

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

RFP for Outreach, Education, Assessment and Referral to Behavioral Health and Other Services
for Residents of Allegheny County Housing Authority Facilities

August 19, 2016

12.) Is the expectation that the team will be “on-call” during hours they are not providing the required services for situations like a behavioral health crisis?

Please see Question 7, below.

11.) Should the budget reflect equipment costs associated with an office, i.e., copier, phone lines, fax and fax lines, and wiring (IT)?

Some basic equipment costs, such as a copier, may be included, as well as mobile equipment like cellphones and laptops. We do not envision the Successful Proposer making permanent changes to the space such as installing phone lines and wiring.

10.) Should the budget reflect rent for occupancy of the team?

No, space for the Specialists will be provided by ACHA.

9.) Is the “go live date” January 2017 or fall of 2016?

Please see Question 3, below.

8.) Since there are 2 ACHA facilities in both the North Region and the East Region, should we include four teams of two in our proposal, spreading administrative costs across 4 teams, or do you want the budget to reflect one “pod” of a two member team with supervision knowing that the supervision costs and administrative costs will be spread to the specific number of teams required by DHS?

This solicitation is for two FTE Support Specialists. ACHA will designate the facilities where they are to be stationed, and the designated facilities may be subject to change or a rotation system may be used, at ACHA’s discretion. A Proposal should not include more than two Support Specialists.

7.) The RFP indicates that the Successful Proposer is to provide 2 FTE’s to fulfill this contract. However, it also states “The Successful Proposer must offer the Contract Services during evening and weekend hours; however, the Successful Proposer will only be required to have staff on site when ACHA’s security and facility management are available.” Does this mean there will be times during the week that the facilities will not have contract services available? (Two FTE’s only covers 80 hours.) What is the expectation when staff are not onsite?

The Successful Proposer will be expected to provide two FTE’s, covering a max of 80 hours per week. The covered hours must include evening and weekend hours, but not times that ACHA’s security and facility management are not also on-site. Hours that ACHA’s security and facility

management staff are not available to not need to be covered by the FTE's. There is no expectation for services when the Support Specialists are not onsite.

6.) Have the residents been informed, or will they be informed of these services by DHS?

ACHA will inform the residents of the services, but we also expect that the Successful Proposer will inform the residents and welcome them to visit the Support Specialists, for example with posters, letters, and possibly an engagement event for interested residents.

5.) Do you require a specific education background, as well as a specific license status for the Support Specialists?

No, but please see the requirements for the manager of the Contract Services on page 8 of the RFP.

4.) Should the budget show the Proposer's investment in the project, along with the requested line items?

Yes, if applicable.

3.) What are the tentative grant cycle dates?

We hope to enter into a contract for a start-up year for the remainder of FY16-17 followed by a full year contract.

2.) Will you require residents of the ACHA facilities to meet with the Support Specialists?

It will not be a requirement, with the possible exception in the case of someone facing eviction. In that case ACHA may make a meeting with a Support Specialist a mandatory condition of continuing tenancy.

1.) Is the budget narrative included in the 10-page limit, or is it separate along with the budget sheets?

The budget narrative does not count toward the page limit.