



# Request for Proposals

## Training of Trainers about Commercial Sexual Exploitation of Children

**RFP Posting:** May 6, 2016

**Deadline for Questions:** May 20, 2016

**Submission Deadline:** May 27, 2016

**Estimated Award Decision/Notification:** June 30, 2016

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

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## Definitions

The following words/acronyms are used in this RFP and are capitalized to indicate their special meaning:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services.
2. Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement.
3. CYF: [Allegheny County Department of Human Services] Office of Children, Youth and Families.
4. CSEC: Commercial Sexual Exploitation of Children: crimes of a sexual nature committed against juvenile victims for financial or other economic reasons.
5. DHS: [Allegheny County] Department of Human Services.
6. Human Trafficking: A criminal business that profits from enslaving people for sexual servitude and forced labor.
7. National Center of Missing and Exploited Children: An agency authorized by the United States Congress to provide 22 programs and services to assist law enforcement, families and the professionals who serve them.
8. Proposal: The Response Form submitted by a Proposer in response to this RFP.
9. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP.
10. Response Form: The Word document in which Proposers respond to requested information about this RFP. A completed Response Form is the Proposal.
11. Sex Trafficking: Sexual exploitation defined by the Trafficking Victims Protection Act as “the recruitment, harboring, transportation, provision or obtaining of a person for the purposes of a commercial sex act.”
12. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services.
13. TVPA: Trafficking Victims Protection Act. The TVPA of 2000 (P.L. 106-386), the Trafficking Victims Protection Reauthorization Act of 2003 (H.R. 2620), the Trafficking Victims Protection Reauthorization Act of 2005 (H.R. 972) and the Trafficking Victims Protection Reauthorization Act of 2008 (H.R. 7311) provide the tools to combat trafficking in persons both worldwide and domestically. The Acts authorized the establishment of the U.S. Department of State’s Office to Monitor and Combat Trafficking in Persons and the President's Interagency Task Force to Monitor and Combat Trafficking in Persons, to assist in the coordination of anti-trafficking efforts.
14. TOT: Training of Trainers. Specialized CSEC training to provide to DHS staff and external stakeholders who will be available to provide ongoing technical assistance and/or quality assurance oversight.
15. Western Pennsylvania Human Trafficking Coalition: A coalition of members of social service agencies, nonprofit organizations, faith-based groups, schools, law enforcement agencies and other entities whose mission is to develop and maintain a network of individuals and agencies to educate the community about human trafficking and to provide emergency support to victims and survivors.

## **The Basics**

### ***What we need***

Allegheny County, on behalf of its Department of Human Services' (DHS) child welfare office (the Office of Children, Youth and Families, or CYF), seeks Proposals to provide Training of Trainers (TOT) about Commercial Sexual Exploitation of Children (CSEC) and how to identify and work with children and youth who are at risk of becoming or are victims of human trafficking. The goal of the CSEC TOT is to build capacity of a core group of DHS staff (e.g., CYF staff, clinical managers, behavioral health specialists, supervisors, quality improvement staff) and external stakeholders (e.g., legal advocates, attorneys for children, nonprofits who work with transition-age youth). The DHS staff and external stakeholders who receive the training will henceforth be referred to as Participants. Through this RFP, DHS may enter into one or more Agreements with Successful Proposer(s) to provide CSEC TOT, at a cost not to exceed a total of \$25,000.

### ***What we don't want***

We are not interested in basic, "human trafficking 101" training. The CSEC TOT should go beyond general knowledge to equip Participants with specialized skills that will enable them to: 1) better identify potential victims of sex trafficking in the context of child welfare; 2) recognize how to change their approach to working with vulnerable child welfare-involved youth; and 3) collaborate with other key stakeholders to effectively serve these vulnerable youth.

### ***What's important to us***

DHS staff need the training and skills necessary to properly identify CSEC victims.<sup>1</sup> The lack of skills in this field pose particular risks because 74 percent<sup>2</sup> of likely sex trafficking victims in the U.S. have a history of involvement in social services or foster care. With so many high-risk individuals involved in the child welfare system, DHS urgently needs to increase staff and external stakeholder capacity to better identify and work with this vulnerable population.

We are seeking Qualified Proposers with a demonstrated track record of working within the field of human trafficking, and specifically, with experience in providing CSEC TOT.

The TOT curriculum should incorporate current best practices and include interactive, hands-on exercises.

### ***Who we are***

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

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<sup>1</sup> 2016 Prevention Resource Guide: <http://www.casey.org/media/child-sex-trafficking.pdf>,  
<https://www.childwelfare.gov/pubPDFs/trafficking.pdf>

<sup>2</sup> National Center for Missing and Exploited Youth: <http://www.missingkids.org/1in5>

DHS is the largest department of Allegheny County government and provides publicly-funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, intellectual disability, homelessness and community services.

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

CYF is the Office of Children, Youth and Families, and its mission is to protect children from abuse and neglect; to preserve families, whenever possible; and to provide permanent, safe homes for children either by assuring safety within the child's own family or by finding an adoptive home or another permanent setting for those children who cannot be reunified with their family. To achieve its mission, CYF provides a wide range of preventive, protective, supportive and direct services through its own caseworkers, case aides and other support staff as well as a network of contracted agencies.

# Section 1: Key Information

## 1.1 General Information

- a. This RFP is a solicitation to individuals, non-profit organizations, and for-profit organizations or businesses (Proposers) to submit a Proposal to perform the services as described in *Section 3.1: What we are buying and why*. Proposers must have the ability to meet the identified needs and quality standards within the program and funding guidelines specified in this RFP.
- b. The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

## 1.2 Timeline

- a. Proposals must be submitted by May 27, 2016, by 3:00 PM EST.
- b. Deadline for Proposers to Submit Questions: May 20, 2016
- c. Proposers will be notified of their selection status by June 30, 2016.

## 1.3 How to Contact DHS

- a. All inquiries and questions must be submitted via email to [DHSProposals@allegHENYcounty.us](mailto:DHSProposals@allegHENYcounty.us)
- b. All information about the RFP, including answers to questions, changes and clarifications, will be posted at our Active Solicitations website at [www.allegHENYcounty.us/dhs/solicitations](http://www.allegHENYcounty.us/dhs/solicitations)
- c. Please be sure to check this website regularly for answers to questions, additional information, or changes to the RFP or the RFP process.

## 1.4 Submitting Your Proposal

- a. This RFP provides detailed information about the Proposal and Proposer requirements, the evaluation process and how to develop your Proposal.
- b. Please use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at [www.allegHENYcounty.us/dhs/solicitations](http://www.allegHENYcounty.us/dhs/solicitations).
- c. Proposers must submit a complete Proposal, which includes the following, available on our Active Solicitations website:
  - Response Form
  - Cover Page
  - MWDBE Participation Statement or MWDBE Waiver and Participation Statements
  - Allegheny County Vendor Creation Form
  - Audited Financial Report
  - W-9
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. Please take time to review and understand the RFP in its entirety including:

- The requirements (see *Section 3: Our Requirements*)
  - The evaluation process (see *Section 4: The Evaluation Process*)
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
  - g. Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m., EST, on May 27, 2016 to be considered for review.**
  - h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will not be considered.
  - i. You will receive an email when your Proposal is received.
    - If you do not receive this notification within 48 hours of submitting your Proposal, please contact us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us)

## 1.5 Other Information

- a. The Agreement originating from this RFP is subject to all of the Terms and Conditions specified in *Section 5: Contract Information*.
- b. Proposers are responsible for all costs related to the preparation and submission of their Proposal.
- c. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- d. The Successful Proposal will be posted online in the DHS Solicitations Archive.

## Section 2: Background

### 2.1 About Human Trafficking, Sex Trafficking and CSEC

Sex trafficking, and particularly sexual exploitation of minors, has devastating consequences on children and youth, including physical and psychological trauma, disease, worsened mental health and addiction, unwanted pregnancies, and social isolation. The more prepared the child welfare staff are to screen and identify victims, the less suffering children will endure from sexual exploitation. Identifying victims of sexual exploitation of any age is a challenging task.<sup>3</sup> According to U.S. Department of State, less than one percent of victims are identified.<sup>4</sup> Although most victims of sexual exploitation tend to be women and girls (according to Pittsburgh's FBI Field Office, about 80 percent are female<sup>5</sup>), recent studies show that boys may be victimized more often than is reported and that the child welfare system is poorly equipped to work with male victims. LGBTQ youth also are particularly vulnerable.

There are multiple pathways for victims to fall prey to sexual exploitation. According to an eight-city study conducted by the Urban Institute,<sup>6</sup> women and children enter the commercial sex industry due to

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<sup>3</sup> The US Office of Juvenile Justice and Delinquency Prevention: <http://www.ojjdp.gov/mpg/litreviews/CSECSexTrafficking.pdf>

<sup>4</sup> California Human Trafficking Coalition: <http://www.caseact.org/learn/humantrafficking/>

<sup>5</sup> Pittsburgh Field Office, FBI 2016

<sup>6</sup> Urban Institute Report, 2014: [http://www.urban.org/research/publication/estimating-size-and-structure-underground-commercial-sex-economy-eight-major-us-cities/view/full\\_report](http://www.urban.org/research/publication/estimating-size-and-structure-underground-commercial-sex-economy-eight-major-us-cities/view/full_report)

economic need, family and peer encouragement, a need for social acceptance, and previous childhood trauma.

According to the National Center of Missing and Exploited Children, the number of reported victims among runaway children and youth increased from 2014 to 2015. In 2015, one in five runaways nationally were likely victims of sex trafficking, an eight-percentage point increase from 2014. On any given day in 2014, an average of 48 children had run away from or were on the run from their child welfare placement. Although this represents less than one percent of all children in placement, these runaways are most at risk of CSEC. Exploiters target vulnerable children and youth who have history of previous trauma and abuse, come from economically disadvantaged communities, experience housing instability, and have poor educational outcomes.

These factors are present among children and youth who are involved in the CFY or other DHS services, making them at particular risk of CSEC. Therefore, DHS staff need to be aware and skilled in identifying potential attributes of CSEC in order to create an environment in which it is safe to report abuse and to provide additional protection for victims who often experience a complex mix of shame and fear. Improving the identification of and the response to CSEC will require a well-coordinated community response and multiple stakeholders working towards a unified goal. Allegheny County has already created the foundation for such a multi-system response. Some CYF staff have received training to improve their ability to identify high-risk cases, but training has not been provided systematically or at full capacity. With this RFP, DHS is interested in creating specialized skills for Participants.

## **2.2 About Current Practice**

In response to increased attention to this issue from federal<sup>7</sup> and state government, Allegheny County bolstered its efforts to combat sexual exploitation. Through the leadership of the Western Pennsylvania Human Trafficking Coalition, multiple stakeholders in Allegheny County have worked to raise awareness about existing anti-trafficking and victim protection legislation, to learn the methods to identify victims, and to align their service provision to effectively assist victims and their families.

CYF staff is part of the Coalition and have convened a separate working group to address CSEC issues that are relevant to child welfare-involved children and youth. CYF has revised its existing policies to allow for a more prompt system response. CYF leadership also is working closely with the FBI, private investigators, judges and other criminal justice partners to identify victims and create mechanisms for crime response in child welfare-involved cases.

Recently enacted changes in the Trafficking Victims Protection Act (TVPA) include a particular focus on sex trafficking of minors, which aligns with CYF's efforts to address this pressing issue. New changes in federal legislation require child welfare agencies to assess for risk of CSEC. Now, child welfare workers are mandated to receive training to increase identification, documentation and referral for services. To meet these requirements, Pennsylvania will introduce new screening and assessment tools and require all child welfare staff in all counties in Pennsylvania to complete an online training course. The County's CYF leadership is interested not only in meeting these requirements but also in building deeper CSEC knowledge and identification skills among Participants.

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<sup>7</sup> Preventing Sex Trafficking and Strengthening Families Act, 2014:  
<https://www.congress.gov/113/plaws/publ183/PLAW-113publ183.pdf>



## Section 3: Our Requirements

### 3.1 What we are buying and why

Through this RFP, DHS is soliciting Proposals to offer CSEC TOT with a focus on building capacity in the following areas:

- Education about CSEC, its impact on child welfare-involved youth and increased risks for child welfare-involved youth
- Information about best and/or promising practices in human trafficking in a child welfare context
- Tools and skills to help Participants work with victims and their family members and/or other natural supports
- Information about potential partnerships among organizations that could assist victims and develop effective prevention strategies

Through this RFP, DHS is seeking to increase capacity to address CSEC through TOT for up to 50 Participants, including the following:

#### DHS Staff

- CYF clinical managers who provide case practice support to frontline and supervisory staff
- CYF Training Department staff who are responsible for new-hire training and ongoing staff training
- DHS behavioral health specialists who are responsible for providing case consultation for CYF
- DHS staff who work with transition-aged youth
- DHS staff who work with the homeless population
- DHS Immigrants and Internationals Council members who work with the refugee population
- Other DHS staff not yet identified

#### External Stakeholders

- DHS-contracted, in-home and out-of-home child welfare service providers
- Family Support Partners who work directly with parents
- Youth Support Partners who have a history of foster care involvement and provide peer support directly to at-risk youth
- Juvenile Probation staff, including representatives from the Allegheny County Court and Juvenile Detention Center
- Attorneys and legal advocates
- Other external stakeholders not yet identified

Proposers are encouraged to propose a specific approach, the frequency of training sessions and the length of each training session. At a minimum, the training curriculum should accomplish the following:

- Establish strong understanding of federal and state legislation on human trafficking and CSEC, including terms, definitions, and the scope of CSEC and other victim protection legislation
- Ensure that all Participants embrace a victim-centered and trauma-informed approach that increases empathy and allows them to see victims as exploited individuals who face tremendous

negative health consequences and who have little to no access to a support system or treatment options, rather than seeing victims as offenders who choose to engage in prostitution

- Increase Participants' knowledge of risk factors for sexual exploitation, including specific risk factors for child welfare-involved youth
- Enhance Participants' capacity to understand the complexity of social and community factors that make children and youth more vulnerable, including housing instability, lack of family ties and economic disparities
- Increase Participants' knowledge of the challenges of working with victims, reasons for under-reporting, and methods to create safe environment and protections to increase reporting from victims
- Increase Participants' understanding of the culture of CSEC, including the trauma, bonding with pimps and the recruitment strategies used by exploiters
- Provide counseling techniques for working with sexually exploited youth
- Assist Participants in developing an Allegheny County first responder protocol<sup>8</sup>
- Clarify roles and responsibilities of professionals who work with vulnerable children and youth and develop competency in methods of effective collaboration among organizations
- Explain the risks associated with working with human trafficking cases and what mechanisms should be in place to ensure staff safety
- Share resources on emerging best and/or promising practices and opportunities for continuous education about CSEC

### **3.2 What we require**

Proposers must meet the following evaluation criteria and should address their qualifications by responding to the specifically requested items or questions in the Response Form. Proposers should download and type their responses directly into the Response Form available on the Active Solicitations webpage at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations). The maximum score a Proposal can receive is 100 points, as outlined in the following sections.

#### Experience in the field of CSEC and Human Trafficking (20 points possible)

A Proposer should provide evidence of:

- Substantial experience in the field of CSEC and human trafficking. Proposers with diverse backgrounds are strongly preferred, including past experience working with a variety of systems (e.g., child welfare, juvenile/criminal justice, legal advocates, non-profits that work with vulnerable youth) and with populations vulnerable to sexual exploitation, specifically children and youth involved in the child welfare system. A focus on engaging boys and/or LGBTQ victims is desirable (5 points)
- A strong understanding of the current trends in the field of human trafficking and CSEC (5 points)
- Past experience in providing CSEC training (5 points)
- Strong experience in offering trauma-informed practices (5 points)

#### Experience in the Child Welfare System (10 points possible)

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<sup>8</sup> Refer to Rhode Island as an example: <http://www.dayoneri.org/sites/default/files/site-content/CSEC%20protocol%20one%20page%20final.pdf>

A Proposer should provide evidence of:

- Track record of working within the child welfare system or a related human services field (5 points)
- Familiarity with the complexity of case practice in the child welfare system (5 points)

#### Planning and Administering Training through CYF (10 points possible)

A Proposer should provide evidence of:

- Strong plan for partnering with CYF, including, but not limited to, CYF's Administration and CYF's Training Department (5 points)
- Strong plan for reporting to CYF and the broader community, including the Western Pennsylvania Human Trafficking Coalition. The report should include Participants' feedback and recommendations for next steps (5 points)

#### Training Module (35 points)

A Proposer should provide:

- Proposed curriculum that, at a minimum, includes detailed training techniques for each of the following sections (15 points):
  - What is CSEC (definitions, legislation, myths and scope)
  - Pathways to CSEC and which youth are more vulnerable
  - Impact of CSEC (physical and psychological health, impact on families and communities, short and long term consequences)
  - Identifying and engaging victims; Proposals that include ways to better engage boys as well as LGBTQ youth are strongly preferred
  - Effective cross-system collaboration and aligned service delivery
- Appropriate plan for the frequency and duration of the TOT (10 points)
- Training techniques and exercises that will qualify staff to become trainers (10 points)

#### Trainer Qualifications (15 points possible)

A Proposer should provide evidence of:

- Past experience in conducting TOT programs that offer interactive, hands-on learning exercises and teaching techniques (5 points)
- Track record of teaching staff how to address victims of trauma and secondary trauma, as well as stress among child welfare staff (5 points)
- Familiarity with resources for continuing education on emerging and best practices in the field (5 points)

#### Budget and Budget Narrative (10 points possible)

A Proposer should provide:

- A detailed budget that includes the breakdown of all associated cost and represents good value to the County (5 points)
- A detailed budget narrative that explains all line items (5 points)

## **Section 4: The Evaluation Process**

### **4.1 Evaluation Model**

Proposals will be evaluated by an evaluation committee created by DHS. The evaluation committee will assign scores based on evaluation criteria specified in *Section 3.1: What we are buying and why* and *Section 3.2: What we require* and further identified in the Response Form.

## **4.2 Evaluation Process**

The evaluation process will consist of the following steps:

- a. An evaluation committee will be formed by the DHS and will consist of some or all of the following:
  - DHS data analysts and content experts from within DHS, selected for their expertise and/or experience
  - DHS administration
  - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- b. Each member of the evaluation committee will sign a confidentiality and conflict of interest agreement.
- c. All committee members individually review and score each Proposal. Evaluators will award points to a Proposer's Response Form responses according to their expertise and best judgment of how each response meets the evaluation criteria using the following scale:
  - 0 – Not addressed in Proposal
  - 1 – Poor
  - 2 – Below expectations
  - 3 – Meets expectations
  - 4 – Exceeds expectations
  - 5 – Outstanding
- d. The evaluation committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
- e. The County shall have exclusive discretion to shortlist a reduced number of Proposals receiving the highest or most satisfactory evaluations for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget or make a formal oral presentation. The evaluation committee will review the modifications and/or oral presentation and rescore the shortlisted Proposals using the original evaluation criteria.
- f. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- g. The committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s). The County is under no obligation to award a contract as a result of this RFP. The County reserves the right to reject any and all Proposals.
- h. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
- i. Proposers not awarded a contract who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@allegHENYcounty.us](mailto:DHSProposals@allegHENYcounty.us).

## **4.3 Other Requirements**

For a Proposal to be eligible for evaluation, it must be:

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

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

## Section 5: Contract Information

In order to enter into an Agreement with the County, Proposers must be willing to comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](#), available at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

### 5.1 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 and Disadvantaged Business Enterprises, and expects that Proposers will make a good faith effort in assisting the County in meeting these goals.

- a. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the RFP cover page.
- b. Regardless of registration status, Proposals must include either of the following:
  - a. If your organization is able to meet the MWDBE contract goals, an MWDBE Participation Statement is REQUIRED.
  - b. If your organization will request a waiver from participating in the MWDBE contract goals, an MWDBE Participation Statement and a Waiver Statement are REQUIRED. Please attach the required explanations with the waiver statement.
- c. MWDBE statements and resources can be found at:
  - [MWDBE Participation Statement](#)
  - [MWDBE Waiver Request](#)
  - A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbbe/index.aspx>
- d. For more information about MWDBEs, please review the following: [MWDBE Contract Specifications Manual](#)

### 5.2 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

### 5.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](http://www.alleghenycounty.us/dhs/solicitations), available at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

#### **5.4 Equal Employment Opportunity and Non-Discrimination Requirements**

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.