



Allegheny County Department of Human Services

Request for Proposals

Additional Out-of-School Time and Teen Programming

RFP Posting:

Tuesday, July 1, 2025

Office Hours:

3 p.m. Eastern Time on Monday, July 14, 2025

Questions Deadline:

3 p.m. Eastern Time on Friday, July 18, 2025

Submission Deadline:

3 p.m. Eastern Time on Thursday, July 31, 2025

Estimated Award Decision/Notification:

September 2025

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

Contents

Acronyms and Definitions.....	2
The RFP at a Glance	3
Section 1: Why We Are Issuing This RFP	5
Out-of-School Time (OST) Programming.....	5
Teen Programming.....	6
Section 2: What We Are Looking For	7
1) Out-of-School Time (OST) Programming	7
2) Teen Programming.....	9
Section 3: Proposal Requirements and Evaluation Criteria	12
Section 4: How to Submit a Proposal.....	14
Section 5: How We Will Evaluate Your Proposal.....	17
Section 6: Contract Requirements for Successful Proposers.....	19
Appendix A: OST/Teen Programs FY25 Sample Standard Budget	

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. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP
4. Contract Services: The specific services that 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. DHS Bonfire Portal: A Bonfire webpage specific to the Allegheny County Department of Human Services (DHS) where Proposers can view open, past and awarded solicitations released through Bonfire
7. Out-of-School Time (OST): Programs that offer a safe place for children to go after their school day ends (some offer programming during the summer as well); OST programs generally offer academic assistance supplemented with enrichment activities
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. RFP Opportunity Page: The Bonfire webpage where the RFP and all supporting documents are listed and where the RFP submission documents must be uploaded for a Proposal to be considered for review
13. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
14. Teen Programming: Creative programming that occurs outside of traditional school hours for school-aged teens, ages 13 through 18

Other terms shall have the meaning or definition as stated in the RFP.

The RFP at a Glance

Purpose

Allegheny County, through its Department of Human Services (DHS), is seeking Proposals from qualified Proposers to provide one or both of the following types of youth programming for the 2025-2026 school year:

1) Out-of-School Time (OST) Programming

DHS is seeking up to three Successful Proposers for additional [Out-of-School Time \(OST\) programs](#) (henceforth referred to as OST Programming, OST Program, Programming or Program). OST programs offer a safe place for students to go after their school day ends (and during the summer as well) and generally offer academic assistance supplemented with enrichment activities.

2) Teen Programming

DHS is seeking up to three Successful Proposers for Teen Programming, creative programming that occurs outside of traditional school hours for school-age teens, age 13 through 18. The Successful Proposer(s) for Teen Programming must:

1. Provide activities that are interesting and engaging enough that teens will voluntarily participate.
2. Provide a physically and emotionally safe space for teens.
3. Provide opportunities for teens to make positive connections to adults, their peers and the community.

Currently, DHS is only seeking OST and Teen Programming for the school year. The opportunity to provide summer programming will be determined by the Successful Proposer's performance and available funding.

In the spring of 2022, DHS procured OST and Teen Programming and, as a result, selected and funded over 50 providers. We currently invest approximately \$13M in OST Programming and \$3M in Teen Programming. This RFP is designed to identify and consider the addition of new OST and Teen Programming providers as funding becomes available over time. Current DHS OST and Teen Programming providers are not eligible for the contract award for this RFP. Pending available funding, DHS anticipates releasing this solicitation on an annual basis.

Through this RFP, DHS intends to:

- Expand our investment in OST and Teen Programming.
- Align community needs with OST and Teen Programming placement.
- Provide an opportunity for new providers to partner with DHS.

Proposers may propose offering one or both types of programming.

OPTIONAL:

Please join us for a [virtual office hours session](#) on Monday, July 14, 2025 at 3 p.m. Eastern Time.

Award Details

DHS intends to award a contract to one or more Successful Proposers to provide OST/Teen Programming for the 2025-2026 school year, with a County option of renewal beginning with summer programming in 2026. Proposers must justify and explain all costs listed in their Proposal. DHS will consider all proposed costs for reasonableness and will negotiate final budgets with the Successful Proposers.

DHS anticipates the **combined funding** for all Successful Proposers available for this submission deadline will not exceed \$500,000.

Who can submit a Proposal

Anyone, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, is eligible to submit a Proposal in response to this RFP. 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.

However, this RFP is specifically for OST and Teen Programming providers who do not have an existing contract with DHS to provide these services. Any requests for additional funding for existing providers will be handled through a separate process.

Collaborative Proposals, in which two or more organizations partner together to submit one Proposal, are permitted. See Section 4.2.c for details.

Proposals must be submitted electronically by logging into or creating an account on [Bonfire](#) (See Section 4: How to Submit a Proposal).

Timeline

RFP Posting	Tuesday, July 1, 2025
Office Hours (see section 4.1 for details)	Monday, July 14, at 3 p.m. Eastern Time
Questions Deadline	Friday, July 18, at 3 p.m. Eastern Time
Last Website and Q&A Update	Thursday, July 24, at 6 p.m. Eastern Time
Submission Deadline	Thursday, July 31, at 3 p.m. Eastern Time

Who we are

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, developmental supports, 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

Out-of-School Time (OST) Programming

OST Programs engage children and youth in ways unique from schools, home or other activities with peers. Offered after the school day and during the summer, OST programs provide school-age children and youth with access to a safe place that is supervised by caring adults. OST programs also provide enriching activities designed to help youth explore their interests and develop skills. DHS makes a significant investment in this type of programming because we understand that OST programs are critical in providing children, youth and families with:

- **A safe space to spend time:** OST programs are places where youth feel safe (physically and emotionally), comfortable and free to be themselves. Because school hours do not align with typical workday schedules, many youth may be unsupervised in the afternoon while their parents or caregivers are at work. When left unsupervised, youth may engage in risky behaviors and/or become victims or perpetrators of violence. Both youth and the community benefit when they have a safe place to spend time outside of school.
- **Access to enriching activities and nutrition:** A youth's ability to access enriching activities (e.g., arts, sports, music) depends on their family's disposable income. The highest-income families spend almost seven times more on enrichment activities for their children than low-income families. For example, 59% of school-age youth from low-income families participate in sports, compared with 84% of those from families with annual incomes of \$75,000 or more. Similar gaps exist for private lessons and participation in

specialized clubs.¹

Enrichment activities help develop and define interests and skills and can offer experiences that youth from low-income families are unlikely to get elsewhere. These programs allow youth to gain valuable experiences and can help to close the opportunity gap between low-income children and their higher-income peers. Further, OST programs provide nutrition—a healthy snack after school and snacks and lunch during the summer and at other times when families can’t depend on school breakfast and lunch.

- **A chance to build positive relationships:** Successful Proposers must staff OST Programs with caring and warm adults. Ideally, staff should be members of the community that the OST Program serves or, at a minimum, have the ability to empathize with and understand the experiences of the families in those communities. DHS hopes that youth who attend OST Programs will develop trust with staff and look to them as models of strong leadership and communication skills. Staff must work to build connections with the youth and foster positive relationships between them and their peers and communities.

Teen Programming

Afterschool Teen Programming can provide the structure to promote the mental, emotional and behavioral development of teens (ages 13 through 18) and address certain risk factors for engaging in violence and experiencing other adverse outcomes. At the neighborhood and community level, these risk factors include the absence of mentors, minimal support for development of skills and interests, a lack of opportunities for engagement within school and community, and feeling unsafe, both physically and psychologically.² Exacerbated by poverty, systemic racism and community- and/or school-level traumatic events, these risk factors combine to put unengaged youth in high-need communities at greatest risk.

DHS is seeking to fill this gap with Teen Programming that meets the specific needs and interests of teens in underserved communities. We are looking for creative programming, outside the structure of traditional OST programming, that is easily accessible and highly engaging to teens.

¹ [The Value of Out-of-School Time Programs \(rand.org\)](https://www.rand.org/pubs/research_reports/RR1000)

² [Risk & Protective Factors | youth.gov](https://www.youth.gov/youth-topics/youth-risk-protective-factors)

Section 2: What We Are Looking For

Currently, DHS is only seeking OST and Teen Programming for the school year. The opportunity to provide summer programming will be determined by the Successful Proposer's performance and available funding.

1) Out-of-School Time (OST) Programming

Currently, OST Programming in Allegheny County is offered in group settings after school and during the summer. OST Programs include those that are multipurpose (offering a mix of academic support and opportunities for play), academically oriented, or related to a specific interest such as learning a craft or playing a sport. Over the past three years, an average of approximately 10,000 children in Allegheny County participated in OST Programming each year.

Location, Logistics and Hours

DHS intends to invest in OST Programming in communities with high rates of risk factors such as poverty, unemployment, single parenthood and gun violence and low rates of educational attainment.

In addition to prioritizing high-need communities, DHS is seeking to fill gaps and is interested in Proposals to serve youth in communities with insufficient OST Programming.

Within the community itself, Successful Proposers must locate OST Programs so that they are convenient and easily accessible. The location should feel safe to both children and parents, be clean and comfortable, and have clear signage. OST Programs must operate directly after the end of the school day, to ensure continuity of care for participants. During the school year, Successful Proposers must offer a minimum of two hours of after-school Programming every Monday through Friday. Successful Proposers should operate with consistent hours and clearly state those hours to children, caregivers, schools and the community.

Successful Proposers must provide a healthy snack during the school year. Further, Successful Proposers must work with families and DHS to address transportation challenges and may choose to provide transportation when necessary.

Presence in the Community

Successful Proposers must build strong relationships with elementary and middle schools in the communities they serve by increasing their awareness of the Program and encouraging them to promote the Program to parents as a resource. Schools and OST

Programs must communicate with one another frequently and work in partnership to make sure that children transition smoothly from school to the OST Program.

Successful Proposers must market their programs strategically and clearly, so that community members know about the Program, including how to enroll, what the program offers and hours of operation.

Successful Proposers must do their own recruitment, with the expectation that they will serve all eligible youth, especially those with families that need childcare, those referred from a school social worker/counselor or community-based programs, those active in the child welfare system and/or the homelessness system, those with transportation challenges, and those with language barriers or special needs.

Experience of Youth and Parents

Successful Proposers must operate well-attended Programs, responsive to the needs of the communities that they serve. Parents/caregivers should feel confident that their children are safe and well cared for during their time spent at an OST Program. Further, parents/caregivers should be able to expect that OST Programs will contact them when issues arise or schedules change. Successful Proposers must share contact information with parents when they enroll, so that parents know how to reach their child when they are at the OST Program. DHS will measure parent experience through an annual survey.

Successful Proposers must offer engaging Programming that children *want* to attend and provide a setting in which they feel safe, interact with respectful and kind adults, and engage in enriching and interesting activities. DHS will measure children's satisfaction with OST Programming through bi-annual surveys distributed by the Successful Proposer. We will share the results of the surveys with Successful Proposers and expect them to use the results to improve the quality of their Programming.

Programmatic Content

Successful Proposers must operate Programming that is responsive to the unique needs and interests of the communities that they serve. Because this varies across communities, DHS is not prescribing a one-size-fits-all model to OST Programming. Proposers who propose OST Programming in multiple communities or sites must tailor the Programming at each site to the community being served. Successful Proposers must intentionally design age-appropriate activities that promote learning and skill development. OST Program activities should be varied and may include academic, recreational and/or cultural elements, but all must be youth-centered and responsive to their interests. DHS expects that Successful Proposers will offer activities that promote community-specific cultural understanding.

Ideally, Successful Proposers will involve families in the community in the development, planning and design of Programming.

Successful Proposers must work to continuously improve Programming and make adjustments to ensure that Programming remains responsive to ever-changing community need and in line with expected standards of quality.

Management

Successful Proposers must have strong management skills. They must have written policies and procedures for Programming that staff, parents and youth agree to follow. A management-level staff person always must be on site. Prior to working with children, all staff must have required clearances on file. Staff must be well-trained, consistent and representative of the communities they serve. Most importantly, staff must be kind, respectful and interested in the wellbeing of youth and their families.

Successful Proposers must have a robust staffing plan to ensure that they deliver reliable, consistent staffing and operations, including a back-up plan to ensure that staff are always available to operate the Program every school day. Critical to retaining and recruiting staff is providing an attractive wage. DHS supports providing a living wage for staff members.

2) Teen Programming

DHS is seeking creative and innovative Teen Programming that is interesting and engaging enough to encourage voluntary participation by teens. Ideally, the proposed programming should be shaped by teens. The focus or topic of the Teen Programming must be outside the structure of traditional OST programming. Through this RFP, DHS intends to identify and fund several creative programs that engage teens and support them as they embark upon their positive trajectory into early adulthood.

We are interested in creative Proposals and envision that Proposers may take a variety of approaches to designing the Teen Programming sought by this RFP. However, at a minimum, the proposed Teen Programming must include the following components:

1. The opportunity for teens to engage in enriching and interesting activities
2. A physically and emotionally safe space for teens
3. The opportunity for teens to make positive connections to adults, peers and their community

Most importantly, proposed programming must be interesting and engaging enough that teens will want to voluntarily participate in it. Proposer(s) must describe a plan for marketing and creating/utilizing referral pathways from community partners.

Target Population and Location

Proposed Teen Programming must serve any 13- through 18-year-old teen. Teens do not have to be connected to DHS's network of supports to be eligible to participate.

DHS envisions that Successful Proposers will have direct experience working with teens and in high-need communities. Proposed Programming must be located in communities with high concentrations of teens and limited access to programming. Programming must be convenient and easy for teens to access.

Proposed Teen Programming must be welcoming and appealing to teens with unique identities from racially, ethnically, religiously and culturally diverse communities and populations. It must be designed, with expertise and compassion, to serve a diverse population. All teens must feel safe, well-served and supported regardless of their race, ethnicity, religion, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences.

Best Practice Research

Proposed Teen Programming must align with best practice research. Most teens are independent enough to choose where they spend their time outside of school. In addition to homework and social lives, many also have adult responsibilities such as caring for younger siblings and part-time jobs. Effective programming for teens takes these factors into consideration in their design. Best practice research suggests that programming for teens is most effective when it includes the following elements:

- **Skill building or job experience:** While DHS is not interested in funding youth employment programming specifically, we recognize that teens are often interested in programming that offers them a sense of independence, including the financial independence that comes from earning money or building a skill set that will allow them to earn money in the future.
- **Flexibility:** Daily attendance at a Program may be unrealistic for many teens who are juggling a variety of responsibilities and interests. Best practice suggests a flexible structure that allows teens to participate at different levels depending on their schedules. Programming for teens must balance social time and structured activities.
- **Opportunities to connect with peers and adults:** Teens benefit from developing relationships with supportive adults and from connecting with their peers in a healthy way. In addition to other types of Programming, we are interested in Programming that builds social and emotional competency as well as leadership and conflict resolution skills.
- **Strong connections to family, school and community:** From our work with Community Learning Hubs,³ we have learned that Programs designed for teens are most successful when they are integrated into the broader community. Strong partnerships between schools and child-serving programs result in better

programming. Successful Proposer(s) must demonstrate a plan for engaging with schools and other community partners to strengthen their Program.

When designing their Teen Programming, Proposers must take into consideration the above and may consider other best practice research, if justified in their Proposals.

Funding

Successful Proposers **should not rely on DHS as a sole funder** but instead secure funding from multiple sources. We expect that Successful Proposers will depend on public support (federal, state and local grants) as well as some private support from tuition and donations. Successful Proposers must demonstrate sustainable funding and sound fiscal management.

DHS will purchase a set number of slots at OST and Teen Programs at a rate of approximately \$27 per day per child during the school year. Successful Proposers will receive a program-funded amount based on the number of slots allocated to them which they will draw down by submitting monthly invoices. DHS will monitor attendance throughout the year through a DHS-supported data portal. If attendance is low, DHS may right-size and purchase fewer seats the following year. If attendance is high, DHS reserves the right to purchase more seats the following year.

Proposers should base their budget on the number of youth they expect to serve daily during the school year. We expect that Successful Proposers will provide OST Programming every day school is open (180 days). If a Proposer has a compelling reason why it cannot remain open 180 days, the Proposer should detail that in their Proposal and calculate their budget accordingly. See the example below:

Children Served	Rate set by DHS	Days Served	Funding Request
20	\$27 (after school)	180	\$97,200
		Total:	\$97,200

In addition, a standard sample budget has been provided for review in [Appendix A: OST/Teen Programs FY25 Sample Standard Budget](#). Proposers must propose their own budget and budget narrative, however, this sample budget should provide Proposers with a baseline to work from.

The DHS funding is designated for free Programming (nominal one-time fees are allowed, but Successful Proposers may never turn away a family for their inability to pay).

Monitoring and Reporting

On a monthly basis, Successful Proposers must submit individual daily attendance data that has been entered into an online portal. Successful Proposers must also administer bi-

annual client experience surveys to youth and annual surveys to parents, welcome DHS contract monitors for scheduled visits, and review data analytic reports with DHS. DHS contract monitors will assess Successful Proposers for compliance with safety regulations, clearances and observation of program.

Section 3: Proposal Requirements and Evaluation Criteria

DHS will evaluate Proposals based upon the 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 <https://solicitations.alleghenycounty.us/>.

The maximum score that a Proposal can receive for each Program is:

- OST Programming = 120 points possible
- Teen Programming = 95 points possible

Organizational Experience (20 points)

- Organizational experience serving the target population and offering programming similar to the proposed Programming, including examples of how the organization will connect with the target population and their families, if applicable (10 points)
- Organizational experience working in high-need communities (5 points)
- Approach to and examples of organizational commitment to serving all individuals regardless of race, ethnicity, religion, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences (5 points)

Program Design (35 points)

- Overall Program design, including:
 - Plan for providing the target population with a physically and emotionally safe space, including policies and procedures and a description of the physical location (10 points)
 - Plan for providing opportunities to the target population to make positive connections with peers, adults and their community, including a code of conduct for staff, staff training expectations, and policies and procedures (10 points)

- Plan for staffing the Program and strategies to recruit, hire and retain racially diverse staff as well as staff with relevant lived experience who reflect the population served (5 points)
- Plan for marketing the Program and how it will receive referrals (5 points)
- Description of methods of engagement and an explanation of why the target population will want to participate in the proposed Programming (5 points)

Teen Programming (15 points)

- Description of how Programming will provide teens with the opportunity to engage in enriching and interesting activities, with a description of how input from teens and/or best practice research were built into the design (10 points)
- Description of how Programming will help set teens on a positive trajectory toward adulthood (5 points)

Out-of-Schol Time (OST) Programming (40 points)

- Plan for providing opportunities for children to engage in enriching activities and a description of how they align with the Programmatic content expectations outlined in Section 2, including a week's schedule of activities (10 points)
- Description of the community(ies) where the proposed OST Programming will be located, including reason(s) for the selection and an explanation of how Programming will be tailored for the selected community(ies) (10 points)
- Plan for communicating with parents/caregivers, including approach to ensuring that parents/caregivers feel comfortable with the Program and are confident that their child is safe and well cared for (5 points)
- Strategies to improve Programming when the results of the annual parent survey indicate that parents are not satisfied with their children's experiences (5 points)
- Hours and days of operation during the school year (5 points)
- Plan, including food storage methods, for providing healthy snacks and meals during the school year (5 points)

Implementation Challenges (15 points)

- Strategies to engage the target population if Program attendance is low (5 points)
- Strategies to help participants if they are experiencing behavioral or mental health issues (5 points)
- Strategies to help the participants when help is requested or an issue arises (5 points)

Budget and Budget Narrative (10 points)

- Line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming (5 points)
- Budget narrative that explains and justifies all line items in the proposed line-item budget, including a funding model description, if applicable (5 points)

Section 4: How to Submit a Proposal

4.1 Prepare

a. Office Hours

- DHS will hold “RFP open office hours” at 3 p.m. Eastern Time on Monday, July 14, 2025, via Microsoft Teams. Anyone interested in the RFP and in submitting a Proposal may drop in during this time to ask questions.
- Attendance during office hours is not required in order to submit a Proposal. Preliminary answers will be provided orally for questions asked during the office hours. Final, definitive answers will be posted in writing on the [RFP Opportunity Page](#) and the [DHS Solicitations webpage](#).
- Prospective Proposers can join the office hours by:
 - Calling (267) 368-7515 and using Conference ID: 109 822 254#
 - Or following this link: [Click here to join the meeting](#)
 - Or copying and pasting this link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWFmOWFLYTkMGE0Ni00MzQ3LTliZWQtNWl2ZjE0Y2M0MTFh%40thread.v2/0?context=%7b%22Tid%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%2214304098-3e8b-4bb4-b68e-65e6055b37bf%22%7d

4.2 Submit a Proposal

- #### a. Proposers should take time to review and understand the RFP in its entirety including:
- The background (see Section 1: Why DHS Is Issuing This RFP)
 - The narrative (see Section 2: What DHS Is Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How DHS 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 on the [RFP Opportunity Page](#) on our DHS Bonfire Portal and on our Active Solicitations webpage with the RFP announcement at <https://solicitations.alleghenycounty.us/>.
- #### c. Collaborative Proposals
- Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:

- i. **Lead Agency:** The County can enter a contract with only one partner of a Collaborative Proposal. Therefore, a Collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
 - ii. **Partners:** Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.
 - Entities may participate in more than one Collaborative Proposal.
- d. Proposers must submit a complete Proposal that includes the following attachments:
 - Response Form (available on the [RFP Opportunity Page](#) and the [Active Solicitation Webpage](#))
 - Partner commitment letters, if applicable
 - W-9
 - Minority, Women or Disadvantaged Business Enterprise (MWDDBE) and Veteran Owned Small Business (VOSB) documents (see sections 7.1 and 7.2)
- e. Proposers should not send any attachments other than those listed either above or in the Response Form.
- f. Proposers must make sure to complete each section of the Response Form and to stay within any word counts or page limits specified in the Response Form.
- g. **Proposals must be submitted electronically by logging into or creating an account on Bonfire at <https://alleghenycountydhs.bonfirehub.com> and uploading the required submission documents to the appropriate [RFP Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Thursday, July 31, 2025, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.**
- h. All Proposals must be submitted before the deadline! Once the deadline has passed, the [RFP Opportunity Page](#) will no longer accept Proposals. If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- i. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: DHSProposals@alleghenycounty.us.

4.3 How to Contact DHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the [RFP Opportunity Page](#), or email us at DHSProposals@alleghenycounty.us.
 - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, July 18, 2025.
 - b. You may submit technical or logistical questions at any time, even after the Questions Deadline.
- b. All information about the RFP, including answers to all content-related questions and any changes or amendments, will be posted on the Bonfire [RFP Opportunity Page](#) and on our Active Solicitations website at <https://solicitations.alleghenycounty.us/>. Once you have created an account and indicated you are interested in this RFP, you will receive automatic email updates through Bonfire when any questions, changes or amendments are available.
 - a. Please check our DHS Bonfire Portal and the website regularly for answers to questions, additional information and changes to the RFP or the RFP process.
 - b. The webpage will be updated only on Thursdays, with any new information visible after 6 p.m. Eastern Time.
 - c. The last Q&A and website update for this RFP will be on Thursday, July 24, 2025, at 6 p.m. Eastern Time. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.

4.4 New Provider Requirements

- a. Any Successful Proposer who does not have a current Allegheny County DHS contract will be required to submit audited financial reports for the last two years. If a Successful Proposer does not have audited financial reports for the last three years, then they may submit other financial documentation that attests to the financial health of the organization. Tax returns are the preferred alternative. Please note that providing adequate financial documentation is a requirement of contracting through Allegheny County.

4.5 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 to not 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).

4.6 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

DHS will convene an Evaluation Committee to evaluate Proposals. 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, by 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, which will be comprised of evaluators with expertise in the subject matter of this RFP, may include community members with lived experience, external subject matter experts, provider representative(s), representative(s) from key partners or funders, and DHS staff.
- 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. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An "Outstanding" response would receive 15 points, while one that "Meets Expectations" would receive nine points.
- d. 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 discretion to either: (1) recommend to the DHS Director that a reduced number of Proposals be shortlisted for more extensive review through a formal oral presentation to the Committee, interview or a site visit or (2) recommend to the DHS Director that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
- e. As described in d 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 Contract Services effectively (5 points)
 - Proposer's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
 - Proposer's presentation is thoughtful and well prepared (5 points)
- f. DHS will tally the 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 scores and arrive at a consensus as to which Proposer(s) can best provide the Contract Services in response to the RFP.

- g. The Committee will submit its recommendation for award of an Agreement or Agreements to the DHS Director for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- h. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. At any time during the evaluation process, DHS may contact a Proposer's references.
- j. As part of determining a Proposer's eligibility to enter a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure a Proposer's financial stability.
- k. **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.**
- l. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- m. Proposers that are not awarded an Agreement but 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:

- 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, Successful Proposers must 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. In addition, Successful Proposers must be able to meet the insurance requirements necessary to provide the Contract Services. Additional details about contracting with Allegheny County

and the insurance requirements are available in the [DHS General Requirements/Contract Specifications Manual](#) and the [Insurance Requirements Overview](#).

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 Business Enterprises and expects that Successful Proposers will make a “good faith effort” to help the County meet these goals.

- a. All Proposals must include a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
 - All Proposers must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
 - If the Proposer can meet the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement. Proposers also must attach the MWDBE certifications of the firms cited in the Participation Statement.
 - If the Proposer would like to request a waiver from participating in the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found on the [RFP Opportunity Page](#) and through the links provided below:
 - [Allegheny County DHS Combined MWDBE Form](#)
 - MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).
- d. A listing of certified DBE vendors can be found at <https://paucp.dbesystem.com>.

6.2 Veteran-Owned Small Business (VOSB) Requirement

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Successful Proposers will make a “good faith effort” to help the County meet this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and

daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.

- For contracts under \$100,000, VOSB vendors are from all bonding requirements.
- b. All Proposals must include either of the following:
 - If the Proposer can meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) cited in the Participation Statement.
 - If the Proposer requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- e. VOSB forms and resources can be found on the [RFP Opportunity Page](#) and through the links provided below:
 - [VOSB Participation Statement](#)
 - [VOSB Waiver Request](#)
- c. A listing of Small Businesses, Small Diverse Businesses, and Veteran Business Enterprises (SB, SDB, and VBE) can be found at www.dgs.internet.state.pa.us/suppliersearch.

6.3 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.

6.4 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications that begin on page 14 of the [DHS General Requirements/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).

6.5 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.

6.6 Language Diversity Requirements

Successful Proposer(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).