

**Allegheny County  
Department of Human Services  
Request for Proposals Q&A  
RFP for Equity Training**

**May 26, 2022**

**1. We are interested in submitting a proposal for the current request but are not currently certified to award CEUs for DEI training. Do you have information on which specific CEU award certification is required for this grant?**

We employ a number of employees that are required to have professional CEUs each year. If an applicant does not have the ability to award CEUs, we can work with them to establish a relationship with an entity that can.

**2. “Coordinate, deliver and evaluate equity training using the existing training curricula that have already been developed.”**

**What will be provided in the training curriculum (like Training resources, Power point presentations, training plan, student material, etc.)?**

We will provide the curriculum, participant training documents, PowerPoints and training plans.

**3. “Securing space and equipment for training, ensuring participants’ accessibility-related needs are met.”**

**Our understanding is that all the training sessions will be in-person/classroom-based, is that correct? If so, what is the preferred/approx. location for the training?**

We are currently offering trainings virtually but would like to move towards hybrid options as well. In-person trainings should occur in the County, and we would prefer places with access to parking and/or public transportation.

**4. Are all the participants (1600+340) expected to undergo both courses? Is there any estimated group size/Cohort size that the department is looking at?**

Yes, all participants will be expected to undergo both courses. Each training has preferred group sizes not to exceed 20-25 people per session.

**June 2, 2022**

**5. What is DHS’s preference regarding virtual versus in-person training?**

Please see the response to question 3.

**6. If in-person training is preferred or required what are the space, equipment, and environmental resources?**

Please see the responses to questions three and four.

**7. What type of accreditation requirements, if any, related to the management and awarding of continuing education units (CEUs), does DHS require of providers who meet all written requirements of this RFP?**

Please see the response to question one.

**8. How many people total will be trained using the DHS curricula? If is understood there are approximately 1,600 projected staff + 340 direct service providers + other community partners. Currently, we estimate 2,500.**

2,500 people is a correct estimation.

**9. What is the preferred size of the training classes?**

Please see the response to question four.

**10. What learning management system (LMS) does DHS currently use, or do you want the selected provider to select or recommend and manage LMS to facilitate efficient delivery of the DHS training modules and documentation related to CEU certificates?**

We use Cornerstone LMS which is a county system. We are open to providers using that or recommending another solution.

**11. To assure continued learner competence, once learners are trained on GARE and SOGIE modules, what is the plan? Will the training or a version of it be required and offered annually or as an ongoing part of the DHS employee education program?**

Staff will be encouraged to find other professional development opportunities to increase their learning. Currently, there are no plans to add/develop additional trainings.

**12. The RFP gives 6 and 9 hours as the lengths of the two training courses. Does this time estimate include scheduled breaks, or are these times inclusive of the instruction only?**

Yes, the time estimate does include breaks.

**13. Can you provide the training modules in advance of the RFP deadline, so that we can build our strategy on those modules? If they are already available online, can you provide the link?**

No. The training modules will be provided to the Successful Proposer.

**14. The RFP states that this work should be completed by 2025. Does that mean the start of 2025 or the end of 2025?**

We would want the work completed by the end of 2025.

**15. Can the trainings be designed for a hybrid approach with both in-person and virtual components to the training? Does the county have a preference?**

Please see the response to question 3.

**16. While the curriculum has been developed, is there also a prescriptive facilitation guide that accompanies the curriculum, or will the successful proposer be tasked with designing the facilitation approach and guide for the training (e.g., large group work, small group work, breakout rooms, etc.)?**

There is a facilitator's guide, and DHS staff will take the Successful Proposer through a train the trainer process.

**17. Is there an existing LMS or teleconferencing platform that Allegheny County will want the successful proposer to utilize for the trainings, or will the proposer select a platform for virtual training delivery?**

Please see the response to question 10.

**18. Are proposers expected to provide a certificate of completion for attendees or actual continuing education credit? If we are to provide CE credits, for which professions? Are proposers allowed to include the costs of CE as part of the budget? Since the county has already used this curriculum, could you specify which profession types received CE credits already?**

A certificate of completion will be required. Please also see the response to question one. DHS will consider all proposed costs for reasonableness and negotiate the final budget with the Successful Proposer.

**19. Approximately how many trainers from DHS are available to assist the successful applicant? Are these trainers able to become part of the training team and actively train with the successful respondent's team?**

Zero.

**20. Could the county provide additional details about the curriculum, and if it has determined class size and composition? Has the county considered best practices around both of these aspects of training delivery?**

Further details regarding the curriculum will be shared with the Successful Proposer, and yes, we have considered best practices. Please see the response to question four for the preferred class size.

**21. Are there details you may share on the facilitation approach, as this will have a significant impact on the budget and size of the training teams? (For example: does the facilitation guide ask for certain number of break-out discussions? Are there any specific guides around how many trainers the County would like to have per session?)**

Each training requires two facilitators. Diversity of the facilitators is an important part of the strategy. We try whenever possible to have facilitators of different racial groups and different sexual orientation, and/or gender identity, facilitate together. This helps to support facilitators that are members of marginalized groups. Session sizes should not exceed 20-25 participants. Please also see the response to question 16.

**22. To meet the evaluation requirements, does the county expect evaluation of the coordination of content in addition to evaluation of participant learning?**

Yes.

**23. Will DHS provide the training space/facility, or does the respondent need to secure and pay for a venue/ technology? Will DHS provide staff accommodation needs? How about snacks/water?**

We can coordinate training space and will accommodate staff needs. Snacks and water will not be included.

**24. Will the training efforts be tied to larger DEI initiatives within the county? The only way to evaluate at the Level 4 Kirkpatrick model would be if there were DEI metrics to track outcomes of DEI efforts across the County. Does it make sense to include this in the proposal given that the development of an overall strategy and metrics are not within the current scope?**

These training efforts are tied to DHS's DEI initiatives, not the county.

**25. Considering the timeline for posting the answers to bidders' questions, would the County kindly consider extending the deadline a few days to allow respondents to adjust the narrative, plan and budget based on the county's answers? Your answers to some of our questions will have a significant impact on our submittal, and we would like to present the most responsible, comprehensive and accurate proposal/budget possible.**

Yes. This RFP will be amended to extend the submission deadline date to 3:00 PM Eastern Time on Wednesday, July 6, 2022. The deadline for questions will be extended to 3:00 PM Eastern Time on Friday, June 24, 2022.

**26. Does DHS have a contract with a CE provider and/or is DHS a CE provider? If yes to either, for which professions?**

No. This requirement is only for university applicants willing to be an accrediting body. All other proposers need only to provide a detailed certificate of completion. Please also see the response to question one.

**27. The RFP indicates that "1600 people as well as 340 direct service providers and other community partners" will be trained. Exactly how many people need to be trained?**

There are about 2,500 that need to be trained when we include community partners.

**28. Who is the approved accrediting body for DHS CEUs?**

This requirement is only for university applicants willing to be an accrediting body. All other proposers need only to provide a detailed certificate of completion. Please also see the response to question one.

**29. Whether a non-certified MWDBE company will negatively impact vendor proposals?**

No, but you are required to fill out the MWDBE documentation. Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Enterprises and expects that Successful Proposers make a "good faith effort" in assisting the County in meeting these goals. Please complete the MWDBE documentation to the best of your ability. If during review, the Equity and Inclusion Department finds errors in your MWDBE documentation, they will contact you and help you correct them.

**30. Will the Board Member information be kept confidential? (specifically address, email, and telephone).**

Yes.

**31. As indicated in the RFP-"The funding for this Agreement shall not exceed \$1 million per year." - What is the budget guideline for the Planning Phase from July 2022 to December 2022?**

We do not have a budget guideline for the planning phase. DHS will consider all proposed costs for reasonableness and negotiate the final budget with the Successful Proposer.

## Amendments

### June 2, 2022

The proposal and questions deadlines and the estimated award decision/notification were all extended to allow for more time for proposal development. The following chart outlines the changes:

	<b>Original Deadline</b>	<b>Extended Deadline</b>
Deadline for Questions	<del>Wednesday, June 1 at 3 p.m. Eastern</del>	Friday, June 24 at 3 p.m. Eastern
Last Website & Q&A Update	None stated	Thursday, June 30 at 6 p.m. Eastern
Deadline for Proposals	<del>Wednesday, June 8 at 3 p.m. Eastern</del>	Wednesday, July 6 at 3 p.m. Eastern
Estimated Award Decision/Notification	July 2022	August 2022

In the RFP, all dates were changed according to the chart.

In addition, DHS will now update the solicitations webpage only on Thursdays to help manage workflow. Section 4.2 of the RFP was updated to explain this change. It originally said:

#### 4.2 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 Wednesday, June 15, 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.

Now it says:

#### 4.2 How to Contact DHS about this RFP **and RFP Communications**

- a. **If you have any questions about this RFP, please email us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).**
  - **All content-related questions must be emailed by the Questions Deadline at 3 p.m. Eastern Time on Friday, June 24, 2022.**
  - **You may submit technical or logistical questions at any time, even after the Questions Deadline.**

- b. All information about the RFP, including answers to all content-related questions and any changes or amendments, will be posted at our Active Solicitations website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- Please check this website regularly for answers to questions, additional information and changes to the RFP or the RFP process.
  - The website will be updated only on Thursdays, with any new information visible after 6 p.m.
  - The last Q&A and website update for this RFP will be on Thursday, June 30, 2022, at 6 p.m. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.

**June 10, 2022**

**32. There is confusion regarding your Answers to Question #3 and #23 in your May 26,, & June 2, 2022 response sheet -can you please confirm whether or not you will provide a dedicated training space or facility? If so, where is it located? Is there a charge? If so, how much per day?**

We can provide training space, but we do not have a dedicated training facility. Additionally, we are open to the Successful Proposer using their own space for training. Our training space, if needed, is located in the Human Services Building at 1 Smithfield Street, Pittsburgh, PA, 15222, and utilization of the space for the training would be free of charge for the Successful Proposer. However, the Successful Proposer would need to coordinate plans to request the space for the days and times they plan to use it.

**33. Is there a DHS/state govt. preferred conference venue?**

In-person trainings should occur in the County, and we would prefer places with access to parking and/or public transportation.

**34. Is there a special curriculum for Virtual Sessions?**

No, it is the same curriculum.

**35. What is the preferred percentage of live to virtual meetings offered for each segment?**

We prefer virtual sessions which increase accessibility for staff participation. We would estimate we prefer 90% virtual to 10% in-person.

**36. What is the cap for virtual participants?**

20-25.

**37. Do Virtual Sessions require 2 facilitators?**

Yes.

**38. Is there going to be a special training curriculum? What format, electronic or paper?**

Yes. The curriculum will be available in both formats.

**39. Is the training curriculum only in English? If so, must training curriculum be translated?**

We are willing to translate training materials to accommodate staff. We are also willing to hire an interpreter to accommodate LEP staff.

**40. Are resumes and bios part of the 11-page limit for the Requirements section of the response form? If yes, can we include resumes/bios in an attachment so that they aren't subject to page count?**

We are not requesting resumes. Please provide only a brief bio of qualifications, as requested on the Response Form. The bios will count towards the 11-page limit. You may not submit them as attachments. Attachments we have not requested are not given to the evaluation committee.

<b>June 23, 2022</b>
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**41. Can the trainers contracted to deliver trainings have additional jobs outside of the organization identified to execute the RFP?**

Yes.

**42. How long are the Train the Trainer sessions for the two modules and is DHS expecting these sessions to be in person?**

The sessions can be facilitated virtually. The Train the Trainer process takes about 1 month with weekly sessions of two to three hours.

**43. Is DHS able to provide training space (free of cost) or should we be factoring that into the budget? If DHS is able to provide space, how much space is available?**

Please refer to questions 3, 23, 32 and 33. Ultimately, the space we can provide would depend on the rooms available. However, given availability, we would estimate we could have three to four full sessions occurring at the same time.