

Allegheny County

Department of Human Services

REQUEST FOR PROPOSALS

To Implement the RESPOND (Residential Enhancement Service, Planning Opportunities for New Directions) Program

RFP ISSUED	February 13, 2015
QUESTIONS AND REQUESTS FOR CLARIFICATION ACCEPTED VIA EMAIL	Until 5 Business Days Before Proposal Due Date
RESPONSES (Q & A) POSTED ON WEBPAGE	Ongoing- Final Q&A Posted 1 Business Day Before Proposal Due Date
PROPOSALS DUE	March 16, 2015
ESTIMATED AWARD DECISION / NOTIFICATION	April 2015
ESTIMATED START DATE	August 2015

GLOSSARY

ABA: Applied Behavior Analysis.

Agreement: The contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services.

CAFAS: Child and Adolescent Functional Assessment Scale.

Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement.

DHS: [The Allegheny County] Department of Human Services.

RRT: [Multi-system] Rapid Response Team: An integrated team of highly knowledgeable DHS administrators from each child-serving system—the Offices of Behavioral Health, Intellectual Disability, Community Services and Children, Youth and Families and the Executive Office; Community Care Behavioral Health Organization; and Juvenile Justice as well as both youth and adult former recipients of service—who meet regularly to identify trends and gaps in services and to carry out proactive planning and tracking for individuals with complex needs.

Proposal: The response submitted by a Proposer to this Request for Proposals.

Proposer(s): The entity or entities submitting a Proposal to the County in response to the RFP in an effort to become the Successful Proposer.

RFP: Request for Proposals

RTF: Residential Treatment Facilities

RESPOND: Residential Enhancement Service, Planning Opportunities for New Directions. RESPOND is a collaborative project with Western Psychiatric Institute & Clinic of UPMC (WPIC), FamilyLinks, Inc., Penn Residential and DHS that provides intensive and innovative assessment, treatment and support services to children, youth and their families with complex needs through an individualized and holistic “wrap-around” approach in community settings. It is also referred to in this RFP as the “RESPOND Program” or the “Program.”

Successful Proposer: The Proposer selected by the County to provide the Contract Services.

WPIC: Western Psychiatric Institute & Clinic of UPMC.

WPIC MTT: Western Psychiatric Institute & Clinic Mobile Treatment Team. The MTT is an inclusive service-delivery team responsible for clinical oversight and rehabilitative and supportive interventions for youth admitted to RESPOND.

GENERAL INFORMATION

Purpose

The Allegheny County Department of Human Services (DHS) is soliciting proposals for a partner provider to offer residential services as part of RESPOND (Residential Enhancement Service, Planning Opportunities for New Directions), a collaborative project between Western Psychiatric Institute & Clinic of UPMC (WPIC), FamilyLinks, Penn Residential and DHS. The RESPOND Program aims to provide intensive and innovative assessment, treatment and support to children and youth involved in the Child Welfare and/or Juvenile Justice systems with a dual diagnosis of an intellectual disability and serious emotional disturbance through a comprehensive set of services customized to meet the needs of each child or youth. The purpose of this RFP is to identify a partner agency to provide residential services for 2 of the 6 total children participating in the RESPOND Program at any given time.¹ DHS intends to enter into an Agreement with one Successful Proposer, with funding not to exceed approximately \$615,000–\$725,000 per year (depending on staffing ratios) for three years with the option to renew.

General Information about an RFP

Allegheny County issues RFPs to identify Proposers with the ability to meet the identified needs and quality standards within specified program and funding guidelines. Evaluation criteria is included in an RFP (see Scope of Services Requested) to measure how well a Proposal meets these guidelines; additional information and/or a presentation may be requested during the Proposal evaluation period. Following the evaluation period, an Agreement to provide the requested services may be awarded to the most qualified Proposer(s), that is, the Successful Proposer(s).

The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

Communication about this RFP

DHS is the “Issuing Office” for this RFP and is the sole point of contact for all questions and communication regarding this RFP. All communication about the RFP, including requests for additional information or clarification, should be submitted via email to: DHSProposals@alleghenycounty.us All questions and/or requests for clarification concerning this RFP must be submitted no later than five business days prior to the proposal due date in order to guarantee a response on the website.

All information about the RFP, including changes, clarifications and responses to Proposer questions, will be posted on the RFP website at: <http://www.alleghenycounty.us/dhs/solicitations.aspx>

Eligibility

Entities eligible to respond to this RFP include non-profit organizations and for-profit organizations or businesses. Agencies must meet the conflict-free standards as outlined in the current, approved Consolidated and Person/Family Directed Support (P/FDS) Waivers for Waiver-funded Supports

¹ A third residential provider, Passavant Memorial Homes, is no longer participating in the RESPOND Program. This RFP is intended to obtain a replacement for that provider.

Coordination services and Bulletin 00-02-06, *Revision of Definition of Conflict Free Providers for Targeted Service Management* for TSM services. The successful proposer must meet the 3800 licensing regulation and any other requirements that may need to be met in order to serve children and youth in various categories and be eligible for reimbursement from other sources as well as DHS.

Joint/Collaborative Proposals will be considered. In order to be considered under this RFP, Proposers must meet all of Allegheny County's contractual requirements (available at: <http://www.alleghenycounty.us/dhs/contracting.aspx>).

Minority, Women or Disadvantaged Business Enterprise (M/W/DBE) Requirements

This RFP contains requirements for Proposers to assist Allegheny County in meeting its M/W/DBE goal (all contracts and other business activities entered into by Allegheny County having overall goals of 13% for MBEs and 2% for WBEs). A listing of M/W/DBEs certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at www.county.allegheny.pa.us/mwdbe

For more information about M/W/DBEs, please review the following. An M/W/DBE Participation Statement or Waiver Statement is **REQUIRED** with Proposal submission.

[MWDBE Contract Specifications Manual](#)

[MWDBE Participation Statement form](#)

[MWDBE Waiver Statement form](#)

Proposal Preparation Costs

The Proposer is responsible for all costs related to the preparation and submission of a Proposal. Allegheny County is not obligated, in any way, to pay any costs incurred in the preparation and submission of a Proposal.

BACKGROUND

About DHS

DHS was created in 1997 to consolidate the provision of human services across Allegheny County. It is the largest department within Allegheny County government. In addition to its Executive Office, DHS encompasses five program offices (Behavioral Health; Children, Youth and Families; Community Services; Intellectual Disability; and the Area Agency on Aging) and three support offices (Administrative and Information Management Services; Community Relations; and Data Analysis, Research and Evaluation). Last year, DHS served more than 210,000 individuals (approximately one in six County residents) through an array of 1,700 distinct services.

DHS is responsible for providing and administering publicly-funded human services to Allegheny County residents and is dedicated to meeting these human service needs, particularly for the County's most vulnerable populations, through information exchange, prevention, early intervention, case management, crisis intervention and after-care services.

DHS provides a wide range of services, including services for older adults; mental health and drug and

alcohol services (includes 24-hour crisis counseling); child protective services; at-risk child development and education; hunger services; emergency shelters and housing for the homeless; non-emergency medical transportation; job training and placement for public assistance recipients and older adults; and services for individuals with intellectual and/or developmental disabilities.

DHS provides services to eligible individuals without regard to race, color, sex, gender identity or expression, sexual orientation, age, religion, national origin, political affiliation, disability, familial status, military service, or religious, community or social affiliations.

About RESPOND

The human service systems within Allegheny County are continually working together to identify and address service gaps. Historically, one of the most significant service gaps was appropriate programming for children and youth involved in the child welfare and/or juvenile justice systems with a dual diagnosis of an intellectual disability and a serious emotional disturbance. The RESPOND Program was established to provide intensive and innovative assessment, treatment and support to the target population through a comprehensive set of services customized to meet the needs of each child.

RESPOND, at full capacity, is provided by three residential providers with highly trained staff, who are supported with a wide array of clinical services provided by WPIC's multidisciplinary Mobile Treatment Team (MTT). Each of the three residential providers operates one community-based home for RESPOND, with each home supporting two children or youth (RESPOND serves a total of six youth at any given time). The staff-to-child ratio for each individual can range from 1:1 to 4:1, depending on clinical and safety needs. Each agency hires and supervises direct-care therapeutic staff that is responsible for the day-to-day care and supervision of RESPOND children and youth. The behavioral and treatment plans are developed by WPIC MTT. With the recent withdrawal of Passavant Memorial Homes, DHS is interested in contracting with a new residential partner.

Further information about RESPOND can be found at:
<http://www.alleghenycounty.us/dhs/interagency.aspx>

Target Population

DHS will support a plan to provide residential setting(s), without restriction based on gender identification, for two individuals under the age of 18 who may be active in child welfare and carry both mental health and intellectual disability diagnoses and in need of placement and specialized services. (Participants enrolled in RESPOND prior to their 18th birthday who are in need of continued services may remain in the program until they have reached their 21st birthday.)

Eligible individuals have already received the maximum benefit of living in highly restrictive settings (i.e., hospital, Residential Treatment Facilities [RTFs], Youth Detention Center) or have lived in restrictive settings requiring extended care. In addition to the conditions for which they require residential placement, these children and youth often have significant medical needs and/or a history of disruptive behaviors that exclude them from consideration for existing community-based programs. Many of the children and youth referred to this program have a diagnosis that places them on the autism spectrum. Individuals with a primary diagnosis of conduct disorder are excluded from RESPOND.

Eligibility Criteria

Children and youth in the RESPOND Program typically have complex needs and are currently receiving services from two or more DHS systems (e.g., child welfare, intellectual disability, mental health). In addition, most are receiving medical, educational, and/or juvenile justice services. RESPOND is one of the highest levels of intensive interventions; therefore, all other viable options within the existing array of services must be exhausted prior to consideration for RESPOND.

Referral Process

DHS is the administrator of RESPOND and all referrals must be approved by the Multi-System Rapid Response Team (RRT). The RRT refers children and youth with complex needs to the RESPOND Program. Before the RRT makes a referral, children and youth first go through the DHS Integrated Service Planning Process to explore other viable options and potential resources.

Any party (e.g. individual, family, caseworker, educator, judge) may make a referral to the DHS Integrated Service Planning Process. Once the Integrated Service Planning Process is completed, a referral is sent to the RRT for administrative review. Only after all less intensive options are explored can a referral be made to RESPOND.

RESPOND has a policy of not denying admission or terminating service for any reason other than program completion. Any deviation from this policy will be done within the auspices of DHS.

Services and Treatment Interventions Included in RESPOND

WPIC MTT provides service and treatment interventions by:

1. Implementing best practices (methods or techniques that have consistently shown successful results in the field) to each consumer;
2. Conducting functional behavioral assessments (using the Child and Adolescent Functional Assessment Scale [CAFAS]) including analyses of challenging behaviors;
3. Performing psychiatric/psychological evaluations;
4. Treating and managing mental health needs through medication;
5. Providing mental health education, training and consultation with residential staff, consumers, families and schools;
6. Implementing interventions grounded in trauma-informed care, a treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma;
7. Providing individual and family-based treatments, including applied behavior analysis, cognitive behavioral therapy and structural family therapy; and
8. Monitoring vital signs, mental status, pain, health and nutrition, as well as consultation with residential staff, consumers and families on medical interventions.

SCOPE OF SERVICES REQUESTED

The purpose of this RFP is to fill a provider vacancy in the RESPOND Program. DHS is seeking to partner with a Proposer who will work alongside the already established clinical and residential providers, i.e. WPIC, FamilyLinks and Penn Residential, to provide this highly specialized Program.

The Successful Proposer should have a currently operating residential program that would complement the existing RESPOND Program by providing placements for two individuals at any given time. The Proposer should also provide living arrangements along with a range of step-down services and supports to the target population.

Through this RFP, DHS is planning to meet the following objectives of the RESPOND Program:

- More stable living environments and fewer changes in placement types
- Improved reunification and permanency outcomes
- Shorter lengths of stay in community hospitals/treatment facilities
- Improved understanding from caregivers and treatment providers of how to work with children and youth with complex needs
- Improved health and general well-being
- Increased safety

The Successful Proposer should address its vision and plan to fulfill the scope of services described herein.

Service Delivery

- **Facility Management:** The Successful Proposer will be responsible for licensing, maintaining and operating a residential facility to support the RESPOND Program within the geographic region of Allegheny County. The residential facility will be open 24 hours a day, 7 days a week, and 365 days a year. Further, the residential facility must be licensed under Pennsylvania Department of Human Services Bureau of Human Services Licensing (BHSL) Child Residential and Day Treatment Facilities (55 Pa. Code Chapter 3800), and pass all requirements under that chapter. While facilities may be subject to additional requirements beyond the regulatory minimum for funding or accreditation purposes, the Bureau of Human Services Licensing measures compliance with only Chapter 3800 to ensure that facilities meet minimum health and safety requirements. The facility this chapter applies shall be individually inspected at least once a year, unless otherwise specified by statute. The Proposer will be subject to additional contract monitoring from DHS.
- **Personnel:** The Successful Proposer will hire and supervise direct-care therapeutic staff that will be responsible for the day-to-day care and supervision of the children and youth in the RESPOND Program. The staff also will be responsible for implementing the behavioral and treatment plans developed by the WPIC MTT. The Successful Proposer will be responsible for addressing and managing fluctuating staffing patterns based on the clinical needs of the individual child or youth. Staff-to-child ratios fluctuate from 1:1 to 4:1 with appropriate supervisory support.

Further, to assure continuity of care for RESPOND participants, the Proposer must participate in training opportunities with the other residential providers overseen by the WPIC MTT. The Successful Proposer's staff will work with the WPIC MTT to design clinical, rehabilitative and supportive interventions within one inclusive service-delivery team. The WPIC MTT includes a program director who is board certified in behavior analysis; a medical director licensed and board certified in child psychiatry; a psychiatric nurse; a master's level, board certified behavior analyst; a bachelor's level behavioral and family clinician; and a master's level social worker.

- **Training and Supervision:** The Successful Proposer will be responsible for ensuring its staff complete all required training under the Pennsylvania Department of Human Services Bureau of Human

Services Licensing (BHSL) Child Residential and Day Treatment Facilities code (55 Pa. Code Chapter 3800).

In addition, the Registered Behavior Technician (RBT) credential, a certification offered for direct-care professionals in mental health and education settings through the Behavior Analysis Certification Board (BACB), will be provided through WPIC MTT. This certification is required to assist the Successful Proposer with improved staff retention, service delivery and clinical outcomes. WPIC MTT and the other RESPOND residential providers have purchased an online training curriculum through Relias Learning that provides staff access to the 40 hours of trainings in applied behavior analysis (ABA) required for RBT credentialing. In addition, WPIC MTT has access to all trainings in Relias' autism and ABA library to incorporate into team meetings and group trainings at each RESPOND residence. The Successful Proposer will be required to participate in this training. It is anticipated that two residential staff members from each RESPOND residential provider will begin the process of RBT credentialing in January 2015, with additional staff being enrolled on an ongoing basis.

As required by the BACB, two board-certified behavior analysts (BCBAs) from WPIC MTT will administer competency evaluations and ongoing supervision for RESPOND RBTs.

Other training requirements coordinated through the WPIC MTT are Youth Mental Health First Aid and trauma-informed care.

- **Transportation:** The Successful Proposer will provide transportation for the children, youth and staff to appointments, community outings and other events (e.g., school, medical, therapy, home and sibling visits).
- **Collaboration with partners:** The Successful Proposer will attend weekly team meetings, monthly multi-system conferences and teaming meetings, and quarterly administrative meetings. Attendees will share information and participate in discussions related to the RESPOND participants and/or overall programming. DHS expects that the Successful Proposer will offer creative solutions and strategies and be an integral partner in the overall treatment and care of these children.
- **Transition or service closure:** Traditionally, the RESPOND team (including residential staff) is afforded a period of service overlap when the child or youth transitions to the next appropriate level of care. Doing so facilitates the transfer of knowledge and skills to the new caregiver. The Successful Proposer, as an integral partner in the RESPOND Program, will be required to have staff available for transition periods and activities that may occur off-site.
- **Documentation:** Under the direction of WPIC MTT, the Successful Proposer will be responsible for record keeping and daily data collection on the children and youth participating in the RESPOND Program. Additional evaluation and quality assurance measures may be required as part of the Program's oversight and evaluation by DHS.
- **Fiscal reporting and budgeting:** Funding for this Program is based on the child or youth's eligibility.

The Successful Proposer will be required to submit individual budgets and documentation based on staffing requirements. In some instances, the Proposer will need to work closely with DHS to provide documentation for the Consolidated Waiver application.²

Roles and Responsibilities

- DHS will provide the highest level of administrative oversight and monitoring of the Program. This includes some aspects of contracting and financial management.
- WPIC will provide the MTT, a team of experts responsible for clinical oversight and training for all RESPOND staff.
- The Successful Proposer, with the clinical oversight of WPIC MTT, are responsible for clear communication, planning, programming, and overall physical care and well-being of the youth enrolled in the program.
- The Successful Proposer must be prepared to serve families for whom English is not their primary language (including American Sign Language). While staff does not have to be bilingual, they should have an established plan and mechanism for meeting the needs of these families.

Budget

Allegheny County intends to use the results of this solicitation process to award one contract for two children or youth in the RESPOND Program at any given time. Approximately \$615,000–\$725,000 per year will be allocated to this Program. This amount includes staffing, benefits and training as well as indirect costs related to the residence such as mortgage or rent, utilities, maintenance, transportation, etc.

Sub-contracting

Subcontracting is not permitted in this Program.

PROPOSAL INSTRUCTIONS AND FORMAT

A complete Proposal must include all of the components listed below, submitted as a word document or PDF (budget may be submitted in Excel). Use 1-inch margins, 12-point font and numbered pages. Single spacing is permissible. Please adhere to page limitations indicated below; other than required attachments, no additional attachments will be accepted (attachments may be included as a link).

Proposal Content

1) Organizational Experience

² The Pennsylvania Consolidated Waiver for individuals with intellectual disability is designed to help persons with intellectual disabilities live more independently in their homes and communities and to provide a variety of services that promote community living, including self-directed service models and traditional, agency-based service models.

- Provide a brief overview of your entire organization, the range of services you offer, current contracts, your geographic coverage and the size of your operating budget.
- Describe your organizational experience working with the target population.
- Describe your organization's experience running a residential program.
- Provide specific examples of how you have dealt with coordination and partnership with other agencies. Please describe how you addressed the benefits and challenges of the partnership.
- Describe the challenges you anticipate implementing the RESPOND program. How will you address the identified challenges?
- Describe your experience providing culturally competent, linguistically competent, trauma-informed and gender-responsive services. Include specific information on staff training, how staff skills and proficiency are assessed in this area, and what steps the organization is taking to ensure that residential services delivered meet these criteria.

2) Approach

Facility Management and Personnel

- Describe your vision for managing the facility and your strategy to operationalize that vision.
- Identify your strategy for staffing the program, including the recruitment and retention of staff (CVs and/or job descriptions may be attached and do not count against the page limit).
- Describe your strategy for staff training, professional development and credentialing requirements identified in the scope of services section.
- Describe your plan for staff supervision and performance management.

Transportation

- Describe your plan for providing transportation for the children, youth and staff to appointments, community outings and other events (e.g., school, medical appointments, home and sibling visits).

Collaboration with Partners

- Describe your plan for collaborating with system partners to support the RESPOND Program.
- Describe your strategy for ensuring staff will attend and actively participate in the meetings identified in the scope of services section.

Transition and Service Closure

- Describe your strategy for how you will provide service overlap when a child or youth transitions to the next appropriate level of care.

Documentation

- Describe your plan for collecting and reporting data on the children and youth participating in the RESPOND Program. Include specific examples of how you have dealt with inputting client-level data into different systems for various system partners.

Fiscal Reporting and Budget

- Describe your plan for fiscal reporting and budgeting for the RESPOND Program. Include examples of how you have dealt with preparing complex budgets to support a program, including (if applicable) the Consolidated Waiver application.

3) Budget and Budget Narrative

Include the organization’s financials and describe how they reflect your financial policies and organizational stability. If your organization is for-profit and this information is not publically available, please indicate this in your budget narrative.

- Provide a detailed three-year budget that clearly supports the proposed model and the implementation plan, including budgets and proposed daily rates based on the different staffing ratios (1:1 staff-to-child ratio; a 2:1 staff-to-child ratio; and a 3:1 staff-to-child ratio).
- If you anticipate that the annual operating budget will differ significantly from the budget for the start-up year, please provide a justification for the difference.
- Complete a brief budget narrative for each year’s budget.

Proposal Contents

- Executive Summary (1 page)
- Proposal Narrative (12 pages)
- Budget and Budget Narrative
- References (1 page): Include name, affiliation and contact information (email address and telephone number) for three references who are able to address relevant experience with your organization.
- Required Attachments
 - Cover Page
 - MWDBE Participation Statement form
 - W9
 - Vendor Creation Form

SCORING AND SELECTION PROCESS

Scoring Criteria

The narrative and budget sections will be evaluated on a scale of 100 points, based on the content of the Proposal as described above.

Proposal Narrative (80 points)

- Organizational Experience (30 points)
- Approach (50 points)

Budget and Budget Narrative (20 points)

Selection Process

DHS will use a formal evaluation process to select the Successful Proposer, including review of the Proposal

and additional information/presentation at DHS' discretion. DHS may contact individuals or entities with whom the Proposer has had dealings in the past, regardless of whether or not they are included as references in the Proposal.

DHS will perform an initial screening of all Proposals received. For a Proposal to be eligible for evaluation, the Proposal must be:

- 1. Received from the Proposer by the due date/time**
- 2. Properly signed by the Proposer**
- 3. Properly formatted and include required forms and sections**

Proposals that do not meet the initial screening are subject to rejection without further evaluation.

After the initial screening has occurred, the evaluation process for Proposals is as follows:

- DHS will designate a committee to review and evaluate all Proposals submitted in response to this RFP. The evaluation committee may consist of some or all of the following individuals:
 - County employees/contractors
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
 - Individuals selected for subject matter/content expertise or experience, or by virtue of other relevant experience/knowledge
- The evaluation committee will use an appropriate evaluation method, such as a matrix, to analyze each Proposer's qualifications and responses.
- The County retains the exclusive discretion to shortlist a small number of Proposals receiving the highest or most satisfactory evaluations for more extensive review.
- If deemed necessary, DHS may contact the Proposer for the purpose of clarifying any ambiguities in the Proposal, requesting Proposal modifications, or discussing budget modifications.

Oral Presentations and Site Visits

Shortlisted Proposers may be invited to give an oral presentation. In that case, selected Proposers will be notified of the time and location, and will be provided with an agenda or topics for discussion. Questions asked during oral presentations or site visits will be for the purpose of clarifying the scope and content of the written Proposal.

Final Award Process

Based upon evaluation results, references, DHS contract history (if applicable), oral presentations and/or negotiations, the evaluation team may submit an award recommendation to the DHS Director (the County reserves the right to recommend that none of the Proposals be selected). The DHS Director would then issue a recommendation to the County Manager who will make the final determination concerning the award of the Agreement.

NOTHING HEREIN SHALL BE CONSTRUED OR INTERPRETED IN ANY WAY AS OBLIGATING THE COUNTY TO ENTER INTO AN AGREEMENT WITH ANY PROPOSER. THE COUNTY RESERVES THE RIGHT AT ALL TIMES NOT TO AWARD OR ENTER INTO AN AGREEMENT FOR THE SCOPE OF SERVICES FOR ANY REASON WHATSOEVER.

SUBMISSION INFORMATION

Proposals must be submitted by email to DHSProposals@alleghenycounty.us no later than 3:00 p.m. EST on March 16, 2015. Proposals received after this time will not be accepted. The County reserves the right to extend or postpone the date and time for RFP activities; in the event of a change, the information will be posted on the website at <http://www.alleghenycounty.us/dhs/solicitations.aspx>.

If necessary, attachments may be sent via U.S. Mail, Courier or hand-delivery, by the date/time above, to:

Maria Wallace
Allegheny County Department of Human Services
One Smithfield Street – Suite 400
Pittsburgh, PA 15222-2221

You will receive an email confirmation of receipt of your Proposal. Please contact us (via email or by calling Maria Wallace at 412-350-7144) if you do not receive an email confirmation.

To be considered, the Proposal must include all of the specified information. DHS may request additional information and/or conduct investigation as necessary to determine the Proposer's ability to provide the requested service. This additional information may become part of the County's final award decision-making process.

All Proposals are the property of the County and may become part of any subsequent Agreement. DHS may post the Successful Proposal on the *Archive of Past Solicitations* section of the DHS website.

CONTRACT TERMS AND CONDITIONS

Agreement Terms and Conditions

The Successful Proposer will enter into an Agreement with the County of Allegheny, on behalf of DHS, for performance of the Scope of Services specified in this RFP and set forth in the Proposal. Information about contracting with DHS and the standard County terms and conditions which will be included in the Agreement can be found on the DHS website at:

<http://www.alleghenycounty.us/dhs/contracting.aspx>

HIPAA compliance

DHS is a "covered entity" under the Health Information Portability and Accountability Act (HIPAA). The Successful Proposer must describe how it will comply with HIPAA requirements.

CYBER Security

A significant portion of DHS business activities and related billing carried out under this RFP are done through information management systems or tools, including email. Proposers should meet the minimum computer specifications beginning on page 14 of the [DHS Contract Specifications Manual](#) and should make sure their computers, laptops and other electronic devices have sufficient security software and settings to minimize the risk of a breach of information. In addition, the Proposer should have policies and procedures in place to assure that their electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected, etc.).

Conflict of Interest

By submitting a Proposal, the Proposer certifies and represents to the County that the Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Equal Employment Opportunity/Non-Discrimination

Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, consumer 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 of any individual or independent contractor or because of the disability of an individual with whom the person is known to have an association or on any other basis prohibited by federal, state or local law.