



County of Allegheny

RICH FITZGERALD
COUNTY EXECUTIVE

Department of Human Services

REQUEST FOR PROPOSALS

TO PROVIDE BATTERER INTERVENTION PROGRAMS

Activity	Target Date
County Issues RFP	5/2/2014
Questions in advance by email	Ongoing until seven days prior to proposal due date
Publish Q & A	Ongoing until seven days prior to proposal due date
Proposal Due	6/13/2014 - 2:00 p.m., EST
RFP Evaluation Period and Presentations	6/17/2014 – 7/11/2014
Expected Contract Begin Date	9/1/2014

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Glossary of Terms

Agreement: the negotiated contract between the County and the selected Contractor to provide the Contract Services.

Allegheny County Jail Collaborative Application: the web-based computer application used to collect data; see Appendix G for details.

Batterer Intervention Program (BIP): defined treatment model designed to change the behavior of batterers in order to prevent subsequent intimate partner violence.

Proposer: the person, firm, or corporation submitting a proposal to the County, in response to the RFP, in an effort to be selected as a Contractor(s).

Contractor: Proposer or Provider selected by the County to provide the specified service.

Contract Services: specific services requested by the County as set forth in the RFP; contract services are defined in the Scope of Contract and finalized in the Agreement.

Courts: all levels of Court within the 5th Judicial District of Pennsylvania.

Intimate Partner: persons involved in a current or former intimate relationship, including current and former spouses, persons who share a child in common, and persons who cohabit or have cohabited.

Intimate Partner Violence (IPV): physical, sexual, verbal, emotional or psychological harm by a current or former intimate partner.

I. General Instructions and Information

Purpose

The Allegheny County Department of Human Services (DHS), in partnership with the Allegheny County Jail, is soliciting proposals for both community-based and jail-based Batterer Intervention Programs (BIPs). The purpose of this solicitation is to reduce and prevent intimate partner violence (IPV) by funding proposals that are based in sound methodology, ensure batterers' accountability, and demonstrate a commitment to continuous quality improvement through a process of data collection, evaluation and program modification. Proposals are requested from eligible entities as described below.

About this Document

This document is a Request for Proposals (RFP). It differs from an invitation to bid in that DHS is not seeking a quotation for meeting firm program specifications at the lowest price. Rather, DHS is requesting the submission of proposals that demonstrate best practices in delivering BIPs based on the evaluation criteria described in this RFP. The evaluation criteria should be viewed as the standard that measures how well a proposal meets the desired requirements and needs of DHS and will be used to evaluate proposals and award contract(s) to qualified and responsible Proposer(s) submitting the proposal(s) that best meet DHS's required needs, quality guidelines and other considerations as described throughout this RFP.

The issuance of the Request for Proposals does not obligate the County to enter into a contract for any services. The County reserves the right to reject any and all proposals submitted.

Examination of Documents and Requirements

Proposers shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP. Before submitting a proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve a Proposer from an obligation to comply, in every detail, with all provisions and requirements of the RFP.

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

M/W/DBEs shall receive equal opportunities to submit proposals and shall not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award. A MWDBE is defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged individuals include Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. A listing of MWDBEs certified by the County and the Pennsylvania Unified Certification Program can be found at www.county.allegheny.pa.us/mwdbe or in the Resource documents on page 19.

This Request for Proposals contains requirements for Proposers to assist the County in meeting its M/W/DBE goals. Therefore, Proposers must document their plan or good faith efforts to meet those goals. The M/W/DBE Participation Statement, included in the attachments, is required with proposal submission.

Conflict of Interest

The Proposer shall not accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the County.

By signing its 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, decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Proposal Preparation Costs

Issuance of this RFP does not commit the County, in any way, to pay any costs incurred in the preparation and submission of a proposal. All costs related to the preparation and submission of a proposal shall be paid by the Proposer.

II. Background

About the Department of Human Services (DHS)

DHS is the largest department of Allegheny County government and encompasses five program offices (Behavioral Health; Children, Youth and Families; Community Services; Intellectual Disability; and the Area Agency on Aging) as well as 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 1 in 6 county residents) through an array of 1,700 distinct services. The DHS annual budget is over \$800 million.

DHS is responsible for providing and administering publicly-funded human services to Allegheny County residents. DHS is dedicated to meeting these human services needs through an extensive range of 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 adults who receive Temporary Assistance for Needy Families benefits; 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.

Eligibility Requirements

Proposers eligible to respond to this RFP include non-profit organizations, for-profit organizations, small businesses and individuals.¹

Organizations do not need to have an existing contract with Allegheny County, but must meet all of Allegheny County's contractual requirements (available at: <http://www.alleghenycounty.us/dhs/contracting.aspx>) and have the programmatic, financial and staffing capability to provide a BIP complying with all stated requirements.

Proposers need not have a license to apply; however, licensed mental health and drug and alcohol providers are encouraged to submit proposals.

Issue

Intimate partner violence (IPV) is a significant social concern, nationally and in Allegheny County. It negatively impacts well-being of all household members, including battered victims and children. Although national IPV rates have decreased in the last ten years,² the needs of victims are still inadequately addressed. For example, in a one-day survey of 60 IPV programs in Pennsylvania, 60 percent of programs reported that victims are forced to return to the abuser due to the lack of housing and shelter options.³

True progress in ending IPV is impossible without working with perpetrators. Experts agree that a dual approach of prevention and intervention is necessary to curb IPV rates; yet despite years of effort, practitioners and other experts continue to struggle to identify what constitutes an effective intervention for batterers. Despite a lack of

¹ For more information, please see this web-page: <http://www.grants.gov/web/grants/applicants/grant-eligibility.html>

² National Academies of Science, Institute of Medicine and National Research Council, 2013. The Evidence for Violence Prevention Across the Lifespan and Around the World: Workshop Summary.

³ National Network to End Domestic Violence, 2013. 2013 Domestic Violence Counts: A 24-hour Census of Domestic Violence Shelters and Services (Pennsylvania): http://nnev.org/downloads/Census/DVCounts2013/State_Summaries/DVCounts13_StateSummary_PA.pdf

empirical evidence, however, formal standards of care have been developed for BIPs and implemented in many states since the 1990s, based primarily on policy makers' beliefs about what constitutes a good program⁴ and on best practices gained through experience. In Pennsylvania, a committee of subject matter experts and service providers convened by the Pennsylvania Coalition Against Domestic Violence (PCADV) developed a set of standards in 1992 covering a range of programmatic and operational elements for BIPs. These standards form the basis of local BIP programs. Unfortunately, ensuring compliance even with these minimal standards has been less than successful.

In 2012, DHS and partners in the criminal justice system undertook a review of existing batterer intervention programs and identified the following challenges:

- Lack of oversight and monitoring (leading to uneven quality across programs)
- Lack of process or outcomes measurement
- Inconsistent interactions and communication between programs and the Courts
- Subjective and inconsistent system of program referrals

In order to address these challenges, DHS and the Courts issued a joint Request for Proposals in 2013; the RFP resulted in full and provisional certification of four providers for community-based and jail-based BIPs. Certification standards required that the providers demonstrate the effectiveness of their treatment model, adherence to using their stated model, and regular reporting to the Courts and DHS. A provisional certification was issued when a Proposer did not meet all certification standards. This process laid the foundation for streamlining the referral and reporting process between BIP providers, Allegheny County and the Courts; established monitoring of BIPs and ensuring the quality of intervention; and increased the capacity to track batterers' progress through a common reporting system.

But while this was a positive first step, these and other challenges continue to hinder the quality and effectiveness of BIPs. With this RFP, DHS is seeking strategies to address the following issues:

1. Financially Unsustainable Payment Structure

In Allegheny County, batterers are expected to pay for the full cost of BIP participation. Unfortunately, the cost of running an effective BIP program often exceeds the revenue generated by clients who are able to pay. Without a fully-funded program, BIP staffs are unable to consistently enroll and retain batterers in treatment. Resulting staffing shortages limit programs' ability to invest the time needed to effectively engage with the criminal justice system and other community partners that play a critical role in batterers' outcomes.

2. Financial Burden for Clients

As stated above, batterers are mandated to pay for their participation in BIPs as a condition of their bail/probation. While there is value in requiring a financial commitment on the part of clients (e.g., batterers' accountability measure, greater investment in participating), not all clients are able to pay the full cost. As a result, this condition often results in lack of compliance and participation.

Some programs in Massachusetts use a blended payment structure that combines client fees and community service hours. On a sliding scale arrangement, clients have an option to offset some of their cost by participating in community service on a fixed schedule. Proposers may choose to adopt this model as part of their fee schedule, but are not required to do so. If Proposers include this option, they

⁴ Cluss and Bodea, 2011. The Effectiveness of Batterer Intervention Programs: A Literature Review & Recommendations for Next Steps. University of Pittsburgh, PA. The report can be found at: <http://fisafoundation.org/2011/06/batterers-intervention-programs-what-works/>

should include details on the sliding scale arrangement, appropriate community service options, mechanisms for monitoring client compliance, and reporting strategy on clients' progress to DHS and the Courts⁵⁶.

3. Inadequate Geographic Service Coverage

Magisterial District Courts have indicated that BIP services are not offered in all areas of the county. Proposers should consider the need for geographic coverage in their response to the RFP.

4. Lack of Consensus on Effective Treatment Models

As described previously, a body of information that provides consensus about the key elements of an effective intervention for batterers does not exist. However, the most recent research does indicate some points of agreement:

- a. Using a cognitive-behavioral therapy model in a group setting seems to be most effective in reforming batterers and improving the safety of victims.
- b. Utilizing methods that enhance motivation as a component of the treatment model may result in positive outcomes for batterers. For example, motivational interviewing techniques have been successful in substance use treatment and researchers suggest that there might be value in using such alternative approaches in dealing with confrontational behavior of batterers. Subject area experts caution that Motivational Interviewing strategies require a considerable amount of training and corresponding qualifications in order to be used effectively in practice.
- c. The timely assessment of drug and alcohol and mental health issues and enrollment in effective treatment helps reduce IPV incidents. Current practice in Allegheny County lags behind these research findings.
- d. Tailoring interventions to specific sub-groups and providing culturally sensitive interventions for batterers based on a diverse set of needs.

Goals, Objectives and Outcomes

Proposers should consider the following goals, objectives and outcomes – and how their proposal will measurably support their achievement - when designing their response to the RFP.

Goal: to maintain the safety of those exposed to IPV and prevent future incidents.

Objectives:

- Improving BIP operations in line with the latest evidence, research and best practices
- Providing BIP services based upon assessed needs and batterer types
- Increasing the geographic coverage of BIPs
- Enhancing the accountability of BIPs by establishing clear standards that will be monitored on an ongoing basis
- Establishing uniform processes and reporting mechanisms and improving BIPs level of connection with DHS, the Courts, the Allegheny County Jail, probation and other stakeholders

Measurable Outcomes:

- Participants will demonstrate a reduction in, and ultimately an elimination of, abusive and controlling behavior
- Recidivism rates for IPV will decrease

⁵ For further research on BIPs, please refer to: <http://www.futureswithoutviolence.org/content/features/detail/1573>.

⁶ The community service option will be approved on a case-by-case basis and details worked out as part of the Agreement.

- Participants will demonstrate an increase in compliance with court-ordered services (for individuals referred for intervention)
- Participants will demonstrate higher rates of retention in and completion of BIPs
- Participants will demonstrate insight and understanding of the nature of domestic abuse, including verbal and emotional abuse, intimidating behaviors, threats, isolating tactics, using children, sexual abuse, economic abuse, denial and blaming, and making light of abuse

III. Scope of Services

DHS is soliciting proposals for both community-based and jail-based BIP programs. Allegheny County, including DHS and the Allegheny County Jail, will provide up to \$400,000 in funding for high quality BIPs (up to approximately \$100,000 for jail-based and \$300,000 for community-based). Payment will be on a fee-for-service basis and will be divided into two parts: the first payment will be made upon enrollment and the second will be paid if/when the client completes treatment. This funding is intended to supplement client fees (based upon Proposer fee structure). DHS will work with successful Proposers to incorporate third party payment, including Medicaid funds, and to identify other funding sources to cover the cost of batterers' participation in treatment.

While DHS is not prescribing a specific model of intervention, programs must be founded on the objectives and outcomes described in this RFP, supported by empirical research and geared towards meeting previously-stated priorities in the Issue section. Each Proposer must describe a model of treatment that demonstrates a commitment to continuous quality improvement through monitoring, evaluation and quality assurance.

The successful Proposer(s) must demonstrate the capacity to maintain effective relationships with Allegheny County partners (5th Judicial District Courts, District Attorney's Office, Jail, Department of Probation and DHS) and other domestic violence programs. Successful Proposers will be expected to report to the Courts on a weekly basis. Each Proposer must also demonstrate the staffing capacity to attend court hearings. Please refer to Appendix H for an example of a court schedule.

DHS is particularly interested in proposals to serve batterers both in the community setting as well as in the Jail. Successful Proposers for both settings will enter into two separate agreements; one with DHS for community-based programming and one with the Allegheny County Jail for programming within that setting. To qualify to be a Jail-based BIP service provider, Proposers must demonstrate the capacity to offer a continuum of services, both for offenders who begin services in the Jail and are required to complete the program in the community, or clients in the community who are arrested and must continue the program in the Jail. Proposers who wish to provide BIP in the Jail must also fulfill all of the requirements set forth in Section VI of this RFP: Application to Provide Services in the Allegheny County Jail (see Page 17).

To measure the attainment of program outcomes, successful Proposers will deliver regular, timely and accurate client-level data including, at a minimum, program referral, enrollment, attendance, participation and program completion. Data will be entered into the Allegheny County Jail Collaborative Application. DHS will verify the information through this computer-based Application and will not accept other forms of data to make payment.

Target Population

The population targeted by this RFP includes batterers referred by DHS, the Courts and/or Adult Probation. A batterer is defined as a person who uses violence and/or threats of violence (physical, sexual, verbal and/or emotional) against a current or former intimate partner.

Target Sub-Populations

Both men and women can be the dominant aggressor within an intimate partnership, and while most cases of domestic violence involve a male batterer and a female victim, DHS intends to expand the range of treatment options that are tailored to sub-populations of batterers. These may include lesbian, gay, bisexual, transgender and heterosexual-identified individuals in all types of relationships; immigrants and refugees; people with intellectual disabilities; and older adults. Qualified providers who can deliver culturally sensitive interventions for these targeted populations should indicate their interest and include a detailed description of their qualifications to serve the population and how they plan to do so.

Referrals

The majority of clients enrolling in BIPs in Allegheny County have been referred by the Courts. These referrals can come from court officials at several distinct levels (e.g., Magisterial District Judges and Judges of the Court of

Common Pleas) as well as through the Probation Office. In addition, referrals to BIPs can occur at various points in the judicial process, including through informal arrangements made at a pre-trial hearing, through plea agreements made in lieu of trial, or as a condition of sentencing or alternative to incarceration.

Although the majority of BIP clients are referred by the Courts, there are other systems through which batterers in need of services may be identified. DHS intends to increase referrals to BIPs through its program offices, such as the Office of Children, Youth and Families and the Office of Behavioral Health.

Due to past inconsistencies in data collection and reporting, it is not possible to provide an accurate count of batterers in need of such services. Based on information collected by DHS since the issuance of the 2013 RFP, an estimated 620 batterers enter community-based programs annually and there are approximately 170 batterers receiving treatment in the jail in this fiscal year. However, DHS cannot guarantee the number of clients potentially referred to any selected Proposer(s).

Proposal Format

Issuing Office:

DHS is serving as the "Issuing Office" for this RFP. The Issuing Office is the sole point of contact in the County with regard to all aspects of this RFP. Please refer all inquiries about the RFP in writing no later than June 6, 2014 and email to:

DHS-RFP_BattererIntervention@alleghenycounty.us

Clarification of Requirements:

It is the intent and purpose of the County that this RFP permit competitive proposals. It shall be the Proposer's responsibility to advise the DHS if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be submitted in writing and must be received by the Issuing Office no later than June 6, 2014. A review of such notification shall be made.

All requests for additional information or clarification concerning this RFP must be submitted in writing no later than June 6, 2014 and email to:

DHS-RFP_BattererIntervention@alleghenycounty.us

Addendum and Modifications:

Any changes, additions, deletions, or clarifications to the RFP will be made by a written document called an addendum. Any Proposer in doubt as to any part of the RFP may request any interpretation thereof from the Issuing Office. At the request of the Proposer, or in the event the Issuing Office deems the interpretation to be substantive, the interpretation shall be made by written addendum issued by the Issuing Office. Such addendum issued by the Issuing Office shall become part of the proposal package having the same binding effect as provisions of the original RFP. No verbal explanations or interpretations shall be binding. In order to have a request for interpretation considered, the request must be submitted in writing and must be received by the Issuing Office no later than June 6, 2014 and email to: DHS-RFP_BattererIntervention@alleghenycounty.us

Addendums shall be posted to the following website- <http://www.alleghenycounty.us/dhs/rfp.aspx>

Submission:

Proposals can be submitted preferably by **email** on or before **June 13th, 2014** no later than **2:00 p.m., EST on the due date**. To be considered, the proposal must respond to all requirements in the RFP. The contents of this RFP and the proposal shall become part of any contract(s) between the Contractor and the County.

Electronic: DHS-RFP_BattererIntervention@AlleghenyCounty.us

or a hard copy submission of your proposal and attachments. Proposal must include your company name and address on the outside of the envelope or container. The envelope or container must be sealed. The words **RFP for Batterer Intervention Programs** must appear on the outside of the envelope or container and must be received on or before **June 13, 2014**, no later than **2:00p.m EST on the due date**. Send your hard copy submission via U.S. mail, Courier or hand delivered to:

Leslie Lewis-Pollard
County of Allegheny Department of Human Services
Office of Administrative and Information Management Services
One Smithfield Street – 5th Floor Reception Desk
Pittsburgh, PA 15222-2221

The County reserves the right to request additional information which, in the County's opinion, is necessary to assure that the Proposer's competence, business organization and financial resources are adequate to perform in accordance with this RFP any resultant contract.

The County may make such investigation as it sees fit to determine the ability of the Proposer to perform the work, and the Proposer shall furnish the County all such information and data for this purpose as requested by the County. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to satisfactorily perform the work specified.

IV. Evaluation and Final Award

Evaluation Criteria

The County uses the concept of “Best Value” in evaluating proposals. “Best Value” means the overall combination of quality, price and various elements of required services that in total are optimal and most advantageous relative to the County’s needs.

The County will use a formal evaluation process to select the successful Proposer(s). The County will consider capabilities or advantages that are clearly described in the proposal. The County reserves the right to contact individuals, entities, or organizations which have had dealings with the Proposer staff, whether or not identified in the proposal. Evaluation will be carried out in the following manner:

The County will designate an appropriate committee for the review and evaluation of all proposals submitted in response to this RFP. The team representatives may be:

- In the employ of the County
- Recruited from local foundations
- Recruited from local educational institutions for subject matter expertise
- Others as determined by the County

The County’s evaluation committee will establish an appropriate evaluation method, such as a matrix, to analyze the Proposer’s qualifications. The County may, at its discretion, request additional information or clarification from Proposers and/or conduct interviews with Proposers as deemed necessary.

The County may determine that certain proposals receiving the highest or most satisfactory evaluations will be shortlisted. In the interest of administrative efficiency, DHS may place reasonable limits on the number of proposals admitted to the shortlist.

Oral Presentations and Site Visits

Shortlisted Proposers may be invited for an oral presentation. The County may request site visits and/or demonstrations from one or more Proposers. The County will notify selected Proposers of the time and location for these activities, and will supply agendas or topics for discussion. The County reserves the right to ask additional questions during oral presentations, site visits, and or demonstrations to clarify the scope and content of the written proposal. The Proposer’s oral presentation, site visit, and/or demonstration must substantially represent material included in the written proposal, and should not introduce new concepts or offers unless specifically requested by the County.

Discussions with Proposers

The County may, but is not required to, conduct discussions with all, some, or none of the Proposers for the purpose of obtaining the best value for the County. It may conduct discussions for the purpose of:

- Obtaining clarification of proposal ambiguities;
- Requesting modifications to a proposal; and/or
- Obtaining a best and final offer.

Proposal Scoring

Proposals will be rated on a 100-point scale as follows:

- Narrative (90 points)
 - Organization description (15 points)
 - BIP Treatment Model description (30 points)
 - Data Collection and Evaluation (15 points)

- Staff Qualifications(10 points)
- Past Performance (20 points)
- Organization Fees, Budget and Finances (10 points)

Final Award Process

After discussions on best and final offer, oral presentations and/or negotiations, the evaluation team will tabulate and submit award recommendation to the DHS Director and Division of Purchasing.

Contract Terms

The successful Proposer will enter into a Contract with DHS for performance of the Contract Services. The standard terms and conditions in a contract entered into by the County, through DHS, can be found on the DHS website at: <http://www.alleghenyCounty.us/dhs/contracting.aspx>

The Agreement with a successful Proposer will be governed by the laws of Pennsylvania and the Proposer shall comply with all laws including those regarding labor and equal opportunity employment. All disputes arising under this Agreement shall be subject to arbitration. The preparation and submittal of the proposal shall be at the sole expense of the Proposer. The Contract between the County and the successful Proposer (the Contractor) for the Contract Services shall incorporate by reference this RFP and the General Conditions and Instruction to Proposer(s).

Insurance Requirements – Successful Proposer(s) shall, at their cost and expense, maintain in effect the following insurance coverage at all times during the term of the Agreement, and prior to or contemporaneously with the execution of the Agreement, shall deliver to the DHS director (or designee) Certificates of Insurance issued by a company or companies authorized to do business in the Commonwealth of Pennsylvania evidencing such insurance coverage.

1. Comprehensive General Liability Insurance, including either broad-form contractual liability insurance or specific contractual liability insurance covering the Agreement with a limit of not less than \$1,000,000 per occurrence and in the aggregate.
2. Automobile Liability. Bodily injury and property damage liability covering all non-owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - bodily injury and property damage. Bodily injury and property damage liability covering all owned automobiles for limits of not less than \$300,000 bodily injury each person, each accident and \$300,000 property damage, or \$300,000 combined single limit – bodily injury and property damage.
3. Workers' Compensation Insurance as required by law in the Commonwealth of Pennsylvania.
4. Professional Liability Insurance in the amount of 1,000,000 per occurrence
5. Surety Bond in the amount of 10 percent of the annual anticipated contract amount.

Each of the aforementioned certificates shall contain a certification that the policy cannot be cancelled or changed in any manner which may adversely affect the County without thirty (30) days prior written notice to the DHS director (or designee). In addition, Allegheny County, the County Executive, County Council, officers, agents and employees shall be named as additional insured with reference to the comprehensive general liability insurance.

Proposal Delivery, Time, Date and Place

Proposals in response to this RFP shall be due preferably via email to:

DHS-RFP_BattererIntervention@allegHENYcounty.us on **Friday, June 13th, no later than 2:00 p.m., EST on the due date**; or a hard copy submission of your proposal and attachments. Proposal must include your company name and address on the outside of the envelope or container. The envelope or container must be sealed. The words **RFP for Batterer Intervention Programs** must appear on the outside of the envelope or container and must be received on or before **June 13, 2014, no later than 2:00p.m EST on the due date**. Send your hard copy submission via U.S. mail, Courier or hand delivered to:

Leslie Lewis-Pollard
County of Allegheny Department of Human Services
Office of Administrative and Information Management Services
One Smithfield Street – 5th Floor Reception Desk
Pittsburgh, PA 15222-2221

Proposals received after **2:00 p.m., EST on the due date** shall be rejected and returned unopened to the Proposer. No exceptions shall be made. The County reserves the right to extend or postpone the date and time for RFP activities through an addendum.

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all electronic media, reports, charts and other documentation submitted by any Proposer shall become the property of the County when received. Nothing submitted shall be considered confidential or proprietary.

V. Proposal Format Instructions

A complete application has the following parts, attached as an MS Word or PDF Document. Number V (attachments) may be included as a web link. All Proposers must submit **Sections I-V** and **VII-IX**. Proposers who wish to provide jail-based services must also complete **Section VI**.

- I. Cover page and M/W/DBE participation statement
- II. Application Summary Grid
- III. Narrative (limit 20 pages)
- IV. Organization Fees, Budget and Finances (most recent audited financials)
- V. Attachments
- VI. Jail-Based Services narrative (if applicable): for entities applying to provide Jail-based services, along with community-based services (limit 5 pages, does not count against the 20 page narrative)
- VII. Appendix B – abbreviated provider application
- VIII. Appendix C- Internal Revenue Form W9
- IX. Appendix D – Vendor Creation Form

I. Cover page and MW/DBE participation statement:

Please complete the RFP cover page and M/W/DBE participation statement. Refer to the MWDBE Attachments.

II. Application Summary Grid

Please complete the attached grid summarizing some components that should be included in the Narrative. Refer to Appendix E for the template.

III. Narrative

Proposal narratives are limited to a total of 20 pages.

Organize your narrative so that it addresses each of the following areas:

A. Organization description

1. Describe your organization's history and its experience or treatment approach relevant to this RFP. Describe your interest in providing services to this population.
2. If applicable, describe your organization's experience serving one of the targeted sub-populations.
3. Describe your interest, ability or experience working with Medical Assistance-eligible clients and billing such services through the Community Care Behavioral Health Organization.

B. BIP Treatment Model Description

1. Identify the goals and objectives for the Proposer's BIP Program.
2. Describe the intake and assessment processes. If a screening and/or assessment tool is used, include a copy of the tool and indicate how the tool was developed and/or selected.
3. Describe coordination with behavioral health and related services, such as, but not limited to, substance abuse treatment, mental health treatment, employment programs, public benefits assistance and others.
 - If your organization does not provide such services, describe how clients' needs are identified and how clients are connected to services.
 - Include information about any drug and alcohol and/or mental health licenses that your agency holds.
 - Include information about any other licenses held by your agency.

4. Describe your experience in implementing your proposed model, either as a fully-developed program or by providing elements of the proposed program as components of other services. Include relevant client outcomes.
 - a. If you are a licensed treatment facility, please include details on what services you can offer under the licensing agreement.
 - b. If this is a new program for your organization, describe why you chose this treatment model, what evidence base exists for it, and your experience in operating similar or related models.
 - c. Detail any certification you have related to implementation of your stated model.
5. If the proposed model incorporates group sessions, specify group capacity and structure as well as the number and length of group sessions.
6. Describe your agency's policy to hold clients accountable for unacceptable behavior and attendance, inadequate progress, and re-offending.
7. Detail your approach to working with victims of offenders you are planning to treat.
8. Include information about your organization's client confidentiality policy.
9. Describe your agency's plan to share information with the Courts on a weekly basis as well as when batterers complete the program, are terminated for noncompliance, or are asked to restart the program.
10. Describe how you will comply with the requirement to attend Court hearings. Please refer to Appendix H for an example of a court schedule.

C. Data Collection and Evaluation

1. Successful applicants will use the Allegheny County Jail Collaborative Application for reporting purposes.* Include a statement of your experience in using other/similar systems for reporting outcomes.
2. Please detail your quality assurance systems and processes. Describe how you will ensure fidelity to the stated program model.
3. Specify if and how you conduct pre- and post-service assessments on the shift in batterers' knowledge/attitudes/beliefs. Reimbursement for the rendered services will be contingent upon submission of qualitative progress reports and timely reports to DHS, the terms and conditions for which will be specified in the Agreement.
4. Indicate if your agency is willing to participate in a formal evaluation of the BIP model by a DHS-authorized evaluator.

*Appropriate provider staff will be required to obtain training on the referral and program outcome documentation process of the web-based Allegheny County Jail Collaborative Application. *System requirements for the application are attached to this RFP as an Appendix G.*

D. Staff Qualifications

Describe your staffing plan and include the following elements:

- 1) Professional development, training and technical assistance would be available for successful Proposers. Indicate if your agency is willing to participate in ongoing training and technical assistance as recommended by DHS. Include the description of the IPV training your staff members participate in.
- 2) Those holding supervisory positions should demonstrate a minimum of 4 years training and experience in working with both perpetrators and victims of domestic violence. Master's Degree is preferred.
- 3) Facilitators should have the appropriate amount of training on providing treatment in accordance with the stated model. Bachelor's Degree or minimum of 2 years of working experience in the related field is required.
- 4) List key staff, their roles and each of their certifications or training requirements completed.
- 5) Attach copies of the résumés of staff who will be providing services (does not count toward page limit).



IV. Organization Fees, Budget and Finances

The total amount of funding available will be up to \$400,000 (up to approximately \$100,000 for jail-based and \$300,000 for community-based). DHS expects to approve multiple contracts if Proposers meet the identified criteria.

Evaluation of this section will be based on the following elements:

1. A detailed one-year budget using the template provided in Appendix F.
 - Please include a budget narrative to describe 'how and/or why' a line item helps meet program deliverables.
2. A detailed description of the fee structure including the range of program fees assessed under any "sliding-scale" arrangement in the template provided in Appendix F.
 - Please describe the collection process that you will use to charge clients for the program.
 - If applicable, include a description about community service as part of the payment structure as described in this RFP. Refer to the Issue Section on page 7 for details on what to consider and include.
3. Recent tax filings and an audited financial statement from the most recent year by an auditor.

General instructions on filling out the Budget form:

- Cells with this color  should NOT be filled out. They have a calculation formula inserted and if you fill in the cell with this color, the entire budget template may not work properly.
- Cells with this color  are the ONLY areas that need to be filled out.
- There are 5 tabs that need to be filled out:
 1. **BIP COST CENTER Budget:** Please provide total amounts for program expenses and revenues as requested per column headings.
 2. **PERSONNEL:** Please include a breakdown of all staff who dedicate their time to BIP.
 3. **OPERATING:** Please detail operating budget costs as indicated in the tab.
 4. **FIXED ASSETS:** Please provide a list of fixed assets for BIP program, if applicable.
 5. **CLIENT FEES:** Please fill out only three columns. The first column, **Client Fee Schedule**, should include tiers as per provider's proposed 'sliding scale' arrangement (e.g. "\$0, \$10, \$20, \$30, \$40). Providers can determine their own client fee schedule based on their prior experience of serving the target population.

V. Attachments

Provide an electronic copy or web link to copy of model and copy of curriculum.

VI. Application to Provide Services in the Allegheny County Jail

In addition to the **Community-based BIP Provider** proposal requirements listed above, Proposers seeking to provide services in the **Allegheny County Jail** must submit the following information:

1) **Provider Capacity**

- Include the number of inmates you plan to serve in a year
- Indicate the level of flexibility in programming (e.g., staffing, hours). The Allegheny County Jail programming schedule is limited and dependent upon the availability of space.

2) **Jail-based Programming**

Describe any differences in approach, curriculum or overall design between community-based and jail-based programming.

3) **Continuity Plan**

Detail your organization's plan for the continuity of services for participants who enroll in BIP services in jail and are released before completing the program and must complete in the community, or vice versa. As part of this plan, discuss your capacity to develop discharge plans with your clients in the jail, how you plan to encourage them to complete BIP classes at your sites within the community; and the method you will use to support and monitor their continued participation in the BIP.

4) *Cost Estimate*

Once a jail provider is selected, the County will work with the provider to determine overall budget and reimbursement methodology. However, please submit an estimate of the anticipated costs using a template provided in Appendix F of providing BIP services in the jail setting. For client fee portion, the amount can be \$0.