

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for Behavioral Health and Criminal Justice Cross-System Evaluation

March 23, 2017

1.) If the award decision is estimated for June, 2017, what is the earliest and the latest start date for the evaluation activities?

We would like the Successful Proposer to start as soon as possible. The latest start date would be in August.

2.) Is administrative overhead allowed? If so, is this cost included as part of the \$75,000? And, is there a cap on the percentage allowed for administrative overhead?

Administrative overhead is allowed and is included as part of the \$75,000. DHS will consider all requests for reasonableness and will negotiate fixed administrative costs with the Successful Proposer.

3.) I noticed that other solicitations provided a budget template. Is there a required format for the budget?

For this RFP, there is no budget template or a required format for the budget.

4.) Can companies from outside USA apply for this (e.g., India or Canada)?

Yes.

5.) Do we need to come over there for meetings?

The Successful Proposer will have to attend some onsite meetings.

6.) Can we perform the tasks (related to RFP) outside USA (e.g., India or Canada)?

Proposers may propose a plan for completing the evaluation tasks remotely. Proposers should detail this plan in the "Proposed Method" section of the Response Form.

7.) Can we submit the proposals via email?

We accept Proposals through email only. Please submit your Proposal to DHSProposals@alleghenycounty.us.

March 31, 2017

8.) Are there restrictions as to who can be awarded the contract?

Individuals, institutions of higher education, non-profit organizations and for-profit organizations or businesses may apply. Successful Proposers must meet County criteria for a contract.

9.) Are current DHS employees allowed to submit a proposal?

No, it would be a conflict of interest for a DHS employee to submit a Proposal and have a contract with DHS.

10.) Could you please describe what data are available at the different intercept points and if the successful proposer that receives the award will have access to these data?

The Successful Proposer will have access to deidentified data on court case filings and charges, jail admissions, jail releases, participation in specialty courts, participation in Justice Related Services, treatment in the jail, and probation terms. These data are integrated at the individual level with the County's behavioral health data, which include all publicly funded mental health and drug and alcohol treatment records. DHS will also assist the Successful Proposer in accessing data from high impact police departments.

11.) Item #6 ("Describe your plan for establishing target measures..."): could you please clarify if you are seeking actual quantitative measures (for example., 20% of people should be diverted into community-based treatment), or if you are looking for a description of the types of measures Allegheny County should adopt (for example, the percent and number of people diverted into community-based treatment)?

Proposers should propose an approach to establish target measures that define what we should be measuring and that develop quantitative measures.

12.) How many police departments are involved in SIM in Allegheny County? Is there a centralized data system, or would data have to be collected from individual departments?

There are 111 municipal police agencies in Allegheny County. There is no centralized data system for the agencies. The Successful Proposer will be able to gain access to Pittsburgh Bureau of Police data as well as other high impact departments upon request.

13.) Has any baseline data on the SIM been published in reports or otherwise for Allegheny County? If so, could you please describe how to access it?

There has been no mapping completed of the Sequential Intercept Model. Although not specifically about the Sequential Intercept Model, DHS has other potentially useful crime and justice reports available at <http://www.alleghenycountyanalytics.us/index.php/category/topics/crime-and-justice/>.

14.) Once a contract is awarded, what is the expected completion date for the study?

Proposers should propose a completion date in question 10 in the Response Form.

April 4, 2017

15.) We are looking for some clarity regarding the quantitative analysis component of this initiative. We were curious if it is correct to assume that Allegheny County's Department of Human Services' Office of Data Analysis, Research, and Evaluation has collected key behavioral health and criminal justice data-points that could be reviewed for this initiative. Or, as part of this initiative, would it be necessary for the Successful Proposer's staff to run additional data analyses, beyond what has already been collected and analyzed by your staff?

We have collected behavioral health and criminal justice data points that could be reviewed for this initiative, however additional analysis of available data may be necessary for the evaluation. See question 10 for the types of data available.

16.) The FAQ posted on the DHS website indicates that a Successful Proposer will need to attend some on-site meetings. Are there specific on-site meetings that are already scheduled or a desired frequency of on-site visits for this work?

We would work with the Successful Proposer to schedule meetings. Nothing is currently scheduled.

April 6, 2017

17.) Who will supervise/oversee the contract?

Allegheny County's Department of Human Services' Office of Data Analysis, Research, and Evaluation will oversee the contract.

18.) Will we have access to people who work within each system (law enforcement, courts, jails, behavioral health, etc.) for interviews as part of the evaluation?

Yes.

19.) Can you provide information regarding your data sets that will be needed to conduct a review of your current state, i.e., is data electronic/automated, or manual, or a mix? If it is a mix, what percentage of your current CJ/BH system of care data is in electronic systems?

Most of the records to be used for this evaluation activity are expected to be available electronically through the DHS Data Warehouse, a cross-system data warehouse integrated at the individual-level. Depending on a vendor's methodological approach, data needs that are program-specific will be made available in a format addressed on a case-by-case basis as needed.

April 10, 2017

18.) Is the "Agreement – Example" listed on the Allegheny County solicitations page an example of the Business Association Agreement required from successful vendors?

The "Agreement – Example" along with the additional documents linked on our Solicitations webpage (Contract Specifications Manual; Incorporated Standard County Terms and Conditions; Incorporated Federal, State Terms and Conditions; and Insurance Requirements) represent all of the terms the Successful Proposer will be asked to adhere to. Specific terms applicable to Business Associates may be found in the Incorporated Federal, State Terms and Conditions document.

19.) We are having trouble adjusting the formatting in the Response form provided, do we need to use the text boxes labeled "Click here to enter text" to insert our response?

The Response Form works best with newer versions of Microsoft Word. If you are having trouble formatting, you do not have to use the text boxes. However, you must stay within the page limits, layout and format of the Response Form.

20.) If we decide, after a good faith effort, not to contract with a MWDBE organization, do we need to provide a copy of the MWDBE certificate for the organizations we contacted?

No. Please attach only the MWDBE certification of any firms you intend to utilize for this RFP's Agreement.

21.) Is it necessary to provide two separate versions of the work plan to answer the two questions in sections 9 and 10 of the RFP?

Please provide an answer to all questions in the Response Form.

22.) What if our organization does not have a Business Diversity Policy?

If you intend to request an MWDBE Waiver, you must submit a Business Diversity Policy. See the [sample policy](#) provided on our website under the “Required Documents” section.

23.) Our proposal includes personnel only, no inventory or suppliers. Are we required to complete the participation statement even though we have nothing to include? We will complete the Participation Waiver Request form.

Yes, please submit the MWDBE Participation Statement, even if you do not plan to include inventory or suppliers. You can leave the middle section listing the organizations solicited blank.

April 11, 2017

24.) Can the county indicate how many law enforcement and emergency service entities exist within the county? Have they all signed on to cooperate with the study?

There are 111 municipal police agencies in Allegheny County; see question 12. There are over 130 EMS agencies and over 300 fire departments in Allegheny County. See the Allegheny County Emergency Services website for details about emergency service entities at <http://www.alleghenycounty.us/emergency-services/index.aspx>. DHS does not have prior agreements with each police agency, but has worked with police agencies in the past, and will assist the Successful Proposer in gaining access to high impact law enforcement and emergency service entities departments upon request.

25.) Can the county indicate about how many government and community-based agencies are involved with the 4th and 5th intercept points?

There are a number of community-based agencies that serve individuals that have or had criminal justice involvement and are reentering the community from the local jail or prison system. We do not have a specific count to offer, but DHS will connect the Successful Proposer to all relevant government and community-based agencies. In terms of the community corrections, most individuals are supervised by Allegheny County Adult Probation and Parole which takes its charge from the Court of Common Pleas. Read more at https://www.alleghencourts.us/criminal/adult_probation/.

26.) Can the county provide some general comments about the nature of the data that will be readily available to the selected vendor related to each of the intercept points (e.g. #s served, outcome/impact data, etc.), and what is available electronically?

See question 10 and 15 for the types of data available. See question 19 about the data’s electronic availability.

27.) Is the county looking for a minimum number of reference projects that highlight the vendor's experience and capacity to meet the requirements of this RFP?

There is no specified minimum.

28.) Does the county have flexibility with exceeding the 75K budget or reducing some deliverables to stay within the stated budget?

The County expects to enter into an Agreement not to exceed \$75,000 with one Successful Proposer. Please use the budget narrative in question 11 to describe how you will use the budget to meet or alter the requested deliverables.

29.) Specific to the section on Areas for Improvement on page 7 of the RFP: “How does Allegheny County compare with other jurisdictions?”, what is the minimum number of other jurisdictions the county would want the selected vendor to compare Allegheny County with?

There is no minimum number. The focus for County is not on the quantity, but on the quality of the information provided. The expectation is that the Successful Proposer conducts an evaluation that includes a comparison to more than one jurisdiction to provide the County with an indication of where it is in relation to others and what potential improvements can be made.