



Allegheny County Department of Human Services  
**Request for Proposals**

**Countywide Support for Violence  
Prevention**

**RFP Posting:**

Wednesday, January 5, 2022

**Deadline for Questions:**

3 p.m. Eastern Time on Tuesday, March 1, 2022

**Submission Deadline:**

3 p.m. Eastern Time on Friday, March 4, 2022

**Estimated Award Decision/Notification:**

May 2022

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

# Contents

Acronyms and Definitions

The RFP at a Glance

Section 1: Why We Are Issuing this RFP

Section 2: What We Are Looking For

Section 3: Proposal Requirements and Evaluation Criteria

Section 4: How to Submit a Proposal

Section 5: How We Will Evaluate Your Proposal

Section 6: Contract Requirements for Successful Proposers

# Acronyms and 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. Allegheny County Health Department (ACHD): A department within Allegheny County government whose mission is to protect, promote and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable
4. Community Quarterback: The lead agency that will coordinate Community Violence reduction efforts in its respective Eligible Community(ies), oversee the implementation of the Community Violence Reduction Plan (CVRP), and complete the Proposal in response to the related RFP entitled “Community Violence Reduction Plans from High-Priority Areas”
5. Community Violence: Exposure to intentional acts of interpersonal violence committed in public areas by individuals who are not intimately related to the victim; it is distinct from other forms of violence such as intimate partner violence or domestic violence
6. Community Violence Reduction Plan (CVRP): The plan crafted by the Community Quarterback to reduce Community Violence in its respective Eligible Community(ies).
7. Contract Services: The specific services that 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
8. Convener: The Successful Proposer selected to develop and manage a countywide approach to preventing Community Violence and build productive partnerships that help county communities develop and implement their CVRP
9. Crime Prevention Through Environmental Design (CPTED): Multidisciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments to reduce victimization, deter offender decisions that precede criminal acts and build a sense of community among inhabitants so they can gain control of areas, reduce crime and minimize fear of crime
10. Cure Violence: An EBP that addresses violence through a disease control model by detecting and treating those most at risk for violence, interrupting violence and changing norms
11. Cure Violence Global (CVG): The organization that developed the Cure Violence EBP whose mission is to reduce violence globally using public health and disease control methods and who is guided by an understanding that violence is a health issue—a contagious behavior transmitted through exposure, which can be prevented and changed
12. DHS: [Allegheny County] Department of Human Services
13. Eligible Community: Select communities in Allegheny County with high concentrations of Community Violence who can submit a response to the related RFP entitled “RFP for Community Violence Reduction Plans from High-Priority Areas”

14. Evidence-Based Programs (EBP): Specific programmatic activities and processes, which—based on a review of available research and ongoing research efforts—appear to be related to positive outcomes for program participants
15. High-Priority Communities: Communities in Allegheny County with high concentrations of Community Violence, specifically Braddock, City of Pittsburgh, Clairton, Duquesne, East Pittsburgh, Homestead, McKeesport, McKees Rocks/Stowe Township, Mount Oliver, North Braddock, Penn Hills, Rankin, and Wilkinsburg
16. Hospital-Based Violence Intervention Program (HVIP): Multidisciplinary programs that combine the efforts of medical staff with trusted community-based partners to provide safety planning, services and trauma-informed care to violently injured people
17. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
18. Proposer: The business or non-profit organization, including a community-based organization, university, health care entity, or local/state/national organization, with expertise in community organizing and violence reduction who submits a Proposal in response to this RFP
19. READI Chicago: A program that responds to urban gun violence by connecting men at the highest risk of being involved with gun violence—as victim or perpetrator—with cognitive behavioral interventions, transitional employment and job training, and wrap-around support services in order to foster safer communities and more opportunities
20. Response Form: The Word document in which Proposers respond to requested information about this RFP
21. RFP: Request for Proposals
22. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

Other terms shall have the meaning or definition as stated in the RFP.

# The RFP at a Glance

## *Purpose*

The Department of Human Services (DHS), on behalf of Allegheny County, is seeking Proposals from qualified Proposers to do **one or more** of the following strategies on a countywide basis:

- Countywide Violence Prevention Convener (Convener): The Successful Proposer will convene and coordinate information-sharing and problem-solving across a number of communities working to implement plans for preventing and stopping gun violence.
- Homicide and Data Reviews: The Successful Proposer will form a review panel and coordinate homicide reviews and other data reviews.
- Hospital-Based Violence Intervention Programs (HVIP): One or more Successful Proposers will implement an HVIP of their choice with a partner trauma hospital.
- Parent and Survivor Support: The Successful Proposer will coordinate parent, youth, survivor and/or victim supports for anyone in the County.

## *Award Details*

The County, through DHS, intends to enter into one Agreement with Successful Proposers for a term of one year. Depending on the availability of funds, the County at its sole discretion may extend the term of the Agreement. The compensation to be paid under Agreement to the Successful Proposer likely will not exceed \$200,000 per year per strategy listed above.

## *Who can apply*

Any entity (business or non-profit organization, including a community-based organization, university, health care entity, or local/state/national organization) with expertise in community organizing and violence reduction is eligible to submit a Proposal in response to this RFP. Proposers do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

Collaborative Proposals are permitted (e.g., where two or more entities partner to submit one comprehensive Proposal in which they collaborate in performing the Contract Services). However, only one of the partnering entities will enter into the Agreement. Entities may participate in more than one collaborative Proposal.

## *Related RFP*

During the same time that DHS is issuing this RFP, it is releasing a second solicitation entitled "RFP for Community Violence Reduction Plans from High-Priority Areas." This related RFP asks stakeholders serving Eligible Communities that are highly impacted by violence to develop a Community Violence Reduction Plan (CVRP) and to choose one organization to be the

“Community Quarterback” that ensures the plans move ahead. Learn more about County efforts to reduce Community Violence [here](#).

DHS encourages Proposers to review both RFPs to understand their connection and to consider applying for both if Proposers have strong interest and capacity. All information regarding both RFPs is available on our solicitations website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

***What’s important to us:***

It is important to us that Proposers:

- Are knowledgeable about violence experts at national, state and local levels, and maintain a current understanding of violence prevention and intervention
- Have a history of being a collaborative, communicative partner to communities, law enforcement, outreach workers and model developers
- Have capacity to publish results and findings
- Can work effectively with Evidence-Based Programs (EBP) and their respective model developers

***What we don’t want***

In their work for DHS, Proposers must not be:

- Evaluators for the RFP for “Community Violence Reduction Plans from High-Priority Areas”
- Community Quarterbacks
- Agencies that implement any of the models that DHS funds in support of CVRP (the EBPs listed in the related RFP)

DHS neither wants to take the place of existing violence prevention efforts nor supplant existing funding nor discourage organizations or Eligible Communities from devoting resources to violence prevention or being active in advocating for additional resources.

***Timeline***

Information Session	Thursday, January 20, 12-1:30 p.m. Eastern
Deadline for Questions	Tuesday, March 1 at 3 p.m. Eastern
Deadline for Proposals	Friday, March 4 at 3 p.m. Eastern
Estimated Award Decision/Notification	May 2022

***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, developmental supports, homelessness and community services. More information about DHS is available at <http://www.alleghenycounty.us/humanservices/index.as>

DHS has partnered with the City of Pittsburgh and the Allegheny County Health Department's (ACHD) Office of Violence Prevention on this RFP and the related RFP. The Office of Violence Prevention oversees and implements Cure Violence in Allegheny County, provides a resource library for violence prevention and coordinates Violence Prevention Advisory Boards composed of community members.

## **Section 1: Why We Are Issuing this RFP**

Communities across the county have worked hard to reduce violence despite the low degree of nationwide investment in violence prevention and intervention. Too often, county communities are on their own. They have made remarkable progress but not always able to continue their work because:

1. The implementation of an evidence-based approach has been limited, particularly outside the City of Pittsburgh.
2. Grants to pay for community-led programs are often short-term and not sustained.
3. There is a lack of coordination that brings partners together and shares information.
4. The county is missing some of the "backbone" violence prevention/reduction programs that operate centrally while providing structure and provide infrastructure that supports all communities.

The related RFP aims to help with the first challenges issues above by providing resources to support community plans for reducing violence in Eligible Communities. This countywide RFP aims to help with the last two challenges listed above by providing sustained support for the infrastructure that is critical to violence prevention in the county.

Our imperative for action is the high level of violence in communities in the county. (See the related RFP, which describes the high level of violence as well as the impact of Community Violence and possible strategies.) Community Violence is not randomly distributed and is heavily concentrated in just a small number of High-Priority Communities in the county. (Note that the related RFP has a slightly different list of communities, which does not include the City of Pittsburgh). The list of the county's High-Priority Communities for this RFP is:

1. Braddock
2. City of Pittsburgh
3. Clairton
4. Duquesne
5. East Pittsburgh
6. Homestead
7. McKeesport

8. McKees Rocks/Stowe Township
9. Mount Oliver
10. North Braddock
11. Penn Hills (western-most census tracts)
12. Rankin
13. Wilkinsburg

## Section 2: What We Are Looking For

DHS is seeking Successful Proposers to provide one or more of the following strategies to serve the High-Priority Communities impacted by Community Violence.

### The types of strategies DHS will support

Proposers may apply to provide **one or more** of the following strategies:

1. Countywide Violence Prevention Convener (Convener)
2. Homicide and Data Reviews
3. Hospital-Based Violence Intervention Programs (HVIP)
4. Parent and Survivor Support

#### *1. Countywide Violence Prevention Convener (Convener)*

DHS is seeking **one** Successful Proposer with deep knowledge of violence prevention to be the Convener. The Convener shall be responsible for developing and managing a countywide approach to Community Violence. Responsibilities of the Convener include violence prevention and building productive partnerships that help county communities develop and implement their own violence prevention plans. This work includes:

- Reaching out to all stakeholders, including local governments; communities; law enforcement; health care; educational institutions; social services; Community Quarterbacks; and intervention, outreach and other direct-service staff.
- Coordinating information-sharing among the High-Priority Communities and with local government, law enforcement and other stakeholders.
- Building upon and sharing knowledge about what is effective in reducing violence by researching and working with national, state and local experts and EBP and other model developers.
- Maintaining a countywide, data-informed view of violence and raising alarms/calling attention to the need to act.
- Bringing a whole-county view on violence trends to neighborhoods and communities, with ACHD's Office of Violence Prevention.
- Publishing results.
- Providing technical assistance to communities that wish to create a violence prevention plan.
- Providing relocation assistance to individuals at risk of Community Violence, as needed.



- Developing a comprehensive approach to Crime Prevention Through Environmental Design (CPTED) in the county and support finding resources to implement.
- Identifying need for policy changes and doing the community organizing needed to make progress toward those changes.
- Working with the Heartland Alliance, the model developer of READI Chicago. Heartland Alliance will provide technical assistance to the Convener to support them in overseeing the implementation of a READI-like program in up to three Eligible Communities in Allegheny County. These READI-like pilots will be implemented on a staggered basis and will be chosen based on Proposals submitted to the related RFP.

Stakeholders of the Convener’s work include, but are not limited to: Community Quarterbacks and other partners/stakeholders identified in a community’s CVRP; the City of Pittsburgh; law enforcement; local and state elected officials; community advocates; school districts and staff; and representatives from DHS, ACHD, the Allegheny County Department of Economic Development and the City of Pittsburgh.

## ***2. Homicide and Data Reviews***

DHS is seeking **one** Successful Proposer to coordinate regular Community Violence homicide reviews for any/all jurisdictions in the county using a defined protocol and to conduct regular data reviews. (See [the Milwaukee Homicide Review Commission’s evaluation](#) for the process used there and a summary of results.<sup>1</sup>) The Successful Proposer must work closely with the Convener. Note:

- Organizations are welcome to apply to do both the Convener strategy and this Homicide and Data Reviews strategy (as well as any of the other strategies in this RFP)
- Any existing homicide review forums are welcome to apply

Homicide reviews bring together law enforcement, social services and health service agencies to examine how these partners handled a homicide case and how they could work better together. Homicide review panels use problem analysis to better understand homicide and develop effective responses. Responses can include changes in systems, communications and strategies. The data reviews examine aggregate data on shots fired and other indicators, social media dissemination and other information that can contribute to insights about Community Violence and point to the need to shift resources and develop solutions.

The Successful Proposer will work with the [National Network for Safe Communities](#) to establish and implement a multi-jurisdictional homicide and data review process/panel. This includes:

- Establishing a well-informed, collaborative, diverse and effective panel
- Establishing information feeds that include panel members and other information sources to ensure members have current, relevant information
- Reviewing information from social media and law enforcement

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<sup>1</sup> <https://www.ojp.gov/pdffiles1/nij/grants/240814.pdf>

- Identifying protocols for collecting, storing and using information directed at reducing violence
- Using this intelligence and analytical tools to identify issues and solutions
- Facilitating deliberations and decision-making among panel members
- Facilitating deliberations and problem-solving with community-based organizations for the High-Priority Communities
- Developing solutions, including policy and other changes
- Tracking improvements and results
- Providing public reports

### ***3. Hospital-Based Violence Intervention Programs (HVIP)***

DHS is seeking **at least one** Successful Proposer to implement a HVIP in partnership with a trauma center in the county. The proposed HVIP model can be implemented through an outreach model or another entity, such as a university.<sup>2</sup> Models may include:

- Cure Violence<sup>3</sup> hospital
- The Wraparound Project (San Francisco)<sup>4</sup>
- HVIP program in Baltimore<sup>5</sup> and in Oakland, CA<sup>6</sup>

HVIPs provide a comprehensive response whenever a gunshot, stabbing or blunt trauma victim arrives at the hospital. Program staff intervene during the critical window after a violent incident to prevent retaliation and interrupt the cycle of violence. Studies show that participants are significantly less likely to have a subsequent injury or criminal recidivism and are more likely to see success with employment, school completion and social service access.

DHS will provide financial support for HVIPs that:

- Respond as soon as possible after an intentional injury has occurred (due to Community Violence) when this involves an emergency room visit or hospital stay
- Explicitly address retaliation in addition to the other risk factors faced by a victim of Community Violence
- Continue services post-discharge from the hospital and into the community
  - For communities with existing agencies working to interrupt violence, the Successful Proposer will coordinate with those community-based organizations to provide continuity of support for patients, including medical follow-up.
  - For those communities without existing violence interrupters, the Successful Proposer will provide care management that includes access to behavioral health treatment, training, and medical follow-up to ensure injuries are cared for.

<sup>2</sup> Read more about Hospital-Based Interventions [here](#).

<sup>3</sup> [https://cvg.org/wp-content/uploads/2020/03/Brief\\_Two\\_HJA\\_V6.pdf](https://cvg.org/wp-content/uploads/2020/03/Brief_Two_HJA_V6.pdf)

<sup>4</sup> Catherine Juillard et al., “A Decade of Hospital-Based Violence Intervention: Benefits and Shortcomings,” *Journal of Trauma and Acute Care Surgery* 81, no. 6 (2016): 1156–61, <https://doi.org/10.1097/TA.0000000000001261>

<sup>5</sup> Cooper, Eslinger, and Stolley at al., “Hospital-Based Violence Intervention Programs Work”, 2006

<sup>6</sup> Becker et al, 2004. <https://www.sciencedirect.com/science/article/pii/S1054139X03002787>

- Employ frontline staff from the community who share/can relate to the experiences of violence-impacted patients
- Coordinate with other HVIPs in the county

Any existing HVIPs are welcome to apply.

#### **4. Parent and Survivor Support**

DHS is seeking **one** Successful Proposer to convene and provide resources to groups of parents and survivors of Community Violence. The Successful Proposer must:

- Help communities organize new support groups/chapters
- Provide direct support to individuals who live in communities without support
- Convene and coordinate groups so they can advocate for improvements and organize projects

### **The importance of collaboration**

Because violence crosses borders, collaboration is essential to the success of all countywide Community Violence prevention strategies. Proposers must demonstrate collaborations, which may vary by strategy, and will include partners (i.e., those who will play a role in carrying out the Contracted Services) and other relevant stakeholders (e.g., local government, school districts, law enforcement, community-based organizations, neighborhood groups, individual residents). Examples of stakeholders you might invite to show support are:

<b>If applying for:</b>	<b>Type of stakeholder support you might consider:</b>
Convener	People/organizations that can attest to your capacity as a facilitator and project manager that is fair, organized and results oriented
Homicide and Data Reviews	Potential members of the homicide review panel
HVIP	Trauma hospital, partnerships with violence prevention programs
Parent and Survivor Support	People/organizations that can attest to your capacity to engage others and provide support and as well as support the well-being of your own staff

### **Priority Population**

The strategies being solicited through this RFP serve individuals identified as the highest risk to commit or be the victim of violence, regardless of their community.

All proposed strategies must be designed, with expertise and compassion, to serve a diverse population. Everyone who interacts with a Successful Proposer must feel welcomed, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences.

## **Data Collection & Reporting**

DHS, ACHD and the Convener will develop a data collection and reporting system. Data and reporting will assist with building an understanding of:

- How violence prevention work is affecting communities
- Need for program adjustments
- Cost-benefit analysis

## **Section 3: Proposal Requirements and Evaluation Criteria**

DHS will evaluate Proposals based upon the evaluation criteria listed below, scoring each strategy separately. The scores from the Organizational Experience and Budget sections will be added to the score for each strategy proposed. The maximum score a Proposal can receive in each strategy is:

- Countywide Violence Prevention Convener (Convener) = 110 points possible
- Homicide and Data Reviews = 110 points possible
- Hospital-Based Violence Intervention Programs (HVIP) = 100 points possible
- Parent and Survivor Support = 105 points possible

Proposers must address their qualifications in their Proposal by responding to the 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).

### **A. Organizational Experience (25 points possible)**

- Organizational description and experience working with individuals at high risk of Community Violence and/or with communities impacted by violence (10 points)
- Organizational experience maintaining databases/using software for managing finances and service delivery and for providing accurate, timely reports of financial and program data (5 points)
- Policy on and history of hiring formerly incarcerated individuals (5 points)
- Organizational commitment to providing high quality services to all families regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences (5 points)

## **B. Countywide Violence Prevention Convener (Convener) (75 points possible)**

- Clear and concise statement about why the Proposer is interested in the Convener strategy, including how it fits within the Proposer's mission (5 points)
- Synergies of the Convener strategy with Proposer's current work and/or with the other strategies proposed in response to this RFP (5 points)
- Experience and examples of how the Proposer has successfully convened a broad range of stakeholders and coordinated large-scale initiatives to achieve results (10 points)
- The chosen approach, including why it was selected and how it can be expected to reduce Community Violence (10 points)
- Plan to manage and deliver the Convener responsibilities, as outlined in Section 2 of the RFP, including the vision of the collaborative (15 points)
- Potential outcomes and measures of success (5 points)
- Fit within the Proposer's administrative structure and staff plan (10 points)
- Challenges anticipated and plan for mitigating them (5 points)
- Demonstrated support from key stakeholders (10 points)

## **C. Homicide and Data Reviews (75 points possible)**

- Clear and concise statement about why the Proposer is interested in the Homicide and Data Review strategy, including how it fits within the Proposer's mission (5 points)
- Synergies of the Homicide and Data Review strategy with Proposer's current work and/or with the other strategies proposed in response to this RFP (5 points)
- Experience and examples of how the Proposer has successfully convened a broad range of stakeholders to review relevant data and information and develop solutions (10 points)
- Analytical experience and examples of how the Proposer has used homicide, shootings, social media, and other information sources in its work (5 points)
- The chosen approach, including why it was selected and how it can be expected to reduce Community Violence (10 points)
- Plan to manage and deliver the Homicide and Data Review responsibilities, as outlined in section 2 of the RFP, including the vision of the review panel (15 points)
- Fit within the Proposer's administrative structure and staff plan (10 points)
- Challenges anticipated and plan for mitigating them (5 points)
- Demonstrated support from key stakeholders (10 points)

## **D. Hospital-Based Violence Intervention Programs (HVIP) (65 points possible)**

- Clear and concise statement about why the Proposer is interested in the HVIP strategy, including how it fits within the Proposer's mission (5 points)
- Synergies of the HVIP strategy with Proposer's current work and/or with the other strategies proposed in response to this RFP (5 points)
- The chosen approach, including why it was selected and how it can be expected to reduce Community Violence (10 points)

- Plan to manage and deliver the HVIP responsibilities, including a description of the partnership with a trauma hospital and plan to work with high-priority communities to coordinate care inside the hospital and after release (15 points)
- Potential outcomes and measures of success (5 points)
- Fit within the Proposer’s administrative structure and staff plan (10 points)
- Challenges anticipated and plan for mitigating them (5 points)
- Demonstrated support from key stakeholders (10 points)

### **E. Parent and Survivor Support (70 points possible)**

- Clear and concise statement about why the Proposer is interested in the Parent and Survivor Support strategy, including how it fits within the Proposer’s mission (5 points)
- Synergies of the Parent and Survivor Support strategy with Proposer’s current work and/or with the other strategies proposed in response to this RFP (5 points)
- Experience and examples of how the Proposer has successfully formed or led parent and survivor support groups (10 points)
- The chosen approach, including why it was selected and how it can be expected to reduce Community Violence (10 points)
- Plan to manage and deliver the Parent and Survivor Support responsibilities, as outlined in Section 2 of the RFP, including plan to help others to build support in their communities (15 points)
- Fit within the Proposer’s administrative structure and staff plan (10 points)
- Challenges anticipated and plan for mitigating them (5 points)
- Demonstrated support from key stakeholders (10 points)

### **F. Budget (10 points possible)**

- Line-item budget of the costs associated with all proposed strategies, including staff salaries, matching funds and total expenses and total revenues (5 points)
- Budget narrative that clearly explains and justifies all line items in the proposed line-item budget (5 points)

## **Section 4: How to Submit a Proposal**

### **4.1 Prepare**

- a. There will be an information session at noon Eastern Time on Thursday, January 20, 2022 via Microsoft Teams. It will include a presentation about the RFP and DHS staff will answer questions from attendees.
- b. Attendance at the information session is not required in order to submit a Proposal. Everything (video recording, slide deck, transcribed Q&A) shared during the information session will be posted afterwards on the DHS Solicitations webpage.

- c. Preliminary answers will be provided orally for questions asked during the information session. Final, definitive answers will be posted in writing on the DHS Solicitations webpage.
- d. Please join the information session by:
  - Calling (267)368-7515 and using Conference ID 216 370 549#
  - Or following this link: [Click here to join the meeting](#)
  - Or copying and pasting this link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NDVINDMyNmUtMGM3MC00M2FmLWExMWUtZmY0NjEwZjRjZjY5%40thread.v2/0?context=%7b%22Tid%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%224c7924c5-3d5a-494b-ba54-242fc5f6db86%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVINDMyNmUtMGM3MC00M2FmLWExMWUtZmY0NjEwZjRjZjY5%40thread.v2/0?context=%7b%22Tid%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%224c7924c5-3d5a-494b-ba54-242fc5f6db86%22%7d)

## 4.2 Submit a Proposal

- a. 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)
- b. 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).
- c. Proposers must submit a complete Proposal. The Proposal includes the following attachments that are available on our Active Solicitations website:
  - Response Form
  - Strategy staffing attachments
  - Stakeholder support attachments
  - Minority, Women or Disadvantaged Business Enterprise (MWDDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
  - Allegheny County Vendor Creation Form
  - Audited financial reports for the last three years
  - Internal Revenue Service Form W-9
- d. Proposers should not send any attachments other than those listed either above or in the Response Form.
- e. If a Proposer does not have audited financial reports for the last three years, then the Proposer must submit other financial documentation that attest to the Proposer's financial health of your organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting with Allegheny County.
- f. 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.
- g. **Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m. Eastern Time on Friday, March 4, 2022 to be considered for review.**

- h. All Proposals must be submitted before the deadline! If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- i. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

#### **4.3 How to Contact DHS about this RFP**

- a. All inquiries and questions must be submitted via email to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) by 3 p.m. Eastern Time on Tuesday, March 1, 2022.
- 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 check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

#### **4.4 Other Information**

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals and not to enter into an Agreement for the Contracted Services.**
- b. Any Agreement originating from this RFP is subject to all 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. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

#### **4.5 Pennsylvania's Right-to-Know Law**

Proposers should be aware that all documents and materials submitted in response to this RFP may be subject to requests for access to public records made pursuant to Pennsylvania's Right-To-Know Law (RTKL). Under the RTKL, records in the possession of a public agency like the County are presumed to be public records and the County may have to make documents and materials submitted by the Proposer available to a requestor after an award of an Agreement is made.

If the Proposer includes any information within its Proposal that the Proposer asserts is either a "trade secret" or "confidential proprietary information," as those terms are defined under the RTKL, the Proposer must include with its Proposal a written statement signed by an authorized representative of the Proposer identifying those portions or parts of its Proposal that the Proposer believes constitute a "trade secret" or "confidential proprietary information" and provide contact



information to enable DHS to contact the Proposer in the event that the County receives a Right-To-Know request for the Proposal. The Proposer shall have five (5) business days from date of receipt of any notification from the County to provide a written statement signed by an authorized representative of the Proposer explaining why the Proposal or any portion thereof is exempt from disclosure as a trade secret, confidential proprietary information or other legal reason. The County shall consider this statement in either granting or denying a request for public access to the Proposal or any portion thereof. The County will notify the Proposer of its decision whether to grant or deny the request either in whole or in part.

## **Section 5: How We Will Evaluate Your Proposal**

DHS will convene an Evaluation Committee to evaluate Proposals. The Evaluation Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria, by using the point scale listed in Section 5.1 b.

### **5.1 Evaluation of Proposals**

The evaluation process will consist of the following steps:

- a. DHS will form an Evaluation Committee. The Evaluation Committee will be comprised of evaluators with expertise in the subject matter of this RFP and may include: community members with lived experience, external subject matter experts or provider representative(s), representative(s) from key partners or funders and DHS internal staff.
- 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 utilizing their personal 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. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An "Outstanding" response would receive 15 points, while one that "Meets Expectations" would receive nine points.
- d. DHS will tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP. The Committee will have the discretion to proceed as follows: (i) to recommend to the Director of DHS that a reduced number of Proposals be shortlisted for more extensive review through a formal oral

presentation to the Committee; or (ii) to recommend to the Director of DHS that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).

- e. As described in c above, DHS, on behalf of the County, shall have the 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. Each Committee member will individually score the oral presentation of the shortlisted Proposers using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Proposer's oral presentation can receive is 15 points:
  - Presentation demonstrates Proposer's ability to implement the Contract Services effectively (5 points)
  - Proposer's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
  - Proposer's presentation is thoughtful and professional (5 points)
- f. DHS will tally the average scores of the members of the Evaluation Committee to the shortlisted Proposer formal oral presentations and report a list of average scores to the entire Committee. The Committee will meet, consider the scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP.
- g. The Committee will submit its recommendation for award of an Agreement or Agreements to the Director of DHS for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement or Agreement with the Successful Proposer(s).
- h. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. As part of determining a Proposer's 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 a Proposer's financial stability.
- j. 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.**
- k. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- l. Proposers who are not awarded an Agreement but 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:

- a. Received by the due date/time
- b. Properly formatted and include responses to all requested information
- c. 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 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](#), 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 Business 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 a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
  - All Proposers must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
  - If the Proposer is able to meet the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement. Proposers also must attach the MWDBE certifications of the firms cited in the Participation Statement.
  - If the Proposer would like to request a waiver from participating in the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - [Allegheny County DHS Combined MWDBE Form](#)
  - MWDBE Resources
    - [MWDBE Contract Specifications Manual](#)
    - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).

### **6.2 Veteran Owned Small Business (VOSB) Requirement**

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.
  - For contracts under \$100,000, VOSB vendors shall be exempt from all bonding requirements.
- b. All Proposals must include either of the following:
  - If the Proposer is able to meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) cited in the Participation Statement.
  - If the Proposer requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- c. VOSB forms can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - [VOSB Participation Statement](#)
  - [VOSB Waiver Request](#)

### **6.3 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.

### **6.4 Cyber Security**

- a. Successful Proposers must meet the minimum computer specifications that begin on page 14 of the [DHS Contract Specifications Manual](#), 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).

### **6.5 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.

## **6.6 Language Diversity Requirements**

Successful Proposer(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).

## **6.7 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.