

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for Trauma-Informed Care Training and Consultation

July 23, 2020

1. I have never submitted a proposal to Allegheny County before. I have a question about the financial reports requested. Are Profit/Loss statements acceptable forms of report or was there particular information that needs to be reported?

If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to your financial health. Tax returns (e.g., 990 forms) are the preferred alternative, but we will accept other documentation that you have available. Please note that providing financial documentation is a requirement of contracting through Allegheny County.

July 28, 2020

2. Given that our current pandemic may continue for an extended time are the two day trainings, workshops and consultations required to be face to face or can they be done using remote technology (Zoom, Teams etc.)?

Given the subject matter, face to face presentations are best. However, given the current health crisis where social distancing is of great importance, virtual trainings are acceptable. We would expect that a proposal would outline how virtual trainings would be offered.

3. Can different staff provide different components of the RFP, such as several staff act as trainers for the two day trainings, different staff provide the workshops and perhaps a designated group of staff be available for the consultations according to clinical specialty?

It is important to us that there is continuity in this work. So, while responsibility may be shared among more than one individual, the work should not be spread out across a large group of staff. If you propose to have multiple people share responsibility, please address how you will ensure continuity.

4. In reviewing the requirements for staff it appears that all staff must be licensed. If the above model is used would the staff that were providing the training have to be licensed or would a masters degree be sufficient?

All staff providing the training must be licensed.

August 4, 2020

5. I am a sole practitioner with an LLC. As such, my business expenses and income are much less than one would see from a larger business. I understand that I need to make

good faith efforts to solicit MWDBE participation as a part of the proposal. Does this mean I should solicit business from one of these businesses to somehow participate in the training/workshop or consultation such as providing food for the trainees or janitorial services, or am I required to solicit business from them as a part of my everyday duties in my business such as advertising, tax/accounting services, etc? Or am I required to become certified as a MWDBE to be considered for the proposal?

Allegheny County’s MWDBE goals apply to each contract, not your business as a whole. You must demonstrate a good faith effort to identify any aspects of the contract that could be performed by a certified MBE or WBE and solicit bids from them. For this service, an example might be obtaining copies of any printed materials from a copy shop that is a certified MWDBE. If despite making a good faith effort you are unable to fully meet the goals of 13% MBE participation and 2% WBE participation, you must request a waiver.

There is no requirement that a proposer be certified as an MWDBE to submit a proposal; however, if you were to become certified you can count your own firm toward one of the goals, but not both. I.e., if your business is certified as both an MBE and a WBE, you may choose to count your own certification toward either the MBE or WBE goal, and must still demonstrate a good faith effort to meet the other goal.

For more information please review the “MWDBE Resources” available on our Solicitations page under “Required Documents,” especially the “MWDBE Presentation for Proposers.” [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)

August 7, 2020

6. Are applicants to include a budget in their submission? Is there an administrative cap?

Proposers are not required to include a budget. The rates listed on pages 4 and 5 of the RFP are fixed for each service, and the Successful Proposer will not be required to submit line-item invoices. As described in Section 2.4 of the RFP, the Proposer will be responsible for the costs of any curricula and training materials. For the additional administrative items listed in Section 2.4, including training venues and refreshments, DHS will make all necessary arrangements and cover any costs directly.

7. In relation to the significant amounts of educational and training content that will be developed, we were hoping to gain clarity on a few specific areas related to this: Will this material be considered proprietary to the state? Is there a way for our institution to retain rights to the intellectual property, perhaps in conjunction with the state, as per our institution’s policies?

DHS is not expecting a unique curriculum to be developed for the trainings described in this RFP. If the proposer wishes to develop something specific and unique to DHS, that would be acceptable, but it is not a requirement. In any case, the County would not expect to maintain ownership rights of any custom materials.

8. I am applying as an individual practitioner and wondering how to fill out the information related to required contacts and board information. Should I just leave these blank as they do not apply to me?

Yes, you can leave these blank if you are applying as an individual.

9. With regard to the wording in references section, since I am applying as an individual, should I list three references that are able to address my relevant experience related to trauma?

You should list three references that you feel are appropriate and are able to address your experience related to RFP content (e.g., trauma, teaching ability, workshop facilitation, consultation).

10. The request for audited financial documentation is to attest to the financial health of an organization. Since I am applying as an individual, are tax documents required? And if so, what should be submitted?

If you are applying as an individual, you do not need to provide financial documentation. However, if you are applying as an LLC or other type of organization, you will need to provide financial documentation as a requirement of contracting through Allegheny County. See question one for more details.