

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

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

**January 8, 2026**

- 1. On page 4, under Award Details, the RFP states that "most awards will be between \$100,000 - \$300,000." Could you clarify whether this award amount is annual or for the entire three (3)-year contract term?**

This is an annual allocation amount.

- 2. Is the County open to negotiating subsequent years of the contract to account for COLA and inflation, or is the expectation to remain within \$100,000–\$300,000 each year for the next three (3) years?**

Notably, the state funding source that supports this service (County Mental Health base funds within the Human Services Block Grant) typically does not increase year-over-year. DHS will consider requests to amend initial allocations for increased costs in subsequent years within the limits of our funding constraints.

- 3. The RFP also states, "DHS seeks to enter into an Agreement with one or more Successful Proposers." Are you able to share how many providers will be selected?**

DHS intends to enter into a three-year Agreement with one or more Successful Proposers to provide Administrative Management Services. However, the issuance of this RFP does not obligate the County to enter into an Agreement with any Successful Proposer(s).

The total number of Successful Proposers will be determined based on the Proposals received and at the County's discretion.

- 4. What is the total funding amount allotted for this service/RFP?**

DHS has not established a total funding amount allotted for this service (Administrative Management Services). We anticipate most awards will be between \$100,000 - \$300,000 but will consider requests of any amount.

Proposers must justify and explain all costs listed in their Proposal and should indicate whether their proposed project can be implemented if their award is less than the requested amount, even on a smaller scale. DHS will consider all proposed costs for reasonableness and will negotiate the final budget and contract terms with the Successful Proposer(s).

The total number of Successful Proposer will be determined based on the Proposals received and at the County's discretion. This RFP does not obligate the County to enter into an Agreement with any Successful Proposer(s).

**5. What is the reimbursement model? Is this program funded?**

DHS may reimburse the Successful Proposer(s) in one of two ways:

- 1) Based on costs incurred for service delivery (i.e., Program-funded). Supportive documentation will be required from the Successful Proposer(s).
- 2) Based on a negotiated rate per unit of service delivered (i.e., Fee-for-Service).

Proposers may indicate and justify their preferred reimbursement model for their proposed project. DHS will consider Proposers preferred reimbursement model and will negotiate the final reimbursement model with the Successful Proposer(s).

**6. What is the current service volume?**

In State Fiscal Year 2024-2025, Administrative Management Service providers reported serving more than 6,500 individuals. However, the service volume may vary between each program and provider.

**7. What are the caseload expectations?**

Caseloads may vary based on Proposers' proposed service(s) and target population(s). Proposers should identify the number of individuals they expect to serve and caseload expectations.

**8. Are there any data reporting and performance monitoring requirements you can share?**

While expected outcomes may vary based on Proposers' 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). DHS 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.