

REQUEST FOR PROPOSALS

Notice is hereby given that Washington County will be receiving sealed proposals for **‘Homeless Assistance Program’**, at the Office of the County Controller, to be mailed or delivered to, **95 West Beau Street, Suite 430, Crossroads Office Building, Washington, PA 15301, until 11:00 A.M. Prevailing Time, on Monday, June 16th, 2025**. All submissions shall contain one unbound original and two copies. RFPs will be promptly opened at the time indicated above, names only to be read. **Late submissions will not be accepted.**

The above-mentioned RFP document may be obtained **on or before June 4th 2025** from the Washington County website at [Washington County PA: Official Website \(washingtoncopa.gov\)](http://Washington County PA: Official Website (washingtoncopa.gov)). Vendors receiving RFP documents are responsible for checking for contract changes and addenda at the website.

Proposers shall be prepared to offer a proposal for the Homeless Assistance Program. All proposals must be in the format requested and must comply with all applicable laws, regulations, and specifications.

Washington County Commissioners reserves the right to reject any and all proposals.

Interested parties may email any written **request for clarifications or information** to the Washington County Purchasing Office to Dalton Thompson at dalton.thompson@co.washington.pa.us or to Randy Vankirk at vankirk@co.washington.pa.us. Requests for Information (RFI's) will be distributed and responded to in the timeliest manner available and in question-and-answer form. Responses will be posted to the County website as listed herein in the form of an addendum.

Washington County will not be held responsible for any incorrect information obtained from any source other than from Washington County.

SEALED RFP SUBMISSION MUST BE MARKED:

RFP: HOMELESS ASSISTANCE PROGRAM

Contract No. 061625-HAP RFP

WASHINGTON COUNTY BOARD OF COMMISSIONERS:

NICK SHERMAN, CHAIRMAN

ELECTRA JANIS, VICE-CHAIR

LARRY MAGGI

To be advertised June 4th and June 10th, 2025



WASHINGTON COUNTY

Department of Human Services

Homeless Assistance Program RFP

CONTRACT: #061625-HAP RFP, Homeless Assistance Program

TO: WASHINGTON COUNTY COMMISSIONERS - Department of Human Services

In accordance with the advertisement of the Washington County Commissioners, Washington, PA inviting proposals for the award of 'Homeless Assistance Program RFP' having examined the attached specifications and understanding the same, the undersigned proposes to furnish and comply with all of said specifications.

The following forms or vendor inclusions must be submitted with RFP Proposal. If the following forms are not signed and returned with RFP Proposal, your proposal will not be considered.

1. Proposal/Application Form
2. Signature Page
3. Anti-Collusion Affidavit

RFP RELEASE	June 4th - June 10th 2025 – Website, Observer Reporter
RFP DEADLINE:	June 16 th 2025 – 11:00 A.M.
ADDRESSED TO:	95 W BEAU ST. SUITE 430, WASHINGTON PA 15301
SEALED PROPOSAL MARKED:	RFP: HAP

Questions/Submission

- Questions pertaining to this RFP in form can be directed to Dalton Thompson – Contract Manager, Purchasing at dalton.thompson@co.washington.pa.us.
- Questions pertaining to scope, submission and review can be directed to:
 - Dr. John Tamiggi – Human Services Director – john.tamiggi@co.washington.pa.us
 - Nicole Masur – Housing and Homeless Director – nicole.masur@co.washington.pa.us
- Completed RFP's should be mailed or delivered to the Controller's Office at 95 W Beau Street Suite 430, Washington PA 15301.
- Following RFP Opening June 16th, 2025 at 11:00a.m, please submit your proposal via email to nicole.masur@co.washington.pa.us



WASHINGTON COUNTY

Department of Human Services

Department of Human Services Homeless Assistance Program

Request for Proposals

The Washington County Department of Human Services' mission is to create an accessible and holistic integrated Human Services System that addresses the individual and family needs of Washington County to promote self-sufficiency and improve their quality of life. Our vision is to provide the residents with the highest quality of health and human services throughout their lifespan.

2025-2026 Department of Human Services Homeless Assistance Program

The objectives of the Homeless Assistance Program (HAP) are to mitigate the effects of homelessness on families and individuals through the provision of housing, prevention activities, and case management services. The primary goal of this Program is to assist homeless or near-homeless families and individuals in becoming self-sufficient, which includes permanent living arrangements as the final goal.

Eligible Program Components

Case Management: This service is designed to assist you in identifying your needs and the reasons why you became homeless or near homeless. The focus of Case Management is to provide you with the tools and skills that you need to prevent you from ever being in a homeless situation again. The many services include budgeting, life skills, job preparation, home management, and referral to drug and alcohol services, if necessary.

Rental Assistance: If you are in danger of being evicted from your apartment or home, your county may be able to assist you with payments for rent, mortgage, security deposits, and utilities. Your county HAP provider will work hard with your landlord to maximize your chances of staying in your apartment or home, or work with you to find a more affordable apartment. HAP can also be used to move you out of shelter into an affordable apartment.

Bridge Housing: This is "The Bridge" that will move you from being homeless into permanent housing. This is usually the next step up from an emergency shelter. This service will allow you to stay in a shared facility or apartment for up to 18 months for a small co-pay, depending on your income, and you will continue to receive case management services to assist you with your goal of living in your own home or apartment.

Emergency Shelter: If you are currently homeless and have no permanent residence or are a victim of domestic violence, the Emergency Shelter component provides shelter for a short period of time. During that time, you will be provided with case management services to assist you with securing more permanent housing.

Innovative Supportive Housing Service: This component enables the service provider to design a supportive housing service for homeless and near-homeless persons that is outside the scope of existing HAP components and addresses unique county needs.

Goals & Impacts

Our efforts are driven to address the ongoing housing insecurities the residents of Washington County are experiencing by improving access to necessary housing services. Washington County Human Services relies on cross-systems collaboration to better serve our residents with their social determinants of health needs in order to achieve holistic stability. Overall, ensuring that individuals have access to safe and affordable housing is essential for promoting overall well-being and enabling individuals to reach their full potential. By addressing this fundamental need, we can create a solid foundation for individuals to pursue higher-level needs and ultimately achieve self-actualization. We are committed to working with local organizations, stakeholders, and community members to develop and implement these programs effectively. Collaboratively, we can create a more stable and supportive environment for individuals and families experiencing homelessness, helping them to rebuild their lives and thrive in Washington County.

Submission Guidelines

Description:
This Request for Proposals (RFP) is a solicitation. Washington County Human Services seeks to gather proposals from interested parties willing to develop and operate housing programs in Washington County. Following opening, RFPs should be sent directly to the Human Services Director, John Tamiggi, at john.tamiggi@co.washington.pa.us .
The County Commissioners reserve the right to reject any or all RFP submissions.
RFP- Washington County Homeless Assistance Program
Late RFPs will not be accepted.
Publication Date/Time/Information:
6/4/2025, 6/10/2025 – Observer-Reporter, County Website
Closing Date/Time
6/16/2025 at 11:00AM.

Application

Homeless Assistance Program 2024-2025									
Project Name:									
Project Location:									
Requesting Entity:									
Project Sponsor: (if applicable)									
Entity Contact Information:									
Email:		Phone:		Fax:					
Contact Representative:									
Type of Entity									
School or University <input type="checkbox"/>	Government Agency <input type="checkbox"/>	Non-profit <input type="checkbox"/>	For-Profit <input type="checkbox"/>	Other <input type="checkbox"/>					
Tax identification number (EIN):									
Organizational Background									
Years in existence?									
Organizational overview: (include your mission, programs, and recent accomplishments): (150 word maximum)									
Project Description									
Population demographic served:									
Projected number of individuals served:									
Why is there a need for your project? (250 word maximum)									
Are you applying for program support or general operating fund support?									
Areas of interest: (you may select more than one)									
Rental Assistance <input type="checkbox"/>									
Bridge Housing <input type="checkbox"/>									
Case Management <input type="checkbox"/>									
Emergency Shelter <input type="checkbox"/>									
Innovative Supportive Housing Service <input type="checkbox"/>									
Describe, in detail, the project for which you seek support. Include objectives, activities, outcomes, and timelines. Please be sure to include how housing first principles will be incorporated in your project, as well as how people with lived experience will be involved in decision-making. (750 word maximum)									
Purpose & Funding									
Please provide a brief, one-phrase description of the purpose of your grant request.									
Please provide the total project cost. (Attach a project budget)									
What is the amount you are requesting?									
Duration of funding?									
What is your desired long-term impact?									
How will you measure results and progress?									
Please attach additional file documents when more space is necessary									
RFP Timeline									
RFP Release: June 4 th , 2025			RFP Submission Deadline: June 16, 2025						
Contact Person:									
John Tamiggi – Department of Human Services Director John.tamiggi@co.washington.pa.us Nicole Masur – Housing & Homeless Coordinator Nicole.masur@co.washington.pa.us									

Non-Discrimination

The proposer must ensure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status.
Please complete the Project proposal and return it by June 7, 2024. Regulations for the Homeless Assistance Program can be accessed at the following web address:

<https://www.dhs.pa.gov/Services/Other-Services/Pages/Homeless-Assistance.aspx>

SIGNATURE PAGE

ATTEST: _____

(Secretary if bid by a Corporation)

Name of Proposer

ADDRESS: _____

(Signature of Proposer)

(Typed Name of Proposer-Must be an Officer)

Phone #: _____

EMAIL: _____

FAX: _____

WE ARE REQUIRED TO ISSUE A FORM 1099/W-9 FOR PAYMENTS PROCESSED

THIS FORM MUST BE RETURNED WITH RFP PROPOSAL

NONDISCRIMINATION CLAUSE

During the term of this contract, Contractor agrees as follows:

1. Contractor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, handicap, ancestry, national origin, age, or sex. Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, handicap, ancestry, national origin, age, or sex. Such affirmative action shall include, but is not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

2. Contractor shall, in advertisements or requests for employment, placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

3. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source or recruitment regularly utilized by Contractor.

4. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Contractor had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5. Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor will be unable to meet its obligations under this nondiscrimination clause, Contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

6. Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's noncompliance with the nondiscrimination clause of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and other sanctions may be imposed and remedies invoked.

7. Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the contracting agency for purposes of investigation to ascertain compliance with the provisions of this clause. If Contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency.

8. Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

9. Contractor shall include the provisions of this nondiscrimination clause in every subcontract, so that such provisions will be binding upon each Subcontractor.

10. Contractor obligations under this clause are limited to the Contractor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

**ANTI-COLLUSION AFFIDAVIT
WASHINGTON COUNTY, PA**

The undersigned deponent, deposes and says that he is the of the bidder/proposer; that he is authorized to make this statement on behalf of the bidder, and he hereby certifies on behalf of the bidder/proposer that:

(1) The price(s) and amount of this bid/proposal have been arrived at independently and without consultation, communication or agreement for the purpose of restricting Competition with any other contractor, bidder/proposer or potential bidder/proposer.

(2) Neither the price(s) nor the amount of this bid/proposal, and neither the approximate price(s) nor approximate amount of this bid/proposal, have been disclosed to any other firm or person who is a bidder or potential bidder/proposer, and they will not be disclosed before bid/proposal opening.

(3) No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from submitting a bid or proposal offer on this project, or submit a bid/proposal higher than this bid/proposal, or to submit any intentionally high or noncompetitive bid/proposal or other form of complementary bid/proposal.

(4) The bid/proposal submitted by the bidder/proposer is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.

(5) The bidder/proposer has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from submitting a bid/proposal or to submit a complementary bid/proposal on this project.

(6) The bidder/proposer has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid/proposal or agreeing to do so on this project.

(7) I have made a diligent inquiry of all members, officers, employees, and agents of the bidder/proposer with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other inconsistent with any of the statements and representations made in this Statement.

(8) No attempt has been made to take any action in restraint of free competitive bidding in connection with the bid/proposal.

(9) It is understood that if any incidents resulting in conviction or being found liable are, set forth in (10) below, the Pennsylvania Anti Bid Act, 73 P.S. 1611 et seq. provides that it does not prohibit a governmental agency from accepting a bid from or awarding a contract to that person, but may be a ground for administrative suspension or debarment at the discretion of a government agency under rules and regulations of that agency (language omitted).

(10) _____ its affiliates,
(NAME OF BIDDER/PROPOSER)
subsidiaries, officers, directors and employees are not aware that they are currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I hereby state that _____
(BIDDER/PROPOSER)

understands and acknowledges that the above representations are material and important, and will be relied on by Washington County, Pennsylvania in awarding the contract(s) for which this bid/proposal is submitted. I understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Washington County, Pennsylvania of the true facts relating to the submission of bids/proposals for this contract.

(BIDDER/PROPOSER)

By: _____

Sworn to and subscribed before me the undersigned notary public this

_____ day of _____, 20_____.

(NOTARY PUBLIC)

My Commission Expires:

Contractor:

By: _____

Printed Name: _____

Title: _____