



Allegheny County Department of Human Services

Request for Proposals

Open Solicitation for Programs that Prevent or Treat Opioid Addiction Under the Guidelines of the Opioid Settlement Fund (OSF)

RFP Posting:

Thursday, May 8, 2025

Questions Deadline:

3 p.m. Eastern Time on Friday, February 27, 2026

Submission Deadline:

3 p.m. Eastern Time on Thursday, March 12, 2026

Estimated Award Decision/Notification:

May 2026

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

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Acronyms and Definitions

Unless the context indicates otherwise, the following capitalized words are defined as follows for purposes of this RFP:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. 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 where Proposers can view open, past and awarded solicitations released through Bonfire
7. Evidence-based practice: A service supported by research that confirms its effectiveness
8. Harm Reduction: An evidence-based approach to engaging with people who use drugs; includes equipping them with life-saving tools and information to help create positive change in their lives and mitigate harms related to substance use
9. Medication for Opioid Use Disorder (MOUD): an approach to treating opioid use disorder (OUD) that utilizes FDA-approved medications (e.g., buprenorphine, methadone and naltrexone) and may include provision of counseling and behavioral therapies
10. Opioid Settlement Funds (OSF): Funds resulting from the class-action legal settlements against opioid manufacturers and distributors, filed by the Commonwealth of Pennsylvania and allocated to Allegheny County by the Pennsylvania Opioid Misuse and Addiction Abatement Trust (POMAAT)
11. Pennsylvania Opioid Misuse and Addiction Abatement Trust (POMAAT): A Trust governed by a 13-member Board of Trustees that receives funds from settlements entered into by the Pennsylvania Office of Attorney General and opioid manufacturers, distributors and pharmacy chains and distributes those settlement funds to Commonwealth of Pennsylvania counties and subdivisions for use exclusively to abate the opioid crisis in Pennsylvania
12. Pennsylvania Opioid Trust Order: On July 12, 2022, this Order of the Honorable Lori Dumas of the Commonwealth Court of Pennsylvania created the POMAAT and outlined approved uses of settlement funds.
13. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP

14. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
15. Response Form: The Word document in which Proposers respond to requested information about this RFP
16. RFP: Request for Proposals
17. 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
18. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

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

The RFP at a Glance

Purpose

The Department of Human Services (DHS), on behalf of Allegheny County, invites Proposals from existing and new providers to provide services and solutions funded by the Opioid Settlement Fund (OSF). This RFP will be continuously open to accept Proposals aligned with approved uses described in [Exhibit E, Schedule B](#)¹ of the Pennsylvania Opioid Trust Order. Approved uses include treatment, prevention and a wide range of other strategies intended to address the opioid epidemic and related harms.

Award Details

The awards made through this RFP will be funded by the Opioid Settlement Fund (OSF) created by the class-action legal settlements against opioid manufacturers and distributors filed by the Commonwealth of Pennsylvania and allocated to Allegheny County by the Pennsylvania Opioid Misuse and Addiction Abatement Trust (POMAAAT).²

DHS will consider funding requests of any amount. Proposers should indicate whether proposed projects can be implemented if awarded less than the requested amount, even if on a smaller scale. Given the amount of funding available, DHS anticipates single awards of less than \$500,000 and an average award size of \$25,000 - \$250,000.

DHS will award one-time agreements through this solicitation and may award these agreements to one or multiple Successful Proposers.

This solicitation will remain open on a continuous basis until withdrawn.

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 organizational capabilities to provide the Contracted Services.

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

¹ Exhibit E of the Opioid Trust: <https://www.paopioidtrust.org/getmedia/4877e10e-cb3f-44b7-acbc-465affc880e4/Exhibit-E-List-of-Opioid-Remediation-Uses.pdf>

² Learn more at: <https://www.paopioidtrust.org/>

Timeline

Proposals will be reviewed on a quarterly basis with submission deadlines occurring the second Thursday of March, June, September and December. However, there will be no submission date in September or December of this year. The next submission date following this round will be in March 2026. The estimated award decision for any submission date will be approximately two months following the submission deadline.

RFP Posting	Thursday, May 8, 2025
Questions Deadline	Friday, February 27, 2026, at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, March 5, 2026, at 6 p.m. Eastern
Submission Deadline	Thursday, March 12, 2026, at 3 p.m. Eastern
Estimated Award Decision/Notification	May 2026

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 DHS Is Issuing This RFP

Allegheny County receives annual payments through a fund created by national class-action legal settlements against opioid manufacturers and distributors. From 2022 through 2024, Allegheny County received a median annual Opioid Settlement Fund (OSF) payment of \$8.4 million and expects future annual payments through 2038 with an estimated median value of \$7.2 million. While the amount of opioid settlement funds available is small relative to other funding sources,³ this funding offers the opportunity to invest in strategies that are otherwise difficult to fund and to test potentially high-impact solutions.

Allegheny County has already allocated more than \$14 million from its initial opioid settlement payments to critical community needs and opioid treatment infrastructure, including low barrier delivery models, recovery housing and services for people currently or recently incarcerated. More details about Allegheny County's investment of opioid settlement funds to date can be found [here](#).

³ DHS manages approximately \$500 million for the delivery of behavioral health services annually, including more than \$100 million for substance use services.

Through this RFP, DHS hopes to solicit additional ideas for improving the health and well-being of County residents through a broad range of strategies that include community-based solutions, research and technology, and novel approaches. DHS will consider proposals through the lens of feedback received from community listening sessions (learn more [here](#))⁴ and designed to improve outcomes for groups disproportionately or hardest impacted by the opioid epidemic, particularly the Black community, people who are currently or recently incarcerated, individuals experiencing homelessness, people who inject drugs, and people with chronic pain or disabilities.

Section 2: What DHS Is Looking For

2.1 Target Population

Successful Proposers must offer services, interventions or strategies targeted to one or more of the following populations:

- Individuals who misuse opioids
- Individuals seeking or receiving treatment for Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions
- Individuals in recovery from OUD and any co-occurring SUD/MH conditions
- Individuals at risk of developing an OUD and any co-occurring SUD/MH conditions
- Families or children affected by a family member's opioid use

DHS is interested in, but does not require, strategies with a focus on one or more populations that have been disproportionately or highly impacted by the opioid epidemic.

2.2 Description of Service

Proposers may offer any service, intervention or strategy that is aligned with [Exhibit E, Schedule B](#) of the Trust Order. This includes evidence-based or evidence-informed strategies that:

- Treat OUD, including through Medications for Opioid Use Disorder (MOUD)
- Support people in treatment and recovery
- Connect people who need help to the help they need (e.g., offer connections to care)
- Address the needs of criminal justice-involved persons
- Address the needs of pregnant and parenting people and their babies and families
- Ensure appropriate prescribing and dispensing of opioids

⁴ Learn more at <https://www.alleghenycountyanalytics.us/wp-content/uploads/2025/03/25-ACDHS-03-Opioid-Settlement-Funds-Listening-Sessions-Report.pdf>

- Prevent misuse of opioids
- Prevent overdose deaths and other harms (i.e., harm reduction)
- Educate and support first responders
- Contribute to opioid abatement and remediation through research

This list should be considered a non-exhaustive sample. Proposers should review all approved uses in [Exhibit E, Schedule B](#) before responding to this RFP.

2.3 Outcomes and Measurement

Successful Proposer(s) will be responsible for collecting and sharing data with DHS, including basic data about service provision and narrative reports; DHS will work with the Successful Proposer(s) to determine which data will be shared with DHS. At a minimum, DHS anticipates collecting participants' first name, last name, date of birth and legal sex.

There may be some cases in which a Proposer chooses to collect more detailed data on the intervention than required. If requested, DHS will provide technical assistance to Proposers to support this data collection. Below are a few examples of the types of data DHS may require or that a Proposer may wish to collect:

- Number of unique individuals/families served
- Number of service encounters
- Number of new individuals receiving services
- Number of individuals who continue using services for 4 months

2.4 Budget

DHS will consider funding requests of any amount. Proposers should indicate whether proposed projects can be implemented at less than the requested amount, even if on a smaller scale. Given the amount of funding available, DHS anticipates single awards of less than \$500,000 and an average award size of \$25,000 - \$250,000.

DHS expects to award one-time agreements through this solicitation. Proposers should have a plan for ongoing project sustainability, where necessary, and address this in their proposal.

DHS will consider all proposed costs for reasonableness and negotiate the final budget with the Successful Proposer(s) through Allegheny County's contracting process. To assist Proposers in creating their proposed budget, we have provided a template available on the Active Solicitations Webpage and the [RFP Opportunity Page](#).

2.5 Staffing & Staff Qualifications

Successful Proposer(s) will be required to demonstrate that their staff possess the skills, education and experience appropriate for and commensurate with their proposal.

Section 3: Proposal Requirements and Evaluation Criteria

DHS will evaluate Proposals based upon the criteria listed below. Proposers must address all proposal requirements and criteria through their submitted Response Form, and in no more than 5 pages. 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 is 65 points, as outlined in the following sections.

Organizational Experience (10 points total)

- Description of organizational experience relevant to your proposal. (10 points)

Proposed Intervention(s) (40 points total)

- Description of your proposed service, intervention or strategy, including the target population, scope, and whether your proposal is for a new or existing program or expansion of an existing project (10 points)
- Description of how your organization's proposed service, intervention or strategy, incorporates community voice, racial equity or culturally responsive practices, including a plan/strategies to provide culturally appropriate communication to engage participants (10 points)
- Description of anticipated outcomes, including the data you plan to collect and track to measure success. Please describe any evidence base or research that supports your anticipated outcomes, if applicable. (10 points)
- Description of the project staffing plan, including role descriptions and staff qualifications (5 points)
- One-year project timeline that reflects a realistic estimate and brief description of the key implementation milestones (5 points)

Budget (15 points total)

- Line-item one-year budget that reflects a realistic estimate and brief description of the costs associated with the project (5 points)
- Ability to sustain the service or project after the duration of any award received through this RFP; explain how you will sustain the project or, if sustaining the project is not necessary, explain why (5 points)
- Indication of whether project can be implemented if full request amount is not awarded, even if at a smaller scale. (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 [RFP Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Thursday, March 12, 2026, 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.

4.2 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.
 - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, February 27, 2026.
 - 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.

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.
- n. Unsuccessful Proposers do not need to submit a new Proposal for the following submission deadline unless given specific feedback on how to improve their Proposal for consideration or proposing a new project or program. These Proposals will remain in consideration for the next round of submissions. If not selected for award in the next round of funding, these Proposers will be prompted to update

their Proposal. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.

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