

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

July 16, 2018

1. Our agency is interested in reaching out to other agencies who may be submitting a proposal for this RFP in the hopes of partnering with them. Will DHS make your agency list available so we can identify potential proposers?

The list of all DHS-contracted agencies is available on the DHS website and is updated twice per year: <http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Current-Providers.aspx> (at the bottom of the page, under "Related Resources").

July 18, 2018

2. In paragraph 2.7 Budgets the RFP states "DHS will make available up to \$300,000 to 500,00 per year to the additional Recovery Houses." Are these the reimbursable funds for the day rate of the members utilizing the services OR is there upfront capital available to the successful proposers form these funds?

These are the total funds available for this program; Successful Proposers will be paid on a fee-for-service basis only. No upfront capital funds are available.

July 20, 2018

3. Is there a specific timeline once the successful applicant is notified?

We are hopeful that the program will be ready to receive participants by January 1, 2019.

4. The RFP seems to imply that the bidder must have site control at the time the proposal is submitted. Is this correct?

Your Proposal must either identify a proposed Recovery House site OR include a valid process plan for identifying an appropriate site within the time frame.

5. Must every resident have a private bedroom?

No, bedrooms may be shared, so long as each Resident has a bed and the bedrooms comply with all physical standards (described in Section 2.2 D of the RFP)

6. We are unclear if the case management services are part of this program as staff members or is this service rendered via partnerships with such programs?

The Successful Proposer must have case management staff who work with Residents to create and update Recovery Plans and check in with Residents about their progress. As part of the Recovery Plan, 2 case management staff will connect Residents to services provided by other agencies, such as job training, family counseling, or legal aid. Please refer to Section 2.3 of the RFP for more detail.

July 26, 2018

7. Will referrals come via Synergy or will there be a specific referral form for Recovery Housing?

Referrals can come directly to the Successful Proposer.

8. Will the per diem rate cover any vacancies that may occur?

No, you may only bill the per day rate for beds that are occupied on a given day, plus up to four hours per month for case management.

9. Can the first year per diem rate be higher to cover start up costs and then decreased the following years?

No, the rate will be the same for all Successful Proposers, regardless of startup costs.

10. Are there specific requirements for staff i.e. degree, experience etc.?

Staff must meet the requirements described in Section 2.4 of the RFP; otherwise, please describe your staffing plan in your Proposal, including qualifications.

11. Question 8 on the Response Form refers to structural standards described in Section 2.2 E of the RFP. Should it read 2.2 D instead?

Yes.

July 27, 2018

12. Can the proposed Recovery House be gender specific?

Yes.

13. What is the daily rate for a case manager?

There is no separate daily rate for a case manager; this is a personnel cost and part of the daily rate that will be set for Recovery Housing.

14. What is the rate for the additional 4 hours per month per case manager?

\$12 per quarter-hour unit

15. Is this revenue in addition to the monies awarded for the RFP?

Yes. While daily case management activities are included in the daily rate, you may bill up to four additional hours per month at \$12/quarter-hour unit.

August 3, 2018

16. The RFP states, "The Recovery House must meet all appropriate County Health Department codes and regulations and must have appropriate permits and certifications. Successful Proposer(s) must notify the Health Department prior to operating the Recovery House. Successful Proposer(s) must agree to allow the Health Department to inspect the Recovery House when requested." It is our understanding that individuals with a disability (addiction) living together as a family are seen as living

in a single family house. The Health Department typically does not have permits, certifications or inspections for single family homes. Please clarify what is expected.

The following response is from the Allegheny County Health Department:

The Health Department does consider more than three individuals with a disability (addiction) living together as a rooming house, and we permit and inspect rooming houses, as long as they meet the rooming house definition in our regulation. Article VI. Section 604 is the definition section, and it is toward the front of the Article. A link is below. Section 611 of Article VI outlines the requirements for rooming house permits.

http://www.county.allegheny.pa.us/uploadedFiles/Allegheny_Home/Health_Department/Programs/Housing_and_Community_Environment/Article-06-Housing-Rules.pdf

August 6, 2018

17. Does the population in the recovery home need to be single gender or can it accommodate different gender identities?

Recovery Housing can accommodate different gender identities or may be gender specific. See also Question 12, above.

18. Is the recovery house RFP intended for individuals only OR can it provide housing for individuals and their children/other family members (e.g., those coming out of a family recovery shelter/program)?

Only individuals.

19. Do you see the Recovery Housing as the level of care AFTER halfway house/longer-term care and the next step to safe, independent housing or after a shorter term in-patient (e.g., 30-day) stay...or does it matter and dependent on the client need?

The Recovery House is most appropriate for individuals who are ready to engage in outpatient, intensive outpatient or partial hospitalization treatment. The treatment immediately prior may vary, but it is not for individuals who require an inpatient level of care.