



Allegheny County Department of Human Services

# Request for Proposals

## Trauma-Informed Care Training and Consultation

**RFP Posting:**

Friday, July 17, 2020

**Deadline for Questions:**

3 p.m. Eastern Time on Friday, August 14, 2020

**Submission Deadline:**

3 p.m. Eastern Time on Friday, August 21, 2020

**Estimated Award Decision/Notification:**

October 2020

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 RFP:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Attachment Theory: A psychological theory focused on the relationships and bonds between people, particularly long-term relationships, including those between a parent and child
4. Cognitive Behavioral Therapy (CBT): An evidence-based practice aimed at improving mental health through the development of personal coping strategies that target solving current problems and changing unhelpful patterns in thoughts, behaviors and emotional regulation
5. 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
6. Developmental Theory: A framework for understanding and interpreting psychological, social, and cognitive development during childhood and adolescence
7. DHS: [Allegheny County] Department of Human Services
8. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
9. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
10. Response Form: The Word document in which Proposers respond to requested information about this RFP
11. RFP: Request for Proposals
12. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
13. Narrative Therapy: An approach to therapy with a focus around the stories a person develops about themselves, their lives and the world. It is an empowering approach to counseling that is non-blaming and non-pathological in nature.
14. Service Coordination: A program that assists clients with connecting to local mental health services and agencies
15. Student Assistance Program (SAP): A program that places 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. Trauma: A psychological, emotional response to an event or an experience that is deeply distressing or disturbing. Trauma can refer to something upsetting, such as being involved in an accident, having an illness or injury, losing a loved one, or going through a divorce. However, it can also encompass more intense experiences that are severely damaging, such as rape or torture. People process traumatic events differently because

they face them through the lens of prior life experiences and trauma responses fall on a wide spectrum.<sup>1</sup>

17. **Trauma-Informed:** An approach to care that recognizes the physical, social, and emotional impact of trauma on the victim, as well as on the professionals who help them, and that creates opportunities for victims to rebuild a sense of control and empowerment
18. **Family Systems Approach:** Family systems therapy is a form of psychotherapy that helps individuals resolve their problems in the context of their family units, where many issues are likely to begin. Under this approach, each family member works together with the others to better understand their group dynamic and how their individual actions affect each other and the family unit as a whole. One of the most important premises of family systems therapy is that what happens to one member of a family happens to everyone in the family.<sup>2</sup>

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<sup>1</sup> <https://centerforanxietydisorders.com/what-is-trauma/>

<sup>2</sup> <https://www.psychologytoday.com/us/therapy-types/family-systems-therapy>

# The RFP at a Glance

## *Purpose*

Allegheny County, on behalf of its Department of Human Services (DHS), is seeking Proposals from qualified Proposers to deliver Trauma-Informed Care Training and Consultation Services (henceforth referred to as the Services). Trauma-Informed refers to the organizational structure and treatment framework built upon understanding, recognizing and responding to all kinds of trauma. Services are intended to raise awareness of trauma and its impact, and to develop a network of professionals who are proficient in working with children and adults within a Trauma-Informed Model. The Successful Proposer will deliver the Services consisting of the following component parts or aspects:

1. *Two-Day Trauma-Informed Care Training (Training)*: The Successful Proposer must develop and facilitate a two-day training for direct-service staff working within all levels of treatment programming throughout the DHS provider network, as well as school personnel, service coordinators and other staff working in services considered to be ancillary to treatment (henceforth referred to as the Participants). The Two-Day Trauma-Informed Care Training must combine theory and experiential learning to assure a working understanding of Trauma-Informed Care. Participants must be able to learn about the Trauma-Informed Model and its application within the service relationship with the adults and children with whom they work (henceforth referred to as Clients).
2. *Intensive Trauma-Informed Care Workshop (Workshop)*: The Successful Proposer must develop and facilitate a Workshop for Participants who have completed the Training concerning how to apply trauma principles and transfer classroom knowledge into real-life therapeutic applications in the workplace. The Workshop shall consist of 20 hours of training sessions followed by 12 two-hour hands-on, clinical application sessions where Participants discuss how to apply the Trauma-Informed Model with a current Client.
3. *Individual Trauma-Informed Care Consultation (Consultation)*: DHS will refer adults and children identified as having significant or impactful exposure to trauma to the Successful Proposer for Consultation. Consultations, which shall be performed on an as-needed basis, entail record reviews, meeting with the adult or child and family, and collateral contacts with involved provider agencies. The Successful Proposer also may conduct a formal trauma assessment as part of a Consultation. The Successful Proposer must provide DHS with a written summary containing recommendations at the conclusion of the Consultation.

## *Award Details*

Allegheny County is desirous of entering into a one-year Agreement with one Successful Proposer to provide the Contract Services and have the option to renew the Agreement annually. The award of an Agreement for the Services requested under this RFP will not exceed \$25,000 annually. The Services described within this RFP will be reimbursed at the following rates:

- \$2,000 (\$1,000/day) for a completed Two-Day Trauma-Informed Care Training
- \$6,000 for a completed Intensive Trauma-Informed Care Workshop
- \$150/hour for an Individual Trauma-Informed Care Consultation

DHS seeks three Trainings and one Workshop each calendar year. DHS will request Consultations on an as-needed basis and anticipates making approximately five referrals annually. Consultations are limited to no more than ten billable hours each.

### ***Who can apply***

Anyone who meets the staff qualifications described in section 2.2 is eligible to submit a Proposal in response to this RFP. This includes non-profit organizations, for-profit organizations, small businesses and individuals. Proposers 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 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

Some of the Consultation services may be covered by the Client's Medicaid or other insurances. Proposers must have appropriate licensure capable of billing for any formal assessments or have identified staff that meet those requirements. The Successful Proposer must bill the appropriate insurer for any formal assessments completed during Consultations.

### ***Timeline***

Deadline for Proposers to submit questions about this RFP is 3 p.m. Eastern Time on Friday, August 14, 2020. Proposals must be submitted by 3 p.m. Eastern Time on Friday, August 21, 2020. We expect to notify Proposers of the County's decision to award an Agreement in October 2020.

### ***Who we are***

On behalf of Allegheny County, DHS is the issuing office for this RFP.

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>

## **Section 1: Why We Are Issuing this RFP**

Trauma is a near-universal experience of individuals with behavioral health problems. According to the U.S. Department of Health and Human Services Office on Women’s Health, 55 to 99 percent of women in substance use treatment and 85 to 95 percent of women in the public mental health system report a history of trauma, with the trauma most commonly having occurred in childhood.<sup>3</sup> In the United States, 61 percent of men and 51 percent of women report exposure to at least one lifetime traumatic event, and 90 percent of clients in public behavioral health care settings have experienced trauma. If trauma goes unaddressed, people may have poor physical health outcomes. For those who have experienced trauma and have mental illness or addiction, trauma can hinder recovery. To ensure the best possible physical and mental health outcomes, all care — in all health settings — must address trauma in a safe and sensitive way.<sup>4</sup>

Traumatic experiences for children and adults can have a profound impact on all aspects of an individual’s life. Therefore, DHS strives to create and maintain a mental health system that is Trauma-Informed, and therefore responsive to the needs of Clients. Through education and consultation, DHS seeks to raise awareness of trauma and its impact, and to develop a network of mental health professionals who are proficient in working with children and adults within a Trauma-Informed Model.

Beginning in 2007, DHS’s trauma-related education efforts were focused on two conferences aimed at raising general awareness of trauma within the children’s mental health system. Spurred by participant feedback for more in-depth information in the months following the conferences, DHS developed the Two-Day Trauma-Informed Care Training with the intent of targeting direct-service workers in all service areas. In the last 12 years, more than 1,000 direct-care professionals have participated in DHS’s Training and learned the principles of Trauma-Informed Care. To further trauma training efforts, DHS created the Intensive Trauma-Informed Care Workshop for practicing therapists interested in transferring classroom knowledge into real-life therapeutic applications. To date, more than 100 clinicians have participated in DHS’s Workshops. For Clients, DHS developed Individual Trauma-Informed Care Consultations to gain expert insight and recommendations from a specialist in Trauma-Informed Care. Each year since its conception, DHS has made approximately five referrals for Consultations.

## **Section 2: What We Are Looking For**

DHS seeks a Successful Proposer to provide Two-Day Trauma-Informed Care Trainings, the Intensive Trauma-Informed Care Workshop and Individual Trauma-Informed Consultations as described in this RFP.

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<sup>3</sup> <https://www.thenationalcouncil.org/topics/trauma-informed-care/>

<sup>4</sup> <https://www.integration.samhsa.gov/clinical-practice/trauma>

## 2.1 Service Description

The Successful Proposer will provide the Services consisting of the following component parts or aspects:

### *Two-Day Trauma-Informed Care Training (Training)*

The Successful Proposer must develop and facilitate a Two-Day Trauma-Informed Training three times a year. Proposers will propose a Training curriculum that combines theory and experiential learning to ensure Training Participants gain a working understanding of Trauma-Informed Care. The current training is a total of 12 hours across two days, but Proposers may propose a different number of total hours across the two days. The proposed curriculum must be designed for an audience of behavioral health professionals and direct-service staff working within all levels of treatment programming, as well as school personnel, service coordinators and other staff working in services considered to be ancillary to treatment (e.g., Service Coordination, Student Assistance Programs). Training Participants must be able to learn to use an empowerment approach in their work and provide the most effective help for a Client.

The proposed Training curriculum must include, but is not limited to, the following learning objectives:

- Include various training strategies to engage adult learners
- Be modeled after Trauma-Informed best-practices and theory
- Define trauma, what constitutes a traumatic event, and trauma's impact on the brain
- Address the history of trauma as a psychological field of study
- Explain the complexities of short-term and long-term effects of experiencing single or multiple traumatic events
- Help Participants gain familiarity with core principles of Trauma-Informed Care
- Allow Participants to be able to operationalize the principles of Trauma-Informed Care into their work
- Address the impact of vicarious trauma for staff working with trauma survivors and how to use self-care

### *Intensive Trauma-Informed Care Workshop (Workshop)*

The Successful Proposer must develop and facilitate a once-a-year Workshop for practicing clinicians to learn how to apply the philosophy of Trauma-Informed Care. Workshop Participants are required to: 1) have a minimum of three years clinical experience; 2) be a Master's level clinician; 3) have already completed the Two-Day Trauma-Informed Care Training; and 4) commit to completing all course requirements. The current Workshop is a total of 44 hours that begins with 20 hours of training across five days. Then, Participants attend 12 two-hour, hands-on clinical application sessions to learn how to apply the Trauma-Informed Model with a current Client. The application sessions are "cohort style" which includes group discussion, consultation and instruction.



Proposers must propose a Workshop curriculum that builds upon the prerequisite two-day Training. The proposed curriculum must give Participants intensive support and training in integrating Trauma-Informed Care principles into their day-to-day work with children and adults. The proposed curriculum must teach a Narrative Therapy approach<sup>5</sup> to treating individuals with a history of complex or recurrent trauma.

The proposed Workshop curriculum must include, but is not limited to, the following learning objectives:

- Learn to apply the philosophy of Trauma-Informed Care
- Develop a greater understanding of the impact of trauma for the individual survivor, the family, and the community
- Become competent in developing reparative relationships with professional boundaries
- Develop the skills and tools that will inform Participants' work with children and adults who have traumatic histories
- Develop the communication skills that engage and empower the Client to work toward a more satisfying quality of life
- Develop a self-care plan that allows Participants to work with their Clients in a more mindful way

The Successful Proposer must be able to draw upon their professional experience treating trauma survivors to model how to do the work for Participants. Role plays and a cohort-style learning environment that stresses support, teamwork and shared resources should be utilized to enhance the educational experience.

#### *Individual Trauma-Informed Care Consultation (Consultation)*

The Successful Proposer will complete Consultations for children, adolescents and adults upon referral from DHS staff. Consultations will entail record reviews; meeting with children, adolescents or adults (and family members when appropriate); and collateral contacts with provider agencies (i.e., contacts with other professionals who are familiar with the person's circumstances). The Successful Proposer must provide DHS with a written clinical impression report containing recommendations for supports and services at the conclusion of each Consultation. The Successful Proposer must be available, upon request, to attend treatment team meetings, education meetings and other relevant planning meetings. The Successful Proposer must act as a clinical consultant to DHS, other team members, the education system and any other involved entity to address questions about referral needs and options. Additionally, the Successful Proposer shall provide professional recommendations for treatment considerations and/or recommendations for non-treatment related services.

## **2.2 Staff Qualifications**

The Successful Proposer, or identified staff of the Successful Proposer, must possess the following qualifications:

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<sup>5</sup> For more information, see <https://www.verywellmind.com/narrative-therapy-4172956>.

- Knowledge, skills and abilities
  - Extensive knowledge and experience working with Clients using a Trauma-Informed Approach
  - Knowledge of Developmental and Attachment Theories
  - Knowledge and clinical experience using Cognitive Behavioral Therapy (CBT)
  - Ability to draw upon professional experience treating trauma survivors to model Trauma-Informed Care
  - Advanced working knowledge of mental health needs and conditions within the context of a family systems approach
  - Ability to engage and work effectively with a multi-disciplinary team
  - Knowledge and understanding of the continuum of care for treatment and support services
  
- Education/Experience Requirements
  - Master’s degree in social work, counseling, psychology or other related field, plus a minimum of five years direct clinical experience in mental health serving children, families and adults, along with child-related experience and knowledge of family systems as an advanced practice behavioral health professional

**-OR-**

  - Any equivalent combination of education and experience that meets the required knowledge, skills and abilities
  
- Certificates and Licenses
  - Act 33, 34 and FBI clearances

**-AND-**

  - Valid and unrestricted professional license issued by the Commonwealth of Pennsylvania in the field of social work or human services

### **2.3 Data Collection and Reporting**

The Successful Proposer must ensure collection of the following data/reports:

- Satisfaction surveys from Participants
- Sign-in sheets from Participants
- Pre/post tests from Participants

### **2.4 Other Considerations**

The Successful Proposer will be responsible for providing all relevant curricula and course materials to Participants. DHS will coordinate and cover any expenses for the following administrative tasks:

- Training venues
- Refreshments for Participants
- Marketing and registering Participants

- Disseminating training materials (PowerPoints, handouts)
- Audiovisual hardware

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

DHS will evaluate Proposals based upon the awarding of points by using evaluation criteria listed below. Proposers must address their qualifications in their Proposal by responding to the requested items or questions in the Response Form. Proposers 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). The maximum score that a Proposal can receive is 110 points, as outlined in the following sections.

### **3.1 Proposer Profile and Experience (10 points)**

- Experience providing community mental health treatment services using a Trauma-Informed Approach (5 points)
- Description of how the individual Proposer or the Proposer's staff meets required staff qualifications outlined in section 2.2 (5 points)

### **3.2 Proposed Two-Day Trauma-Informed Care Training Curriculum (40 points)**

- A description of Training curriculum that includes, but is not limited to, the learning objectives outlined in section 2.1 (40 points)

### **3.3 Proposed Intensive Trauma-Informed Care Workshop (30 points)**

- A description of Workshop curriculum that includes, but is not limited to, the learning objectives outlined in section 2.1 (30 points)

### **3.4 Individual Trauma-Informed Care Consultation Vignette Response (30 points)**

- Reasoning behind staying with the discharge recommendations or proposed alternative or additional discharge recommendations (5 points)
- Next steps and clinical interventions proposed (5 points)
- Description of how the Proposer would negotiate differences in treatment recommendations (5 points)
- Engagement strategies used with the child and her family (5 points)
- Description of how the Proposer would consult with the foster families to sustain placement (5 points)
- Interventions recommended between the child and her birth parents (5 points)

# Section 4: How to Submit a Proposal

## 4.1 Submission Process

- a. Proposers should take time to review and understand the RFP in its entirety including:
  - The background (see Section 1: Why We Are Issuing this RFP)
  - The narrative (see Section 2: What We Are Looking For)
  - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
  - The evaluation process (see Section 5: How We Will Evaluate Your Proposal)
- b. Proposers must use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- c. Proposers must submit a complete Proposal, which includes the following attachments that are available on our Active Solicitations website:
  - Response Form
  - MWDBE documents
  - Allegheny County Vendor Creation Form
  - Audited financial reports for the last three years
  - W-9
- d. Proposers should not send any attachments other than those listed above and on the Response Form.
- e. If a Proposer does not have audited financial reports for the last three years, then the Proposer may submit other financial documentation that attest to the Proposer's financial health of your organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation 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 or page limits that may be specified in the Response Form.
- g. **Proposals must be submitted electronically to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) no later than 3:00 p.m. Eastern Time on Friday, August 21, 2020 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will be rejected and will not be presented to the Evaluation Committee for review and scoring, as described in Section 5 below.
- i. You will receive an email when your Proposal is received. If you do not receive this notification within 48 hours of submitting your Proposal, please contact: [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

## 4.2 How to Contact DHS about this RFP

- a. All inquiries and questions must be submitted via email to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).

- b. All information about the RFP, including answers to questions, changes and clarifications will be posted at our Active Solicitations website at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations).
- c. Please be sure to check this website regularly for answers to questions, additional information or changes to the RFP or the RFP process.

#### **4.3 Other Information**

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals and not to enter into an Agreement for the Contracted Services.**
- b. Any Agreement originating from this RFP is subject to all the Terms and Conditions specified in Section 6: Contract Requirements for Successful Proposers.
- c. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- d. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- e. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

#### **4.4 Pennsylvania's Right-to-Know Law**

Proposers should be aware that all documents and materials submitted in response to this RFP 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 Proposer available to a requestor after an award of an Agreement is made.

If the Proposer includes any information within its Proposal that the Proposer asserts is either a "trade secret" or "confidential proprietary information," as those terms are defined under the RTKL, the Proposer must include with its Proposal a written statement signed by an authorized representative of the Proposer identifying those portions or parts of its Proposal that the Proposer believes constitute a "trade secret" or "confidential proprietary information" and provide contact information to enable DHS to contact the Proposer in the event that the County receives a Right-To-Know request for the Proposal. The Proposer 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 Proposer explaining why the Proposal 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 Proposal or any portion thereof. The County will notify the Proposer of its decision whether to grant or deny the request either in whole or in part.

## Section 5: How We Will Evaluate Your Proposal

Proposals will be evaluated by an Evaluation Committee convened by DHS. The Evaluation Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria using the point scale listed in Section 5.1 b.

### 5.1 Evaluation of Proposals

The evaluation process will consist of the following steps:

- a. DHS will form an Evaluation Committee. The Evaluation Committee may consist of evaluators from within DHS as well as external organizations.
- b. All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points for each response on a Proposer's Response Form utilizing their personal expertise and best judgment of how the Proposal submitted by that Proposer meets the evaluation criteria in Section 3 using the following scale:
  - 0 – Not addressed in Proposal
  - 1 – Poor
  - 2 – Below expectations
  - 3 – Meets expectations
  - 4 – Exceeds expectations
  - 5 – Outstanding
- c. 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 Proposer(s) can best provide the Contract Services in response to the RFP. The Committee will have the discretion to proceed as follows: (i) to recommend to the Director of DHS that a reduced number of Proposals be shortlisted for more extensive review through a formal oral presentation to the Committee; or (ii) to recommend to the Director of DHS that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
- d. As described in c above, DHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DHS may request that shortlisted Proposers make a formal oral presentation to the Evaluation Committee. Each Committee member will individually score the oral presentation of the shortlisted Proposers using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Proposer's oral presentation can receive is 15 points:
  - Presentation demonstrates Proposer's ability to implement the proposed program effectively (5 points)
  - Proposer's answers to Evaluation Committee's questions (5 points)
  - Proposer's presentation is thoughtful and professional (5 points)

- e. DHS will tally the average scores 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 Proposer(s) can best provide the Contract Services in response to the RFP.
- f. The Committee will submit its recommendation for award of an Agreement or Agreements to the Director of DHS for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement or Agreement with the Successful Proposer(s).
- g. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- h. As part of determining Proposers' eligibility to enter into a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure Proposers' financial stability.
- i. The County is under no obligation to award or enter into an Agreement with a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- j. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- k. Proposers not awarded an Agreement 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 a Proposal 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

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

# Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Proposers 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](http://www.alleghenycounty.us/dhs/solicitations).

## 6.1 Minority, Women or Disadvantaged Business Enterprise (MWDDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women 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:
  - If the Proposer 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.
  - If the Proposer requests 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. MWDBE forms and resources can be found at [www.alleghenycounty.us/dhs/solicitations](http://www.alleghenycounty.us/dhs/solicitations):
  - MWDBE Forms
    - [MWDBE Participation Statement](#)
    - [MWDBE Waiver Request](#)
    - [MWDBE Contact Information form](#)
  - MWDBE Resources
    - [MWDBE Contract Specifications Manual](#)
    - [MWDBE Response Checklist](#)
    - [Guide for completing the MWDBE Participation Statement](#)
    - [Sample Diversity Policy](#)
    - [MWDBE Presentation for Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).

## 6.2 HIPAA Compliance

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

## 6.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which 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. Successful Proposers 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).

## 6.4 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer 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.

## **6.5 New Provider Requirements**

If awarded an Agreement, Successful Proposers 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 Proposal, Proposers may wish to review the requirements of this application.