

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

March 15, 2017

1.) Is there a version of the CCBHO Facility Assessment/Reassessment Checklist that can be filled out on a computer and printed out? A fillable PDF for example? In its current form, it seems that one can only fill it out by handwriting.

We do not have a fillable form for this document. It was provided as a reference in the RFP so that Proposers may better understand CCBH's requirements. It is not necessary to complete the form as part of the Proposal.

March 20, 2017

2.) Are the fire safety standards outlined in Appendix B requirements? Or is Appendix B just a reference?

They are requirements.

3.) Section 3G indicates "a clear plan for providing cash match via....to support the program": not sure exactly what you are asking for, i.e., 'cash match' of what?

We are not requiring a specific match. We would like Proposers to be able to support the Recovery House with funding outside of DHS's so that they can provide robust and sustainable services.

4.) Is the county expecting a certain % of the total cost to be provided by the applicant?

No.

**5.) Section E2.5 indicates "The successful proposer will be responsible for entering claims to CCBH..."
Unclear what we would be able to bill them for? What would be the rate?**

Proposers can bill CCBH for the cost of providing recovery housing. Therefore, Proposers should prepare a budget based on their expected cost to deliver such service taking all requirements into account.

6.) Is it permitted to split one building so that half of it would be 3C Non-Hospital Rehabilitation, and the other half Recovery Housing?

No.

7.) If 'sharing the building' in Q.6 above were possible, would some of the expenses of operating the entire building not being charged to the Recovery Housing program component be considered part of the 'matching funds'?

N/A

8.) If 'sharing the building' in Q.6 above were possible, would we be permitted, as appropriate, to use some of the 3C staff and Recovery staff interchangeably (presuming, naturally, that all 3C regulations were met at all times)?

N/A

9.) If 'sharing the building' in Q.6 above were possible, would having 3C overnight-awake staff present in the building be permitted to be considered as part of the 'match'?

N/A

10.) Section 2.4 indicates, "the successful proposer must establish policies to reduce real or perceived ethical conflicts of interest for their staff. This may include situations when staff are affiliated with programs to or from which Residents may be referred." Does this preclude, should some level of treatment be necessary, the Resident receiving it from our agency's MH or DA treatment services if preferred by the Resident?

No.

11.) Are we permitted to design the Recovery Housing just for one gender, i.e., female, or is that considered 'discriminatory'?

Yes.

12.) Can mothers in the Recovery Housing bring their children to live there with them?

No. This program is specifically for individuals, not families.

13.) Does the House Manager have to be a 'live-in' House Manager? Or just required to be 'available' 24/7?

The House Manager does not have to be a "live-in" House Manager. He or she just needs to be available 24/7.

14.) Is it at our discretion, in creating/structuring the program, whether there was staff on-site 24/7?

Yes.

March 22, 2017

15.) How did DHS arrived at the figure of serving 400 people annually for this RFP? The RFP states that the County envisions that the Recovery Houses being sought by this RFP will serve up to 57 individuals for no longer than 90 days. The RFP also states that DHS expects to fund up to 5 or more recovery houses. One assumes that 90 days is equal to 3 months and there are 4 quarters per year. If one multiples 57 people x the 4 quarters, the number only appears to be 228 individuals which would be the maximum that this program could serve in one year. Has the County formulated some sort of average stay for the 57 people being served - expecting a higher turnover than the 90 days for example. Are we missing something?

Residents may stay in a Recovery House for a maximum of 90 days (consecutively or non-consecutively) throughout the fiscal year. Not all Residents stay for 90 days. Last year DHS served approximately 300 individuals through Recovery Housing, but expects to serve at least 400 individuals with the funding offered through this RFP.

16.) Is there money available from the County to help make capital improvements to an existing recovery house to ensure that all fire safety standards are met? For example, the construction of an external fire escape to ensure that there are 2 fire exits on each floor in a facility?

No.

17.) How many times per week should the Case Managers meet with residents to work on the goals outlined in the Recovery Plan?

In question 11 in the Response Form, Proposers can propose how many times per week Case Managers and Residents will meet as part of their approach to building and monitoring a Recovery Plan.

18.) If we become a Successful Proposer and Contractor, what are the payment terms for the funding to be distributed by DHS and/or CCBHO to our agency? Is there a standard 30-day or 60-day term that we must wait to be paid for services rendered?

DHS issues payment once per month.

March 27, 2017

19.) When we are finished with the draft our RFP, can we have the opportunity to submit it to DHS for comments before we actually submit the full proposal on 4/24/2017?

No, we do not offer comments on drafts. You may be able to find grant writing help and other support at local nonprofit resources such as The Forbes Funds (<https://forbesfunds.org/>), the Carnegie Library of Pittsburgh's Nonprofit Resource Center (<http://www.carnegielibrary.org/services/nonprofit-resource-center/>), Robert Morris's Bayer Center for Nonprofit Management (<http://bcnm.rmu.edu/>) and the Pennsylvania Association of Nonprofit Organizations (<http://www.pano.org/>).

20.) Am presuming that, in the RFP Appendices, the (a) CCBH Facility Assessment/Re-Assessment Checklist and (b) Attachment A would only need to be filled out if we are chosen, not as part of the response package to be sent in to the county as part of our proposal?

The CCBH Facility Assessment/Reassessment Checklist and Attachment A forms are part of RFP appendix C: CCBH Requirements. This appendix was included in the RFP as a reference. Its forms are not required to be completed as part of a Proposal. See question #1. Please submit only the Proposal attachments listed in the RFP and Response Form.

March 28, 2017

21.) Re: square footage for bedrooms – the RFP indicates, for rooms with two residents, there needs to be 60 sq. ft. for each, a total of 120 sq. ft. – four of the double bedrooms in the home we would be using have 115.50 square feet, missing the stated mark by 4.50 square feet. Is the 120 sq. ft. for 2 residents 'hard and fast,' or is the 115.50' close enough?

The 115.5' is close enough.

22.) Re: above question, if the 120 sq. ft. for 2 residents is a 'hard and fast' requirement, we could still do a home for 8 residents – meeting RFP square footage requirements – but not the "10-20" residents indicated in the RFP. Is the minimum of 10 residents 'hard and fast' as well?

Proposers may propose the number of residents they will serve in their Recovery Home. The 10-residents minimum is not strict.

April 3, 2017

23.) Other than the \$817,000 annual funding for the approximate 400 individuals to be served is there any other funding sources or reimbursement for the agency outside of this funding?

There are no other DHS funds available. Successful Proposer(s) may enter claims for recovery housing to CCBH. See question 5 and RFP section 2.5. Funding from foundations or funding from private or other public sources may be used to support the cost of the program. See question 3 and RFP section 2.7.

24.) Does the recovery house need to be free standing or can it be a self-contained section of a housing facility? Or can the recovery house be a set of self-contained apartments for a total of 10 people?

Proposers may propose the layout of the Recovery House. However, it cannot be combined with a licensed treatment program. See question 6.

April 6, 2017

25.) What are the requirements for legal medications in a recovery house for the purposes of the RFP for Recovery Housing? What procedures are recommended by the Department of Human Services?

Residents are allowed to have prescribed medications and the Successful Proposer(s) must have protocols in place regarding security of medication. Please see the footnote on page 8 of the RFP. Successful Proposer(s) are required to follow the recovery housing mandates found in the DDAP Treatment Manual. See Section 7.03, Recovery Housing, at <http://www.ddap.pa.gov/Manuals/Treatment%20Manual.pdf>.

April 10, 2017

26.) Sometimes at our recovery house for women, we allow visitations for family members and children. Sometimes these visitations are supervised by authorized staff members of CYF. Sometimes they are not. Do we need to have Act 33 and 34 clearances? The New Provider Application has a staff list with a space for Act 33 and 34 clearances. Please let us know if we have to have any clearances of this nature or any others that you may know about.

If children are present onsite, then you must have all clearances for staff.

April 17, 2017

27.) Are we able to deny admission to a potential resident for legitimate/extraordinary circumstances (e.g., concrete safety concern, etc.)?

Yes, however Successful Proposers will need to consult with the Single County Authority (SCA) regarding denials.

28.) On the MWDBE contact information form, what is a spec number and spec title?

You may leave the spec number blank and put the name of the RFP for the spec title.

29.) The RFP requires descriptions of intake and assessment documents and a tremendous number of policies and procedures. At the same time, it clearly states that we are not to submit any attachments other than those listed on the RFP and those are minimal. This appears to be impossible. Our Policies and Procedures Manual for the recovery program alone is over 50 pages. It includes all of our intake materials, our contract for program participation with Residents, our opiate overdose prevention policy, our safety policies and a number of other rules, requirements and regulations. How is it possible to demonstrate that our program has all of these materials in place and, yet, not include them with our RFP submission?

Attachments do not count against page limits. The allowed attachments are listed in the Attachments section of the Response Form and in section four of the RFP. Any attachments provided by the Proposer but not listed in the RFP and Response Form will not be given to the evaluation committee for review. In the Response Form, question four asks for a description of the intake materials, not an attachment. Question five asks for an attachment of a draft set of proposed rules and requirements.

30.) In the RFP, it says that there are word counts on the response form. We do not see any indicated in the response form that we downloaded. Please advise.

The RFP asks Proposers to “stay within any word counts that may be specified in the Response Form.” For this RFP, there are no word counts specified. Proposers must stay within the 18-page limitation for the Requirements section of the Response Form.

31.) I noticed in 2.2 A that there is a reference to your fiscal year being June 30 - July 1. Is this correct? I thought that it was July 1 - June 30. Please clarify.

That is a typo. The fiscal year is July 1 to June 30.

32.) Will DHS accept one zipped folder with all of the materials inside of it?

Yes.

April 19, 2017

33.) The reality for non-profit programs is that at times they run at a deficit, at other times at a surplus. If we were to generate a surplus, are we able to retain and reinvest it in the program, as opposed to being penalized in any way?

DHS will reimburse the Recovery Housing fee for service contracts on an agreed upon per unit rate. If a Successful Proposer efficiently operates a program below the agreed upon contract rate, the provider may retain the surplus and reinvest it into the program.

April 21, 2017

34.) If a resident is, e.g., not yet employed but on some form of social security, is there any reason we cannot expect a % of it in lieu of rent that might otherwise come from their job earnings?

Yes, however the amount collected from the resident must be adjusted from the County reimbursement. Please note that Residents should not be denied admission into a Recovery House due to lack of income. For more information, see sections 7.02 and 7.03.2 of the DDAP fiscal manual at <http://www.ddap.pa.gov/Manuals/Fiscal%20Manual.pdf>