



Allegheny County Department of Human Services

Request for Proposals

**Services that Improve Individuals' Access to
and Engagement with Mental Health Services
(Administrative Management Services)**

RFP Posting:

Friday, December 19, 2025

Informational Session:

11 a.m. Eastern Time on Thursday, January 15, 2026

Questions Deadline:

3 p.m. Eastern Time on Friday, February 13, 2026

Submission Deadline:

3 p.m. Eastern Time on Thursday, February 26, 2026

Estimated Award Decision/Notification:

May 2026

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

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Acronyms and Definitions

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

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP.
4. CIPS: The Allegheny County Department of Human Services' online Client Information and Payment System
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. County Mental Health Base Funding: State-allocated flexible funds used by counties to support a wide range of mental health services, particularly for those who are uninsured or underinsured. Base funding supports prevention, supplemental services and critical programs (e.g., student assistance programs, crisis services, housing for individuals with serious mental illness, certain types of outpatient and support services) not covered by other insurance plans or funding streams.
7. DHS: [Allegheny County] Department of Human Services
8. DHS Bonfire Portal: A webpage specific to Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire
9. Human Services Block Grant (HSBG): HSBG consists of several state funding streams that have been bundled together to provide counties with flexible funds to address locally identified human services needs that are not funded through other designated funding streams (e.g., mental health, intellectual disabilities, drug and alcohol treatment, homelessness assistance). This flexibility allows counties to reallocate a portion of funds across different service areas.
10. International Classification of Diseases (ICD): A globally recognized system for classifying and coding diseases, injuries and health conditions; used worldwide by healthcare professionals, researchers and policymakers to standardize medical terminology, track and compare health statistics, and guide diagnosis, treatment and research.
11. Office of Mental Health and Substance Abuse Services (OMHSAS): An office within the Commonwealth of Pennsylvania's Department of Human Services (PADHS) that provides oversight for services for individuals with mental illness and/or substance

use disorders. OMHSAS oversees state mental health hospitals, develops policies, licenses service providers and provides funding for behavioral health services.

12. Pennsylvania Behavioral HealthChoices Program: Pennsylvania's Medicaid Managed Care program for eligible individuals; funds physical and behavioral healthcare as well as long-term supports.
13. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
14. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
15. Response Form: The Word document in which Proposers respond to requested information about this RFP
16. RFP: Request for Proposals
17. RFP Opportunity Page: The Bonfire webpage where the RFP and all supporting documents are listed and where the RFP submission documents must be uploaded for a Proposal to be considered for review
18. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services

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

The RFP at a Glance

Purpose

Allegheny County, through its Department of Human Services (DHS), is seeking Proposals from qualified Proposers to improve access to mental health treatment and support for individuals who need assistance to appropriately engage with these services. The Successful Proposer(s) will conduct referral, linkage and coordination activities (e.g., pre-treatment engagement, benefits counseling and administrative tasks) that best address individuals' needs. Together, these services are known as "Administrative Management Services."

These services, known as "Administrative Management Services," have never been competitively procured in Allegheny County and were initially established as part of Base Service Units that once served as the point of entry for county-funded behavioral health services, but which no longer operate. Through this solicitation, DHS intends to evaluate its investments in these services to ensure they align with current community needs, are not duplicative of services offered through HealthChoices, and reach vulnerable individuals with appropriate and effective supports.

This RFP does NOT apply to HealthChoices-funded/reimbursable services.

Current Providers of DHS-funded Administrative Management Services MUST respond to this RFP to request continued funding for these services.

OPTIONAL:

Please join us for a [virtual informational session](#) on Thursday, January 15, 2026, from 11 a.m. to 12 p.m. Eastern Time. Attending the virtual session is not required to submit a Proposal. For more information, see Section 4.1.

Award Details

DHS seeks to enter into an Agreement with one or more Successful Proposers for a term of three (3) years, with a County option to renew based on the Successful Proposer's performance.

DHS will consider funding requests of any amount. We anticipate most awards will be between \$100,000 - \$300,000. Proposers must justify and explain all costs listed in their Proposal and should indicate whether their proposed project can be implemented (even on a smaller scale) if their award is less than the requested amount. DHS will consider all proposed costs for reasonableness and will negotiate final budget and contract terms with the Successful Proposer(s).

Who Can Submit a Proposal

Anyone, including but not limited to non-profit organizations, for-profit organization, small businesses and individuals, is eligible to submit a Proposal in response to this RFP (see Section 6: Contract Requirements for Successful Proposers) and have the organizational, financial and staffing capabilities to provide the Contracted Services.

Current Providers of DHS-funded Administrative Management Services MUST respond to this RFP to request continued funding for these services.

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

Timeline

RFP Posting	Friday, December 19, 2025
Information Session (see section 4.1 for details)	Thursday, January 15 at 11 a.m. Eastern
Questions Deadline	Friday, February 13 at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, February 19 at 6 p.m. Eastern
Submission Deadline	Thursday, February 26 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 behavioral health, child welfare, 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

DHS is responsible for annually administering publicly funded mental health services to more than 50,000 Allegheny County residents. Mental health services include the following:

- Prevention services
- Intervention services
- Community-based treatment services
- Community-based support and treatment-related services

- Crisis intervention services
- Residential treatment services
- Mental health temporary supported housing
- Inpatient/hospital treatment services
- Others as specified in Provider contracts

In State Fiscal Year 2023-24, State funding for mental health services was approximately \$500 million in total, and funding from the Pennsylvania Behavioral HealthChoices Program accounted for the largest portion of that total amount. We also receive mental health base funding through the Human Services Block Grant (HSBG), but these funds are limited and demand for the range of critical services and programs they can be used for has grown significantly. The services in scope for this RFP—defined by the PA Office of Mental Health and Substance Abuse (OMHSAS) as “Administrative Management Services”—are supported by these finite HSBG funds.

Administrative Management Services have never been competitively procured in Allegheny County. They were initially provided through Base Service Units that once served as geographically-based points of entry for County-funded behavioral health services, but Base Service Units no longer exist. We are issuing this solicitation so that we can evaluate our total investment in these services and ensure that they align with current community needs, are not duplicative of services offered through HealthChoices, and reach vulnerable individuals with appropriate and effective supports.

We also plan to incorporate revised contract language in contracts with Successful Proposers. The revisions will update our reporting, management and ongoing performance monitoring expectations for these services.

Section 2: What We Are Looking For

2.1 Target Population

Administrative Management Services are designed to help people access and/or appropriately engage with mental health services; this includes individuals with a diagnosed mental illness as well as those who have yet to receive a diagnosis.

While we don’t want to restrict services to any particular age range or diagnosis, you may focus your Proposal on a specific subpopulation(s), such as those facing the highest barriers to care. Be sure to clearly identify the target population(s) and include your rationale for this focus as well as evidence of your experience and success with the proposed population.

2.2 Description of Service

Proposers may offer any of the services described below or others described under “Administrative Management” in OMHSAS’s bulletin number 12-02, Section 3.20. Services should be designed to meet the needs of unengaged or under-engaged individuals or those who need support to maintain ongoing engagement in mental health services appropriate for their needs. DHS will prioritize trauma-informed and culturally responsive approaches. Further, Successful Proposer(s) must assure language access resources are made available for individuals with limited English proficiency or other communication barriers.

Services include:

- Helping individuals access appropriate mental health services
 - Conduct assessments (if not already offered as part of a HealthChoices compensable service)
 - Make referrals and facilitate linkages to services identified by assessments
 - Offer culturally responsive, individually tailored support; this should be done in a way that builds rapport with the individual, reduces stigma and smooths their entry into formal behavioral health services
 - Perform administrative tasks that are necessary for admission into services, such as:
 - Verification of diagnosis
 - Liability determination
 - Authorization for services
 - Monitor ongoing access and use of services through review of evaluations, progress notes, treatment/service plans and other written documentation
- Facilitating enrollment in public benefits (e.g., Medicaid, PA HealthChoices), providing information and assisting with applications
- On a limited basis, offering services that support engagement/retention but that can’t be provided by other care teams, such as:
 - Supportive listening and guidance to the client as well as their families and significant others
 - Developing or enhancing the client’s natural support network (i.e., contacting family, friends, school personnel and significant others to encourage their involvement)
 - Advocacy in regard to individual choice, service quality, elimination of stigma and other issues that impact quality of life
 - Connections to community-based services (e.g., housing, treatment, food resources, socialization, vocational support, benefits, medical insurance)
 - Coordination of planning with other systems (e.g., child welfare, juvenile justice), facilities, hospitals or residential placements

This RFP is NOT meant for services that are compensable via HealthChoices (e.g., case management, service coordination). Your proposed service(s) should be clearly differentiated from services that are covered by HealthChoices or private insurance.

2.3 Outcomes and Measurement

While expected outcomes may vary by the proposed service(s) and target population(s), we are interested in services that aim to do one or more of the following:

- Improve access to mental health services for highly vulnerable, hard to engage or disengaged populations
- Reduce client waiting times, especially for high acuity services (e.g., services for high risk individuals with severe symptoms, complex conditions, and a need for intensive care)
- Divert clients from more restrictive and/or involuntary settings
- Increase and maintain enrollment in HealthChoices

Successful Proposer(s) will be responsible for collecting and sharing data with DHS through our Client Information and Payment System (CIPS). We will work with the Successful Proposer(s) to determine what data will be included. At a minimum, Successful Proposer(s) will have to report individuals' first and last name, date of birth and legal sex for each service episode and with each monthly invoicing.

2.4 Budget

DHS will consider funding requests of any amount. We anticipate most awards will be between \$100,000 - \$300,000. Proposers should indicate whether proposed projects can be implemented, even on a smaller scale, if the award is less than the amount requested.

DHS seeks to enter into an Agreement with one or more Successful Proposers for a term of three (3) years, with a County option to renew based on performance.

Proposers must include a line-item budget and detailed budget narrative that justifies and explains all costs listed in the Proposal. We will consider all proposed costs for reasonableness and will negotiate final budget and contract terms with the Successful Proposer(s).

2.5 Staffing & Staff Qualifications

Proposals must include a staffing plan with a breakdown of all proposed employees (full-time and part-time) and sample job descriptions for each position.

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

Section 3: Proposal Requirements and Evaluation Criteria

DHS will evaluate Proposals based upon the criteria listed below. Proposers must address these criteria 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 110 points, as outlined in the following sections.

Proposer(s) proposing to provide multiple services (e.g., services with different scopes and budgets) should submit a separate response for each proposed service.

Organizational Experience (15 points)

- Description of organizational experience in providing the proposed (or comparable) service(s) to the target population(s), including documented outcomes or performance metrics achieved (10 points)
- Description of your approach (including examples of organizational commitment) to serving all individuals regardless of race, ethnicity, religion, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency and/or life experiences (5 points)

Proposed Service(s) (75 points)

- Description of proposed service(s); include the scope of the service(s), core components and service delivery methods. In addition, a description on why the proposed service is not HealthChoices compensable (15 points)
- Description of target population(s) including a justification for their selection, approach to meeting the target population(s) needs in a culturally responsive manner, and plan for engaging individuals who are hard to engage and/or face high barriers to care (10 points)
- Description of anticipated outcomes, including the data that you plan to collect and track to measure success. Please describe any evidence-based or research that supports your anticipated outcomes, if applicable (15 points)
- Plan for discharging individuals, including strategies to ensure that they will have access to ongoing mental health services if connections no longer exist (10 points)
- Plan for collecting monitoring and reporting data through DHS's Client Information and Payment System (CIPS) (10 points)

- Plan for staffing the proposed services(s), including role descriptions, staff qualifications, staff-to-client ratios, caseload expectations and supervision structure. Include résumés for staff already identified (10 points)
- Description of the strategies you will use to recruit, hire and retain staff, including ongoing training to ensure the delivery of quality service(s) (5 points)

Budget and Budget Narrative (20 points)

- A detailed line-item budget that reflects a realistic estimate of annual costs (10 points)
- A detailed budget narrative that clearly explains all assumptions and justifies all line items in the proposed budget (5 points)
- Indicate whether service(s) can be implemented if the full requested amount is not awarded, even if at a smaller scale (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, January 15, 2026, from 11 a.m. to 12 p.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: 621 522 889#
 - 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_NGlxZDJhYjgtZmRlNS00NjRjLWJhZWltNzczNjBiZWlzM2Zh%40thread.v2/0?context=%7b%22Tid%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, February 26, 2026, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.

- h. All Proposals must be submitted before the deadline! Once the deadline has passed, the [RFP Opportunity Page](#) will no longer accept Proposals. If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- i. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: DHSProposals@alleghenycounty.us.

4.3 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.
 - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, February 13, 2026.
 - b. You may submit technical or logistical questions at any time, even after the Questions Deadline.
- b. All information about the RFP, including answers to all content-related questions and any changes or amendments, will be posted on the Bonfire [RFP Opportunity Page](#) and on our Active Solicitations website at <https://solicitations.alleghenycounty.us/>. Once you have created an account and indicated you are interested in this RFP, you will receive automatic email updates through Bonfire when any questions, changes or amendments are available.
 - a. Please check our DHS Bonfire Portal and the website regularly for answers to questions, additional information and changes to the RFP or the RFP process.
 - b. The webpage will be updated only on Thursdays, with any new information visible after 6 p.m.
 - c. The last Q&A and website update for this RFP will be on Thursday, February 19, 2026, 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.

5.2 Other Requirements

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

- a. Received by the due date/time.

- b. Properly formatted and include responses to all requested information.
- c. Complete with all required forms and attachments.

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

Section 6: Contract Requirements for Successful Proposers

In order to enter into an Agreement with the County, Successful Proposers must comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. In addition, Successful Proposers must be able to meet the insurance requirements necessary to provide the Contract Services. Additional details about contracting with Allegheny County and the insurance requirements are available in the [DHS General Requirements/Contract Specifications Manual](#) and the [Insurance Requirements Overview](#).

6.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Business Enterprises and expects that Successful Proposers will make a “good faith effort” to help the County meet these goals.

- a. All Proposals must include a completed Allegheny County DHS Combined MWDBE Form and supporting documents. The Allegheny County DHS Combined MWDBE Form should be completed as follows:
 - All Proposers must complete Section 1 – Contact Information and attach their MWDBE Diversity Plan (see Section 4 – Sample Diversity Policy).
 - If the Proposer can meet the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement. Proposers also must attach the MWDBE certifications of the firms cited in the Participation Statement.
 - If the Proposer would like to request a waiver from participating in the MWDBE contract goals, the Proposer should complete Section 2 – MWDBE Participation Statement and Section 3 – MWDBE Participation Waiver Request Form.
- b. MWDBE forms and resources can be found on the [RFP Opportunity Page](#) and through the links provided below:
 - [Allegheny County DHS Combined MWDBE Form](#)

- MWDBE Resources
 - [MWDBE Contract Specifications Manual](#)
 - [MWDBE Guide for DHS Proposers](#)
- c. For more information about MWDBEs, visit the [Allegheny County Department of Equity and Inclusion website](#).
- d. A listing of certified DBE vendors can be found at <https://paucp.dbesystem.com>.

6.2 Veteran-Owned Small Business (VOSB) Requirement

Allegheny County also has a goal of 5% participation for veteran-owned small businesses (VOSB) in all contracts. The County, therefore, expects that Successful Proposers will make a “good faith effort” to help the County meet this goal.

- a. A veteran-owned small business is defined by the County as a business having 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans. The VOSB vendor **MUST** provide proof of veteran ownership including percentage and name and address of business.
 - For contracts under \$100,000, VOSB vendors are from all bonding requirements.
- b. All Proposals must include either of the following:
 - If the Proposer can meet the VOSB contract goal, a completed VOSB Participation Statement is required. You must also attach a copy of the VOSB vendor(s) DD 214 discharge form(s) cited in the Participation Statement.
 - If the Proposer requests a waiver from participating in the VOSB contract goal, a completed VOSB Participation Statement and VOSB Waiver Request are required.
- e. VOSB forms and resources can be found on the [RFP Opportunity Page](#) and through the links provided below:
 - [VOSB Participation Statement](#)
 - [VOSB Waiver Request](#)
- c. A listing of Small Businesses, Small Diverse Businesses, and Veteran Business Enterprises (SB, SDB, and VBE) can be found at www.dgs.internet.state.pa.us/suppliersearch.

6.3 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

6.4 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications that begin on page 14 of the [DHS General Requirements/Contract Specifications Manual](#), available at www.alleghenycounty.us/dhs/solicitations.
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

6.5 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

6.6 Language Diversity Requirements

Successful Proposer(s) must assure resources are secured and/or made available for participants/consumers/clients with limited English proficiency or other communication barriers. Such actions shall include but not be limited to assessing the need for interpreters, evaluating the need for alternate language materials, identifying internal and external resources to meet identified needs, and accessing services contracted by DHS through their assigned contract monitor(s).