



Allegheny County Department of Human Services  
**Request for Qualifications**

**Recruiting Talent for DHS**

**RFQ Posting:**

Thursday, March 16, 2023

**Office Hours Session:**

1 p.m. Eastern Time on Wednesday, March 29

**Questions Deadline:**

3 p.m. Eastern Time on Friday, April 14, 2023

**Submission Deadline:**

3 p.m. Eastern Time on Wednesday, April 26, 2023

**Estimated Decision/Notification:**

June 2023

Allegheny County Department of Human Services  
One Smithfield Street Pittsburgh, PA 15222

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# Acronyms and Definitions

Unless the context indicates otherwise, the following capitalized words are defined as follows for purposes of this RFQ:

1. Administrative Support Roles: Job positions within DHS that support the day-to-day management and provision of services provided by DHS
2. Agreement: A contract negotiated between Allegheny County and the Qualified Applicant to provide the Contract Services
3. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
4. Applicant: The individual, non-profit organization, or for-profit organization or business submitting an Application in response to this RFQ
5. Application: A completed Response Form, with specified attachments, submitted in response to this RFQ
6. DHS Job Application Portal: The appropriate website/page at which to apply for a DHS position
7. Approved Civil Service List: A list of candidates approved by the PA Office of Administration for Civil Service positions
8. Bamboo HR: The County's HR management software platform
9. Bonfire: The County's online procurement software. Applicants must have a Bonfire account to submit a Response to this RFQ
10. Contract Services: The specific services which the Qualified Applicant agrees to provide to the County in response to this RFQ as more particularly described in the Scope of Services in the Agreement
11. DHS: [Allegheny County] Department of Human Services
12. DHS Bonfire Portal: A Bonfire webpage specific to the Allegheny County Department of Human Services where Applicants can view open, past and awarded solicitations released through Bonfire
13. Direct Service Roles: Job positions within DHS's program offices that provide direct services to individuals and families
14. Qualified Applicant: The Applicant(s) qualified by the County to provide the Contract Services.
15. Referral(s): a candidate that has been submitted by a Qualified Applicant into the Referral Tracking System
16. Referral Tracking System: A mechanism within Bamboo HR that will allow DHS to track referrals and eliminate any duplicate entries
17. RFQ Opportunity Page: The Bonfire webpage on which the RFQ and all supporting documents are listed and where the RFQ submission documents must be uploaded for an Application to be considered for review
18. Successful Referral(s): A candidate, proposed by a Qualified Applicant in Bamboo HR, who has completed the application in the appropriate Job Application Portal
19. Response Form: The Word document in which Applicants respond to requested information about this RFQ
20. RFQ: Request for Qualifications

Other terms shall have the meaning or definition as stated in the RFQ.

# The RFQ at a Glance

## *Purpose*

The Department of Human Service (DHS), on behalf of Allegheny County, is seeking Applications from qualified Applicants to provide recruitment services for qualified candidates to fill Direct Service Roles in DHS's Program Offices, such as Caseworkers, Case Aides and Care Managers, and Administrative Support Roles, such as Budget Analysts, Contract Monitors and Auditors.

Currently, DHS is prioritizing hiring of Direct Service Staff in the Office of Children, Youth and Families (CYF), Aging Services/the Area Agency on Aging (AAA) and the Office of Behavioral Health (OBH). We envision that non-traditional recruitment firms, such as community-based organizations whose mission includes placing individuals in full-time employment, may be particularly helpful to us in identifying qualified candidates for these Direct Service Roles. However, **Applicants may apply to provide recruitment services for Direct Service Roles, Administrative Support Roles or both, depending on their interest and experience.**

## *Qualification Details*

The County intends to enter into a two-year Agreement with one or more Qualified Applicants to provide recruitment services for Direct Service Roles and one or more Qualified Applicants to provide recruitment services for Administrative Support Roles. Qualified Applicants will receive \$5,000 upon completion of an Agreement to cover upfront costs for the recruitment of Referrals. After the two-year period, DHS will have the option to extend the contract at our discretion and depending on our needs and the availability of funding.

Qualified Applicants will refer candidates to DHS on request, providing some support through the application process. Qualified Applicants will earn a fee only if and when a Successful Referral begins work for DHS. There is no guarantee that DHS will choose to hire any Successful Referral of a Qualified Applicant.

## *Who can apply*

Non-profit organizations, for-profit organizations, small businesses and individuals, **with a physical office location in Allegheny County**, are eligible to submit an Application in response to this RFQ. Universities and colleges are not eligible to submit an Application in response to this RFQ. Applicants do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County's contractual requirements (see Section 7: Contract Requirements for Qualified Applicants) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

Collaborative Applications are permitted. Entities may participate in more than one Collaborative Application.

**Applications must be submitted electronically by logging into or creating an account on Bonfire (See Section 4: How to Submit a Proposal).**

We envision that non-traditional recruitment firms, such as community-based organizations whose mission includes job placement services, may be particularly helpful to us in filling Direct Service Roles.

***What’s important to us***

We are looking for Applicants with a track record of identifying high quality, diverse candidates and placing them in full-time work. We are especially interested in Applicants that:

- Can partner with us in building effective talent pipelines.
- Can quickly and efficiently propose candidates to fill Direct Service Roles, Administrative Support Roles or both.
- Can collaborate and communicate efficiently and effectively with DHS.

***What we don’t want***

We are not looking for a fixed price model, but rather a fee-for-successful-placement arrangement.

***Timeline***

RFQ Posting	Thursday, March 16, 2023
Office Hours (see section 4.1 for details)	Wednesday, March 29, at 1:00 p.m. Eastern
Questions Deadline	Friday, April 14 at 3 p.m. Eastern
Last Website & Q&A Update	Thursday, April 20 at 6 p.m. Eastern
Submission Deadline	Wednesday, April 26 at 3 p.m. Eastern
Estimated Award Decision/Notification	June 2023

***Who we are***

DHS is the largest department of Allegheny County government and provides publicly funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, developmental supports, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

## **Section 1: Why DHS is Issuing this RFQ**

DHS currently recruits staff through a variety of methods—including our human resources department, our purchased personnel providers, and an extensive referral network including our university partners. However, due to the number of positions open and current national, regional

and local workforce challenges, identifying qualified candidates has become increasingly difficult.

The need for quality candidates is immediate and ongoing, particularly in Direct Service Roles, where we need to fill significant post-pandemic vacancies as well as meet the annual demand created by promotions, retirements and general turnover. Through this RFQ, DHS hopes to identify two or more Qualified Applicants to expand our reach to find more qualified candidates to fill our existing and future vacancies in a timely manner. With DHS’s workforce approaching 1500, there are always vacancies to fill for both Direct Service Roles and Administrative Support Roles.

DHS is especially interested in increasing the diversity of its workforce.

Our Direct Service hiring needs are projected below:

Office	Role	Starting Salary Range	Estimated Vacancies	Estimate Ongoing Annual Need
Child Welfare	Direct Service	\$45 - \$47K	100	25 - 50
Aging	Direct Service	\$45 - \$47K	40	10 - 20
Behavioral Health	Direct Service	\$45 - \$47K	10	5 – 10
Office of Administration	Administrative Support	\$47 - \$60K	15	5-10

In addition, more senior positions may occasionally become available. Currently, we are recruiting for positions paying over \$75K in several of our offices.

## Section 2: What DHS is Looking For

Qualified Applicants must demonstrate previous success in conducting recruitment services and have a clear strategy for identifying qualified, diverse candidates and supporting them through the application process. In addition, Qualified Applicants must demonstrate a commitment to diversity, equity and inclusion within their organization and hiring policies.

Applicants may apply to provide recruitment services for Direct Service Roles, Administrative Support Roles or both, depending on their interest and experience.

### 2.1 DHS Job Application Portals

For both Direct Service and Administrative Support Roles, DHS accepts job applications via the following four Job Application Portals (depending on the position):

**PA State Civil Service:** <https://www.governmentjobs.com/careers/pabureau>

**Allegheny County:** <https://www.alleghenycounty.us/Human-Services/Careers.aspx>

**Donnelly-Boland:** <https://donnellybolandandassociates.applytojob.com/apply>

**Great Lakes Behavioral Research Institute/Diversified Care Management:**  
[https://glbridcm.ourhcm.com/System/Start\\_public/pub\\_index.aspx](https://glbridcm.ourhcm.com/System/Start_public/pub_index.aspx)

Qualified Applicants must understand the process and formats associated with each of these portals to support their Referrals in submitting complete job applications.

Qualified Applicants and their Referrals will also need to enter information into DHS's Applicant Tracking System: <https://allegHENYcounty.bamboohr.com/careers>.

## **2.2 Referral Request**

Upon selection and completion of a contract, Qualified Applicants will be given access to a list of positions for which DHS is seeking referrals and for which they are contracted to recruit (Direct Service Roles, Administrative Support Roles or both). Each listing will dictate the maximum number of Referrals, or proposed candidates, that a Qualified Applicant may make for the position, provide information about the role and include a deadline for Referrals. Qualified Applicants may provide no more than the maximum number of Referrals requested. DHS will maintain the list of positions, adding positions as they open and removing them when the deadline has passed.

## **2.3 Referral Entry System**

Qualified Applicants will enter Referrals into DHS's Referral Tracking System, via Bamboo HR, including themselves as the Referral source. Once a Referral has been entered in the system, that candidate will be considered the Referral of the Qualified Applicant that submitted their name.

The Referral Tracking System in Bamboo HR will not allow duplicate Referral entries of the same candidate. If a duplicate entry somehow bypasses the system, DHS will determine claim of the Referral by who entered it first; therefore, Qualified Applicants will be encouraged to enter their Referrals as soon as possible. In addition, DHS will confirm with Success Referrals which Qualified Applicant they were referred by.

## **2.4 Application Process, Support and Successful Referrals**

Once a candidate has been submitted as a Referral by a Qualified Applicant, they may then apply for the job (using the portal appropriate for the position) at any time until the application period closes. A Referral cannot be considered a Successful Referral or hired unless they have completed the appropriate job application process.

Qualified Applicants are encouraged to remain engaged with their Referrals to ensure that they complete the job application and remain responsive through the application process.

The job application process will vary depending on the type of position. Jobs applied to through the PA Civil Service Application Portal may require the Referral to complete an exam before the application is considered complete. Referrals submitting job applications through the PA Civil



Service Job Application Portal must be qualified by the PA Office of Administration and placed on the Approved Civil Service List before DHS can begin review of the candidate.

DHS will have a point of contact for each Qualified Applicant who can provide information on the status of Referrals.

### **C. Payments to Providers**

All Applicants to this RFQ must propose a fee structure with fees earned only when DHS hires a Successful Referral. Proposed fees may vary depending on the starting salary and type of position, in accordance with the chart presented in Section 1: Why DHS is Issuing this RFQ. DHS will consider all proposed costs for reasonableness and determine the ultimate fee structure with the Qualified Applicants during the contracting and negotiation phase.

However, potential Applicants are advised that we do not envision paying more than 20% of salary or \$15,000 (whichever is less) for any successful placement.

Fees will be earned when DHS hires a Successful Referral. Qualified Applicants will not have to warrant their Referrals or refund fees if Referrals leave or are terminated.

DHS reserves the right not to fill any position that we post. Hiring is at the sole discretion of the County and its Personnel Contractors at all times.

## **Section 3: Application Requirements and Evaluation Criteria**

DHS will evaluate Applications based upon the evaluation criteria listed below, scoring each category (Direct Service Roles and Administrative Support Roles) separately. The scores from the Work Plan and Fee Structure sections will be added to the score for each category proposed. The maximum score an Application can receive for each hiring category is 55 points as follows:

Direct Service Role Provider = 55 points possible  
Administrative Support Role Provider = 55 points possible

Applicants must address their qualifications in their Application by responding to the requested items or questions in the Response Form. Applicants should download and type their responses directly into the Response Form available on the Active Solicitations webpage at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

### **A. Direct Service Role Applicant (30 Points)**

- Organizational description, mission and experience working with quality, diverse candidates seeking employment opportunities (5 points)
- Organizational experience identifying candidates seeking employment opportunities and placing them successfully in full-time employment in Direct Service Roles (15 points)



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## 4.2 Submit an Application

- a. Applicants should take time to review and understand the RFQ in its entirety including:
  - The background (see Section 1: Why We Are Issuing this RFQ)
  - The narrative (see Section 2: What We Are Looking For)
  - The requirements (see Section 3: Application Requirements and Evaluation Criteria)
  - The evaluation process (see Section 5: How We Will Evaluate Your Application)
- b. Applicants must use the Response Form to develop your Application. Type your responses to each requested item directly into the Response Form. It is available on the RFQ Opportunity Page on our DHS Bonfire Portal and on our Active Solicitations web page with the RFQ announcement at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- c. Applicants must submit a complete Application. The Application includes the following attachments that are available on our Active Solicitations website:
  - Response Form
  - Partner commitment letters, if applicable
  - W-9
  - Minority, Women or Disadvantaged Business Enterprise (MWDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
  - Certification of an office location in Allegheny County
- d. Applicants should not send any attachments other than those listed either above or in the Response Form.
- e. Make sure to complete each section of the Response Form and to stay within page limits specified in the Response Form.
- f. **Applications must be submitted electronically by logging into or creating an account on Bonfire at <https://alleghenycountydhs.bonfirehub.com> and uploading the required submission documents to the [RFQ Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Wednesday, April 26, 2023, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) or (412) 350-6352.**
- g. All Applications must be submitted before the deadline! Once the deadline has passed, the RFQ Opportunity Page will no longer accept Applications. If an Application is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- h. Applicants will receive an email acknowledging receipt of their Application. If an Applicant does not receive this notification within 48 hours of submitting their Application, please contact: [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

## 4.3 How to Contact DHS about this RFQ and RFQ Communications

- a. If you have any questions about this RFQ, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the RFQ Opportunity Page, or email us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).
  - o All content-related questions must be emailed by the Questions Deadline at 3 p.m. Eastern Time on Friday, April 14, 2023.
  - o You may submit technical or logistical questions at any time, even after the Questions Deadline.
- b. All information about the RFQ, including answers to all content-related questions and any changes or amendments, will be posted on the Bonfire RFQ Opportunity Page and on our Active Solicitations webpage at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations). Through the DHS Bonfire Portal, once you have created an account and indicated you are interested in this RFQ, you will receive automatic email updates when any questions, changes or amendments are made available.
  - o Please check our website and the DHS Bonfire Portal regularly for answers to questions, additional information and changes to the RFQ or the RFQ process.
  - o The website will be updated only on Thursdays, with any new information visible after 6 p.m.
  - o The last Q&A and website update for this RFQ will be on Thursday, April 20, 2023, at 6 p.m. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.

#### 4.4 New Provider Requirements

Any Qualified Applicant(s) who does not have current Allegheny County DHS contract must submit the DHS New Provider Application and its supporting documents upon Notice of Intent to Qualify. Applicants are not required to submit this documentation with their Application.

- a. The DHS New Provider Application is available at our Active Solicitations website under the “Required documents” bar at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- b. The DHS New Provider Application asks for audited financial reports for the last three years. If an Applicant does not have audited financial reports for the last three years, then the Applicant may submit other financial documentation that attest to the Applicant’s financial health of the organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting through Allegheny County.

#### 4.5 Other Information

- a. **The issuance of this RFQ does not obligate the County to accept any Application, to qualify any Applicant or to enter into an Agreement with any Applicants. The County reserves the right to reject any and all Applications and not enter into an Agreement for the Contract Services.**
- b. Any Agreement originating from this RFQ is subject to all the Terms and Conditions specified in Section 7: Contract Requirements for Qualified Applicants.

- c. Applicants are responsible for all costs related to the preparation and submission of an Application.
- d. Applications become the property of the County and may become part of any subsequent Agreement between the Applicant and the County.
- e. Successful Application(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Qualified Applicant(s).

#### **4.6 Pennsylvania’s Right-to-Know Law**

Applicants should be aware that all documents and materials submitted in response to this RFQ may be subject to requests for access to public records made pursuant to Pennsylvania’s Right-To-Know Law (RTKL). Under the RTKL, records in the possession of a public agency like the County are presumed to be public records and the County may have to make documents and materials submitted by the Applicant available to a requestor after an award of an Agreement is made.

If the Applicant includes any information within its Application that the Applicant asserts is either a “trade secret” or “confidential proprietary information,” as those terms are defined under the RTKL, the Applicant must include with its Application a written statement signed by an authorized representative of the Applicant identifying those portions or parts of its Application that the Applicant believes constitute a “trade secret” or “confidential proprietary information” and provide contact information to enable DHS to contact the Applicant in the event that the County receives a Right-To-Know request for the Application. The Applicant shall have five (5) business days from date of receipt of any notification from the County to provide a written statement signed by an authorized representative of the Applicant explaining why the Application or any portion thereof is exempt from disclosure as a trade secret, confidential proprietary information or other legal reason. The County shall consider this statement in either granting or denying a request for public access to the Application or any portion thereof. The County will notify the Applicant of its decision whether to grant or deny the request either in whole or in part.

## **Section 5: How DHS Will Evaluate Your Application**

DHS will convene an Evaluation Committee to evaluate Applications. The Evaluation Committee will assign scores to each Application by awarding points based on the evaluation criteria in Section 3: Application Requirements and Evaluation Criteria, by using the point scale listed in Section 5.1 b.

### **5.1 Evaluation of Applications**

The evaluation process will consist of the following steps:

- a. DHS will form an Evaluation Committee. The Evaluation Committee will be comprised of evaluators with expertise in the subject matter of this RFQ and may include:

- community members with lived experience, external subject matter experts or provider representative(s), representative(s) from key partners or funders, and DHS internal staff.
- b. All Evaluation Committee members will individually review and score each Application. Each Evaluation Committee member will award points for each response on an Applicant's Response Form utilizing their personal expertise and best judgment of how the Application submitted by that Applicant meets the evaluation criteria in Section 3 using the following scale:
    - 0 – Not addressed in Application
    - 1 – Poor
    - 2 – Below expectations
    - 3 – Meets expectations
    - 4 – Exceeds expectations
    - 5 – Outstanding
  - c. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An "Outstanding" response would receive 15 points, while one that "Meets Expectations" would receive nine points.
  - d. DHS will tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Applicant(s) can best provide the Contract Services in response to the RFQ. The Committee will have the discretion to proceed as follows: (i) to recommend to the Director of DHS that a reduced number of Applications be shortlisted for more extensive review through a formal oral presentation, interview or a site visit to the Committee; or (ii) to recommend to the Director of DHS which Applicants to qualify.
  - e. As described in c above, DHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Applications for more extensive review. In this case, DHS may request that shortlisted Applicants make a formal oral presentation to the Evaluation Committee. Each Committee member will individually score the oral presentation of the shortlisted Applicants using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Applicant's oral presentation can receive is 15 points:
    - Presentation demonstrates Applicant's ability to implement the Contract Services effectively (5 points)
    - Applicant's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
    - Applicant's presentation is thoughtful and professional (5 points)
  - f. DHS will tally the average scores of the shortlisted Applicants' formal oral presentations by the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the scores and arrive at a consensus on which Applicant(s) can best provide the Contract Services in response to the RFQ.
  - g. The Committee will submit its recommendation for qualification to the Director of DHS for approval.

- h. At any time during the evaluation process, DHS may contact an Applicant to discuss any areas of the Application needing clarification or further explanation.
- i. At any time during the evaluation process, DHS may contact an Applicant's references.
- j. As part of determining Applicants' eligibility to enter into a contract with Allegheny County, all Applicants' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure Applicants' financial stability.
- k. The County is under no obligation to award or enter into an Agreement with an Applicant as a result of this RFQ. The County reserves the right to reject any and all Applications.**
- l. All Applicants will be notified of the County's final decision of which Applicant(s) will be qualified.
- m. Applicants that are not qualified but who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

## 5.2 Other Requirements

For an Application to be eligible for evaluation, it must be:

- a. Received by the due date/time.
- b. Properly formatted and include responses to all requested information.
- c. Complete with all required forms and attachments.

Applications which do not meet the above requirements will be automatically rejected and will not be presented to the Evaluation Committee.

## Section 6: What Happens after an Applicant is Qualified

Qualification of an Applicant is not a guarantee of future selection of any candidate(s) the Qualified Applicant may propose. Proposed candidates may or may not be selected for hiring. After qualification, DHS may select Qualified Applicants on an as-needed basis depending upon the circumstances and DHS's determination of its needs. DHS may use a sole source process to select a Qualified Applicant for a hiring need when appropriate or may issue a Task Order that requests résumés and bids from all Qualified Applicants.

## Section 7: Contract Requirements for Qualified Applicants

In order to enter into an Agreement with the County, Applicants must comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](#), available at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).

## 7.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Business Enterprises and expects that Qualified Applicants will make a “good faith effort” in assisting the County in meeting these goals.

- a. All Applications must include a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
  - All Applicants must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
  - If the Applicant is able to meet the MWDBE contract goals, the Applicant should complete Section 2 – MWDBE Participation Statement. Applicants also must attach the MWDBE certifications of the firms cited in the Participation Statement.
  - If the Applicant would like to request a waiver from participating in the MWDBE contract goals, the Applicant should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - [Allegheny County DHS Combined MWDBE Form](#)
  - MWDBE Resources
    - [MWDBE Contract Specifications Manual](#)
    - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).

## 7.2 Veteran Owned Small Business (VOSB) Requirement

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Qualified Applicants will make a “good faith effort” in assisting the County in meeting this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.
  - For contracts under \$100,000, VOSB vendors shall be exempt from all bonding requirements.
- b. All Applications must include either of the following:
  - If the Applicant can meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) that you intend to use with the Participation Statement.



- If the Applicant requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- c. VOSB forms can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - [VOSB Participation Statement](#)
  - [VOSB Waiver Request](#)

### **7.3 HIPAA Compliance**

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Qualified Applicant must comply with all HIPAA requirements.

### **7.4 Cyber Security**

- a. Qualified Applicants must meet the minimum computer specifications that begin on page 14 of the [DHS Contract Specifications Manual](#), available at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Qualified Applicants also must have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

### **7.5 Equal Employment Opportunity and Non-Discrimination Requirements**

By submitting an Application, an Applicant agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

### **7.6 Language Diversity Requirements**

Qualified Applicant(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).