



REQUEST FOR EXECUTIVE ACTION
EA Title:8792 - Overdose to Action Program II - Award
Originating Department:Administrative Services

Run Date:03/31/2023

Page 1 of 1

SEE DEPARTMENT AUTHORIZATION PAGE

Contact: Chloe Wojcik **Ext:**
Date Submitted By Agency: 03/29/2023
Date Approved: 03/31/2023
Future Impact:
Included In Budget: Yes **For:** Grant

Est Cost: \$132,024.00
Est Revenue:
County Match:
 Account coding provided on JDE Contract Form

Summary:

Award contract in response to Specification Number 8792, Request for Proposal for Overdose to Action Program Subgrants: Innovative Substance Use and Overdose Prevention Strategies at the Local Level.

Explanation:

It is requested by Frank Alessio III, Chief Purchasing Officer, Division of Purchasing and Supplies, upon recommendation of Otis Pitts, Deputy Director of Public Policy and Community Relations, Health Department, that approval be granted to award a contract to the most advantageous proposal received in response to Specification Number 8792, Request for Proposal for Overdose to Action Program Subgrants: Innovative Substance Use and Overdose Prevention Strategies at the Local Level.

Said proposal was received from Team PSGB, LLC.

The period of contract shall be from April 1, 2023, to January 31, 2024.

# No.	Vendor	Project #	Contract Start date	Contract End Date	Ag #	Previous \$	Change \$	Amount \$	Fee
1	Team PSGB, LLC		04/01/2023	01/31/2024		0.00	132,024.00	132,024.00	NO

Department	Department Director	Backup	Authorized	Department Authorized Date
Administrative Services	Ellen Allen		Yes - Approved by Department Director	Mar 29, 2023 12:43:29 PM

CC: Controller
 Law Department
 Budget & Finance

Approved as Submitted
 Denied

Certified and Sealed :**Electronically Approved**

Jennifer Liptak
 County Manager

03/31/2023
 Date



CONTRACT FORM
COUNTY OF ALLEGHENY

Erin Nelson _____

OU # _____

Prepared by

OS # _____

(412) 350-1477 _____

OF # _____

Phone Number

Department Div. of Purchasing and Supplies

Vendor Team PSGB

Vendor # 2655126

Funder # _____
 (if revenue)

Year 2023

Executive Action No. 5642-23

	COST CENTER/JOB NUMBER	OBJECT/ACCOUNT #	SUBSIDIARY/COST CODE	AMOUNT
1	27010078	63010		\$132,024.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
Contract Total				\$132,024.00

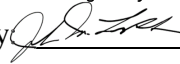
CONTROLLER'S OFFICE USE ONLY	
CONTRACTS SECTION	
AGREEMENT NO.	
BOX NUMBER	

CONTROLLER'S OFFICE USE ONLY	
CONTRACTS SECTION	
RECEIVED	
APPROVED	
POSTED	

AGREEMENT NUMBER: 278774

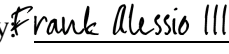
IN WITNESS WHEREOF, the parties hereto have signed this **AGREEMENT** on the date below indicated.

FOR THE COUNTY OF ALLEGHENY:

DocuSigned by:
By: 
C272B69D92D34DE...

Date 4/20/2023


County Manager

DocuSigned by:
By: 
7428EB9E8EB2459...

Date 4/17/2023

Chief Purchasing Officer

Approved as to Form:

DocuSigned by:
By: 
48152FEA22D2411...

Date 4/17/2023

County Solicitor

DocuSigned by:
By: 
DC9A16281A39440...

Date 4/15/2023

Assistant County Solicitor

FOR THE SUPPLIER:

DocuSigned by:
By: 
827C64E0EBF7453...

Date 4/13/2023

Name: Aubrey Plesh Stock-Bratina

Title: Founder

SPECIFICATION# 8792
SUPPLIER: Team PSGB, LLC
VENDOR NUMBER: 2655126
EXECUTIVE ACTION: 5642-23



This Agreement is:

- Paid by Voucher (OU)
- Paid by Voucher (OS)
- Revenue-Generating (OJ)
- Paid via Purchase Order (Item Master/PI)
 - 99999 Line
 - Item Numbers Assigned (See Contract Document)

SERVICES AGREEMENT

This Services Agreement dated as of April 10, 2023, in accordance with Allegheny County Executive Action Number 5642-23 as approved on March 31, 2023 is by and between the County of Allegheny (hereinafter "the County"), a political subdivision of the Commonwealth of Pennsylvania, and Team PSGB (hereinafter "the Supplier"), a limited liability company incorporated under the laws of Pennsylvania.

RECITALS

WHEREAS, the Supplier is in the business of providing certain services as further described herein; and

WHEREAS, the Supplier desires to provide and the County desires and deems it necessary in the public interest to use certain services all upon and subject to the terms and conditions set forth herein; and

WHEREAS, County is desirous of contracting with Supplier, as County has selected Supplier as the most advantageous supplier after a request for proposal and proposal review process; and

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, and intending to be legally bound, the parties hereto agree as follows:

ARTICLE 1 CERTAIN DEFINITIONS

- 1.1 "Agreement" shall mean this Services Agreement, including the main body of this Agreement and Attachment A.
- 1.2 "Applicable Law(s)" shall mean all applicable federal, state and local laws, statutes, ordinances, codes, rules, regulations, standards, orders and other governmental requirements of any kind, including, but not limited to, those relating to (i) affirmative action and equal employment opportunity, (ii) nondiscrimination based on race, color, creed, religion, sex, age, ethnic origin or existence of a disability, (iii) wages and hours, (iv) workers' compensation and unemployment insurance, (v) labor and employment conditions, (vi) occupational safety and health and (vii) the environment and the use and handling and disposal of toxic and/or hazardous substances and materials.
- 1.3 "Employee Taxes" shall mean all taxes, assessments, charges and other amounts whatsoever payable in respect of, and measured by the wages of, the Supplier's employees (or subcontractors), as required by the Federal Social Security Act and all amendments thereto and/or any other applicable federal, state or local law.
- 1.4 "Services" shall mean any services or other duties to be performed by Supplier hereunder including, without limitation, all services and duties described in Section 2 and Attachment A.

- 1.5 "Unemployment Insurance" shall mean the contribution required of Supplier, as an employer, in respect of, and measured by, the wages of its employees (or Subcontractors) as required by any applicable federal, state or local unemployment insurance law or regulation.
- 1.6 "The RFP" shall refer to County's Request for Proposal for Overdose Data To Action Program Subgrants: Innovative Substance Use and Overdose Prevention Strategies At The Local Level, Specification Number 8792, and all subsequent Bulletins pertaining to and referenced by same Specification Number.
- 1.7 "Proposal" shall refer to Supplier's proposal submitted in response to the RFP, dated September 6, 2022.

ARTICLE 2 AGREEMENT TO PROVIDE SERVICES

- 2.1 Supplier hereby agrees to provide the County as the County may from time to time designate, such Services as the County may require, all in accordance with and subject to the terms, covenants and conditions of this Agreement. The County agrees to use these Services in accordance with and subject to the terms, covenants and conditions of this Agreement.
- 2.2 Notwithstanding any other provision of this Agreement to the contrary, the County shall have no obligation to request, order, or purchase any Services hereunder. Without limiting the generality of the foregoing, the actual quantity of Services to be used hereunder shall be determined by the County in its sole discretion. This Agreement is not exclusive. Supplier expressly acknowledges and agrees that the County may use or procure, at its sole discretion, services which are identical or similar to the Services described in this Agreement from any third party.
- 2.3 During the Term of this Agreement, Supplier shall provide the County services as described in Attachment A.

ARTICLE 3 TERM AND TERMINATION

- 3.1 The term of this Agreement shall commence on April 1, 2023 and shall expire on January 31, 2024, subject to any earlier termination as provided herein.
- 3.2 Notwithstanding the foregoing, the County may extend the term of this Agreement for an additional period of up to three (3) months by giving Supplier written notice specifying the length of such extension no less than thirty (30) days prior to the expiration of the original term.
- 3.3 Notwithstanding anything to the contrary contained in this Agreement, the County may terminate this Agreement at any time with or without cause by

providing to Supplier no less than thirty (30) days prior written notice of termination.

- 3.4 Either party may terminate this Agreement by written notice to the other party if the other party breaches any of its obligations hereunder and fails to remedy the breach within fifteen (15) days after receiving written notice of such breach from the non-breaching party.

ARTICLE 4 PAYMENT

- 4.1 Prices are as stated on Attachment A. Unless Attachment A expressly provides otherwise, the prices for Services shall remain fixed during the entire Term of this Agreement and shall not be increased as a result of the quantity for Services provided, or for any other reason.
- 4.2 The total amounts due under this Agreement shall not exceed one hundred thirty-two thousand twenty-four dollars (\$132,024.00). County shall have no right to require and Supplier shall have no obligation to provide any product or perform any services after the amount paid by County to Supplier pursuant to this Agreement equals the aforesaid total sum, unless and until by Amendment to this Agreement the parties agree on an increased sum.
- 4.3 Except as specifically set forth on Attachment A hereto, County shall not be responsible for any additional costs or expenses of any nature incurred by Supplier in connection with the provision of the Products or Services, including without limitation travel expenses, clerical or administrative personnel, long distance telephone charges, etc. (“Incidental Expenses”). To the extent that Attachment A expressly requires County to reimburse Supplier for Incidental Expenses, and notwithstanding anything else set forth in this Agreement, including Attachment A hereto, County shall not be responsible for any such reimbursement unless the expenses to be reimbursed are (i) approved, in each instance, in advance by County; and (ii) substantiated by appropriate receipts and related documentation. It is acknowledged and agreed that County may, as a condition of its approval of any such Incidental Expense reimbursement, require in each instance Supplier to utilize suppliers or service providers prescribed by County, which may include suppliers or service providers which are affiliated with County.
- 4.4 Supplier represents, warrants and covenants that the prices, charges and/or fees for Services set forth in this Agreement are at least as favorable as the prices, charges and/or fees Supplier charges to other of its customers or clients for services similar to the Services and under similar circumstances and conditions. If Supplier agrees or contracts with other clients or customers similarly situated during the Term of this Agreement, and offers or agrees to financial terms more favorable than those set forth herein, Supplier hereby agrees that it will reduce the prices, charges and/or fees charged to County in

respect of the Services hereunder to the most favorable rates received by those other clients or customers.

ARTICLE 5 INDEMNIFICATION

5.1 Supplier agrees that it shall indemnify, defend and hold harmless County and its respective officials, directors, employees and agents (collectively, the “Indemnities”), from and against any and all damages, claims, losses, expenses, costs, obligations and liabilities (including without limitation reasonable attorney’s fees), suffered directly or indirectly by any of the Indemnities by reason of, or arising out of, (i) any breach of any covenant, representation or warranty made by Supplier in or pursuant to this Agreement, (ii) any failure by Supplier to perform or fulfill any of its obligations, covenants or agreements set forth in this Agreement, (iii) the negligence or intentional misconduct of Supplier, any subcontractor of Supplier, or any of their respective employees, agents or contractors, (iv) any failure of Supplier, its subcontractors, or their respective employees to comply with any Applicable Law, (v) any litigation, proceeding or claim by any third party relating in any way to the obligations of Supplier under this Agreement or Supplier’s performance under this Agreement, (vi) any Employee Taxes or Unemployment Insurance; or (vii) any claim alleging that the Products, the Services or any part thereof infringe any patent, copyright, trademark, trade secret or other intellectual property interest in any country. Such obligation to indemnify shall not apply where the damage, claim, loss, expense, cost, obligation or liability is due to the negligence or willful misconduct of County or its officials, directors, employees, agents or contractors. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 6 COMPLIANCE WITH LAWS

6.1 Supplier agrees to comply with all Applicable Laws. Without limitation of the foregoing sentence, Supplier shall comply with all applicable equal employment opportunity, affirmative action, and all other contract clauses required by Applicable Law and shall, at Supplier's expense, secure and maintain in full force during the Term of this Agreement, any and all licenses, permits, approvals, authorizations, registrations and certificates, if any, required by Applicable Law in connection with the performance of the Services. At the County's request, Supplier shall provide to the County copies of any or all such licenses, permits, approvals, authorizations, registration and certificates.

ARTICLE 7 PUBLICITY / CONFIDENTIALITY

7.1 No news releases, public announcements, advertising materials, or confirmation of same, concerning any part of this Agreement or any Purchase Order issued hereunder shall be issued or made without the prior written approval of County. Supplier shall not in any advertising, sales materials or in

any other way use any of the names or logos of County without the prior written approval of County.

- 7.2 Any knowledge or information which Supplier or any of its affiliates shall have disclosed or may hereafter disclose to County, and which in any way relates to the Products or Services covered by this Agreement shall not, unless otherwise specifically agreed to in writing by County, be deemed to be confidential or proprietary information, and shall be acquired by County, free from any restrictions, as part of the consideration for this Agreement.

ARTICLE 8 EXAMINATION OF FINANCIAL RECORDS

- 8.1 Supplier shall maintain books, program and financial records, documents and other evidence pertaining to costs and expenses related to this Agreement in such detail as will properly reflect all costs of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature for which County funding has been provided under the provisions of this Agreement. The Supplier shall maintain such books, records, documents and other materials in accordance with Generally Accepted Accounting Principles, where applicable. The Supplier shall provide access, during normal business hours, to such books, program and financial records, documents and other evidence upon request of the County Manager, the County Controller or their designees upon receipt of reasonable advance notice, either oral or written. Supplier's books, records, program and financial records, documents and other evidence pertaining to services provided under this Agreement shall be preserved and made available for a period of three (3) years following the termination of this Agreement. The County Manager, the County Controller or their designees may audit, examine, review, photocopy, and/or make excerpts or transcripts of any of Supplier's books, records, program and financial records, documents and other evidence. Any deficiencies noted in any audit reports or otherwise must be fully resolved by the Supplier, to the County's sole satisfaction, within thirty (30) days after the Supplier's receipt of written notice of such deficiencies. Failure of the Supplier to comply with the provisions set forth in this paragraph may constitute a violation of this Agreement and, at the County's sole discretion, may result in the County withholding future payments.

ARTICLE 9 REQUIREMENTS OF TIME

- 9.1 TIME IS OF THE ESSENCE WITH RESPECT TO THE SERVICES PROVIDED. If Supplier for any reason anticipates difficulty in complying with the required services, or in meeting any of the other requirements hereunder, Supplier shall promptly notify the County in writing.

ARTICLE 10 RELATIONSHIP OF PARTIES.

10.1 Supplier is an independent contractor and is not an agent, servant, employee, legal representative, partner or joint venturer of County. Nothing herein shall be deemed or construed as creating a joint venture or partnership between Supplier and County. Neither party has the power or authority to bind or commit the other.

ARTICLE 11 NOTICES

11.1 All notices, required or permitted to be given or made in this Agreement shall be in writing. Such notice(s) shall be deemed to be duly given or made if delivered by hand, by certified or registered mail or by nationally recognized overnight courier to the address specified below:

If to the County:

Chief Purchasing Officer
County of Allegheny, Division of Purchasing and Supplies
542 Forbes Avenue, Room 201
Pittsburgh, PA 15219

If to Supplier:

Team PSBG, LLC
418 Boggs Avenue
Pittsburgh, PA 15211

11.2 Either party may change its notice address by giving the other party written notice of such change in the manner specified above.

ARTICLE 12 FORCE MAJEURE

12.1 Delay in performance or non-performance of any obligation contained herein shall be excused to the extent such failure or non-performance is caused by force majeure. For purposes of this Agreement, "force majeure" shall mean any cause or agency preventing performance of an obligation which is beyond the reasonable control of either party hereto, including without limitation, fire, flood, sabotage, shipwreck, embargo, strike, explosion, labor trouble, accident, riot, acts of governmental authority (including, without limitation, acts based on laws or regulations now in existence as well as those enacted in the future), acts of God, and delays or failure in obtaining raw materials or transportation. A party affected by force majeure shall promptly provide notice to the other, explaining the nature and expected duration thereof, and shall act diligently to remedy the interruption or delay if it is reasonably capable of being remedied. In the event of a force majeure situation, deliveries or acceptance of deliveries, which have been suspended, shall not be required to be made up on the resumption of performance.

ARTICLE 13 WAIVER

13.1 No delay or failure by either party to exercise any right, remedy or power herein shall impair such party's right to exercise such right, remedy or power or be construed to be a waiver of any default or an acquiescence therein; and any single or partial exercise of any such right, remedy or power shall not preclude any other or further exercise thereof or the exercise of any other right, remedy or power. No waiver hereunder shall be valid unless set forth in writing executed by the waiving party and then only to the extent expressly set forth in such writing.

ARTICLE 14 PIGGYBACKING

14.1 The Supplier agrees to make the products and services of this contract available to the Councils of Government, Municipalities and School Districts within Allegheny County at the prices, terms, and conditions set forth herein.

14.2 The Supplier agrees to make the products and services of this contract available to all political subdivisions and authorities of the Commonwealth of Pennsylvania at the prices, terms, and conditions set forth herein.

ARTICLE 15 PARTIES BOUND; ASSIGNMENT

15.1 This Agreement shall inure to the benefit of and shall be binding upon the respective successors and assigns of the parties hereto, but it may not be assigned in whole or in part by Supplier without the prior written consent of the County. Supplier shall not delegate its duties under this Agreement nor assign monies due or to become due to it hereunder without prior written consent of the County.

ARTICLE 16 SEVERABILITY

16.1 To the extent possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement is declared invalid or unenforceable, by judicial determination or otherwise, such provision shall not invalidate or render unenforceable the entire Agreement, but rather the entire Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions and the rights and obligations of the parties shall be construed and enforced accordingly.

ARTICLE 17 INCORPORATION; ENTIRE AGREEMENT

17.1 All the provisions of Attachment A are hereby incorporated herein and made a part of this Agreement. In the event of any apparent conflict between any provision set forth in the main body of this Agreement and any provision set forth in Attachment A, the provisions shall be interpreted, to the extent

possible, as if they do not conflict. In the event that such an interpretation is not possible, the provisions set forth in the main body of this Agreement shall control.

17.2 The RFP and the Proposal are hereby incorporated herein and made a part of this Agreement. In the event of any apparent conflict or inconsistency between the RFP, the Proposal, or the Agreement, the provisions shall be interpreted, to the extent possible, as if they do not conflict. In the event that such an interpretation is not possible, the documents shall prevail and apply in the following order of priority:

- (a) The Agreement; then
- (b) The RFP; then
- (c) The Proposal.

17.3 This Agreement (including all incorporated documents) constitutes the entire agreement of the parties relating to the subject matter hereof and supersedes any and all prior written and oral agreements or understandings relating to such subject matter.

ARTICLE 18 HEADINGS

18.1 Headings used in this Agreement are for convenience of reference only and shall in no way be used to construe or limit the provisions set forth in this Agreement.

ARTICLE 19 MODIFICATIONS

19.1 Except as may be expressly provided otherwise herein, this Agreement may be modified or amended only by a writing executed by both parties hereto.

ARTICLE 20 REMEDIES

20.1 Any right or remedy of Supplier or the County set forth in this Agreement shall not be exclusive, and, in addition thereto, Supplier and the County shall have all rights and remedies under applicable law, including without limitation, equitable relief. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 21 GOVERNING LAW

21.1 This Agreement shall be governed by and interpreted in accordance with the laws of Pennsylvania without regard to its choice of law provisions. Any disputes arising that cannot be settled in the normal course of business shall be litigated in a court of competent jurisdiction located in Allegheny County, Pennsylvania.

Attachment A

Team PSBG, LLC will provide Overdose Prevention Strategies to Allegheny County as set forth below:

PROJECT PLAN

- A. Funding of our Resource and Procurement and Distribution Liaison
- B. Funding of the Rental of one PO Box
- C. Purchase and Training on Inventory Management Software System
- D. Hand-Up Fund for IDs, Birth Certificates, Fines, and Licenses and other necessary credentialing for forward movement
- E. Procurement of Crisis Supplies

PRICING**A. Personnel**

Resource Procurement and Distribution Liaison	\$39,167.00
Management and Oversight	\$25,000.00
Accounting and Payroll	\$4,000.00
Personnel Total	\$68,167.00

B. Fringe Benefits

Employer Paid Payroll Taxes	\$7,730.00
Health Insurance Stipend for Resource Procurement and Distribution Liaison	\$5,000.00
Fringe Benefits Total	\$12,730.00

C. Consultants

Consultants Total	\$0.00
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D. Equipment

Computer for Resource Procurement and Distribution Liaison + MS Office	\$1,000.00
Equipment Total	\$1,000.00

E. Supplies

Staff Cell Phone Coverage	\$400.00
Post Office Box Rental	\$90.00
Inventory Management Software	\$1,908.00
Food Bank Weekly Food Choice Fund	\$3,000.00
Food Bank Allowance for PSBG Holidays Observed	\$500.00
Naloxone Provided by ACHD	\$0.00
Crisis Supplies	\$21,280.00
Storage Unit Rental – Multiple Units	\$2,000.00
Transportation Funds for Bus Passes	\$800.00
Hand-Up Fund	\$10,000.00
Daily Outreach (Meet) Coffee (from coffee shop)	\$5,040.00
Supplies Total	\$48,018.00

F. Travel

Travel Total

\$0.00

G. Other

Worker's Compensation Insurance

\$624.00

General Liability Insurance

\$1485.00

Other Total

\$2109.00

TOTAL PROJECTED COST:

\$132,024.00

Logic Model: Team PSBG, LLC.

Situation Statement: Opioid overdose crisis in Allegheny County, PA, requires local-level capacity expansion of evidence-based efforts to prevent overdose, link people to evidence-based treatment, and reduce harms associated with substance use, taking into account the impacts of the COVID-19 pandemic.

INPUTS AND RESOURCES	ACTIVITIES/ STRATEGIES	OUTPUTS	SHORT TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG TERM OUTCOMES/ IMPACT
Funding Staff Time Supplies and equipment for program activities PSBG is trusted by target community of 'displaced' persons in Allegheny County	Fund the salary (and health insurance stipend) of our Resource Procurement and Distribution Liaison	Sustainability of a key member of our team Consistent 'face' at food bank	Helps people in community obtain harm reduction supplies and food— immediate needs	Increased trust by community, opens door to later connections to service Increases PSBG's sustainability	Decreased rate of fatal and non-fatal opioid-involved overdose in Allegheny County, PA Increased provision of evidence-based treatment for OUD Decreased rate of opioid misuse and OUD
	Purchase and training on inventory management software system	Better organized real-time resource inventory	Data to understand inventory and shifting needs Quicker pivot when needs change	Quicker response to shifting community needs Increases PSBG's sustainability by providing needed data for funding efforts	
	Food bank choice funds to fill in gaps in food offerings	More consistent choices in food available at food bank	Folx keep coming and to obtain harm reduction supplies and food— immediate needs	Helps PSBG be agile in filling food supply gaps Increased trust by community, opens door to later connections to service Increases PSBG's sustainability	Decreased rate of opioid misuse and OUD
PSBG has established collaborative	Rental of PO Box	Number of persons supplied with address	Allows members to get a hand-up,	Increased links to care, including evidence-based care for OUD	

<p>relationships with community partners: Just Harvest; Prevention Point Pittsburgh; McKeesport Downtown Housing; Allegheny Adult Probation's Megan's Law Registry</p>		<p>for benefits applications</p> <p>Numbers of pieces of mail sent to address</p>	<p>promotes self-efficacy</p> <p>Provides address for tracking data across service providers</p> <p>Provides safe place to receive mail</p>	<p>Increases PSBG's sustainability</p>	
	<p>Hand-up Fund for IDs, birth certificates, fines and licenses and other necessary credentialing for forward movement</p>	<p>Amount spent over time and reason for expenditures</p>	<p>Immediate forward movement in obtaining needs</p> <p>Increase speed of response to changing community needs</p>	<p>Helps PSBG be agile and pivot to serving new community needs—improved responsiveness (esp. important during COVID-19)</p> <p>Increases PSBG's sustainability</p>	
	<p>Purchase of emergency supplies (tents, sleeping bags)</p>	<p>Number served by immediate crisis supplies to those in need when otherwise unavailable</p>	<p>Safety of members, harm reduction</p>	<p>Increased trust by community, opens door to later connections to service</p>	

(2c and 2d) Work Plan and Evaluation and Performance Measures

Activities	Time Frame	Responsible Party	Outcomes	Performance Measures
Overall Goal: To prevent and reduce harms caused by substance use and opioid overdose in Allegheny County, PA by funding Team PSBG, LLC's efforts to continue providing direct services to the displaced population of Allegheny County, while responding to immediate needs generated by the COVID-19 crisis.				
Objective: Assuring the sustainability of PSBG's work				
Funding of our Resource Procurement and Distribution Liaison	By end of month 1	Aubrey Plesh	Harm reduction and safety of community members in crisis need Sustainability of food bank	How many of these supplies are given out, to whom, and what time of year Response from community and requests for these supplies
Funding the rental of one PO Box	By end of month 1	Aubrey Plesh	Provides folx with a mailing address for benefits applications and more; place to receive mail	Number of new users of boxes
Purchase and training on inventory management software system	By end of month 1	Resource Procurement and Distribution Liaison	Better organized real-time resource inventory with data to understand inventory and shifting needs	Implementation of software use and all data for resources and supplies in performance measures
Hand-up Fund for IDs birth certificates, fines and licenses and other necessary credentialing for forward movement	By end of month 1	Aubrey Plesh	Without delay folx can get birth certificates, and licenses and other necessary credentialing for forward movement	Amounts requested, and paid. Data on what funds paid for.
Procurement of crisis supplies	By end of month 2	Resource Procurement and Distribution Liaison	Harm reduction and safety of community members in crisis need	How many of these supplies are given out, and what time of year Response from community and requests for these supplies

Team PSGB, LLC. Timeline: 10 Months: November 2022-August 2023

Project Month	1	2	3	4	5	6	7	8	9	10
Communicate with all partners, and evaluation team about work plan and adjust if needed	X									
ACHD Partner Liaison check-in			X			X			X	
Renew P.O. Box Rental	X									
Purchase and training on inventory management software system	X									
Deliver Quarterly update on SMART objectives			X			X			X	X
Meet (6 nights/wk) Aubrey Plesh	X	X	X	X	X	X	X	X	X	X
Food bank (4x/mo)	X	X	X	X	X	X	X	X	X	X

(3) Collaborations (please see letters of support)

Founded by Aubrey Plesh Stock-Bratina, PSBG has been working in Allegheny County since 2016, is an LLC, and has already developed strong collaborative relationships across Allegheny County services including: Just Harvest; Prevention Point Pittsburgh; McKeesport Downtown Housing; Allegheny Adult Probation's Megan's Law Registry, Veterans' Affairs, Veterans' Place, Family Links, and ACTION Housing. PSBG receives referrals from and refers to these partners.

(4) Capacity to Implement the Approach

Founded by Aubrey Plesh Stock-Bratina, PSBG has been working in Allegheny County since 2016, is an LLC, and has already developed strong collaborative relationships with other Allegheny County community partners. PSBG has strengthened its presence in the Mon Valley in running the McKeesport Downtown Housing Low Barrier Shelter since 2020, and continues with direct outreach through food bank and 'meet' on Pittsburgh's South Side. PSBG employs folx full and part-time as shelter crew and as 'navigates' who undertake case management. Shelter positions are DHS funded, while food bank and 'meet' coverage are self-funded.

We will continue to do our work funded by this grant or not; however, this grant funding would allow us to increase capacity and cement the longevity of the critical work being done, amplified during the COVID-19 crisis and beyond.

Citations

- (1) Baggett, T.P., Hwang, S.W., O'Connell, J.J., Porneala, B.C., Stringfellow, E.J., Orav, E.J., Rigotti, N.A. (2013). Mortality among homeless adults in Boston: Shifts in causes of death over a 15-year period. *JAMA Internal Medicine*, 173(3), 189-195.
- (2) Yamamoto, A., Needleman, J., & Gelberg, L. (2019). Association between homelessness and opioid overdose and opioid-related hospital admissions/emergency department visits. *Social Science & Medicine*, 242, 112585.
- (3) van Draanen, J., Tsang, C., Mitra, S., Karamouzian, M., & Richardson, L. (2020). Socioeconomic marginalization and opioid-related overdose: A systematic review. *Drug and alcohol dependence*, 214, 108127. <https://doi.org/10.1016/j.drugalcdep.2020.108127>
- (4) <https://analytics.alleghenycounty.us/2022/05/23/allegheeny-county-annual-point-in-time-homelessness-count-2009-present-interactive-dashboard/>
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Year 1 Summary Budget Team PSBG

Year 1 Request Range from \$50, 000-\$150,000	Request
A. Personnel	\$68,167
B. Fringe Benefits	\$12,730
C. Consultants	\$0
D. Equipment	\$1000
E. Supplies	\$48,018
F. Travel	\$0
G. Other	\$2109
Total Project Costs	\$132,024

1. Itemized Line Item Budget and Justification Narrative

Budget Line Item	Itemized	Amount Requested
A. Personnel		\$68,167
Position Title: Resource Procurement and Distribution Liaison	Salary \$47,000 per annum base (\$3916.66/month) prorated for 10 months. Effort 100%	\$39,167
Position Title: Management and Oversight, 'meet' coverage, training	Includes training, 'meet' coverage	\$25,000
Position Title: Accounting and Payroll	Includes accounting and payroll	\$4000
B. Fringe Benefits	Calculated at X%	\$12,730
Employer Paid Payroll Taxes Federal Withholding % PA Unemployment	7.65% = \$5215 3.69% = \$2515	\$7730
Health Insurance Stipend for Resource Procurement and Distribution Liaison, family coverage if needed	\$5000	\$5000

C. Consultants	Itemized	\$0
D. Equipment	Itemized	\$1000
Computer for Resource Procurement and Distribution Liaison + MS office	\$1000	\$1000
E. Supplies	Itemized	\$48,018
Staff cell phone coverage	1 FTE (10 months coverage x \$40/month)	\$400
Post office box rental	\$90/yr/box	\$90
Inventory management software	\$1908/yr	\$1908
Food Bank weekly food choice fund	\$75/wk x 40 wks	\$3000
Food Bank allowance for PSBG holidays observed	\$100/holiday x 5 holidays	\$500
Naloxone provided by ACHD	0	0
Crisis supplies	Includes: tents, tarps, sleeping bags, several different sizes of backpacks.	\$21,280
Storage Unit rental—multiple units	\$200/mo x 10 months	\$2000
Transportation Funds for bus passes	Individual tickets and 150 connect cards with stored value	\$800
Hand-Up Fund	\$1000/mo x 10 mo	\$10,000
Daily Outreach (Meet) coffee (from coffee shop)	1440 cups x 3.50/cup	\$5040
F. Travel		\$0
G. Other	Itemized	\$2109
Worker's compensation Insurance	\$624	\$624
General Liability Insurance	\$1485	\$1485
Total		\$132,024

Budget Justification:

A. Personnel: Resource Procurement and Distribution Liaison: This person works full time coordinating donations and ACHD naloxone deliveries, making sure items are purchased for the weekly food bank, will staff the food bank, and will maintain data on use and needs for food and harm reduction supplies.

Management and Oversight: Will be undertaken by Aubrey Plesh and includes further training and scheduling.

Position Title: Accounting and Payroll

B. Fringe Benefits: Health insurance is included as a stipend for the Resource Procurement and Distribution Liaison, above. Tax costs are as follows: Federal Withholding @ 7.65% = \$4909; PA Unemployment @ 3.69% = \$2368. Total Employer payroll taxes: \$7277

C. Consultants: N/A

D. Equipment: Computer and Microsoft Office subscription for our Resource Procurement and Distribution Liaison. Computer \$800, MS Office \$20/month x 10 months = \$1000

E. Supplies:

Staff cell phone coverage. 10 months of cell phone service coverage through our corporate account.

Post office box rental. We provide those we serve with a mailing address, this is necessary for benefits applications. The box also allows them to safely receive mail. We have two boxes in Pittsburgh, this is to cover one box. 1 box @ \$90 per year = \$90.

Inventory management software. For example: Zoho Premium at \$159/ month, billed annually only at \$1908/yr.

Food Choice Fund adds an extra \$75 to provide flexibility and stability in nutrition options to cover any potential gaps in the Food Bank collection. \$75/wk x 40 wks = \$3000

PSBG Holidays Observed Food Bank Allowance adds an extra \$100 to food bank funding in anticipation of increased demand for food in preparation for celebration of recognized holidays, including the following during the 10-month funding period: Thanksgiving Day; Christmas Day; New Year's Day; Memorial Day; Independence Day. \$100 x 5 = \$500.

Transportation Funds: for bus passes. 150 Connect cards (\$1 per card x 150) with stored value and individual single passes \$650. These are frequently needed for folx to get to appointments.

Crisis Supplies: allow people to get supplies for shelter immediately when other options are not available. PSBG intends to buy these items in bulk to reduce cost and so we have supplies when needed. Total costs for tents, tarps, sleeping bags, and backpacks is \$21,280.

Storage Unit rental: Multiple units @\$200/mo x 10 months. These hold all donated and procured supplies for food bank and crisis supplies.

Hand Up Fund: Allows PSBG to provide folx with immediate needs monies to cover ID's, birth certificates, fines, and licenses and other necessary credentialing for forward movement. Amounts based on previous practice.

Nightly Outreach (Meet) coffee. We hold 'meet' six days a week in or outside a local coffee shop. This is a comfortable, neutral space where people can meet us in person. We offer those who meet us a cup of coffee. Estimates are based on current purchases. 1440 cups of coffee per 10 months (6 cups/day x 6 days/wk x 40 weeks) @ \$3.50/cup = \$5040.

F. Travel: N/A

G. Other: We will cover employees with general liability insurance (\$1485) and worker's compensation insurance (\$624) = \$2109.



County of Allegheny

RICH FITZGERALD
COUNTY EXECUTIVE

DEPARTMENT OF ADMINISTRATIVE SERVICES DIVISION OF PURCHASING AND SUPPLIES

REQUEST FOR PROPOSAL

FOR

OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

SPECIFICATION NO. 8792

This Request for Proposal contains requirements for proposers to assist the County in meeting M/W/DBE goals and our Veteran owned small business goals. Therefore, proposers must document their plan or good faith efforts to meet those goals. Please see the Requirements and fill out the Participation Statement.

RFP DUE DATE: Wednesday, September 7, 2022, 11:30 A.M., E.T.

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

PERIOD OF CONTRACT: Contract execution through August 31, 2023.

Chloe Wojcik
Purchasing Agent
412-350-6179

Chloe.Wojcik@AlleghenyCounty.us

REQUEST FOR PROPOSAL

RFP NUMBER: 8792

TITLE: RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

DUE DATE: Wednesday, September 7, 2022

ADVERTISING DATE: Thursday, August 11, 2022

DESCRIPTION: Proposal to provide OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL to the County of Allegheny

<p>The undersigned hereby offers to furnish and deliver the articles or services as specified in strict accordance with the RFP and scope of proposal, all of which are made a part of this request. This offer is not subject to withdrawal without permission of the County of Allegheny Chief Purchasing Officer.</p>
<p>FULL LEGAL COMPANY NAME: _____</p>
<p>STREET ADDRESS: _____</p>
<p>CITY, STATE AND ZIP CODE: _____</p>
<p>AUTHORIZED SIGNATURE: _____</p>
<p>PRINT NAME: _____</p>
<p>TITLE OF AUTHORIZED SIGNER: _____</p>
<p>TELEPHONE #: _____</p>
<p>FAX #: _____</p>
<p>E-MAIL ADDRESS: _____</p>

COMPANY INFORMATION

(This information is for tracking purposes only and has no role in the determination of the lowest, responsive, responsible proposer.)

- check here if your firm is registered with the Allegheny County Department of Equity and Inclusion
- check here if your firm is a "Minority Business Enterprise" or "MBE" as defined in the Small Business Act, 15 USC
- check here if your firm is a "Women Business Enterprise" or "WBE" as defined in the Small Business Act, 15 USC
- check here if your firm is a "Small Business" as defined by the Small Business Administration (13 C.F.R. 121.201, in most cases, this means a business with 500 or fewer employees)

NOTE: A COPY OF THIS PAGE FULLY COMPLETED MUST BE SUBMITTED WITH YOUR PROPOSAL.

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RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

SPEC#8792

Section 1

1. GENERAL INSTRUCTIONS TO SUPPLIERS**1.1 Purpose of Request for Proposals**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the provision of **OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL** (the “RFP”) to the County of Allegheny, (the “County”). The County as represented by its Division of Purchasing and Supplies, intends to use the results of this process to award a contract to one or possibly more successful suppliers.

1.2 About this Document

This document is a Request for Proposal, otherwise referred to as RFP. It differs from an invitation for bid in that the County is seeking a solution, not a quotation, meeting firm specifications for the lowest price. As such, the lowest price proposal shall not guarantee an award recommendation. The electronically received proposals shall be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, experience in the field, availability or capability may be overriding factors. Price may not be determinative in the issuance of a contract award. The proposal evaluation criteria should be viewed as a standard that measures how well a supplier’s proposal meets the desired requirements and needs of the County. The criteria considered in evaluating the award are set forth in this document.

The County shall thoroughly review all proposals received. The County shall also utilize its best judgment when determining which suppliers to schedule meetings with after receipt of all proposals. The request for proposal process allows the County to negotiate with suppliers prior to awarding a contract. A contract shall be awarded to a qualified responsible supplier(s) submitting the best proposal. The County reserves the right to select, and subsequently recommend for an award, the proposed service which best meets its required needs, quality levels, and budget constraints.

The issuance of this RFP does not obligate the County to enter into contract for any services or equipment.

1.3 Terminology

“Agreement” means the negotiated contract between the County and the Contractor to provide the Contract Services or Contract Items.

“County” identifies the County of Allegheny, Pennsylvania.

“Proposer” or “Supplier” means the person, firm, or corporation that submits a proposal to the Court and County, in response to the RFP, seeking to be selected as the Contractor.

“Contractor” means the entity selected by the County to perform the Contract Services or provide the Contract Items.

“Contract Services” means the services provided under the Scope of Contract as set forth in Section 2 of the RFP and as finalized, through negotiations, and incorporated into the Agreement.

“Contract Items” means the goods provided under the Scope of Contract as set forth in Section 2 of the RFP and as finalized, through negotiations, and incorporated into the Agreement.

RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

SPEC#8792

Section 1

1.4 Issuing Office

This RFP is issued for the County by the Division of Purchasing and Supplies (Issuing Office). The Issuing Office is the sole point of contact in the County for this RFP. Please refer all inquiries in writing to.

Point-of-Contact:

Chloe Wojcik

Chloe.Wojcik@AlleghenyCounty.US

Phone 412-350-6179, Fax 412-350-5883

It is proposed that if a contract is entered into as a result of this RFP, it shall be a fixed price contract, unless otherwise stated, on a list of products or services and / or a percentage discount from catalog list price for list of manufacturers covered by the contract. The contract shall incorporate by reference this RFP and the General Conditions and Instruction to Suppliers.

Proposers who have received the RFP from a source other than through Bonfire central notification are advised to contact the point-of-contact above to provide their company's contact information. Proposers who have received the RFP by any method are responsible for checking the website to obtain any addenda.

1.5 Proposal Delivery, Time, Date and Place

Separate and sealed Proposals will be received electronically until **11:30 A.M., E.T., Wednesday, September 7, 2022** for **OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL.**

The County reserves the right to extend or postpone the date and time for accepting proposals through an addendum.

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all electronic media, reports, charts, and other documentation submitted by supplier shall become the property of the County when received. Nothing submitted shall be considered confidential or proprietary.

1.6 Proposal Submissions

Proposers are required to submit their Proposals electronically via

<https://alleghenycounty.bonfirehub.com/portal/?tab=openOpportunities>. No Proposals shall be accepted in person, by U.S. Mail, by private courier service, via oral or e-mail communication, telephone or fax transmission.

Proposals must be submitted in the format described in this RFP. To be considered, the proposal must respond to all requirements in the RFP. The contents of this RFP and your proposal shall become part of any contract(s) entered into as a result of this RFP.

The County reserves the right to request additional information which, in the County's opinion, is necessary to assure that the proposer's competence, business organization, and financial resources are adequate to perform in accordance with this RFP and any resultant contract.

The County may make such investigation as it sees fit to determine the ability of the proposer to perform the work, and the proposer shall furnish the County all such information and data for this purpose as requested by the County. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer

RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

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fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract and to satisfactorily perform the work specified.

When asked, proposers shall also include their answers to the questions listed in this RFP using the same answering sequence as put forth in the RFP.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of the RFP.

Any other information thought to be relevant, but not applicable to the enumerated questions, should be provided as an appendix to the proposal.

1.7 Clarification of Requirements & General Questions

It is the intent and purpose of the County that this RFP permit competitive proposals. It shall be the supplier's responsibility to advise the point-of-contact if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications and general questions regarding this solicitation must be submitted electronically via the Bonfire system

<https://alleghenycounty.bonfirehub.com/portal/?tab=openOpportunities> and must be received no later than seven (7) days prior to the date and time noted above. A review of such notification and questions will be made and a timely response will be posted on the Bonfire site.

1.8 Addenda, Clarification and Modifications

Any changes, additions, deletions, or clarifications to the RFP are made by amendments (addenda). All addenda will be posted by the County on the Bonfire system and it will be the responsibility of the proposer to access the addenda. Any supplier in doubt as to the true meaning of any part of the RFP documents may request any interpretation thereof from the Issuing Office. At the request of the supplier, or in the event the Issuing Office deems the interpretation to be substantive, the interpretation shall be made by written addendum issued by the Issuing Office. Such addendum issued by the Issuing Office shall become part of the proposal package having the same binding effect as provisions of the original RFP. No verbal explanations or interpretations shall be binding. In order to have a request for interpretation considered, the request must be submitted in writing and must be received by the Issuing Office no later than seven (7) days prior to the proposal closing date.

All addenda, amendments, and interpretations of this solicitation shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the County. Only information supplied by the County in writing or in this RFP should be used in preparing proposal responses. All contact that a supplier may have had before or shall have after receipt of this RFP with any individuals, employees, or representatives of the County and any information that may have been read in any news media or seen or heard in any communications facility regarding this RFP should be disregarded in preparing responses.

The County does not assume responsibility for the receipt of any addendum posted on Bonfire or sent directly to suppliers. All addenda issued must be signed via Bonfire along with the proposal.

1.9 Examination of Documents and Requirements

Proposers shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP.

Before submitting a proposal, each proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements effecting the requirements of this RFP. Failure to make such

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investigations and examinations shall not relieve the supplier from an obligation to comply, in every detail, with all provisions and requirements of the RFP.

1.10 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements.

MWDBE's shall receive equal opportunities to submit proposals and shall not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award.

A MWDBE is defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged include Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and subcontinent Asian Americans.

A listing of MWDBE's certified by the County and the Pennsylvania Unified Certification Program can be found at <https://www.alleghenycounty.us/equity-inclusion/certified-firms.aspx>

1.11 Veteran Owned Small Business Requirements

Allegheny County has an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to contracts. The County, therefore, requires that all prospective Contractors demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under County contracts. In order to demonstrate this good faith commitment, all prospective Contractors are required to complete and submit with their proposals an MBE/WBE/Veteran Owned Solicitation and Commitment Form, which details the efforts made by the prospective Contractor to obtain such participation. Failure to submit an MBE/WBE/Veteran Owned Solicitation and Commitment Form will result in rejection of the proposal.

- A. Veteran-owned small business is defined by the County as a business having one hundred (100) or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans. Vendor **MUST** provide proof of veteran ownership including percentage & name and address of business.
- B. For contracts under one hundred thousand dollars (\$100,000.00), veteran-owned small businesses shall be exempt from all bonding requirements.
- C. THE ATTACHED FORMS (VETERAN OWNED SMALL BUSINESS PARTICIPATION STATEMENT AND VETERAN OWNED SMALL BUSINESS-WAIVER REQUEST) MUST BE COMPLETED AND SUBMITTED WITH ALL PROPOSALS. FAILURE TO SUBMIT THESE DOCUMENTS MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.
- D. Attach a copy of vendor(s) DD 214 discharge form to participation statement.

1.12 Conflict of Interest

The proposer shall not accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the County.

RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

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By signing their proposal, the proposer certifies and represents to the County that the proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

1.13 Proposal Preparation Costs

Issuance of this RFP does not commit the County, in any way, to pay any costs incurred in the preparation and submission of a proposal. The issuance of this RFP does not obligate the County to contract for any services or equipment. All costs related to the preparation and submission of a proposal shall be paid by the proposer.

1.14 Insurance

The supplier shall obtain and maintain during the life of the Contract, with an insurance supplier rated not less than A-by A.M. Best, authorized to do business in the Commonwealth of Pennsylvania, the following insurance requirements:

Automobile Liability. Bodily injury and property damage liability covering all non-owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - bodily injury and property damage. Bodily injury and property damage liability covering all owned automobiles for limits of not less than \$300,000 bodily injury each person, each accident and \$300,000 property damage, or \$300,000 combined single limit – bodily injury and property damage.

Commercial General Liability. Bodily injury and property damage liability as shall protect the Supplier and any subcontractor performing work under the Contract, from claims of bodily injury or property damage which arise from operation of the Contract, whether such operations are performed by the supplier, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate, or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products, operations, personal injury liability and contractual liability, assumed under the indemnity provision of the Contract.

Professional Liability. (Required for Professional Services Only) Coverage as shall protect the Supplier and any subcontractor performing work under the Contract, from claims errors and omissions which arise from operation of the Contract, whether such operations are performed by the Supplier, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 each occurrence/aggregate and \$1,000,000 excess liability, each occurrence/aggregate.

Worker's Compensation and Employers Liability. The supplier shall meet the statutory requirements of the Commonwealth of Pennsylvania, \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

Proof of Insurance. The supplier shall not commence any work in connection with the Contract until it has obtained all of the foregoing types of insurance and proof of such insurance has been approved by County. The supplier shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained and approved.

Deductibles. The County shall be exempt from, and in no way liable for any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the supplier and/or subcontractor providing such insurance.

RFP for **OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL**

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Section 1

Additional Insured. Allegheny County shall be named as an additional insured for operations or services rendered under the general liability coverage. The supplier's insurance shall be primary of any self-funding and/or insurance otherwise carried by the County for all loss or damages arising from the supplier operations under this agreement. Certificates of such insurance will be furnished to the County and shall contain the provision that the County be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring supplier.

Documents. Should any or all of the required insurance coverage be self-funded/self-insured, a copy of the Certificate of Self-Insurance or other documentation from the County Department of Insurance shall be furnished. If any part of the work under the Contract is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Contract, provided that types and amounts of insurance to be maintained by each subcontractor shall be adjusted to an amount reasonably necessary to cover the risks associated with such subcontractor's role in the project. The parties stipulate that the supplier shall maintain each type of insurance set forth above at a coverage level equal to at least half of the amount set forth above for such type of insurance. However, nothing contained herein shall relieve the supplier from meeting all insurance requirements or otherwise being responsible for the subcontractor.

No program of self-insurance shall apply to any of the foregoing coverages without prior approval of the County.

The successful proposer shall be responsible to require his sub-contractors to comply with all of the insurance requirements of this agreement.

The Chief Purchasing Officer may waive or modify any of the insurance requirements at his discretion.

1.15 Option to Extend

The Division of Purchasing and Supplies, reserves the right, upon notice to the supplier, to extend the Agreement or any part of the Agreement for up to three (3) months, upon the same terms and conditions after the indicated expiration date as described in the Agreement. This shall be utilized to prevent a lapse in Agreement coverage for the goods or services indicated on the Agreement, and only for the time necessary to enter into a new Agreement. When applicable, an extension notice shall be issued defining the exact extension of the Agreement; all other terms and conditions of the extended Agreement shall remain in full force and effect.

1.16 Right to Terminate

The county retains the right to terminate any contract(s) resulting from this solicitation upon thirty (30) days written notice.

RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

SPEC# 8792

Section 2

2. SCOPE OF CONTRACT**2.1 Background**

Since 2006, Allegheny County, a county of 130 municipalities including the City of Pittsburgh and 1.2 million residents, has experienced fatal opioid overdose rates higher than those seen throughout much of the country. There were 4,837 fatal drug overdoses in Allegheny County between 2014 and 2021 – 90% of the overdose deaths were opioid related. While accidental overdose deaths in Allegheny County dropped 41% from 2017 (737) to 2018 (423), there are still far too many people dying from overdose. Data-driven response efforts must continue to identify priority geographic locations and populations most at risk to direct prevention response efforts. The rapid increase of overdose deaths starting in 2015 is largely attributed to the presence of the synthetic drug fentanyl, which has been used to supplement heroin and other illicit drugs. The opioid overdose epidemic and additional polysubstance use have also contributed to increases in non-fatal overdoses, emergency room visits, widespread outbreaks of infectious diseases linked to intravenous drug use, and unintended community-level consequences.^{i,ii,iii}

The complex and changing nature of the drug overdose epidemic in Allegheny County, including unknowns around the illicit drug supply and its impact on residents, requires an interdisciplinary, comprehensive, and cohesive public health approach that uses local surveillance to drive prevention efforts. Additionally, during the COVID-19 (novel coronavirus) response in the recent months in 2020, there are new and emerging needs for local organizations to continue to respond to the needs of people with substance use disorder or individuals at risk for overdose.

The Allegheny County Health Department's Overdose Prevention Program is pleased to announce the availability of funds to enhance evidence-based substance use and overdose prevention programming. The subgrants aim to improve community collaboration and encourage prevention innovation projects aimed at reducing fatal overdoses, promoting primary prevention, encouraging linkages to care, and addressing polysubstance use and the underlying causes of addiction. In 2019, the Center for Disease Control and Prevention (CDC) Overdose Data to Action Program awarded funds to the Allegheny County Health Department to reduce overdose in Allegheny County. The purpose of the subgrants through this RFP is to prevent overdose, link people to evidence-based treatment, and reduce harms associated with substance use using existing data to inform evidence-based public health approaches, as well as address new or emerging programmatic needs in line with this scope of work that have been identified during the COVID-19 response.

The Overdose Data to Action grant allows the Overdose Prevention Program to partner with organizations across the county to implement local, evidence-based, data-driven prevention initiatives to support prevention strategies. The Overdose Prevention Program will distribute up to \$250,000 of the Data to Action grant until the end of the project period at the local-level through support for the implementation or continuation of evidence-based community coalition efforts. The level of funding will be based on the quality of applications received, the justification of budget requests, sustainability of activities in building capacity, and the availability of funds through the Overdose Data to Action program.

2.2 General Requirements

The County is seeking a proposer(s) to: The Allegheny County Health Department will provide up to 2 subgrants to address the drug overdose epidemic in high burden areas. ACHD is accepting applications for *Implementing Substance Use and Overdose Prevention Strategies at the Local Level*. This funding opportunity is designed to build capacity for local communities with a high burden of drug overdose deaths, non-fatal overdoses, or disparities to address through targeted prevention efforts in coordination with county- and state-wide efforts.

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ACHD was granted approval to proceed with year three of this grant: 9/1/2021 – 8/31/2023 and the current RFP is consistent with Year 3 efforts. Please limit requests to between \$40,000 and \$180,000 for Year 1.

The ACHD Overdose Prevention Program may negotiate the budget and retains the right to adjust budget requests. Additionally, the program retains the right to fund through the list of eligible applicants if additional funding becomes available.

Selected organizations will be required to:

- Participate in program evaluation activities including, but not limited to, responding to qualitative and quantitative data requests.
- Participate in regularly scheduled meetings with ACHD and local Overdose Data to Action partners.
- Check-in monthly with the ACHD Partner Liaison on progress towards goals. Where relevant, data will be provided in Excel spreadsheet.
- Report on quarterly deliverables developed in coordination with the work plan.

2.3 Scope of Work – General

Prevention Innovation Project: *Implementing Substance Use/Overdose Prevention Strategies at the Local Level*

ACHD is pleased to announce the availability of funds to enhance evidence-based prevention and response strategies at the local level. Through subgrants, ACHD aims to build capacity for more effective and sustainable surveillance-driven prevention efforts coordinated at the local, county, and state-wide levels. Recipients are expected to implement activities that address their community's challenges related to drug overdose deaths, substance use prevention, or linkage to evidence-based care by developing an innovative prevention project.

Applicants should propose prevention innovation projects, wherein they develop evidence-based projects to respond to emerging threats and opportunities, promoting innovation in prevention strategies. Applicants may propose activities that focus on a community- or population-specific issue or long-term prevention strategies. Innovation projects should have the aim of reducing drug-use related morbidity, mortality, and associated harms. All innovation activities must be approved by ACHD prior to implementation. If the proposed project is addressing new or emerging programmatic needs identified during the COVID-19 response, they must be in line with this scope of work.

Additional consideration will be given to projects that address substance use disorder disparities and/or behavioral health disparities. Applicants should demonstrate specific consideration of population(s) of highest risk (e.g. people involved in the justice system, those who have experienced Adverse Childhood Experiences), as well as populations that have been historically underserved (e.g. racial and ethnic minorities, LGBTQ+ persons, people who are experiencing homelessness).

Activities

Applicants are encouraged to develop their own activities within their proposed prevention innovation project. An example of activities includes, but is not limited to, those listed and shared in resources in [Appendix A](#). These are intended to be *illustrative, not prescriptive*. ACHD encourages applicants to propose projects that align with the spirit and scope of work but remain innovative in prevention response to their unique community strengths and response needs around overdose and opioid-related harms.

Unallowable Activities

Funds from this grant may not be used to purchase or pay for:

- Naloxone.

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- Implementing or expanding drug “take back” programs (e.g., drop boxes or disposal bags). Purchasing fentanyl test strips, syringes, or harm reduction kits. Harm reduction and linkage to care activities are allowable as long as they are not prohibited purchases.
- Directly funding or expanding direct provision of substance use treatment programs and services.
- The provision of medical/clinical care.
- Research.
- Lobbying, lawsuits, or capital construction, etc.

Outcomes

Recipients are expected to implement activities that will impact short and intermediate outcomes listed in the logic model below. The long-term outcomes of the entire grant program are included.

Strategies and activities	Short term outputs/outcomes	Intermediate outcomes	Long-term outcomes
<p>TO BE PROPOSED:</p> <ul style="list-style-type: none"> • Projects that allow communities to respond to emerging threats and to promote innovative prevention approaches and practices at the local level • Capacity building for more effective and sustainable integrated surveillance, prevention, and response efforts 	<ul style="list-style-type: none"> • Improved flexibility to respond to changing conditions within the community • Promoted development of novel prevention strategies • Increased focus on highest risk groups 	<ul style="list-style-type: none"> • Expanded overdose prevention activities • Improved community responsiveness • Increased preparedness and response at the local level 	<ul style="list-style-type: none"> • Decreased rate of opioid misuse and opioid use disorder • Decreased drug overdose death rate, including prescription opioid and illicit opioid overdose death rates • Increased provision of evidence-based treatment for opioid use disorder • Decreased rate of emergency department (ED) visits due to misuse or opioid use disorder

Response Format

Applicants should respond to this RFP with the following:

<p>(1a) Statement of Need (10 points)</p> <ul style="list-style-type: none"> • Clearly describe the issue/problem(s) faced in the applicant’s community(ies). • Clearly describe the issue to be addressed by this project. • Geographic area and demographic data: define the area/region to be served and why this area was selected. • If selecting more than one community, how was this area defined in collaboration with the community? • Provide a brief overview of the proposed project, defining target population. • If project is addressing new or emerging needs identified during the COVID-19 response, please detail the need and explain how the activities in the work plan may support the COVID-19 response.
<p>(1b) Demonstrate community as priority as demonstrated by overdose related data (15 points)</p>

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<ul style="list-style-type: none"> Utilize data to demonstrate population served by project as priority based on overdose related data. To access this data, go to dashboard: https://tinyurl.com/ybkhx4vd <ul style="list-style-type: none"> Fatal Overdose data Non-Fatal Emergency Department Opioid Overdose-Related Visit data Naloxone EMS Administration data
<p>(2a) Prevention Innovation Project Approach (15 points)</p> <ul style="list-style-type: none"> Describe the overall purpose and target populations in terms of the problem you are trying to solve. Include any relevant background and community context. Detail the evidence-base associated with project approach, include source references. List measurable outcomes that the program intends to achieve by the end of the period
<p>(2b) Strategies and Activities (15 points)</p> <ul style="list-style-type: none"> Applicants must provide a clear and concise description of the strategies and associated activities within their prevention innovation project. Detail activities and the propose work you will conduct to achieve the period of performance outcomes in Year 1.
<p>(2c) Work Plan (8 points)</p> <ul style="list-style-type: none"> Prepare a detailed work plan consistent with this RFP for Year 1, including specific, measurable, attainable, realistic, and timely (SMART objectives). E.g., By month 3, organization will ... Develop and share quarterly process-based deliverables to obtain Year 1 SMART objectives. Note: After reading the work plan, reviewers should be able to understand how the applicant plans to carry out achieving the period of performance outcomes, strategies, and activities using this funding opportunity.
<p>(2d) Evaluation and Performance Measures (2 points)- to be used to develop final evaluation plan in coordination with ACHD's Overdose Data to Action evaluation team</p> <ul style="list-style-type: none"> Develop preliminary appropriate indicators and measures of program implementation (capturing formative, process, and outcome evaluation metrics). Include information on data sources to track data indicators.
<p>(3) Collaborations (10 points)</p> <ul style="list-style-type: none"> Applicants must demonstrate strong, multi-sector collaborations to support their work, including but not limited to community-based organizations, such as (501(c)(3)s that are embedded in the area of focus; hospitals or health systems; public safety and first responders; and/or other key authorities involved in their work. Community engagement: Explain the steps that were taken to involve the community in defining the issue and the goal for this project. For example, were resources or opportunities identified in the community that could create positive change related to this issue? Please share evidence that key stakeholders and community decision makers are committed to the issue, and that there is interest from the community to participate. Clearly describe current prevention efforts being implemented by the applicant or partner agencies in the identified community to address the selected issue. What are the gaps or areas of opportunity that exist? Applicants should provide Letters of Support (LOS) to show that collaborators support the application and agree to support and coordinate activities.
<p>(4) Capacity to Implement the Approach (10 points)</p> <ul style="list-style-type: none"> Detail staff experience and organizational experience, including capacity to collect or obtain data. Sustainability plan. Capacity and capability to accept and expend project funds within the project period.

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Section 3

3. PRICE

Suppliers shall submit their pricing via the following format:

Please see project budget period and funding period information in General Requirements, section 2.2. Applicants should provide the following two elements as part of the price submission: summary budget and detailed line item budget with narrative justification.

1. Year 1 summary budget:

YEAR 1: Request range from \$50,000 - \$180,000		<u>Request</u>
A.	Personnel	
B.	Fringe Benefits	
C.	Consultants	
D.	Equipment	
E.	Supplies	
F.	Travel	
G.	Other	
Total Project Costs		

2. Itemized Line Item Budget and Justification Narrative

Budget Line Item	Itemized		Amount Requested
A. Personnel			
Position title (<i>fill in</i>)	Salary	Effort	\$
Total Personnel salaries			\$
B. Fringe Benefits	Calculated at x%		\$
C. Consultants	Itemized		\$
D. Equipment	Itemized		\$
E. Supplies	Itemized		\$
F. Travel	Itemized		\$
G. Other	Itemized		\$
Total			\$

Budget Justification Narrative (Include a budget narrative to explain each line-item, A-G, and how the amounts were derived.

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Section 4

4. EVALUATION CRITERIA

4.1 Evaluation Process

All proposals are subject to be evaluated by the point-of-contact, the Chief Purchasing Officer or an evaluation committee made up of County department representatives and/or an independent consultant.

The County uses the concept of “Best Value” in evaluating proposals. “Best Value” means the overall combination of quality, price and various elements of required services that in total are optimal relative to the County’s needs and most advantageous.

4.2 Additional Information

Suppliers to this RFP may be required to submit additional information that the County may deem necessary to further evaluate the supplier’s qualifications.

4.3 AWARD CRITERIA

Each proposal shall be evaluated by a Selection Committee, appointed by the County Manager. The Committee shall use the following criteria to determine which vendor is capable of implementing the requirements outlined in the RFP. However, the Committee, in its sole discretion, may use other criteria to make its decision and is not limited to the items listed below:

- a) 5 points: Conformity with the specifics outlined in the RFP.
- b) 5 points: Adequacy and completeness of proposal.
- c) 10 points: *1a, Statement of Need*
 - The supplier’s understanding of the plan’s purpose and scope, as evidenced by the proposal approach and level of effort and issue/problem to be addressed by the project.
- d) 15 points: *1b, Demonstrate community as priority as demonstrated by overdose related data*
 - Demonstrates population served and project are addressing priority community; utilizes data to respond.
- e) 15 points: *2a, Prevention Innovation Project Approach*
 - Innovation in approach to overdose prevention, opioid response, linkages to care, and other overdose prevention activities that coordinate with the county-wide, comprehensive response to prevent morbidity and mortality associated with substance use.
- f) 15 points: *2b, Prevention Innovation Project Approach Strategies and Activities*
 - Provides a clear and concise description of the strategies and associated activities within their prevention innovation project to achieve the intended outcomes. Includes a high-level overview of Year 2 activities.
- g) 8 points: *2c, Work Plan*
 - Performance of the ability to formulate a work plan and set SMART objectives.
- h) 2 points: *2d, Evaluation and Performance Measures*
 - Performance of the ability to develop evidence-based activities to meet identified outcomes.
- i) 10 points: *3, Collaborations*
 - Demonstrated ability to engage in, coordinate with, and leverage partnerships and collaborations with a broad swath of multi-level, multi-sector partners who can aid in successful implementation and evaluation of the proposed evidence-based overdose prevention innovation project
- j) 10 points: *4, Capacity to Implement the Approach*
 - The supplier’s experience with and ability to do the specific work, including experience in the administration of overdose prevention activities, substance use prevention efforts, coordination of and linkages to evidence-based care for people with opioid use disorder, and extensive knowledge of the

RFP for OVERDOSE DATA TO ACTION PROGRAM SUBGRANTS: INNOVATIVE SUBSTANCE USE AND OVERDOSE PREVENTION STRATEGIES AT THE LOCAL LEVEL

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identified priority populations and demonstrated experience addressing opioid misuse and overdose, substance use disorder, and substance use-related harms within these populations. Consideration will be given to the availability and competence of personnel with the appropriate training and compensation responsible for the administration of evidence-based activities to decrease opioid-related harms.

- k) 3 points - Competitiveness of proposed costs to participants.
- l) 2 points - Presentation performance at pre-proposal meeting if necessary, at discretion of the Committee.

As stated above, respondents may be required to provide an oral presentation, followed by a question and answer session. The number of finalists to be selected for an oral presentation has not been determined; however, the number is not expected to exceed three. Any such presentations shall be at no cost to the County.

In addition, selection of the administrator shall be conditioned upon a site visit by up to three members of the selection committee, to be conducted at a mutually agreed date and time. All expenses incurred by the members of the selection committee for this site visit shall be borne entirely by the administrator and shall be considered a cost of responding to the RFP.

It is the County's expectation that upon successful conclusion of contract negotiations, that the selected administrator shall implement the transition work plan outlined in their response to this RFP for an effective date outlined in their response to this RFP.

The County reserves the right to award in part, to reject any and all proposals in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the County shall not be served.

4.4 Final Award Process

A shortlist of proposers may be determined. These short-listed proposers may be scheduled for a structured oral presentation or interview. Any such presentations shall be at no cost to the County. The County also reserves the right to visit the proposer's facilities, offices and warehouses. The oral interview may be recorded or videotaped. At the end of the oral presentation/interview process, the evaluation of the respondents shall be completed. At this time the supplier(s) deemed most advantageous to the County shall be chosen.

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Section 5

5. TERMS OF CONTRACT

5.1 Period of Contract

The period of contract shall be from contract execution to August 31, 2023. The current RFP is consistent with Year 3 efforts.

6. APPENDIX A.

Below are example activities that proposed within Prevention Innovation Projects. Activity examples intended to be *illustrative, not prescriptive*. ACHD encourages applicants to propose projects that align with the spirit and scope of work but remain innovative in prevention response to their unique community strengths and response needs around overdose and opioid-related harms. Applicants are encouraged to consider strategies identified as evidence-based in peer-reviewed literature, with examples provided by the CDC shared below.

Example activities –

- Increase access to peer support workers for individuals with opioid use disorder. Peer support services offered by trained professionals, such as Certified Recovery Specialists, extend the reach of treatment beyond the traditional clinical setting into the everyday environment of individuals seeking a successful, sustained recovery process.
- Increase and improve coordination for linkage to medical care through venue-based programs that provide linkages to care on-site at request of individuals at risk of overdose.
- Use technology to facilitate connections to care or development, distribution, and training on mobile applications facilitate first responders or community health works in linking individuals to treatment.
- Local capacity building for data-focused prevention response efforts by establishing a coalition or advisory group for effective coordination and integration (e.g., persons who use drugs, persons in recovery, public safety, treatment providers).
- Capacity to support surveillance surrounding Hepatitis C and other infections associated with drug use
- Public safety and first responder efforts in partnership with public health and school and/or community partners to identify risk from Adverse Childhood Experiences (ACEs) and leverage partnerships to connect individuals and families at risk with necessary prevention resources.
- Activities related to ACEs pertaining to linkage to care, or to the provision of training to public safety and first responders on trauma-informed care.
- Ensure pregnant women with OUD have access to medication for OUD and related services through patient and family education, provider education, etc. to identify women with OUD.
- Activities related to neonatal abstinence syndrome (NAS) such as prevention strategies and activities for pregnant women, infants born with NAS, and for healthcare provider/clinical support and education.
- Risk reduction messaging for vulnerable populations such as pregnant women or justice-involved persons.

Evidence-based, peer-reviewed literature (shared by the CDC)

- [https://www.drugandalcoholdependence.com/article/S0376-8716\(14\)01846-8/abstract](https://www.drugandalcoholdependence.com/article/S0376-8716(14)01846-8/abstract)
- [https://www.annemergmed.com/article/S0196-0644\(18\)30079-9/fulltext](https://www.annemergmed.com/article/S0196-0644(18)30079-9/fulltext)
- <https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>
- [https://www.annemergmed.com/article/S0196-0644\(18\)30079-9/fulltext](https://www.annemergmed.com/article/S0196-0644(18)30079-9/fulltext)

Other Resources

- [Evidence-Based Strategies for Preventing Opioid Overdose](#)
- [Blue Prints Program](#)
- [The Opioid Use Disorder Prevention Playbook](#)
- [The Opioid Crisis and the Black/African American Population: An Urgent Issue](#)

ⁱ Substance Abuse and Mental Health Services Administration. (2013). The DAWN report: Highlights of the 2011 Drug Abuse Warning Network (DAWN) findings on drug-related emergency department visits. Available at <http://www.samhsa.gov/data/2k13/dawn127/sr127-dawn-highlights.htm>

ⁱⁱ Centers for Disease Control and Prevention. (2017). Increase in hepatitis C infections linked to worsening opioid crisis. Available at <https://www.cdc.gov/nchstp/newsroom/2017/hepatitis-c-and-opioid-injection-pressrelease.html>

ⁱⁱⁱ Frank, R. G. (2017). Ending Medicaid expansion will leave people struggling with addiction without care. The Hill. Available at <http://thehill.com/blogs/pundits-blog/healthcare/338579-endingmedicaid-expansion-will-leave-people-struggling-with>

Team PSBG, LLC Proposal RFP 8792

The ACHD *Implementing Substance Use and Overdose Prevention Strategies at the Local Level* subgrants are intended to fund organizations to “build capacity for local communities with a high burden of drug overdose deaths, non-fatal overdoses, or disparities to address through targeted prevention efforts in coordination with county- and state-wide efforts.”

Team PSBG, LLC (PSBG), proposes to continue providing direct services to the displaced population of Allegheny County, to prevent and reduce harms caused by substance use and opioid overdose, while responding to immediate needs generated by the COVID-19 crisis.

(1a) Statement of Need

‘Displaced’ persons include individuals and families in unsafe living situations (sleeping in places not intended for human habitation, living in a situation of violence or abuse) and persons in unstable housing situations (‘couch surfing’, impending loss of shelter). Included in this displaced population are sex offenders, who face incredible stigma and burdens in accessing medical and substance use care, housing, and obtaining legitimate employment which means paying into social security. **Approximately 85% of folx* whom PSBG helps use substances. This community is located throughout Allegheny County.**

*(folx is a collective noun derived from the word folx to specifically denote inclusivity of the LGBTQAI+ and Latinx communities.)

The population which PSBG targets is characterized by factors of socioeconomic marginalization which puts persons at risk for opioid overdose, for example: housing precarity, food insecurity, unmet physical and mental health needs, and often criminal justice involvement. “Homelessness” and housing precarity (displacement) can lead to substance use and be one of the causes of it. Research has shown that substance use disorder (SUD) increases a person’s risk of “homelessness,” and that adults who experience “homelessness” are nine times more likely to die from an opioid overdose than adults with stable housing (1). Homeless individuals experience higher risk of opioid-related adverse health outcomes in emergent care settings, even when compared to low-income housed individuals (2). In addition, housing instability and food insecurity are associated with poor access to ambulatory care and high rates of acute care (2). Increasing social and economic precarity is associated with increased fatal and non-fatal overdose for people who use opioids, which suggests that, “...initiatives targeting health equity and aiming to decrease socioeconomic marginalization are a valuable and necessary part of combatting the over-dose crisis and should be part of strategic planning for overdose prevention” (3, pg. 17).

The COVID-19 pandemic and the associated mitigation strategies have further exacerbated the overdose crisis, through increased socioeconomic marginalization, and through cut-off of needed services.

There is an unmet need for these services as evidenced by continued referrals from different agencies and requests for help through outreach.

(1b) Demonstrate community as priority as demonstrated by overdose related data.

The population PSBG helps, the displaced community, are not well represented in the data. The 2022 Allegheny County point-in-time census of the “homeless” (4), for example, counted 880 “homeless” individuals on February 23, 2022. This count may miss those who found a place to stay, other than homeless shelters (which may be seen as unsafe places to stay). The precariously housed are not counted (e.g. couch surfing). Housing status is not a searchable data point in the opioid dashboard. When looking at overdose death, naloxone administration by EMS, nor ED visits for overdose it is impossible to know if the decedents were “homeless” or not (though that data may be available in medical examiner and ED visit records to which we do not have access). It is also important to note that many folx in this community do not call EMS or go to the ED for overdose, but rather reverse overdoses with naloxone administered by peers. Harm reduction efforts that get naloxone into the hands of those who may be able to aid in overdose reversal seems to be working (5), particularly for those who use heroin (6); but efforts to count of non-fatal overdoses become more complicated.

Folx whom PSBG helps are typically eligible for food stamps, Medicaid, some type of housing assistance, and they often have substance use disorders and mental health disorders (frequently co-occurring). They are from Allegheny County and include mothers and families, veterans, justice-involved folx, all races, the young and the old, members of the LGBTQIA+ community and they keep coming.

(2a) Prevention Innovation Project Approach.

PSBG is nimble, we provide immediate services such as telehealth-compliant smart phones, mailing address, funding for obtaining IDs, crisis supplies such as tents when other stability options are not available and food and harm reduction supplies. Our weekly ‘underground’ food bank in Pittsburgh’s South Side requires no showing of ID—is anonymous—and offers naloxone freely available as a choice. In addition, our Resource Procurement and Distribution Liaison is a consistent friendly face at the food bank and can direct folx to ‘meet’ if they request help with other things, such as evidence-based care for OUD.

We have been doing this direct outreach work in Allegheny County since 2016, and since 2020 we have run the McKeesport Downtown Housing Low Barrier Shelter. PSBG works with its sister organization, the Strength in Numbers Project (SIN) which provides comprehensive advocacy and navigation of services from and with a person-first approach. We do not duplicate services, but rather fill in gaps in a timely manner so that those we serve can get a ‘hand-up’ toward greater stability, not just ‘hand-outs’. Folx reach us from direct referrals, word of mouth, and an open ‘meet’ six nights per week. ‘Meet’ is an informal, easily accessible crisis resource, reachable in-person in Pittsburgh’s South Side. We ‘meet’ with folx over a cup of coffee and start by asking them what they would like help with. PSBG is reachable by phone or text anytime 24/7.

We know from experience that assisting those with OUD with basic needs can help reduce crime and recidivism—when you receive food, you don’t have to steal food, for example. This is particularly important during COVID-19 when jail populations are being purposefully decreased. Our work helps assist folx such that the criminal justice system is not engaged.

PSBG has been successful in part because we are trusted in the community with work with; we have developed strong collaborations with providers who work with the community; we are able to offer safe spaces and safe relationships with providers where folx can disclose substance use; we are quickly able to fill gaps not addressed by other service providers; we and can assist on an on-call basis when needed; we are nimble and able to pivot to new needs and realities. Our innovation lies in what we already do and how we do it.

(2b) Strategies and Activities

This funding will help Allegheny County's unmet need to combat the opioid overdose crisis by increasing the capacity of PSBG to continue provide direct services. Based on our continuing experience working with the displaced population of Allegheny County through the continuing COVID-19 pandemic, ACHD funding would make the most impact in the following activities/strategies:

1. Assuring the sustainability of PSBG's work by:

A. Funding the work of our Resource Procurement and Distribution Liaison. The role of this person includes:

- Securing food, other harm reduction and crisis supplies from other individuals and entities.
- Maintaining real-time inventory of resources and supplies so we can understand needs and keep accurate data.
- Setting up and running PSBG's weekly underground food bank in the south side (which includes open availability of ACHD-provided naloxone).
- Providing a consistent presence such that folx are comfortable making connections with PSBG; and directing folx to 'Meet' for other things they want help with.
- Logging data on Naloxone distribution at both the food bank and at the McKeesport Downtown Housing Low-Barrier Shelter.

B. Maintaining the consistency of our direct outreach efforts by funding our P.O. Boxes, Crisis supplies, Hand Up Fund, and cups of coffee at 'Meet'.

This funding will help Allegheny County's unmet need to combat the opioid overdose crisis by increasing the capacity of Team PSBG to continue to serve the displaced population of the county.

Food and Harm Reduction Supplies

Food insecurity has only been amplified by the COVID epidemic. In the early days of the pandemic churches shut down their food lines, services shuttered their doors. Team PSBG, LLC met the immediate food needs of the displaced population whom we serve by providing ready-to-eat foods and setting up a mobile food bank. In the early days of the pandemic, we left food on porches and dropped it off for people, maintaining social distance. We hold an open food bank every Friday in the South Side, making sure those we serve maintain social distance. We provide donated and purchased food.

We work hard to provide fresh, nutritious food at our food bank. We offer about 40% fresh foods: fruit, vegetables, dairy and protein. We want to make sure that we can provide flexibility and stability in nutritious options to cover any potential gaps in the Food Bank collection,

and for that reason propose a Food Choices Fund to allow us to fill the gaps. We also anticipate an increased demand for food in preparation for holidays and have budgeted for funds to allow us to purchase more in the lead up to five holidays (listed in the budget justification).

In addition, there are times when our members require harm reduction supplies that are only used when alternative stability options are not viable, items such as tents, sleeping bags and back packs. We intend to bulk purchase these items in order to have them on hand when needed.

Funds

PSBG has provided a stable mailing address to our members for years through a Pittsburgh post office box. An address is essential for applying for benefits. We will continue this service. In addition, we always have need for what refer to as the Hand-up Fund, where funds can be given to folx for such needs as getting IDs, birth certificates, and licenses and other necessary credentialing for forward movement. We offer folx a cup of coffee at 'Meet'. We have found that this is a comfortable, dignified way to have a conversation, but the cost adds up, and thus, we are asking for coverage for this.

This project expected to serve 500 unduplicated individuals in the first year through the crisis services provided at 'meet', via text & phone contact- which is consistent with greater need experienced during the COVID-19 pandemic.

Year 2 milestones:

- 1) Continue to provide direct services to those in need.
- 2) Continue to reduce opioid use and opioid-involved overdose by linking people to care.

Logic Model: Team PSBG, LLC.

Situation Statement: Opioid overdose crisis in Allegheny County, PA, requires local-level capacity expansion of evidence-based efforts to prevent overdose, link people to evidence-based treatment, and reduce harms associated with substance use, taking into account the impacts of the COVID-19 pandemic.

INPUTS AND RESOURCES	ACTIVITIES/ STRATEGIES	OUTPUTS	SHORT TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG TERM OUTCOMES/ IMPACT
Funding Staff Time Supplies and equipment for program activities PSBG is trusted by target community of 'displaced' persons in Allegheny County	Fund the salary (and health insurance stipend) of our Resource Procurement and Distribution Liaison	Sustainability of a key member of our team Consistent 'face' at food bank	Helps people in community obtain harm reduction supplies and food— immediate needs	Increased trust by community, opens door to later connections to service Increases PSBG's sustainability	Decreased rate of fatal and non-fatal opioid-involved overdose in Allegheny County, PA Increased provision of evidence-based treatment for OUD Decreased rate of opioid misuse and OUD
	Purchase and training on inventory management software system	Better organized real-time resource inventory	Data to understand inventory and shifting needs Quicker pivot when needs change	Quicker response to shifting community needs Increases PSBG's sustainability by providing needed data for funding efforts	
	Food bank choice funds to fill in gaps in food offerings	More consistent choices in food available at food bank	Folx keep coming and to obtain harm reduction supplies and food— immediate needs	Helps PSBG be agile in filling food supply gaps Increased trust by community, opens door to later connections to service Increases PSBG's sustainability	Decreased rate of opioid misuse and OUD
PSBG has established collaborative	Rental of PO Box	Number of persons supplied with address	Allows members to get a hand-up,	Increased links to care, including evidence-based care for OUD	

<p>relationships with community partners: Just Harvest; Prevention Point Pittsburgh; McKeesport Downtown Housing; Allegheny Adult Probation's Megan's Law Registry</p>		<p>for benefits applications</p> <p>Numbers of pieces of mail sent to address</p>	<p>promotes self-efficacy</p> <p>Provides address for tracking data across service providers</p> <p>Provides safe place to receive mail</p>	<p>Increases PSBG's sustainability</p>	
	<p>Hand-up Fund for IDs, birth certificates, fines and licenses and other necessary credentialing for forward movement</p>	<p>Amount spent over time and reason for expenditures</p>	<p>Immediate forward movement in obtaining needs</p> <p>Increase speed of response to changing community needs</p>	<p>Helps PSBG be agile and pivot to serving new community needs—improved responsiveness (esp. important during COVID-19)</p> <p>Increases PSBG's sustainability</p>	
	<p>Purchase of emergency supplies (tents, sleeping bags)</p>	<p>Number served by immediate crisis supplies to those in need when otherwise unavailable</p>	<p>Safety of members, harm reduction</p>	<p>Increased trust by community, opens door to later connections to service</p>	

(2c and 2d) Work Plan and Evaluation and Performance Measures

Activities	Time Frame	Responsible Party	Outcomes	Performance Measures
Overall Goal: To prevent and reduce harms caused by substance use and opioid overdose in Allegheny County, PA by funding Team PSBG, LLC's efforts to continue providing direct services to the displaced population of Allegheny County, while responding to immediate needs generated by the COVID-19 crisis.				
Objective: Assuring the sustainability of PSBG's work				
Funding of our Resource Procurement and Distribution Liaison	By end of month 1	Aubrey Plesh	Harm reduction and safety of community members in crisis need Sustainability of food bank	How many of these supplies are given out, to whom, and what time of year Response from community and requests for these supplies
Funding the rental of one PO Box	By end of month 1	Aubrey Plesh	Provides folx with a mailing address for benefits applications and more; place to receive mail	Number of new users of boxes
Purchase and training on inventory management software system	By end of month 1	Resource Procurement and Distribution Liaison	Better organized real-time resource inventory with data to understand inventory and shifting needs	Implementation of software use and all data for resources and supplies in performance measures
Hand-up Fund for IDs birth certificates, fines and licenses and other necessary credentialing for forward movement	By end of month 1	Aubrey Plesh	Without delay folx can get birth certificates, and licenses and other necessary credentialing for forward movement	Amounts requested, and paid. Data on what funds paid for.
Procurement of crisis supplies	By end of month 2	Resource Procurement and Distribution Liaison	Harm reduction and safety of community members in crisis need	How many of these supplies are given out, and what time of year Response from community and requests for these supplies

Team PSGB, LLC. Timeline: 10 Months: November 2022-August 2023

Project Month	1	2	3	4	5	6	7	8	9	10
Communicate with all partners, and evaluation team about work plan and adjust if needed	X									
ACHD Partner Liaison check-in			X			X			X	
Renew P.O. Box Rental	X									
Purchase and training on inventory management software system	X									
Deliver Quarterly update on SMART objectives			X			X			X	X
Meet (6 nights/wk) Aubrey Plesh	X	X	X	X	X	X	X	X	X	X
Food bank (4x/mo)	X	X	X	X	X	X	X	X	X	X

(3) Collaborations (please see letters of support)

Founded by Aubrey Plesh Stock-Bratina, PSBG has been working in Allegheny County since 2016, is an LLC, and has already developed strong collaborative relationships across Allegheny County services including: Just Harvest; Prevention Point Pittsburgh; McKeesport Downtown Housing; Allegheny Adult Probation's Megan's Law Registry, Veterans' Affairs, Veterans' Place, Family Links, and ACTION Housing. PSBG receives referrals from and refers to these partners.

(4) Capacity to Implement the Approach

Founded by Aubrey Plesh Stock-Bratina, PSBG has been working in Allegheny County since 2016, is an LLC, and has already developed strong collaborative relationships with other Allegheny County community partners. PSBG has strengthened its presence in the Mon Valley in running the McKeesport Downtown Housing Low Barrier Shelter since 2020, and continues with direct outreach through food bank and 'meet' on Pittsburgh's South Side. PSBG employs folx full and part-time as shelter crew and as 'navigates' who undertake case management. Shelter positions are DHS funded, while food bank and 'meet' coverage are self-funded.

We will continue to do our work funded by this grant or not; however, this grant funding would allow us to increase capacity and cement the longevity of the critical work being done, amplified during the COVID-19 crisis and beyond.

Citations

- (1) Baggett, T.P., Hwang, S.W., O'Connell, J.J., Porneala, B.C., Stringfellow, E.J., Orav, E.J., Rigotti, N.A. (2013). Mortality among homeless adults in Boston: Shifts in causes of death over a 15-year period. *JAMA Internal Medicine*, 173(3), 189-195.
- (2) Yamamoto, A., Needleman, J., & Gelberg, L. (2019). Association between homelessness and opioid overdose and opioid-related hospital admissions/emergency department visits. *Social Science & Medicine*, 242, 112585.
- (3) van Draanen, J., Tsang, C., Mitra, S., Karamouzian, M., & Richardson, L. (2020). Socioeconomic marginalization and opioid-related overdose: A systematic review. *Drug and alcohol dependence*, 214, 108127. <https://doi.org/10.1016/j.drugalcdep.2020.108127>
- (4) <https://analytics.alleghenycounty.us/2022/05/23/allegheeny-county-annual-point-in-time-homelessness-count-2009-present-interactive-dashboard/>
5. McDonald, R., & Strang, J. (2016). Are take-home naloxone programmes effective? Systematic review utilizing application of the Bradford Hill criteria. *Addiction (Abingdon, England)*, 111(7), 1177–1187. <https://doi.org/10.1111/add.13326>
6. Bennett AS, Bell A, Doe-Simkins M, Elliott L, Pouget E, Davis C. From Peers to Lay Bystanders: Findings from a Decade of Naloxone Distribution in Pittsburgh, PA. *J Psychoactive Drugs*. 2018;50(3):240-246. doi:10.1080/02791072.2018.1430409

Year 1 Summary Budget Team PSBG

Year 1 Request Range from \$50, 000-\$150,000	Request
A. Personnel	\$68,167
B. Fringe Benefits	\$12,730
C. Consultants	\$0
D. Equipment	\$1000
E. Supplies	\$48,018
F. Travel	\$0
G. Other	\$2109
Total Project Costs	\$132,024

1. Itemized Line Item Budget and Justification Narrative

Budget Line Item	Itemized	Amount Requested
A. Personnel		\$68,167
Position Title: Resource Procurement and Distribution Liaison	Salary \$47,000 per annum base (\$3916.66/month) prorated for 10 months. Effort 100%	\$39,167
Position Title: Management and Oversight, 'meet' coverage, training	Includes training, 'meet' coverage	\$25,000
Position Title: Accounting and Payroll	Includes accounting and payroll	\$4000
B. Fringe Benefits	Calculated at X%	\$12,730
Employer Paid Payroll Taxes Federal Withholding % PA Unemployment	7.65% = \$5215 3.69% = \$2515	\$7730
Health Insurance Stipend for Resource Procurement and Distribution Liaison, family coverage if needed	\$5000	\$5000

C. Consultants	Itemized	\$0
D. Equipment	Itemized	\$1000
Computer for Resource Procurement and Distribution Liaison + MS office	\$1000	\$1000
E. Supplies	Itemized	\$48,018
Staff cell phone coverage	1 FTE (10 months coverage x \$40/month)	\$400
Post office box rental	\$90/yr/box	\$90
Inventory management software	\$1908/yr	\$1908
Food Bank weekly food choice fund	\$75/wk x 40 wks	\$3000
Food Bank allowance for PSBG holidays observed	\$100/holiday x 5 holidays	\$500
Naloxone provided by ACHD	0	0
Crisis supplies	Includes: tents, tarps, sleeping bags, several different sizes of backpacks.	\$21,280
Storage Unit rental—multiple units	\$200/mo x 10 months	\$2000
Transportation Funds for bus passes	Individual tickets and 150 connect cards with stored value	\$800
Hand-Up Fund	\$1000/mo x 10 mo	\$10,000
Daily Outreach (Meet) coffee (from coffee shop)	1440 cups x 3.50/cup	\$5040
F. Travel		\$0
G. Other	Itemized	\$2109
Worker's compensation Insurance	\$624	\$624
General Liability Insurance	\$1485	\$1485
Total		\$132,024

Budget Justification:

A. Personnel: Resource Procurement and Distribution Liaison: This person works full time coordinating donations and ACHD naloxone deliveries, making sure items are purchased for the weekly food bank, will staff the food bank, and will maintain data on use and needs for food and harm reduction supplies.

Management and Oversight: Will be undertaken by Aubrey Plesh and includes further training and scheduling.

Position Title: Accounting and Payroll

B. Fringe Benefits: Health insurance is included as a stipend for the Resource Procurement and Distribution Liaison, above. Tax costs are as follows: Federal Withholding @ 7.65% = \$4909; PA Unemployment @ 3.69% = \$2368. Total Employer payroll taxes: \$7277

C. Consultants: N/A

D. Equipment: Computer and Microsoft Office subscription for our Resource Procurement and Distribution Liaison. Computer \$800, MS Office \$20/month x 10 months = \$1000

E. Supplies:

Staff cell phone coverage. 10 months of cell phone service coverage through our corporate account.

Post office box rental. We provide those we serve with a mailing address, this is necessary for benefits applications. The box also allows them to safely receive mail. We have two boxes in Pittsburgh, this is to cover one box. 1 box @ \$90 per year = \$90.

Inventory management software. For example: Zoho Premium at \$159/ month, billed annually only at \$1908/yr.

Food Choice Fund adds an extra \$75 to provide flexibility and stability in nutrition options to cover any potential gaps in the Food Bank collection. \$75/wk x 40 wks = \$3000

PSBG Holidays Observed Food Bank Allowance adds an extra \$100 to food bank funding in anticipation of increased demand for food in preparation for celebration of recognized holidays, including the following during the 10-month funding period: Thanksgiving Day; Christmas Day; New Year's Day; Memorial Day; Independence Day. \$100 x 5 = \$500.

Transportation Funds: for bus passes. 150 Connect cards (\$1 per card x 150) with stored value and individual single passes \$650. These are frequently needed for folx to get to appointments.

Crisis Supplies: allow people to get supplies for shelter immediately when other options are not available. PSBG intends to buy these items in bulk to reduce cost and so we have supplies when needed. Total costs for tents, tarps, sleeping bags, and backpacks is \$21,280.

Storage Unit rental: Multiple units @\$200/mo x 10 months. These hold all donated and procured supplies for food bank and crisis supplies.

Hand Up Fund: Allows PSBG to provide folx with immediate needs monies to cover ID's, birth certificates, fines, and licenses and other necessary credentialing for forward movement. Amounts based on previous practice.

Nightly Outreach (Meet) coffee. We hold 'meet' six days a week in or outside a local coffee shop. This is a comfortable, neutral space where people can meet us in person. We offer those who meet us a cup of coffee. Estimates are based on current purchases. 1440 cups of coffee per 10 months (6 cups/day x 6 days/wk x 40 weeks) @ \$3.50/cup = \$5040.

F. Travel: N/A

G. Other: We will cover employees with general liability insurance (\$1485) and worker's compensation insurance (\$624) = \$2109.

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aopsitnick@opsitnickslaw.com
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Frank.Alessio@AlleghenyCounty.US
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Erin.Nelson@AlleghenyCounty.US
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Jamie Mydlowski
 Jamie.Mydlowski@AlleghenyCounty.US
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 george.janocsko@alleghenycounty.us
 Allegheny County
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Theresa White
 theresa.white@alleghenycounty.us
 Contract Administrator
 Allegheny County
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Jennifer Liptak
 jennifer.liptak@alleghenycounty.us
 County Manager
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To advise Allegheny County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at servicedesk@alleghenycounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Allegheny County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to Scott.McCloskey@AlleghenyCounty.US and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Allegheny County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to EarlEd.Rice@AlleghenyCounty.US and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Allegheny County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Allegheny County during the course of your relationship with Allegheny County.