 days.
3. 85% of Participants will maintain or increase their income.
4. 20% of Participants will obtain or maintain employment (part-time or full-time).
5. 100% of Participants will maintain or increase non-cash benefits.
6. 100% of Participants will maintain or secure Medicaid or private health insurance.
7. 85% of participants will exit the program within nine months.
8. 85% of Participants will maintain permanent housing upon exit.
9. Fewer than 5% of Participants that exit from program to PH destination return to homeless system within 6 months.

Performance standards for a Joint TH/RRH Program:

1. Program utilization rate of units will reach or surpass 95% (measured quarterly).
2. Average length of time from program enrollment to move-in date is 30 days.
3. 85% of Participants will maintain or increase their income.
4. 20% of Participants will obtain or maintain employment (part-time or full-time).
5. 100% of Participants will maintain or increase non-cash benefits.
6. 100% of Participants will maintain or secure Medicaid or private health insurance.
7. 85% of participants will exit the program within nine months.
8. 85% of Participants will maintain permanent housing upon exit.
9. Fewer than 5% of Participants that exit from program to PH destination return to homeless system within 6 months.

Beyond HUD's performance outcomes, DHS expects that the Successful Proposer will establish additional goals for the RRH and TH/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. Database and Reporting**

Successful Proposer will be responsible for participating in the Coordinated Entry process and receiving referrals through the Allegheny Link. 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 and provide ad hoc reports as requested.

## **F. Budget**

The Successful Proposer's Program will be included in the County's response to HUD's annual NOFA. Because only one Program may be included in the NOFA Response, only one Successful Proposer will be selected. Contingent on HUD approval, the County expects to award an Agreement to the Successful Proposer for a term of one year.

A 25% match from the Successful Proposer 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 the 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](http://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 RRH and TH/RRH Programs (40 points total)

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

- Experience providing DV 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 including details on any collaboration organizational and management structure. (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. Description of staffing for a collaboration between organizations. (5 points)
- Experience and demonstrated success in meeting standards for managing data with HMIS or a comparable database. (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)

#### 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 DV 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 DV RRH target population. (5 points)
- An appropriate housing plan that supports DV RRH Program goals. (10 points)
- A comprehensive plan for coordinating with outside partners to provide a variety of supportive services, with appropriate frequency, for DV RRH Program Participants. (5 points)
- Ability to manage referrals for DV individuals experiencing homelessness from the Allegheny Link. (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 or comparable DV reports 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)

#### Joint TH/RRH Program Standards (60 points total)

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

- A well-defined strategy to serve DV Joint TH/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 TH/RRH Program. (5 points)
- Experience serving the DV TH/RRH target population. (5 points)
- An appropriate housing plan that supports DV Joint TH/RRH Program goals. (10 points)
- A comprehensive plan for coordinating with outside partners to provide a variety of supportive services, with appropriate frequency, for DV TH/RRH Program Participants. (5 points)
- Ability to manage referrals for DV individuals experiencing homelessness from the Allegheny Link. (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 TH/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/ DV comparable reports 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

### 4.1 Submission Process

- 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)
- 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](http://www.alleghenycounty.us/dhs/solicitations).
- 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
- Proposer should not send any attachments other than those listed above and on the Response Form.
- If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial documentation is a requirement of contracting through Allegheny County.
- 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.
- Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m. Eastern Time on Monday, July 23, 2018 to be considered for review.**
- Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will be rejected and will not be presented to the evaluation committee for review and scoring as described in Section 5 below.
- 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](mailto:DHSProposals@alleghenycounty.us)

### 4.2 How to Contact DHS about this RFP

- All inquiries and questions must be submitted via email to [DHSProposals@alleghenycounty.us](mailto: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](http://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. The County reserves the right to reject any and all Proposals.
- 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 also should be aware that all documents and materials 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 documents and 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 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 may 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 discuss the individual scores and evaluations 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. In this case, DHS may request that shortlisted Proposers make a formal oral presentation to the Evaluation Committee. If requested, presentations will occur on August 9, 2018. The Evaluation Committee will score the oral presentation and add it to the Proposer's Proposal score. The oral presentation will be scored using the following criteria and the scale outlined in 5.1b. The maximum score that an oral presentation can receive is 15 points:
  - Presentation demonstrates Proposer's ability to implement the proposed program effectively (5 points)
  - Proposer's answers to Evaluation Committee's questions (5 points)
  - Proposer's presentation is thoughtful and professional (5 points)
- 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. As part of determining Proposers' eligibility to enter into a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure Proposers' financial stability.
- g. 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).
- h. 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.**
- i. All Proposers will be notified of their status following the final determination of which Proposer will be awarded Agreements.
- j. Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](mailto: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 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 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](http://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 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](http://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](http://www.alleghenycounty.us/dhs/solicitations), available at [www.alleghenycounty.us/dhs/solicitations](http://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.