

**Allegheny County**  
**Department of Human Services**  
**Request for Proposals Q&A**  
RFP for Peer-Run Respite as a Community Based Non-Clinical Crisis Support

**Pre-Proposal Conference, April 13, 2023**

**1. Were there any specific populations that you were targeting for these peer-run respite homes? I know that sometimes men struggle with certain crisis situations, so are you looking for a peer-run house that works with men specifically, or a mixed population, or one that focuses on women and children?**

Our vision for this initiative is to serve an adult population aged 18 and above, specifically targeting those who may come from marginalized communities and feel alienated by traditional systems of care. Our focus is to bridge the gaps in care and provide a safe and inclusive space for individuals of any gender identification. Although our initial plan was for an open space, we would be open to proposals that provide a strong rationale for an alternative approach.

**2. You identified a budget of \$1.25 million for the first year and \$1.6 million for the second year. Is that per home or for both homes?**

The allocated budget for this project is currently for two homes. If you propose building only one home, we expect the budget to be adjusted accordingly. While these figures represent the total budget amount we aim to work within, there is flexibility between year one and year two. There may be some variation in the budget due to startup costs, ramp-up time, and other factors. Therefore, consider these figures as general guidelines rather than precise requirements.

**3. Does a proposer have to have all the necessary approvals from the local municipality in place for their chosen site by the proposal submission deadline?**

We encourage proposers to engage in thorough planning and research as part of their proposal development process, including exploring potential site options and engaging with landlords to better understand the process of securing a property. While proposers are not required to have full control of a property at the time of proposal submission, we do expect them to provide details on their progress to date and their plan for securing a suitable property. The contract award would be contingent on the proposer successfully securing control of a property within a specified timeframe.

**4. With the large number of documents that need to be submitted throughout the process, will an artificial intelligence program be used to weed out proposals before the evaluation committee reviews them?**

We do not utilize artificial intelligence to screen proposals. The proposals will be reviewed by an evaluation committee consisting of DHS staff members, external organizations, and community members with lived experience. However, it is important to note that since we have moved to using Bonfire, specific attachments are required for a complete submission. Your proposal will

not be counted as complete unless you have submitted documentation for all the required attachments.

**5. Are there any statistics available on suicide or individuals taking their lives during their stay in a peer respite?**

It is important to note that there is a wealth of research available on the effectiveness of peer supports generally and the peer respite model specifically. We would anticipate partnering closely with the Successful Proposer to track a variety of outcomes, including unintended and negative outcomes like suicide.

**6. In a peer respite, the intent is to create a home-like environment, but are we able to have a system in place to check for weapons?**

As part of the RFP, we have asked proposers to outline the policies and procedures they would put in place to create a safe environment that aligns with the peer respite model. We expect that there will be mechanisms in place to ensure the safety of everyone involved, and we are interested in hearing from proposers about what that might look like from their perspective.

**April 18, 2023**

**7. In its descriptions of the budget, the Peer-Run Respite RFP and response form do not include (but also do not explicitly exclude) occupancy costs. If a provider were to rent/lease a residence for the sole purpose of providing Respite services, could those leasing costs be included in the proposed program budget?**

Yes, leasing costs may be included in the proposed budget.

**8. How much administrative/indirect cost rate (%) may a provider request for its proposed project/program budget?**

All proposed costs will be considered for reasonableness, and the final budget and contract terms will be negotiated with Successful Proposer.

**Office Hours, April 25, 2023**

**9. When do you expect folks to be served after the proposal is awarded?**

Proposers are encouraged to incorporate a reasonable start-up and planning phase in their proposed budget, as we understand that they may need time to make minor renovations to the space and hire staff.

**10. Can you explain how you calculated the number of people to be served in the first year of the program?**

The calculation is based on the proposer's projected occupancy rate, with a goal of quickly filling any available beds. The exact number will depend on whether the proposer is operating one or both of the respites and the number of beds in each.

**11. Is the budget for employees based on Allegheny County's personnel action plan?**

The RFP specifies a minimum hourly wage of \$15.00 for all employees, but there is no set maximum.

**12. What does it mean that kitchens must be fully stocked with staples?**

We are seeking proposals that describe the program's food service offerings, which may include providing meals or supporting guests in preparing their own. A fully stocked kitchen refers to having the necessary ingredients and supplies to provide meals, whether they are prepared by the organization or the guests.

**13. Is it possible to extend the submission deadline?**

Yes, the deadline will be extended one week, and submissions will now be due Wednesday, May 24, 2023 at 3:00 pm.

**14. When will the Q&A be posted?**

The questions received and answers provided will be available on the [DHS Bonfire Portal](#) on the [RFP Opportunity Page](#) as soon as possible as we are able to update the portal more frequently. Thus, we encourage Proposers to register through the Bonfire Portal to be able to view new information as soon as it is posted. The Q&A will be posted on the [Active Solicitations Webpage](#) on Thursday, April 27, 2023 at 6:00 pm.

**15. Are you expecting to see a specific number of bedrooms?**

The RFP requires a minimum of three and a maximum of five beds in each respite.

**Amendment, April 27, 2023**

The submission deadline, the questions deadlines and the last Q&A update, have been extended to allow for more time for proposal development. The following chart outlines the changes:

	<b>Original Deadline</b>	<b>Extended Deadline</b>
Deadline for Questions	<del>Friday, May 5 at 3 p.m. Eastern</del>	<b>Friday, May 12 at 3 p.m. Eastern</b>
Last Website & Q&A Update	<del>Thursday, May 11 at 6 p.m. Eastern</del>	<b>Thursday, May 18 at 6 p.m. Eastern</b>

Deadline for Proposals	<del>Wednesday, May 17 at 3 p.m. Eastern</del>	Wednesday, May 24 at 3 p.m. Eastern
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In the RFP, all dates were changed according to the chart.