

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

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

May 22, 2025

- 1. Given Auberle is the service provider for the program, would they need to be the applicant or would this be considered a joint venture?**

We would consider this as a Collaborative Proposal. For more information on Collaborative Proposals, please refer to Section 4.1c “Collaborative Proposals” in the RFP.

- 2. Could you please clarify whether applicants are permitted to propose funding timelines that extend beyond a 12-month period, or are all awarded funds required to be used within one year?**

Proposers should submit a one-year line-item budget and budget narrative that justifies the costs associated with the Program that you are proposing. If awarded, Proposers must use their funds within a one-year period.

- 3. How long will these funds cover programming for? For example, is this ask for a one-year, two-year, three-year period of offerings in the community?**

If awarded, Proposers must use their funds within a one-year period.

May 29, 2025

- 4. Would we be eligible to apply for capital investments into Opioid treatment facilities under this RFP? By investing in sealing the building's envelope, we will ultimately be increasing funding for the program through reduced utility costs.**

Yes, capital investments are an eligible use of opioid settlement funds.

- 5. If capital investments are eligible, is bidding required?**

We do not need to see evidence of a bid process for proposed renovations in your Proposal. All costs proposed will be reviewed for reasonableness, and the final budget and contract terms will be negotiated with the Successful Proposer(s).

6. **My program is currently receiving opioid settlement funding through Allegheny County's Community Led OUD/SUD Grant, is it possible to apply for this grant to enhance the funded program?**

Yes, capital investments are an eligible use of opioid settlement funds.

7. **On the MWDBE PARTICIPATION STATEMENT, in the very top box, the form asks you to fill out one box. It lists a proposal and the name of the RFP and an application and the name of the RFQ. What is an RFQ? Please advise which one to select. We are assuming that it is for a proposal RFP.**

Please select the box indicating Proposal, then include the RFP's full title.

June 5, 2025

8. **In the RFP for Programs that Prevent or Treat Opioid Addiction, Etc., we have reviewed the approved uses in Exhibit E, Schedule B. In Section B under Supporting People in Treatment and Recovery there are several approved uses outlined concerning providing housing for people in recovery for OUD and co-occurring SUD/MH. Under Section 6 of the RFP, we see no requirement for recovery housing programs having to be licensed by DDAP. Is there a restriction against recovery housing programs that are not licensed with DDAP that, nevertheless, provide housing to people in recovery for OUD and co-occurring SUD/MH?**

All Recovery Houses contracted through DHS must be licensed with the PA Department of Drug and Alcohol (DDAP). This RFP is not specifically seeking Recovery Housing, so we did not outline our Recovery Housing rules and regulations. For more information about Recovery House licensing through DDAP, you can follow this link: [Apply to Become a Licensed Recovery House | Commonwealth of Pennsylvania](#).

9. **We have gone through the incredibly long and onerous process of trying to get certified as a MWDBE through PA UCP only to find out that our company does not qualify because it is a nonprofit. In the description of our proposal, we will indicate that our entire leadership consists of Women, but we probably cannot qualify because nonprofits do not have percentages of "ownership". Can you please verify this?**

DHS does not handle the [Pennsylvania Unified Certification Program](#) (PA UCP) certification process. If you're interested in becoming certified, or if you know of a woman- or minority-owned business who is not yet certified, visit [Pennsylvania Unified Certification Program](#) or contact the [Allegheny County Equity and Inclusion Department](#). If your organization is registered as an MWDBE, you may count yourself towards one of the goals. However, not being certified does not exempt you from the MWDBE and VOSB requirements.

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises, a 5% goal for Veteran Owned Small Business, and 2% participation for Women Enterprises. The Successful Proposers must make a “good faith effort” in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the Allegheny County Equity and Inclusion Department website.

Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

- 10. Are there any restrictions on applying for this Opioid Settlement Fund RFP if we were awarded and are currently in contract for the Methadone Treatment Program for the Allegheny County Jail. For the OSF, we are considering applying for access to MAT for those under/uninsured or recently released from incarceration. This application would differ from the previous jail program.**

No, you are welcome to apply.

- 11. Why is documentation of legal sex being required vs chosen gender identify? Please clarify this requirement.**

While DHS anticipates, at a minimum, collecting participants’ first and last name, date of birth and legal sex, DHS may collect addition data, such as gender identity, sexual orientation, and more. DHS will work with the Successful Proposer(s) to determine which data will be shared.

- 12. Would the YMCA be eligible to apply for funding from the Opioid Settlement Fund to support the renovation of the housing side of the building? Could we allocate a certain number of rooms specifically for those individuals with addictions/in recovery or do we need to offer some type of recovery programming? If we are required to offer programming, would it be permissible to apply for funding to both support the program as well as the housing renovations.**

Opioid Settlement Funding does allow funding for renovations. All Proposers must provide clear justification in their Proposal regarding how the funding will be used for treatment, prevention and/or other strategies intended to address the opioid epidemic and related harms. For more information on the Opioid Settlement Fund approved uses, please refer to [Exhibit E, Schedule B](#).

13. Is it possible to attach supplementary documents to our proposal? We are trying to fit everything into the 5-page limit. However, some of our answers refer to documents that contain policies, plans, outcomes and evidence-based research that we feel is important to our proposal and should be taken into consideration.

No, you are welcome to apply.

14. It says, "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." Does the proposer need to be MWDBE certified in Allegheny County or Pennsylvania? If not, is certification in the state they are based adequate?

You are not required to be a certified MWDBE or VOSB organization in order to submit a response for one of our solicitations.

15. We don't have a CIO. We have a VP of Corporate Services who oversees the IT group and a Regional Director of IT. How should we approach the CIO contact information under required contacts section?

If your organization does not have the exact position/title of one or more of the required contacts, please put the individual from your organization most suited to handle that communication. Individuals may be listed more than once. Please complete the documentation to the best of your ability. If there is additional information that needs to be provided on your behalf, DHS will reach out to you.

Amendment

June 24, 2025

The Response Form has been amended to include text on project/service sustainability after the duration of the award received through this RFP is completed.

The amendment is outlined below:

Response Form

Financial Management and Budget (15 points, not included in page count)

7. Attach an **annualized** detailed line-item budget **and budget narrative** that clearly supports the Program, and **a realistic estimate of the costs associated with** the implementation plan. (5 points)

8. ~~Provide a budget narrative that reflects a realistic estimate of the costs associated with implementing the Program~~ Describe how your organization will sustain the service or project after the duration of the award received through this RFP is completed, if sustaining the project is not necessary, explain why. (5 points)

June 26, 2025

16. Can you confirm that the RFP is looking for actual 3mg Naloxone product and not just educational services?

This RFP is seeking programs, services or interventions aligned with approved uses described in [Exhibit E, Schedule B](#) 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.

17. In the application AND in the attachments is the budget narrative listed. I included it in the application but did not include it in the budget uploaded document section. Is that okay?

Proposers should include their budget and budget narrative as attachments in the requested section when submitting their Proposal.

18. I was wondering if you could clarify how a nonprofit should respond to the application questions on whether the organization is women or minority owned. As a nonprofit we don't qualify for MWDBE certification. Similarly, is there any documentation we should attach related to this matter (e.g. a statement affirming that we will work to help the county meet its goals through the hiring of MWDBE-certified vendors?)

If you are not women or minority owned, you should not select those boxes; however, all Proposers are required to fill out the MWDBE and VOSB documentation regardless of minority status.

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises, a 5% goal for Veteran Owned Small Business, and 2% participation for Women Enterprises. The Successful Proposers must make a “good faith effort” in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the [Allegheny County Equity and Inclusion Department](#) website.

Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

- 19. We are exploring a component of our proposal focused on necessary renovations to ensure the safety and functionality of our building. This would include improvements such as guardrail maintenance, door replacements, and repairing interior wall damage. Would these types of building safety and maintenance upgrades be considered allowable expenses?**

Please see our response to question 12

- 20. We are also hoping to replace essential household appliances such as washers and dryers, which are used daily by our residents. Would these types of housing-related amenities fall within eligible expense categories?**

For more information on the Opioid Settlement Fund approved uses, please refer to [Exhibit E, Schedule B](#). All Proposers must provide clear justification in their Proposal regarding how the funding will be used for treatment, prevention and/or other strategies intended to address the opioid epidemic and related harms.

- 21. As part of our proposed programming, we plan to offer structured support groups focused on substance use disorder (SUD), mental health (MH), and independent living skills—complementing our existing life skills classes and community events. To encourage participation and help address basic needs, we are considering offering non-cash incentives (e.g., gift cards to local grocery stores like Giant Eagle or essential household items such as detergent) to residents who attend a set number of sessions each month. Would these types of participant incentives be considered an allowable use under this funding?**

Yes, non-cash incentives are permissible to encourage individuals to participate in programs.

- 22. Please confirm whether the VOSB goal can be achieved using a firm that is not certified under the Pennsylvania Unified Certification Program**

Allegheny County accepts certifications by PA UCP and by others on a case-by-case basis. The County does not accept self-certifications.

Please fill out the VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary. If you have any further questions, please contact the [Allegheny County Equity and Inclusion Department](#). They will be happy to provide you with more information.

23. Is the budget template provided in the RFP the format required for submission, or may we submit our own pricing table?

Yes, you may submit your own pricing table. The budget template provided in the RFP is simply a sample for guidance.

24. Can you please confirm the naming convention or title for the final Excel pricing submission file?

We do not require a specific naming convention or title for documents when submitting your Proposal.

25. Can you please confirm whether graphics are allowed in the Bonfire portal submission (specifically related to the technical questions) or does the Bonfire platform only accept text entries?

Questions must be responded to via the RFP Response Form which we provide in Microsoft Word format. Graphics are allowed, however, Proposers must stay within the page limit requested on the Response Form.

26. On the RFP, it is indicated that the second 5 points is for a discussion of sustainability, while on the response form it lists the budget narrative as being the criteria for those 5 points. We were thinking to include a section about sustainability in the budget narrative, but wanted to make sure we focus appropriately. Can you please clarify?

Yes, Proposers must provide a response regarding the sustainability of their proposed service/program. Please see the amendment to this RFP posted on Tuesday, June 24, 2025, for more details.

27. Is it fine to use 11 pt font in the response form?

Yes

28. We operate independently as an organization but are fiscally sponsored by the Jewish Healthcare Foundation. For the questions about the Required Contacts and Board Information, would you like information about the board of the sponsoring Jewish Healthcare Foundation, or just the proposer AIDS Free Pittsburgh?

If your organization has a board separate from Jewish Healthcare Foundation, please include them both.

July 9, 2025

29. We have a question on Section 2.3 of the RFP: Outcomes & Measurements. It says that at a minimum DHS is anticipating collecting names, DOB and legal sex. We can believe that a lot of patients would opt out of care if it was necessary to provide this information. We can collect the examples of data without collecting full last name, DOB, and legal sex. Are these data points necessary to collect?

This information is necessary to match clients served with Opioid Settlement funds to other service records in the DHS Data Warehouse and to enable adequate care coordination and evaluation of client outcomes. Where Proposers demonstrate this data collection poses a significant barrier to service delivery and engagement, DHS will consider exceptions to this practice on a case-by-case basis.

30. Is there an Allegheny County approved indirect cost rate? It is a category in the budget template.

No. All proposed costs will be considered for reasonableness, and the final budget and contract terms will be negotiated with the Successful Proposers.

31. If you are not an MWDBE or VOSB, do you have to make a good-faith effort to contract with these businesses to fill out the waiver and apply?

Yes, all organizations contracted with the County must make a "good faith effort" to meet the MWDBE and VOSB goals of the County, and this documentation is required at the time of submission. If you feel you've made a good faith effort but are unable to meet the goals, please complete the waiver. Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises, a 5% goal for Veteran Owned Small Business, and 2% participation for Women Enterprises. The Successful Proposers must make a "good faith effort" in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the [Allegheny County Equity and Inclusion Department](#) website.

32. Do the MWDBE or VOSB contractors need to be local? Or just MWDBE or VOSB certified?

Allegheny County accepts certifications by PA UCP and by others on a case-by-case basis. The County does not accept self-certifications.

Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

33. When will the grant awards be paid?

Any contract award is contingent upon completion of the County's Executive Action process and successful negotiation and execution of a signed agreement between the Successful Proposer and DHS. Typically, this process takes anywhere from one to three months following notification of our award decision.

34. Is the authorized representative in the application the person that is logged into the portal, completing the application, and approved to receive communication?

Yes

35. If we are submitting a collaborative proposal where one entity is the applicant, but the partnering organization is the entity actually overseeing work (in this case, capital investments at an existing opioid recovery facility) do both or just one of the organizations need to submit the Allegheny County DHS Combined MWDBE Form and supporting documents?

We would only need documentation from the lead organization in the collaborative as that is the organization who would enter into contract with us if your Proposal is selected.

36. Section 6.1 of the RFP instructions states, "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." However, the instructions on the Section 3 - MWDBE Participation Waiver Request Form say that "If you have not made a good faith effort you cannot request a waiver." Given that this is part of a proposal for an RFP and no commitments have been made between DHS and applicants, should we still complete Section 3 even if we have not started outreach to MWDBE suppliers? Or should we just complete Section 2 - MWDBE Participation Statement and include a Section 4 - Diversity Policy?

All organizations contracted with the County must make a "good faith effort" to meet the MWDBE and VOSB goals of the County, and this documentation is required at the time of submission. Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises, a 5% goal for Veteran Owned Small Business, and 2% participation for

Women Enterprises. The Successful Proposers must make a “good faith effort” in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the Allegheny County Equity and Inclusion Department website.

37. In your response to Question 19, you state "Proposers are required to fill out the MWDBE and VOSB documentation regardless of minority status." We are already a contracted provider with the county; do we need to re-submit these documents?

No. If you are a current DHS Provider and have already submitted these forms, you do not need to resubmit them.

38. Can these funds be used for all Substance Use Disorders, not just Opioid use? We are specifically referring to families and children affected by SUD.

As laid out [Exhibit E](#), referenced in the RFP, Opioid Settlement funds can be used to mitigate or prevent harms related to OUD and co-occurring substance use and mental health disorders. We request that Proposers explain how the funds will be used in a way that impacts people with OUD as well as other substance use disorders. We do not require documentation of what proportion of people served have an OUD diagnosis.

39. Do the clients have to be permanent residents of Allegheny County? Some of our clients come from out of town but then choose to remain in Allegheny County to improve their situation.

While DHS expects and intends that the services are to be provided to residents of Allegheny County, residency checks will not be required.

40. Can you submit a proposal more than once during other open/future times?

Yes

41. For the VOSB waiver and participation statement, we have existing vendors for this project with one possible exception that we would possibly need to put to bid. Not having secured the funding we are requesting, or any bidding requirements on the award, we have not approached any vendors and so we have no information to supply at this time do we need to complete the VOSB documents at this time and include with our submission if we are already contracted with DHS under these provisions?

No. If you are a current DHS Provider and have already submitted these forms, you do not need to resubmit them.

42. How do we upload the attachments?

On the [RFP's Opportunity Page](#), please indicate that your organization intends to bid on this opportunity. Select "Prepare your Submission," then begin uploading the required documentation for your Proposal.

43. Should we select yes or no when Bonfire asks "Do you intend to bid on this opportunity?"

If you intend to submit a Proposal, please select, yes.

44. Bonfire indicates to us "Complete FN, LN, email, phone, and services offered by subcontractor." We do not yet have our project bid out yet. Can we add our information here so that contractors can contact us?

Yes

July 10, 2025

45. I clicked the link to learn more about the community listening sessions however it is saying that the page is not found. Is there another way I can access the community listening sessions?

Please access the Opioid Settlement Community Listening Sessions Findings [here](#).

46. The RFP document, 9.1. OSF RFP, Section 6: Contract Requirements for Successful Proposers references the DHS General Requirements/Contract Specifications Manual. In the DHS General Requirements/Contract Specifications Manual, page 3, Administrative Provision, references Exhibit D, additional terms and conditions. Where can the Proposer find Exhibit D, or can Exhibit D be provided?

Please access Exhibit D, located on page 17, [here](#).

July 23, 2025

47. My organization has extensive experience providing services for pregnant/parenting people who have a history of substance use or may be at risk for use. It is our experience that many people in this community are reluctant to seek services due to stigma, shame and other reasons. As such, there is a mention on page 8 of the RFP (under Outcomes and Measures) that gives us concern: "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.”

Our concern is that having to report this information to DHS would deter people from engaging with our services. Is there flexibility on this requirement?

Please see our response to question 29

48. The Proposal my company is seeking an opioid abuse training course for law enforcement, in which I have a few police departments interested in taking the course. Would a Proposal for each police department need to be submitted or can a sum amount be submitted in the Proposal with the mention of each police department?

The sum amount for each department can be submitted in one proposal.

49. We submitted a Proposal for this RFP that was due July 10th. Now, I'm seeing that this is a continuously open RFP now due in March 2026. Can you help me understand if these are separate buckets of funding or connected?

All funds awarded through this RFP will be from the Opioid Settlement Fund (OSF).

50. Can you please confirm I the contract type is Firm Fixed Price (FFP), Time and Materials (T&M), Cost Plus Fixed Fee (CPFF), etc.?

Any contract award for this RFP will be a one-time agreement contingent upon successful negotiation of the budget and contract terms. The specific contract types may vary based on the project, service or intervention proposed. Please outline and justify all costs in your budget and budget narrative. DHS will consider all costs for reasonableness and negotiate the final budget and contract terms with the Successful Proposers.

August 7, 2025

51. We submitted a proposal on July 10, 2025, which was the original closing date. Since the closing date has been revised, may we submit a 2nd proposal for another initiative?

Yes.

August 19, 2025

52. We submitted a response already. Are you planning to review on a rolling basis or will you be holding onto proposals that have already been submitted in July 2025 through March 2026 and then evaluate them all at that time?

We will review Proposals on a rolling basis.

Unsuccessful Proposers will remain in consideration for the next round of submissions and will not need to submit a new Proposal unless given specific feedback. If a Proposer is not selected for an award in the next round of funding, then Proposers will be prompted to update their Proposal. Please review "Section 5: How We Will Evaluate Your Proposal," for more information.

53. Will July 10, 2025, submissions still follow the original review and notification timeline (with awards announced in September 2025)?

Yes.

54. If we are not notified in September, should we assume we were not awarded, or does the new continuous-open format mean our application will remain under consideration until March 2026?

All Proposers will be notified about the outcome of their Proposal by our estimated award decision, approximately two months after the submission deadline.

Unsuccessful Proposers will remain in consideration for the next round of submissions and will not need to submit a new Proposal unless given specific feedback. If a Proposer is not selected for an award in the next round of funding, then Proposers will be prompted to update their Proposal. Please review "Section 5: How We Will Evaluate Your Proposal," for more information.

55. How does the change in closing date impact the review process for applications already submitted?

Changes to the submission deadline date will not impede our review process.

56. We submitted a proposal for one of our Allegheny County based programs on 7/10/25 but we are interested in submitting a second proposal to request Opioid Settlement Funds (OSF) to pay for staff training/development at another one of our Allegheny County-based programs. Specifically, could we request OSF to pay for staff at this other program to go through certified recovery specialist training for the program's peer support services?

Proposers may submit multiple Proposals for this opportunity. Please clearly describe how funding will be used to support your proposed service/intervention/strategy, in addition to, how it aligns with the approved uses described in [Exhibit E, Schedule B](#).

57. We submitted a Proposal for this RFP that was due July 10th. Now, we are seeing that this is a continuously open RFP, now due in March 2026. Per 9-1. OSF RFP, the estimated award decision/notification is stated as September 2025. Can you please confirm if previously-submitted proposals have been reviewed and when you intend to notify regarding award?

Proposals submitted by the July 10, 2025, deadline are currently under review, and we anticipate notifying Proposers of our decision(s) by September 2025.

September 11, 2025

58. How long is the project/grant term and when does it begin? And does the start date vary depending on when (between 7/10/25 – 3/16/26) an applicant submits an OSF funding request application?

DHS will award one-time agreements to Successful Proposers for a one-year term. The term date will vary upon the successful completion of negotiations on the final budget and contract terms with the Successful Proposer.