



REQUEST FOR PROPOSAL

2025-RFP-216

GROUP VIOLENCE INTERVENTION OUTREACH AND SOCIAL SERVICES

City of Pittsburgh
City-County Building
Pittsburgh, PA 15219

RELEASE DATE: September 12, 2025

DEADLINE FOR QUESTIONS: October 15, 2025

RESPONSE DEADLINE: October 27, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/pittsburghpa>

City of Pittsburgh
REQUEST FOR PROPOSAL

Group Violence Intervention Outreach and Social Services

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1. Introduction

1.1. [Summary](#)

The Department of Public Safety is seeking proposals from qualified, established organizations with existing community partnerships to provide teams of experienced Street Outreach Workers to further the ongoing efforts of the Pittsburgh Bureau of Police and its Group Violence Intervention Coordinator to service the members of violence-prone groups and affected communities. The selected organization or organizations will also be required to support the Violence Prevention Learning Line program.

The City is presently seeking to enter into three-year agreements beginning January 1, 2026, and concluding December 31, 2028.

Please see the Scope of Work section for further details regarding the awarding of the contract and specific instructions to proposers.

1.2. [Background](#)

The Department of Public Safety is seeking proposals from qualified, established organizations with existing community partnerships to provide teams of experienced Street Outreach Workers to support the ongoing efforts of the Pittsburgh Bureau of Police and its Group Violence Intervention Coordinator to service the members of violence-prone groups and affected communities. The organizations must have a working knowledge of the concepts of Group Violence Intervention and other violence reduction initiatives. In addition to street outreach workers, the organizations should be equipped with caseworkers to provide a variety of direct social and community services to members of violence-prone groups and affected communities, or have an existing social services referral program.

The National Network for Safe Communities (NNSC) has worked with the City of Pittsburgh Bureau of Police to implement Group Violence Intervention (GVI), a strategy designed to reduce gun violence by focusing on the people at highest risk for violent victimization and offending. A three-pronged approach involving law enforcement, community partners, and social service providers, GVI aims to improve public safety, minimize arrest and incarceration, foster police-community collaboration, and change the narrative in neighborhoods that may have felt both over-policed and under-protected.

The Department of Public Safety is also seeking a partner or partners to provide fiduciary and administrative support to the Violence Prevention Learning Line program. The goals of the Violence Prevention Learning Line (2 IMPROVE Collaborative) initiative are to screen families with children ages 0-25, focused on the root causes of violence. The City of Pittsburgh has worked with Stop the Violence grant recipients and community partners to develop the 2 IMPROVE Collaborative, which was piloted in the Hilltop area. This primary prevention system is designed to reach high- and moderate-risk individuals and their families at the “fork in the road” before violence is ever committed and provide the supports necessary to pursue a non-violent path.

1.3. [Contact Information](#)

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Phone: [\(412\) 255-2483](tel:(412)255-2483)

Department:
Public Safety Administration

1.4. Timeline

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP Released	September 12, 2025
Pre-Proposal Meeting (Non-Mandatory)	October 6, 2025, 3:00pm This meeting will be held via Microsoft Teams. Please use the RSVP Manager to sign up for the meeting-you will be sent the Teams Link the morning of the meeting.
Question Submission Deadline	October 15, 2025, 5:00pm
Proposal Submission Deadline	October 27, 2025, 3:00pm
Proposal Review and Supplier Scoring	October 2025
Contract Award	November 2025

2. Instructions to Bidders

2.1. Submittal Requirements

All proposals must be submitted electronically. No proposal shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.

If additional hard copies are requested, the proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below. All proposals will need to be provided electronically so the following format will apply for the electronic submittal through the Beacon website.

2.2. Additional Submission Considerations

Late proposals will not be accepted or considered. Respondents should allow enough time to register company on the City's e-Procurement Portal, search the solicitation they wish to respond to and complete the submission process online before the deadline.

The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.

All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.

All costs associated with proposal preparation shall be borne by the applicant.

3. Scope of Work

3.1. Scope Overview

Experienced street outreach teams are needed to work collaboratively with the Pittsburgh Bureau of Police and the Group Violence Intervention Coordinator to develop and execute strategies to help achieve the goals of GVI. The goals of Group Violence Intervention are to alter the negative dynamics within identifiable violence-prone groups in order to foster internal social pressure that deters violence; establish clear community standards against violence; offer group members meaningful and realistic opportunities to transition from their street activities associated with committing acts of violence; and provide a supportive path for those who want to change. Street outreach plays a vital role in altering negative group internal dynamics.

Social and community services should be provided to the members of violence-prone groups and affected communities. The organization is to ensure that they have adequate levels of care and support in place when necessary. Services offered, provided and outsourced by caseworkers must be tracked and reported weekly.

Referrals for services can be provided from the following:

- Law Enforcement
- Street Outreach Workers
- Group Violence Intervention Coordinator
- Community Partners

Programmatic data, statistics, and evidence of successful or unsuccessful approaches are key to the success of the program. Potential vendors shall, as part of their proposal, provide thorough documentation that their solutions are primarily focused on violence reduction and have proven track records which have historically met the needs of all stakeholders.

Selected vendors will also be required to provide full fiduciary and administrative support of the Violence Prevention Learning Line/2 IMPROVE Collaborative program. Details of the program are provided below.

The City is presently seeking to enter into three-year agreements beginning January 1, 2026, and concluding December 31, 2028. Proposals must contain a three-year plan to adhere to the requests within this document.

3.2. Community Based Organization Requirements

In order to be eligible, bidders must meet these criteria to be defined as a Community Based Organization from the amended ordinance:

- (1) 501(c)(3) nonprofit organization in good standing with the state of Pennsylvania, or have affiliation with a 501(c)(3) nonprofit corporation in good standing with the state of Pennsylvania via a Memorandum of Understanding;

- (2) Adopted bylaws and a Conflict-of-Interest Policy to ensure transparency and ethical operations;
- (3) Either
 - (i) registered business address is located within an Extreme-Need or High-Need community in the City of Pittsburgh to ensure that funds are directly benefiting the target communities or
 - (ii) organizational leader (ex: Executive Director, President and CEO) is a resident of an Extreme-Need or High-Need community to ensure community leadership and understanding of local needs;
- (4) Organizational leader (ex: Executive Director, President and CEO) is a resident of an Extreme-Need or High-Need community to ensure community leadership and understanding of local needs;
- (5) Past experience serving communities impacted by gun violence to demonstrate a track record of effective service delivery; and
- (6) Cannot be a private foundation under Section 509(a).

3.3. Location of Work

The City intends to award this work by geographical region, specifically by police zone. Vendors shall propose to perform work in any or all of the six City of Pittsburgh police zones, in any combination.

In order to provide the most efficient service possible, vendors should hold a primary location within at least one of the zones for their proposed scope of work. Vendors shall, as part of their proposals, describe their understanding of challenges facing these areas and specific plans for performing work there. Vendors who propose multiple zones must provide separate cost proposals for each zone, as any such selected vendors may or may not be awarded all work.

Maps of the Pittsburgh police zones may be located at <https://pittsburghpa.gov/police/police-zone-maps>.

Vendors shall support the Violence Prevention Learning Line program in their awarded zone or zones, as described elsewhere.

3.4. Target Population

The Pittsburgh Bureau of Police, in collaboration with community leaders, social service providers, and law enforcement partners, identifies individuals through data-driven analysis and community intelligence.

The focus is narrow—not on entire neighborhoods or demographic groups, but on the small number of people driving the majority of serious violence.

- Individuals at highest risk of involvement in gun violence, either as perpetrators or victims.
- Small networks or groups that are disproportionately involved in serious violence.

- Recently released individuals from incarceration who are returning to neighborhoods with high rates of violence.
- Young adults and older teens, often between the ages of 16 and 32, who are known to law enforcement and community members as being involved in cycles of retaliation or group-related conflict.

3.5. [Staffing Requirements](#)

Proposals must include staffing and scheduling strategies to ensure 24/7/365 response readiness.

Proposals must include a complete organizational chart, including position descriptions, as well as a complete roster of staff members, titles, and pay rates. A final chart and roster must be submitted prior to contract execution by the selected vendor or vendors. After contract execution, requests to amend this chart or roster must be approved in writing by the Department of Public Safety. The ratio of outreach workers to supervisors should not exceed five to one.

It is vital to the success of the program that the vendor or vendors are able to be fully dedicated to the mission statement and scope of work, a goal which is furthered by having a staff which is sufficiently supported. Therefore, it is Public Safety's requirement that all staff members of the selected vendor or vendors are full-time employees, with insurance benefits, and are paid a living wage. All employee pay rates must meet or exceed the Allegheny County minimum hourly wage of \$20.00 in 2026. Furthermore, in order to ensure work is appropriately invoiced and prevent conflict of interest, individuals may not also be employed by related organizations without awareness of Public Safety and an approved approach for managing schedules and tracking time worked.

The sole exception to the full-time requirement is in support of the Violence Prevention Learning Line, described in further detail below.

Due to the sensitive nature of the scope of work, no subcontracting will be permitted without express written approval by the Department of Public Safety. Any expected use of subcontractors must be detailed in full as part of the proposal. All requests to utilize subcontractors subsequent to contract execution must be approved on a case-by-case basis by Public Safety. Any and all subcontractors may be disallowed from performing work on this contract or contracts at the discretion of Public Safety.

3.6. [Duties of Outreach Workers](#)

- Outreach
 - Seek out and connect with those individuals who are most likely to commit violent acts or those likely to become a victim of a violent act in order to form mentoring relationships; link them to needed or desired services and institutions, advocate on their behalf, and, when necessary, inform law enforcement of harmful developments and/or useful information.
 - Assist in mediating disputes and preventing retaliation among street groups.
 - Outreach workers should spend significant time in their assigned neighborhood, but will regularly travel throughout the City, as necessary.

- **Case Management**
 - Cultivate and maintain close relationships with a caseload of identified violent individuals known by law enforcement or outreach workers as high risk or medium risk for violence.
 - Provide resources to group members who are in a potentially violent situation, i.e., temporary or permanent shelter, relocation, police protection, et cetera; with the exception of direct financial aid (cash, pre-paid cards, et cetera).
 - Provide a social service network that can facilitate the ex-offenders re-entry as positive contributors to society.
 - Document all contacts and/or interventions that have prevented violence in City-designated system or systems (e.g. NewEra412).
 - Report, as needed, to assist with family members of shooting victims.
- **Relationship Management & Community Engagement**
 - Develop strong neighborhood contacts to build stable relationships with residents, businesses, and community groups, i.e., coaches, barbershops, activity center staff, etc.
 - Establish a dialogue with the neighborhood residents and businesses to identify known conflicts that could potentially lead to violence, so that an intervention can occur.
- **Public Safety Collaboration**
 - Notify police or other law enforcement officials when outreach workers become aware of an imminent act of violence.
 - Attend all outreach worker trainings organized by the Pittsburgh Department of Public Safety.
 - Coordinate activity with the Department of Public Safety's Office of Community Services and Violence Prevention.
 - Assist with yearly planned events such as including, but not limited to, Independence Day, Juneteenth, and Light Up Night, to encourage orderly behavior among the city's youth.
 - Attend funerals or high-risk events when requested by the City.
 - Assist law enforcement with the identification of youth who would benefit from a custom notification process.
 - Outreach workers are required to participate in the custom notification process.
 - All outreach workers should have identification issued by the City of Pittsburgh Department of Human Resources & Civil Service with them at all times.

3.7. [Duties of Outreach Supervisors](#)

- Stay in close contact with each outreach worker.
- Channel information to police, when necessary.
- Meet with other supervisors and community partners regularly.
- Monitor the completion of all required reports.
- Participate in regular meetings with the GVI team.
- Receive and disseminate information on group-related shootings and homicides in the city, and individuals returning to the City from incarceration, and disseminate that information as necessary to outreach workers.
- Visit individuals while still incarcerated before returning to the city where rivalries are still active.
- Speaking at call-in sessions as needed.
- Review case notes at weekly meetings.

3.8. [Relationship with Police](#)

- All outreach workers are subject to a state and federal background checks by the Pittsburgh Bureau of Police.
- Outreach workers cannot have active investigations with the Pittsburgh Bureau of Police.
- All outreach workers will be trained by the Pittsburgh Bureau of Police and introduced to the officers and detectives that work in the areas in which they are assigned.
- Outreach workers and police officers will strive to develop a good working relationship.
- Proposals shall include coordination protocols with city agencies and law enforcement.

3.9. [Reporting and Information Sharing](#)

- Regular sharing of data and information gained through outreach with police shall include the progress of outreach workers in relationship development among identified individuals, dispute mediation attempts, and general neighborhood conditions (including specific reasons for the general condition).
- Care must be taken to protect the outreach workers' credibility and safety. An outreach worker or supervisor could be at risk if they are thought of as being a paid informant.
- Detectives will only provide information to the outreach workers that can be shared legally.

- Credible threats of violence against outreach workers or a third party shall be reported to law enforcement without delay.
- A report of outreach and services offered and provided shall be given to the department weekly.
- Proposals shall include a description of tools and technologies used to support real-time communication and data sharing.

3.10. Response Times to Critical Incidents

Proposers must demonstrate the capacity to respond rapidly and effectively to critical incidents involving group-related violence. Proposals should include a detailed plan for meeting the following response time benchmarks:

1. Initial Notification and Coordination
 - Within 1–2 hours of a critical incident (e.g., shooting, homicide, or violent retaliation), the proposer must be able to receive notification from law enforcement, community partners, or real-time alert systems.
 - A designated response coordinator must initiate internal communication and begin mobilizing outreach and support teams.
2. On-the-Ground Engagement
 - Within 24 hours of the incident, outreach workers and/or community responders must engage with:
 - Impacted individuals or groups
 - Community members in the affected area
 - Relevant service providers and law enforcement partners
3. Accountability System Activation
 - Within 24-48 hours, the proposer must:
 - Conduct a structured follow-up using an accountability system (e.g., NewEra412 or other City-designated systems)
 - Offer support services and reinforce nonviolence messaging
 - Document the response and outcomes in a shared reporting system
4. Ongoing Monitoring
 - Proposers must outline how they will monitor for potential retaliation or escalation in the days and weeks following the incident.

- Include plans for community healing, conflict mediation, and long-term engagement with affected individuals.

3.11. Measuring and Evaluation of Program Success

Proposers must clearly outline their approach to measuring program success. At a minimum, proposals should address the following:

1. Violence Reduction Metrics
 - Reduction in group-involved shootings and homicides within targeted neighborhoods/Hotspots.
 - Decrease in retaliatory violence incidents.
 - Comparative analysis of pre- and post-intervention crime data.
2. Participant Accountability and Engagement
 - Description of how the proposer will implement or collaborate with an accountability system (e.g., NewEra412 or other City-designated systems) to track and support individuals at highest risk.
 - Number of individuals engaged through the accountability system.
 - Number and percentage of individuals who accept and remain engaged in services.
 - Documentation of progress toward behavioral change and reduced risk.
3. Community Impact
 - Changes in community perceptions of safety and trust in public institutions (measured through surveys, interviews, or focus groups).
 - Community participation in violence prevention and intervention activities.
4. Service Delivery Outcomes
 - Number of referrals made and services accessed (e.g., employment, housing, mental health).
 - Participant progress toward stability and self-sufficiency.
 - Recidivism and re-engagement rates among participants.
5. Data Collection and Reporting
 - Proposers must describe their data collection methods, frequency of reporting, and how data will be used to inform continuous improvement.

Proposals should include a plan for collaboration with city agencies, community partners, and accountability systems to share and analyze data securely and ethically.

3.12. [Violence Prevention Learning Line/2 IMPROVE Collaborative](#)

In addition to the violence intervention work, the City is also seeking violence prevention efforts in the form of the Violence Prevention Learning Line/2 IMPROVE Collaborative. Vendors shall include in their proposal plans to act in a fiduciary and administrative capacity for the VPLL in their selected zones. The below budget estimates are for Citywide goals; vendors who do not bid Citywide should scale their proposals accordingly.

This project is crucial for assessing and addressing the needs of high- and moderate-risk families in the community to prevent them from engaging in violent crime which can lead to death and/or imprisonment. Given the success of this initiative, it is our goal to spread this strategy across the Hilltop, Citywide, and throughout the County. Lastly, we are hopeful this prevention strategy will not only drive violence prevention but the same families will have improvements in school attendance and success, employment, health, housing, etc.

Goals and Objectives:

The goals of this initiative are to screen approximately 1,250 families with children ages 0-14 within a year. From the initial screening, we expect to identify approximately 250 high- and moderate-risk families to provide support and services.

Costs

1. Community Connector(s): Essential for initial screenings; their workload of 1,250 hours is critical for covering all individuals in the designated area.

- Part-time: 2 positions, 20 hours per week
 - Screen 20 people per hour
- Annual salary per PT position: \$27,000
- Total salary \$54,000

2. Warm Demanders/Peer Support Specialist: Their higher salary is justified by the intense workload (188 hours/week for high-risk and 140 hours/week for moderate-risk individuals). At full capacity, Warm Demanders/Peer Support Specialist will be responsible for following up with approximately 125 individuals and their families on a regular basis.

- Full-time: 8 positions, 40 hours per week
 - 56 families on caseload
 - 14 high need
 - 42 moderate need
- Part-time: 2 positions, 20 hours per week
 - 28 case load

- 8 high need
- 20 moderate need
- Annual salary per FT position: \$63,000
- Annual salary per PT position: \$34,000
- Total salary: \$572,000

3. Social Service Connectors: Key to providing targeted support; the mix of full-time and part-time positions ensures flexibility and comprehensive coverage.

- Full-time: 2 position, 40 hours per week
- Part-time: 2 position, 20 hours per week
- Annual salary per FT position: \$45,600
- Annual salary per PT: \$27,000
- Total salary: \$145,200

Other Estimated Costs

- Marketing Materials: \$3,000
- Professional Development: \$15,000
- Admin Hosting Fee: \$40,000
- Employee Benefits: \$200,000

Total Estimated Annual Budget (Citywide): \$1,029,200

Evaluation and Monitoring

- Quarterly reports to stakeholders.
- Success metrics include the number of individuals screened and the effectiveness of interventions and services connected.
 - Reevaluations of participants after 6 months of support to reassess their risk score and validate progress individually and as a program.
 - Constant reevaluations of the team and approach to work to ensure effectiveness.
 - Constant tracking of needs and stability through Warm Demander work.
 - Continuous professional development for team.

4. Proposal Format Requirements

4.1. Response Format

All submitted responses shall follow the formatting below, and all proposals will need to be provided electronically through the City's e-Procurement Portal. Each numbered section is to be uploaded as a separate file. If hard copies of submissions are required, each numbered section shall be a removable tab. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

Response to Scope

Firm's Qualifications and Experience

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Provide a summary of the firm's experience in providing these or similar services to residents of extreme-need and high-need communities. Provide any references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work. Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/biography.

Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task.

Cost Proposal

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase and/or deliverable as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the City. Note: If travel expenses are included, the rate assumptions generally should not exceed the United States General Services Administration (GSA) rates for Pittsburgh.

PLEASE NOTE: The City does not agree to late fees, penalties, interest, attorney's fees or other contingent liability. In no event shall the City be liable for special, indirect, incidental, reliance, lost profits or other business interest damages.

Demonstration of Good Faith Effort

Include statements of assurance regarding the following requirements detailed in the Equal Opportunity section of this solicitation:

- A. Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- B. Complete MWDBEVOSB Commitment Form to document good faith effort. Please provide scope of services to be delivered by each subcontractor. If a subcontractor is not chosen, a justification is required describing why services could not be rendered by a sub-contractor.
- C. Provide email documentation of solicitation correspondence with MBE/WBE/Veteran-Owned companies.

Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

5. Evaluation Phases

Selection Procedure

Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.

Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Firm's Qualifications, Experience and References Vendor response demonstrated that the firm has the experience and capabilities to successfully perform the scope of services, including providing references for clients of similar size and scope.	Points Based	25 <i>(25% of Total)</i>
2.	Project Approach and Plan Vendor response demonstrated a firm understanding of the scope of services, the response included thorough and complete responses to the items outlined in the Section 4, and the vendor has the appropriate expertise, procedures, and methods in place to perform the scope of services.	Points Based	35 <i>(35% of Total)</i>
3.	Cost Proposal Vendor response provided a total cost proposal for all services to be delivered, a breakdown of costs delineated by major phase and/or a schedule of hourly rates.	Points Based	30 <i>(30% of Total)</i>
4.	MWDBE/VOSB Good Faith Effort Vendor response was detailed and demonstrated clear Good Faith Effort to obtain MWDBE & VOSB Participation.	Points Based	10 <i>(10% of Total)</i>

6. Equal Opportunity Review Commission Terms

6.1. MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC). In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

6.2. Veteran-Owned and LGBTQIA+ Small Business Goals

It is also the City's goal to encourage participation by veteran-owned and LGBTQIA+ small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses and not less than three (3) percent participation by LGBTQIA+ businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts. The City requires that all respondents demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of participation will be monitored by the City of Pittsburgh's EORC.

6.3. Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all respondents are required to complete and submit with their bids the attached MWDBE/Veteran-Owned/LGBTQIA+ Solicitation and Commitment Form (which details the efforts made by the respondents to obtain such participation). Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the bid. Participants are encouraged to contact the Equal Opportunity Review Commission at 412-255-8804 to assist further. For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et. seq.) of the City Code and Section 161.40 of the City Code.

6.4. Commitment to Diversity for Non-Profit Respondents

If Respondent is a non-profit, they are not required to provide the above in Sections 6.1-6.3. Instead, Respondents are required to meet the contents of this section to describe their commitment to diversity and efforts to promote diversity.

- If they exist, respondent's policies and procedures; initiatives and strategies to recruit, hire, train, and promote a diverse workforce; awards; in-house diversity programs; and/or training.
- If they exist, description of respondent's outreach efforts to provide opportunities available to all interested and qualified individuals, including a broader cross-section of the community.

- If they exist, listing of current community activities such as membership and participation in diverse organizations, associations, scholarship programs, mentoring, internships, and community projects.
- Include statements of assurance regarding the following:
 1. Executive Director demographics and experience serving Extreme Need/High Need communities
 2. Demographic diversity of Board of Directors composition
 3. Demographic Diversity of staffing composition
 4. Evidence that the organization is located in and/or serving residents in Extreme Need/High Need communities

7. Award and Contract

7.1. Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

7.2. Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

8. General Terms & Conditions

8.1. Examination of Proposal Documents

- A. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal.
 2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
 3. Represent that all information contained in the proposal is true and correct.
 4. Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
 5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
- B. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

8.2. RFP Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

8.3. RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of

pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- A. The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- B. Each proposer shall assume the risk of the method of dispatching any communication or proposal. •The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- C. The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- D. The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
- E. All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at procurement.pittsburghpa.gov/beacon/opportunities
- F. Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

8.4. [Addenda/Clarifications](#)

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator within the Question and Answer tab.

8.5. [Withdrawal of Proposals](#)

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

8.6. [Public Record](#)

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it.

Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

8.7. Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

8.8. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- B. Any attempt to improperly influence any member of the evaluation team;
- C. Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- D. Evidence of incorrect information submitted as part of the proposal;
- E. Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- F. Proposer's default under any previous agreement with the City, which results in termination of the agreement.

8.9. Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 197 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

8.10. Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- A. Reject any and all proposals;
- B. Issue subsequent Requests for Proposals;

- C. Cancel this RFP with or without issuing another RFP;
- D. Remedy technical errors in the Request for Proposals process;
- E. Approve or disapprove the use of particular sub-consultants;
- F. Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G. Meet with select proposers at any time to gather additional information;
- H. Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- I. Accept other than the lowest offer.
- J. Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K. Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- L. Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- M. Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N. Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P. Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

8.11. PREVAILING WAGE ORDINANCE

Contractor agrees that section 161.16(e) of the Pittsburgh Code of Ordinances, stating that Contractor must pay at least the applicable prevailing wages as will have been determined by the City Controller pursuant to the City Service Worker Prevailing Wage Ordinance, Title I, Article VII, Section 161.38(l)(B), as the same may be amended, and as will have been determined by the Secretary of Labor and Industry to the workers employed in the performance of any contract for public work subject to the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the regulations issued pursuant thereto, and all supplements and amendments thereto, must be

made a part of the Contract as fully as if attached hereto, and that Contractor will comply in all respects with the provisions thereof, insofar as the same implicates the Contract.

8.12. ENSURING EQUAL EMPLOYMENT OPPORTUNITY FOR PERSONS PREVIOUSLY CONVICTED

Contractor shall comply with Section 161.16A of the Pittsburgh City Code.

9. Miscellaneous Requirements

9.1. Acknowledgements

- A. **Conflict of Interest-** By submission of a proposal to this solicitation, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- B. **Code of Ethics-** By submission of a proposal to this solicitation, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found [here: http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- C. **Fair Trade Certification-** By responding to this solicitation, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- D. **Non-Disclosure-** By responding to this solicitation, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful respondent.
- E. **Debarment** - This solicitation is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- F. **Financial Interest-** No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- G. **Full Fee Disclosure-** Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

10. Vendor Questionnaire

10.1. [Response to Scope Proposal](#)

Please upload your Response to Scope detailed in [Proposal Format Requirements](#)

10.2. [Cost Proposal](#)

Please upload your Cost Proposal detailed in [Proposal Format Requirements](#)

10.3. [Equal Opportunity Review Commission \(EORC\) Participation Form *](#)

Please download the below documents, complete the Pre-Award Good Faith Checklist, and upload. Failure to complete the Pre-Award Good Faith Checklist may result in the City deeming your proposal/response non-responsive. Any awardees will be required to complete the full EORC Participation Forms and process prior to contract execution.

- [2024 EORC Participation For...](#)

*Response required

10.4. [Do you agree with the City's Terms and Conditions?*](#)

☐ Yes

☐ No

*Response required

10.5. [Vendor Contact Sheet*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Contact Sheet.pdf](#)

*Response required

10.6. [Vendor Registration Form*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Registration F...](#)

*Response required

10.7. [W-9*](#)

Please download the below documents, complete, and upload.

- [W9.pdf](#)

*Response required

10.8. [Authorized Signatory*](#)

Provide the name, title, & email address of the authorized signatory for your company (for details on who is considered an authorized signatory, please look at our terms & conditions section)

*Response required

