



Allegheny County Department of Human Services

Request for Proposals

Housing-Focused Outreach for Individuals who are Unhoused

RFP Posting:

Tuesday, December 9, 2025

Questions Deadline:

3 p.m. Eastern Time on Friday, January 23, 2026

Submission Deadline:

3 p.m. Eastern Time on Thursday, February 5, 2026

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. 3-1-1: City of Pittsburgh's non-emergency municipal services request telephone number
2. 9-8-8: National Suicide & Crisis Lifeline operated locally by resolve Crisis Services
3. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
4. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
5. Allegheny Link: Allegheny County's single, coordinated access point for homelessness and housing services; available by phone, email or in-person
6. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP.
7. Continuum of Care: The array of housing options and services for people experiencing or at risk of homelessness
8. 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
9. Contracted Outreach: Street outreach teams with a specific contract with Allegheny County DHS
10. DHS: [Allegheny County] Department of Human Services
11. 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
12. First Responders: Trained emergency response professionals (e.g., police, firefighters, paramedics) who are typically dispatched by 9-1-1
13. HMIS: Allegheny County's Homeless Management Information System
14. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
15. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
16. Real-Time Response: Outreach teams dispatched to support unhoused individuals or groups in immediate need throughout Allegheny County
17. Response Form: The Word document in which Proposers respond to requested information about this RFP
18. RFP: Request for Proposals
19. 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

- 20. Sheltered Homelessness: Situations in which individuals are living in temporary supervised public or privately operated shelters
- 21. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
- 22. Uncontracted Outreach: Street outreach teams in Allegheny County that do not have a contractual relationship with Allegheny County DHS
- 23. Unhoused Individuals: Individuals or groups experiencing unsheltered or sheltered homelessness
- 24. Unsheltered Homelessness: Situations in which individuals are living on the street, in encampments or in abandoned buildings

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 Proposal(s) from qualified Proposers to provide housing-focused and related outreach services for people experiencing homelessness.

Award Details

DHS intends to enter into an Agreement with one or more Successful Proposers for a term of one year with a County option to renew based on the performance of the Proposer. Funding allocations for the services will be determined and awarded on an annual basis.

DHS is not prescribing a budget for the services and will consider funding requests of any amount. However, we anticipate awarding Housing-Focused Outreach contracts totaling no more than \$1.5 million. Proposers should indicate whether proposed services can be implemented if awarded less than the requested amount, even if on a smaller scale. Given the landscape of existing funding and outreach providers, it is likely that we will award multiple contracts for partial operating funding.

Proposers should provide a realistic estimate and justification of costs. We will consider all proposed costs for reasonableness and the final budget and will negotiate contract terms with the Successful Proposer(s).

Who can submit a Proposal

Anyone, including but not limited to non-profit organizations, municipal government, for-profit organizations, small businesses and individuals, is eligible to submit a Proposal in response to this RFP. Proposers do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County's contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted Services.

Please be aware: If you have a current Contracted Outreach contract with Allegheny County DHS, you must submit a Proposal in order to continue contracting with the County for currently-provided 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 4.1.c for details.

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

We are interested in contracting with partners that:

- Have experience working with people experiencing homelessness
- View shelter and housing as a critical first step toward meeting other individualized goals
- Are interested in working alongside Allegheny County, the City of Pittsburgh and other municipal partners on joint efforts to house people experiencing Unsheltered Homelessness
- Will adopt DHS-provided technologies and tools to enable outcomes monitoring, data tracking and Real-Time Response assignments to homelessness-related needs
- Are willing to structure their staffing and hours of operation to include some nights and weekends, as well as standard business hours

Timeline

RFP Posting	Tuesday, December 9, 2025
Questions Deadline	Friday, January 23 at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, January 29 at 6 p.m. Eastern
Submission Deadline	Thursday, February 5 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.

The Allegheny County Continuum of Care (CoC) is made up of the array of housing options and services for people experiencing or at risk of homelessness, including shelter, housing and supportive services; outreach, engagement and assessment; and prevention strategies. DHS supports the CoC by assuming day-to-day and operational responsibilities. We are committed to addressing the needs of those experiencing or at risk of homelessness with all available services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

Section 1: Why We Are Issuing This RFP

Allegheny County is committed to reducing homelessness, particularly Unsheltered Homelessness, with services and supports that include multiple outreach teams. DHS has expanded outreach services in the post-pandemic years as the community of unhoused people has expanded rapidly. Now, for the first time, we are issuing a solicitation for these services.

This solicitation clearly articulates the type of outreach we are interested in funding. These standards are informed by years of experience serving this population as well as published materials such as the Housing Focused Street Outreach publication and toolkit from the National Alliance to End Homelessness: <https://endhomelessness.org/resources/toolkits-and-training-materials/housing-focused-street-outreach-framework/>.

Section 2: What We Are Looking For

DHS seeks to build a strong Continuum of Care in Allegheny County in which first responders, outreach teams and housing providers work together to shelter and house our most vulnerable neighbors. We envision creating a system where Contracted Outreach providers are responsible for key geographic areas where they regularly canvass and engage people experiencing homelessness and build relationships with relevant businesses, community partners and first responders. Depending on your organizational capacity and familiarity with Allegheny County, we will consider Proposals that focus on specific municipalities, a larger cluster of attached communities and/or neighborhoods, or the entire County.

In addition to geographic focus, we envision building digital and manual tools that will assign Contracted Outreach providers to Real-Time Response dispatches from a variety of sources (e.g., first responders, 3-1-1, 9-8-8, other outreach teams). These Real-Time Response assignments may be within or outside of areas of geographic focus.

Dispatch and data collection technology will be vital to communication among Contracted and Uncontracted Outreach teams and other key partners, including DHS and the City of Pittsburgh. We envision equipping Contracted Outreach providers with tools to connect people in real-time with the Allegheny Link, conduct pre-eligibility screening for housing and other services, and even to make referrals and warm hand-offs to those services. In this way, we see Contracted Outreach as the glue between first responders, people experiencing homelessness, and the housing and social services systems.

We are interested in Proposals from Outreach Providers who want to be part of this Continuum of Care, working closely with DHS, the City of Pittsburgh, other municipal

governments, businesses and community partners to help people experiencing Unsheltered Homelessness take their first steps toward stable housing.

Successful proposals will include a statement of mission and approach as well as a staffing plan and budget. Proposers must demonstrate their ability to do the following:

- Adopt a program model that includes working with government, first responders and housing providers to achieve program goals
- Establish relationships with people experiencing homelessness in selected geographic areas
- Accept Real-Time Response assignments during traditional business hours, as well as some nights and weekends to support people experiencing homelessness
- Conduct outreach, as needed, to libraries, bus and train stations and other places where people experiencing homelessness may spend time during the day or evening
- Become expert in shelter, housing, and social service and resource navigation
- Work closely with housing providers to help people successfully move into shelter and permanent housing
- Provide support that is considerate of each individual's situation and encouraging them to accept shelter and housing or suggesting alternative safe arrangements they may consider
- Provide reasonable coverage at all hours of the day and all days of the week
- Provide training and supervision for outreach staff utilizing, among other resources, the Housing Focused Street Outreach Framework by the National Alliance to End Homelessness: https://endhomelessness.org/wp-content/uploads/2025/02/NAEH_Housing-Focused-Street-Outreach-Framework.pdf.

A. Organizational Experience

The Successful Proposer(s) must be committed to providing high-quality, culturally competent services such that all people 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 experience and/or the demonstrated capacity to work with people with mental health, substance use and behavioral issues.

Proposers may, but are not required to, identify target populations of special interest/experience (e.g., youth, people identifying as transgender, veterans, people who are chronically homeless, people with serious mental illness, people who use drugs and alcohol). In addition, bilingual teams and/or teams are familiar with working with the

LGBTQIA+ communities are encouraged to response and document their expertise in their Proposal.

B. Physical Location

DHS does not require or encourage Proposers to identify a physical building or location and will assist Successful Proposers to identify space where outreach staff can meet clients. Drop-in locations are not in scope.

C. Staffing & Staff Qualifications

The Successful Proposer(s) will strive to establish a staffing complement that reflects the diversity of people served. Lived experience with homelessness within the current staff and/or hiring practices is encouraged.

Staff must pass all relevant clearances and have, at a minimum, the following:

- 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, Harm Reduction and Mental Health First Aid, or similar training/experience
- CPR and first aid certification and Narcan administration training (may receive these certifications post-hiring but pre-employment)

D. Budget

Proposers must submit a one-year budget and budget narrative for proposed services. The budget must include at least the following categories:

- Start-up costs, if any
- Staffing expenses
- Concrete goods to support engagement (e.g., bus passes, food, supplies).
- Client transportation to shelter/housing
- Administrative expenses

E. Outcomes

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

- High level of engagement with people experiencing homelessness, including:
 - Proactive identification of emerging tents/encampments and same-day response and engagement
 - Prompt Real-Time Response and engagement the same day that referrals are received from DHS or a partner organization

- Completion of housing assessments via Allegheny Link
- Success in supporting people to accept shelter, housing, reconnection with family or natural supports and/or other social services
- Strong business and community relationships

F. Data Collection and Evaluation

The Successful Proposer(s) must collect data as specified by DHS, initially via the Allegheny County Homeless Management Information System (HMIS). However, we will eventually expand data collection and entry requirements to include specific outreach assignment and tracking applications.

The following data, at a minimum, must be tracked and shared with DHS:

- Identifying information about people served
- Identifying information about people who exited
- Offers of shelter, housing and other social services

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. Proposers must address your qualifications by responding to the requested items or questions in the Response Form. Download and type your 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 100 points, as outlined in the following sections.

Organizational Experience (20 points total)

- Description of experience providing the proposed service(s) or offering comparable services for the target population, including a description of how that experience translates to your proposed service(s)(10 points)
- Description of philosophy and values as they apply to the proposed service(s) (5 points)
- Description of approach and examples of organizational commitment to providing high-quality care and services that make all individuals 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 (5 points)

Service Description (50 points)

- Description of proposed service(s), including engagement and referral procedures, hours of operation (daytime and evening hours, days of the week, nights/weekends) and key populations of interest, if specified (25 points)
- Description of key geographic areas of interest (up to and including the whole County) and an explanation about any areas within your proposed geographical area that you plan to exclude from services (e.g., municipalities or neighborhoods you are unable to reach/serve) (25 points)

Program Staffing and Administration (10 points total)

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

Budget and Budget Narrative (20 points total)

- A detailed one-year line-item budget that reflects a realistic and cost-effective estimate of the operational costs associated with the first year of providing the proposed service(s). If you include any startup cost(s), identify them and indicate which cost(s) would not recur in subsequent years (10 points)
- A detailed budget narrative that clearly explains all costs and justifies all line items in your proposed budget (10 points)

Section 4: How to Submit a Proposal

4.1 Submit a Proposal

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

- Collaborative Proposals, in which two or more entities partner to apply together, are permitted. Collaborative Proposals can include:
 - i. Lead Agency: The County can enter a contract with only one partner of a Collaborative Proposal. Therefore, a Collaborative Proposal must identify one entity as the Lead Agency that will be the contracting party with the County. The Lead Agency should be the Proposer.
 - ii. Partners: Partners must be committed to a role in carrying out the Contract Services and 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 5, 2026, to be considered for review. If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at DHSProposals@alleghenycounty.us or (412) 350-6352.**
- h. All Proposals must be submitted before the deadline! Once the deadline has passed, the [RFP Opportunity Page](#) will no longer accept Proposals. If a Proposal is late, it will be rejected and will not be presented to the Evaluation Committee (as described in Section 5 below) for review and scoring.
- i. Proposers will receive an email acknowledging receipt of their Proposal. If a Proposer does not receive this notification within 48 hours of submitting their Proposal, please contact: DHSProposals@alleghenycounty.us.

4.2 How to Contact DHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the [RFP Opportunity Page](#), or email us at DHSProposals@alleghenycounty.us.
 - a. All content-related questions must be submitted by the Questions Deadline at 3 p.m. Eastern Time on Friday, January 23, 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, January 29, 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.

4.3 New Provider Requirements

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

4.4 Other Information

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

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

4.5 Pennsylvania's Right-to-Know Law

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

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

Section 5: How We Will Evaluate Your Proposal

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

5.1 Evaluation of Proposals

The evaluation process will consist of the following steps:

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