

Entering into a Contract with DHS

If your proposal is selected through the solicitation process, or if you receive a request from DHS to provide a service, you will need to enter into a contract with Allegheny County.



Complete
the New Provider
Application



Gather
required
documentation:

- ✓ Annual audit
- ✓ Certificates of Insurance
- ✓ Program Description



Submit

materials by email or
by mailing them to:

Manager, Contracts and Compliance
Allegheny County
Department of Human Services
One Smithfield Street, Suite 500
Pittsburgh, PA 15222



Review

Program Office
agreement on services
and terms



Allegheny County
Executive's Office

Review



Allegheny County
Law Department

Review

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Notification

of contract approval
(60-90 days after all
materials are submitted)



Negotiation

of final contract
terms.



Signing

of contract documents



Assignment

of primary contacts
at DHS