



Allegheny County Department of Human Services

# Request for Proposals

## Occupational Therapy (OT) Assessments and Home Modifications for Older Adults

**RFP Posting:**

Thursday, August 28, 2025

**Questions Deadline:**

3 p.m. Eastern Time on Friday, September 19, 2025

**Submission Deadline:**

3 p.m. Eastern Time on Thursday, October 2, 2025

**Estimated Award Decision/Notification:**

November 2025

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. ADLs: Activities of Daily Living; activities that individuals complete routinely like bathing, grooming, dressing, eating and walking.
2. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
3. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
4. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP.
5. 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
6. DHS: [Allegheny County] Department of Human Services
7. DHS Bonfire Portal: A Bonfire webpage specific to the Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire
8. Home Health Care [guidelines]: A set of rules, regulations, licensures, and general provisions Proposers must abide by when delivering services to vulnerable populations [older adults] in their place of residence while enabling them to live independently.
9. HFLD: Home for Life Design [assessment tool]
10. HUD: U.S. Department of Housing and Urban Development
11. IADLs: Instrumental Activities of Daily Living; activities that require a combination of memory, judgement and physical ability like meal preparation, laundry, shopping, using transportation, money management and home maintenance.
12. OAHP: Older Adults Home Modifications Program
13. OT: Occupational Therapy
14. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
15. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
16. Response Form: The Word document in which Proposers respond to requested information about this RFP
17. RFP: Request for Proposals
18. 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

- 19. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
- 20. UCSUR: University of Pittsburgh Center for Social and Urban Research
- 21. UEI: Unique Entity Identifier

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), and through the U.S. Department of Housing and Urban Development's (HUD) Older Adults Home Modification Program (OAHMP) grant, is seeking Proposals from qualified Proposers to provide one or both of the following services for low-income older adult homeowners and renters [62+] (henceforth referred to as older adults, older adult residents, older residents or residents):

### **1) Occupational Therapy (OT) Assessments**

DHS is seeking up to 2 Successful Proposers to complete Occupational Therapy (OT) interviews and assessments of residents' functioning to determine the accessibility modifications necessary for them to complete 1) Activities of Daily Living (ADLs) such as bathing and eating and 2) Instrumental Activities of Daily Living (IADLs) such as meal preparation, laundry and money management. The Successful Proposer(s) will then prepare a scope of work to guide the Home Modification Successful Proposer(s) and assess the modifications when completed.

### **2) Home Modifications**

DHS is seeking up to 3 Successful Proposers to complete home modifications deemed necessary to meet residents' ADL/IADL accessibility needs, thus mitigating potential safety concerns and ensuring that residents can remain in their homes.

## ***Award Details***

DHS intends to enter into an Agreement with multiple Successful Proposers for a contract term of 3 years, with a County option to renew thereafter. Over the 3-year term, DHS expects the Successful Proposers to serve up to 60 older adults per year.

Funding for ***Occupational Therapy Assessments*** will not exceed \$650 per resident or \$40,000 per year, inclusive of the 3 required visits described later in the RFP. Travel reimbursement costs are not included in the total funding amount.

Funding for ***Home Modifications*** will not exceed \$5,000 per home modification or \$300,000 per year, inclusive of labor, contractor services, materials and supplies, adaptive equipment and other costs as described later in the RFP.

Proposers should provide a budget and budget narrative that justifies all cost estimates and assumptions behind the proposed budget. All proposed budgets will be considered for

reasonableness, and DHS will negotiate the final budget with the Successful Proposer(s) and agree upon a budget before a final award is made.

### ***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.

**Occupational Therapy (OT) and Home Modification provider(s) who have an existing contract with DHS must submit a Proposal in response to this RFP.**

Collaborative Proposals, in which two or more organizations partner together to submit one Proposal, are permitted. See Section 4.1.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	Thursday, August 28, 2025
Questions Deadline	Friday, September 19, at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, September 25, at 6 p.m. Eastern
Submission Deadline	Thursday, October 2, at 3 p.m. Eastern
Estimated Award Decision/Notification	November 2025

### ***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

Allegheny County has seen a significant increase in the number of older adults who wish to age in place but whose homes require accessibility and safety modifications to make it possible for them to do so. The age and poor condition of much of the housing stock in Allegheny County exacerbates this need and is an important factor in the issuance of this RFP.

Among older (65+) Allegheny County residents who own their homes, over 70% live in homes that were built prior to 1970.<sup>1</sup> As of 2022, almost 40% (approximately 41,381 homes)<sup>2</sup> lived in owner-occupied housing built prior to 1950. This figure is staggering when compared to national data, which show that only about 15% of older adults live in housing built prior to 1950 (American Community Survey, 2022).

In December 2022, the University of Pittsburgh Center for Social and Urban Research (UCSUR) released the “[State of Aging, Disability and Family Caregiving in Allegheny County](#)” study, showing that the number of older residents planning to make home modifications increased from 16% in 2014 to 24% in 2022. Of the respondents, 30% lacked outside stairs and railings, 41% had a kitchen and bathroom located on separate floors, and 31% did not have grab bars for the shower or bathtub. The study also found that 39% of all older adults and 60% of older adults with a disability reported a fear of falling. Within this cohort, 54% were most concerned with going up and down stairs, 27% with bathing/showering and 21% with simply walking around their home.

## Section 2: What We Are Looking For

Over the next three years, we hope to provide up to 60 qualified Allegheny County residents with low-barrier, high-impact home modifications and access to a variety of wraparound services and needs-based referrals that will allow them to remain in their homes. The data gathered from these services is important to DHS, as it will determine future funding and services.

The OAHMP model utilizes the expertise of the licensed OT professional(s) to ensure that the recommended home modifications address the resident’s specific goals and needs while promoting their full participation in daily life activities. OT professionals are trained to evaluate residents’ functional abilities and home environment; they are also knowledgeable about the range of low-cost, high-impact environmental modifications and adaptive equipment available to optimize residents’ home environment while enhancing

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<sup>1</sup> State of Aging, 2022

<sup>2</sup> American Community Survey, 2022

their independence. Additionally, the OAHMP model utilizes a person-centered approach to motivate and support older adults in identifying their goals and learning to function safely in their residence.

## ***Occupation Therapy (OT) Assessments***

DHS is seeking Successful Proposer(s) to conduct up to 60 in-home assessments per year (each assessment requires 3 in-home visits). Home visits with each resident will vary depending on the resident's and (if applicable) their caregiver's schedule; this may require Successful Proposer(s) to conduct home visits outside of normal working hours. In addition to complying with [Home Health Care](#) guidelines, the Successful Proposer(s) will provide older residents with the following services:

***Visit 1: Initial inspection and in-home assessment.*** The Successful Proposer(s) will use the Home for Life Design ([HFLD](#)) [assessment tool](#) to conduct an initial baseline and visual in-home assessment with the resident and caregivers (if applicable), assessing the home for safety concerns, identifying existing adaptive equipment, and determining the resident's general mobility and functional abilities, including ADLs and IADLs. The Successful Proposer(s) will complete simple home modifications, such as installing safety strips, taping down rugs or providing the resident with new lighting and/or a lighting package (e.g., LED night lights, energy efficient light bulbs) to ensure safety within the home. Additionally, the Successful Proposer(s) will conduct a baseline and visual assessment of potential home hazards.

The project team (the licensed OT professional, OT assistants and DHS's project manager) will use the results of this assessment to create the project scope of work for the Home Modification Successful Proposer(s), as described later in the RFP. This visit is expected to last up to 90 minutes and should be completed within 5 business days of receiving the referral.

***Visit 2: Home Modification Validation.*** When notified that the recommended modifications have been completed, the Successful Proposer(s) will conduct an inspection to ensure that the modification(s) were completed as defined in the scope of work. This visit is expected to last up to 60 minutes and should be completed within 5 business days of the completion of the home modifications.

***Visit 3: Follow-up Assessment and Inspection.*** The Successful Proposer(s) will conduct a final assessment within one month of the completion of the modification(s) and use the [HFLD assessment tool](#) to evaluate the impact of the modification(s) on the resident's quality of life. During this time, the Successful Proposer(s) will also educate residents on the safe and proper use of any new



adaptive equipment while encouraging them to make positive behavioral changes in their newly-modified homes. This visit is expected to last up to 90 minutes.

The Successful Proposer(s) will receive referrals directly from DHS and receive the required grant-specific training through HUD.

## ***Home Modification***

The OAHMP model focuses on low-cost and high-impact home modifications (both functional and structural). DHS is seeking Successful Proposer(s) to complete up to 5 home modification projects per month for older adult residents. For purposes of this grant, functional home modifications include such modifications as:

- Installation of grab bars and railings
- Installation of lever-handled doorknobs and faucets
- Installation of adaptive equipment (e.g., temporary ramps, tub/shower transfer benches, handheld shower heads, raised toilet seats)

For more information on eligible home modifications/repairs under the OAHMP grant, please visit [Appendix A: OAHMP Modifications & Repairs](#).

The Successful Proposer(s) will receive the scope of work from the project team and complete the indicated home modifications, per the assessment, to achieve the following outcomes for each resident:

- Mitigation of in-home safety concern(s)
- Improvements in their general safety, accessibility and functional ability in their primary residence
- Increases in the amount of time each resident can remain in their primary residence

The Successful Proposer(s) must comply with all local and state regulations, including those listed in [Title 34, Chapter 401](#) and [Title 34, Chapter 403](#), and obtain the necessary licensures, bonds and insurances. If the completed modifications, on behalf of the Successful Proposer(s), meets the definition of maintenance, as defined in [Appendix A: OAHMP Modifications & Repairs](#), they will not be required to have an environmental review or approval.

Proposers are **not** required to have a government Unique Entity Identifier (UEI) number to apply for this opportunity, and must have obtained or be in the process of obtaining their UEI number, through [Sam.gov](#), to receive payment through the OAHMP grant.

## 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 service is:

- OT Assessment = 100 points possible
- Home Modifications = 100 points possible

### **Organizational Experience (40 points)**

- Organizational experience providing the proposed service(s) for older adult residents (10 points)
- Organizational experience collaborating with older adult residents, including their natural and professional supports, if applicable (10 points)
- Organizational experience and approach to collaborating with external provider(s), including governmental agencies (10 points)
- Organizational experience and approach to maintaining compliance with all local, state and federal regulations, including licensures, certifications, insurances and bonds (5 points)
- Approach 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 and/or life experiences (5 points)

### **Staffing (15 points)**

- Plan to recruit and/or retain qualified individuals, including obtaining the required licensures (10 points)
- Plan for onboarding and continuous training of staff regarding service implementation, organizational culture and policies (5 points)

### **Occupational Therapy (OT) Assessments (35 points)**

- Approach to successfully completing up to 5 assessments per month, including home visits (10 points)
- Plan for integrating the HFLD assessment tool into your assessment while ensuring the quality and consistency of services provided (10 points)
- Plan for successfully incorporating and managing Occupational Therapy Assistant(s) (10 points)

- Approach to addressing additional and/or unaddressed/incomplete home modifications (5 points)

#### **Home Modification (35 points)**

- Experience providing home modifications in a timely manner (5 points)
- Approach to providing quality and consistent home modification services (10 points)
- Approach to successfully and consistently completing up to 5 projects per month (10 points)
- Plan for resolving additional and/or unaddressed/incomplete home modifications identified by the Occupational Therapy professional(s) (10 points)

#### **Budget and Budget Narrative (10 points)**

- A detailed line-item budget that is a realistic estimate of the costs associated with implementing and sustaining the proposed service each year. If any startup costs are included, identify them as such. (5 points)
- A detailed budget narrative that clearly explains all assumptions and justifies all line items in the proposed budget (5 points)

## **Section 4: How to Submit a Proposal**

### **4.1 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 (MWDBE) 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, October 2, 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](mailto: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](mailto:DHSProposals@alleghenycounty.us).

#### 4.2 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](mailto:DHSProposals@alleghenycounty.us).

- a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, September 19, 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.
  - c. The last Q&A and website update for this RFP will be on Thursday, September 25, 2025, at 6 p.m. 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.

#### **4.3 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.

#### **4.4 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).

#### **4.5 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](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, 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](http://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](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).

### **6.5 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).