



Allegheny County Department of Human Services

# Request for Proposals

## Provider for Kids Club and Mom's Empowerment: Two Evidence-Based Programs for Families Who Have Experienced Intimate Partner Violence

**RFP Posting:**

Tuesday, June 4, 2019

**Deadline for Questions:**

3 p.m. Eastern Time on Tuesday, June 25, 2019

**Submission Deadline:**

3 p.m. Eastern Time on Tuesday, July 2, 2019

**Estimated Award Decision/Notification:**

End of August 2019

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. Conferencing and Teaming: The DHS standard of practice that engages individuals, families, supports and professionals in assessing strengths and needs and developing a plan for keeping children, youth and adults safe and healthy while continually integrating individual and family actions with professional services
4. Contract Services: The specific services which 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. EBP: Evidence-Based Program
7. FAST: Family Advocacy and Support Tool. Family assessment tool used to determine and discuss the strengths and needs of families involved in the child welfare system
8. IPV: Intimate Partner Violence. Physical, sexual or psychological harm perpetrated by a current or former partner or spouse
9. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
10. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
11. QIC: Quality Improvement Center on Domestic Violence in Child Welfare
12. Response Form: The Word document in which a Proposer responds to requested information about this RFP
13. RFP: Request for Proposals
14. Successful Proposer: The Proposer selected by the County to provide the Contract Services

# The RFP at a Glance

## *Purpose*

Allegheny County, on behalf of its Department of Human Services (DHS), is soliciting Proposals from qualified Proposers to provide **Kids Club and Mom's Empowerment**, two Evidence-Based Programs (EBP) designed to coincide with each other and serve families who have experienced Intimate Partner Violence (IPV).

**Kids Club** is a group therapy for children who have experienced IPV within their family. It targets children's knowledge about family violence, their attitudes and beliefs about families and family violence, their emotional adjustment, and their social behavior.

**Mom's Empowerment** is a parenting program for mothers who have experienced IPV. It provides a safe space for mothers to discuss the impact of the violence on their child's development and parenting fears and worries, and to build parenting competence and connections within a supportive group.

## *Award Details*

The County intends to enter into one Agreement with one Successful Proposer who will provide the EBPs with fidelity. The term of the Agreement will be for one year with the County having an option to extend the term. It is anticipated that the first year of Contract Services will be program funded at an amount not to exceed \$50,000, with funding moving to fee-for-service in year two and beyond, if the Agreement is extended.

## *Who can apply*

The Successful Proposer must have experience serving adults and children who have experienced IPV and have a demonstrated understanding of the dynamics of families with children who have experienced or witnessed IPV in the home. The Successful Proposer could be an entity with a focus on IPV, human and/or family services, mental health, victim advocacy and/or family development.

All entities, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, are eligible to submit a Proposal in response to this RFP. Entities do not need to have an existing contract with Allegheny County to apply, but a Proposer must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capability to provide the Contract Services.

### *What's important to us*

Kids Club and Mom's Empowerment are a set of EBPs, meaning that they have demonstrated effectiveness when implemented in adherence with the developer's model. The Successful Proposer must implement the EBPs to model fidelity, with no adaptations or changes.

### *Timeline*

Deadline for Proposers to submit questions about this RFP is 3 p.m. Eastern Time on Tuesday, June 25, 2019. Proposals must be submitted by 3 p.m. Eastern Time on Tuesday, July 2, 2019. We expect to notify Proposers of the County's decision to award an Agreement by the end of August 2019.

### *Who we are*

On behalf of Allegheny County, DHS is the issuing office for this RFP.

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, intellectual disability, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

## **Section 1: Why We Are Issuing this RFP**

Exposure to IPV has a significant impact on mothers and children. A 2012 study by Hungerford et al., identified negative relationships between IPV and the psychological wellbeing of mothers (e.g., emotional drain, stress). Further, witnessing IPV can result in obstacles for children, such as PTSD, difficulty concentrating, chronic illness, behavioral and emotional challenges, depression and more.<sup>1</sup> In Allegheny County in 2018, approximately 25 percent of child welfare cases accepted for service had an indicator of IPV.<sup>2</sup>

In 2016, DHS partnered with Futures Without Violence to develop a curriculum and improved screening tools to better understand and serve families and children experiencing IPV. This RFP continues this effort by soliciting a provider for EBPs that meet the unique needs of families who have been identified as having experienced IPV. Kids Club and Mom's Empowerment are rated

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<sup>1</sup><https://www.futureswithoutviolence.org/userfiles/file/Fact%20sheet%20on%20Children%20Exposed%20to%20IPV%202013.pdf>

<sup>2</sup> Omitting parent legal custodianship (PLC) and adoption subsidy cases, private adoption, and Independent Living (IL) cases. Cases counted include those with referrals to IPV-related non-placement services, and/or intake referrals with a domestic violence allegation, and/or FAST responses of 1, 2, 3 to the IPV section main question. The FAST (Family Advocacy and Support Tool, DHS's assessment tool for families involved in the child welfare system) includes an IPV module that ascertains whether a need related to IPV exists in a family. This data set looked at families in which FAST indicated any IPV need above zero.

“promising” by the California Evidence-Based Clearinghouse for Child Welfare, meaning that they have yielded statistically significant results, specifically improved outcomes in children’s attitudes about family violence and reductions in mothers’ IPV incidents over time when compared to those who did not participate in the programs.<sup>3</sup>

## Section 2: What We Are Looking For

DHS seeks one Successful Proposer who will implement both Kids Club and Mom’s Empowerment with fidelity. Kids Club & Mom's Empowerment are two concurring EBPs in which mothers and children participate over the course of ten consecutive sessions.

Kids Club is a group therapy for children ages four through thirteen who have experienced IPV within their family. Through small group interactions, it targets children’s knowledge, attitudes and beliefs about families and family violence; their emotional adjustment; and their social behavior. It is phase-based, with early sessions designed to enhance the child’s sense of safety, develop the therapeutic alliance and create a common vocabulary of emotions for making sense of violent experiences. Later sessions address responsibility for violence, managing emotions, family relationship paradigms and conflict and its resolution. Activities rely on individualized interaction that separates children from their mothers to process these lessons at a child’s own pace. Group lessons are reviewed and repeated, as needed, each week. The goals of Kids Club are to:

- Reduce children's internalizing and externalizing behavioral adjustment problems
- Reduce children's harmful attitudes and beliefs about the acceptability of violence
- Enhance children's ability to cope with violence by learning safety skills, additional conflict resolution skills and enhanced ability to identify and regulate emotions related to violence

Mom’s Empowerment is a parenting program for mothers who have experienced IPV within their family. It provides a safe and supportive environment for mothers to discuss parenting fears and worries and the impact of the violence on their child's development. It allows participants to build parenting competence and form connections within the context of a supportive group. It is aimed at improving mothers’ repertoire of parenting and disciplinary skills, while enhancing social and emotional adjustment, and thereby reducing their children’s behavioral and adjustment difficulties. The goals of Mom’s Empowerment are to:

- Reduce the level of mothers' traumatic stress and violence exposure
- Enhance mothers' safety and ability to parent under stress
- Provide support and resources in a group setting

More information about these EBPs can be found at the following website:

<http://promising.futureswithoutviolence.org/?program=kids-club-and-moms-empowerment>

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<sup>3</sup> <https://www.cebc4cw.org/program/kids-club-moms-empowerment/detailed>

## **2.1 Target Population**

Kids Club and Mom’s Empowerment are designed for mothers and their children (ages four through 13) who have been exposed to IPV over the past year. The EBPs will be available for families in this target population and who have an open child welfare case in the South, East or Central regional child welfare office. In 2018, 513 families with 665 children between the ages of five through 13 had an open child welfare case in these regional offices and had been exposed to IPV in the past year. Those families also included 466 children ages birth through four. Although we do not expect that all families will be receptive to participating in Kids Club and Mom’s Empowerment, we intend to refer any family that indicates IPV and who is assigned to the three identified regional offices. The referral process will be developed in partnership with the Successful Proposer and will consider the possibility that participation can be either court-ordered or voluntary.

## **2.2 Logistics**

Kids Club and Mom’s Empowerment sessions occur in separate groups, held at the same time over the course of a ten-week series. Meetings are weekly with each session requiring two or three rooms: one for mothers participating in Mom’s Empowerment, one for children participating in Kids Club and, if younger children are present, one for child care (birth through four-year-old children). Likewise, each session will require a facilitator for mothers, a facilitator for children and a child care worker, if required. Approximately five to seven children can participate in each Kids Club group and five to seven mothers in each Mom’s Empowerment group during a session. The number of groups to be held at any given time will depend on need as determined by the number of referrals from child welfare. More than one ten-week series can occur concurrently, based on geography and need determined by child welfare referrals, court orders and voluntary sign ups.

The Successful Proposer will decide the location of the meetings in coordination with DHS. Groups can be held at the child welfare regional offices or one of DHS’s Family Support Centers free of cost. Groups must be held at locations that are within the same geographic region as the families’ assigned regional office and be easily accessible to families. The Successful Proposer will provide the following additional services to participants: lunch or dinner (depending on time) for participants, transportation assistance to families as needed and child care for younger siblings. Proposers must include these costs in their proposed budget. The regional offices are located at:

*Central*  
1401 Forbes Avenue  
Pittsburgh, PA 15219

*East*  
10700 Frankstown Road, Suite 101  
Penn Hills, PA 15235

*South*  
2100 Wharton Street  
Pittsburgh, PA 15203

### **2.3 Staffing**

At minimum, the Successful Proposer must employ two part-time therapists (one for Kids Club and one for Mom's Empowerment), a .02 full-time equivalent (FTE) supervisor and a child care specialist to provide care for younger siblings during the sessions. Therapists must have a Master's in Social Work (MSW), a License in Clinical Social Work, or a Master's or Doctorate of Philosophy (PhD) in Psychology OR be in training to receive a professional degree and receive regular supervision by a licensed professional. Supervisors must be licensed. The Kids Club and the Mom's Empowerment therapists must meet to discuss each session to assure treatment fidelity with the training manual, and to identify problems and propose solutions for the next session. They must make referrals for assessment or additional services to address child and family needs, as needed (e.g., mental health treatment, IPV services). Therapists must participate in a training coordinated by DHS about Kids Club and Mom's Empowerment protocol and curriculum. DHS encourages the Successful Proposer to staff Kids Club and Mom's Empowerment with individuals who have lived experience and reflect the population and communities that they serve.

Therapists are considered mandated reporters and must report any concerns regarding child risk or safety immediately to their caseworker. They may be required to attend court hearings and Conferencing and Teaming meetings as requested by a caseworker, attorney or judge.

### **2.4 Working with QIC**

The Quality Improvement Center on Domestic Violence in Child Welfare (QIC)<sup>4</sup> is a funder and research partner in DHS's IPV and child welfare efforts. As such, the Successful Proposer must participate in a two-day QIC training and the Kids Club and Mom's Empowerment Supervisor must serve on the Implementation Team for QIC. The Implementation Team will include representatives from the Allegheny County child welfare office, the Allegheny County Court of Common Pleas, Women's Center and Shelter, Allegheny Family Network, Holy Family Institute and the Successful Proposer. The Implementation Team will meet once per month for two hours until 2021 to discuss implementation, research and capacity building. The Successful Proposer must complete surveys two times a year for QIC and assist families in completing surveys for QIC.

### **2.5 Inclusivity**

DHS promotes respect and uses approaches that are culturally responsive and tailored to diverse families and communities. Kids Club and Mom's Empowerment therapists must schedule and tailor group sessions based on family members' needs, culture, circumstances, learning styles and abilities. All mothers and children who participate should feel welcomed, well-served and

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<sup>4</sup> <https://dvchildwelfare.org/>



supported regardless of their ethnic or racial heritage, sexual orientation and gender identity, intellectual or physical disability, English language proficiency or life experiences.

## **2.6 Data Collection and Reporting**

The Successful Proposer must maintain a data collection system in coordination with DHS and collect data in accordance with the EBP models. This data collection system will include, but is not limited to:

- Date of referral, date participation in the EBPs began, dates and type of all contact, and date of EBP completion
- Total hours of service
- Number of families who successfully complete Kids Club and Mom's Empowerment
- Number and type of referrals made by the Successful Proposer to address child and family needs

## **2.7 Budget**

Allegheny County, through DHS, will provide program funding for Kids Club and Mom's Empowerment at an amount not to exceed \$50,000 for the one-year term of the Agreement. If the County exercises an option to extend the term beyond the original one year, then the Successful Proposer and the County will move to a fee-for-service billing structure in any additional term of the Agreement.

# **Section 3: Proposal Requirements and Evaluation Criteria**

Proposals are evaluated based upon the evaluation criteria described in detail below. Proposers must address their qualifications in their Proposal by responding to the specifically-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](http://www.alleghenycounty.us/dhs/solicitations). The maximum score that a Proposal can receive is 100 points, as outlined in the following sections.

## **3.1 Organizational Experience (20 points possible)**

- Experience serving the target population and a discussion of the biggest challenges associated with working with the population. (10 points)
- Experience implementing an EBP to fidelity. (5 points)
- Experience providing cultural competency trainings and other approaches to ensure staff is responsive to a diverse population. (5 points)

### **3.2 Implementation (65 points possible)**

- A commitment and understanding of the importance of following the Kids Club and Mom’s Empowerment evidence-based model to exact fidelity, including acknowledgement of the biggest challenges foreseen in maintaining fidelity and how they will be addressed. (10 points)
- A plan for engaging families, from initial contact to completion of the Kids Club and Mom’s Empowerment. (10 points)
- An approach to welcoming families to Kids Club and Mom’s Empowerment, including making first contact and building rapport while maintaining fidelity to the model. (5 points)
- Logistics (15 points)
  - A plan to provide the EBPs in a space that is accessible and comfortable for families. (5 points)
  - A plan for providing child care for younger siblings. (5 points)
  - A plan for providing transportation assistance to families. (5 points)
- Staffing (10 points)
  - A plan to recruit and retain qualified staff. (5 points)
  - A strategy for ensuring that staff are reflective of the population that they serve. (5 points)
- A commitment and understanding of the importance of working with QIC, including a strategy to ensure participation in surveys. (5 points)
- A commitment and understanding of the importance of inclusivity, including challenges foreseen around inclusivity and how they will be addressed. (5 points)
- A plan for collecting data. (5 points)

### **3.3 Financial Management and Budget (15 points possible)**

- A line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining Kids Club and Mom’s Empowerment. (10 points)
- A budget narrative that explains and justifies the line-item budget costs and that demonstrates fiscal and management capacity to manage program funds in a fiscally responsible manner. (5 points)

## **Section 4: How to Submit a Proposal**

### **4.1 Submission Process**

- a. 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)
- b. 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](http://www.alleghenycounty.us/dhs/solicitations).

- c. Proposers must submit a complete Proposal, which includes the following attachments that are available on our Active Solicitations website:
  - Response Form
  - MWDBE documents
  - Allegheny County Vendor Creation Form
  - Audited financial reports for the last three years
  - W-9
  - Budget attachment, as desired
- d. Proposers should not send any attachments other than those listed above and on the Response Form.
- e. If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial documentation is a requirement of contracting through Allegheny County.
- f. 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.
- g. **Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m. Eastern Time on Tuesday, July 2, 2019 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will be rejected and will not be presented to the evaluation committee for review and scoring as described in Section 5 below.
- i. You will receive an email when your Proposal is received. If you do not receive this notification within 48 hours of submitting your Proposal, please contact [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

#### **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).
- 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 be sure to check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

#### **4.3 Other Information**

- a. The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals.
- b. Any Agreement originating from this RFP is subject to all of 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).
- f. Proposers also should be aware that all documents and materials submitted in response to this RFP are subject to requests made pursuant to Pennsylvania's Right-To-Know Law and that the County may have to make submitted documents and materials available to a requestor after an award of an Agreement is made.

## **Section 5: How We Will Evaluate Your Proposal**

Proposals will be evaluated by an evaluation committee convened by DHS. The evaluation committee will assign scores based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria using the scale listed in Section 5.1 b.

### **5.1 Evaluation Model**

The evaluation process will consist of the following steps:

- a. An Evaluation Committee will be formed by DHS and may consist of some or all of the following:
  - Content experts from within DHS, selected for their expertise and/or experience
  - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- 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 according to their 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. The Evaluation Committee members then will meet collectively to discuss the individual scores and evaluations of each committee member. DHS will tally the average scores of the Evaluation Committee, and the Committee members will discuss the average scores as part of their deliberation process.
- d. 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 using the following

criteria and the scale outlined in 5.1b. The maximum score that an oral presentation can receive is 15 points:

- Presentation demonstrates Proposer's ability to implement the proposed program effectively (5 points)
- Proposer's answers to Evaluation Committee's questions (5 points)
- Proposer's presentation is thoughtful and professional (5 points)

Evaluation Committee members then will collectively discuss the individual presentation scores and evaluations of each committee member. DHS will tally the average presentation scores of the Evaluation Committee, and the Committee members will discuss the average scores as part of their deliberation process.

- At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- As part of determining Proposers' eligibility to enter into a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure Proposers' financial stability.
- The Evaluation Committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- 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.**
- All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
- Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

## 5.2 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- Received by the due date/time
- Properly formatted and include responses to all requested information
- 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 be willing to 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](http://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 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 either of the following:
  - If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
  - If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - MWDBE Forms
    - [MWDBE Participation Statement](#)
    - [MWDBE Waiver Request](#)
    - [MWDBE Contact Information form](#)
  - MWDBE Resources
    - [MWDBE Contract Specifications Manual](#)
    - [MWDBE Response Checklist](#)
    - [Guide for completing the MWDBE Participation Statement](#)
    - [Sample Diversity Policy](#)
- c. For more information about MWDBEs, visit the [Allegheny County MWDBE website](#).

## **6.2 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.

## **6.3 Cyber Security**

- a. Successful Proposers must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at [www.alleghenycounty.us/dhs/solicitations](http://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).

#### **6.4 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.

#### **6.5 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](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx), available at <http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx>. While not required as part of your Proposal, Proposers may wish to review the requirements of this application.