Allegheny County
Department of Human Services
Request for Proposals Q&A

RFP for Additional Out-of-School Time (OST) and Teen Programming

Amendment

July 22, 2025

The RFP has been amended to include a standard budget template for our current OST and Teen programs, titled Appendix A: OST/Teen Programs FY25 Sample Standard Budget. This has been updated to the following:

Contents

Section 2: What We Are Looking For

Funding

Proposers should base their budget on the number of youth they expect to serve daily during the school year. We expect that Successful Proposers will provide OST Programming every day school is open (180 days). If a Proposer has a compelling reason why it cannot remain open 180 days, the Proposer should detail that in their Proposal and calculate their budget accordingly. See the example below:

Children Served	Rate set by DHS	Days Served	Funding Request
20	$27 (after school)	180	$97,200
		Total:	**$97,200**

In addition, a standard sample budget has been provided for review in Appendix A: OST/Teen Programs FY25 Sample Standard Budget. Proposers must propose their own budget and budget narrative, however, this sample budget should provide Proposers with a baseline to work from

Office Hours

July 14, 2025

1. **Is the partnership for any Allegheny County contracts or just specifically Out-of-School Time and Teen Programming?**

    OST and Teen programs only.

2. **Are you looking for providers to serve both OST and Teens? Or just one or the other?**

    Providers can submit a proposal for either or both programs.

3. **If we received funds for OST but not teens, are we still able to apply for this opportunity?**

    If you are an existing OST or Teen Programming provider, then you are not eligible for this opportunity.

4. **Can we apply for both OST and Teen Programming, or do we need to choose one?**

    Please see our response to question 2.

5. **Are we eligible to apply if we provide programming to OST partners? We offer programming 5 days a week but not necessarily to the same youth 5 days per week. I saw some language in the RFP requiring 5 days a week and serving a meal. Our OST partners offer programming 5 days a week and provide a meal. We bring in the programming to over 50+ partners.**

    While you are eligible to apply for this opportunity, DHS is prioritizing providers who provide OST programming as outlined in the RFP.

6. **What would an OST look like? What would Teen Programming look like?**

    While DHS is seeking providers to propose creative and engaging OST and Teen Programming, we are relying on Proposers to share how their expertise and proposed programming will benefit and meet the outcomes outlined in the RFP.

7. **Is this a reimbursable grant?**

    Yes, this is a reimbursable contract.

8. **What type of programming is currently being provided?**

    Current programming ranges from traditional OST (i.e. academic focus, STEM including, arts and crafts, etc.) to workforce development, building health relationships, entrepreneurship, and more.

9. **Can you define the educational component you are looking for this? Is this tutoring, or is this more of a collaboration with the school district?**

    Please see our response to question 6.

10. **If we, the Kingsley Association, have a contract for our Family Center Youth programming, are we still eligible for this or does that disqualify us?**

    Yes, you are eligible and may apply.

11. **Does the company need to be established/functioning prior to the completion of the grant application?**

    While non-existing OST or Teen Programming providers who do not have a current program or location are eligible to apply for this opportunity, we are prioritizing providers who have their operating location(s) and/or program(s).

12. **Are organizations eligible to apply for both OST and Teen Programming? Or do we have to pick one?**

Please see our response to question 2.

13. **As a first-time applicant, what sort of data collection, reporting or other information needed to five to DHS would we be looking at?**

We require providers to conduct bi-annual youth surveys and an annual parent survey, in addition to monthly attendance and a summer and mid-year afterschool report.

14. **Does the contractor need to have their PAUCP?**

No, a PAUCP is not required to apply. If you're interested in becoming certified, or if you know of a woman- or minority-owned business who is not yet certified, visit Pennsylvania Unified Certification Program or contact the Allegheny County Equity and Inclusion Department. If your organization is registered as an MWDBE, you may count yourself towards one of the goals. However, not being certified does not exempt you from the MWDBE and VOSB requirements.

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises, a 5% goal for Veteran Owned Small Business, and 2% participation for Women Enterprises. The Successful Proposers must make a "good faith effort" in assisting the County in meeting these goals. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies and janitorial services. Only organizations that are certified meet those percentages. If you do not meet those percentages, you should request a waiver. For more information, visit the Allegheny County Equity and Inclusion Department website.

Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

15. **Can we apply with our existing Teen Program (which is ages 13-19, but primarily 13-18)? Would we need to adjust that age range if we received funding?**

Yes, you may apply for Teen Programming using that age range.

16. **Can you direct me to where or how existing DHS contractors can change existing programming to expand from OST to Teen Programming?**

Please contact Jace Ransom at Jace.Ransom@AlleghenyCounty.US.

17. **Should the budget reflect the entire agency budget, or just the OST program budget?**

    Proposers should provide a realistic line-item budget reflective of the estimated costs associated with implementing and sustaining their proposed Programming, (e.g., costs related to staffing, activities, nutrition, and resources) and a budget narrative justifying each line-item included in their proposed budget.

    DHS will consider all proposed costs for reasonableness and will negotiate the final budgets with the Successful Proposers.

18. **I'm a certified personal trainer & puppeteer creating health & fitness video content aimed to hit 13+ audiences. I'm currently working on securing funding for a couple different video series projects produced by my team at Coal Creative all related to edu-tainment style health & fitness awareness for kids.**

    Would a digital-only based project (that encourages movement to the viewer) qualify?

    While you are welcome to apply for this opportunity, DHS is seeking and prioritizing Proposals offering in-person OST and Teen programming in Allegheny County.

19. **Our organization, Allegheny Center Alliance Church, currently has Teen programming under a DHS contract with our Student Ministries department (grades 6-12). Our Kids Ministries department (birth-5th grade) does not have any DHS contract and would like to apply for the OST programming opportunity. Are we eligible?**

    Existing OST and Teen Programming providers are not eligible for this opportunity.

20. **Is there a required budget format and/or an available budget template for the OST proposal?**

    Please refer to [Appendix A: OST/Teen Programs FY25 Sample Standard Budget](#) to review the provided budget template.

21. **Is there a pre-determined number of schools, students, and/or targeted grade levels based within the communities targeted?**

    No.

22. **Is there any information on the specific communities or number of schools looking to contract with new OST providers?**

    No.

23. **We would be seeking funds for after school programming at CCAC's Braddock Hills Center for teens in that area. Before we proceed with the application, I wanted to check in and see if this is something that would be of funding interest for Allegheny County.**

    Yes, you are eligible and may apply.

24. **For "Partners included in this Proposal" and commitment letters, does this only include partners that this proposal would fund? Or should all program partners be included?**

    Please list all the partnerships you anticipate including for your proposed program.

25. **The RFP states "The focus of the Teen Programming must be outside the structure of traditional OST programming." Is there a minimum number of hours of programming expected to be provided?**

    Yes, a minimum of 2 hours per day for Teen Programming.

26. **Can you specify the official day the award will be made so we can plan accordingly?**

    We cannot determine an official day; however, we anticipate awarding Successful Proposers in September 2025.

27. **Do you expect the applicants to already have programs or locations, or is it up to the winners to find locations?**

    Please see our response to question 11.

July 29, 2025

28. **Are we required to operate in a specific place multiple days a week? Our teen program only has teen night twice a month at the library and it is not year-round.**

    Yes.

29. **For the K-8 afterschool and summer programs, we also do not operate as a traditional afterschool program. We're limited to whomever is currently residing in**

the shelter and we operate generally 2-3 days a week at the shelters. Each contractor selects activities based on the students in attendance.

We don't have a building that we own that we operate out of. K-8 operates in shelters and via mobile learning whereas Teen Programming operates in school during the day or at teen nights (2x a month or college club several times throughout the school year visiting various schools). Does Homeless Children's Education Fund still meet the criteria/requirements given these factors?

While your organization is welcome to apply for this opportunity, DHS is seeking and prioritizing Proposals offering OST and Teen Programming with a consistent operating location, programming, and meets our expectations as outlined in the RFP.

30. **If my organization does not currently receive OST or DHS funding, are we still allowed to apply and have a budget line item for partners who may already receive DHS OST funding to allow for coordination of services and reduce duplication?**

Yes, you may include existing OST or Teen Programming providers as partners in your Proposal.

31. **Likewise, is a school district that doesn't currently receive DHS funding directly for OST allowed to respond to the RFP and note partners within it that might already receive DHS OST funding?**

School districts are not eligible for this opportunity. Proposers should not include school districts who currently receive OST or Teen Programming as a partner in their Proposal.

32. **Our Teen L.E.A.D. program currently serves youth ages 13–19 and runs three days a week from 3:00–6:00 PM. It follows a set curriculum focused on public speaking, financial literacy, post-secondary opportunities, life skills, and job preparation. In past opportunities, it has been categorized as OST. Can you clarify how OST and Teen Programming are defined differently in this RFP?**

Programming differs based on the age group that a Proposer proposes to serve. OST Programs are geared towards children and youth. Teen Programming is geared towards teens, ages 13 through 18.

33. **Is the maximum funding amount different depending on whether we apply under OST or Teen Programming?**

No, the funding rate is the same for both Programming opportunities.

34. Can you please clarify if there is an expected or preferred number of program days per week for OST and Teen Programming applicants?

OST Programs are required to offer a minimum of two hours of after-school Programming every Monday through Friday.

While Teen Programming days are not set, providers are required to offer a minimum of two days a week.

35. Is this RFP to become an approved vendor with DHS, or does it guarantee a certain amount of enrollment? How does/will DHS determine the number of slots it purchases from an OST provider?

Successful Proposers will become contracted vendors, upon completion of the required documents and successful negotiations with DHS. During negotiations, DHS will determine the allocated number of each target population that the Successful Proposers will serve.

36. Are programs to be delivered at Allegheny County schools, or is the expectation that the provider will secure facilities for the program activities?

While providers who do not have an established location are welcome to apply, DHS is seeking and prioritizing proposals that propose operating their programming at the same location, consistently, in Allegheny County, as outlined in the RFP.

37. Can OST providers partner with schools to deliver programs?

Yes, organizations may partner with school districts who currently do not receive OST or Teen Programming funding.

38. Are there any staffing considerations or requirements (e.g., use of certified teachers)?

Programs must have a ratio of 1 teacher per every 12 youth (ages K- 3rd) and 1 teacher per every 15 youth (ages 4th and up). While certified teachers are not required, each staff member must have all the appropriate documentation on file.

39. Can you clarify whether you can charge "tuition" or a one-time fee?

Charging a nominal fee is acceptable. However, all youth enrolled through the successful negotiations with the County must be offered a free program and not turned away, if unable to afford the nominal fee.

40. What high-need communities have been identified? Which communities have a lot of teens and little access to programming?

We have not identified any specific high-need communities of preference for this RFP. This RFP is designed to identify and consider the addition of new OST and Teen Programming providers as funding becomes available over time.

We will determine which communities will benefit the most from OST and/or Teen Programming, then collaborate with the Successful Proposers to implement a program design, upon successful completion of documentation and negotiations with the County.

41. What high-need communities are a priority for DHS?

Please see our response to question 40.

42. Can you confirm if the $27/day rate is expected to cover 100% of per-child programming costs? Or are there minimum cost-sharing expectations (e.g., % of costs covered through grants)?

The $27/ day rate is not expected to cover 100% of per child cost of programming. Successful Proposers should not rely on DHS as a sole funder but instead secure funding from multiple sources. We expect that Successful Proposers will depend on public support (federal, state and local grants) as well as some private support from tuition and donations. Successful Proposers must demonstrate sustainable funding and sound fiscal management.

43. How will DHS determine the number of funded slots each provider receives? Are there minimum or maximum slot expectations per site or program?

The number of funded spots DHS provides will be determined in collaboration with the Successful Proposer(S) based on their Proposal(s) and available funding.

44. Are providers required to serve all eligible youth who enroll, or only up to the allocated slots funded by DHS?

Proposers should propose serving the number of youth they have the capacity to serve. Any Successful Proposer receiving DHS funding for OST or Teen Programming will be required to serve the number of youth identified in collaboration with DHS. DHS will monitor attendance throughout the year through a DHS-supported data portal. If attendance is low, DHS may right-size and purchase fewer seats the following year. If attendance is high, DHS reserves the right to purchase more seats the following year.

45. Regarding the following requirements:

"Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Business Enterprises and expects that Successful Proposers will make a "good faith effort" to help the Count meet these goals."

Is it feasible that 1 of our key partnering agencies which we will be including within our budget line item, does this fulfill this requirement, or does it have to be the applicant organization that must be MWDBE?

No, Proposers are not required to be a MWDBE certified organization to apply, and yes, you may use partners/subcontractors to meet the desired goals. Please fill out the MWDBE and VOSB documentation to the best of your ability. Once submitted, we will reach out to you for additional information if necessary.

46. **We are transitioning from being under a local church to our own 501C3. Before we submit and go through this process, would DHS be okay if we start this partnership under one organization and end under another?**

    Yes.

47. **Does the seven-page limit apply after you add your answers, or is it with both the questions and answers?**

    The page limit at the top of each section is for the questions and responses for each section. Pages 1-4 and budget and budget narrative are not included in the page limits.