



Allegheny County Department of Human Services

Request for Proposals

Mobile Competency Restoration and Support Team

RFP Posting:

Thursday, March 16, 2023

Office Hours Session:

2:30 p.m. Eastern Time on Tuesday, March 28, 2023

Deadline for Questions:

3 p.m. Eastern Time on Friday, April 21, 2023

Submission Deadline:

3 p.m. Eastern Time on Wednesday, May 3, 2023

Estimated Award Decision/Notification:

June 2023

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. Assertive Community Treatment Team Model (ACT): An evidence-based practice that provides community-based, multi-disciplinary mental health treatment for individuals with severe and persistent mental illness
2. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
3. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
4. Allegheny County Jail Collaborative (ACJC): A partnership between the Allegheny County Jail, the Allegheny Court of Common Pleas and the Allegheny County Department of Human Services (DHS), whose mission is to reduce recidivism for criminal justice-involved individuals in Allegheny County
5. Behavior Assessment Unit (BAU): A division within the Fifth Judicial Court of Common Pleas, Pretrial Services, whose primary function is to determine a defendant's competency to participate in their legal defense
6. Behavioral Health: The area of human services that encompasses mental health and substance use
7. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP
8. Competency Restoration: a court-ordered process in which an individual receives mental health assessments, treatment, interventions and legal education with a goal of allowing them to understand and effectively participate in court proceedings
9. Competency Support Specialist: a person utilizing a specific curriculum to provide legal education services and support to individuals in need of competency restoration
10. 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
11. Court: The Criminal Division of the Fifth Judicial District's Court of Common Pleas and Magisterial District Courts
12. Comprehensive Recovery Unit (CRU): a step-down unit from inpatient psychiatric hospitalization that provides services for patients whose conditions include serious and persistent mental illnesses
13. Community Treatment Team (CTT): a team that provides community-based, comprehensive and intensive mental health and substance use treatment to persons with serious and persistent mental illnesses in Allegheny County
14. Diversion and Acute Stabilization Unit (DAS): a temporary residential treatment setting for individuals in a crisis or coming out of the hospital and in need of 24-hour care
15. DHS: [Allegheny County] Department of Human Services
16. DHS Bonfire Portal: A Bonfire webpage specific to Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire

17. Forensic Certified Peer Specialist: A trained peer specialist with a history of mental illness and criminal justice involvement
18. Human Services Administration Organization (HSAO): The organization that is contracted by Allegheny County to provide Justice-Related Services (JRS)
19. Justice-Related Services (JRS): Case management entity that provides service coordination, release planning and collaboration with partners for adults with a mental illness or a co-occurring mental illness and substance use disorder and for individuals dually diagnosed with a mental illness and intellectual disability, who are involved in the criminal legal system
20. Long Term Structured Residence (LTSR): a highly structured therapeutic residential mental health treatment facility designed to treat individuals 18 and older who are eligible for hospitalization but who can receive adequate care in an LTSR
21. Mobile Competency Restoration and Support Team (MCRST): A multidisciplinary team that provides individualized behavioral health services to individuals found not competent to stand trial in the community or wherever the participant is residing (treatment settings for both mental health and substance use, mental health residential placements and the County Jail)
22. MH: Mental Health
23. PA CompKit: A legal education curriculum used in PA designed to support Competency Restoration
24. Allegheny County Pretrial Services: A department of the Criminal Division of the Fifth Judicial District's Court of Common Pleas and Magisterial District Courts that is responsible for providing timely information to assist the court in making decisions regarding bond, competency and treatment, and for promoting compliance with court orders and appearances
25. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
26. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
27. Psychiatric Decompensation: An increase in problematic symptoms or refusal to continue with prescribed medication
28. Response Form: The Word document in which Proposers respond to requested information about this RFP
29. RFP: Request for Proposals
30. RFP Opportunity Page: The Bonfire webpage where the RFP and all supporting documents are listed and where the RFP submission documents must be uploaded for a Proposal to be considered for review
31. Residential Treatment Facility for Adults (RTFA): residential treatment for individuals ages 18 and older who have chronic and pervasive mental illness as well as co-occurring substance use and/or developmental disabilities
32. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
33. Torrance State Hospital (TSH): A state forensic hospital used by Allegheny County
34. Transitional Recovery Unit (TRU): A unit that focuses on sub-acute care for patients whose conditions include serious and persistent mental illness

Other terms shall have the meaning or definition as stated in the RFP.

The RFP at a Glance

Purpose

Allegheny County, on behalf of its Department of Human Services (DHS) is seeking Proposals from qualified Proposers to implement and manage a Mobile Competency Restoration and Support Team (henceforth referred to as the MCRST, or MCRST) in Allegheny County to provide necessary behavioral health services for persons assessed as being incompetent to stand trial.

DHS released this RFP in the Fall of 2022; because we did not receive any Proposals, we are releasing this opportunity again. Through the rerelease of this RFP, we hope to attract a larger audience, both nationally and locally, of qualified Proposers interested in and capable of providing this service.

DHS has put significant time and thought into the way we envision this service, however, if there are aspects of the program design or budget that Proposers view as prohibitive, we encourage Proposers to identify those aspects, explain how they are prohibitive and suggest feasible modifications. DHS will collaborate with the Successful Proposer to establish an agreed upon timeline for implementation, the final contract terms and requirements for the service, and to provide any supports we can for successful implementation.

Award Details

DHS seeks to enter into an Agreement with one Successful Proposer to provide MCRST. It is anticipated that total funding for the Contract Services will not exceed \$655,000 for one year with a County option to renew. DHS and its project partners will routinely assess program operations and outcomes and adjust as needed to ensure optimal operation of the service.

Who can apply

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 are permitted and welcomed.

Proposals must be submitted electronically by logging into or creating an account on [Bonfire](#) (See Section 4: How to Submit a Proposal).

What's important to us

DHS is interested in a Successful Proposer:

- That is committed to providing high quality, compassionate, and culturally responsive behavioral health treatment and supports to individuals involved in the criminal-legal system.
- With a commitment to utilizing an assertive engagement model and serving individuals across a range of locations and phases of recovery. The MCRST is expected to serve all individuals found not competent to stand trial in Allegheny County (approximately 125 annually), regardless of an individual’s openness or resistance to engaging.
- That has a strong track record of collaborating with partner organizations across multiple systems.
- That demonstrates an organizational ability and commitment to implementing the program on a mutually agreed upon timeline.

Timeline

RFP Posting	Thursday, March 16, 2023
Office Hours (see section 4.1 for details)	Tuesday, March 28 at 2:30 p.m.
Questions Deadline	Friday, April 21 at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, April 27 at 6 p.m. Eastern
Submission Deadline	Wednesday, May 3 at 3 p.m. Eastern
Estimated Award Decision/Notification	June 2023

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.

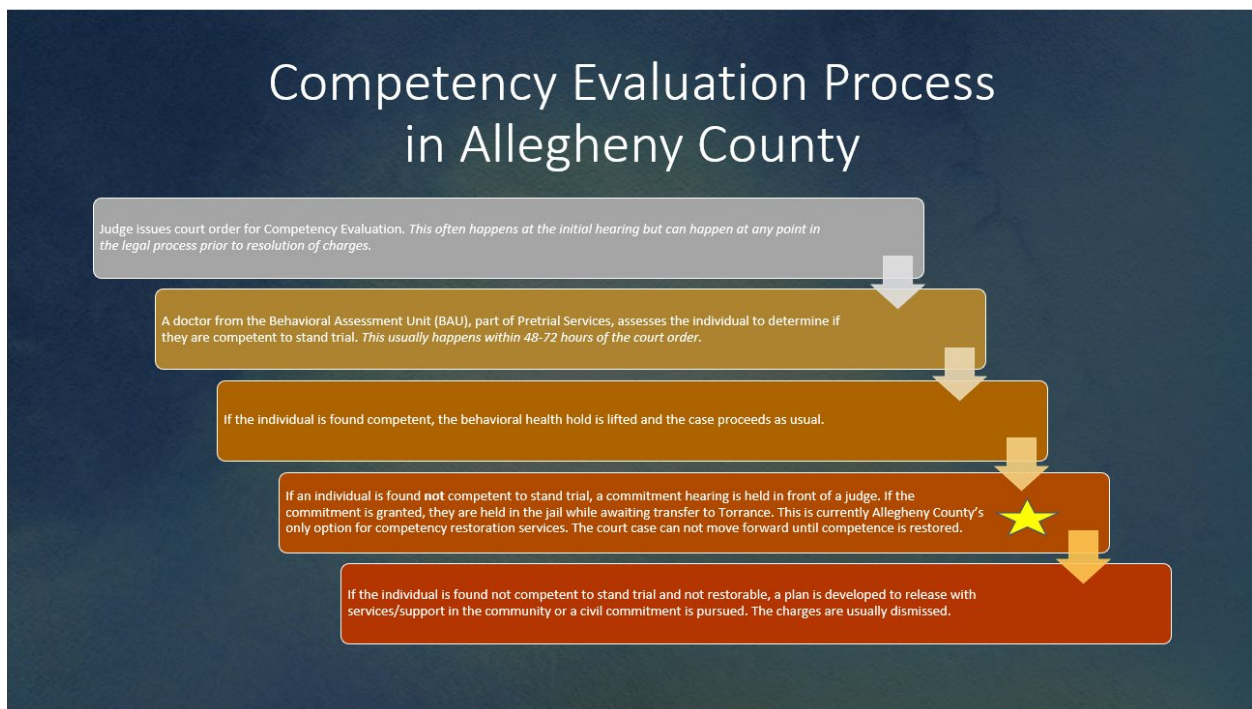
More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

Section 1: Why We Are Issuing this RFP

Allegheny County is committed to improving access to appropriate behavioral health services for all individuals in need of treatment and support, including those with criminal-legal system involvement. We seek to provide these services in the least restrictive care setting, with a focus on community-based interventions whenever possible. This commitment includes ensuring access to informal and preventive mental health supports, ensuring opportunities for diversion from arrest and incarceration, and expediting release from jail for individuals with behavioral health challenges who do not pose a threat to public safety.

Any period of incarceration is detrimental to an individual's health and wellness. It severs important connections to community, natural supports and service providers, and periods of incarceration can result in isolation, trauma and increased mental health needs. In all cases, but especially for individuals with behavioral health challenges, community based or less restrictive / more therapeutic settings provide an opportunity to maintain and strengthen behavioral health supports, which are protective factors in recovery.

Every year, a number of individuals with significant symptoms or behaviors that interfere with their ability to understand their legal proceedings and participate in their own defense are involved in the criminal-legal system. They are found not competent to stand trial and must receive specialized services designed to restore competency so their case can proceed. This specialized service, or Competency Restoration, is a court-ordered process in which an individual receives mental health assessments, treatment, interventions and education about court processes, with a goal of increasing their understanding and effective participation in court proceedings. Depending on the treatment and service needs of the individual and their engagement in services, Competency Restoration may take more or less time, but the primary option for individuals in need of this service is admission into a state hospital.



Currently, in Allegheny County, individuals assessed as incompetent to stand trial are committed via court order to Torrance State Hospital (TSH), located approximately an hour away in Torrance, PA. TSH serves 48 of the 67 counties in Pennsylvania, including Allegheny County, and has a total capacity of 104 forensic beds (80 men and 24 women). In an average year, 125 individuals in Allegheny County alone are committed to Torrance State Hospital for Competency Restoration services.

Once at TSH, the median length of stay for Competency Restoration is 91 days, after which the individual is typically returned to the jail to await trial. During the time spent waiting to go to TSH and throughout the time that it takes for competency to be restored, the Court must postpone those individuals' cases, extending their jail time further. Once Competency Restoration is complete and an individual is returned to the jail as competent to stand trial, some individuals experience Psychiatric Decompensation, again rendering the individual incompetent to stand trial. This may result in a re-commitment to TSH and further delays in their court proceedings, all while delaying the possibility of more promising, less restrictive community-based support. Between 2018-2021, 10% of individuals found not competent to stand trial had multiple commitments, and 11% had commitment episodes for multiple charges.

Because of the number of individuals who need Competency Restoration services, the duration of Competency Restoration services and the limited number of beds available at TSH, there is a continual waitlist for admission to the TSH forensic beds, and individuals awaiting Competency Restoration often face lengthy delays before they can be admitted for these specialized inpatient services. Between 2018-2021, the median wait time from a court-ordered commitment to TSH admission for individuals in the Allegheny County Jail was 54 days. Challenges created by the Covid-19 pandemic have contributed to the length of time to restoration. While individuals in need of Competency Restoration services wait, they experience extended stays in jail, destabilizing them further.

The wait times for TSH forensic beds are not expected to improve without additional capacity to support Competency Restoration at the local level. Additionally, 44% of the individuals waiting in Allegheny County have a misdemeanor as their highest charge and 22% have a drug-related charge as their highest charge. Many of these defendants are recommended for release on bond, however, the lack of community-based Competency Restoration services leaves no options for the court to consider as an alternative to hospitalization at TSH, so they remain incarcerated until they can be transferred there. The data indicate that there is opportunity to provide Competency Restoration services in a community or less restrictive setting for many individuals without compromising public safety.

In response to this problem, Allegheny County is seeking Proposals to implement and manage a Mobile Competency Restoration and Support Team (MCRST) that will provide mobile behavioral health treatment and competency support services to all adult individuals found not competent to stand trial in Allegheny County.

Section 2: What We Are Looking For

Overview

DHS seeks a Successful Proposer to implement and manage a Mobile Competency Restoration and Support Team (MCRST). The MCRST will provide behavioral health treatment and support local competency restoration across a broad range of settings and needs. The proposed team structure is adapted from the Assertive Community Treatment (ACT) Team Model and will include legal education support as required for competency restoration. Like an ACT team, the

MCRST is a multidisciplinary team that will provide individualized services, wherever the participant is residing (including community and treatment settings for both mental health and/or substance use, mental health residential placements and the County Jail). The MCRST team will also provide 24/7 on-call crisis support and continuity of care for participating individuals throughout the course of their court proceedings and until longer-term community services are in place. The outreach must be assertive, with a team that persists in attempting to engage individuals, build rapport and encourage participation in treatment even when the individual expresses unwillingness. The MCRST will not terminate services based on someone’s unwillingness to engage.

The Successful Proposer will need to develop a strong, collaborative relationship with the Jail, the Courts and community providers. Since most individuals will be incarcerated at the time of referral, creating a partnership with the Jail and its mental health treatment team is of utmost importance.

The MCRST should be designed to serve a diverse population with expertise and compassion. All participants should feel welcomed, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, criminal history, diagnosis, English language proficiency or life experiences. Additionally, Allegheny County seeks a provider that will center racial equity in hiring, service provision and monitoring outcomes.

Proposed MCRST Staffing Structure

DHS anticipates that the Successful Proposer will implement the staffing model outlined in the chart below. In addition to the staff hired by the Successful Proposer, the team will work in close partnership with a Specialized JRS Forensic Support Specialist employed by Human Services Administration Organization (HSAO). This role will bring the team additional expertise and experience in working with the Courts, TSH and the Jail, and increase collaboration with those partners.

MCRST Team Position	Brief Description of Duties	Organization
Psychiatrist (or Psychiatry Fellow) (.33 FTE)	Psychiatric evaluation and medication	Successful Proposer
Mental Health RN (1 FTE)	Medication administration, treatment planning	Successful Proposer
Dual Diagnosis Therapist (1 FTE)	Counseling for mental health and/or substance use	Successful Proposer
Certified Forensic Peer Counselor (1 FTE)	Informal support/check-ins	Successful Proposer

Specialized JRS Forensic Support Specialist (1 FTE)	Provides intensive service coordination, communication with courts/legal system, connection to community resources, and release planning if applicable	HSAO
Competency Support Specialist (1 FTE)	Provides legal education using PA COMPKIT curriculum	Successful Proposer

The MCRST model was designed collaboratively with partners from the Court and Jail to meet the specific needs of Allegheny County. It is informed by promising local competency restoration models operating elsewhere in the country, and by data and feedback from the Behavior Assessment Unit (BAU) evaluators. We anticipate that treatment services provided in the community will be billable to insurance, so the Successful Proposer should have or be able to obtain the necessary licensure to allow for reimbursement by CCBH. Non-billable services and services provided to individuals whose medical assistance is inactive due to incarceration will be program funded. All staff must maintain required ACJ security training and clearances, be willing to work inside the ACJ, and adhere to all ACJ rules, policies and regulations when on site.

Eligibility

Anyone who has been ordered by Allegheny County courts to receive a competency evaluation and found not competent to stand trial by the BAU is eligible for MCRST services, *so long as they are not currently residing at a forensic state hospital*. Those who are expected to be transferred to TSH for restoration are eligible for services until they transfer to the state hospital. Those who have returned to the Jail from the state hospital as competent to stand trial are eligible for services until their court case is resolved and they have been transitioned to community services (if applicable) or transferred to an out-of-county facility. Individuals who are found to be Not Competent/Not Restorable, either at initial evaluation or after services to attempt restoration of competency, are eligible to receive support with release planning and placement from the MCRST.

Referrals to the MCRST will come directly from the BAU and the Courts. The BAU will make a recommendation to the Courts upon finding the individual not competent to stand trial, and the Courts will determine whether the individual: 1) is eligible to receive the competency restoration services in a community setting; 2) must remain in jail while receiving services; or 3) must be committed to TSH. Based on the Court’s determination, the BAU will then refer the individual to MCRST and ensure that the Court’s decision is communicated to the MCRST.

Scope of service

In all settings except the state hospital, the MCRST will develop a treatment plan/case plan and provide supports through any transitions across settings until the court case is resolved and community services are in place, if applicable, or until the individual is transferred to a facility outside of Allegheny County.

Depending on the treatment and service needs of the individual and their engagement in services, the process of Competency Restoration may take more or less time. Currently, individuals found not competent to stand trial are either waiting in jail or inpatient at TSH. As the MCRST team begins providing services, we anticipate a shift to more individuals receiving services in community settings.

MCRST will engage participants **in person** a minimum of once weekly and will continue weekly attempts to engage throughout the service period, even if they encounter resistance. In cases when an individual is actively engaged with community treatment services (such as a CTT team or outpatient clinic) and willing to continue, the MCRST would provide any services not already in place, actively collaborating with existing treatment providers. Some examples of how the MCRST would support individuals based on varying service needs and service involvement are provided in the chart below.

Example	Psychiatrist	Mental Health Nurse	Dual Diagnosis Therapist	Peer Counselor	Specialized JRS Forensic Support Specialist	Competency Support Specialist
Individual not actively engaged in any treatment services	MCRST	MCRST	MCRST	MCRST	MCRST	MCRST
Individual with CTT	CTT	CTT	CTT	CTT	MCRST	MCRST
Individual in community treatment setting (LTSR, CRU, TRU, DAS, inpatient)	Community Treatment Provider	Community Treatment Provider	Community Treatment Provider	MCRST	MCRST	MCRST
Individual with Outpatient Services	Outpatient if active, otherwise MCRST	Outpatient if active, otherwise MCRST	Outpatient if active, otherwise MCRST	MCRST	MCRST	MCRST

Examples of the MCRST in practice across multiple settings are provided in *Section 7: Appendix*.

Anticipated Outcomes

MCRST allows for services to be provided in a community setting, or the least restrictive environment possible, for each participating individual, and supports efforts to restore competency through treatment and education across the continuum. Additional anticipated outcomes include:

- Fewer commitments to TSH for competency restoration
- Reduced waits for TSH for individuals in Allegheny County who are found not competent to stand trial and for whom TSH remains the least restrictive feasible option for restoration
- Reduced length of stay at Allegheny County Jail for individuals found not competent to stand trial
- Diversions from TSH commitment through assertive engagement in a less restrictive setting
- Fewer returns to jail due to refusal of engagement with mental health treatment resulting in hospitalization at TSH
- Fewer re-evaluations by BAU resulting either from time elapsed since previous evaluation or from decompensation after competence is restored
- Increased post-release engagement with mental health treatment for individuals receiving MCRST services
- Fewer returns to the legal competency process for new charges/detainers after resolution of court case

Limitations

Even with assertive engagement, some individuals may refuse medication necessary to support competency restoration. In these cases, the individual may need to be admitted to TSH as that is the only setting where medication for competency can be administered over objection. Though the MCRST will not provide competency services directly to anyone during their inpatient stay at TSH, the team will be expected to coordinate release planning with the hospital and provide services prior to admission and upon discharge.

The MCRST will not administer medications over objection.

Data Collection and Reporting

The Successful Proposer is expected to collect and share with DHS program data that will be reported to the Pennsylvania Department of Human Services and other stakeholders within Allegheny County.

Budget and Award Details

DHS intends to award one Agreement to the Successful Proposer for an amount not to exceed \$655,000 for the pilot year. DHS will work with the Successful Proposer and Community Care Behavioral Health to determine which treatment services provided by the MCRST are billable to medical assistance and expects the Successful Proposer to bill for those services.

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 125 points, as outlined in the following sections.

A. Organizational Experience (25 points)

- Experience providing behavioral health treatment services to individuals involved in the criminal-legal system, including to individuals with significant mental health challenges, and improving their behavioral health and well-being (10 points)
- Experience using data to measure and improve program and client outcomes (5 points)
- Description of how your organization furthers racial equity in its practices and programs (10 points)

B. Core Services (35 points)

- A vision for the overall design of the MCRST. This should include a full description of intake, treatment planning, services, discharge planning from MCRST, coordination with JRS and maintaining contact with clients throughout their case disposition. (20 points)
- A description of proposed interventions provided by each of the MCRST team member outlined in *Section 2: Scope of Service*, including the number of weekly individual contacts (10 points)
- A description of how racial equity will be included in the planning, implementation and evaluation of MCRST (5 points)

C. Program Management and Coordination (40 points)

- An understanding of the challenges anticipated in developing the MCRST envisioned by this RFP and a strategy to mitigate those challenges (5 points)

- A proposed project plan and timeline for implementation of MCRST (10 points)
- A plan to staff the Program, including proposed qualifications for team positions, a plan for recruitment and retention of staff, and a strategy for staff training, supervision and quality assurance, including how staff will receive new-hire and ongoing trainings (10 points)
- A plan for working with outside organizations to assist with meeting MCRST program goals, including working with the Courts, DHS, Jail and JRS to ensure proper training for staff, communication with partners and coordination of services to clients (5 points)
- A strategy for tracking and reporting MCRST program outcomes and client outcomes, and a description of how Proposer will evaluate Program effectiveness. Please include any outcomes you expect to track above and beyond those described in the RFP. (10 points)

D. Scenarios (15 points)

- Referring to *Section 7: Appendix*, please provide a more comprehensive description of the strategy to support individuals in each the following three scenarios. Consider describing what you foresee to be the greatest challenges and which, if any, partners you envision engaging.
 - Scenario 1: Individual is incarcerated on a serious charge, such as homicide, and is awaiting transfer to state hospital for competency restoration (5 points)
 - Scenario 3: Individual is returned to county jail from state hospital as competent to stand trial (5 points)
 - Scenario 8: Individual in county jail or community is found not competent/not restorable (5 points)

E. Budget (10 points)

- A detailed line-item annual budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Mobile Competency Support team. If any startup costs are identified, they should be submitted as a separate budget (5 points)
- A budget narrative that clearly explains and justifies all line items in the proposed budget, including position salaries and starting salaries for staff (5 points)

Section 4: How to Submit a Proposal

4.1 Prepare

a. Office Hours

- DHS will hold a “RFP open office hours” from 2:30 to 3:00 p.m. Eastern Time on Tuesday, March 28, 2023, via Microsoft Teams. Anyone interested in the RFP and in submitting a Proposal may drop in at any time to ask questions.

- Attendance at the office hours is not required in order to submit a Proposal. Preliminary answers will be provided orally for questions asked during the office hours. Final, definitive answers will be posted in writing on the RFP Opportunity Page and the DHS Solicitations webpage.
- Prospective Proposers can join the office hours by:
 - Calling (267)368-7515 and using Phone Conference ID: 793 771 09#
 - Or following this link: [Click here to join the meeting](#) Or copying and pasting this link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWJiODk0OWEtNDgzMS00MmRmLThhYTMtYjg4ZmI5MTIyZjRh%40thread.v2/0?context=%7b%22Tid%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%22d14c6dca-47dd-45a0-a62e-11bf0cce95e0%22%7d

4.2 Submit a Proposal

- a. Proposers should take time to review and understand the RFP in its entirety including:
 - The background (see Section 1: Why DHS Is Issuing This RFP)
 - The narrative (see Section 2: What DHS Is Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How DHS 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 on the RFP Opportunity Page on our DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> and on our Active Solicitations web page with the RFP announcement at www.alleghenycounty.us/dhs/solicitations.
- c. Collaborative Proposals
 - a. Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
 - i. 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.
 - ii. 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.
 - b. Entities may participate in more than one Collaborative Proposal.
- d. 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)
 - W-9

- e. Proposers should not send any attachments other than those listed either above or in the Response Form.
- f. 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.
- g. **Proposals must be submitted electronically by logging into or creating an account on Bonfire at <https://alleghenycountydhs.bonfirehub.com> and uploading the required submission documents to the [RFP Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Wednesday, May 3, 2023, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.**
- h. All Proposals must be submitted before the deadline! Once the deadline has passed, the RFP Opportunity Page will no longer accept Proposals. 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.
- i. 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.

4.3 How to Contact DHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the RFQ Opportunity Page, or 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, April 21, 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 on the Bonfire RFP Opportunity Page and on our Active Solicitations website at www.alleghenycounty.us/dhs/solicitations. Through the DHS Bonfire Portal, once you have created an account and indicated you are interested in this RFP, you will receive automatic email updates when any questions, changes or amendments are made available.
 - o Please check our website and the DHS Bonfire Portal regularly for answers to questions, additional information and changes to the RFP or the RFP process.
 - o The website will be updated only on Thursdays, with any new information visible after 6 p.m.
 - o The last Q&A and website update for this RFP will be on Thursday, April 27, 2023, 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.

4.4 New Provider Requirements

Any Successful Proposer(s) who does not have current Allegheny County DHS contract must submit the DHS New Provider Application and its supporting documents upon Notice of Intent to Award. Proposers are not required to submit this documentation with their Proposal.

- a. The DHS New Provider Application is available at our Active Solicitations website under the “Required documents” bar at www.alleghenycounty.us/dhs/solicitations.
- b. The DHS New Provider Application asks for audited financial reports for the last three years. If a Proposer does not have audited financial reports for the last three years, then the Proposer may submit other financial documentation that attest to the Proposer’s financial health of the organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting through Allegheny County.

4.5 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).

4.5 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 We 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 may consist of DHS employees and subject matter representatives from external organizations.
- 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, interview or a site visit 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 into 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 not awarded an Agreement 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 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.

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 is able to 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 which 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).

Section 7: Appendix

Examples of MCRST in practice (listed in order of the most restrictive setting to the least)

1. Individual is incarcerated on a serious charge, such as homicide, and is awaiting transfer to state hospital for competency restoration.
 - MCRST would engage weekly with individual at county jail with primary goals of building rapport, assessing MH needs/changes, encouraging voluntary engagement with services and providing legal education if applicable. MCRST will always attempt to support competency restoration, even if it is believed that the individual will require transfer to state hospital.
2. Individual is returned to county jail from state hospital as competent to stand trial.
 - If seriousness of charges require that individual remain incarcerated while awaiting trial, MCRST will engage weekly in the county jail with goals of monitoring MH status, encouraging continued engagement with treatment and providing support around release planning, when applicable.
 - If individual may be considered for pre-trial release with services, MCRST will engage as described above while they are in the county jail and lead the release planning. Once individual is released, MCRST will continue to provide services in the community until the court case is resolved and community services are in place.
3. Individual incarcerated at county jail is deemed incompetent to stand trial but could be eligible for release with services because charges are lower level (misdemeanor) and/or do not pose a risk to community safety.
 - MCRST will engage with individual at county jail to engage them in treatment and lead release planning while also building rapport, assessing MH needs/changes, encouraging voluntary engagement with services and providing legal education, if applicable. MCRST will present a placement and treatment plan to the court to consider for bond conditions of release. Once released, services would be determined based on setting as outlined below.
4. Individual is in a community treatment setting with onsite psychiatric care (inpatient MH, CRU, TRU, DAS, RTFA, LTSR).
 - MCRST would provide services not already provided onsite through forensic specialist/JRS and competency support specialist.
5. Individual is in a community setting and is active with community treatment services (such as CTT team or outpatient clinic) and willing to continue.
 - MCRST would provide services not already in place and would actively collaborate with existing treatment providers.
6. Individual is in a community setting and does not have active services/or is not engaging with services.
 - MCRST will create a treatment plan and provide services, including psychiatric support and medication management, therapeutic interventions,

peer support, connections to community supports and legal education, as applicable, with a minimum of once weekly in-person contact.

7. Individual in county jail or community is ordered to have a competency evaluation and BAU finds that further evaluation is needed to make a competency determination; BAU recommends a follow-up evaluation after a short period of treatment.
 - MCRST would provide services/supports in the county jail and/or community as outlined above.
8. Individual in county jail or community is found Not Competent/Not Restorable.
 - MCRST would provide support with release planning, including treatment if needed, and remain engaged until the individual is placed in the appropriate setting and ongoing services are in place. If the individual is active with community-based services already, MCRST will provide supplemental support and coordination with the courts.