



Allegheny County  
Department of  
Human Services

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

Information Session

Thursday, January 15, 2026

Allegheny County Department of Human Services

# Agenda

## Welcome

Aaron Thomas – Procurement Coordinator, Office of Administration (OA), DHS

Maisha Howze - Senior Advisor, Office of Administration (OA), DHS

## **RFP for Services for Individuals Who Need Support to Access or Appropriately Engage with Mental Health Services**

Melissa Medice, Adult Mental Health Program Manager,  
Office of Behavioral Health (OBH), DHS

Tammy Delahunty, Child & Adolescent Mental Health Program Manager,  
Office of Behavioral Health (OBH), DHS

## **RFP Process, Evaluation and Timeline**

## Questions

# Why issue the RFP?

**In Allegheny County, DHS is responsible for administering mental health services to more than 50,000 residents County-wide.**

Through its Human Services Block Grant, DHS currently supports the services in scope for this RFP – defined by the PA Office of Mental Health and Substance Abuse (OMHSAS) as “Administrative Management” services.

**Administrative Management services have never been competitively procured in Allegheny County.**

**Through this solicitation, DHS intends to evaluate its investments in these services to:**

- Ensure they are aligned with current community needs;
- Not duplicative of services offered through HealthChoices;
- Reaching vulnerable individuals with appropriate and effective supports; and
- Reestablishing management, monitoring, and data collection.

# What are we looking for?

## Description of Services

- Proposers **may** offer any service described in the RFP or otherwise aligned with the description of “Administrative Management” in [OMHSAS’s bulletin number 12-02, Section 3.20](#).
- Services **should** be designed to meet the needs of individuals who are un- or under-engaged, or who need support and coordination for ongoing engagement, in mental health services appropriate for their needs.
- Proposers **must** clearly differentiate their proposed services from those that are covered by HealthChoices and private insurance – as the RFP is not meant for services that are compensable via HealthChoices, such as Case Management or Service Coordination.
- **Note:** Proposers who are interested in proposing multiple services should **not** submit a Proposal for each proposed service. Instead, Proposers should tailor their responses to account for each of the services they are proposing to provide.

# What are we looking for?

## Examples include:

- 1) Assisting individuals to access culturally responsive, individually tailored behavioral health services, such as:
  - Conducting assessments not already offered as part of a HealthChoices;
  - Making referrals and linkages to services indicated by assessments; and
  - Supports that reduces stigma and builds rapport to smooth pathways to formal behavioral health services.
- 2) Supporting individuals to obtain / utilize public benefits, including providing information on Medicaid and PA HealthChoices, and assisting with applications;

# What are we looking for?

## Examples (continued):

3) On a limited basis, offering services that cannot be provided by other care teams and support engagement/retention in needed mental health services, such as:

- Providing supportive listening and guidance in problem-solving to individuals, their families and significant others;
- Contacting family, friends, school personnel and significant others to develop or enhance individuals' natural support network;
- Advocating to improve individuals' life situations, promote individual choice, improve services, eliminate stigma, and more;
- Connecting individuals with resources and supports to enable them to live in the community such as but not limited to housing, treatment, resources for food, socialization, vocational support, financial benefits and medical insurance.
- Coordinating service planning with state psychiatric hospital(s) and other out-of-home placement facilities with other systems, such as child welfare or juvenile justice.

# What are our expected outcomes?

## **Better Engagement & Client Experience**

DHS is 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 unengaged/disengaged populations.
- Reduce client waiting times, especially for high acuity services.
- Divert from more restrictive and/or involuntary settings.
- Increase and sustain in HealthChoices enrollment.

## **Increased Monitoring & Accountability**

Successful Proposer(s) will be responsible for collecting and sharing data with DHS through our Client Information and Payment System (CIPS).

At a minimum, Successful Proposer(s) will be responsible to report individuals' first name, last name, date of birth and legal sex entered at time of service or concurrent with monthly invoicing.

# Proposal Budgets:

All proposals must include a detailed budget that clearly outlines anticipated costs. Budgets will be evaluated for reasonableness, efficiency, and alignment with proposed scope of work.

Please note:

- **Funding Limitations:** The total award is subject to funding constraints and may not fully support all proposed activities. Applicants should design budgets that are scalable.
- **Budget Narrative:** A brief narrative must accompany the budget, explaining major cost categories, assumptions, and any in-kind contributions or leveraged resources.
- **Allowable Costs:** All costs must comply with applicable federal, state, and local regulations.

**DHS will consider funding requests of any amount but anticipates most awards will be between \$100-300k.**







## Staffing Plans:

Proposers must provide a staffing plan that includes:

- A breakdown of planned full-time employees and part-time employees,
- Sample job descriptions for each position,
- A demonstration that their proposed staff possess the appropriate qualifications, education, skills and experience for their role.

**Note:** These details should be commensurate with guidance under the OMHSAS Administrative Management cost center.

# **RFP Process, Evaluation and Timeline**

# Responding to a Request for Proposals (RFP)



**Read the RFP carefully, noting due dates**

1. The RFP and all corresponding documents can be found on our [Active Solicitations Webpage](#) and on our [DHS Bonfire Portal](#).



**Complete the Response Form, stay within page limits**



**Prepare the required documents listed in the RFP:**

1. Form for Allegheny County's Minority, Women or Disadvantaged Business Enterprise (or MWDDBE) program
2. Forms for Allegheny County's Veteran-Owned Small Business (or VOSB) program
3. W-9



**Create a free account on the [DHS Bonfire Portal](#)**

Select **Login/Register** and then **New Vendor Registration**



**Submit your response**

1. Under **Submissions**, select **Create Submission**
2. Upload and submit your completed response form and other required materials by the due date

# Helpful Tips for Responding to an RFP

Check our Active Solicitations Webpage often or create an account on our [DHS Bonfire Portal](#).

*All information for this RFP will be communicated through [Bonfire](#) as soon as it's available for the public.*

*Updates are made on the [Active Solicitations Webpage](#) every Thursday*

A diverse Evaluation Committee will review proposals

*Be very detailed and take advantage of page counts*

*Follow instructions and answer every part of a question*

Ask questions!

*Reach out through Bonfire's Vendor Discussion feature*

*You can also email [DHSProposals@AlleghenyCounty.US](mailto:DHSProposals@AlleghenyCounty.US)*

# Contracting with the Successful Proposer(s)

**Successful Proposers will receive a Notice of Intent to Award**

*Any award is contingent on successful negotiation of the budget, final contract terms and the completion of the County's internal Executive Action and MWDBE and VOSB approval processes.*

**If you are a New Provider, you must complete our New Provider Onboarding**

*This includes, but is not limited to:*

*\*Board Member Contact Information, if applicable*

*\*2 years of audited financial statements or other financial documentation*

*\*3 letters of support*

**Contract document collection and negotiation begin**

*Contracts and Fiscal will reach out to collect required documentation, if necessary.*

*Program leads will reach out to begin discussing project specifics and negotiate the final budget and contract terms.*

## RFP Timeline

Event	Date
Info session & slides posted to website	Tuesday, January 27, at 6 p.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
Estimate award decision/notification	May 2026

# Q&A

**Thank you for attending our RFP  
information session!**

You may type your questions in the chat  
or unmute yourself to ask your question orally.

All answers given orally are preliminary.

Final answers will be posted in writing on our  
website.



# Allegheny County Department of Human Services