

Allegheny County
Department of Human Services
Request for Proposals Q&A

U.S. Department of Housing and Urban Development (HUD) Permanent Supportive Housing Program

April 14, 2015

7.) On page 11 of the RFP, it states “Please provide your organization’s financials” but this is not indicated in the required attachments... can you please clarify this as well?

If your organization is a non-profit, please provide your past two years of financial audits. If your organization is for profit and this information is not publically available, please indicate this in your Proposal.

6.) The Cover Page: Is this just a simply typed page that indicates our organization name, etc?

Please use the Cover Page template found on DHS’s Solicitation webpage under Documents- Required for all Submissions: <http://www.alleghenycounty.us/dhs/solicitations.aspx>

5.) MWDBE Participation Statement form: When I tried many, many times to click the link on the RFP site to get to the waiver form, I got nowhere. I even tried to find it elsewhere online but to no avail. Where can I indicate something and how do I satisfy this requirement?

You can find the MWDBE Participation Statement on DHS’s Solicitation webpage under Documents- Required for all Submissions: <http://www.alleghenycounty.us/dhs/solicitations.aspx>. If this link does not work for you, please email us at DHSProposals@AlleghenyCounty.US.

Only Minority, Women, or Disadvantaged Business Enterprise (M/W/DBE) firms certified by an acceptable entity can be counted towards the County’s goals. A certified Minority Business Enterprise may utilize their firm to fulfill the County’s Minority Business Enterprise goal; however, a good faith effort must be conducted to fulfill the County’s Women Business Enterprise goal. A certified Women Business Enterprise may utilize their firm to fulfill the County’s Women Business Enterprise goal; however, a good faith effort must be conducted to fulfill the County’s Minority Business Enterprise goal. A firm certified as both a Minority Business Enterprise and Women Business Enterprise may choose to fulfill the County’s Minority Business Enterprise or Women Business Enterprise goal but not both. For more information about M/W/DBE, please reference DHS’ M/W/DBE Contract Specifications Manual at: <http://www.alleghenycounty.us/WorkArea/DownloadAsset.aspx?id=41829>

4.) Vendor Creation Form: Not sure what this is – can someone clarify please?

You can find the Vendor Creation Form on DHS’s Solicitation webpage under Documents- Required for all Submissions: <http://www.alleghenycounty.us/dhs/solicitations.aspx>.

3.) Executive Summary: Is this the same as a letter of support, signed by our Executive Director?

No. Your Executive Summary should be a one page high-level summary of your organizational experience and your approach to implementing the program.

2.) I'm also a little thrown off by the use of the terms "budget and budget narrative" – I really see no place to enter any narrative; I've just filled in numbers, etc where the grids allow. Am I missing anything?

Please provide a detailed justification for your costs underneath each grid in Appendix A.

March 26, 2015

1.) Please note two modifications to the original RFP. The RFP was changed on 3/26/15 to reflect these changes.

- Funding will not exceed \$294,425.
- Leverage (other than match) may support the Program's ineligible activities, e.g. staff training.