

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

Research and Evaluation Writers and Consultants

July 27, 2016

9.) I am a single-employee sole proprietor whose business is MWDBE certified by the PA UCP. I will submit a copy of my certification with my proposal, as instructed on the Vendor Application Form. The RFQ states that all applications must include an MWDBE Participation Statement form or Waiver, with no exceptions. Neither of those forms seems applicable when the applicant vendor is MWDBE-certified. Do I still need to submit one of those forms, even though I would be performing the contract myself with 100% MWDBE participation? If I must submit one of the forms, which one should I submit and how should I address this incongruity?

Only Minority, Women, or Disadvantaged Business Enterprise (MWDBE) firms certified by an acceptable entity can be counted towards the County's goals. Please submit your MWDBE certification with your Application as planned.

A certified Minority Business Enterprise may utilize their firm to fulfill the County's Minority Business Enterprise goal; however, a good faith effort must be conducted to fulfill the County's Women Business Enterprise goal. 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 goal or Women Business Enterprise goal, but not both. Therefore, a firm cannot fulfill all MWDBE requirements and should submit the Participation Statement or Waiver with their Application.

For more guidance about MWDBE requirements related to this RFQ, see questions #7 and 8. For more information about MWDBE, please see DHS's MWDBE Contract Specifications Manual at:
<http://www.alleghenycounty.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147491721>

October 21, 2014

8.) Even though I am a freelance writer with no employees or suppliers and not a business do I still need to submit an MWDBE waiver? If so, please describe "operation and inventory profile."

See question #7. Yes, please still submit a waiver. The "operation and inventory profile" is a place for you to describe the type of work you propose to do with DHS and what inventory you will need to do that work.

7.) In regards to the MWDBE Participation Form, I work alone. I'm not a woman or minority or disabled, etc. I am not a woman-minority-disabled owned business. I'm no incorporated. I have no employees. I don't have suppliers or subcontractors. I assume I still have to submit this form. I've entered to fiscal year, my name, address, phone. Do I simply leave the rest blank and sign it?

An individual/organization that does not sub-contract out services or purchased goods has to request a waiver. So, you will need to complete the MWDBE Waiver Form and attach a narrative for each of the 4 bullet points on the Waiver Form.

6.) The last section of the Vendor Creation Form asks for “Allegheny County Departmental Contact.” Who is the appropriate contact to put there?

This will be filled in internally. Please leave it blank.

5.) On the Vendor Creation form, I’m asked to check a yes or no box under “outreach manager interface.” What does that mean?

This question does not apply to applicants for this RFQ. Please leave it blank.

4.) On the Vendor Creation form, I assume I leave the boxes under “nonprofits, including faith-based organizations” unchecked if I am a non-profit. Correct?

Yes.

3.) Do I need to include a signed a W9 with the Vendor Creation Form?

Yes. This form requires you to attach a W-9.

2.) On the first line of the Vendor Creation Form, what does “add” and “change” refer to? I don’t know my supplier number.

Please leave “add,” “change” and “vendor number” blank; we’ll fill them in upon receipt.

October 10, 2014

1.) The documentation requests information about a Minority and Diversity policy regarding its vendors. Our organization has several existing contracts with DHS. Do we need to submit this information or are you able to access it within the MPER system?

You need to submit this information with your proposal. Each contract with DHS requires a separate MWDBE form.