



Allegheny County Department of Human Services

Request for Proposals

One-Time Assistance to Support Veterans and/or their Families

RFP Posting:

Thursday, November 6, 2025

Questions Deadline:

3 p.m. Eastern Time on Friday, December 5, 2025

Submission Deadline:

3 p.m. Eastern Time on Thursday, December 18, 2025

Estimated Award Decision/Notification:

April 2026

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

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Acronyms and Definitions

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

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP
4. Contract Services: The specific services that the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement
5. DAS: [Allegheny County] Department of Administrative Services
6. DHS: [Allegheny County] Department of Human Services
7. DHS Bonfire Portal: A Bonfire webpage specific to Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire
8. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
9. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
10. Response Form: The Word document in which Proposers respond to requested information about this RFP
11. RFP: Request for Proposals
12. RFP Opportunity Page: The Bonfire webpage where the RFP and all supporting documents are listed and where the RFP submission documents must be uploaded for a Proposal to be considered for review
13. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
14. Veteran: A US veteran is an individual who has actively served (during wartime and/or combat-involved) in the military, naval, air, or space service (i.e., Army, Navy, Air Force, Marine Corps, Space Force and/or Coast Guard), including those who served full-time in the Reserves and/or National Guard.
15. VSD: [Allegheny County] Veteran Services Division

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 for one-time funding of up to \$9,999 per project to support projects, programs or activities that improve the quality of life for Allegheny County veterans and/or their families.

Award Details

We anticipate that a total of up to \$50,000 will be allocated annually for selected projects. Funds awarded to selected projects should be expended within 12 months of receiving the awarded funds.

Projects selected for funding **must** submit a W-9 to receive payment from Allegheny County. Payment will be made as reimbursement after submission of an invoice(s) that includes documentation of costs incurred.

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.

Proposers are not required to be dedicated veteran-serving organizations. DHS does not intend to contribute to an organization's general operations, administrative costs or general fundraising efforts. Funds awarded may be used only to support veterans and/or their families who live within Allegheny County.

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

Successful projects must demonstrate:

- Alignment with the goal of improving the well-being of veterans and/or their families.
- High likelihood of implementation success within 12 months.
- A reasonable and cost-effective budget for one-time funding.

Timeline

RFP Posting	Thursday, November 6, 2025
Questions Deadline	Friday, December 5 at 3 p.m. Eastern
Final Website and Q&A Update	Thursday, December 11 at 6 p.m. Eastern
Submission Deadline	Thursday, December 18 at 3 p.m. Eastern
Estimated Award Decision/Notification	April 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 2025, as a part of the County's realignment initiative, DHS assumed responsibility of the Veterans Services Division (VSD) from the Department of Administrative Services (DAS). As a part of DHS, the VSD can easily access the network of services and providers developed under DHS to address the needs of Allegheny County's veteran population. Through the VSD, DHS is committed to aiding and assisting Allegheny County veterans and their families by doing the following:

- Obtaining local, state and federal benefits that veterans and/or their families are entitled to receive
- Advocating for services and programs that will enhance the quality of life for veterans and/or their families
- Conducting outreach and encouraging collaboration between veterans and/or their families and DHS's network of service providers

Allegheny County is committed to honoring those who have served in the US Military. Historically, Allegheny County's VSD has annually contributed small amounts to veteran-serving organizations in support of their general operations. This RFP seeks to create a more strategic approach to supporting local veterans and/or their families by providing one-time funding for organizations to use to enhance their existing support(s) or to pilot new supports.

Section 2: What We Are Looking For

DHS is seeking proposals from qualified Proposers who can use one-time funds to enhance, expand or pilot new support(s) for veterans and/or their families. Projects can address gaps in services, support activities, or facilitate events that assist veterans and/or their families. Proposed projects may include, but are not limited to, the following:

- Additional transportation support
- Social enrichment opportunities
- Work assistance (e.g., covering the costs of tools, uniforms, certifications, licenses)
- Educational assistance (e.g., covering the costs of tuition, textbooks, technology)
- Childcare assistance (e.g., daycare, camps)
- Peer support opportunities

For purposes of this opportunity, DHS defines a “veteran” as anyone who actively served in the US military, naval, air, or space service (i.e., Army, Navy, Air Force, Marine Corps, Space Force and/or Coast Guard), including those who served full-time in the reserves and/or National Guard. In addition, DHS defines “family” as anyone who is an immediate, extended, or kinship relative of the veteran.

DHS does **not** intend to contribute to an organization’s general operations, administrative costs or general fundraising efforts. Funds awarded must be used only to support veterans and/or their families who live within Allegheny County.

Selected projects are expected to maintain communication with DHS and provide a final close-out report within 30 days of final expenditure of funds. The close-out report should include a brief narrative summary about the use of the funds, the project’s outcomes and the number of individuals served.

Section 3: Proposal Requirements and Evaluation Criteria

DHS will evaluate Proposals based upon the evaluation criteria listed below. Proposers must address their qualifications in their Proposal by responding to the requested items or questions in the Response Form. Proposers should download and type their responses directly into the Response Form available on the Active Solicitations webpage at <https://solicitations.alleghenycounty.us/>. The maximum score that a Proposal can receive is 90 points, as outlined in the following sections.

Service Description (70 points)

- Experience successfully delivering services to veterans and their families (15 points)
- Description of your proposed service(s) (30 points)
- Plan for using the funds within 12 months and its expected impact on veterans and their families (15 points).
- Measures you will use for determining success of the intended outcome(s) for your proposed service(s) (5 points)
- Description of your project(s) successes over the past year, if applicable (5 points)

Administration (20 points)

- Description of management components in place to administer the project and provide quality service(s) (10 points)
- A detailed budget and budget narrative that clearly explains all cost assumptions and rationale for the project budget, including a description of how funds will be utilized within 12 months of being awarded (10 points)

Section 4: How to Submit a Proposal

4.1 Submit a Proposal

- 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)
- 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/>.
- 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
- Proposers should not send any attachments other than those listed either above or in the Response Form.
- 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.

- f. **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 18, 2025, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.**
- g. 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.
- h. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: DHSProposals@alleghenycounty.us.

4.2 How to Contact DHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the [RFP Opportunity Page](#), or email us at DHSProposals@alleghenycounty.us.
 - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, December 5, 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 11, 2025, at 6 p.m. We will make every effort not to post any new information after this time; however, we reserve the right to post new information in emergency circumstances.

4.3 Other Information

- a. **The issuance of this RFP does not obligate the County to accept any Proposal or award any Proposers. The County reserves the right to reject any and all Proposals and to not award any Proposers.**
- b. Proposers are responsible for all costs related to the preparation and submission of a Proposal.
- c. Proposals become the property of the County and may become part of any subsequent award between the Proposer and the County.
- d. Successful Proposal(s) will be posted online in the DHS Solicitations Archive after an award has been fully executed by the County and the Successful Proposer(s).

4.4 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, 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 award 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. **The County is under no obligation to award a Proposer as a result of this RFP. The County reserves the right to reject any and all Proposals.**
 - k. All Proposers will be notified of the County's final decision of which Proposer(s) will be awarded.
 - l. Proposers that are not awarded but who are interested in receiving feedback regarding their submission may request a phone call at DHSProposals@alleghenycounty.us.

5.2 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- a. Received by the due date/time.
- b. Properly formatted and include responses to all requested information.
- c. Complete with all required forms and attachments.

Proposals which do not meet the above requirements will be automatically rejected and will not be presented to the Evaluation Committee.