

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

RFP for an Implementation Partner for the Existing ACTES Program, a Component of Allegheny County's Community Violence Reduction Initiative, in the South Hilltop

<b>Amendment</b>
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**April 17, 2025**

The RFP has been amended to include a standard sample budget for the current ACTES sites, titled Appendix D: ACTES FY25 Sample Standard Budget. This has been updated to the following:

## **Contents**

Acronyms and Definitions

The RFP at a Glance

Section 1: Why We Are Issuing This RFP

Section 2: What We Are Looking For

Section 3: Proposal Requirements and Evaluation Criteria

Section 4: How to Submit a Proposal

Section 5: How We Will Evaluate Your Proposal

Section 6: Contract Requirements for Successful Proposers

Appendices are available through the provided links and can be found on the [RFP Opportunity Page](#) and on the [Active Solicitations Webpage](#).

[Appendix A: Root Causes of Community Violence](#)

[Appendix B: The ACTES Program](#)

[Appendix C: Standards for Safe Working Spaces](#)

[Appendix D: ACTES FY25 Sample Standard Budget](#)

## Section 2: What We Are Looking For

### 2.4 Budget

Proposed budgets should build upon the following core ACTES team budget for direct staff (Table 3).

In addition, a standard sample budget has been provided for review in [Appendix D: ACTES FY25 Sample Standard Budget](#). Proposers must propose their own budget and budget narrative, however, this sample budget should provide Proposers with a baseline to work from.

April 17, 2025

- 1. Being that this is an existing program in our community with a full group of staff, paid office space, and expenses, is it possible to receive the current budget for their current operations?**

Please refer to [Appendix D: ACTES FY25 Sample Standard Budget](#) to review a sample budget for the current ACTES sites.

May 8, 2025

- 2. What are the reasons for transitioning the ACTES Program from the current operator to a new implementation partner?**

Due to unforeseen circumstances, the program is currently being operated by the contracted fiscal sponsor without an implementing organization involved. For that reason, we are re-procuring the contract to ensure that we have the necessary infrastructure in place to support the program.

- 3. What is the current address of the ACTES Program in Allentown?**

For safety reasons, the program does not publicly disclose the exact location of the ACTES site in Allentown. DHS will provide all significant details regarding the existing program resources (including the office space) necessary for program planning and implementation with the Successful Proposer prior to executing a contract.

**4. When does the current lease for the facility expire?**

DHS will provide all significant details regarding the existing program resources (including the office space) necessary for program planning and implementation with the Successful Proposer prior to the execution of a contract.

**5. What is the current condition of the program's van?**

The van meets programmatic standards in its current condition.

**6. Could you provide job descriptions for each position? Alternatively, could you share information regarding the qualifications, education, and experience required for each role?**

The [attached job descriptions](#) include the responsibilities of and qualifications for each position.

**7. The RFP notes that the current employer of record manages the Transitional Jobs (TJ) component and that the Successful Proposer may assume this responsibility. When is the anticipated transition date for the TJ component to the new provider?**

The employer of record is responsible for collecting timesheets from the ACTES site, issuing payments directly to participants and general HR tasks. DHS maintains the contract with the employer of record and does not anticipate changing this structure.

The Successful Proposer will be responsible for ensuring that the Transitional Job Worksite provides a safe and meaningful experience for ACTES participants. Currently, the South Hilltop ACTES site has an existing community-based partner serving as the Transitional Job (TJ) Worksite. However, moving forward, the Successful Proposer may be responsible for identifying additional or alternative TJ Worksites, as needed, in collaboration with community-based organizations and other stakeholders and maintaining a productive working relationship with any TJ Worksite.

**8. Is it possible to share any historical program data, such as participant volume and outcomes?**

ACTES South Hilltop enrolled its first participant into Level 1 in February 2024. At that time, the team was also engaging two participants in the Pre-Program phase. Six participants were eligible to begin the transitional jobs component of the program (Level 3) in February 2025. As of March 30, 2025, the South Hilltop ACTES program had 18 participants enrolled in Levels 2-4. No participants have completed the program.

The South Hilltop ACTES site has had success in connecting participants to non-subsidized employment opportunities and addressing other human service needs.

**9. What is the current participant volume? What volume is anticipated, and what are the annual volume expectations moving forward?**

As of March 30, 2025, the South Hilltop ACTES program had 18 participants enrolled in Levels 2-4. At maximum capacity, the Successful Proposer will be expected to engage up to 20 Participants at a time across Levels 2-4 and 30-40 Participants annually in Level 1, with the understanding that Participants will move through the Levels at their own pace and not all Level 1 Participants will adhere to the program. The goal of Level 1 is for ACTES staff members to relentlessly engage participants, build trusting relationships, assess participant needs, and educate participants about the ACTES program. Level 1 lasts for up to 12 months but advancing faster does not extend the service period of subsequent levels.

May 15, 2025
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**10. Could you please elaborate on the facility space, including its condition, square footage, and specifications?**

The current office space used by the ACTES South Hilltop team meets minimum programmatic needs, safety/security expectations, and includes multiple private office spaces for staff members and a secure conference room used for Cognitive Behavioral Therapy (CBT) and professional development sessions. Prior to executing a contract with the Successful Proposer, DHS will provide all significant details regarding the existing program resources necessary for program planning and implementation.

**11. Purchased security personnel are included in Appendix D. Is this a required component? Have there been any incidents the implementing partner should be aware of? Based on the listed cost, how many hours of coverage are provided? Are security personnel limited to transitional job sites only? Will security personnel be contracted by the implementing partner or DHS?**

ACTES is designed to serve only those individuals at highest risk of gun violence involvement. One factor considered in determining eligibility for the program is whether an individual carries a firearm or has easy access to a firearm. While the Successful Proposer should anticipate that some or all participants will carry a firearm or have easy access to one, weapons are *not* permitted on ACTES sites. Therefore, all program participants, staff members, and visitors of ACTES sites are required to participate in a security screening process. This process is necessary to ensure that no weapons, unauthorized electronic devices, or other forbidden items are brought into the program location where they could pose a risk to the safety of participants, staff, and/or visitors. The Successful Proposer will be required to record any incidents that violate the safety protocols for ACTES, requiring a Participant to be sent home from programming. The Successful Proposer will work to resolve the incident in a way that supports the Participant to continue progressing through the program, as is safe and appropriate for all Participants and staff.

The Successful Proposer is responsible for providing sufficient oversight to ensure that security staff consistently follow the process described below whenever participants are scheduled to be in the building. DHS allocates funding to ensure that all safety and security expectations can be met and reimburses funds based on actual expenses incurred. Security services may be contracted through a third-party security service or facilitated directly by the Successful Proposer according to the following procedures:

1. The person being screened removes any bags and jackets, empties their pockets and places all belongings on the table located near the metal detector to be searched by the Screener
2. The Screener searches all bags and jackets by opening all zippers/pockets/containers and investigating the contents
3. If the person being screened is a program participant, they turn in any personal electronic devices in their possession. The Screener logs and stores the device(s).
4. The person being screened walks through the metal detector.
5. Only when the metal detector does not indicate any alerts, can the person being screened proceed into the ACTES program location.
  - a) If the metal detector goes off, the Screener will prompt the individual being screened to remove any items they may have forgotten (belts, keys, etc.) and pass through the metal detector again.
  - b) If the metal detector goes off again, then the person being screened should step away from the metal detector where the Screener or a backup staff member should use a metal-detecting wand to identify what caused the walk-through metal detector to go off.
  - c) If the metal detector and/or wand continue to indicate the presence of metal, and the individual being screened is a Participant, the Participant should be sent home from the ACTES site due to non-compliance with the safety and security policies.
6. As Participants load their vans for work assignments, they are to be “wanded” or go through the metal detector again. If the wand or metal detector goes off the process outlined above is repeated.

**12. In Appendix D, the cost for the leased van is listed as \$40,000. Does this amount reflect the full lease cost, or are there additional components included? How many vans does this cost cover?**

The Successful Proposer must maintain a van for ACTES staff members to transport Participants to and from transitional job sites – generally, one van is sufficient to transport Participants, their individual belongings and any work-related equipment. The Successful Proposer is authorized to use DHS funding, reasonably, to keep the van clean, insured and serviced (addressing any maintenance needs).

**13. Could you explain the leasing process for the van and the facility?  
Will the implementing partner assume the current leases?**

Proposers should express their openness to assuming the current program resources available to the South Hilltop ACTES site. Prior to executing a contract with the Successful Proposer, DHS will provide all significant details regarding the existing program resources necessary for program planning and implementation. During this stage of the process, the Successful Proposer will be able to make final decisions about whether and how to assume existing resources, including the current lease and van.

**14. Will there be a rent increase? If so, is a specific percentage already known?**

Across all ACTES sites, DHS budgets up to \$18,000-25,000 annually for rented space based on market value and—if more than one program operates at the site—proportionate to the amount of space ACTES programming uses. DHS reimburses funds based on actual expenses incurred and DHS considers increases or changes to allocations, including the amount budgeted for rent, on an annual basis in which contracted providers are able to request additional funding based on expenses expected to be incurred.

**15. Could the van be purchased instead of leased?**

The van may be purchased at a reasonable cost with the understanding that it's to be used only to transport ACTES participants or for other legitimate uses related to the ACTES program.

DHS will provide all significant details regarding the existing program resources necessary for program planning and implementation with the Successful Proposer prior to the execution of a contract.

**16. Is the staff travel mileage reimbursement rate required to be \$0.70 per mile, or can a lower rate be proposed?**

DHS utilizes the 2025 GSA (General Services Administration) mileage rate to determine the maximum rate for reimbursing staff travel for work purposes in a privately owned (personal) vehicle. The 2025 GSA mileage rate for privately owned vehicle use is 70 cents per mile.

**17. Who is currently providing oversight of the ACTES program?**

The ACTES South Hilltop site is currently being operated by the contracted fiscal sponsor without an implementing partner involved. For that reason, we are re-procuring the contract to ensure that we have the necessary infrastructure in place to support the program. Allegheny County DHS, through its Justice Collaborations team, provides fiscal and programmatic oversight to all contracted ACTES sites.

**18. Which company is currently contracted to provide security?**

Prior to executing a contract with the Successful Proposer, DHS will provide all significant details regarding the existing program resources necessary for program planning and implementation.

**19. How many days per week are the security guards providing their services?**

The Successful Proposer is responsible for providing sufficient oversight to ensure that security staff consistently follow the ACTES Security Screening policy and procedures whenever ACTES Participants are scheduled to be in the building.

**20. How many security guards are currently providing their services?**

ACTES sites may contract with a third-party security company or identify an individual on staff to facilitate screening according to the ACTES Security Screening policy and procedures. Prior to executing a contract with the Successful Proposer, DHS will provide all significant details regarding the existing program resources necessary for program planning and implementation. It is estimated that security coverage would amount to less than 1 FTE.