



Request for Proposals

Truancy Intervention Program: Parents and Children Together (PACT)

RFP Posting: Friday, May 12, 2017

Deadline for Questions: Friday, June 16

Submission Deadline: 3 p.m. Eastern Time on Friday, June 23

Estimated Award Decision/Notification: September 2017

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 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. Conferencing and Teaming: The DHS standard of practice that engages individuals, families, supports and professionals in assessing strengths and needs and developing a plan for keeping children, youth and adults safe and healthy while continually integrating individual and family actions with professional services
4. 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
5. DHS: [Allegheny County] Department of Human Services
6. EBP: Evidence-based Practice
7. FACT: Family and Community Teaming, a voluntary service that helps families develop a plan based on family strengths and needs
8. FOCUS: Focus on Attendance
9. Homebuilders®: An intensive family preservation program developed by the Institute for Family Development and used by DHS
10. Institute for Family Development: Organization that develops, delivers and disseminates evidence-based child welfare programs such as Homebuilders® and Parents and Children Together (PACT)
11. KIDS: Key Information and Demographic System (KIDS), the electronic case record for clients of the Allegheny County child welfare office
12. MDJ: Magisterial District Judge
13. NCFAS: North Carolina Family Assessment Scale
14. PACT: Parents and Children Together
15. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
16. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
17. REBT: Rational Emotive Behavior Therapy
18. Response Form: The Word document in which Proposers respond to requested information about this RFP
19. RFP: Request for Proposals
20. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

The RFP at a Glance

Purpose

Allegheny County, on behalf of its Department of Human Services (DHS), is soliciting Proposals from one or more qualified Proposers to provide the Parents and Children Together (PACT) intervention program for school-aged children and youth who have been referred to the child welfare system because they have been identified as “truant students.” PACT serves students when all available prevention and diversion opportunities have been exhausted or when the students have been involved with DHS’s Focus on Attendance Program but require a higher level of service intensity. PACT is an in-home family counseling and strengthening program that aims to identify and help address the underlying causes or factors related to truancy and to divert formal involvement with the child welfare system.

The Successful Proposer(s) must have experience with and knowledge of the dynamics of families with youth with poor school attendance. The Successful Proposer(s) should have established relationships with school districts and related District Courts or Magisterial District Judges (MDJ) as well as local community service organizations in Allegheny County.

Award Details

DHS will allocate approximately \$1,560,000 per year for PACT. DHS expects to enter into Agreement(s) with one or more Successful Proposer(s) to staff three PACT teams to provide PACT services. Each team will be funded at approximately \$520,000 per year.

Who can apply

Non-profit organizations and for-profit organizations or businesses may submit a Proposal.

What we don’t want

DHS is not seeking to duplicate truancy prevention or diversion strategies to which schools and local MDJs currently have access through the Focus on Attendance Partnership in Allegheny County. Children and youth who receive PACT will have already received Focus on Attendance services but require a higher level of service intensity because those services have not been successful.

What’s important to us

The PACT model is a promising practice that should be followed with fidelity.

Timeline

Deadline for Proposers to submit questions is Friday, June 16, 2017.
Proposals must be submitted by 3 p.m. Eastern Time on Friday, June 23, 2017.
Proposers will be notified of their selection status by September 2017.

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>

The issuance of this RFP and the receipt of any Proposals does not obligate the County to enter into an Agreement. The County reserves the right at all times to reject any and all Proposals.

Section 1: Why We Are Issuing this RFP

Truancy is one of the early warning signs that a child is headed for potential delinquent activity, social isolation and/or school failure. Lack of commitment to school is a risk factor for substance use, delinquency, teen pregnancy and school dropout. U.S. Department of Education statistics indicate that high school dropouts earn lower wages, experience higher rates of unemployment, and are more likely to end up on welfare or in prison than high school or college graduates.¹

Under provisions of Pennsylvania Truancy law, specifically 24 P.S. §13-1327, every child of school age (ages eight through 17) is required to attend school. Local school boards set policies governing student absences and acceptable excuses, and principals are required to report to the superintendent any child who has been absent for three days “without lawful excuse.” The legal actions that schools may take for truancy vary according to the circumstances. The school district may file a summary citation, with the local Magisterial District Judge (MDJ), against the parent/guardian or child; or refer the family to DHS’s child welfare office. MDJs have several options if they find the parent/guardian or child guilty; they may impose a fine on the parent/guardian or child, order parenting classes, order the parents or the child to perform community service, assign the child to an adjudication alternative program or refer to the child welfare office.

Since July 2012, DHS has been actively involved in the Allegheny County Children’s Roundtable, Educational Success and Truancy Prevention Group, convened to expand prevention resources to address truancy. The first initiative of the group was a truancy prevention pilot program called Focus on Attendance (FOCUS), concentrating specifically on school attendance in two Pittsburgh Public Schools. The goal of this pilot program was to provide truancy prevention and diversion services to students and families, to improve school attendance and overall well-being, and to reduce the number of referrals to the child welfare office with truancy as the primary allegation. Due to the successes of this pilot, FOCUS expanded from a school building-based intervention to a countywide intervention in the 2016-2017 school year, focused on influencing poor school attendance through a series of prevention/diversion activities and by increasing access to community-based resources.

Even with the expansion of FOCUS truancy prevention and diversion services, there are still complicated cases that require additional intensive supports. The underlying causes of truancy are often varied, complex and challenging to resolve. Truancy is often a symptom of other dependency issues affecting a child or adolescent in the context of the family’s circumstances. Thus, the solutions to these underlying causes must be comprehensive and targeted as well as collaborative with other supports and services related to mental health, substance use, housing and educational supports.

Section 2: What We Are Looking For

DHS is seeking to contract with one or more Successful Proposer(s) to deliver Parents and Children Together (PACT) to Allegheny County families in which a child is experiencing truancy and requires intensive support. PACT is an in-home family counseling and strengthening program developed by the Institute for Family Development.² The Successful Proposer(s) will staff a PACT team of four therapists and one supervisor to deliver PACT services to: 1) identify the underlying causes or factors related to

¹ <https://nces.ed.gov/pubs2015/2015015.pdf>

² For more information, visit http://www.institutefamily.org/programs_PACT.asp

truancy for the truant children and their families; 2) address those causes through case management, accountability, collaborating with other supports and services, and therapeutic components; and 3) divert further involvement in the child welfare or juvenile justice systems.

2.1 Target Population

The target population for PACT is school-aged children and youth who are enrolled in public school districts in Allegheny County and who: 1) have been referred to the child welfare office with truancy as an allegation, or 2) are active with child welfare services for a multitude of reasons and are also truant, or 3) are truant and have been identified as requiring a higher level of service intensity by FOCUS staff. Children and youth in this target population typically exhibit multiple risk factors for school failure including unexcused absences, class failure, poverty, health or medical issues, and housing issues. They and their families may be experiencing behavioral, social and/or emotional problems at home, school and in the community as well as problems related to family interactions, parenting and child well-being. The Successful Proposer(s) should be prepared to serve elementary, middle and high school age students and their families, and should be prepared to serve approximately 400 youth each year.³ Program referrals will be made by the child welfare office or a FOCUS or Family and Community Teaming (FACT) agency through the process described below.

Because of the expansion of FOCUS truancy prevention and diversion services, DHS expects that only the most complicated cases requiring additional intensive supports will advance to PACT. Upon referral for truancy to the child welfare office, DHS will refer the child and family to a FACT agency, who will conduct Conferencing and Teaming⁴ with the family. Through the course of Conferencing and Teaming, if the family, caseworker and supports agree that the family would benefit from a more intensive service with the primary goal of identifying and addressing the underlying causes or factors related to truancy, then the family will be referred to the Successful Proposer(s) to receive PACT.

2.2 Program Standards

A. Staff Structure

DHS expects to enter Agreement(s) with one or more Successful Proposer(s) to provide three PACT teams to deliver the Contract Services. The PACT model recommends the team to be composed of four therapists, one supervisor (who carries a small caseload) and 0.20 program manager. A truant child and his or her family is assigned to a single therapist, with each therapist carrying a caseload of six to eight families at any given time. The supervisor must be available 24 hours, seven days a week to therapists and is the primary back-up for families. The supervisor must facilitate weekly group clinical/program consultation and provide individual supervision to therapists.

B. Engagement

The Successful Proposer(s) will accept referrals directly from the child welfare office or a FOCUS or FACT agency. Upon referral, a PACT therapist will use a collaborative and collegial approach to engage and

³ DHS expects that the Successful Proposer(s) will receive approximately 500 referrals and that 80% of families will agree to participate, meaning that the Successful Proposer(s) will serve approximately 400 families.

⁴ <http://www.alleghenycounty.us/Human-Services/Programs-Services/Children-Families/Conferencing-and-Teaming-in-CYF.aspx>

motivate the family and child. Engagement strategies include: reflective listening, motivational interviewing, use of humor, showing respect and interest, meeting individually with family members as well as with the family as a group, and meeting at times and places convenient to the family (e.g., in the home, school and community). These intervention strategies are the same as those of the Homebuilders® Program.⁵ PACT was modeled after Homebuilders® and therefore uses the same foundational strategies such as motivational interviewing, active listening and a cognitive behavioral approach.

The truant child and family will receive PACT services for 90 days at an average of two to four hours of face-to-face contact per week with a PACT therapist (services will be provided at the level of frequency, intensity and duration appropriate to meet identified goals). PACT therapists must be available 24 hours, seven days a week for client emergencies.

C. Assessment and Goal Setting

Upon entry into PACT (and after spending approximately eight hours with the family), the PACT therapist gathers information from the family, school and other supports to complete the North Carolina Family Assessment Scale (NCFAS),⁶ a validated tool for measuring pre- and post-changes in parental capabilities, family interaction, environment, family safety and child well-being. If appropriate, the therapist also may conduct functional behavioral analysis and complete “Your Deal” Assessment Cards, an assessment tool that helps clients identify their values, strengths and goals. Through the NCFAS and these other assessment tools, behaviorally specific and measurable goals and outcomes are developed, with the primary outcome to reduce truancy. The therapist and the family together review and evaluate the developed goals.

D. Skill Building

The focus of PACT in Allegheny County is using cognitive/behavioral interventions to strengthen and empower families, in which one or more children are truant, to improve school attendance and prevent the poor outcomes associated with truancy. PACT aims to identify and address the underlying causes or factors related to truancy by actively teaching new behaviors and skills and connecting families to available resources. PACT therapists must tailor services to meet the needs and goals of each family.

PACT therapists must help teach children and parents the following skills, as needed:

- Behavioral parent training skills: effective praise and positive attention; reinforcement; planned ignoring; response cost; time out; behavioral charting; developing morning, bedtime, meal time, school and other routines; using positive and negative consequences; providing developmental opportunities
- Communication skills and interpersonal relations
- Emotion and stress management skills
- Safety skills: appropriate supervision, child proofing homes, dealing with domestic violence
- Advocacy skills related to working with schools and landlords

⁵ DHS began implementing Homebuilders®, an intensive family preservation program, in 2014. Like PACT, Homebuilders® was developed by the Institute for Family Development. For more information about Homebuilders® see: http://www.institutefamily.org/programs_ifps.asp

⁶ For more information, visit <http://www.nfpn.org/assessment-tools>

- Decision-making
- Mood control
- Self-management
- Relapse prevention
- Resisting peer pressure
- Following instructions
- Accepting “no” for an answer
- Household management

E. Therapeutic Components

PACT therapists must be trained in and utilize cognitive and behavioral Evidence-based Practices (EBPs)⁷ such as Rational Emotive Behavior Therapy (REBT), and behavioral interventions such as coaching, shaping, behavioral rehearsal, reinforcement, antecedent-based interventions (positive behavior support), relapse prevention and harm reduction strategies.

F. Connecting Families to Resources

PACT therapists must coordinate, collaborate and advocate with local public and community services and systems (e.g., schools, health and mental health providers, juvenile justice and social service organizations, housing and landlords) while teaching families to advocate and access support for themselves. They will help families identify and access other community supports and services as needed, including housing, child care, early childhood education programs, health or mental health services, recreational opportunities, and a variety of school/educational services and supports.

G. Training

PACT therapists shall receive the same training as Homebuilders® therapists. The Institute for Family Development provides the training. The Institute for Family Development recommends that therapists receive a minimum of four to five days of initial training and six to eight days of intermediate/advanced training. It also recommends that supervisors receive an additional four to five days of specialized supervisory training. Program implementation, site development and quality assurance includes onsite visits and consultation (e.g., accompanying therapists on home visits, observing team consultation, reviewing records) and telephone consultation by the Institute for Family Development for eight to 12 hours per month. PACT therapists must field-train by shadowing their supervisor and they benefit from the supervisor shadowing them on initial cases.

H. Inclusivity

PACT promotes respect and uses approaches that are culturally responsive and individually tailored to diverse families and communities. The Institute for Family Development’s training includes skills for working in a culturally diverse environment, including: modeling awareness of personal biases; demonstrating respect for, and value of, diversity; and participating in appropriate resolution of conflict that arises from cultural differences. PACT therapists are expected to flexibly schedule sessions based on family members’ needs, goals, values, culture, circumstances, learning styles and abilities. The PACT model emphasizes the importance of using a wide variety of clinical strategies to respond flexibly to

⁷ <https://www.childwelfare.gov/topics/management/practice-improvement/evidence/>

family situations. The supervisor must help therapists develop therapeutic strategies tailored to each family. There is no prescribed sessions length or set curriculum to be presented during sessions; session length and content are personalized to the family. Supervisors emphasize awareness of issues related to the delivery of culturally responsive services; they utilize this knowledge in consultation with therapists and refer therapists to appropriate cultural consultants when necessary. DHS encourages the Successful Proposer(s) to staff the PACT Team with individuals who have lived experience with public systems and reflect the population and communities that they serve.

I. Quality Assurance

Supervisors must provide individual clinical supervision to PACT therapists and facilitate weekly group clinical consultation for their team. Supervisors shadow therapists on initial cases and go with therapists on home visits throughout the year for quality assurance and ongoing training. Supervisors are also expected to maintain 24/7 availability to therapists for supervision and consultation. Each therapist must develop an initial professional development plan and undergo an annual performance review including assessment of their adherence to the program standards. After these reviews, the therapist and supervisor work together to update the professional development plan to increase a therapist's ability to deliver competent and effective services.

Ongoing performance data must be collected using the Institute for Family Development's web-based client and data system. These data are reviewed by the PACT therapist and supervisor to assess compliance with PACT fidelity measures. Data such as placement prevention and lack of child welfare involvement, supervisor observation of client sessions and client feedback are also utilized in the quality assurance process.

2.3 Outcomes

The Successful Proposer(s) must report on outcomes. PACT is designed to achieve two main outcomes:

1. To address the underlying causes or factors related to truancy, including but not limited to:
 - Students and/or siblings/parents receive to mental health treatment
 - Students and/or siblings/parents receive to drug and alcohol treatment
 - Students and family obtain housing
 - Student and/or family obtain employment
 - Student feels safe and comfortable at school (e.g., issues around bullying or other school-related matters addressed)
 - Student has reliable transportation to school
 - Student has reliable access to day care, if they have a child
 - Student and family's basic needs are met (e.g., have food and clothing)
 - Student and family relationship strengthen (e.g., parent/child conflict addressed and reduced)
 - Student and family receive care for unaddressed physical health needs
 - Any other outcome relevant to meeting the specific needs of a student and family

2. To improve school attendance, including:
 - Increased rate of school attendance

- Decreased rate of tardiness
- Improved GPA (may not be able to assess this information within 90 days and will require a follow up report)
- Students graduate and/or move on the next grade level (may not be able to assess this information within 90 days and will require a follow up report)

2.4 Data Collection and Reporting

The Successful Proposer(s) must collect data and report about their PACT, including about details related to the outcomes specified above. The Successful Proposer(s) is required to provide statistical data such as total number of hours of services per child, type of service provided and demographic data to further quantify the effectiveness of each aspect of PACT. The PACT team will enter data into the Institute for Family Development’s system web-based client and data system and KIDS, DHS’s case record database. Data may include, but is not limited to:

- Date of referral, date services initiated, dates and type of all contact
- Total hours of service
- Number of families whose needs are successfully met by the PACT as a result of engagement and inclusion in case planning
- School attendance, behavior and academic performance at a 12-month follow-up
- Number and type of referrals made by the Successful Proposer(s) to address youth and family needs (e.g., mental health treatment, assistance with applying for medical assistance)
- Quality assurance information
- Outcomes not specifically requested through KIDS or the Institute for Family Development’s system

2.5 Budget

Allegheny County, through DHS, will provide program funding for PACT for the first year. At that point, it will explore the possibility of converting to fee-for-service funding. DHS expects to contract with one or more Proposer(s) to provide three teams at a total of \$1,560,000. Approximately \$520,000 per year will be allocated for each PACT team. The total estimate includes training and consultation costs of working with the Institute for Family Development.

Proposers are asked to complete a sample budget for up to three PACT teams. A Proposer can propose to provide one, two or three teams. The template can be found on DHS’s Solicitation Webpage: www.alleghenycounty.us/dhs/solicitations. To assist with completion of the budget template, Appendix A is a sample of expected training and consultation costs to support one PACT team over a one-year period. Proposers should incorporate the estimated training and consultation into their budgets. Proposers may have different budgets based on actual costs.

Section 3: Proposal Requirements and Evaluation Criteria

Proposers must meet the following evaluation criteria and should address their qualifications by responding to the specifically-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. The maximum score a Proposal can receive is 100 points, as outlined in the following sections.

A. Organizational Experience (20 points total)

- Experience providing case management and supportive services to school-aged children and their families (5 points)
- Experience working within the child welfare, education and juvenile justice systems (5 points)
- Experience implementing an EBP to fidelity (5 points)
- Experience providing in-home therapeutic supports to children and families (5 points)

B. Program Standards (50 points total)

- A plan to ensure that PACT therapists have broad working knowledge of the supports available to families within the human services, legal and education systems (5 points)
- A plan to ensure that therapists take a collaborative approach to working across systems (e.g., schools, court, child welfare, housing, behavioral health) to act as advocates for families, to help them meet their goals and address any challenges that may occur (5 points)
- A plan to ensure that therapists utilize EBPs during their interactions with families to fidelity (5 points)
- A plan to recruit and retain quality staff (5 points)
- A plan to ensure that staff are diverse, have lived experience, and reflect the population and communities that they serve (5 points)
- A plan to ensure that service delivery is culturally responsive and individually tailored to diverse families and communities (5 points)
- A commitment to quality assurance and a plan to respond to quality assurance information obtained through the PACT model (5 points)
- Understanding of the challenges inherent in engaging families in PACT and a plan to mitigate those challenges (5 points)
- Understanding of the challenges in effectively utilizing the NCFAS and a plan to address those challenges (5 points)
- Understanding of the overall challenges inherent in implementing the PACT model to the target population in Allegheny County and a plan to address those challenges (5 points)

C. Data Reporting and Collection (10 points)

- A plan to ensure that data are entered in a timely, accurate manner (5 points)
- A plan to collect data on outcomes not specifically requested through KIDS or the Institute for Family Development's system (5 points)

D. Budget (20 points)

- Financial health, as evidenced by audits and/or other supporting financial documentation (5 points)
- Detailed budget that reflects a realistic estimate of the costs associated with the requested services (10 points)
- Detailed budget narrative that clearly explains and justifies the proposed budget (5 points)

Section 4: How to Submit a Proposal

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

4.1 Submission Process

- a. Please 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. Please 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.
- 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
 - Completed budget template
- 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. **Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Friday, June 23, 2017 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will not be considered.
- 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

4.2 How to Contact DHS about this RFP

- a. All inquiries and questions must be submitted via email to 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
- 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 enter into an Agreement with any Proposers.
- b. Any Agreement originating from this RFP is subject to all of 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. The Successful Proposal will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

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 based on the program description in *Section 2: What We Are Looking For* and on the evaluation criteria in *Section 3: Proposal Requirements and Evaluation Criteria* using the scale listed in *Section 5.1 b*.

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 Proposal. Each Evaluation Committee member will award points for each response on a Proposer's Response Form according to their 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. The Evaluation Committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.

- d. DHS, on behalf of the County, shall have exclusive discretion to shortlist a reduced number of Proposals for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget or make a formal oral presentation. The Evaluation Committee will review the modifications and/or oral presentation and rescore the shortlisted Proposals using the original evaluation criteria.
- e. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- f. The Evaluation Committee will submit their recommendation for award of an Agreement to the Director of DHS for his approval, who in turn will submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- g. The County is under no obligation to award or enter into an Agreement as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- h. All Proposers will be notified of their status following the final determination of which Proposer(s) will be awarded Agreements.
- i. Proposers not awarded an Agreement who are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@alleghenycounty.us.

5.2 Other Requirements

For a Proposal 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

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

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](http://www.alleghenycounty.us/dhs/solicitations), available at www.alleghenycounty.us/dhs/solicitations.

6.1 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 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 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.

- 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. MWDBE forms and resources can be found at 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](#)
- c. For more information about MWDBEs, visit the [Allegheny County MWDBE 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.
- 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](#), 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.

Appendix A

PACT Site Development Budget 1 Team (4 therapists, supervisor, program manager)

I. WORKSHOP TRAINING

A. 4-Day HOMEBUILDERS/PACT Core Competencies – On-Site

Fees: 1 Trainer @ \$1,250/day per trainer \$5,000
Participant Materials - \$125 each x 6 participants 750

FEES AND MATERIALS \$5,750

B. Supervisory Workshops (supervisor/program manager attend training at the Institute for Family Development)

◆ Fundamentals of Homebuilders Supervision and Responsive Supervision (4 days)

Fees: 4.0 days @ \$150/day x 2 participants \$1,200
Participant Materials - \$250 x 2 participants 500

FEES AND MATERIALS \$1,700

C. Other first year workshops – 1. Motivational Interviewing (2 days); 2. Relapse Prevention (1 day); 3. Implementing Cognitive Interventions (1 day); 4. Implementing Behavioral Interventions (1 day) and 5. Teaching Skills to Families (1 day)

Fees 1 Trainer @ \$1,250/day per trainer x 6 days \$7,500
Participant Materials - \$120 per participant (6 participants) 720

FEES AND MATERIALS \$8,220

II. SITE CONSULTATION AND QUALITY REVIEWS

(4 days x 1 visit mid-year * annual fidelity review/visit typically occurs month 13 or 14)

Fees: 4 days @ \$1,250/day \$5,000
Fees: Site-Specific Written Fidelity and Data Reports and QE Plans 16 hr x \$110/hr . 1,760

FEES \$6,760

III. CONSULTATION AND TECHNICAL ASSISTANCE: START UP, HIRING, TELEPHONE, Institute for Family Development's Web-Based Client Data and Documentation system and other CONSULTATION

Fees: 140 hours @ \$110/hour\$15,400

IV. RECORD REVIEWS (for Fidelity reports)

Fees: 3 record reviews per therapist and supervisor \$5,500
(50 hours x \$110/hour)

Estimated Cost for Institute for Family Development's Web-Based Client Data and Documentation System (will be changing to different system in 2017)

Annual Fees: (\$185 per x 6; \$525 per user x 1) 1,635
Annual Upgrade or other Fees:..... 400
IFD System and Paperwork Webinar Training 12 hours @\$150/hour:..... 1,800
Total Estimated Costs \$3,836

ESTIMATED FIRST YEAR COSTS (without Travel).....\$47,165

Estimated Travel Costs

Airfare: 4 trips @ \$750 \$3,000
Hotel: 14 days @ \$150/ day..... 2,100
Meals: 14 days x \$60/day 840
Car Rental: 14 days @ \$60 day..... 840
Miscellaneous (e.g. gas, airport parking, mileage to Seattle airport, etc.): 400

Total Estimated Travel.....\$7,180

ESTIMATED FIRST YEAR COSTS WITH TRAVEL.....\$54,345