

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

Process Server for the Office of Children, Youth and Families

September 9, 2015

2. Question: If my organization is a certified MWBE, do we need to complete the MWBE participation statement? If so, how do we fill it out?

Yes, you need to complete the participation statement. You must also complete the waiver form if any part of the 13% Minority Business Enterprise or 2% Women Business Enterprise goal is not met. A certified Minority Business Enterprise may utilize their firm to fulfill the County's Minority Business Enterprise goal – you should list your own firm on the participation statement. However, a good faith effort must also be conducted to fulfill the County's Women Business Enterprise goal (documented on the waiver form). Similarly, a certified Women Business Enterprise may utilize their firm to fulfill the County's Women Business Enterprise goal; however, a good faith effort must be conducted to fulfill the County's Minority Business Enterprise goal. A firm certified as both a Minority Business Enterprise and Women Business Enterprise may choose to fulfill the County's Minority Business Enterprise or Women Business Enterprise goal but not both. For more information about MWDBE, please reference DHS' MWDBE Contract Specifications Manual at:

<http://www.alleghenycounty.us/WorkArea/DownloadAsset.aspx?id=41829>

September 4, 2015

1. My organization currently has a contract to provide process serving services to DHS. Does my organization need to submit a proposal for this RFP?

Yes, please submit a response.

Amendment -- The following language was stricken from page 5 of the RFP: In 2014, CYF used two entities to serve required court papers and documents. By this RFP, DHS is seeking a process server to replace one of the two process servers whose services were used in 2014. DHS will continue to use the other provider's services in addition to the Successful Proposer's.

Amendment -- The following sentence on page 5 of the RFP was edited as indicated: DHS intends to make an award of ~~one~~ **up to two** agreements to a Successful Proposer on a fee-for-service basis, with a **total** estimated budget of up to \$30,000 per year for three years.

Amendment – The deadline for this RFP was extended from September 30, 2015 to October 7, 2015.