



Request for Qualifications

Student Assistance Program Providers

RFQ Posting: Friday, November 11, 2016

Applicant Information Session: Tuesday, November 29, 2016 at 1 Smithfield Street, Pittsburgh, PA 15222 in the Liberty Conference Room from 1-2:30 p.m.

Deadline for Questions: Five business days prior to the submission deadline to ensure answer by the deadline.

Submission Deadline: Wednesday, December 21, 2016. After Wednesday, December 21, 2016, applications will be reviewed annually, with the deadline for submission for review on December 1 of each year.

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

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Definitions

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

1. Agreement: A contract negotiated between Allegheny County and the Qualified Applicant to provide the Contract Services
2. Applicant: The individual, non-profit organization, or for-profit organization or business submitting a response to this RFQ in an effort to become the Qualified Applicant(s)
3. Application: A completed Response Form, with specified attachments, submitted in response to this RFQ
4. CANS: Child and Adolescent Needs and Strengths assessment, a multi-purpose screening tool used to support decision-making and identify unaddressed behavioral needs
5. CIPS: Client Information and Payment System, a DHS system for reporting and billing
6. 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
7. DDAP: [Pennsylvania] Department of Drug and Alcohol Programs
8. DHS: [Allegheny County] Department of Human Services
9. JQSR: Joint Quarterly State Reports
10. OBH: [DHS] Office of Behavioral Health
11. PBPS: Performance-Based Prevention System
12. Postvention: school-based crisis counseling
13. Qualified Applicant(s): The Applicant(s) qualified by the County to provide the Contract Services
14. RFQ: Request for Qualifications
15. SAP: Student Assistance Program, a program that places SAP Liaisons in school districts to help school personnel identify students with drug and alcohol and/or mental health issues that pose a barrier to student success and to help students overcome these barriers so that they may achieve, remain in school and graduate
16. SAP Core Team: A group composed of an SAP Liaison and school staff that identifies children in need of behavioral health supports and helps them to access school and community services to address their needs
17. SAP Groups: Structured prevention programs facilitated by the SAP Liaison intended to provide drug and alcohol and mental health information to students
18. SAP Liaison: A staff member of the Qualified Applicant who is responsible for providing SAP services to school districts
19. Student Plan: Interventions and strategies, including school and/or community based services and supports, to remove learning barriers and promote student academic and personal success developed by the SAP Liaison, SAP Core Team, parent and student

The RFQ at a Glance

Purpose

Allegheny County, on behalf of its Department of Human Services (DHS) Office of Behavioral Health (OBH), is seeking Qualified Applicants to provide Student Assistance Program (SAP) services in one or more school districts. Qualified Applicants will assist school personnel to identify students with drug and alcohol and/or mental health issues that pose a barrier to student success. The primary goal of the SAP is to help students overcome drug and alcohol and/or mental health barriers so that they may achieve, remain in school and graduate.

Applicants may be current SAP providers or agencies but need not be current providers. Further, Applicants do not need to have SAP-certified staff at the time of Application, but must indicate a willingness to obtain certification through state-offered SAP training. If qualified through this RFQ, Applicants will enter into a pool of eligible SAP providers from which school districts may select for services.

Currently, DHS provides SAP services in elementary, middle and high schools in all 43 school districts in Allegheny County. School demand drives the need for SAP services and school districts frequently have only one SAP provider. Qualified Applicants are not guaranteed referrals at a set number of school districts or at any school districts at all. School districts will select an SAP provider from the pool of Qualified Applicants through a vetting and selection process conducted by school districts. An SAP provider may serve more than one school district. DHS will reimburse Qualified Applicants for services on a fee-for-service basis at a rate of \$24.75 per 15-minute unit of service and a flat rate of \$100 for screening.

The County intends to qualify one or more Applicant(s) through this Request for Qualifications (RFQ). Current SAP providers are not pre-qualified. Current SAP providers must submit an Application and be qualified through this RFQ process in order to continue performing DHS-funded SAP services in Allegheny County school districts.

Timeline

This is an ongoing RFQ with an annual deadline for submissions. For 2016, Applications must be submitted by 3 p.m. EST on December 21st. Starting in 2017, Applications may be submitted at any time during the year, prior to 3 p.m. EST on December 1st, to be considered in that year's evaluation.

Questions about the RFQ must be submitted by December 14th for the 2016 Application deadline. The annual deadline for Applicants to submit questions is five business days prior to the next submission deadline to ensure that an answer is provided by the deadline (e.g., to ensure that your question is answered by December 1, submit your question five business days prior to December 1).

There will be one 2016 Applicant Information Session from 1 to 2:30 p.m. on Tuesday, November 29, 2016, in the Liberty Conference Room at 1 Smithfield Street, Pittsburgh, PA 15222. Applicants are not required to attend. Please RSVP at <https://www.surveymonkey.com/r/KT5LQWH>.

The evaluation process will occur over the two months following the submission deadline. Applicants will be notified of their selection status in the March following their submission deadline.

Who we are

DHS is the issuing office for this RFQ, on behalf of Allegheny County.

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, intellectual disability, homelessness and community services.

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

The issuance of this RFQ and the receipt of any Applications does not obligate the County to qualify Applicants or to enter into an Agreement. The County reserves the right at all times to reject any and all Applications.

Section 1: Why We Are Issuing this RFQ

In 1984, the Pennsylvania Department of Health's Office of Drug and Alcohol Programs (now known as the Department of Drug and Alcohol Programs or DDAP), with the assistance of the Pennsylvania Department of Education, piloted the Student Assistance Program (SAP) in school districts that had previously developed drug and alcohol prevention programs. The intent of this program was to provide school-based interventions for students at risk for alcohol, tobacco and other drug use. In response to the increasing adolescent suicide rate, in 1987 Pennsylvania's Office of Mental Health and Substance Abuse Services provided funding to expand SAP services to include intervention strategies for students at risk of suicide. Due to the early successes of these initiatives, Act 211 (24 P.S. § 15-1547 of the PA School Code) was enacted in 1990. Act 211 required each school district to establish and maintain an SAP to provide appropriate counseling and support services to students experiencing problems related to the use of drugs, alcohol and dangerous controlled substances. Soon after, the Secretary of Education assigned SAPs the responsibility to, "identify high risk students who are having problems due to alcohol or drug use, depression, or other mental health problems; and intervene and refer these students to appropriate community services."

In compliance with this law, DHS distributes funding to SAP provider agencies to place SAP Liaisons in public and charter schools in Allegheny County. SAP Liaisons help to identify and assist students whose unaddressed behavioral health needs act as barriers to learning. SAP Liaisons coordinate SAP Core Teams at each school (teams are composed of school staff with state-approved SAP training) that identify children in need of behavioral health supports and help them to access school and community services to address their needs. The SAP Core Team, including the SAP Liaison, helps students and parents find services and assistance within the school, and if needed, within the community. SAP Liaisons do not diagnose or treat children. Rather, they provide students and parents with the information they need to make the choice that best fits their needs and wishes.

Currently, SAP Liaisons are in more than 200 schools within Allegheny County's 43 school districts. Those schools serve over 100,000 students. While SAP is required at each school, schools utilize SAP services to varying degrees, based on: the school's culture; the SAP provider's fidelity to the SAP process; school, parent and student buy-in; availability of resources in the school and community; and need of the school district and school staff.¹

Section 2: What We Are Looking For

2.1 Scope

DHS is seeking Qualified Applicants that will become part of a pool of SAP providers that may provide SAP services, as requested and required by school districts (the process for school district selection of a Qualified Applicant from the pool of Qualified Applicants formed through this RFQ is outlined in Section 6 of this RFQ). When a school district selects a Qualified Applicant, the Qualified Applicant will place SAP Liaisons in the district's schools and provide services throughout the course of the school year. DHS does not expect Qualified Applicants to provide services in the summer months, with the exception of Postvention crisis counseling services as needed (see Postvention services section below). DHS will

¹ For more information about SAP, see <http://pnsas.org/>

reimburse Qualified Applicants for services on a fee-for-service basis at a rate of \$24.75 per 15-minute unit of service and a flat rate of \$100 for screening. DHS caps SAP services at \$1.76 million per year.

A. Target Population

Upon selection by one or more school districts, Qualified Applicants will serve students in elementary, middle, high, vocational and charter schools with unaddressed behavioral needs that serve as a barrier to learning. Anyone (e.g., school staff, a student's friend, a family member or community member) may refer a student to SAP. Students also may reach out directly to the SAP Core Team to ask for help. Qualified Applicants may provide SAP services in one or more regional quadrants (See Appendix A for a list of regional quadrants).

B. SAP Liaison Role and Responsibilities

Consulting with the School District and SAP Core Team

The SAP Liaison acts as a consultant (in the areas of both drug and alcohol and mental health) with the school district, particularly during the meetings of the SAP Core Team. The SAP Liaison is expected to attend SAP Core Team meetings at least twice per month. The SAP Core Team receives referrals and gathers objective information about a student's school performance from all school personnel who have contact with the student and from the parent. The SAP Core Team meets with a student's parents to discuss the data collected and meets with student. Through these meetings with the SAP Core Team, parent and student, the SAP Liaison guides the development of a Student Plan that provides interventions and strategies to remove learning barriers and promote student academic and personal success. The Student Plan may include school and/or community based services and supports.

Beyond consultation at SAP Core Team meetings, the SAP Liaison supports the school by offering refresher courses in the goals of SAP, providing education about SAP to school staff and parents, and providing updates on emerging SAP issues. SAP Liaisons must be flexible and responsive to the needs of the school and students. When necessary, SAP Liaisons co-facilitate SAP Groups for students (with school staff or the school-based mental health treatment provider) to discuss behavioral health issues and/or provide technical assistance to schools around policy development related to mental health and drug and alcohol issues.

Screening

If the SAP Core Team, with input from the SAP Liaison, determines that a student needs a behavioral health screening, the SAP Liaison will administer the SAP Child and Adolescent Needs and Strengths (CANS), a multi-purpose screening tool used to support decision-making and, for purposes of the SAP Liaison, identify unaddressed behavioral needs. If recommended by the SAP Core Team, the SAP Liaison should complete the SAP CANS as soon as possible, but no later than 30 days from the date of receiving parent consent to screen (see more about obtaining consent below). The completed SAP CANS will help inform the Student Plan.

Implementing Student Plans

The SAP Liaison helps students put their Student Plan in action by linking students to in-school and/or community based services and supports as well as referring to (and conducting, where appropriate) any

mental health and/or drug and alcohol screenings identified by the SAP CANS and/or during the development of the Student Plan. Qualified Applicants must give families knowledge of and choice of support services and providers. A Qualified Applicant is not required to provide school-based mental health and drug and alcohol treatment services.

The Qualified Applicant must work cooperatively and collaboratively with mental health and drug and alcohol providers already in the school. For treatment and supportive services outside of the school, Qualified Applicants must collaborate with the existing network of human service providers in Allegheny County. DHS recognizes that some Qualified Applicants also may offer treatment or supportive services within their own organization. Qualified Applicants must consider the student's and family's unique needs (e.g., best fit, insurance status, geographic location, preference) when developing the Student Plan for treatment or other supportive services, and may not give undue preference to services offered by their own organization. Qualified Applicants' only priority in making referrals must be the best interest of the student and family.

The SAP Liaison must support the student/family in following through with their Student Plan by checking-in with the student/parents and by mentoring/motivating the student. Further, the SAP Liaison may facilitate a school-based plan for students who are returning to school from treatment.

Providing Postvention Services

In the event of an incident that could adversely affect the behavioral health of students and the school community (e.g., the death of a student or teacher, a violent event in the community, a natural disaster), the SAP Liaison will facilitate, as requested by the school district, Postvention school-based crisis counseling. The SAP Liaison also will determine which students require services beyond Postvention crisis counseling and will connect students to those services. Schools may require Postvention services in the summer.

Obtaining Consents

The school is responsible for obtaining consent before the SAP Core Team may discuss a student in a formal SAP Core Team meeting. Qualified Applicants must obtain completed consent forms from parents any time they have individual contact with a student.

Involving Parents in SAP

Qualified Applicants should operate under the knowledge that it is the parent's right to be involved in the SAP process and to have access to all school records under applicable state and federal laws and regulations. Involvement of parents in the SAP process underscores the parents' role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of problems. Qualified Applicants will assist parents in accessing the appropriate services and provide follow-up with parents regarding screening and treatment. Qualified Applicants must consult with schools in regard to strategies for engaging parents in the SAP process.

Building a Relationship with School Districts

Key to successfully implementing SAP and acting as an effective SAP Liaison is building trust with the school district and facilitating productive communication with school staff, students, parents and mental

health/drug and alcohol providers. If selected by a school district, Qualified Applicants, together with the school district, will compose a letter of agreement that outlines the specific expectations of the school district. Qualified Applicants and school districts will negotiate and sign letters of agreement annually.

Further, DHS expects school districts and Qualified Applicants to adhere to DHS's established conflict resolution process in the event that issues should arise between the selected Qualified Applicant and the school district. The conflict resolution process includes the following steps:

- 1.) The SAP Core Team, including the SAP Liaison and school leadership/representative, meets to discuss the conflict.
- 2.) If the conflict is not resolved in Step 1, school leadership/representatives meet with leadership from the Qualified Applicant's agency.
- 3.) If the conflict is not resolved in Step 2, DHS OBH leadership meets with school leadership/representatives, leadership from the Qualified Applicant's agency and leadership from the state.
- 4.) If the conflict is not resolved in Step 3, the school district may select a new SAP provider from the pool of Qualified Applicants at the beginning of the following school year.

In the event of a legal violation or egregious offense to students, parents or school faculty, DHS is entitled to make exceptions to this process.

Collecting and Reporting Data

DHS will reimburse Qualified Applicants for their services on a fee-for-service basis. Qualified Applicants are responsible for tracking what services they perform and how long they perform each service, and entering this information into DHS's Client Information and Payment System (CIPS). Billable services include (see Appendix B for more detail):

- Attending SAP Core Team meetings
- Conducting SAP Groups
- Following up with a student or parent after a referral
- Meeting with a parent or teacher
- Conducting a screening
- Consulting with school staff in regard to SAP-related issues
- Providing Postvention services
- Presenting information/providing training about SAP to staff, parents or the community

Information that Qualified Applicants must enter into CIPS includes, but is not limited to:

- Name and demographic information of the student, where applicable (this may not apply to all services listed above)
- School district
- School
- SAP Liaison name
- Service
- Date of service

- Start and end time of service
- SAP Group name

Beyond collecting the data necessary for reporting into CIPS, Qualified Applicants must collect evidence of their activities (e.g., SAP Group sign-in sheets). See Appendix B, monitoring column, for a minimum list of materials that Qualified Applicants must maintain by service.

Qualified Applicants also will enter similar data in the state-required databases: Performance Based Prevention System (PBPS) and Joint Quarterly State Reports (JQSR).

DHS encourages Qualified Applicants to conduct periodic quality assessments of their services and to have a plan in place for quality improvement. Quality assessment may include surveying students and school staff about their experience with SAP.

C. SAP Liaison Qualifications

Qualified Applicants should either have identified a staff person to serve as an SAP Liaison or have a strong plan in place for recruiting and hiring SAP Liaisons. Qualified Applicants should provide appropriate supervision of SAP Liaisons by staff knowledgeable about SAP in schools and the local behavioral health system. **The SAP Liaison is required to consult on all behavioral health issues, which include both mental health and drug and alcohol issues.** Staff should have at least one year of experience as an SAP Liaison or in the behavioral health field and a bachelor's degree in a field related to mental health, drug and alcohol addiction, or education. Prior to providing services, Qualified Applicants should ensure that SAP Liaisons receive training on the following:

- SAP Core Team Training (facilitated by a state approved trainer)
- DHS New Hire Service Coordination Training
- CANS Screening Tool Training
- Department Drug and Alcohol Programs (DDAP) Confidentiality
- DDAP Addiction 101
- 12 hours of approved supplemental training each year (See Appendix C)

Any person who provides Liaison services must have the SAP Core Team Training and become certified. Providers must become SAP certified within three months from the date of selection by a school district but no later than June 30.

D. Role of the School

School districts are responsible for designating staff to join their school's SAP Core Team and for connecting their staff to SAP training. Schools districts must connect their SAP Core Team staff to professional SAP training, which is consistent with state guidelines and conducted by a Commonwealth of Pennsylvania-approved training provider. The Commonwealth requires this training to ensure:

- Appropriateness of SAP services
- Effective interagency collaboration
- Compliance with state and federal laws protecting the privacy rights of parents and students

- That team members have received up-to-date professional training consistent with accountable standards and appropriate procedures (as required by school boards, school administrators, parents, students and the general public)

Schools are expected to provide an appropriate, adequate place for screenings, communicate with the SAP Liaison about scheduling SAP Core Team meetings, and provide an initial SAP consent form to the child/parent.

E. Role of DHS

DHS will contract with Qualified Applicants, monitor Qualified Applicants for compliance and performance, and provide technical assistance to Qualified Applicants on specific SAP-related issues as requested and needed. DHS also will participate in the conflict resolution process as warranted.

2.2 Eligibility and Expectations

Current SAP providers are not automatically pre-qualified and must submit an Application, obtain qualification through the RFQ and be selected by a school district in order to continue providing a SAP. As part of the Application, Applicants are required to provide copies of all mental health and drug and alcohol-related licensures for the past three years, including revoked and provisional licensures.

Section 3: Application Requirements and Evaluation Criteria

Applicants must meet the following evaluation criteria and should address their qualifications by responding to the specifically-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. The maximum score an Application can receive is 110 points, as outlined in the following sections.

A. Organizational Experience (25 points)

- Experience identifying children and families in need of mental health supports and connecting them to appropriate services based on a strong working knowledge of the mental health system in Allegheny County (5 points)
- Experience identifying children and families in need of drug and alcohol supports and connecting them to appropriate services based on a strong working knowledge of the drug and alcohol system in Allegheny County (5 points)
- Experience working in schools or with school-aged children and their families (5 points)
- Current mental health and drug and alcohol related-licensures and certificates of compliance are in good-standing (10 points)

B. Service Delivery (50 points)

- A plan for completing screenings within 30 days of referral (5 points)
- A plan for involving families in SAP activities and for obtaining parent feedback (5 points)
- A commitment to collaboration with the network of human service providers in Allegheny County to find the most appropriate referral for students (5 points)

- A strategy for giving families knowledge of and choice in service provider (5 points)
- A strategy for engaging families through the referral process and while they receive treatment or other services (5 points)
- A strategy for addressing SAP scenarios listed in the RFQ Response Form (10 points)
- Commitment to the SAP Program and understanding of its goals and objectives (5 points)
- A plan for building a flexible, cooperative and responsive relationship with school districts (5 points)
- A plan for providing Postvention services (5 points)

C. Staffing (10 points)

- A plan for recruiting and retaining quality staff (5 points)
- Qualified, committed and knowledgeable staff with the skill set required to successfully implement SAP (5 points)

D. Data Collection and Delivery (10 points)

- A plan for tracking, entering and reporting data in a timely way (5 points)
- A plan for quality assurance (5 points)

E. Financial Management and Budget (15 points)

- Strong financial health, as evidenced by audits or other supporting financial documentation (5 points)
- A budget that reflects a realistic estimate of the costs associated with implementing SAP (5 points)
- A budget narrative that clearly justifies costs outlined in the budget (5 points)

Section 4: How to Submit an Application

This RFQ is a solicitation to individuals, non-profit organizations, and for-profit organizations or businesses (Applicants) to submit an Application to perform the services as described in *Section 2: What We Are Looking For*. Applicants must have the ability to meet the identified needs and quality standards within the programmatic and funding guidelines specified in this RFQ.

4.1 Submission Process

- Please 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*)
- Please use the Response Form to develop your Application. Type your responses to each requested item directly into the Response Form. It is available at our Active Solicitations website with the RFQ announcement at www.alleghenycounty.us/dhs/solicitations.

- c. Applicants must submit a complete Application, which includes the following attachments that are available on our Active Solicitations website:
 - Response Form
 - Copies of mental health and drug and alcohol related-licenses for the past three years, including revoked and provisional licenses
 - MWDBE documents
 - Allegheny County Vendor Creation Form
 - Audited financial reports for the last three years
 - W-9
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. If you do not have audited financial reports for the last three years, you may submit other financial statements that attest to the financial health of your organization. Tax returns are the preferred alternative. Please note that providing financial statements is a requirement of contracting through Allegheny County.
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
- g. **Applications must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. EST on the submission deadline to be considered for review.**
- h. Please make sure to get your Application in before the deadline! If your Application is late, it will not be considered.
- i. You will receive an email when your Application is received. If you do not receive this notification within 48 hours of submitting your Application, please contact DHSProposals@alleghenycounty.us

4.2 How to Contact DHS about this RFQ

- a. All inquiries and questions must be submitted via email to DHSProposals@alleghenycounty.us
- b. All information about the RFQ, including answers to questions, changes and clarifications will be posted at our Active Solicitations website at www.alleghenycounty.us/dhs/solicitations
- c. Please be sure to check this website regularly for answers to questions, additional information or changes to the RFQ or the RFQ process.

4.3 Other Information

- a. The issuance of this RFQ does not obligate the County to enter into an Agreement with any Applicants.
- b. Any Agreement originating from this RFQ is subject to all of the Terms and Conditions specified in *Section 6: 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. The Qualified Application will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Qualified Applicant(s).

Section 5: How We Will Evaluate Your Application

Applications will be evaluated by an evaluation committee convened by DHS. The evaluation committee will assign scores based on the Program description in *Section 2: What We Are Looking For* and on the evaluation criteria in *Section 3: Application Requirements and Evaluation Criteria* using the scale listed in *Section 5.1 c*.

5.1 Evaluation Model

The evaluation process will consist of the following steps:

- a. An Evaluation Committee will be formed by DHS and will consist of some or all of the following:
 - Content experts from within DHS, selected for their expertise and/or experience
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- b. All Evaluation Committee members will individually review and score each Application. Each Evaluation Committee member will award points to each response on an Applicant's Response Form according to their 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. The Evaluation Committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
- d. The County shall have exclusive discretion to shortlist a reduced number of Applications for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Applicants make modifications to their Application or budget or make a formal oral presentation. The Evaluation Committee will review the modifications and/or oral presentation and rescore the shortlisted Applications using the original evaluation criteria.
- e. At any time during the review process, DHS may contact an Applicant to discuss any areas of the Application needing clarification or further explanation.
- f. The Evaluation Committee will submit their recommendation for qualification to the Director of DHS for his approval. (See *Section 6* for more information).
- g. **The County is under no obligation to qualify Applicants or to award or enter into an Agreement as a result of this RFQ. The County reserves the right to reject any and all Applications.**
- h. All Applicants will be notified of their status following the final determination of which Applicant(s) will be qualified.
- i. Applicants not qualified who are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@alleghenycounty.us.

5.2 Other Requirements

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

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

Applications which do not meet the above requirements will not be considered.

Section 6: What Happens after an Applicant is Qualified?

6.1 County's Obligation

Qualification is not a guarantee of selection for specific assignments. A Qualified Applicant may or may not be selected for any assignments. DHS will reimburse Qualified Applicants for services on a fee-for-service basis at a rate of \$24.75 per 15-minute unit of service and a flat rate of \$100 for screening.

6.2 Qualified Application Selection Process

DHS will send the list of Qualified Applicants who have expressed interest in working in their regional quadrant (see Appendix A) and their Application to schools. Schools will invite Qualified Applicants to interview based on their review of Qualified Applicant Applications. Each school will select an SAP provider from the pool of Qualified Applicants based on their interview.

6.3 Contract Award

Qualification through this RFQ does not necessarily mean that a Qualified Applicant will be awarded an Agreement with Allegheny County to complete a specific assignment.

After qualification by DHS, Qualified Applicants may be selected by school districts. If selected for a specific assignment, Qualified Applicants will be required to enter into an Agreement with Allegheny County, on behalf of DHS, under which services will be purchased and reimbursed on a fee-for-service basis.

Qualification obtained through this RFQ will be effective for three years with the potential for renewal for up to five years at the discretion of the County.

Qualified Applicants may opt out of the pool of Qualified Applicants or an Agreement by providing 90 days notice to DHS, preferably at the end of the school year; however, this may preclude their inclusion in the pool of Qualified Applicants, should they chose to seek qualification, in the future.

Section 7: Contract Requirements for Qualified Applicants

In order to enter into an Agreement with the County, Applicants must be willing to 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.

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 and Disadvantaged Business Enterprises, and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting these goals.

- a. All Proposals must include either of the following:
 - a. If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
 - b. If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the MWDBE Participation Statement. Registered Proposers are still required to submit the applicable MWDBE forms.
- c. MWDBE forms and resources can be found at www.alleghenycounty.us/dhs/solicitations:
 - a. MWDBE Forms
 - o [MWDBE Participation Statement](#)
 - o [MWDBE Waiver Request](#)
 - o [MWDBE Contact Information form](#)
 - b. MWDBE Resources
 - o [MWDBE Contract Specifications Manual](#)
 - o [MWDBE Response Checklist](#)
 - o [Guide for completing the MWDBE Participation Statement](#)
 - o [Sample Diversity Policy](#)

For more information about MWDBEs, including a list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program, can be found at the [Allegheny County MWDBE website](#).

7.2 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.

7.3 Cyber Security

- a. Qualified Applicants must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at 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 must also 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).

7.4 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.

7.5 New Provider Requirements

If awarded an Agreement, Qualified Applicants who do not have current Allegheny County contracts will be required to complete the [DHS New Provider Application](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx), available at <http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Prospective-Providers.aspx>. While not required as part of your Application, Applicants may wish to review the requirements of this application.

Appendix A: School District Quadrants

Qualified Applicants may be selected to work at any school district, and its associated schools, in whichever Quadrants they select.

North Quadrant

- North Allegheny
- Pine-Richland
- Deer Lakes
- Highlands
- Hampton
- North Hills
- Shaler Area
- Fox Chapel Area
- Allegheny Valley
- Riverview

East Quadrant

- Plum Borough
- Penn Hills
- Wilkinsburg Boro
- Steel Valley
- McKeesport Area
- East Allegheny
- Woodland Hills
- Gateway
- Duquesne City
- Propel
- Forbes Road CTC

South Quadrant

- Elizabeth Forward
- South Allegheny
- West Mifflin Area
- Baldwin-Whitehall
- Brentwood Boro
- Mount Lebanon
- Upper St. Clair
- Bethel Park
- South Park
- West Jefferson Hills
- Clairton City

West Quadrant

- Avonworth

- Keystone Oakes
- Quaker Valley
- Moon Area
- West Allegheny
- South Fayette
- Chartiers Valley
- Montour
- Cornell
- Avonworth
- Sto-Rox
- Northgate
- Carlynton

Pittsburgh Public Schools

Appendix B: Billable Services for SAP

Service Title	Service Description	Monitoring
SAP Core Team Meetings	Structured SAP Core Team meetings facilitated by a professionally trained team, including the SAP Liaison, school staff and representatives from community drug/alcohol and mental health agencies. Meetings are intended to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and develop recommendations to assist the student and the parent.	Sign-in sheets
SAP Groups	Structured prevention programs intended to provide substance use/mental health information for students whose substance use/mental health issues may be interfering with their school performance.	Sign-in sheets
Referral Follow Up	Refers to a follow-up meeting or phone call with an individual SAP-identified student to check-in regarding progress/status related to treatment or intervention goals. This meeting with the student takes place after referral to the SAP Core Team and discussion at an SAP Core Team meeting. This code also captures non-SAP follow-up meetings that may take place to meet with parents, family members, or individuals to address referrals. Examples are: <ol style="list-style-type: none"> 1. Checking-in with an SAP-identified student after return from school- or community-based treatment services (this may be part of a drug/alcohol (D/A) aftercare plan.) 2. Checking-in with an SAP-identified student to see if s/he is benefiting from the referred SAP Group support services. 3. Checking-in with individuals to ensure they received the services to which they were referred and, if appropriate, assisting the family in overcoming barriers that may be impeding access to service. 	Call log
SAP Parent/Consultant/Teacher Meeting	Refers to meetings that SAP Liaisons have with parents/guardians; may include school staff. These meetings may take place face-to-face or by phone. Infrequently, may include attending an Individualized Education Program (IEP) meeting upon request of parent/student or the school and parent/student for consultation during planning of educational adaptations for youth returning to school from treatment.	Log sheets

SAP Initial Screening	Initial CANS-SAP screening that takes place subsequent to the initial referral to the SAP Core Team to determine if a drug and alcohol level of care assessment or psychological evaluation is warranted. This also includes drug and alcohol Policy Infraction Screening with combined CANS-SAP and a validated drug and alcohol youth substance use screening/assessment such as the Substance Abuse Subtle Screening Inventory (SASSI).	Copy of screening
SAP Consultation	SAP Consultations involve in-person meetings or phone calls with school staff such as school counselor, school nurse, teacher, principal or other administrator to discuss issues regarding a student who has been referred to SAP. These consultations are NOT SAP Core Team meetings or parent/teacher meetings. Examples are: <ol style="list-style-type: none"> 1. Meeting with teacher to discuss a student's academic progress and participation 2. After obtaining parental permission, SAP Liaison meeting with school counselor to discuss a student's return to school after completing treatment 	Log sheet
Postvention	Postvention services involve facilitating and/or assisting, when requested, with crisis intervention services in the event of any traumatic life events that may adversely affect the school community. Examples are: <ol style="list-style-type: none"> 1. Death of a student, teacher or community member 2. Natural disasters 3. Community violence 	Log sheets
SAP Education	SAP Education involves presentations and trainings conducted at <i>school sponsored events</i> by SAP Liaisons, directed toward SAP Core Team members, school staff, parents, or community members specifically for the purpose of increasing mental health awareness and discussing mental health resources. This can also include meetings with school personnel for the specific purpose of promoting or increasing the utilization of SAP within the building. This does not include time spent at various community events promoting specific provider services. Examples are: <ol style="list-style-type: none"> 1. Time spent presenting about the SAP process at a school assembly 	Training log

	<ol style="list-style-type: none">2. Training SAP Core Team members or teachers on crisis intervention services during an in-service day3. Meeting with the school principal to discuss/review the SAP process within the building	
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Appendix C: Approved Supplemental Trainings

Each year, SAP Liaisons are required to have 12 hours of approved supplemental training that can include:

- Trauma, PTSD and Addiction
- Harm Reduction
- American Society of Addiction Medicine (ASAM)
- HIV/AIDS & Hepatitis C
- Motivational Interviewing
- DDA Approved Screening and Assessment
- Recovery and Relapse Prevention
- Referral Resources for Youth
- HIPPA Review Training
- 302 Process and Procedures and ACT 53 Process and Procedures
- Ethics for Behavioral Health Service providers
- IEP - Eligibility, Rights Process and Procedures
- CPR/First Aid