



Allegheny County Department of Human Services

# Request for Proposals

## Residential Programs for Child Welfare-Involved Youth

**RFP Posting:**

Thursday, October 9, 2025

**Informational Session:**

10:30 a.m. Eastern Time on Thursday, November 13, 2025

**Questions Deadline:**

3 p.m. Eastern Time on Friday, November 28, 2025

**Submission Deadline:**

3 p.m. Eastern Time on Thursday, December 11, 2025

**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. Autism/Autism Spectrum Disorder (ASD): Autism Spectrum Disorder is a condition related to brain development that affects how people see others and socialize with them. This causes problems in communication with others socially. The condition also includes limited and repeated patterns of behavior. The term "spectrum" in Autism Spectrum Disorder refers to the wide range of symptoms and the severity of these symptoms.
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. CPR: Cardiopulmonary Resuscitation
7. CSEC: Commercial Sexual Exploitation of Children
8. CYF: Allegheny County's child welfare office—DHS's Office of Children, Youth and Families
9. Delayed Egress: A locking system designed to delay exit through a fire egress door for a predetermined period (usually 15 to 30 seconds)
10. Dependent: This is a legal determination made by a court when it finds a child requires child welfare services or placement in substitute care. In Pennsylvania, the official definition of a "dependent child" comes from the Juvenile Act, specifically Title 42, § 6302, and can be summarized as a child who 1) is without proper parental care or control, subsistence and/or education as required by law or 2) has committed a specific act or acts of habitual disobedience of the reasonable and lawful commands of his parent, guardian or other custodian and who is ungovernable and found to be in need of care, treatment or supervision.
11. DHS: [Allegheny County] Department of Human Services
12. 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
13. Dually-active: youth who are involved in both the child welfare and juvenile justice systems
14. Egress: A place or means of going out; exit

15. Emergency Custody Authorization (ECA): A court order that takes a child into custody when there is an immediate threat to the child's safety or well-being
16. Family First Prevention Services Act: The Family First Prevention Services Act (FFPSA), a federal law enacted as part of Public Law (P.L.) 115-123, authorized new optional title IV-E funding for time-limited prevention services and seeks to curtail the use of congregate or group care for children.
17. Intellectual Disability: Intellectual disability is a condition that limits intelligence and can disrupt abilities necessary for living independently.
18. IOP: Intensive Outpatient Program
19. Key Information Demographics System (KIDS): DHS's database that tracks demographic and service data for child welfare clients
20. Office of Developmental Supports (ODS) – Allegheny County DHS' program office responsible for services to those with an intellectual disability and/or autism diagnosis.
21. PA OCYF: Pennsylvania Office of Children, Youth and Families
22. PHP: Partial Hospitalization Program
23. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
24. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
25. RTF: Residential Treatment Facilities provide an intensive level of mental health and substance use treatment in a residential, 24-hour living arrangement. This level of care is for youth whose needs cannot be met in a less restrictive, community-based setting. An RTF is a childcare facility that must be licensed under the PA Office of Children Youth and Families (OCYF) 55 Pa. Code Chapter 3800 and certified by the Office of Mental Health and Substance Abuse Services (OMHSAS).
26. Response Form: The Word document in which Proposers respond to requested information about this RFP
27. Reunification: The process of returning a child who has been in out-of-home care to the care of their biological parents
28. RFP: Request for Proposals
29. 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
30. SIL: Supervised Independent Living [program]
31. SOGIE: Sexual Orientation, Gender Identity, and Gender Expression
32. SPLC: Subsidized Permanent Legal Custodianship
33. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
34. Supportive Services: Services designed to prepare youth to achieve their goal(s) of a successful longer-term placement, successful reunification with family and/or—for older youth—living independently

35. TLR: Transitional Living Residences

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

# The RFP at a Glance

## **Purpose**

Allegheny County, through its Department of Human Services (DHS), is seeking Proposals from qualified Proposers to provide one or more of the following services for older youth who are involved with the child welfare system and whom the Court has determined that out-of-home placement is necessary to support their safety.

Specifically, for youth ages 13-19, DHS seeks:

- 1) A short-term, 4 to 8-bed (up to 4 boys, up to 4 girls<sup>1</sup>), 24/7 **shelter** for youth in need of placement while DHS determines a longer-term solution.
- 2) A short-term, 6 to 12-bed (up to 6 boys, up to 6 girls) **residential diagnostic program** that offers multiple types of comprehensive evaluation to inform youth placement and service planning.
- 3) A 6 to 12-bed (up to 6 boys, up to 6 girls) **intensive residential program** that provides access to on-site mobile treatment services to support youth who need a step down from a Residential Treatment Facility (RTF) or youth with deep trauma histories and behavioral issues.

Additionally, for youth ages 16-21, DHS seeks:

- 4) Up to four **Transitional Living Residences** (TLR), a home or living unit for up to four youth per residence, who can live in a semi-independent living setting with 24/7 supervision but are not yet ready for the level of independence in a Supervised Independent Living (SIL) program. DHS seeks 8-16 beds (up to 8 boys, up to 8 girls) across up to four residences for up to four youth per residence.

DHS is open to selecting multiple Successful Proposers for each service to achieve the desired bed counts and expects to procure a total of 16-40 new beds across the four services. DHS is open to gender-specific program proposals (e.g., programs for boys only or girls only).

Proposers can apply to provide one or more of these services.

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<sup>1</sup> The Successful Proposer(s) must be committed to providing high quality care and service such that all youth feel welcome, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences. For more information, see *Section 2: What We Are Looking For*.

Proposers are encouraged to propose a location at which the services will be provided; however, you **do not** need to have a location identified to apply. DHS may assist in the identification of a location and must approve any proposed location(s).

Given the critical need for these services, we are interested in hearing from Proposers with a track record of offering these exact services, as well as Proposers who have experience offering comparable services.

**OPTIONAL:**

Please join us for a [virtual information session](#) on Thursday, November 13, 2025, from 10:30 a.m. to 11:30 a.m. Eastern Time. Attending the virtual session is not required to submit a Proposal. For more information, see Section 4.1.

***Award Details***

DHS intends to enter into an Agreement with one or more Successful Proposers for an initial term of two years with a County option to renew based on the performance of the Proposer. Funding allocations for the service(s) will be determined and awarded on an annual basis.

DHS is not prescribing a comprehensive budget for the services but instead is interested in reviewing a proposed budget and budget narrative for all costs the Proposer deems necessary for successful operation. Proposers should provide a realistic estimate/justification of costs, including startup costs, if applicable. All proposed costs will be considered for reasonableness by DHS, and the final budget and contract terms will be negotiated with the Successful Proposer(s).

While DHS is open to initially contracting on a cost-reimbursement basis, services will ultimately be reimbursed on a per diem basis, at a rate not to exceed the amount approved by the Pennsylvania Office of Children, Youth and Families (PA OCYF) through its placement provider rate-setting process. The Successful Proposer(s) must submit the required pre-contractual documentation to PA OCYF and receive approval before service provision may begin.<sup>2</sup> DHS will work collaboratively with the Successful Proposer(s) to begin operation as soon as possible.

***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:

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<sup>2</sup> For more information, please review [PA OCYF Bulletin 3170-22-02 "Requirements for Reimbursement of Placement Services to Children in Substitute Care."](#)

Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services. Collaborative Proposals, in which two or more organizations partner together to submit one Proposal, are permitted. Entities may participate in more than one collaborative Proposal. See Section 4.2.c for details. **If you are an existing youth residential provider with DHS’s Office of Children, youth and Families (CYF), then you do not need to submit a Proposal unless you are proposing to operate an additional site or service.**

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

### ***What’s important to us***

DHS is interested in a Successful Proposer with:

- Experience and interest working with youth impacted by histories of trauma; including an understanding of the developmental impacts of trauma and the skills and competency to reframe challenging behaviors as distress signals and avoid re-traumatizing youth.
- Staff that care deeply about, and want to work with, youth and families with complex needs;
- A commitment to low denial rates of youth referred to the program;
- Proposed site(s) in or close to Allegheny County with adequate access to public transportation to enable family visitation;
- Connections with the broader human services, mental health and substance use treatment systems;
- A plan to connect youth with mental health, substance use, and other indicated services (e.g., services for youth with intellectual disability and/or autism), either directly through the Proposer’s existing licensed service provision or collaboratively through formalized commitments from community mental health, substance use, and other relevant service providers.

### ***Timeline***

RFP Posting	Thursday, October 9, 2025
Information Session (see section 4.1 for details)	Thursday, November 13 at 10:30 a.m. Eastern
Questions Deadline	Friday, November 28 at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, December 4 at 6 p.m. Eastern
Submission Deadline	Thursday, December 11 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 We Are Issuing This RFP

In child welfare cases requiring home removal, DHS works to ensure that children and youth:

- Are placed in the most appropriate and least-restrictive (most family-like) setting.
- Experience stability in that placement.
- Achieve permanency as quickly as possible.

To achieve these goals for older youth—including those with complex needs—it is critical that sufficient safe and high-quality placements and supportive services are readily available. To this end, we are seeking to increase Allegheny County’s existing placement capacity with additional shelter, diagnostic, and intensive residential program(s)/support.

1) DHS seeks a **shelter** to:

- **Provide safe placements quickly, so we can meet emergency needs.** The need for emergency placement may arise for several reasons, including home removal, a delay in the identification of family members or kin, or a delay in bed availability in an approved residential program. At the time of placement in a shelter, youth are either 1) under an Emergency Custody Authorization (ECA) and not yet declared dependent or 2) declared dependent and awaiting longer-term placement.

In FY 23-24 (July 1, 2023, through June 30, 2024), an average of 33 youth each month needed an emergency placement, but a shelter placement was unavailable. These youth may have had to travel to an out-of-county facility or even wait in a non-residential setting (e.g., a respite location) until a placement was available. Our goal is to increase in-County shelter capacity, so these scenarios do not occur.

2) DHS seeks a **short-term residential diagnostic program** that will:

- **Improve the flow of youth from shelters to more appropriate settings.** Some teens with complex needs remain in shelter longer than necessary due to a lack of clinical understanding of a youth’s mental health and substance use needs and the

type of treatment or placement most appropriate for them. This difficulty can be compounded when youth have a co-occurring intellectual disability and/or autism diagnosis. A short-term residential diagnostic program can quickly provide a comprehensive clinical picture and treatment recommendations.

3) DHS seeks an **intensive residential program** that will:

- **Fill a system gap for youth who require 24/7 supervised care.** When youth have deep trauma histories and behavioral issues, they need an intensive residential placement that provides access to on-site mobile treatment services. The experience of child welfare staff is that common characteristics of complex youth include physical and verbal aggression, property destruction, sexually maladaptive behaviors, self-harm and other trauma-related behavioral challenges that require dedicated and highly trained professional support.
- **Provide an option for youth who need an interim step down from an RTF or the hospital.** While our goal is to transition youth to a family setting whenever possible, sometimes teens exiting an RTF or hospital setting—especially those who have experienced multiple moves—are not quite ready for that step, or their family (or a Therapeutic Foster family) may not be ready to support the child at home. This intensive residential service will provide access to mobile or community-based treatment services while supporting reunification, family reintegration or successful transition to a therapeutic foster home.
- **Improve the flow of youth from shelters to a more appropriate setting.** Some youth with complex needs linger in shelters for too long because an appropriate intensive residential placement bed is not available. In FY 23-24, although the median length of stay was three weeks and the average length of stay was five weeks,<sup>3</sup> 24 stays lasted three or more months. These youth may have been better served in an intensive residential program.

Additionally, older youth aging out of foster care often require support to develop the skills and resources necessary to live independently in the community. To this end,

4) DHS seeks **Transitional Living Residences (TLR)** that will:

- **Fill a system gap for youth aged 16-21 who are not ready for the level of independence in existing Independent Living placements,** such as a Supervised Independent Living (SIL) program, because they have complex needs.

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<sup>3</sup> From an analysis of 85 unique youth with 100 shelter stays

## Section 2: What We Are Looking For

DHS is seeking Proposals from qualified Proposers to provide one or more of the following services for older youth who are involved with the child welfare system and for whom the Court has determined that out-of-home placement is necessary to support their safety.

Specifically, for youth ages 13-19, DHS seeks:

- 1) A short-term, 4 to 8-bed (up to 4 boys, up to 4 girls) **24/7 shelter** for youth in need of placement while DHS determines a longer-term solution for their care.

Length of stay: Shelter stays are intended to be temporary and short (i.e., not exceeding 30 days). Based on our previous experience with this type of service, we estimate that youth will stay at the shelter for as little as one day to a maximum of three months, with an average length of stay of 27 days.

- 2) A short-term, 6 to 12-bed (up to 6 boys, up to 6 girls) **residential diagnostic program** that offers multiple types of comprehensive evaluation to inform placement and service planning.

Length of stay: 45-90 days, based on the number and type of evaluations completed.

- 3) A 6 to 12-bed (up to 6 boys, up to 6 girls) **intensive residential program** to support youth who need a step down from a Residential Treatment Facility (RTF) or youth with deep trauma histories and behavioral issues that don't meet the medical-necessity criteria for admission to a treatment facility or for which a treatment facility would be counter-indicated, they need an alternative intensive residential placement that provides access to on-site mobile treatment services and 24/7 supervised care.

Length of stay: Based on our previous experience with this type of service, we estimate that the length of stay will range from six to nine months.

Additionally, for youth ages 16-21, DHS seeks:

- 4) Up to four **Transitional Living Residences (TLR)**, a home or living unit for up to four youth per residence, who can live in a semi-independent living setting with 24/7 supervision but are not yet ready for the level of independence in a Supervised Independent Living (SIL) program. DHS seeks up to 16 beds (up to 8 boys, up to 8 girls) across up to four residences for up to four youth per residence.

Length of stay: Up to 12 months, based on the youth's needs, to allow sufficient time to build the skills youth need to live in a more independent setting

DHS is open to selecting multiple proposers for each service to achieve the desired bed counts and expects to procure a total of 16-40 new beds across the four services. DHS is open to gender-specific program proposals (e.g., boy-only or girl-only).

**The following requirements apply to all services:**

**A. Organizational Experience**

The Successful Proposer(s) must be committed to providing high-quality care and service such that all youth feel welcome, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences. The Successful Proposer(s) must have significant experience and/or the capacity to accommodate older youth with mental health, substance use, behavioral issues, and/or an intellectual disability or autism diagnosis. and must be prepared to accept referrals for pregnant teens as well as those with multiple system involvement.

**B. Referrals and Intake**

Only youth referred by DHS will be enrolled. Referrals are typically made on an emergency basis and can be made 24/7; the Successful Proposer(s) must respond to referrals in real time and provide written justification for any referral that is not accepted. DHS will review the Successful Proposer(s)' written justification in conjunction with the client's and agency's needs and make the final decision on whether the referral will be accepted or rejected.

**C. Facility Location and Design**

We encourage recommendations for viable sites and will assess them accordingly. However, Proposers do not need to include a site recommendation as part of their Proposal and, when needed, DHS is willing to work with Successful Proposers to identify a site. Any site proposed by a Successful Proposer must be approved by DHS and, dependent on that approval, may not be utilized. The ultimate location of the site(s) will be determined by the Proposals received and site(s) identified by DHS and/or the Successful Proposer(s).

Proposed site(s) do not have to be located in Allegheny County, but strong preference will be given to sites that are within the County or a 45-mile radius of the City of Pittsburgh. Reasonable proximity not only facilitates family visitation and reunification but also allows

for post-placement planning in the community in which a young person will continue to reside.

Proposed site(s) must separate beds by gender in some way (e.g., separate floors within one building, two separate buildings).

The Successful Proposer(s) must demonstrate compliance (or provide a plan to come into compliance) with PA Code Title 55, Chapter 3800 and obtain and maintain facility licensure through PA OCYF.<sup>4</sup> Regulations most relevant to Facility Design include Chapter 3800, Sections 11-14, 81-106 and 251-257.

#### **D. Facility Operations**

DHS is specifically interested in Proposers with previous experience and success operating residential programs. The Successful Proposer(s) will be responsible for managing the day-to-day operations of the facility, including:

- Youth supervision
- Vacancy management
- Cleaning and maintenance
- Meal service—at least three meals and snacks each day
- Establishing and maintaining safety protocols (e.g., the use of delayed egress and staff intervention to reduce the number of youth who abscond, a behavior modification system)
- Obtain and maintain facility licensure through PA OCYF

The Successful Proposer must be able to demonstrate compliance (or provide a plan to come into compliance) with PA Code Title 55, Chapter 3800. Regulations most relevant to Facility Operations include Chapter 3800, Sections 121-132, 161-164 and 201-213.

The Successful Proposer(s) must actively work to create a positive and inclusive community within the facility by establishing policies that promote harmony, safety and de-escalation. This includes having a plan to provide gender-inclusive care to transgender, nonbinary and gender-expansive youth.

The facility must offer a structured schedule that includes recreational and cultural enrichment activities. Facility staff will engage residents in developing shared expectations on matters such as room maintenance, use of common areas and interactions with neighbors.

#### **E. Staffing & Staff Qualifications**

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<sup>4</sup><https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3800/chap3800toc.html>

The Successful Proposer(s) will establish a staffing complement that reflects the diversity of youth served with sufficient full-time staff equivalents qualified to carry out the service. Staff are responsible not only for ensuring the youth's safety but also for interacting with youth in a trauma-informed manner that teaches and reinforces appropriate and positive behavior. Therefore, staff must pass all relevant clearances and have, at a minimum:

- Clear understanding of how trauma impacts behavior
- Training in and/or work experience with crisis intervention and de-escalation techniques
- Training in and/or work experience with Motivational Interviewing, Trauma-Informed Care and Youth Mental Health First Aid

All staff must receive ongoing training and professional development in best practices in trauma-informed care, safe crisis management, sex trafficking, sexual orientation and gender identity and expression, working with children and families with disabilities including intellectual disabilities and autism, CPR and first aid, fire safety, medication administration, child protective services laws including mandated reporting, and other issues (including physical health concerns) affecting the target population. DHS's Provider Relations Team and Contract Monitors measure and ensure completion of required training.

The Successful Proposer(s) must be able to demonstrate compliance (or provide a plan to come into compliance) with PA Code Title 55, Chapter 3800. Regulations most relevant to Staffing include Chapter 3800, Sections 51-58. In addition, the Successful Proposer(s) must be willing to become certified within one year of the award date as a Specialized Setting<sup>5</sup> for young people who are, or who are at risk of becoming,<sup>6</sup> sex trafficking victims (this applies to the emergency shelter, short-term diagnostic, and intensive residential settings) or for youth transitioning to adulthood (this applies to the TLR). In alignment with the goals of the Family First Prevention Services Act, Specialized Settings provide enhanced, trauma-informed care. The Specialized Setting certification requires an elevated staffing ratio; each specialized setting must always have at least two staff members scheduled on duty when residents are present. This allows for a more immediate response to emergencies. In addition, the specialized setting must:

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<sup>5</sup> To learn more about Specialized Settings, please see OCYF Bulletin #3680-20-02, 3800-20-03 at [https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/forms-and-pubs-ocyf/OCYF%20Bulletin%203680-20-02\\_3800-20-03\\_Specialized%20Residential%20Settings%20for%20Children%20and%20Youth\\_issued021420.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/docs/publications/documents/forms-and-pubs-ocyf/OCYF%20Bulletin%203680-20-02_3800-20-03_Specialized%20Residential%20Settings%20for%20Children%20and%20Youth_issued021420.pdf)

<sup>6</sup> All children and youth in out-of-home placement settings are at risk of sex trafficking based on their involvement with county children and youth agencies (CCYAs) and vulnerability due to pre-placement experiences that elevate their risk for being commercially sexually exploited.

- Meet or exceed the minimum staff-to-youth ratios of 1:6 during awake hours and 1:12 overnight/sleeping hours.
- Reflect increased staffing ratios during prime activity times, especially during evenings and weekends, based on occupancy, activity levels and needs of the youth present.
- Document sight and sound checks of each resident by staff every 30 minutes.

## **F. Supportive Services**

Supportive Services should support a goal of long-term permanency and may focus on social, vocational, educational, behavioral or cognitive skills. Supportive services are not one-size-fits-all; they should be tailored to a Participant's needs, goals and culture. These programs should provide—in a safe, predictable and strengths-based residential setting—access to supportive services that address each youth's needs in a trauma-informed manner. Successful Proposer(s) must be able to demonstrate compliance (or a plan to come into compliance) with PA Code Title 55, Chapter 3800. Regulations most relevant include Chapter 3800, Sections 141-149, 171, 181-189, and 221-230. The Successful Proposer(s) must provide, at a minimum, the following supportive services:

1. **Intake and individual service plan.** The Successful Proposer(s) will participate in an intake meeting organized by DHS that includes a determination of the level of acuity, date of admission, amount and length of service; safety planning, discharge planning and criteria; and transition readiness planning. An individual service plan will be developed for each youth based on their strengths and needs, and those of their family.
2. **Access to mental health and substance use treatment services.** The Successful Proposer(s) will be responsible for ensuring youth receive mental health and substance use services aligned with their need – including diagnostic evaluations, treatment, 24/7 crisis, medication management services – and that those services are billed to the appropriate payor (e.g., Medicaid). DHS prefers that services be provided on-site, either by the Successful Proposer licensed to provide these services or by coordinating with and hosting on-site community mobile mental health and substance use services. Note: If the prescribed level of care cannot be provided through mobile services (e.g., outpatient or partial hospitalization), the Successful Proposer will ensure that youth have transportation and the necessary support to schedule and attend appointments in the community.
3. **Physical health services.** The Successful Proposer(s) must ensure youths' physical health needs are met, including medication management and transportation and necessary support to schedule and attend appointments in the community.

4. **Recreational activities.** The Successful Proposer(s) must offer recreational and cultural enrichment activities within a structured schedule.
5. **Educational support.** The Successful Proposer(s) must ensure access to K-12 schooling. DHS will consider proposals that include on-site, or cyber education provided directly or through a partner.
6. **Family involvement and visitation.** The Successful Proposer(s) must ensure contact between each youth and their family, including supervised visitation, phone calls, mail and video conferencing.
7. **Scheduling and transportation.** The Successful Proposer(s) must ensure adequate transportation for appointments, court visits, and other meetings and visits (with supervision if necessary).
8. **Discharge Planning.** DHS will lead discharge planning and decision-making with participation by the Successful Proposer(s); all planning and decision-making must prioritize the needs of the youth. Prior to discharge, DHS will convene cross-system providers to identify post-discharge service needs and ensure connections to appropriate services. Cross-system meetings will engage the Successful Proposer(s), CYF and, as relevant to the specific youth, DHS's Office of Behavioral Health (OBH) and DHS's Office of Developmental Services (ODS). Should the discharge plan include transfer to another placement setting, CYF will be responsible for arranging post-discharge placement. Representatives from OBH and ODS will contribute to post-discharge service plans and ensure that appropriate referrals are made and connections to services are in place. Discharge occurs when goals identified in the individual service plan have been met or there is a change in dependency status, placement or treatment goals. For youth who cannot be reunified with their families, alternate family-like or independent living options will be explored to promote the youth's mental health and substance use goals and family connections.

In addition, DHS expects that the Successful Proposer(s) will provide additional supportive services based on the specific residential placement type.

**The following additional requirements apply to Diagnostic Residential Programs:**

1. **Coordination with mental health and substance use provider to facilitate access to Evaluations.** Over a period of 45 to 90 days, clinical interviewers from the provider must conduct assessments to inform a comprehensive clinical profile. The mental health and substance use provider will determine which evaluation(s) to conduct based on the needs of the child and their specific presentation. The Successful Proposer(s) must coordinate with the mental health and substance use provider(s) around scheduling of the evaluation(s) to ensure that they occur in a



timely manner, and on-site when possible. If an on-site evaluation is not possible, the Successful Proposer(s) must coordinate transportation to the evaluation location. When coordination is needed with additional parties to inform the evaluation(s) (e.g., school or Local Education Agency for Educational evaluations, Office of Developmental Supports for intake assessment and eligibility documentation), the Successful Proposer(s) is responsible for coordination with those entities as well. Finally, the Successful Proposer(s) must conduct non-clinical evaluations as requested by the mental health and substance use provider(s) (e.g., family dynamics evaluations and sexual vulnerability evaluations [including Commercial Sexual Exploitation of Children [CSEC] screening]).

**The following additional requirements apply to the Intensive Residential Program:**

- 1. Non-clinical behavioral intervention(s).** DHS expects that the Successful Proposer(s) will engage youth in non-clinical behavioral intervention programming designed to decrease behavioral challenges. DHS is open to Proposer(s)' choice of program model and prefers evidence-based programs such as Motivational Interviewing,<sup>7</sup> Collaborative Problem Solving,<sup>8</sup> Positive Peer Culture,<sup>9</sup> Stop-Gap,<sup>10</sup> and Recovery-Oriented Cognitive Therapy (CT-R).<sup>11</sup>
- 2. Aftercare.** For youth who exit to permanency (reunification, adoption, SPLC or independence), the Successful Proposer(s) will provide aftercare services designed to promote this permanency (e.g., short-term therapeutic interventions, skills coaching, case management). The Successful Proposer(s) will ensure that short-term clinical services are provided to support stabilization and bridge the gap until long-term interventions can begin. The Successful Proposer(s) will establish a Treatment Plan and review it every 90 days to assess progress toward each goal. Aftercare may be provided for up to six months, based on established Treatment Plan goals.

**The following additional requirements apply to the Transitional Living Residence (TLR):**

- 1. Life Skill Development and Training.** The Successful Proposer(s) must provide life skills training that prepares youth for living independently. The Successful Proposer(s) must use an established, written curriculum that, at a minimum, addresses the following topics:<sup>12</sup> financial literacy, education and employment

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<sup>7</sup> <https://www.cebc4cw.org/program/motivational-interviewing/>

<sup>8</sup> <https://www.cebc4cw.org/program/collaborative-problem-solving/detailed>

<sup>9</sup> <https://www.cebc4cw.org/program/positive-peer-culture/detailed>

<sup>10</sup> <https://www.cebc4cw.org/program/stop-gap/>

<sup>11</sup> <https://beckinstitute.org/center-for-ct-r/>

<sup>12</sup> The Successful Proposer must provide training that addresses all of the skill development areas included in OCYF Bulletin #3680-20-02, 3800-20-03 found at <https://www.pa.gov/content/dam/copapwp->

options, driving, physical and mental health and substance use care, personal safety, social media, civic responsibilities, and other daily living skills.

## **G. Budget**

**Facility Operation.** Proposers must submit a one-year budget and budget narrative for proposed services, including start-up expenses. The budget must include at least the following categories:

- Start-up costs (e.g., furnishings, supplies)
- Staffing expenses
- Cleaning and maintenance
- Food and meal services
- Recreation and cultural enrichment activities
- Administrative expenses

**Supportive Services.** Proposers must submit a one-year budget and budget narrative for proposed Supportive Services, including start-up expenses. The budget must include at least the following categories and clearly reflect all program revenue sources, including Medicaid for any HealthChoices-compensable services:

- Start-up costs
- Staffing expenses
- Operations, including transportation to and from appointments, court visits, and other meetings and visits
- Administrative expenses

## **H. Outcomes**

The Successful Proposer(s) will design and operate the service(s) to achieve the following outcomes:

- **Shelter**
  - Maintain a high rate of program acceptance (low rate of denials)
  - Prepare youth for successful longer-term placement or reunification with family and/or—for older youth—living independently
- **Residential Diagnostic**
  - Maintain a high rate of program acceptance (low rate of denials)
  - Provide a clear clinical profile and related treatment recommendations
  - Provide placement recommendation, as appropriate
- **Intensive Residential**
  - Maintain a high rate of program acceptance (low rate of denials)
  - Connect or re-engage youth with mental health and/or substance use treatment. While this intensive residential program will **not** be a treatment

program, one goal of the program is to engage youth in voluntary treatment within three months of admission.

- Prepare youth for successful reunification with family and/or—for older youth—living independently
- Prevent reentry into care within one year of exit
- **Transitional Living Residence (TLR)**
  - Build independent living skills for youth
  - Prepare youth for a successful transition to a more independent/less restrictive living setting
  - Connect or re-engage youth with mental health and/or substance use treatment. While the TLR will **not** be a treatment program, one goal of the program is to engage youth in voluntary treatment within three months of admission.

## **I. Data Collection and Evaluation**

The Successful Proposer(s) must collect data and enter it into the Key Information Demographics System (KIDS), a database managed by DHS that tracks demographic and service data for child-welfare clients. The Successful Proposer(s) must input data in an accurate and timely manner and work closely with DHS staff to continuously monitor and improve services and operations.

## **Section 3: Proposal Requirements and Evaluation Criteria**

DHS will evaluate Proposals based upon the evaluation criteria listed below, scoring each service separately. Proposers should 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/>.

Proposers can apply to provide one or more of the four services sought in this RFP (shelter, intensive residential and short-term diagnostic). Proposers will indicate on the response form which placement type(s) they are proposing to provide and how many beds they will offer for each.

The maximum score a Proposal can receive is 105 points.

### **Organizational Experience (25 points total)**

- Experience providing the proposed service(s) for the target population or experience offering comparable services, including a description of how that experience translates to the service(s) proposed. (10 points)
- Philosophy and values as they apply to the proposed service(s). (5 points)
- Commitment to providing high-quality care and services that make all clients feel welcome, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency, life experiences or pregnancy status. (10 points)

**Proposed Site (Not scored)** *Only complete if your organization is proposing a site for the facility.*

- Process used to identify and acquire (if leased or rented) a location that meets all the standards and requirements for Shelter, including a description of the location and how it will comply with the regulations in PA Code Title 55, Chapter 3800 (see Section 2.D Facility Design).
- A timeline for program implementation, including the completion of any necessary renovations and the relevant experience of any project partners involved.

#### **Facility Operation Plan (30 points total)**

- Comprehensive plan for facility operations based on the components outlined in this RFP (See Section 2 Facility Operations). The plan should detail the tasks to be carried out for each service component, including personnel responsible, frequency (if relevant), and a plan for implementing and monitoring the completion of each task: (20 points)
  - Youth supervision
  - Vacancy management
  - Cleaning and maintenance
  - Meal service, including three meals and snacks each day
  - Establishing and maintaining safety protocols
- Plan for creating a safe and inclusive community, including providing gender-inclusive care to transgender, nonbinary and gender-expansive youth. Please specify how physical space, staff onboarding and supervision, documentation practices and client engagement strategies will be gender inclusive. (10 points)

#### **Supportive Services Plan (30 points total)**

- Comprehensive plan for providing mental health and substance use services (please include a copy of your treatment license) **and/or** collaborating with community mental health and substance use providers (please include a letter of commitment from each partner named). Please detail your plan to connect youth to the following levels of care, at minimum, where indicated as part of their treatment plan: (10 points)
  - Outpatient Services
  - Intensive Outpatient Program (IOP)

- Partial Hospitalization Program (PHP)
- Comprehensive plan for the provision of other Supportive Services based on the components outlined in this RFP (see Section 2 Service Description). The plan should detail the tasks to be carried out for each service component, including the personnel responsible, a plan for implementing and monitoring the completion of each task, and a description of how input from older child-welfare-involved youth was built into the service(s), if applicable. (20 points) *(The point total is applicable to all Proposers regardless of the service(s) proposed.)*
  - Intake and individual service plan
  - Recreational and enrichment activities
  - Education support
  - Family involvement and visitation
  - Scheduling and transportation
  - Discharge planning
  - Diagnostic services (only complete if you are proposing to provide this service)
    - Coordination with mental health and substance use provider(s) to facilitate access to evaluations
  - Intensive residential services (only complete if you are proposing to provide this service)
    - Non-clinical behavioral intervention(s)
    - Aftercare
  - TLR (only complete if you are proposing to provide this service)
    - Life Skill Development and Training

#### **Program Staffing and Administration (10 points total)**

- Justified staffing plan including a list of all staff positions, number of staff and work hours for each position, qualifications, recruitment, training and performance management. (10 points)

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

- Detailed line-item budget that reflects a realistic and cost-effective estimate of the startup and operational costs associated with the first year of the proposed service(s). If your budget includes startup costs, indicate which costs would not recur in subsequent years. (5 points)
- Budget narrative that clearly explains and justifies all line items in the proposed budget. (5 points)

## Section 4: How to Submit a Proposal

### 4.1 Prepare

#### a. Information Session

- DHS will conduct an information session about this RFP on Thursday, November 13, 2025, from 10:30 a.m. to 11:30 a.m. Eastern Time, via Microsoft Teams. It will include a presentation about the RFP and DHS staff will answer questions from attendees.
- Attendance at the information session is not required in order to submit a Proposal. Everything (video recording, slide deck, transcribed Q&A) shared during the information session will be posted afterwards on the [RFP Opportunity Page](#) and the DHS Solicitations webpage.
- Preliminary answers will be provided orally for questions asked during the conference. Final definitive answers will be posted in writing on Bonfire on the [RFP Opportunity Page](#) and on the DHS Solicitations webpage.
- Prospective Proposers can join the information session by:
  - Calling (267) 368-7515 and using Conference ID 473 730 477#
  - Or following this link: [Click here to join the meeting](#)
  - Or copying and pasting this link:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjQ3MDc4YTYtZTlzZS00OTk3LTllYWMTMjllNWVlZTdkYjAz%40thread.v2/0?context=%7b%22id%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%2214304098-3e8b-4bb4-b68e-65e6055b37bf%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjQ3MDc4YTYtZTlzZS00OTk3LTllYWMTMjllNWVlZTdkYjAz%40thread.v2/0?context=%7b%22id%22%3a%22e0273d12-e4cb-4eb1-9f70-8bba16fb968d%22%2c%22Oid%22%3a%2214304098-3e8b-4bb4-b68e-65e6055b37bf%22%7d)

### 4.2 Submit a Proposal

- #### a. Proposers should take time to review and understand the RFP in its entirety including:
- The background (see Section 1: Why DHS Is Issuing This RFP)
  - The narrative (see Section 2: What DHS Is Looking For)
  - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
  - The evaluation process (see Section 5: How DHS Will Evaluate Your Proposal)
- #### b. Proposers must use the Response Form to develop your Proposal. Type your responses to each requested item directly into the Response Form. It is available on the [RFP Opportunity Page](#) on our DHS Bonfire Portal and on our Active Solicitations webpage with the RFP announcement at <https://solicitations.alleghenycounty.us/>.
- #### c. Collaborative Proposals

- Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
    - i. Lead Agency: The County can enter a contract with only one partner of a Collaborative Proposal. Therefore, a Collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
    - ii. Partners: Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.
  - Entities may participate in more than one Collaborative Proposal.
- d. Proposers must submit a complete Proposal that includes the following attachments:
- Response Form (available on the [RFP Opportunity Page](#) and the Active Solicitation Webpage)
  - Partner commitment letters, if applicable
  - W-9
  - Minority, Women or Disadvantaged Business Enterprise (MWDBE) and Veteran Owned Small Business (VOSB) documents (see sections 6.1 and 6.2)
- 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, December 11, 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).

#### 4.3 How to Contact DHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the [RFP Opportunity Page](#), or email us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us).
  - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, November 28, 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 [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, December 4, 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.

#### 4.4 New Provider Requirements

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

#### 4.5 Other Information

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or enter into an Agreement with any Proposers. The County reserves the right to reject any and all Proposals and to not enter into an Agreement for the Contracted Services.**
- b. Any Agreement originating from this RFP is subject to all the Terms and Conditions specified in Section 6: Contract Requirements for Successful Proposers.



- c. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- d. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- e. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

#### **4.6 Pennsylvania's Right-to-Know Law**

Proposers should be aware that all documents and materials submitted in response to this RFP may be subject to requests for access to public records made pursuant to Pennsylvania's Right-To-Know Law (RTKL). Under the RTKL, records in the possession of a public agency like the County are presumed to be public records and the County may have to make documents and materials submitted by the Proposer available to a requestor after an award of an Agreement is made.

If the Proposer includes any information within its Proposal that the Proposer asserts is either a "trade secret" or "confidential proprietary information," as those terms are defined under the RTKL, the Proposer must include with its Proposal a written statement signed by an authorized representative of the Proposer identifying those portions or parts of its Proposal that the Proposer believes constitute a "trade secret" or "confidential proprietary information" and provide contact information to enable DHS to contact the Proposer in the event that the County receives a Right-To-Know request for the Proposal. The Proposer shall have five (5) business days from date of receipt of any notification from the County to provide a written statement signed by an authorized representative of the Proposer explaining why the Proposal or any portion thereof is exempt from disclosure as a trade secret, confidential proprietary information or other legal reason. The County shall consider this statement in either granting or denying a request for public access to the Proposal or any portion thereof. The County will notify the Proposer of its decision whether to grant or deny the request either in whole or in part.

## **Section 5: How We Will Evaluate Your Proposal**

DHS will convene an Evaluation Committee to evaluate Proposals. The Evaluation Committee will assign scores to each Proposal by awarding points based on the evaluation criteria in Section 3: Proposal Requirements and Evaluation Criteria, by using the point scale listed in Section 5.1 b.

### **5.1 Evaluation of Proposals**

The evaluation process will consist of the following steps:

- a. DHS will form an Evaluation Committee. The Evaluation Committee, which will be comprised of evaluators with expertise in the subject matter of this RFP, may include community members with lived experience, external subject matter experts, provider representative(s), representative(s) from key partners or funders, and DHS staff.
- b. All Evaluation Committee members will individually review and score each Proposal. Each Evaluation Committee member will award points for each response on a Proposer's Response Form, utilizing their personal expertise and best judgment of how the Proposal submitted by that Proposer meets the evaluation criteria in Section 3 using the following scale:
  - 0 – Not addressed in Proposal
  - 1 – Poor
  - 2 – Below expectations
  - 3 – Meets expectations
  - 4 – Exceeds expectations
  - 5 – Outstanding
- c. Each 0-5 score will be multiplied by the appropriate weight for the number of possible points noted after each evaluation criterion in Section 3. For example, for a criterion worth 15 points, the 0-5 score would be multiplied by three. An "Outstanding" response would receive 15 points, while one that "Meets Expectations" would receive nine points.
- d. DHS will tally the average scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the average scores, and arrive at a consensus on which Proposer(s) can best provide the Contract Services in response to the RFP. The Committee will have discretion to either: (1) recommend to the DHS Director that a reduced number of Proposals be shortlisted for more extensive review through a formal oral presentation to the Committee, interview or a site visit or (2) recommend to the DHS Director that DHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
- e. As described in d above, DHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, DHS may request that shortlisted Proposers make a formal oral presentation to the Evaluation Committee. Each Committee member will individually score the oral presentation of the shortlisted Proposers using the following criteria and the scale outlined in 5.1b. The maximum score that a shortlisted Proposer's oral presentation can receive is 15 points:
  - Presentation demonstrates Proposer's ability to implement the Contract Services effectively (5 points)
  - Proposer's answers to Evaluation Committee's questions demonstrate Proposer's ability to implement the Contract Services (5 points)
  - Proposer's presentation is thoughtful and well prepared (5 points)

- f. DHS will tally the scores of the members of the Evaluation Committee and report a list of average scores to the entire Committee. The Committee will meet, consider the scores and arrive at a consensus as to which Proposer(s) can best provide the Contract Services in response to the RFP.
- g. The Committee will submit its recommendation for award of an Agreement or Agreements to the DHS Director for approval. The Director will, in turn, submit a request to the County Manager for approval for the County to enter into an Agreement with the Successful Proposer(s).
- h. At any time during the evaluation process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. At any time during the evaluation process, DHS may contact a Proposer's references.
- j. As part of determining a Proposer's eligibility to enter a contract with Allegheny County, all Proposers' financial audits or other documentation will be reviewed by DHS fiscal analysts to ensure a Proposer's financial stability.
- k. The County is under no obligation to award or enter into an Agreement with a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
- l. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded an Agreement.
- m. Proposers that are not awarded an Agreement but who are interested in receiving feedback regarding their submission may request a phone call at [DHSProposals@alleghenycounty.us](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).