

Philadelphia Alliance for Child Trauma Services (PACTS)

Date of Issue:	June 3, 2025
Applications must be received no later than:	2:00 p.m. July 15, 2025
Submit all RFA-related questions to:	<u>CBHClinicalProcurements@phila.gov</u>

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:
WOMEN, MINORITY INDIVIDUALS AND PEOPLE WITH
DISABILITIES ARE ENCOURAGED TO RESPOND**

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1. OVERVIEW

1.1. Introduction; Statement of Purpose

Community Behavioral Health (CBH) is soliciting providers interested in becoming Philadelphia Alliance for Child Trauma Services (PACTS) providers to build on the clinical capacity for the city of Philadelphia and the surrounding counties' behavioral health network. The purpose of this Request for Application (RFA) is to increase the number of PACTS providers, subsequently increasing the number of children and families who receive the most effective trauma-specific care in Philadelphia. The PACTS program falls under the leadership of the Evidence-Based Practice and Innovation Center (EPIC) and is supported through CBH. There are currently 21 PACTS providers and through this RFA, PACTS seeks to increase capacity in North, South, and West Philadelphia. PACTS expects to support the training of up to three provider organizations as well as five independent practitioners to become PACTS providers.

1.2. Organization Overview

The City of Philadelphia contracts with the PA Department of Human Services (PA-DHS) to provide behavioral health services to Philadelphia's Medicaid recipients under PA's HealthChoices behavioral health mandatory managed care program. Through this contractual agreement, services are funded on a capitated basis. The City of Philadelphia, through DBHIDS, contracts with CBH to administer the HealthChoices program.

DBHIDS has a long history of supporting innovative services in Philadelphia for individuals in recovery, family members, providers, and communities; the Philadelphia behavioral health system is recognized nationally and internationally for innovation in delivering behavioral health care services in the public sector. DBHIDS envisions a Philadelphia where everyone can achieve health, well-being, and self-determination.

The mission of DBHIDS is to educate, strengthen, and serve individuals and the community so that all Philadelphians can thrive. This mission is accomplished using a population health approach with an emphasis on recovery, resilience-focused behavioral health services, and self-determination for individuals with intellectual disabilities. Working with an extensive network of providers, DBHIDS provides services to persons recovering from mental health and/or substance use, individuals with intellectual disabilities, and families to ensure that they receive high-quality services that are accessible, effective, and appropriate.

DBHIDS comprises six divisions: Behavioral Health, Intellectual Disability Services (IDS), CBH, Planning Innovation, Behavioral Health and Justice Division (BHJD), and Division of Administration, Finance, and Quality.

CBH manages a full continuum of medically necessary and clinically appropriate behavioral health care services for the City's approximately 833,000 Medicaid recipients under PA's HealthChoices program.

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Approximately 33% (n=277,000) of Philadelphia's Medicaid-eligible individuals are under the age of 18. The mission of CBH is to meet the diverse behavioral health needs of the Philadelphia community by assuring access, quality, and fiscal accountability through being a high-performing, efficient, and nimble organization driven by quality, performance, and outcomes. CBH consistently promotes its mission as a diverse, innovative, and vibrant organization empowered to support wellness, resiliency, and recovery for all Philadelphians.

1.3. Project Background

According to the Center for Disease Control, approximately 64% of adults in the United States reported an adverse childhood experience prior to turning 18. This may include emotional, physical and sexual abuse, neglect, domestic violence and changes impacting the family household.¹ Furthermore, over two-thirds of children report experiencing at least one traumatic event by age 16. These experiences can have long-term effects impacting an individual's overall functioning and well-being including negatively impacting one's mental health and physical health.² Although some children and adolescents demonstrate extraordinary resilience in the aftermath of these experiences, many have significant distress or develop psychological difficulties that can be serious or long lasting.

Younger individuals often need time and emotional support to feel secure again after experiencing trauma or a disaster. Reactions of children and adolescents are influenced by how parents, relatives, teachers, and caregivers respond. These individuals provide comfort, stability, and take part in maintaining normal routines or establishing new ones after a crisis. Proper caregiving and providing access to trauma-informed services can help children recover and thrive.²

Philadelphia has a notable issue with youth trauma, especially related to violence, which can have lasting negative impacts on physical and emotional health. The City of Philadelphia has various initiatives and resources in place to address this focusing on providing support, therapy, and community engagement. Many Philadelphians are exposed to multiple traumatic events, including community violence, which can lead to mental health concerns. Displays of various trauma can negatively impact children's mental health and well-being. Trauma can affect the ability to learn, grow, and thrive. DBHIDS is engaged and positioned to address the behavioral health challenges experienced by Philadelphians across a variety of traumatic experiences. Engagement at the community level and utilizing evidence-based practices ensures populations most impacted by immediate and prolonged trauma are given the resources, tools, and supports they need to address the trauma.³

¹ [*CDC. About Adverse Childhood Experiences: Quick facts and stats.*](#)

² [*SAMHSA. Child Trauma.*](#)

³ [*DBHIDS. Trauma Facts and Figures.*](#)

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To further support the need for trauma treatment in childhood and adolescence, CBH seeks to expand the number of PACTS providers in the city of Philadelphia and surrounding areas. There is an identified need for more PACTS providers particularly in the North, South and West Philadelphia neighborhoods including Cobbs Creek, Mill Creek-Parkside, Paschall-Kingsessing, Nicetown-Tioga, Sharswood-Stanton, Strawberry Mansion, and South Philadelphia. Preference will be given to providers located in the 19104, 19121, 19132, 19134, 19139, 19140, 19143 and 19148 ZIP codes. Preference will also be given to bilingual clinicians and independent practitioners participating in the training.

1.4. PACTS Overview

PACTS is a child and adolescent (ages 3-21) behavioral health system-wide trauma screening, education, prevention, and intervention program, with a focus on serving the most vulnerable and underserved youth. This includes children ages three to six; lesbian, gay, bisexual, transgender, and questioning (LGBTQ+) youth; commercially sexually exploited children (CSEC); intentionally injured youth (IY) (i.e., victims of interpersonal violence and community violence); black, indigenous, people of color (BIPOC) youth, and unaccompanied minor immigrant youth. The goal of PACTS is to enhance CBH's provider network by offering evidence-based practices to help children and adolescents heal from trauma and develop coping skills to manage traumatic stress symptoms.

The objectives of PACTS are to:

- increase screening for traumatic stress symptoms in child and adolescent-serving programs
- provide trauma-informed clinical assessments at child and adolescent behavioral health programs
- develop a coordinated network of service providers for expeditious referral of children/adolescents and families
- provide Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) for children and adolescents who have a positive trauma screening, established traumatic stress or PTSD diagnosis, and related difficulties

There are several benefits to becoming a PACTS provider. PACTS providers are part of city-wide network of child trauma providers that have access to expert training and consultation, and access to National Child Traumatic Stress Network (NCTSN) resources and committees. Participating providers will be able to build and enhance their child and adolescent trauma programs. Additionally, providers will gain access to a community of trauma informed clinicians in Philadelphia.

For more information on PACTS, please visit the [CBH EPIC webpage](#).

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1.5. Overview of Training/Implement of Program

The process to become a PACTS provider lasts approximately one year in duration. There are four main components that are expected:

1. Trauma Screening and Assessment of all children and adolescents served
 - » PACTS providers will implement a universal trauma screening tool, Trauma History Questionnaire (THQ). The THQ will be incorporated into intake procedures and will be administered to all children and adolescents seeking services.
 - » If a trauma history is indicated, the Child PTSD Symptom Scale (CPSS-5) will be administered to measure PTSD symptoms.
2. Trainings: Clinical staff will participate in pre-requisite trainings and TF-CBT trainings

Clinical Staff	Trainings and Consultation Calls
➔ Independent Practitioners	➔ Complete an 11-hour web-based introductory training prior to the Child Trauma Screening and Assessment Training. <i>Participants will need to pay \$35 for this training.</i>
➔ Supervisors	➔ Attend a three-hour Child Trauma Screening and Assessment Training (October 2025)
➔ Clinicians	➔ Attend a virtual TF-CBT Basics Training (October 29-31, 2025, 8:30 a.m. – 2:30 p.m.)
	➔ Attend 13 out of the 16 scheduled one-hour consultation calls (November 2025 – July 2026)
	➔ Attend two full-day (8 hour) follow-up TF-CBT workshops (booster trainings). Individual workshops will be held in spring 2026 and summer 2026.

3. Administrative Requirements and Data Collection
 - » PACTS providers will be reporting on a monthly and/or quarterly basis:
 - the number of children who were screened for trauma
 - the number of children who are receiving TF-CBT
 - » Providers will also be expected to share demographic information at annual meetings.
4. Sustainability

PACTS is a grant funded project. Without the grant funds, CBH may not be able to provide TF-CBT training. Organizations are encouraged to start planning for TF-CBT sustainability

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immediately to ensure continued access to TF-CBT should the PACTS grant or CBH no longer be able to fund the training. Some examples of sustainability plans include securing funds paid for by the organization for clinicians to attend training, implement retention strategies to prevent turnover of evidence-based practice (EBP) trained clinicians, and setting up a cost-share plan for organization for TF-CBT training.

1.6. Participating Staff and Role in PACTS

Provider organizations who are responding to the RFA will be required to have an executive staff, a supervisor and three to five clinicians from their organization participating in the PACTS training.

The table below provides an overview of the staff roles and required trainings in PACTS:

Staff	Roles in PACTS and Required Meetings
Executive Staff	<ul style="list-style-type: none"> ➤ Attend the Introductory Meeting where PACTS team members will meet with all RFA awardees as a group to provide an overview of PACTS, answer questions and concerns, and review terms of the project and readiness application. ➤ Attend semi-annual PACTS meetings with fellow organizations to discuss operational and clinical concerns. ➤ Participate in two site visits with the PACTS team within the first year of joining the network to discuss the PACTS project, trauma screening tool implementation, TF-CBT implementation, and other questions and concerns.
Supervisors (Master's Degree required)	<ul style="list-style-type: none"> ➤ Attend the Introductory Meeting where PACTS team members will meet with all RFA awardees as a group to provide an overview of PACTS, answer questions and concerns, and review terms of the project and readiness application. ➤ Attend semi-annual PACTS meetings and complete annual PACTS site visits. ➤ Ensure monthly and quarterly reporting to PACTS team and the proper administration of trauma screening tools (THQ and CPSS-5). ➤ Provide ongoing internal supervision to three to five program clinicians trained in TF-CBT at your organization. Ensure clinicians adherence to TF-CBT through use of TF-CBT fidelity tools such as TF-CBT Checklist. ➤ Administer or ensure the administration of the universal trauma screening and evaluation tools (THQ and CPSS-5) for each active case. ➤ Treat at least 2 children/adolescents with TF-CBT while in the consultation call period (child is expected to be seen weekly) with one case reaching the completion of a trauma narrative. ➤ Attend consultation calls and complete two case presentations within your consultation group. ➤ Supervisors are encouraged to attend the monthly PACTS TF-CBT Supervisors Group with expert consultants. This Group is scheduled virtually for one hour each month.
Clinicians (Master's Degree required)	<ul style="list-style-type: none"> ➤ Report a monthly census to their supervisor indicating number of active TF-CBT cases and closed cases.

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Staff	Roles in PACTS and Required Meetings
	<ul style="list-style-type: none"> ➤ Attend ongoing internal TF-CBT Supervision at your organization to ensure adherence to TF-CBT through use of TF-CBT fidelity tools such as TF-CBT checklist. ➤ Administer universal trauma screening and evaluation tools (THQ and CPSS-5) for each active case. ➤ Treat at least 2 children/adolescents with TF-CBT while in the consultation call period (child is expected to be seen weekly), with one case reaching the completion of a trauma narrative. ➤ Attend consultation calls and complete two case presentations within your consultation group.

Independent practitioners who are responding to the RFA roles and responsibilities are outlined in the table below:

Eligible License	Roles in PACTS and Required Meetings
Psychologist (LSW, LCSW LMFT, LPC)	<ul style="list-style-type: none"> ➤ Attend the Introductory Meeting where PACTS team members will meet with all RFA awardees as a group to provide an overview of PACTS, answer questions and concerns, and review terms of the project and readiness application. ➤ Attend semi-annual PACTS meetings and complete annual PACTS site visits. ➤ Complete monthly and quarterly reporting to PACTS, indicating number of active TF-CBT cases, closed cases, and caseload demographics. ➤ Administer universal trauma screening and evaluation tools (THQ and CPSS-5) for each active case. ➤ Treat at least 2 children/adolescents with TF-CBT while in the consultation call period (child is expected to be seen weekly) with one case reaching the completion of a trauma narrative. ➤ Attend consultation calls and complete two case presentations within your consultation group. ➤ <i>Independent practitioners are encouraged to attend the monthly PACTS TF-CBT Supervisors Group with expert consultants. This Group is scheduled virtually for one hour each month.</i>

1.6.1. Expectations of PACTS Providers

Participation in PACTS is a rigorous undertaking that requires commitment from clinical, executive, and administrative staff. By applying to this RFA, applicants are signing up to become a member of the PACTS network and to receive training to provide TF-CBT, as well as participating in ongoing child trauma-related education and activities. Building a TF-CBT program qualifies organization to apply for EPIC EBP Program Designation which provides system recognition to providers implementing comprehensive EBPs. PACTS providers are expected to work towards achieving EBP Program Designation following the completion of training and consultation requirements.

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1.6.2. Continuing Education Units

Continuing education credits will be offered to clinical staff for participation in various trainings during the process of becoming a PACTS provider.

1.7. Applicant Eligibility Requirements

To be eligible to respond, applicants must be in-network CBH provider organizations that are licensed by the Office of Mental Health and Substance Abuse Services (OMHSAS) and operating as one of the following:

- ➔ [Outpatient Mental Health Provider](#)
- ➔ [Psychiatric Residential Treatment Facility](#)
- ➔ [Family-Based Mental Health Services](#)
- ➔ [Long-Term Partial Hospitalization](#)

Independent practitioners contracted with CBH who meet the following criteria are also eligible to apply:

- ➔ Licensed Marriage and Family Therapist (LMFT)
- ➔ Licensed Professional Counselor (LPC)
- ➔ Psychologist
- ➔ Licensed Social Worker (LSW)
- ➔ Licensed Clinical Social Worker (LCSW)

Enrollment in Medicaid requires that practitioners adhere to the PA Code relevant to their licensing entities. For social workers, marriage and family therapists, and professional counselors, the state regulations can be found in [49 Pa. Code § 49](#). For psychologists, the state regulations can be found in [49 Pa. Code § 41](#).

Applicants should indicate their licensure status through OMHSAS (for mental health providers). Copies of your organization's most recent licensure certificates should be included in your submission.

1.7.1. Personnel and Training

Applicants must have established hiring and vetting practices to ensure hiring of culturally and clinically competent staff. Staff credentials and training must adhere to requirements of the CBH Manual for Review of Provider Personnel Files (MRPPF) as well as additional provider resources found through the [CBH Provider Manual](#).

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1.7.2. Language and Culture

CBH recognizes the National Culturally and Linguistically Appropriate Services Standards (National CLAS Standards) to demonstrate cultural competency. These 15 standards create a framework for advancing health equity, improving quality, and helping to eliminate health care disparities.

Applicants should present cultural competency plans that align with the National CLAS Standards. According to the most recent data, CBH members most often requested interpretation services for Arabic, Portuguese, Chinese Mandarin, Spanish, and Vietnamese (in order of most requested to least requested). CBH members also requested interpretation services for Chinese Cantonese, Haitian Creole, Russian, Burmese/Karen, French, Farsi, and Nepali.

1.7.3. Documentation

All service providers must follow federal, state, and CBH requirements for documentation.

1.8. Applicant Eligibility: Threshold Requirements

Threshold requirements provide a baseline for all proposals, which means they provide basic information that all applicants must meet. Failure to meet these requirements may disqualify an applicant from consideration through this RFA. Threshold requirements include timely submission of a complete proposal with responses to all sections and questions outlined herein. In addition, all required attachments must be submitted. Threshold requirements include having the requisite experience and licenses to implement the program and being a service provider in good standing with the City and CBH (as applicable).

CBH will determine if a provider is in good standing by reviewing information gathered through various departments across DBHIDS. A determination is based on, but not limited to, the following criteria: recredentialing status history, compliance error rate history, quality improvement plan status, and financial solvency. When applicable, state licensure status will also be reviewed, taken into consideration, and discussed with the PA Department of Human Services.

Neither the provider nor its staff, contractors, subcontractors, or vendors may be on any of these three Excluded Individuals and Entities lists:

- ➔ List of Excluded Individuals and Entities (LEIE)
- ➔ System for Award Management (SAM) (formerly EPLS)
- ➔ Department of Human Services' Medichex List

In each case, CBH will review the findings and make a final determination of standing for the purpose of the provider's eligibility to apply for the RFA.

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1.9. General Disclaimer

This RFA does not commit CBH to award a training opportunity to any program. This RFA and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Respondent, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFA, shall become the property of and may be subject to public disclosure by CBH.

1.10. Technical Capabilities

Most trainings will be provided virtually through The Behavioral Health Training and Education Network (BHTEN) Learning Hub. This will require access to zoom including the use of microphones and cameras. Some trainings will be held in person at CBH and do require the ability to travel and participate onsite. Site visits will occur both via zoom and in person.

2. APPLICATION FORMAT, CONTENT, AND SUBMISSION REQUIREMENTS; SELECTION PROCESS

2.1. Required Application Format

The application consists of Attachments A-G. All applicable appendices must be completed, signed (where applicable) and submitted by the organization applying for PACTS RFA. The following appendices must be completed and submitted as attachments with the application:

- ➔ Attachment A: [CBH RFA Response Cover Sheet](#)
- ➔ Attachment B: [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ Attachment C: [City of Philadelphia Disclosure Forms](#)
- ➔ Attachment D: [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ Attachment E: [Participating Staff](#)
- ➔ Attachment F: [Potential Participant Questionnaire](#)
- ➔ Attachment G: [Leadership Attestation](#)

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Applications must be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFA. Each application must provide all the information detailed in this RFA using the format described below. The narrative portion of the proposal must be presented in print size of 12, using Times New Roman font, single-spaced with minimum margins of one inch. The applicant must address each item listed below in Section 2.2., Application Content, to be considered a complete submission.

Applicants are required to limit their General Narrative Description to six to eight single-spaced pages. As a general comment, if you have responded to a requirement in another part of your application, make reference to that section and do not repeat your response. Applicants whose narrative exceeds the page limits may have their applications considered non-responsive and be disqualified.

2.2. Application Content

2.2.1. Provider Overview

- ➔ Provide a brief, one-paragraph description of your organization including years in operation and mission.
- ➔ Provide your operating facility's address.
- ➔ Indicate your licensure status.
- ➔ If your organization previously participated in an EPIC EBP Training Initiative, please also include the following:
 - » Describe your organization's ability to meet commitments and expectations of training
 - » Discuss any barriers your organization faced completing expectations, include receiving EPIC EBP program designation.

2.2.2. Population Served

- ➔ Describe the population served at your organization. Include the number of individuals served annually including the percentage of CBH members \served by your organization.
- ➔ Indicate any unique characteristics of the population served (e.g. primarily Spanish speaking, geographic location, etc.).

2.2.3. Treatment Program

- ➔ Describe the continuum of services offered by your organization.

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- ➔ Discuss current evidence-based treatments offered at your organization.
- ➔ Describe your organization experience serving youth with trauma history.
- ➔ Describe how your organization engages children and adolescents in the treatment process.
- ➔ Describe how your organization engages caregivers and family in the treatment process.
- ➔ Describe how your organization supports connections of children and adolescents to their families and home communities.
- ➔ Describe your organization's current community partnerships and community engagement efforts aimed at addressing social determinants of health (SDOH).
- ➔ Describe your organization's knowledge of and ability to meet the needs of various vulnerable populations.

2.2.4. Interest in PACTS

- ➔ Share why your organization is interested in participating in the PACTS training.
- ➔ Share your organization's ability to take on PACTS commitments, including support staff participating in the training.

2.3. Operational Documentation and Requirements

Applicants must demonstrate the financial capability and fiscal solvency to do the work described in this RFA and as described in their proposal. At a minimum, applicants must meet the financial threshold requirements described below for their proposal to be considered for further review. The following documentation is required at the time of proposal submission and should be submitted as an attachment to the proposal:

- ➔ Tax Identification Number
- ➔ An overview of your organization's financial status, including a certified corporate audit report (with management letter where applicable)
 - » If this is not available, please explain and submit a review report by a CPA firm. If neither a certified corporate audit nor a review report is available, please explain and submit a compilation report by a CPA firm. These submissions must be for the most recently ended corporate fiscal year. Submit the report for the prior corporate fiscal year if it is unavailable. Please note that the most recent

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report must be submitted before contract negotiations. Please provide a business plan for a startup with no financial activity, including a three-year financial projection of cash flow, income statement, and balance sheet.

- ➔ Federal income tax returns for for-profit agencies, or IRS Form 990 (Return of Organization Exempt from Income Tax) for non-profit agencies
 - » Either of these submissions must be for the most recently ended corporate fiscal year. If the tax return is not yet available, submit the return for the prior corporate fiscal year. Please note that the most recent tax return must be submitted before contract negotiations. In the case of a startup, provide proof of corporate charter, corporate tax status, and individual tax return(s) of principal(s)/owner(s).
- ➔ Proof of payment for all required federal, state, and local taxes (including payroll taxes) for the past 12 months
 - » If pre-operational, provide proof of deposits to cover initial operations.
- ➔ Provide proof of an adequate line of credit demonstrating funds available to meet operating needs. (If they are not available, please explain.)
- ➔ Disclosure of any bankruptcy filings or liens placed on your organization over the past five years
 - » Please include explanations. If your organization has not been subject to bankruptcy filings or liens over the past five years, please include an attestation signed by either your chief executive officer or chief financial officer indicating this.
- ➔ Certificates of insurance with the named insured entity being the same name and address as the provider contracting with CBH
 - » The insurance company providing coverage must be certified to do business in Pennsylvania or be otherwise acceptable to CBH.
 - » The insurance certificate must include the following coverage:
 - General liability with a minimum of \$2,000,000 aggregate and a minimum of \$2,000,000 per occurrence

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- Professional liability with a minimum of \$1,000,000 aggregate and a minimum of \$3,000,000 per occurrence (Professional liability policy may be per occurrence or claims made; if claims are made, a two-year tail is required.)
 - Automobile liability with a minimum combined single limit of \$1,000,000
 - Workers' compensation/employer liability with a \$100,000 per accident, \$100,000 disease-per-employee, and \$500,000 disease policy limit
- » Regarding your general liability policy, CBH, the City of Philadelphia, and the Commonwealth of Pennsylvania Department of Public Welfare must be named as additional insureds. CBH must also be the certificate holder.
 - » To be considered for contract negotiations for this RFA, applicants who have passed all threshold review items recommended by the review committee must provide a statement from an independent CPA attesting to the applicant organization's financial solvency.

2.4. Terms of Contract

The contract CBH enters into due to this RFA will be designated as a Provider Agreement. CBH will only negotiate with applicants whose applications, including all appropriate documentation (e.g., audits, letters of credit, past performance evaluations, etc.), show them to be qualified, responsible, and capable of performing the work required in the RFA.

The selected applicant(s) must maintain full responsibility for the maintenance of such insurance as may be required by the law of employers, including (but not limited to) worker's compensation, general liability, unemployment compensation, employer's liability insurance, professional liability, and automobile insurance.

2.5. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract issued pursuant to this RFA is subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the confidentiality and security of health information. The selected applicant(s) will be required to comply with CBH confidentiality standards identified in any contractual agreement between the selected applicant(s) and CBH.

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2.6. Minority/Women/Disabled-Owned Business Enterprises (M/W/DSBE)

CBH is a city-related agency, and as such, its contracted providers must cooperate with the local municipality's intent regarding M/W/DSBEs. CBH expects the selected applicant(s) to employ a "Best and Good Faith Efforts" approach to include certified M/W/DSBEs in the services provided through this RFA where applicable and meet the intent of M/W/DSBE legislation.

The purpose of M/W/DSBE state legislation is to provide equal opportunity for all businesses and to assure that CBH funds are not used, directly or indirectly, to promote, reinforce, or perpetuate discriminatory practices. CBH is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all CBH contracts on an equitable basis.

- ➔ For-profit applicants should indicate if their organization is a M/W/DSBE certified by an approved certifying agency or identified in the [City of Philadelphia Office of Economic Opportunity \(OEO\)](#) certification registry. If the applicant is M/W/DSBE-certified, a copy of the certification should be included with the proposal. Any certifications should be submitted as hard copy attachments to the original application, and copies should be submitted to CBH.
- ➔ Not-for-profit applicants cannot be formally M/W/DSBE-certified. CBH does utilize adapted state definitions to determine the M/W/DSBE status. Criteria are applied to not-for-profit entities to determine M/W/DSBE status in the CBH provider network, as follows (all requirements must be satisfied):
 - » At least 51% of the board of directors must be qualified minorities, women, or disabled persons.
 - » A woman, minority, or disabled person must hold the highest position in the company.
 - » Minority groups eligible for certification include African Americans, Hispanic Americans, Native Americans, and Asian Americans.
 - » Citizenship and legitimate minority group membership must be established through birth certificates, military records, passports, or tribal cards.
- ➔ Not-for-profit organizations may have sub-contracting relationships with certified M/W/DSBE for-profit organizations. Not-for-profits should include a listing of their M/W/DSBE-certified subcontractors and their certification information.

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- ➔ For additional information regarding the PA's M/W/DSBE certification process, visit the [Department of General Services \(DGS\) website](#).

2.7. City of Philadelphia Tax and Regulatory Status and Clearances Statement

As CBH is a quasi-governmental, city-related agency, prospective applicants must meet specific City of Philadelphia requirements. It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia) and is not in violation of other regulatory provisions contained in The Philadelphia Code. To assist the city in determining this status, through its Department of Revenue and Department of Licenses and Inspections, each applicant must complete and return a [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#) with its proposal.

If the applicant does not comply with the City's tax and regulatory codes, the applicant will be provided with an opportunity to enter into satisfactory arrangements with the City. Suppose satisfactory arrangements cannot be made within a week of being notified of their non-compliance. In that case, applicants will not be eligible for the contract award contemplated by this RFA.

Selected applicant(s) will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with city codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFA, and the selected applicant(s) may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants should consider these city policies when entering contractual relationships with proposed subcontractors.

Applicants need not have a City of Philadelphia Business Privilege Tax Account Number and Business Privilege License Number to respond to this RFA. Still, in most circumstances, they will be required to obtain one or both if selected for the contract award contemplated by this RFA. Proposals for a Business Privilege Tax Account Number or a Business Privilege License may be made through the [City of Philadelphia Business Services webpage](#). Call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Privilege Tax Account Numbers or the Department of Licenses and Inspections at 215-686-2490 for questions related to a Business Privilege License.

2.8. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFA is a "Service Contract," and the selected applicant(s) under such contract is a "Service Contractor," as those terms are defined in Chapter 17-

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1300 of the Philadelphia Code or [Philadelphia 21st Century Minimum Wage and Benefits Standard Ordinance](#). Any Subcontractor and any sub-subcontractor at any tier proposed to perform services sought by this RFA is also a “Service Contractor” for Chapter 17-1300 purposes. If any such Service Contractor (i.e., applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in § 17-1302 (more than five employees) and is among the Employers listed in § 17-1303, then during the term of any resulting contract it is subject to the minimum wage and benefits provisions outlined in Chapter 17-1300 unless it is granted a waiver or partial waiver under § 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care, and sick leave benefits, are mandatory and must be provided to the applicant’s employees or the employees of any subcontractor at any tier who perform services related to the city contract resulting from this RFA.

Applicants and any subcontractors at any tier proposed by applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code, the [General Provisions](#), and any wage or equal benefits ordinances on [eContract Philly](#) for further details concerning the applicability of this chapter and obligations it imposes on certain city contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the selected applicant(s)’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300 or any discrimination or retaliation by the selected applicant(s) or their subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFA. By submitting a proposal in response to this RFA, applicants acknowledge that they understand and will comply with the requirements of Chapter 17-1300 and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFA. Applicants further acknowledge that they will notify subcontractors at any proposed tier to perform services related to this RFA of Chapter 17-1300 requirements.

2.9. Certification of Compliance with Equal Benefits Ordinance

If this RFA is a solicitation for a “Service Contract” as that term is defined in [Philadelphia Code § 17-1901\(4\)](#) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”) and will result in a Service Contract in an amount in excess of \$250,000, pursuant to [Philadelphia Code Chapter 17-1900](#), the selected applicant(s) shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under [Philadelphia Code § 19-1502\(1\)\(b\)](#), be required to extend the same employment benefits the selected applicant(s) extends to spouses of its employees to life partners of such employees, absent a waiver by the City under § 17-1904. By submission of their proposals in response to this RFA, all applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFA, they will comply with the provisions of Philadelphia Code Chapter 17-1900 and will notify their employees of the employment benefits available to life partners. Following the award of a Service Contract and before execution of the Service Contract by the City, the selected applicant(s) shall certify that its employees have received the required notification of the employment benefits available to life partners and

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that such employment benefits will be available, or that the selected applicant(s) does not provide employment benefits to the spouses of married employees. The selected applicant's failure to comply with these provisions or any discrimination or retaliation by the selected applicant(s) against any employee for having claimed a violation of Chapter 17-1900 shall be in material breach of the Service Contract resulting from this RFA. Further information concerning the applicability of the Equal Benefits Ordinance and the obligations it imposes on certain city contractors is contained in the wage and equal benefits ordinances on [eContract Philly](#).

2.10. City of Philadelphia Disclosure Forms

Applicants and subcontractors are required to complete the [City of Philadelphia Disclosure Forms](#) to report campaign contributions to local and state political candidates and incumbents; any consultants used in responding to the RFA and contributions those consultants have made; prospective subcontractors; and whether applicants or any representatives of applicants have received any requests for money or other items of value or advice on particular firms to satisfy M/W/DSBE participation goals. These forms must be completed and returned with the proposal. The forms are attached as separate PDFs on the website posting.

2.11. CBH Disclosure of Litigation Form

The applicant shall describe any pending, threatened, or contemplated administrative or judicial proceedings that are material to the applicant's business or finances, including, but not limited to, any litigation, consent orders, or agreements between any local, state, or federal regulatory agency and the applicant or any subcontractor the applicant intends to use to perform any of the services described in this RFA. Failure to disclose any of the proceedings described above may be grounds for disqualification of the applicant's submission. Complete and submit with your proposal the [City of Philadelphia Disclosure of Litigation Form](#).

2.12. Selection Process and Responses

An application review committee will review all responses to this RFA. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that are best able to meet the goals of the RFA. Submissions will be reviewed based upon the merits of the written response to the RFA.

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3. APPLICATION ADMINISTRATION

3.1. Procurement Schedule

RFA Event	Deadline Date
RFA Issued	June 3, 2025
Deadline to Submit Questions	June 20, 2025
Answers to Questions on Website	July 1, 2025
Application Submission Deadline	2:00 p.m. ET on July 15, 2025
Applicants Identified for Contract Negotiations	August 28, 2025

CBH reserves the right to modify the schedule as circumstances warrant.

Questions related to this RFA should be submitted by June 20, 2025 to CBHClinicalProcurements@phila.gov. Answers to all questions will be posted on the CBH website by July 1, 2025.

In order to be considered for selection, applications must be submitted to CBHClinicalProcurements@phila.gov by 2:00 pm on July 15, 2025. Submissions should include "PACTS RFA" as the subject of the email. Responses submitted after the deadline will not be considered.

3.2. Information Session

CBH will hold a [PACTS RFA Info Session](#) for all interested providers at **2:00 p.m. on June 12, 2025**. It will be hosted via Zoom webinar; all interested parties should register via the above link. After registering, you will receive a confirmation email containing information about joining the webinar. Attendance at the information session is optional.

3.3. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to CBH. Such presentations provide an opportunity for applicants to clarify their application to ensure a thorough and mutual understanding. CBH will schedule such presentations on an as-needed basis.

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3.4. Notifications

Applicants will be notified if they have been selected or not via email by August 28, 2025. Notification of selected applicants will be posted on the CBH website below the original RFA posting.

3.5. Cost Information

There is a \$35 per person fee for the 10-hour training provided by the Medical College of South Carolina.

4. GENERAL RULES GOVERNING RFAS/APPLICATIONS; RESERVATION OF RIGHTS; CONFIDENTIALITY AND PUBLIC DISCLOSURE

4.1. Revisions to RFA

CBH reserves the right to change, modify, or revise the RFA at any time. Any revision will be posted on the [CBH Clinical Procurements](#) page with the original RFA. The applicant must check the website frequently to determine whether additional information has been released or requested.

4.2. Reservation of Rights

By submitting its response to this notice of Request For Applications (RFA), as posted on the CBH website, the Applicant accepts and agrees to this Reservation of Rights. The term “notice of request for applications,” as used herein, shall mean this RFA and include all information posted on the CBH website in relation to this RFA.

4.2.1. Notice of Request For Applications (RFA)

CBH reserves the right and may, at its sole discretion, exercise any one or more of the following rights and options concerning this notice of RFA:

1. to reject any and all applications and to reissue this RFA at any time;
2. to issue a new RFA with terms and conditions substantially different from those set forth in this or a previous RFA;

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3. to issue a new RFA with terms and conditions that are the same or similar as those set forth in this or a previous RFA to obtain additional applications or for any other reason CBH determines to be in its best interests;
4. to extend this RFA to allow for time to obtain additional applications prior to the RFA application deadline or for any other reason CBH determines to be in its best interests;
5. to supplement, amend, substitute, or otherwise modify this RFA at any time prior to issuing a notice of intent to develop a provider agreement or consultant contract to one or more applicants;
6. to cancel this RFA at any time prior to the execution of a final provider agreement, whether or not a notice of intent to develop a provider agreement has been issued, with or without issuing, at CBH's sole discretion, a new RFA for the same or similar services; and
7. to do any of the foregoing without notice to applicants or others, except such notice as CBH, at its sole discretion, elects to post on the CBH website.

4.2.2. Miscellaneous

1. *Interpretation; Order of Precedence.* In the event of conflict, inconsistency, or variance between the terms of this Reservation of Rights and any term, condition, or provision contained in any RFA, the terms of this Reservation of Rights shall govern.
2. *Headings.* The headings used in this Reservation of Rights do not define, limit, describe, or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions and are not part of this Reservation of Rights.

4.3. Confidentiality and Public Disclosure

The selected applicant(s) shall treat all information obtained from CBH that is not generally available to the public as confidential and/or proprietary to CBH. The selected applicant(s) shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The selected applicant(s) agrees to indemnify and hold harmless CBH, its officials, and employees from and against all liability, demands, claims, suits, losses, damages, causes of action, fines, and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the selected applicant(s) or any person acquiring such information, directly or indirectly, from the selected applicant(s).

By preparation of a response to this RFA, applicants acknowledge and agree that CBH, as a quasi-public corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including applications, to the extent required hereunder. Without limiting the

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foregoing sentence, CBH's legal obligations shall not be limited or expanded by an applicant's confidentiality and/or proprietary data assertion.

4.4. Incurring Costs

CBH is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFA.

4.5. Disclosure of Application Contents

Information provided in applications will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFA process becomes the property of CBH and will only be returned at CBH's option. Applications submitted to CBH may be reviewed and evaluated by any person other than competing applicants. CBH retains the right to use any/all ideas presented in any reply to this RFA. Selection or rejection of an application does not affect this right.

4.6. Selection/Rejection Procedures

Applicants will be notified via email by CBH as to their selection. Information will be provided in this letter as to any issues within the application that will require further discussion or negotiation with CBH. Applicants who are not selected will also be notified via email by CBH.

4.7. Non-Discrimination

The successful applicant, as a condition of accepting training from CBH through this RFA, agrees to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that: The provider does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap, or disability in providing services, programs, or employment or in its relationship with other contractors.