

**Allegheny County**  
**Department of Human Services**  
**Request for Proposals Q&A**  
RFP for an Independent Assessment of Financial Operations

**August 22, 2019**

- 1. Can sample work or other graphic images be included in the response as attachments? If so, does this count against the page limitations?**

No, do not provide additional attachments other than those requested in the Response Form. Any additional attachments will not be given to the evaluation committee.

- 2. Are graphics permitted in the boxes on the response form or is it text only?**

Yes, you may use graphics in the Response Form. They will count against the page limitations.

- 3. The RFP states that Proposers must use the Response Form, which we intend to do. However, would it be possible for us to recreate this form in our standard proposal format, keeping the questions intact? If no, would it be acceptable for us to include the Response Form inside a document that will also include the required attachments, along with a transmittal letter and Table of Contents so that all items are together and can be easily reviewed?**

No, please do not recreate the Response Form in another format. Please enter your answers directly into the Word document. You may submit the Response Form and all attachments as a single document if you wish, and you may include a table of contents. However, a transmittal or cover letter would be considered an additional attachment beyond the ones requested, and will be removed from your proposal before it is shared with the evaluation committee. Also see Question 1.

- 4. On page four of the RFP, it states a term of approximately 10-12 months. However, on page 12 it requests a detailed project timeline for ten months. Could you confirm the exact term of the contract?**

There is a difference between the project timeline and term of the contract. The goal is to complete the project in 10 months. The term of the contract with Allegheny County will need to be one year.

**August 27, 2019**

- 5. The RFP states on page 10 that “the assessment will NOT encompass contracting processes.” However, on page 10, one of the “in scope” items is “commitments and encumbrances” which could include contracting. Contracting can entail many aspects**

such as legal review, rate setting, audits, reimbursements, and claiming. Can you clarify what is in versus out of scope regarding “contracting processes?”

The assessment does not encompass contracting *processes*. “Commitments and encumbrances” on page 10, refers to *the financial reporting of the contract results*, not to the processes that led to those commitments and encumbrances.

**August 28, 2019**

**6. Can you provide an organization chart and listing of positions for Financial Operations?**

Please see the Financial Operations Organizational Chart posted with the RFP announcement at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

**September 4, 2019**

**7. You listed that you hope to improve the following: Integration with other operations, such as contracting compliance and human resources, and the human services programs that DHS delivers; and Integration with County offices responsible for financial oversight (the Allegheny County Office of Budget and Finance, County Council, County Controller and County Treasurer). Can you define to what extent the other operations and other county offices will be part of the scope?**

Other county offices: We will not ask the Successful Proposer to include other county offices in the assessment, other than the Office of Budget and Finance. We included mention of other county offices/elected officials so that vendors would account for the time to assemble a picture of how DHS interacts with these offices (which they can do by speaking with the director of the Office of Budget and Finance, the County Manager, and the director of DHS).

Other operations: Human Resources, Contracting, and other operations are not in scope in the assessment. We are, however, open to the assessment identifying actions that DHS can take that are technically outside of the “financial” area that could help us meet the goals of this project (e.g., if the Successful Proposer finds a challenge with hiring people with the qualifications needed, they might propose a change that impacts our H.R. function).

**8. Do you expect the chosen vendor to meet other County agencies?**

We expect the vendor to meet with the director of the County’s Office of Budget and Finance and the County Manager.

**9. Do you expect the vendor to help implement all recommendations, or a selected few? Does it include change management?**

We expect the vendor to make recommendations in priority order, and to assist us in implementing those of highest priority. We expect the implementation phase to be negotiated to fit the number of hours budgeted. We have not included change management as part of this scope of work; if your firm wishes to propose this as part of the project, we would be interested in considering it.

**10. Does any documentation of the current financial processes exist?**

We will provide to the Successful Proposer documentation of the following:

- Teams: Their roles; leaders; and name and function of each individual
- Processes: High-level description of the major processes, across a fiscal year
- Reports: Key reports that the department's director/other leaders use to monitor spending and revenues

**11. What is the expected format of the phase 1 process documentation?**

We expect a written document and a presentation that reflect the level of work, but are not wedded to any format.

**12. Phase 2 includes assessing the effectiveness of design. Is there also an expectation to test the operating effectiveness of identified controls?**

We do not expect phase 2 to include testing.

**13. How many individuals make up the financial management staff of the Office of Analytics, Technology and Planning?**

50 people.

**14. Is there an expectation to meet with other key staff of program offices who work with leaders on developing budgets/financial management in addition to the leaders of each program office?**

For most program offices, DHS has centralized budgeting within its Administrative functions (which recently became part of the Office of Analytics Technology and Planning). The internal customers for admin (including Financial Management, Budget and Reports) are the deputy directors who lead the program offices; and operations leaders. We expect that the vendor will want to work with those deputies (5), the executive deputy for program integration (1), and a set of operations managers/asst. deputies (5).

**15. We are a for profit entity who is exempt from the 2 CFR Subpart F Single Audit requirement. In addition, as a privately held company, we do not have public audits conducted by a CPA. We will agree to allow the County to audit any financial records related to this contract with reasonable notice. Please confirm that this is acceptable to the County.**

Yes, if you do not have audited financial reports, you may submit other documentation that attest to the financial health of your organization with your Proposal. Please note that providing financial documentation is a requirement of contracting through Allegheny County.

**16. Could the County please confirm that a Fraud, Waste, and Abuse policy is required of the vendor selected for this project?**

Yes, if selected the Successful Proposer must be willing to comply with contract requirements. For more information about contracting, please see section 6 of the RFP and the [DHS Contract Specifications Manual](#) and other contract documents on our website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations) under the gray bar called "Required Documents."

**17. Can a SDVO Disabled or a SDBE firm meet the 13% participation by a Minority Business Enterprise requirement?**

Allegheny County accepts MWDBE certifications issued by the Pennsylvania Unified Certification Program and others on a case by case basis. For more resources about the MWDBE requirements, please see our website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations) under the gray bar called "Required Documents." For specific questions, please contact Allegheny County's MWDBE Department directly at 412-350-4309 or <http://www.alleghenycounty.us/mwdbbe/contact/index.aspx>.

**18. Can a WBENC business meet the 2% participation by a Women Business Enterprise requirement?**

See question 17.

**19. Do the MBE/WBE business need to be certified in Allegheny County or just in the state of Pennsylvania?**

See question 17.