

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

**January 6, 2022**

**1. What policy and reporting requirements will be necessary for the grant application to be successful?**

Please see “Section 2: What We Are Looking For” in the RFP. Section 2.5 and 2.6 outline the reporting requirements and the monthly Performance Outcome reporting. Appendix G also shows the required discharge reporting for all served members.

**2. Will grant funding with recovery housing as a focus be available in the future? We are also going to be applying for the licensing and even though we are not currently able to offer case management, that is one of our goals and reasons for considering applying for this grant. Any feedback would be greatly appreciated.**

We cannot speculate what type of grants may be available in the future or what they may or may not be for. Case management is outlined in Section 2.3. The Successful Proposer(s) must be able to perform case management services along with the other services listed in the RFP.

**Amendments**

**January 6, 2022**

We amended the RFP according to the most recent requirements.

On RFP page 14, the training requirements were updated and the list now reads, with additions and deletions in red:

- At hire
  - Screening and Assessment\*
  - American Society of Addition Medicine [ASAM] (Only needed for staff completing LOCAs)
  - Naloxone/Narcan Training
  - ~~Drug and Alcohol Pennsylvania Client Placement Criteria (PCPC) 3rd Edition (or equivalent training offered by the American Society of Addition Medicine [ASAM])~~
  - ~~Practical Application of PCPC (or ASAM)~~
- Within one year of hire
  - Addictions 101\*
  - Confidentiality
  - ~~Practical Applications of Confidentiality~~

- Case Management Overview\*
- ~~HIV/STD DDAP Approved~~
- Basic HIV DDAP Approved
- TB/STD/Hepatitis
- Cultural Competency
- CPR and First Aid
- Within two years of hire
  - Recovery Oriented Systems of Care
  - ~~Safety in form of CPR, First Aid and/or Bloodborne pathogens~~
  - Harm and risk reduction
  - Mental health
- Ongoing
  - Trainings in the Non-Treatment Intervention Tool (12 hours per year) (Refer to the end of the recovery house tool Appendix J)

In addition, all appendices were replaced with updated versions. The list of appendices now is, with additions and deletions in red:

- Appendix A: Recovery Housing Checklist
- Appendix B: Case Management ~~Determination and~~ Referral Form
- Appendix C: Overdose Information
- Appendix D: Allegheny Link Assessment Requirement
- Appendix E: Fire Safety
- Appendix F: CCBH Requirements
- Appendix G: ~~Recovery Housing~~ Discharge Summary Form
- Appendix H: Recovery Housing Outcomes Form and Explanation
- Appendix I: Recovery Housing Monitoring Form
- Appendix J: Recovery Housing Licensing

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**3. Will the award of the RFP include Start-up costs?**

No.

**4. Will the county allow dedicated beds when a person is referred to cover the cost gap between referral and admission?**

No. The County will only pay the daily rate for each filled bed.

**5. The outcomes appear very high, 90% for some. How were these outcomes arrived upon, what metrics were used to determine their viability?**

These outcomes and expectation of outcomes were created during the initial drafting of the RFP for Recovery Housing. They are reviewed yearly and adjusted as needed by DHS's Bureau of Drug & Alcohol Services leadership team.

**6. Is there data on the need for this type of programming?**

We have conducted multiple point in time surveys on the waitlists for our current Recovery House providers, including the size of those waitlists coupled with the overall weekly capacity of these Recovery Houses. The results we have received speak to the need for further investment in additional beds for our continuum.

**7. Is there a preference for site location.**

No. We will not dictate where the house is located outside of the need for it to be in Allegheny County.

<b>Office Hours</b>
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**8. When and where will the next Office Hours for RFP for Recovery Housing take place?**

The next opportunity for Office Hours for the RFP for Recovery Housing will be held at 10:00 AM on Tuesday, January 25. It will be held virtually and last 30 minutes.

**9. I just realized the extent of what is needed for the clients that would be housed in these homes and was wondering if there is a system already in place or people that you can hire to fill those case management roles for these individuals? Maybe I'll liaison with the DHS or the relationships that you already have. Initially, when I was told about it, it was offering housing, and I work with a lot of rental housing in the Pittsburgh area and have some homes that would fit well within the criteria that's needed for this and was willing to facilitate it. I just didn't realize that a lot of that would be on -- weighted on me as well to facilitate, you know, their case management and things like that. So, I was curious if you've had this situation before and had created some type of liaison situation where we could bring on some counseling help, or if it's something that I needed to have in place before I submit my proposal.**

No. The two providers we currently have contracted for Recovery Housing were part of the Drug and Alcohol landscape before and able to hire their own staff for case management. However, the case management requirement for this RFP is not as intensive as it would be for other Drug

and Alcohol services. Please see Section 2.3 of this RFP. There are many individuals who are qualified for this position in the Drug and Alcohol and Mental Health field.

**10. So, I'm familiar with working with a few halfway houses and more in Florida than Pittsburgh in just helping facilitate job search and housing after the fact. And then I guess that really answers the question because just how deep are we getting into counseling? Or is it just, merely, helping to report and facilitate these individuals in obtaining that surface level support, I guess?**

Correct. There is no counseling requirement.

**11. Well, so, it doesn't necessarily need, for lack of a better term, a house mother or a house dad or whatever, to facilitate the home. But it's just a case manager that checks in on a weekly basis and updates files or helps facilitate their searches?**

Please see Section 2.3 of this RFP for the required case management services of this RFP.

**12. The best case then would be someone that joins both of those positions, looks after the house, would also facilitate the case management position?**

That is one staffing method. Some providers may have their staff there during the day, then have different staff they hire to come at night. Other providers may be there Monday through Friday, then hire another set of staff that comes in to do the case management. There are multiple ways to staff. The Successful Proposer(s) must ensure there is always a staff person in the house.

**13. In properties, I've got – the one I'm thinking of is a two-story home in Turtle Creek that was a duplex, but it's an upper/lower situation where it's got a total of six bedrooms, two full baths. And then living spaces and kitchens on each – two different living areas, two different kitchens, on each floor. Would something like that, I would assume, would it facilitate what you're looking for?**

Please see Section 2.2 and Appendix E of the RFP to see the physical and safety requirements of the space. You can also find more information on the Department of Drug and Alcohol Programs (DDAP) Recovery Housing Licensing page and the Independent Regulatory Review Commission (IRRC) site.

- <https://www.ddap.pa.gov/Licensing/Pages/Licensing.aspx>
- <http://www.irrc.state.pa.us/>

**14. So, my first question was about the certification for the minority. I had seen it in here. I'm looking for it. Do you – could you tell me a little bit about that because when I called to try to get registered for the minority certification, you had to be non-profit. I mean, you couldn't be a non-profit minority women or disadvantaged business - MWDBE.**

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Enterprises and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the [Allegheny County Equity and Inclusion Department](#) website.

**15. Okay. Do I submit the waiver request prior, or do I submit it with this proposal?**

Please submit the waiver request with your proposal and other required documents. You can find the required MWDBE form, which includes the waiver, in the “Required documents” section on our webpage at [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).

**16. So, for this RFP, so, if we have, like, a 14-bed house, and we say that for this particular RFP, recovery housing, we're going to give eight beds to that, is that allowed? Or do we have to give all the beds up for this? What we wanted to use the other beds for was transition. So, like, once they're done with the 90-day program, that they can still stay, but they have to pay. We have two houses, a men house and a women house. So, what we were planning on doing is putting the people that are paying up on the third floor, and the people who are in our program, on the second floor.**

**The people on the second floor – the people that's in the program, they, kind of, have the same requirements as the recovery house people that's there now. Whereas there's a curfew; there's meeting attendance; you have to get your Social Security card. They have all the requirements. The people on the second floor will be working. They'll have probably a longer curfew, if that makes sense.**

In submission for this RFP, please clearly detail how you are planning to structure and implement your Recovery Housing services. The Evaluation Committee formed will consider all requests and make their recommendation on the information you provide.

**17. So, when it's asking for the beds, we just put the amount of beds that we want to give for this particular program?**

Yes, but please provide all the detail about your proposed plan that you can so that the evaluation committee is aware of what you are trying to do. For example, you could say, “We have X beds, but plan to use X for Recovery Housing and the remaining X for extended living.”

**18. Would that disqualify us from the program then?**

No, it will not. The evaluation committee will evaluate your proposal in full and come to a decision on a recommendation for DHS leadership. Please just make sure to provide all the context you can so the committee can make an informed decision. If the committee needs more information, we may invite you to Oral Presentations. Please see Section 5 for more information on how we will evaluate proposals.

**19. Medicare assistance. We already accept suboxone people in our program. Does this include medical marijuana?**

No. Medical marijuana is not currently a form of Medication-Assisted Treatment (MAT).

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**20. With me being a new provider, what other documents can I submit in lieu of a tax return and/or three years of audited financial reports?**

If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to the financial health of your organization. Tax returns (e.g., 990 forms) are the preferred alternative. If you do not have financial statements for three years because you have not been in operation that long, that is fine. Please submit what you can. Providing financial documentation is a requirement of contracting through Allegheny County.

**21. I am in the process of applying for the (MWDBE Certification). If I am not certified prior to the submission of the FRP; how should I proceed with submitting this portion of my application?**

Please see the answers to questions 14 and 15.

**22. Hello I understand that the training needs to be upon hiring, however I would like to know if virtual training can take place. I have found the Screening & Assessment training at Behavioral Health Training & Education Network <https://www.bhten.com/course/screening-and-assessment> and was wondering if that would be ok. Please let me know.**

All trainings need to be DDAP approved trainings. This includes Screening and Assessment (S&A) trainings, some of which are held virtually. These trainings and more can be found at [DDAP Training \(pa.gov\)](https://www.padev.org/ddap-training). The Bureau of Drug and Alcohol Services also emails all approved training activities to all providers as soon as they are made available.

**23. The intake forms that the residents are required to have, will they initially come in with a treatment plan? And, if so, are those intake forms provided for us, or do we have to provide the intake forms?**

No, new Recovery Housing Residents will not come with a treatment plan.

Recovery Housing participants are referred to Recovery Houses after a Level of Care Assessment (LOCA) has been conducted. The completed LOCA, with diagnosis, will be shared with the Successful Proposer(s) at the time of referral.

Case management staff of the Successful Proposer(s) must encourage each Resident to develop and participate in their own personalized Recovery Plan. The staff and Resident will create the Recovery Plan together within 24 hours of the Resident's arrival.

Recovery Houses do have forms for new Residents to complete as part of the intake process.

**24. Those forms that you speak of, are they standard throughout all recovery houses, or are they individual depending on the house?**

These forms can be unique to each Recovery House, but they generally collect the same information.

**25. We're looking at a 90-day mandatory stay, so how extensive should the intake forms be?**

They should be extensive enough to meet the requirements set forth in the RFP and by DDAP. Please see Section 2.2. You can also find more information on the Department of Drug and Alcohol Programs (DDAP) Recovery Housing Licensing page and the Independent Regulatory Review Commission (IRRC) site.

- <https://www.ddap.pa.gov/Licensing/Pages/Licensing.aspx>
- <http://www.irrc.state.pa.us/>

**26. Does it matter if the Recovery House is gender specific because our mission is about serving women as a priority and, particularly, family-focused programming. But does it matter if it's gender-specific to women?**

Proposers are free to propose their own approach to this service as long as all necessary requirements are met. There is no requirement for the Recovery House to serve men.

**27. Is the rate at some point negotiable, or is that per diem set at the \$60 per day?**

No, this rate is not negotiable.

**28. Right now we don't have a recovery house license. We have an in-patient license. So, will there be a timeframe to allow providers, if awarded the RFP, to get that license?**

Yes. Licensing is a newer requirement, so we will allow some extra time for the Successful Proposer(s) to complete that process.

**29. Will this video be repayable?**

No. We do not record the office hour sessions, but we will transcribe the questions and answers from each office hour session to release on our website.

**30. I read in the RFP that the beds would need to be equipped with some type of handrail. Is that for all the beds or beds where residents need some type of assistance in and out of the bed?**

No. That requirement is for an open side of a bunk bed.

**31. Our responsibility requires that we have them enroll in Allegheny County LINKs as far as finding housing. Beyond that, is there a requirement for us to entail in order to find them housing?**

The Successful Proposer(s) must abide by the Allegheny Link Assessment Requirement when assisting Recovery Housing participants in locating permanent housing. Please see Section 2.3 and Appendix D. Discharging Residents to permanent housing must be a priority for the Recovery House Case Manager(s).

**32. In the budget section of the RFP it says that the proposer would have to list operation expenses. Does DHS intend to help with those expenses?**

No, we do not intend to cover operation expenses. DHS will reimburse Recovery Housing services through an agreed-upon fee-for-service per day unit rate (\$60 per day for each Resident or approximately \$1,800 per month for each Resident).



February 3, 2022

**33. On page 6 of the Recovery Housing RFP under 2.1 Target Population, it states: "Ten to 20 residents may live in a Recovery House at a given time." Is a provider permitted to propose a program serving fewer than ten residents? For example, we are interested in operating a recovery home that serves eight residents... would that be too few for this opportunity?**

Yes, proposers are allowed to submit a proposal for the number of individuals they feel they can adequately serve in a Recovery House. 10-20 is the target range, but we will not reject proposals for proposing to serve anything below or above that range.