

Allegheny County

Department of Human Services

REQUEST FOR PROPOSALS

ALLEGHENY COUNTY JAIL COLLABORATIVE REENTRY SERVICES

RFP ISSUED	March 3, 2015
QUESTIONS AND REQUESTS FOR CLARIFICATION ACCEPTED VIA EMAIL	Until 5 Business Days Before Proposal Due Date
RESPONSES (Q & A) POSTED ON WEBPAGE	Ongoing- Final Q&A Posted 1 Business Day Before Proposal Due Date
PROPOSALS DUE	April 13, 2015
ESTIMATED AWARD DECISION / NOTIFICATION	June, 2015
ESTIMATED START DATE	July, 2015

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GLOSSARY

ACJ: Allegheny County Jail

Agreement: The contract negotiated between the County and the Successful Proposer to provide the Contract Services

Application: The Allegheny County Jail Collaborative’s computer application, used to track referrals, services delivered and outcomes for those services

CBT: Cognitive Behavioral Therapy (CBT) is a type of psychotherapeutic treatment that helps patients understand the thoughts and feelings that influence behaviors

Collaborative: The Allegheny County Jail Collaborative (Collaborative) consists of leadership from DHS, the Allegheny County Jail and the Allegheny County Health Department who work together to increase public safety and reduce recidivism. To achieve these goals, the Collaborative joins the forces of government agencies, court officials, service providers, ex-offenders, faith-based community organizations, families and the community at large.

Contract Services: The specific services that the Successful Proposer(s) agrees to provide to the County in response to this RFP, as more particularly described in the Scope of Services in the Agreement

CRC: Community Resource Centers (CRCs) (formerly known as “Day Reporting Centers”) are one-stop shops for services for individuals on probation and parole that are returning to their communities and can benefit from education, employment, housing assistance and other services.

DHS: Allegheny County’s Department of Human Services (DHS) is the agency responsible for providing and administering publicly-funded human services to Allegheny County residents. DHS is dedicated to meeting these human service needs, most particularly for the county's vulnerable populations, through an extensive range of information exchange, prevention, early intervention, case management, crisis intervention and after-care services.

GED: The General Educational Development (GED) test (high school equivalency).

PCPC: The Pennsylvania Client Placement Criteria for Adults (PCPC) is an assessment instrument used to determine the level of Drug and Alcohol treatment that an individual needs.

PO: Probation Officer

Proposal: The response submitted by a Proposer to this Request for Proposals

Proposer(s): Entity or entities submitting a Proposal to the County in response to the RFP in an effort to become the Successful Proposer

RFP: Request for Proposals

Successful Proposer: The Proposer selected by the County to provide the Contract Services

GENERAL INSTRUCTIONS AND INFORMATION

Purpose

Allegheny County is soliciting proposals on behalf of the Allegheny County Jail Collaborative (Collaborative) to provide one or more reentry services (as described in the Scope of Services) for Allegheny County Jail (ACJ) inmates, ex-offenders and their families, both in the ACJ and in locations throughout the community. Allegheny County intends to use the results of this RFP process to award one or more contracts for 3 years, with the option for the County to extend the Agreement for an additional three-year term. The total pool of funds available to the County to pay for all reentry services requested pursuant to this RFP depends upon grants and state funding but is currently estimated to be \$1.2 million.

General Information about a Request for Proposal

Allegheny County issues Requests for Proposals (RFPs) to identify entities with the ability to meet the identified needs and quality standards within specified program and funding guidelines. Evaluation criteria are included in an RFP to measure how well a Proposal meets these criteria. The County may request additional information and/or a presentation from the Proposer during the Proposal evaluation period. Following the evaluation period, an Agreement to provide the Contract Services may be awarded to the most qualified Proposer(s), that is, the Successful Proposer(s).

The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

Communication about this RFP

DHS is the "Issuing Office" for this RFP and is the sole point of contact for all questions and communication regarding this RFP. All communication about the RFP, including requests for additional information or clarification, should be submitted via email to: DHSProposals@alleghenycounty.us.

All questions and/or requests for clarification concerning this RFP must be submitted no later than five business days prior to the proposal due date in order to guarantee a response on the website.

All information about the RFP, including changes, clarifications and responses to Proposer questions, will be posted on the RFP website at: <http://www.alleghenycounty.us/dhs/solicitations.aspx>

Eligibility

Entities eligible to submit a Proposal in response to this RFP include non-profit organizations and for-profit organizations, businesses or individuals. In order to be considered under this RFP, Proposers must be willing and able to meet all of Allegheny County's contract requirements. These contract requirements are available at: <http://www.alleghenycounty.us/dhs/contracting.aspx>.

Minority, Women or Disadvantaged Business Enterprise (M/W/DBE) Requirements

This RFP contains requirements for Proposers to assist Allegheny County in meeting its M/W/DBE goal (all contracts and other business activities entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs). A listing of M/W/DBEs certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at www.county.allegheny.pa.us/mwdbe

For more information about M/W/DBEs, please review the following. An M/W/DBE Participation Statement or Waiver Statement is **REQUIRED** with proposal submission

[MWDBE Contract Specifications Manual](#)

[MWDBE Participation Statement form](#)

[MWDBE Waiver Statement form](#)

Proposal Preparation Costs

The Proposer is responsible for all costs related to the preparation and submission of a Proposal. Allegheny County is not obligated, in any way, to pay any costs incurred in the preparation and submission of a Proposal.

BACKGROUND

About DHS

DHS was created in 1997 to consolidate the provision of human services across Allegheny County. It is the largest department within Allegheny County government. In addition to its Executive Office, DHS encompasses five program offices (Behavioral Health; Children, Youth and Families; Community Services; Intellectual Disability; and the Area Agency on Aging) and three support offices (Administrative and Information Management Services; Community Relations; and Data Analysis, Research and Evaluation). Last year, DHS served more than 210,000 individuals (approximately one in six County residents) through an array of 1,700 distinct services.

DHS is responsible for providing and administering publicly-funded human services to Allegheny County residents and is dedicated to meeting these human service needs, particularly for the County's most vulnerable populations, through information exchange, prevention, early intervention, case management, crisis intervention and after-care services.

DHS provides a wide range of services, including: services for older adults; mental health and drug and alcohol services (includes 24-hour crisis counseling); child protective services; at-risk child development and education; hunger services; emergency shelters and housing for the homeless; non-emergency

medical transportation; job training and placement for public assistance recipients and older adults; and services for individuals with intellectual and/or developmental disabilities.

DHS provides services to eligible individuals without regard to race, color, sex, gender identity or expression, sexual orientation, age, religion, national origin, political affiliation, disability, familial status, military service, or religious, community or social affiliations.

About the Allegheny County Jail Collaborative (Collaborative)

The Allegheny County Jail Collaborative (Collaborative) formed in 2000 with the aim of improving public safety by reducing the rate of recidivism for men and women released from the ACJ. The Collaborative is led by its Cabinet, which includes the Warden of the ACJ, the directors of DHS and the Allegheny County Health Department, the President Judge of the Allegheny County Court of Common Pleas, the Administrative Judge for the Criminal Division of the Allegheny County Court of Common Pleas, and a representative of the County Executive.

Through this leadership and the collective action of its members, the Collaborative has helped to make the criminal justice system more efficient (for example, by designing a new Discharge and Release Center) and more responsive to the community and families by establishing:

- an improved information and referral service at the ACJ
- a new system of family visits and telephone calls with inmates
- a Reentry Program that provides rehabilitation services in the ACJ and a better transition to the community for individuals who are at higher risk of recidivating
- three Community Resource Centers (CRCs) (also known as day reporting centers), which are one-stop shops for services for individuals on probation and parole who are returning to their communities and can benefit from education, employment, housing assistance and other services.

DHS studied the effect of the CRCs and found that, when compared with the traditional probation and parole approach, they more effectively reduced the number of re-arrests. The Urban Institute, a national research organization, studied the Reentry Program and found that it reduces recidivism. In this same study, the Urban Institute also highlighted ways in which the Collaborative could further improve the Reentry Program. The Collaborative has begun to incorporate these recommendations into its approach and services.

More information about the Collaborative and its services is available on DHS's website:

<http://www.alleghenycounty.us/dhs/research-crime-justice.aspx>

The Collaborative is committed to:

- Continuing its evidence-based services through the Reentry Program, which offers continuity by beginning in the ACJ and alternative housing and continuing after release in one of the three CRCs (South Side, East End and Mon Valley). In this way, individuals who are not able to complete their services in the jail can do so post-release.
- Continuing to improve the effectiveness of services for inmates and ex-offenders.
- Ensuring that services are well-coordinated, targeting ex-offenders with a higher risk of recidivating and addressing the needs identified in their service plans.

About the Collaborative's Reentry Program

The Collaborative aims to reduce recidivism and improve public safety. One important strategy for doing this is to prepare men and women for their release from the ACJ and their "reentry" into society. Building upon research and the experience of individuals and agencies working with inmates and ex-offenders, the Collaborative built a Reentry Program with the following key components:

- Screening and assessment using a validated risk/needs tool, in order to identify individuals who are more likely to recommit crimes, and individualized assessments that identify needs and strengths that can be built upon
- Service planning and enrollment in services shown to reduce the risk of criminal activity—so that individuals can get the services and supports designed to improve their futures
- Effective and consistent service coordination—so that individuals actually receive the services they need as well as the encouragement and accountability that matter
- Supervision by probation officers who know the ex-offenders and who provide both support and, when needed, graduated sanctions

Each Reentry Program participant has unique and individualized goals which form the basis of the service plan. At a minimum, these goals include:

- Sobriety
- A living-wage job
- Permanent housing

The Reentry Program targets a subset of all of the men and women who are in the ACJ and alternative housing (approximately 400 individuals). This target group has the highest priority for receiving reentry classes and services in the ACJ. It is comprised of those who are:

- Serving a sentence of 90 days or more
- At medium-to-high risk of re-offending
- Assigned to probation/parole supervision post-release

Depending on their service plans, Reentry Program participants may receive service coordination, Cognitive-Behavioral Therapy (CBT), Drug and Alcohol assessment and treatment, family support, adult education and job skills development, employment and training, transportation and housing assistance. Each participant is assigned a Reentry Probation Officer (PO).

As a result of the Urban Institute evaluation, the Collaborative made these and other changes to the Reentry Model:

- Established mechanisms to integrate the work of POs & service coordinators
- Established formal connections between the Reentry Program and the CRCs, so that offenders can start services in the ACJ and complete them at the CRCs while they are still residing in alternative housing or living in the community
- Changed the period of time an individual client is in the Reentry Program after release to 6-9 months post-release
- Required that all Reentry Program participants receive CBT
- Increased the focus on job training that includes work-related skills preparation and job placement into careers

- Ensured that all contracted providers, service coordinators and POs are using the Allegheny County Jail Collaborative’s Application (Application), a computer application for tracking referrals, services delivered and outcomes for those services

Target Group

The proposed reentry services will target men and women who are at medium-to-high risk of re-offending and who have been assigned to Allegheny County probation or parole supervision as part of their sentence. The ACJ and Adult Probation and Parole will determine clients’ risk levels and convey this information to the Successful Proposer(s) so that they can serve the eligible population.

Each of the proposed reentry services, as described under the Scope of Services Requested, will be provided to both men and women. The priority population is those individuals in the Reentry Program. The Collaborative will identify these and other eligible clients through the Application.

The Successful Proposer(s) is expected to serve the target population of offenders, including individuals with felonies. The Collaborative will not permit Proposers to deny participation in any of the proposed reentry services to anyone based upon type of offense.

SCOPE OF SERVICES REQUESTED

The Collaborative is seeking Proposals to deliver one or more of the following reentry services. The six proposed reentry services were selected on the basis of independent research that has shown them to be effective in reducing criminal action and/or recidivism¹. **Proposers may submit Proposals for one or more of the specified reentry services**, which will be provided to ACJ inmates, ex-offenders and their families, within the ACJ, within the CRCs and at other community locations. The Collaborative will also consider funding a seventh service category – innovative and creative solutions – in addition to the other six described in this Scope of Services.

Reentry Services

Specific criteria for each reentry service are described in the following pages. However, the following elements apply to all enumerated services and should be a component of any Proposal:

- To enhance the continuity of all services provided, the Collaborative expects Successful Proposer(s) to deliver services both inside the ACJ and in the community. In this way, offenders who are released from the ACJ before finishing a service can complete it post-release.
- The expectation is that the Successful Proposer(s), regardless of which service(s) is being provided, will communicate regularly with ACJ staff, other service providers (within the ACJ, in Alternative Housing and in the community), CRCs and POs and make appropriate referrals as necessary.
- Preference will be given to Proposals that incorporate CBT into the delivery of the each reentry service.
- The Application will be used by all Successful Proposers to a) continually update information and for use by all members of the team; b) make referrals; and c) track participation and outcomes for each participant.

¹ Service coordination and job training are NOT included in this RFP.

- The Application will serve as the record of service, and payments will be generated based upon the information and results recorded there.
- The performance standards and payment structure for every reentry service will be based upon the number of participants enrolled/served (based upon the criteria specific to each service) and achievement of appropriate milestones. The Collaborative may also develop a shared incentive for all Successful Proposers that will be based on decreases in participant recidivism rates.
- The ACJ and Adult Probation and Parole will provide space for agencies when the location specified is “ACJ” or “CRCs.” Otherwise, the Proposer is responsible for identifying an appropriate location.
- The Collaborative will give preference to Proposers whose practices include hiring ex-offenders.
- All Successful Proposers share responsibility with the ACJ, CRCs, POs and other involved systems for the common goal of successful reintegration (and lower recidivism).

Overview of Services & Locations

SERVICE	PRE-RELEASE SITES	COMMUNITY SITES
1. Cognitive Behavioral Therapy (CBT) <i>Estimated Funding:</i> \$200,000-\$285,000	ACJ Alternative housing facilities	3 CRCs: <ul style="list-style-type: none"> • South • East • Mon Valley
2. Drug and alcohol evaluation <i>Estimated Funding:</i> \$60,000-\$95,000	N/A	3 CRCs
3. Housing with supports <i>Estimated Funding:</i> \$80,000-\$100,000	N/A	Community housing locations
4. Adult Education <i>Estimated Funding:</i> \$150,000-\$210,000	ACJ (Clients in alternative housing will use community locations)	1 CRC Other community locations
5. Job search assistance <i>Estimated Funding:</i> \$260,000-\$340,000	N/A	3 CRCs
6. Family Support <i>Estimated Funding:</i> \$160,000-\$245,000	ACJ Alternative housing facilities	N/A
7. Innovative/Creative Solutions	As proposed by Proposer	As proposed by Proposer

Estimated Funding: \$50,000-\$150,000		
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1. Cognitive Behavioral Therapy (CBT)

All of the men and women in the Reentry Program will be enrolled in CBT while they are in the ACJ or alternative housing. This service will receive priority scheduling for inmates because of the impact it has been shown to have upon attitudes and behaviors. *In other parts of this RFP, preference will be given to reentry services that incorporate CBT within their service model.*

The Collaborative (through DHS) is seeking a licensed provider of an evidence-based CBT approach for **345** men and women per year in the ACJ or alternative housing and an additional **110** who first enroll in Alternative Housing, through the CRCs, or at other locations in the community. Proposers are asked to identify the CBT-based model that they will use and highlight its evidence base. Examples of evidence-based CBT models include: Thinking for Change; Reasoning and Rehabilitation; and Moral Reconciliation Therapy².

Research shows that effective CBT-based programs include the following elements:

- Provided by staff that is well-trained/qualified in delivering CBT
- Provided within groups of clients who learn together
- Uses an evidence-based model for inmates and ex-offenders
- Consistent in its approach both inside and outside of the jail
- Agency provides regular monitoring for fidelity to the model

Proposers should indicate whether the proposed CBT-based program is classroom-based and include the curricula to be used, the estimated length of the program and the admission strategy (cohorts versus rolling admission).

2. Drug and Alcohol Evaluation

The Collaborative is seeking Proposers to conduct drug and alcohol evaluations at the three CRCs. Having a Drug and Alcohol provider on site to conduct evaluations, identify the appropriate level of care needed and help participants make their first appointment with a treatment provider is crucial because participants are at a critical juncture in their recovery process. These on-site Drug and Alcohol evaluations and referrals are particularly important for those probationers at the CRCs who are undergoing drug testing by Adult Probation and Parole because they are often ready and willing to get help for their addiction.

The Collaborative is seeking a Proposer with experience in Drug and Alcohol evaluation and extensive knowledge of the Drug and Alcohol provider network. The Proposer will be based in the CRCs and be responsible for the following:

- Conduct Drug and Alcohol evaluations of approximately **400** men and women per year, using the Pennsylvania Client Placement Criteria for Adults (PCPC) assessment tool. Most evaluations will be scheduled by the PO at the CRC, but there will be walk-ins and/or others who have failed a urinalysis and for whom the PO has requested an evaluation.

² www.moral-reconciliation-therapy.com

- After determining the appropriate level of care, facilitate telephone calls to treatment providers. This includes providing information about provider locations and services and meeting the requirement of participant choice. The goal is for individuals who are referred to treatment to leave the CRC with an appointment. This is particularly important in cases in which there is a high level of care needed (e.g., hospital-based inpatient treatment). In these cases, the Proposer will utilize its network and designated DHS and Probation staff for assistance in finding an available treatment bed.

3. Housing Assistance

To reduce the number of Reentry Program participants who are homeless, the Collaborative seeks to contract with a Proposer for **30** short-term housing units with supportive services (20 of these units will be for individuals in the Reentry Program and 10 units will be for individuals on probation). The Reentry Program and Probation Office will make all referrals directly to the Successful Proposer of Housing Assistance. Housing is designed for single individuals (men and women) to have a period of time in which they can transition to permanent housing.

The period of time in short-term housing will range from three to nine months. At a minimum, the Proposer will provide assistance in finding permanent housing, but should also provide other supports, as necessary, such as meals and social groups/recreation.

For the 20 Reentry Program housing units, the Proposer does not need to provide case management, because the Reentry Program's team of service coordinators will provide this support and assistance. But for the 10 housing units for individuals referred directly by Adult Probation and Parole, the Proposer will need to provide case management.

The Successful Proposer(s) should also be highly knowledgeable about the housing options in Allegheny County, including those for individuals with special needs, including serious mental illness or co-occurring (Drug and Alcohol and mental health) disorders.

Proposals for this category of service should include a description of:

- Type of housing
- Types of supportive services
- Locations of housing
- Restrictions on client enrollment

4. Adult Education

The Collaborative seeks Proposals for Adult Education services that build academic and technical skills and prepare participants for the workplace. Adult Education services should include the following features:

- Integrates soft skills development within educational courses. This form of applied/work-oriented learning is an approach endorsed by the field of adult education in general and rehabilitation in particular.
- Uses an inside/outside model, with a transition between ACJ-based and CRC programs and other community locations that allows for post-release completion.
- Communicates with training providers to identify key requirements and makes adjustments to the adult education curriculum to help prepare individuals for participation (e.g.; a high school diploma or GED is required for most training programs, so enrollments into GED and success in passing the examination are a priority for the Collaborative).

The Collaborative seeks Proposers that can provide educational classes inside the ACJ, provide GED preparation at the CRCs, develop articulation agreements with community-based providers so that there is continuity of classes wherever possible, and coordinate with other education and training providers in the ACJ. The Collaborative is also interested in working with the Successful Proposer(s) to explore ways of building and demonstrating high school-level competence other than through the GED.

Proposals for this category of service should include a description of:

- Classes/curricula, if applicable. Include estimated length of classes/courses and whether these are in cohorts or rolling admission.
- Proposer's willingness to explore and test alternatives to the GED and a brief plan for how you would work with the Collaborative to investigate and develop recommendations for alternatives.

The Successful Proposer will provide the following education services to both men and women (in the ACJ, these services must be provided separately to men and women):

- Reading and math assessments:
 - **700** individuals in the ACJ. Assessments will occur in the Reentry Center/education area on Level 1 of the ACJ.
 - **36** individuals in the community. Assessments will occur at a community location identified with the Successful Proposer.
- Adult Basic Education, Pre-GED and GED preparation that integrate work-related skills
 - **112** individuals in the ACJ
- Pre-apprenticeship courses that integrate work-related skills
 - **200** individuals in the ACJ
- Employment preparation/computer literacy that integrates work-related skills
 - **300** individuals in the ACJ

In addition, the Proposer will be responsible for coordinating the transition of educational services for individuals leaving the ACJ and moving into the community.

The ACJ and the CRCs will provide space for classes and offices as well as land line telephones and internet service. The Adult Education Proposer will need to provide all equipment, such as computers, copiers and books/materials.

The Collaborative will give preference to Proposers who can leverage other resources and funding for Adult Education.

5. Job Search Assistance at the CRCs

Job Search Assistance will be provided to 455 ex-offenders at the three CRCs.

Job search assistance is envisioned as a combination of a) classes that prepare individuals with a résumé, interview skills and the ability to use computer-based job search tools and 2) intensive one-on-one job placement assistance.

POs at the CRCs will schedule individuals for job search assistance services, but the Successful Proposer will also be asked to organize one “walk-in day” per week. The goal is for anyone referred for job-related services—ranging from use of the computers for job search, to assistance in using the computers and software, to job placement guidance—to receive job search assistance at the CRCs.

Adult Probation and Parole will provide classroom space, desks, Internet access and computer equipment for the classroom and a separate job search lab. The Successful Proposer is expected to purchase all books, materials and supplies.

Proposals for this category of services should include a description of:

- Classes/curricula, if applicable.
- Estimated length of classes/courses
- Description of admission strategy (i.e., cohorts or rolling admission)

6. Family Support Service

The Collaborative seeks Proposals for Family Support Services designed to maintain or build positive family relationships, so that, upon release, the individual can rely upon the family’s support for help with housing, employment and meeting other reentry goals.

Family Support Services will include the following components:

- Parenting classes for 200 men and women in the ACJ, using an evidence-based curriculum and taught by instructors experienced with both the course and in working with the target population.
- Relationship classes for 150 men and women in the ACJ. The class should use an evidence-based curriculum and be taught by instructors experienced with both the course and in working with the target population.
- Coaching of inmates during free calls home with their children and/or other family members, which provides the opportunity to apply the lessons learned in classes.
- Coordination of family visits on one Saturday each month. This includes contacting the family (together with the inmate), assisting the family in making arrangements for getting to/from the ACJ, and serving as the family’s contact about visits and calls.
- Support for children and families during the Saturday visits. This support includes providing families with information about how they can support their incarcerated family members and providing inmates and families with information about the full range of services available to them.

7. Innovative/Creative Services

The Collaborative also is seeking Proposals for services not listed above but that can reduce the risk of criminal behavior and recidivism. Proposers are invited to describe other services that they could provide, the location of services and number of individuals served, and the expected impact.

Requirements for All Services

Staffing

The Successful Proposer(s) must make consistency of staffing (low turnover) a priority. This should be reflected in budgets that allow Proposers to employ and retain quality staff. Proposals should include information about management capacity and turnover rates within the agency.

Since the staff hired by the Successful Proposer(s) will be working in the ACJ as well as in the community, the Successful Proposer(s)' staff will need to meet the ACJ criteria for individuals who are permitted to come into the jail. These criteria, which are available from the ACJ's Deputy Warden for Inmate Services, include completing an Institutional Clearance Profile each year, completing all jail training requirements, and abiding by all ACJ policies.

Additional Data Tracking

In addition to documenting participation and outcome data in the Application, Successful Proposers must provide additional documentation and tracking information as specified by the terms of a Federal grant that will be funding services for a number of participants as of July 1, 2015.

Electronic and hard copy record storage

All case records (electronic or hard copy) will be maintained by the Successful Proposer(s) in a secure location.

It is expected that, with the exceptions mentioned above, the Successful Proposer(s) will provide its staff with computer access. Please note that no air cards, cell phones, or smart phones are allowed to be used in the ACJ. Internet access in the ACJ can be arranged with the Reentry Administrator.

Monitoring

DHS will monitor and assess service delivery, outcomes and expenditures for all reentry services.

Any concerns that the Collaborative or its funding members may have related to the expenditures and service quality or levels will be discussed with the Successful Proposer(s) and corrective action will be required and instituted where necessary. It may be necessary to reallocate funds awarded to the Successful Proposer(s) if the Successful Proposer(s) is unable to successfully achieve the service capacity levels that have been mutually agreed upon.

Payment

The County's payment for each reentry service will be based upon the number of individuals served and the relevant performance outcomes for each service. The exact terms of the payment structure will be determined in partnership with the Successful Proposer(s).

Planning

Successful Proposers must participate in a planning period for implementation.

PROPOSAL INSTRUCTIONS AND FORMAT

A complete Proposal must include all of the components listed below, submitted as a Word document or PDF (budget may be submitted in Excel). Use 1-inch margins, 12 point font and numbered pages. Single spacing is permissible. Please adhere to page limitations indicated below. Other than required attachments, no additional attachments will be accepted (attachments may be included as a link).

Organizational Experience

Proposers should complete only one statement of its organizational experience even if submitting a proposal to provide multiple reentry services.

- Describe your organization's philosophy and approach to service delivery.
- Provide a brief overview of your entire organization, the range of all services you offer, current contracts, your geographic coverage and the size of your operating budget.
- Describe your organizational experience working with inmates, ex-offenders and family members of offenders and ex-offenders, particularly in Allegheny County. Include data that demonstrate the extent to which your work successfully assisted participants in achieving desired outcomes.
- Describe your organization's experience in working with the ACJ, alternative housing, and/or the Adult Probation Office.
- Describe how the services for which you are submitting a proposal will fit within the overall administrative structure of your organization.
- Identify your organization's capacity for managing the finances for this contract and for providing accurate, timely reports of financial and program data.
- Summarize your organization's policy on hiring ex-offenders.
- Describe your organization's capacity to recruit, develop and supervise high-quality staff. Provide your agency-wide staff turnover rate for the past five years.
- Provide specific examples of how you have dealt with coordination and partnership with other organizations. Please describe how you addressed the benefits and challenges of such partnership(s).

Service Description

Proposers should complete this section separately for each reentry service that your organization is proposing to provide.

- Identify the specific category of service that you will provide from among the list of services in the Scope of Services section.
- Describe, in detail, how you will deliver the reentry service and how you will meet the requirements outlined in the Scope of Services section:
 - If the proposed services are based on a promising or best-practice model, describe the model, provide citations and explain why this approach was selected. If the project is not based on an approach that has been formally researched, provide evidence from agency experience that supports this approach and how it will help to reduce recidivism.
 - If proposing an innovative/creative service as defined in the Scope of Services section, it is not necessary for the service to be evidence-based. Please make a clear argument for why this service can be expected to reduce risk of criminal activity or recidivism and state your willingness for this service to be the subject of an evaluation by Allegheny County.
- Describe how the service will lead to the outcomes/performance measures established for this service.
- Describe how you will be able to leverage other funds or community relationships to provide this service.
- Describe your plan for partnering with the rest of the team of people working with the individuals and their families who are utilizing this service.
- Describe your staffing plan. Summarize the qualifications of the staff who will deliver the service and their supervisor(s). If staff is to be hired, provide job descriptions as attachments to your proposal.
- Describe how your plan presents a new, fresh or creative approach to service delivery.

Budget and Budget Narrative:

Provide your organization's financials and describe how they reflect your financial policies and organizational stability. If your organization is for-profit and this information is not publically available, please indicate this in your budget narrative.

Proposers should complete the following section separately for each reentry service your organization is proposing to provide.

Please provide a detailed 3-year budget and narrative that clearly supports the proposed model and implementation AND that fits within the funding guidelines **for each service**. If you anticipate that the annual operating budget will differ significantly from the budget for the start-up year, please provide both budgets, along with justification for the difference.

Your budget should clearly show:

- Cost by line item
- Staff salaries and benefits by position
- Any matching funds, listing the funding source.
- Total expenses and total revenues

Required for Submission

1. Executive Summary (1 page limit)
2. Organizational Description (3 page limit)
3. Service
 - Description (4 page limit per service)
 - Budget and Budget Narrative
4. References (1 page): Include name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization.
5. Required Attachments (Documents marked with a * are available on our website at <http://www.alleghenycounty.us/dhs/solicitations.aspx>)
 - Cover Page*
 - Resumes or job descriptions
 - MWDBE Participation Statement form*
 - W9*
 - Vendor Creation Form*

SCORING AND SELECTION PROCESS

Scoring Criteria

The narrative and budget sections will be evaluated as detailed below. Please note that each proposed service section will be scored separately.

Organizational Description (30 points)

Service (70 points)

Service Description (50 points)
Budget and Budget Narrative (20 points)

Selection Process

DHS will use a formal evaluation process to select the Successful Proposer, including review of the Proposal and additional information/presentation as requested. DHS may contact individuals or entities with whom the Proposer has had dealings in the past, regardless of whether or not they are included as references in the Proposal.

DHS will perform an initial screening of all Proposals received. For a Proposal to be eligible for evaluation, the Proposal must be:

- **Received from the Proposer by the due date/time**
- **Properly signed by the Proposer**
- **Properly formatted and include required forms and sections**

Proposals that do not meet the initial screening are subject to rejection without further evaluation.

After the initial screening has occurred, the evaluation process for Proposals is as follows:

- DHS will designate an evaluation committee to review and evaluate all Proposals submitted in response to this RFP. The evaluation committee may consist of some or all of the following individuals:
 - County employees/contractors
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
 - Individuals selected for subject matter/content expertise or experience, or by virtue of other relevant experience/knowledge
- The evaluation committee will evaluate the Proposals based upon the Scoring Criteria.
- The County retains the exclusive discretion to shortlist a small number of Proposals receiving the highest or most satisfactory evaluations for more extensive review.
- If determined necessary, DHS may contact the Proposer for the purpose of clarifying any ambiguities in the Proposal, requesting Proposal modifications, or discussing Budget modifications.

Oral Presentations and Site Visits

DHS may create a short-list of Proposers who will be invited to give an oral presentation and demonstration of their tool(s). In that case, selected Proposers will be notified of the time and location, and will be provided with an agenda or topics for discussion. Questions asked during oral presentations or site visits will be for the purpose of clarifying the scope and content of the written Proposal.

Final Award Process

Following the evaluation process, which may include oral presentations and/or negotiations, the evaluation team will tabulate and submit an award recommendation to the DHS Director (the County reserves the right to recommend that none of the Proposals be selected). The DHS Director will then issue a recommendation to the County Manager who will make the final determination concerning award of an Agreement.

NOTHING HEREIN SHALL BE CONSTRUED OR INTERPRETED IN ANY WAY AS OBLIGATING THE COUNTY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSER. THE COUNTY RESERVES THE RIGHT AT ALL TIMES NOT TO AWARD OR ENTER INTO AN AGREEMENT FOR THE SCOPE OF SERVICES FOR ANY REASON WHATSOEVER.

SUBMISSION INFORMATION

Proposals must be submitted by email to DHSProposals@alleghenycounty.us, no later than 3:00 p.m. EST on **April 13, 2015**. Proposals received after this time will not be accepted. The County reserves the right to extend or postpone the date and time for RFP activities; in the event of a change, the information will be posted on the website at <http://www.alleghenycounty.us/dhs/solicitations.aspx>.

If necessary, attachments may be sent via U.S. Mail, Courier or hand-delivery, by the date/time above, to:

Maria Wallace
Allegheny County Department of Human Services
One Smithfield Street – Suite 400
Pittsburgh, PA 15222-2221

You will receive an email confirmation of receipt of your Proposal. Please contact us (via email or by calling Maria Wallace at 412-350-7144) if you do not receive an email confirmation.

To be considered, the Proposal must include all of the specified information. DHS may request additional information and/or conduct investigation as necessary to determine the Proposer's ability to provide the requested service. This additional information may become part of the County's final award decision-making process.

All Proposals are the property of the County and may become part of any subsequent Agreement.

CONTRACT TERMS AND CONDITIONS

Agreement Terms and Conditions

The Successful Proposer will enter into an Agreement with the County of Allegheny, on behalf of DHS, for performance of the Scope of Services specified in this RFP and set forth in the Proposal. The Scope of Services specified in the RFP shall become the Contracted Services. Information about contracting with the County on behalf of DHS and the standard County terms and conditions for County contracts for services for DHS which will be included in the Agreement can be found on the DHS website at: <http://www.alleghenycounty.us/dhs/contracting.aspx>
[HIPAA compliance](#)

DHS is a "covered entity" under the Health Information Portability and Accountability Act (HIPAA). The Successful Proposer must describe how it will comply with HIPAA requirements.

CYBER Security

A significant portion of DHS business activities and related billing carried out under this RFP are done through information management systems or tools, including email. Proposers should meet the minimum

computer specifications beginning on page 14 of the [DHS Contract Specifications Manual](#) and should make sure their computers, laptops and other electronic devices have sufficient security software and settings to minimize the risk of a breach of information. In addition, the Proposer should have policies and procedures in place to assure that their electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected, etc.).

Conflict of Interest

By submitting a Proposal, the Proposer certifies and represents to the County that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Equal Employment Opportunity/Non-Discrimination

Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, consumer 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 of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association or on any other basis prohibited by federal, state or local law.