



Allegheny County Department *of* Human Services

Request for Proposals

Employment Services for Adults Enrolled in Allegheny County Continuum of Care (CoC) Housing Projects

RFP Posting:

Thursday, May 21, 2026

Questions Deadline:

3 p.m. Eastern Time on Thursday, June 11, 2026

Submission Deadline:

3 p.m. Eastern Time on Thursday, July 2, 2026

Estimated Award Decision/Notification:

December 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. ACDHS: Allegheny County Department of Human Services
4. ACDHS Bonfire Portal: A Bonfire webpage specific to the Allegheny County Department of Human Services where Proposers can view open, past and awarded solicitations released through Bonfire
5. Bonfire: The County's online procurement software. Proposers must have a Bonfire account to submit a Response to this RFP.
6. Continuum of Care (CoC): A geographically based group of representatives that carries out the planning responsibilities of the HUD Continuum of Care Program
7. CoC Housing Project: A project funded through the HUD CoC Program that provides a combination of housing and supportive services to households experiencing homelessness. CoC Housing Projects can include Permanent Supportive Housing, Rapid Rehousing and Transitional Housing.
8. CoC Regulations: HUD's rules and regulations under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The rules and regulations: "Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule" can be found at 24 CFR Part 578.
9. 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
10. Coordinated Entry: A standardized method for connecting individuals and families experiencing homelessness to the resources available in a geographic area. The Allegheny Link and its Field Unit are the Coordinated Entry entities in Allegheny County.
11. Employment Services Project: The project type sought through this solicitation. A successful Employment Services Project will provide a combination of components that assist adults who have recently experienced homelessness prepare for, obtain, maintain and/or improve employment.
12. HAB: [Allegheny County] Homeless Advisory Board, the working board that acts on behalf of the CoC. The HAB defines the local strategy to end homelessness and reviews public policy, programs, activities, data and all other related activities to prevent and end homelessness and improve the well-being of individuals and families experiencing homelessness.

13. HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009
14. HMIS: Homeless Management Information System, an information technology system used to collect client-level data and data on the provision of housing and services to individuals experiencing homelessness as well as families and people at risk of homelessness
15. HUD: [United States Department of] Housing and Urban Development
16. HUD CoC Program: The Continuum of Care (CoC) Program (24 CFR part 578) is administered by the U.S. Department of Housing and Urban Development (HUD) and is designed to: 1) promote a community-wide commitment to the goal of ending homelessness; 2) provide funding for efforts by nonprofit providers, states, Indian Tribes or tribally designated housing entities, and local governments to quickly rehouse individuals, families and youth experiencing homelessness and persons fleeing domestic violence, dating violence, sexual assault and/or stalking while minimizing the trauma and dislocation caused by homelessness; 3) promote access to and effective utilization of mainstream programs by individuals and families experiencing homelessness; and 4) optimize self-sufficiency among those experiencing homelessness.
17. NOFO: Notice of Funding Opportunity
18. Proposal: A completed Response Form, with specified attachments, submitted in response to this RFP
19. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
20. Response Form: The Word document in which Proposers respond to requested information about this RFP
21. RFP: Request for Proposals
22. 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
23. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
24. Supportive Services: Services designed to prepare a Participant to make a successful transition from homelessness to independence
25. Supportive Services Only (SSO): A defined project type within the HUD CoC Program, SSO projects provide supportive services—in this case, Employment Services—to families and individuals experiencing homelessness. SSO projects can only provide the supportive services, and do not provide housing to the Participants.

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 (ACDHS) and on behalf of the Homeless Advisory Board (HAB) of the Allegheny County Continuum of Care (CoC),¹ is seeking Proposals from qualified Proposers to provide employment services to adults who have recently experienced homelessness and are enrolled in a CoC housing project. Individuals receiving these services will hereinafter be referred to as Participants. Through this RFP, ACDHS seeks to expand employment services that are responsive to the needs and realities of households in CoC housing projects. The goal is to improve Participants' access to employment and income, thus supporting their long-term stability.

Award Details

This RFP for Employment Services is in preparation for the U.S. Department of Housing and Urban Development's (HUD) forthcoming annual Notice of Funding Opportunity (NOFO) for their CoC Program. The intent of this RFP is to solicit proposals for a new employment services project(s) for potential inclusion in the annual application to HUD for CoC Bonus Funding. Any Successful Proposal(s) will be included in ACDHS's response to HUD's NOFO. However, HUD must approve and award funding for the proposed Project(s) for Allegheny County to enter into an Agreement with the Successful Proposer(s).

If the Successful Proposer(s) is selected and HUD approves the application, Allegheny County will enter into one or more Agreements in 2027 with the Successful Proposer(s) to provide the Employment Services Project(s) for a term of one year, beginning on July 1, 2027. Annual renewals can be sought thereafter.

ACDHS cannot anticipate the number of projects that may be funded at this time and there is no guarantee that HUD will award any new projects to ACDHS.

ACDHS is not prescribing a budget for the services and will consider funding requests of any amount. However, we anticipate that no single project will assist more than 250 individuals in achieving employment gains nor exceed \$1,000,000. Proposers should clearly indicate that number of individuals they are proposing to serve and the requested amount. Proposers should also indicate whether proposed services can be implemented (even if on a smaller scale) if awarded less than the requested amount. Proposed budgets should reflect reasonable and justifiable costs for the size and scope of the Employment Services Project(s) proposed. All proposed costs will be reviewed for reasonableness, and any final budget and contract terms will be negotiated with the Successful Proposer(s).

¹ The Allegheny County Homeless Advisory Board has designated the Allegheny County Department of Human Services as the entity authorized to apply for and carry out activities on behalf of the CoC (the Collaborative Applicant).

The issuance of this RFP does not obligate ACDHS and/or the HAB to select any Proposal(s) to include in the CoC application for the HUD NOFO. ACDHS and the HAB reserve the right to reject any and all Proposals.

Who can submit a Proposal

Non-profit organizations, including faith-based non-profit organizations, are eligible to submit a Proposal in response to this RFP. **For-profit entities and individuals are not eligible to apply.** Proposers do not need to have an existing contract with Allegheny County to apply, but they must meet all of Allegheny County’s and HUD’s contractual requirements (see Section 6: Contract Requirements for Successful Proposers) and have the programmatic, financial and staffing capabilities to provide the Contracted 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).

Timeline

RFP Posting	Thursday, May 21, 2026
Questions Deadline	Thursday, June 11, 2026 at 3 p.m. Eastern
Last Website and Q&A Update	Thursday, June 18, 2026 at 6 p.m. Eastern
Submission Deadline	Thursday, July 2, 2026 at 3 p.m. Eastern
Estimated Award Decision/Notification	December 2026

Who we are

ACDHS 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.

More information about ACDHS 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 by providing coordinated services that help people secure housing and maintain long-term stability. Steady work and income are essential to sustaining housing, yet the experience of homelessness creates significant barriers to finding and keeping quality jobs. While an array of traditional

employment services exist across the County, these services do not adequately adapt to the realities of Participants who are stabilizing in housing after experiencing homelessness. This is evidenced in our homelessness system's outcome measures, which show that of the 1,754 adults enrolled in CoC housing projects in CY2025, only 127 (7%) gained or increased their earned income in that year. Our goal is to bridge this gap.

HUD's CoC Program is the largest single source of funding for homelessness services in Allegheny County, totaling over \$29.8M for the current fiscal year (July 1, 2025-June 30, 2026). ACDHS administers this grant and must annually reapply for funding. We expect that Supportive Services Only (SSO) Projects will be eligible within the 2026 CoC Competition, which HUD is releasing by June 2026. This RFP is being issued to identify potential new Employment Services Projects to include as SSO projects in the annual application to HUD for CoC Bonus Funding.

Section 2: What We Are Looking For

ACDHS seeks to increase employment income for individuals enrolled in CoC housing projects by expanding access to employment services tailored to their needs. We are requesting Proposals for Employment Services Projects that will strengthen our system's capacity to help Participants connect to, maintain and improve their employment. We envision Employment Services programming based on a strong model that includes meaningful pathways to employment, is responsive to the barriers and needs of the target population, and collaborates effectively with housing projects and other service providers to support Participants' success.

Successful proposals will include clear and effective program designs, sufficient staffing and employer relationship complements, and a realistic and reasonable budget.

Proposers must demonstrate their ability to:

- Implement a program model that has credible employment pathways that are responsive to each Participant's aptitudes, interests and goals.
- Adapt programming structure to meet individuals where they are and adjust as individuals' needs change.
- Understand the social-emotional and practical barriers faced by individuals and families who were recently experiencing homelessness and have a plan to effectively address these barriers.
- Successfully collaborate with other systems and services in a manner that streamlines service delivery, minimizes Participant burden and avoids conflicting services.

Consistent with the requirements of the funding source, Programs must adhere to all rules and regulations of the Homeless Emergency Assistance and Rapid Transition to Housing

Act of 2009 (HEARTH Act)² and HUD’s CoC Program Interim Rule.³ The CoC Program Interim Rule details are found in [24 CFR Part 578](#).

A. Target Population and Referrals

Successful Proposer(s) will serve adults in single or family households – with or without children – who are enrolled and housed in CoC housing projects. CoC housing projects include projects funded through the HUD CoC Program and can include Permanent Supportive Housing, Rapid Rehousing and Transitional Housing. While there are variations in the details of these housing projects, they all provide a combination of housing and supportive services to households experiencing homelessness.⁴

In 2025, more than 1,700 adults across 1,400+ households were active in CoC housing projects. Approximately 20% of those adults were receiving Supplemental Security Income (SSI), another 7% gained or increased employment during the year, and an additional 5% maintained the same level of income. Across the 400+ heads of household newly enrolled in a CoC housing project in 2025, over 70% had ever had a previous jail booking, over 42% had a substance use diagnosis (SUD) service claim in the previous year, and nearly 40% had a mental health crisis, mental health emergency or 302 (involuntary commitment) service claim in the previous year.

Taken together, this means the Employment Services being procured will serve Participants who had recently experienced sheltered or unsheltered homelessness and are now receiving housing and supportive services through a CoC housing project. Some of the individuals may have employment income but will be seeking opportunities to improve this income, and many will have histories and active engagement with other systems. The proposed programming should be responsive to these needs. We anticipate that no single project will assist more than 250 individuals in achieving employment gains or exceed \$1,000,000.

ACDHS expects to manage and approve all referrals to the Successful Proposer(s). The Successful Proposer(s) will be responsible for accepting a referral and then engaging the Participant and initiating employment services. Upon final award, the Successful Proposer(s) will be expected to collaborate with ACDHS and CoC housing project providers on finalizing final referral parameters and processes.

² <https://www.hudexchange.info/homelessness-assistance/hearth-act/>

³ <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

⁴ Households are referred to CoC housing projects through Coordinated Entry and are prioritized for services through the Allegheny Housing Assessment (AHA)). Information about AHA can be found at <https://www.alleghenycounty.us/Services/Human-Services-DHS/News-and-Events/Accomplishments-and-Innovations/Allegheny-Housing-Assessment>.

B. Organizational Experience

The Successful Proposer(s) must be committed to providing high-quality services such that all people feel welcome, well-served and supported. The Successful Proposer(s) must be able to demonstrate expertise in workforce services through their established history and evidence of effectiveness, including documented performance across measures of performance progression (e.g., service enrollment, training completion/credentialing, job placement). Direct experience providing employment services to individuals who have recently experienced homelessness is not required; however, the Successful Proposer(s) must demonstrate meaningful understanding of the unique challenges faced by the target population as well as the administrative and programmatic capabilities to serve the population.

C. Service Approach

ACDHS is not prescribing a specific service model for this solicitation. Instead, it seeks Proposals from qualified Proposers that demonstrate a clear ability to achieve the goals outlined in this RFP. Successful Proposer(s) should submit a detailed plan for delivering their proposed services to the target population, including key service components, service flow with concrete milestones, and expected participant experiences. The plan must also describe how the proposed approach differs from traditional employment services to meet the needs of the target population. This includes demonstrating an understanding of the barriers commonly experienced by individuals who have recently experienced homelessness—both social-emotional (e.g., trauma, guarded responses and limited trust in systems, apprehension toward long-term commitments) and practical (e.g., limited or inconsistent work histories, legal system involvement, access challenges).

Eligible activities may include:

- Assessment and employability development planning
- Job training services such as remedial education, basic skills training, literacy instruction, job-seeking skills training, vocational and occupational skills training, and on-the-job training
- Job search, job development and job placement services
- Post-placement follow-up (e.g., additional job placement services, training after placement, retention supports)
- Re-employment activities
- Mentoring, counseling or job coaching
- The cost of providing reasonable stipends to program participants in employment assistance and job training programs

The Successful Proposer(s) will establish a staffing complement and relationships with potential employers sufficient to support the target population's employment support needs within the program model being proposed.

D. Data Monitoring and Performance Outcomes

Successful Proposer(s) will be responsible for entering all data into the Homeless Management Information System (HMIS) in an accurate and timely manner and will work closely with ACDHS staff to continuously monitor and improve services and operations.

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

- Identifying information about people served
- Employment and income gains and growth

We expect the Successful Proposer(s) to collaborate with ACDHS to further identify and track performance metrics. This may include further data collection activities, such as employment retention information, and capturing information on the training, workshops and/or credentialing programs (with completion rates) that Participants are connected to.

E. Financial Management and Budget

Proposers should provide a budget for a one-year Program term and a budget narrative clearly describing all assumptions and how costs were calculated. Eligible costs for Support Services are outlined [here](#). Proposed budgets should reflect the size and cost of the proposed Program(s). All proposed costs will be reviewed for reasonableness, and any final budget and contract terms will be negotiated with the Successful Proposer(s).

Successful Proposer(s) must document a 25% match for all line items except Real Property Leasing.⁵ The match may be cash, through additionally raised funds, or in-kind services. Match may not include a Proposer's current HUD CoC Program funding. Proposers must include a brief narrative identifying planned sources of match. If in-kind services are secured from another organization for this match, a memorandum of understanding must be in place prior to the executed contract. Upon selection, the Successful Proposer(s) will be required to provide letters verifying all sources of matching funds.

No more than 3.5% of HUD funds may be used for a Successful Proposer's administrative expenses (e.g., staffing, computers, office supplies). Matching funds, cash and in-kind resources may be used for additional administrative costs.

Section 3: Proposal Requirements and Evaluation Criteria

ACDHS will evaluate Proposals based upon the evaluation criteria listed below. **Proposers must address these qualifications by responding to the requested items or questions**

⁵ More information on leasing costs can be found at <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/leasing/>.

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 125 points, as outlined in the following sections.

Organizational Experience (25 points total)

- Description of expertise in workforce services, including a summary of past performance and outcomes with evidence of effectiveness (10 points)
- Description of expertise in homelessness services. If you have a history of providing homelessness services, summarize your past performance and outcomes, including evidence of effectiveness. If you are or will be new to serving households with recent experiences of homelessness, explain how your existing organizational strengths, competencies and partnerships will support successful program implementation and strong participant outcomes. (10 points)
- Provide a concise summary of your organization’s foundational approach and guiding philosophy for engaging and providing employment services to households that have recently experienced homelessness. In your response, focus on the values, principles and primary strategies that guide your work in helping participants achieve and maintain successful employment. This question is not intended to capture the operational details of your service model. (5 points)

Service Model and Delivery (80 points total)

- Describe the program design, including detailing what services will be offered and how they will be effectively delivered to individuals who have recently experienced homelessness. The response should include at minimum: (1) a description of key program components, with clear indication of which components will be provided directly and which will be coordinated through any partners, as applicable; (2) service flow, including anticipated concrete milestones from referral to Participant outcomes; and (3) expected participant experience, including how Participants will access your proposed services. (20 points)
- Describe what distinguishes the proposed program from traditional employment programs, which have historically not met the needs of the target population. Include how your program addresses the unique barriers faced by individuals and families who were recently experiencing homelessness and are now in housing programs. Responses should address both social-emotional barriers (e.g., trauma, lack of trust in systems) and practical barriers (e.g., limited or inconsistent work history, legal system history, transportation challenges). (10 points)

- Describe how your program and staff will effectively engage and retain participants. Please include a description of how you will support participants during setbacks, crises and/or periods of instability. (10 points)
- Describe how you will ensure that participants' employment pathways and opportunities are responsive to their aptitudes, interests and goals. (10 points)
- Describe your staffing plan, including descriptions of roles and responsibilities for identified positions and the qualifications/experiences of individuals who will fill those positions. Provide justification that the staffing complement is sufficient to effectively implement the proposed employment services. (10 points)
- Describe the employment pathways available through your program (e.g., rapid job placement, part-time work, transitional employment, sector-based training, credential programs). Include a description of the employer relationships necessary to execute your proposed project and how you will effectively develop and sustain those relationships. (10 points)
- Describe your approach to collaborating with other systems/services involved in supporting participants (e.g., housing programs, healthcare, behavioral health, legal support). How will you structure these partnerships to streamline service delivery, minimize participant burden, and avoid duplicative or conflicting services? (10 points)

Budget and Administration (20 points total)

- Provide 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). Budget should be in alignment with HUD CoC Supportive Services eligible costs (24 CFR 578.53) and identify any leveraged resources, matching funds and/or in-kind contributions. Include a budget narrative that clearly explains costs and assumptions and justifies all line items. (10 points)
- Describe how your organization will ensure strong financial management, compliance with CoC regulations, and appropriate tracking of supportive services expenditures. (5 points)
- Describe your plan to track and achieve performance standards. (5 points)

Section 4: How to Submit a Proposal

Submit a Proposal

- a. Proposers should take time to review and understand the RFP in its entirety including:
 - The background (see Section 1: Why ACDHS Is Issuing This RFP)
 - The narrative (see Section 2: What ACDHS Is Looking For)
 - The requirements (see Section 3: Proposal Requirements and Evaluation Criteria)
 - The evaluation process (see Section 5: How ACDHS Will Evaluate Your Proposal)
- b. Proposers must use the Response Form to develop your Proposal. Type your response to each requested item directly into the Response Form. It is available on the RFP Opportunity Page on our ACDHS 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 include 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)
 - Detailed one-year line-item budget and budget narrative
 - 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, July 2, 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 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.

How to Contact ACDHS about this RFP and RFP Communications

- a. If you have any questions about this RFP, please use the Vendor Discussion feature through the ACDHS 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 Thursday, June 11, 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 ACDHS 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, June 18, 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.

New Provider Requirements

- a. Any Successful Proposer who does not have a current Allegheny County ACDHS 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 two 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.

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 ACDHS Solicitations Archive after an Agreement has been fully executed by the County and the Successful Proposer(s).

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 ACDHS 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

ACDHS 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.

Evaluation of Proposals

The evaluation process will consist of the following steps:

- a. ACDHS 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 ACDHS 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. ACDHS 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 ACDHS 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 ACDHS Director that ACDHS request authorization for the County to enter into an Agreement(s) with the Successful Proposer(s).
- e. As described in d above, ACDHS, on behalf of the County, shall have the exclusive discretion to shortlist a reduced number of Proposals for more extensive review. In this case, ACDHS 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. ACDHS 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 ACDHS 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, ACDHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- i. At any time during the evaluation process, ACDHS 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 ACDHS 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.

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, all standard terms and conditions contained in a County contract for provision of services to ACDHS and its offices, and all terms and conditions of the grant agreement from HUD. 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](#).

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>.

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.

HIPAA Compliance

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

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).

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.

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 ACDHS through their assigned contract monitor(s).