

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

RFQ for Providers of Drug & Alcohol, Tobacco and Gambling Prevention Services

January 18, 2019

1. Once an applicant is qualified how does the selection and contracting process work?

A list of school districts and community organizations that have worked with Prevention Services providers in high-need communities can be found in Appendix E. Qualified Applicants may have already-established relationships with one or more of these schools/organizations, or may contact them to present their interest and qualifications. In either case, to provide Prevention Services in these schools/community organizations, Qualified Applicants will work with the school or community organization to compose a letter of agreement that outlines specific expectations and responsibilities. Qualified Applicants and school districts/community organizations will negotiate and sign letters of agreement annually. Qualified Applicants will notify DHS, submit the letter of agreement, and enter into an Agreement with Allegheny County to provide Prevention Services. DHS may also issue task orders to Qualified Applicants requesting prevention services in a specific high-need community that is not otherwise served.

2. Can schools/community organizations not listed in Appendix E receive Prevention Services?

Within available funding, DHS may approve the provision of Prevention Services to new school districts/community organizations. Priority will be given to those partnerships proposing to provide Prevention Services in high-need communities.

3. What happens if there is a disagreement between a Qualified Applicant contracted to provide Prevention Services and the school or community organization?

DHS will expect Qualified Applicants who are contracted to provide Prevention Services to adhere to DHS's established conflict resolution process if issues arise. The conflict resolution process includes the following steps:

- 1) Representatives from the Qualified Applicant and community organization/school will meet to discuss the conflict.
- 2) If the conflict is not resolved in Step 1, leadership of both entities will meet to discuss the conflict.
- 3) If the conflict is not resolved in Step 2, DHS OBH leadership meets with leadership of both entities.
- 4) If the conflict is not resolved in Step 3, the community organization/school district may select a new Qualified Applicant to provide Prevention Services.

In the case of a legal violation or egregious offense to students, parents or school faculty, DHS is entitled to make exceptions to this process.

January 28, 2019

- 4. Can you explain the fee schedule further? Specifically, if providing a small group educational service, for example to 10 children for 45 mins, what would the reimbursement be, \$52.20 total or \$52.20 per child?**

In this example, the small group education service falls under the Combined Federal Strategy Rate of \$17.40 per 15-minute unit and the reimbursement would be \$52.20 ($\17.40×3 15-minute units = \$52.20).

- 5. If more than one staff is participating at a health fair or another prevention activity can each staff bill for their time?**

DDAP does not allow multiple staff to bill for the same service that occurs at the same time in the same location. However, the provider may bill for multiple staff if they are performing different services. In this health fair example, a provider may bill for multiple staff if one person is disseminating information, another is doing a speaking engagement, and another is facilitating an activity with a group. A second provider may bill only once if they have three staff disseminating information at the health fair.

January 30, 2019

- 6. Once a provider is awarded funding, will there be a specific allocation awarded that they draw down against with the proposed fee for service model? In other words, will there be a ceiling on how much a provider can bill?**

Yes, a provider will enter into an Agreement with a capped funding allocation that they draw down using the fee-for-service model. The amount of the allocation will depend upon the services they provide and the communities or schools that selected them to deliver the services.

- 7. How did DHS determine the rates?**

We looked at total expenses for Prevention Services and the number of staff providing direct service in Allegheny County for the 17/18 year as reported by current Prevention Services providers by way of an online survey. We then determined the amount of time from each day that each staff person should be able to reasonably spend doing a direct-service activity and we ensured that the rate covered their reported expenses. After the RFQ closes, we will meet with all current providers to continue to learn about their experience and refine rates. As a reminder, the rates listed in the RFQ are proposed rates subject to change.

- 8. What is the average hourly pay for Prevention staff?**

DHS does not determine staff salaries for providers. Prevention Services providers determine staff salaries and Applicants may include proposed rates in the budget of their Application.

- 9. We are a current Prevention Services provider who often is asked to do a “one time only” presentation to a community group or church. Will we still be able to schedule and do these events if requested, or will these requests need to go through DHS?**

In order to be reimbursed by DHS for these “one time only” events, current providers must submit an Application, be qualified, and enter into an Agreement to do this type of Prevention Service in the community, church or school that requested it. Once you are a contracted Prevention Service provider, you may add new communities/schools or new one time only events/ongoing services to your contract with an approved letter of agreement.

- 10. When providing Mental Health First Aid (MHFA) to community groups we utilize two trainers as is required to maintain the fidelity of this Best Practice. As I understand your response, “DDAP does not allow multiple staff to bill for the same service that occurs at the same time in the same location.” Does this mean we cannot bill for both staff even though co-facilitation is required to maintain fidelity?**

MHFA is not a Prevention Drug and Alcohol Training.

February 7, 2019

- 11. We are a current provider and we decided not to pursue Anti-Gambling Funds for the upcoming year. Do we need to submit an application to continue to receive other Prevention funds under our current contract?**

Yes, you must submit an application. DHS will not give funding for any Prevention service if you are not qualified under this RFQ.

- 12. Who are the current providers?**

Current providers are:

- Big Brothers Big Sisters of Greater Pittsburgh
- East End Cooperative Ministry
- Familylinks, Inc.
- Homewood-Brushton YMCA
- Manchester Youth and Development Center
- Mon Yough Community Services, Inc.
- Pittsburgh Mercy Behavioral Health
- Turtle Creek Valley (TCV)
- Three Rivers Youth
- University of Pittsburgh, Maximizing Adolescent Potentials (MAPS)
- Wesley Family Services
- Western Psychiatric Hospital, Addiction Medicine Services

13. Does qualification matter if we don't already have a relationship with a school?

You don't have to have an existing relationship with a school or community organization to apply. Once you are qualified, you are on the list as eligible for a Prevention Services contract. Then, you can reach out to a school or community organization to pitch your services and try to establish a relationship.

14. Are we allowed to reach out to schools and community organizations now and tell them we are in the process of applying?

Yes.

15. You mentioned during the Applicant Information Session that you are interested in a comprehensive approach and comprehensive strategies. Are you saying that you are looking for a program that does all federal strategies at the same time?

We are not asking you to develop one program that hits all federal strategies at one time. Instead, we are looking for a creative approach that has the potential for greater impact. You don't need to do all strategies, but we encourage you to do more than one strategy at one time. For example, if you are doing information dissemination, you may want to engage people with education or a presentation. You could be at a health fair only handing out flyers and hoping that people read them; or you could add an activity that engages people and actively teaches them the information on the flyer.

16. Are you saying that you do not want applications that address only one federal strategy but rather you expect applications that address multiple or all strategies.

You may submit an application proposing only one federal strategy; however, the ultimate goal is to make an impact and produce positive outcomes with communities and schools, and we encourage you to think creatively and comprehensively in order to achieve that goal.

17. Can you comment on how much the County is interested in community-based prevention as opposed to school-based activities? What amount of resources may go to each?

We do not separate the funding between community-based and school-based services. We are open to Applications that propose both community-based and school-based services. We encourage Applicants to consider the needs of the specific communities they are targeting, and propose the combination community-based or school-based services that would be most effective for them.

18. Will the needs assessment information be made available prior to the application deadline?

DDAP gave us permission to share our preliminary data and the summary is posted on the solicitations website with the RFQ announcement. The needs assessment, the background information provided in the RFQ, as well as your own research and experience may help you understand ways to allocate Prevention resources and help you shape your application. Once the needs assessment is finalized, DHS will use it to inform its overall Prevention Services plan and will work with Qualified Applicants to fill any gaps in services.

19. What is the needs assessment?

DHS currently is working with DDAP on a needs assessment that will provide comprehensive research and data analysis about drug, alcohol, smoking and gambling in the County. The needs assessment will compare Allegheny County data to state averages. It will pull data from surveys and community focus groups, among other methods, and there will be separate data for adults and youth. It will look at many factors such as overdoses, overdose fatalities, and car crashes under the influence. This needs assessment is mentioned briefly on page 7 of the RFQ.

20. When there is a consumer identified to be at risk, will there be a hotline or other communication methods needed in order to report the person in need or to work individually with that person?

Prevention Services are directed at targeted populations not identified as in need of treatment, but affected by risk factors associated with substance abuse and/or gambling. They typically do not focus on providing services directly to an identified individual. "Telephone/Email Information Requests" (INF09) and "Gambling Telephone/Email Information Requests" (GIN09) are the two billable Prevention Services involving telephone communication. DDAP's examples of these services include, "information and referral lines," and "a call from a parent requesting information about youth gambling" You can read more about these and all other billable Prevention Services in DDAP's Prevention and Intervention Categorization and Coding Guide at: https://www.ddap.pa.gov/Documents/Data%20System/PrevAgency_DDAP%20Prevention%20Coding%20Guide.pdf. As a reminder, the RFQ states that twenty-five percent of the Prevention Services a Qualified Applicant provides must be Evidence-based and/or Evidence-informed programs; the remainder may be Supplemental Programs.

21. Could you explain what the Non-SAP Prevention Brief Risk Screening (PIR06) is?

Non-SAP Prevention Brief Risk Screening (PIR06) is not a Level of Care assessment. You can see descriptions and examples of the billable Prevention Services in the guide linked in question 20.

22. Is there a timeline to know when you will qualify?

It will depend on our review process, but we estimate notifying all applicants about their qualification status in May. If we can notify applicants sooner, we will. Contracts will begin on July 1, 2019.

23. What will the process be for community organizations and schools to select a provider?

By March 1, 2019, we will notify leadership at current participating school and community organizations (listed in Appendix E) that the RFQ was issued and that they have the opportunity to choose their Prevention provider. Once the providers are qualified through the RFQ, we will share the list with the participating schools and community organizations. They will decide to continue working with their current provider (if qualified) or choose from the new list of Qualified Applicants. Once a community organization or school chooses a provider, together they will draft a letter of agreement outlining services. DHS must approve this letter of agreement prior to service delivery.

Qualified Applicants may try to establish a relationship with schools or community organizations not currently receiving services. Although we will serve more than only high-needs communities, we encourage Qualified Applicants to take needs data into consideration when attempting to develop relationships with new schools and community organizations. Qualified Applicants must notify DHS of the potential new service location and receive approval prior to service delivery. DHS will develop a timeframe for the approval of new locations after Qualified Applicants are selected.

24. In Appendix E, you have Woodland Hills Community. Could a provider offer Prevention Services in Woodland Hills schools?

Woodland Hills School District also is listed in Appendix E; the appendix lists the schools and communities separately. You also may propose services with entities not listed in Appendix E.

25. Will fee-for-service for Prevention look similar to that of SAP in that you will receive an allocation to bill out?

Yes. See also question 6.

26. Will there be a template for the letter of agreement that Qualified Applicants will enter into with the school or community organization?

It will be up to the Qualified Applicant and the school/community organization to draft the letter of agreement. We will not have a template.

27. Do you have a preferred plan for hiring and recruiting staff?

No, DHS does not have specific requirements about hiring and recruiting for contracted providers. Each provider has a different method, philosophy and culture for hiring and recruiting staff. Applicants should describe their approach in their Application.

28. Do you have a preferred training plan? For example, the length of time from the date of hire until being a trainee until being a higher-level employee?

All staff must meet the minimum education and training (MET) requirements of the State Civil Service Commission. DDAP gives providers up to one year to have staff fully trained. Applicants should describe their approach to staff training in their Application.

29. What type of evaluation tools qualify for this RFQ? Do they have to be evidence-based or DDAP certified?

Evaluation tools must fall under DDAP's Evidence-based, Evidence-informed or Supplemental programs listed at https://www.ddap.pa.gov/Documents/Data%20System/PrevAgency_DDAP%20Prevention%20Program%20Listing.pdf. Applicants may suggest other evaluation tools, but we will need to get DDAP's approval before using it.

30. Will schools and communities be able to request services and programs once the contracts have begun? How would that happen?

Yes, we can amend contracts to include additional services. Schools and community organizations may request DHS for additional services. They may ask DHS for additional services with a provider in mind or they may want to choose a provider for the additional services from the list of Qualified Applicants. DHS must approve the additional services prior to service delivery.

31. What is the target date for completion of the needs assessment?

The state is guiding us through a three-phase process for this needs assessment and it will take over a year to complete. We just completed phase one. The final phase is scheduled to be completed at the end of summer 2019.

February 11, 2019

32. Could you provide more information regarding the requirement that Prevention services staff must be separate from SAP staff? Does this apply only to work done in the schools? Would this prohibit an SAP liaison (full-time employee) from working in the summer at a Prevention camp?

The separation of SAP and Prevention staff was instituted a few years ago as a means of quality control. The separation allows for staff to focus on the specific service that they are assigned to provide. A provider may deliver SAP and Prevention services in the same building, but they cannot use the same staff for both services. Staff may provide both SAP and Prevention services, but only in different buildings. They cannot provide both SAP and Prevention services in the same building. Trained Prevention/SAP staff are permitted to work at Summer Camps because it will not interfere with their assigned SAP responsibilities during the school year.

February 13, 2019

33. Can the staffing for Prevention Services be a 9 or 10 month position (like a teacher) or would we be required to have full time 12-month staff for this role?

Services and staffing are not required to be active the full 12 months of a year. Funding will be allocated based on the timeframe when the staff and services are active.

February 19, 2019

34. What is a proposal abstract that you are referring to?

For the proposal abstract, please provide a brief summary of your application that is at most 750 characters.

35. We are not a current provider. How should we fill out the MWDBE forms and the Vendor Creation Form? Or should we omit them?

All Applicants should complete the MWDBE documentation and the Vendor Creation Form.

Vendor Creation Form: If you are not a current DHS provider, please check the “Add” check box and leave the “Supplier No.” field blank. You do not have to fill out the “Controller’s use only” box and the “Allegheny County Departmental Contact” fields. Complete everything else.

MWDBE documentation: The MWDBE documentation is not scored, but must be completed to the best of your ability. Allegheny County’s MWDBE Department reviews Applications prior to a contract award, and Applicants must demonstrate a good faith effort at helping to meet Allegheny County’s goals of 13% MBE contracts and 2% WBE contracts. The MWDBE forms (the Participation Statement, Contact Information form and Waiver Request form) are available on our website at www.alleghenycounty.us/dhs/solicitations under the gray bar labeled “Required Documents.” The Required Documents section also has resources for completing the documentation, including a guide and a checklist. If you are requesting a Waiver, the MWDBE Participation Statement and Contact Information form also are required. If you meet the participation requirements, just the Participation Statement and Contact Information form are required. In the Contact Information form, the spec title can be the RFP title and the spec number can be blank. If you have any further questions, you can contact the County’s MWDBE Department directly at <http://www.alleghenycounty.us/mwdbbe/contact/index.aspx>. After you submit your documentation, the MWDBE Department may contact you if there’s any corrections or additional information needed.

36. The RFQ states the ALT01 code is \$79.05/day/child. What is definition of a day? We have summer camps that we go and provide a service for an hour and we have other camps that we provide services for the full day. Can you give us a clearer understanding of what is required for a service to fall under \$79.05 /day/child rate?

The ALT01 code is for summer camps that typically run for four to eight hours per day. The \$79.05/day/child rate will apply for summer camps operated within this timeframe. If you are going to provide an hour-long service at a summer camp, you would use a different billable service, such as info dissemination or an education group. You could not apply the ALT01 per child rate because you are working with the child for only one hour.

37. Will schools that currently have two or more Prevention providers be limited to picking only one provider for next school year?

Schools will have only one provider starting the next school year. Allegheny County has a high demand for Prevention Services and our goal is to use our resources effectively to support as many residents as possible.

Amendments

January 22, 2019 – Section 3 of the RFQ, “Application Requirements and Evaluation Criteria” was amended to correct an error in point values. The amended RFQ is now consistent with the Response Form, which has not changed.