

## REQUEST FOR PROPOSALS

Notice is hereby given that Washington County will be receiving RFP's for '**Human Services Development Fund**' for the Washington County Department of Human Services, RFPs should be **mailed or delivered** to the Washington County Controller's Office **95 W Beau Street Suite 430, Washington PA 15301** by **11:00A.M. Prevailing Time, on Monday June 30, 2025** and sent directly via email to the Human Services Director, John Tamiggi, at [john.tamiggi@co.washington.pa.us](mailto:john.tamiggi@co.washington.pa.us) by **4:30 P.M. Prevailing Time, on Monday, June 30<sup>th</sup> 2025**. All submissions shall contain one original and one unbound copy. RFP's will be promptly opened at the time indicated above.

The above-mentioned bid document may be obtained **on or before Friday June 20<sup>th</sup> 2025** from the Washington County website at [Washington County PA: Official Website \(washingtoncopa.gov\)](http://washingtoncopa.gov). Vendors receiving bid documents are responsible for checking for contract changes and addenda at the website.

All RFPs must be in the format requested and must comply with all applicable laws, regulations, and specifications. Washington County reserves the right to reject any and all bids. All pages must be filled out for acceptance.

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](mailto:dalton.thompson@co.washington.pa.us) or to Human Services Director, John Tamiggi, at [john.tamiggi@co.washington.pa.us](mailto:john.tamiggi@co.washington.pa.us). Any requests for clarifications are due to be received no later than **June 26<sup>th</sup>, 2025**. Inquiries will not be accepted orally or via phone. 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 BID SUBMISSION MUST BE MARKED:**

BID: Human Services Development Fund RFP  
Contract No. 063025-HSDF RFP

**WASHINGTON COUNTY BOARD OF COMMISSIONERS:**

NICK SHERMAN, CHAIRMAN  
ELECTRA JANIS, VICE-CHAIR  
LARRY MAGGI

To be advertised June 23<sup>rd</sup> and June 26<sup>th</sup>, 2025



# WASHINGTON COUNTY

Department of Human Services

## Human Services Development Fund

### 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 life span.

### 2025-2026 Human Services Development Fund (HSDF)

The Human Services Development Fund provides funding for various county programs to serve low-income residents. Please see the eligible service categories below.

#### Eligible Service Categories

##### Adult Services

Services for adults (persons who are at least 18 years of age and under the age of 60, or persons under 18 years of age who are the head of an independent household) include: adult day care, adult placement, chore, counseling, employment, home delivered meals, homemaker, housing, information and referral, life skills education, protective, service planning/case management, transportation, or other services approved by DHS.

##### Aging

Services for older adults (persons who are 60 years of age or older) include: adult day service, assessments, attendant care, care management, congregate meals, counseling, employment, home delivered meals, home support, information and referral, overnight shelter, personal assistance service, personal care, protective services, socialization/recreation/education/health promotion, transportation (passenger), volunteer services, or other services approved by DHS.

##### Generic Services

Services for individuals that meet the needs of two or more populations include: adult day care, adult placement, centralized information and referral, chore, counseling, employment, homemaker, life skills education, service planning/case management, and transportation services.

##### Specialized Services

New services or a combination of services designed to meet the unique needs of a specific population that are difficult to meet within the current categorical programs.

For more information on Eligible Service Categories, please refer to the Human Services Development Fund Act (Act of Oct. 5, 1994, P.L. 531, No. 78) and the [Human Services Development Fund | Department of Human Services | Commonwealth of Pennsylvania website](#).

#### Goals & Impacts

The Human Services Development Fund (HSDF) was established with the goal of empowering county governments to address the unique human services needs of their communities. Through this initiative, Washington County DHS can fund the development and delivery of locally tailored services that support and enhance the well-being of our residents. Funds allocated through the HSDF are intended exclusively for the provision and management of social services within the county. This ensures that resources are directed towards meeting the specific needs of local populations, fostering a more targeted and impactful approach to service delivery. By promoting collaboration and innovation throughout the county, the HSDF aims to improve access to essential human services, promote coordination among service providers, and ultimately enhance the overall quality of life for individuals and families in communities across the state.

## Submission Guidelines

<b>Description:</b>
This Request for Proposals (RFP) is a solicitation. Washington County Human Services seeks to gather proposals from interested parties willing to develop and operate programs in Washington County. RFPs should be sent as instructed in the above advertisement.
The County Commissioners reserve the right to reject any or all RFP submissions.
<b>RFP- Human Services Development Fund (HSDF)</b>
Late RFPs will not be accepted.
<b>Publication Date/Time/Information:</b>
6/20/25 – Observer-Reporter
<b>Closing Date/Time</b>
6/30/2025 at 11:00A.M.

## Application

<b>HSDF 2025-2026</b>					
Project Name:					
Project Location:					
Requesting Entity:					
Project Sponsor: (if applicable)					
Entity Contact Information:					
Email:		Phone:		Fax:	
Contact Representative:					
<b>Type of Entity</b>					
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):					
<b>Organizational Background</b>					
Years in existence?					
Organizational overview: (include your mission, programs, and recent accomplishments): (150 word maximum)					
<b>Project Description</b>					
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) Adult Day Care Service <input type="checkbox"/> Chore Service <input type="checkbox"/> Counseling Service <input type="checkbox"/> Employment Service <input type="checkbox"/> Home Delivered Meals Service <input type="checkbox"/> Homemaker Service <input type="checkbox"/> Life Skills Education Service <input type="checkbox"/> Protective Service <input type="checkbox"/> Service Planning/Case Management Service <input type="checkbox"/> Transportation Service <input type="checkbox"/> Other Service <input type="checkbox"/>					
Describe, in detail, the project for which you seek support. Include objectives, activities, outcomes, and timelines. (750 word maximum)					
<b>Purpose &amp; Funding</b>					
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?					
<b>Please attach additional file documents when more space is necessary</b>					
<b>RFP Timeline</b>					
RFP Release: June 20, 2025			RFP Submission Deadline: June 30, 2025		
<b>Contact Person:</b>					
John Tamiggi – Department of Human Services Director <a href="mailto:John.tamiggi@co.washington.pa.us">John.tamiggi@co.washington.pa.us</a>					

**REP SIGNATURE FORM**

**CONTRACT: HUMAN SERVICES DEVELOPMENT FUND**  
WASHINGTON COUNTY

DATE: \_\_\_\_\_

**TO:** WASHINGTON COUNTY BOARD OF COMMISSIONERS  
95 W Beau Street Suite 430  
WASHINGTON, PA 15301

In accordance with the advertisement of the Washington County Board of Commissioners, Crossroads Building, Washington, Pennsylvania, inviting RFPs for the provision of "Human Services Development Funding" for Washington County, Washington, Pennsylvania 15301, having examined the attached specifications and understanding the same, the undersigned proposes to furnish and comply with all of said specifications.

**ATTEST:** \_\_\_\_\_

**(Secretary if bid by a Corporation)**

**Name of Bidder**

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Signature of Bidder)**

**(Typed Name of Bidder-Must be an Officer)**

**Phone #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**REFERENCE FORM**  
**COUNTY OF WASHINGTON**

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

## 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.
2. 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 its 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 states that is the (Position/Employee) \_\_\_\_\_ of the bidder; that he/she is authorized to make this statement on behalf of the bidder, and he hereby certifies on behalf of the bidder that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement for the purpose of restricting Competition with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid submitted by the bidder 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.
- (5) The bidder 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 bidding or to submit a complementary bid on this project.
- (6) The bidder 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, 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 with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or 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.
- (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) (Name of Bidder): \_\_\_\_\_, its affiliates, 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, 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 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 for this contract.

\_\_\_\_\_  
(BIDDER)  
By: \_\_\_\_\_  
Sworn to and subscribed before me the undersigned notary  
public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_  
(NOTARY PUBLIC)

Contractor:  
By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**NOTARY STAMP:**

## REQUIREMENTS FOR VENDORS DOING BUSINESS WITH THE COUNTY:

The awarded vendor must furnish and keep in full force, during the term of this contract, the following insurances:

Unless waived by the County in writing, Contractor shall obtain insurance of the types and in the amounts described below:

(1) Commercial General and Umbrella Liability Insurance.

(a) Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 each occurrence unless specified on addendum XXX. If such CGL insurance obtains a general aggregate limit, it shall apply separately to this location or project. CGL insurance shall be written on ISO occurrence form (or substitute form providing equivalent coverage). County of Washington shall be included as an insured under the CGL, using ISO additional insured endorsement CG2026 or a substitute providing equivalent coverage, and under the Commercial Umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to County of Washington. There shall be no endorsement or modification of the CGL policy which limits coverage for liability arising from claims based on sexual abuse or molestation. If such an endorsement has been added to the Contractor's CGL insurance, Contractor shall be required to obtain separate insurance coverage for claims based on sexual abuse or molestation.

(2) Business Automobile and Umbrella Liability Insurance.

(a) Contractor shall maintain Business Automobile Liability, and if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile, including owned, hired and non-owned automobiles. Business automobile coverage shall be written on ISO form CA0001 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide Contractual Liability coverage equivalent to that provided in the 1990 and later editions of CA0001.

(3) Workers Compensation Insurance.

Contractor shall maintain Workers Compensation and Employers Liability Insurance.

(a) The Employers Liability and/or Umbrella Liability limits shall not be less than \$100,000 each accident for bodily injury by accident, \$100,000 each employee for bodily injury by disease, \$500,000 policy limit for bodily injury by disease.

(4) Insurance Requirements for all Policies.

(a) Contractor waives all rights against County of Washington and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the Commercial General

Liability, Automobile Liability, or Umbrella Liability Insurance maintained pursuant to previous paragraph of this agreement.

(b) By requiring insurance herein, County of Washington does not represent that coverage and limits will necessarily be adequate to protect contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's Liability under the indemnities granted to County of Washington in this contract.

(c) If Contractor's Liability does not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide Cross-Liability coverage.

(d) Prior to the commencement of terms of this contract, contractor shall furnish County of Washington with a certificate of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

(e) All certificates of insurance shall provide for 30 days' written notice to County of Washington prior to the cancellation or material change of any insurance referred to therein.

(f) Failure of County of Washington to demand such certificate or other evidence of full compliance with these insurance requirements or failure of County of Washington to identify a deficiency from evidence that is provided shall not be construed as a waiver of contractor's obligation to maintain such insurance.

(g) Failure to maintain the required insurance may result in termination of this contract or other punitive measures, such as withholding payments or denying access to the premises at County of Washington's option.

(h) The contractor must agree to hold harmless and indemnify Washington County and its officials from and against any and all liability arising out of any action, claimed demand, suit, or cause of action which may be made or asserted against the County of Washington and its officials by reason of any acts of the agency, or its performance of the services contemplated by this contract. The contractor insurance policy including: Commercial General Liability, Automobile Liability, or Umbrella Liability Insurance must be endorsed to include the County of Washington as additional insured.

(i) Certificates of Insurance must be delivered to Washington County within five (5) days after the award evidencing these coverages.

(j) Insurance as required in the foregoing paragraphs shall be placed with an insurer acceptable to the County with a Best Rating of A- or better.

**Contractor:**

**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_