



Allegheny County Department of Human Services
Request for Proposals

Equity Training

RFP Posting:

Wednesday May 4, 2022

Deadline for Questions:

3 p.m. Eastern Time on Friday June 24, 2022

Submission Deadline:

3 p.m. Eastern Time on Wednesday, July 6, 2022

Estimated Award Decision/Notification:

August 2022

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

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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. CEU: Continuing Education Unit
4. 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
5. DHS: [Allegheny County] Department of Human Services
6. GARE: Government Alliance on Race and Equity
7. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
8. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
9. Response Form: The Word document in which Proposers respond to requested information about this RFP
10. RFP: Request for Proposals
11. 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 coordinate, deliver and evaluate equity trainings developed by DHS. The ideal Proposer will have a strong commitment to advancing equity and justice; experience with similar equity-related trainings; capacity to provide dedicated, qualified staff to coordinate and facilitate the trainings; and capacity to design and implement a strategy to evaluate the effectiveness of the trainings.

Award Details

DHS intends to enter into an Agreement with one Successful Proposer for a term of three years with the possibility of renewal based on the Successful Proposer's performance. The funding for this Agreement will not exceed \$1 million per year. Proposers should justify and explain all costs in their Proposal. DHS will consider all proposed costs for reasonableness and will negotiate and agree upon final budgets with the Successful Proposer.

Who can submit a Proposal

Anyone, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, 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, in which two or more organizations partner together submit to one Proposal, are permitted. See Section 4.2.c for details.

What is important to us

It is important to us that the Successful Proposer has:

- The capacity to deliver trainings to DHS's staff of nearly 1,600 people as well as the staff of DHS's 340 direct service providers and other community partners.
- The ability to award Continuing Education Units (CEUs) to training participants.
- The capacity, resources and knowledge needed to evaluate the trainings for continuous quality improvement.

What we don't want

We are looking for a Proposer to coordinate, facilitate and evaluate trainings, not to *develop* the trainings. DHS already has developed the trainings.

Timeline

Deadline for Questions	Friday, June 24 at 3 p.m. Eastern
Last Website & Q&A Update	Thursday, June 30 at 6 p.m. Eastern
Deadline for Proposals	Wednesday, July 6 at 3 p.m. Eastern
Estimated Award Decision/Notification	August 2022

Who we are

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/human-services/index.aspx>

Section 1: Why DHS is Issuing this RFP

At DHS, we are committed to ensuring all services, policies and processes are informed by our values of diversity, equity and inclusion.¹ This requires the active and intentional inclusion of people of varying social identities (e.g., race, ethnicity, gender identity and expression, sexual orientation, age, socioeconomic class, ability, religion, citizenship status and country of origin). Our commitment recognizes the social and structural differences that are deeply embedded in the fabric of society. By frankly addressing the privilege and power disparities that have led to unequal access to opportunities and resources, all people, regardless of social group or individual characteristics, will have an opportunity to succeed.

DHS's Office of Equity and Engagement (OEE) is responsible for leading DHS's efforts to advance diversity, equity and inclusion. OEE staff lead an array of initiatives, including creating and facilitating trainings for DHS staff and providers about SOGIE (Sexual Orientation, Gender Identity and Expression) and racial equity. However, staff capacity has become a challenge. All of DHS's 1,600 staff, as well as the staff of DHS's 340 direct service providers and other community partners, need to be trained in equity topics. This is not possible with our current staff capacity. Therefore, DHS wishes to contract with a Successful Proposer to coordinate, facilitate and evaluate equity trainings.

Section 2: What DHS is Looking For

DHS has developed equity-related trainings intended for DHS staff, provider staff and other community partners. DHS is looking for a Successful Proposer to coordinate, deliver and evaluate equity trainings using the existing training curricula that have already been developed.

¹ Allegheny County Department of Human Services. "DHS Vision Statement and Values and Principles for Integrated Practice." <https://www.alleghenycounty.us/Human-Services/About/Vision-and-Guiding-Principles.aspx>.

The Successful Proposer must work collaboratively with DHS staff to ensure successful implementation of the trainings.

Training Curricula

DHS's Office of Equity and Engagement has created and adopted two equity trainings:

1. ***Introduction to SOGIE:*** The first equity training is Introduction to SOGIE (Sexual Orientation, Gender Identity and Expression). This is a six-hour training divided into six modules. The training can be delivered in one sitting or over the course of two half-day sessions. A community training team made up of provider agencies, community partners and internal DHS staff developed the training.

The six modules include:

- Module 1: Introductions and expectations
 - Module 2: Health disparities
 - Module 3: SOGIE terminology and spectrums review
 - Module 4: Comfort and readiness
 - Module 5: Talking to youth
 - Module 6: Best practices for youth in a child welfare placement outside their home
2. ***Advancing Racial Equity in Allegheny County:*** The second equity training is Advancing Racial Equity in Allegheny County. This training was adapted from Race Forward's Government Alliance on Race and Equity's (GARE) Advancing Racial Equity training and re-designed to be delivered synchronously. This second equity training is nine hours long and is divided into three three-hour modules.

Modules include:

- Module 1: The Role of Government
 - Gain awareness of government's role in creating racial inequity
 - Clarify key terms and concepts to support the normalizing of racial equity
 - Be motivated to take action
- Module 2: Implicit Bias
 - Learn how bias operates in individuals and in society
 - Explore our own biases and assumptions through interactive activities and reflections
 - Identify tools and resources to intervene in our own biased thinking and that of institutions
- Module 3: Putting It All Together
 - Be able to identify instances of individual and institutional, implicit and explicit racism
 - Define institutional and structural racism
 - Practice using the racial equity tool to put your plan in action

Other Equity-Related Trainings: DHS may ask the Successful Proposer to facilitate additional equity-related trainings as other equity-related learning gaps are identified in our workforce. If this occurs, the Agreement will be amended at a later date.

Specific Responsibilities

The specific responsibilities of the Successful Proposer are to: 1) coordinate, 2) facilitate and 3) evaluate trainings described in the Training Curricula Section of this RFP.

1. **Coordinate:** The Successful Proposer will be responsible for scheduling trainings, managing the registration process, sending confirmation and reminder emails to registrants, securing space and equipment for trainings, ensuring participants' accessibility-related needs are met, managing technical considerations and obtaining CEUs for participants.
2. **Deliver:** The Successful Proposer will be responsible for training their staff to deliver the trainings using the established training curricula previously described.
3. **Evaluate:** The Successful Proposer will design and implement a plan to evaluate the training and participants' knowledge gains. This evaluation plan may include pre- and post-surveys, self-assessments or other methods. DHS will work with the Successful Proposer to develop a process and timeline to report data to DHS.

Collaboration with DHS

DHS has certified trainers on staff to deliver the training curricula previously described. We also have trained trainers to deliver the trainings, and, as such, have insights from our implementation of the training curricula. The Successful Proposer will be expected to collaborate with DHS trainers to understand the training facilitation process and the train-the-trainer model. They also must collaborate with DHS staff on a plan to design and implement a training evaluation and continuous quality improvement.

Implementation Timeline

DHS envisions an implementation timeline of three phases:

1. **Award and Contracting Phase:** DHS expects to notify the Successful Proposer in May 2022. The contracting process between the Successful Proposer and DHS will commence in June 2022, with the contract starting on July 1, 2022.
2. **Planning Phase:** From July 2022 through December 2022, the Successful Proposer will hire (if necessary) and train staff to coordinate and facilitate the trainings. The Successful Proposer also must design a strategy to evaluate the effectiveness of the trainings. The Successful Proposer must collaborate with DHS staff throughout this

planning phase.

3. **Implementation Phase:** The Successful Proposer will begin offering trainings in January 2023. The Successful Proposer will first train DHS's entire staff by 2025. Then, the trainings will be offered to DHS providers and other community partners.

Section 3: Proposal Requirements and Evaluation Criteria

DHS will evaluate Proposals based upon the evaluation criteria listed below. 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. The maximum score that a Proposal can receive is 100 points, as outlined in the following sections.

Organizational Experience (15 points possible)

- Commitment and approach to advancing equity and justice (10 points)
- Experience with providing similar trainings (5 points)

Implementation (25 points possible)

- Detailed implementation timeline with dates and objectives (5 points)
- Approach to effectively coordinating and delivering trainings (10 points)
- Plan for collaboration with DHS to implement the trainings (10 points)

Staffing (20 points possible)

- Proposed staffing plan, including description of key staff roles and responsibilities (10 points)
- Plan to provide dedicated, qualified staff to coordinate and facilitate the trainings (10 points)

Evaluation (20 points possible)

- Plan to evaluate Introduction to SOGIE and Advancing Racial Equity in Allegheny County trainings (10 points)
- Two examples of training evaluations and/or continuous quality improvement processes that you have implemented (10 points)

Budget (10 points possible)

- A detailed line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the trainings (5 points)
- A budget narrative that clearly explains and justifies all line items in the proposed budget (5 points)

Section 4: How to Submit a Proposal

4.1 Submit a Proposal

- 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)
- 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.
- Collaborative Proposals
 - Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
 - Lead Agency: The County can enter a contract with only one partner of a Collaborative Proposal. Therefore, a Collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
 - Partners: Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.
 - Entities may participate in more than one Collaborative Proposal.
- Proposers must submit a complete Proposal that includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - Partner commitment letters, if applicable
 - Minority, Women or Disadvantaged Business Enterprise (MWDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
 - Allegheny County Vendor Creation Form
 - Audited financial reports or other financial documentation for the last three years
 - Internal Revenue Service Form W-9
- Proposers should not send any attachments other than those listed either above or in the Response Form.
- 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.

- g. Proposers must 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.
- h. Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Wednesday, July 6, 2022 to be considered for review.**
- i. 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.
- j. 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.

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.
 - a. All content-related questions must be emailed by the Questions Deadline at 3 p.m. Eastern Time on Friday, June 24, 2022.
 - b. 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.
 - a. Please check this website regularly for answers to questions, additional information and changes to the RFP or the RFP process.
 - b. The website will be updated only on Thursdays, with any new information visible after 6 p.m.
 - c. 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.

4.3 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).

4.4 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 DHS 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, which will be comprised of evaluators with expertise in the subject matter of this RFP, 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 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 that are not awarded an Agreement but who are interested in receiving feedback regarding their submission may request a phone call at 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.

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:
- [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 can 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:
- [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.
- 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.