

PROPOSER INFORMATION

Proposer Name: NorthSide Partnership Project

Authorized Representative Name & Title: [Eleanor Williams](#)

Address: [REDACTED]

Telephone: [REDACTED]

Email: [pavpittsburgh@yahoo.com](mailto:pavpittsburgh@yahoo.com)

Website: <https://nppittsburgh.org/>

Legal Status:  For-Profit     Nonprofit     Sole Proprietor/Individual     Partnership

Women Owned:  Yes     No

Minority Owned:  Yes     No

If yes, select the ethnicity:

- American Indian or Alaska Native     Black or of African descent
- Hispanic or Latino/a     Native Hawaiian/Pacific Islander
- Western Asian/Middle Eastern     East Asian/Far Eastern
- South Asian/Indian (Subcontinent)     Southeast Asian
- Other Asian     Multi-racial

Self-Describe: N/A

Faith Based:  Yes     No

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* Solicitation through mailing list.

PROPOSAL INFORMATION

Total # of individuals to be served per night: 75

Are you proposing a site for Winter Shelter?  Yes     No

If yes, please identify the name and address of the proposed site: 2610 Maple Avenue, Pittsburgh, PA 15214

Are you or a partner included in your Proposal proposing to provide transportation?

Yes     No

Total dollar amount requested: **\$76,578.64**

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Eleanor Williams	[REDACTED]	pavpittsburgh@yahoo.com
Contract Processing Contact	Eleanor Williams	[REDACTED]	pavpittsburgh@yahoo.com
Chief Information Officer	Eleanor Williams	[REDACTED]	pavpittsburgh@yahoo.com
Chief Financial Officer	Eleanor Williams	[REDACTED]	pavpittsburgh@yahoo.com
MPER Contact*	Eleanor Williams	[REDACTED]	pavpittsburgh@yahoo.com

\* *MPER is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.*

BOARD INFORMATION

\* *For the Board Chairperson, you must list an address, phone and email address different than the organization.*

Board Chairperson Name & Title: Khalid Raheem, President

Board Chairperson Address: [REDACTED]  
[REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* Solicitation through mailing list.

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.* Click here to enter text.

1. Jake Kyriazia - Food Service: [REDACTED]
2. Brenda Gregg - Faith-Based & Childcare: [REDACTED]
3. Beth Foringer - Violence Prevention: [REDACTED]

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

X I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

X By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have 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.

Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

## ATTACHMENTS

Please submit the following attachments with your Response Form.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents (*see Sections 6.1 and 6.2 of the RFP for more details*)
- W-9

## REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 85 points. Your response to this section should not exceed 10 pages. (Pages 1-3 are not included in the page count).

Organizational Experience (20 points)

1. Describe your organization's past success delivering high quality, low-barrier services to individuals experiencing homelessness. (10 points)

NorthSide Partnership Project (NPP) excels in delivering high-quality, low-barrier services to underserved populations, including those experiencing homelessness. Our impactful initiatives include the S.A.F.E. for Summer Camp and our food pantry, which address critical community needs with minimal barriers to access.

The S.A.F.E. for Summer Camp offers a no-cost, evening-based program for youth aged 5-17, particularly supporting working parents with later hours. In summer 2024, this program engaged 23 children (95% African American; 100% from NorthSide neighborhoods) and benefited 18 families. Over 28 days, we provided 112 hours of programming, including 644 dinners and 644 snacks, fostering academic and personal growth in a supportive environment.

Our food pantry plays a crucial role in offering nutritional support to community members. In partnership with The Pittsburgh Food Bank, we distributed 75 food boxes during summer 2024, alongside other food offerings, addressing food insecurity with essential nourishment. This service ensures that individuals and families, including those experiencing homelessness, can access vital resources without financial or logistical barriers.

In collaboration with Light of Life Rescue Mission, we have utilized our facility to provide exercise opportunities and partnered to offer nutritious snacks to the homeless population we serve. This collaboration ensures that our clients not only receive critical nourishment but also have access to health and wellness resources that support their overall well-being.

Additionally, our MidWife and Doula support services offer essential prenatal and postnatal care, reinforcing our commitment to vulnerable populations. These services underscore our dedication to enhancing community stability and well-being through comprehensive and accessible support.

2. Describe your organizational and management structure, including evidence of internal communication, external coordination, a strong financial accounting system, and absence of unresolved monitoring or audit findings for any grants (5 points)

NorthSide Partnership Project (NPP) operates with a well-defined and efficient management structure to ensure optimal service delivery. Our leadership team comprises an Executive Director, Program Managers, and a Finance Director, each overseeing specific operational areas to drive our mission forward.

Internal communication is streamlined through regular team meetings, digital collaboration platforms, and a centralized information management system, ensuring all staff are aligned and informed.

Externally, NPP fosters strong partnerships with community organizations, including health services and local schools, to enhance outreach and service integration. Our Deputy Director actively engages with local veterans' groups and organizations addressing homelessness and transitional housing, further strengthening our community ties.

Our financial accounting system is robust and transparent, supported by regular audits and compliance checks. We pride ourselves on maintaining stringent financial oversight, with a track record of no unresolved monitoring or audit findings for any grants, underscoring our commitment to fiscal responsibility and accountability.

3. Describe your organization's experience and demonstrated success in meeting standards for managing data entry (5 points)

NorthSide Partnership Project (NPP) brings extensive expertise in data management, leveraging a state-of-the-art digital system to accurately track participant information, program outcomes, and service utilization. Our team is well-trained in data entry protocols, ensuring both precision and confidentiality.

We conduct regular data audits to verify the integrity of our records and swiftly address any inconsistencies. This meticulous approach allows us to monitor program performance effectively and make informed, data-driven decisions to continuously enhance our services.

Proposed Site (Not scored) *If your organization is not proposing a site for Winter Shelter, you do not need to complete this section.*

4. Describe the process your organization used to identify and acquire (if leased or rented) a location that meets all the standards and requirements for Winter Shelter and a brief description of the location. Please provide a timeline for program implementation, including the completion of any necessary renovations and the relevant experience of involved project partners.

N/A

Program Strategy (45 points)

5. Describe your organization's comprehensive plan for Winter Shelter operation based on the components outlined in Section 2 of the RFP, including your plan to create a positive and inclusive community, your plan for food access and your plan to provide Clients with resources that promote safety, stability and wellbeing. (20 points)

Although NorthSide Partnership Project (NPP) primarily focuses on broader community support, our approach aligns closely with the principles of effective Winter Shelter operation:

Creating a Positive and Inclusive Community:

NPP is dedicated to cultivating an inclusive environment where every community member feels valued. Through proactive outreach and strategic partnerships with local organizations, we build strong connections and promote our services, emphasizing support for marginalized and underserved populations. Our drop-in center, managed by the Positive Impact Program, caters specifically to individuals experiencing homelessness, substance abuse issues, and mental health challenges, ensuring a welcoming and supportive space for all.

Food Access:

We manage a free food pantry in collaboration with the Pittsburgh Food Bank and private donors, ensuring essential nutrition is available without barriers. Our pantry serves as a critical resource for individuals and families in need. Additionally, we coordinate with other local food banks and restaurants to maintain a consistent supply of food resources.

Resources for Safety and Well-being:

Our comprehensive services include MidWife and Doula support, providing vital health services to families. We are also preparing to launch an overnight warming center for the winter months, which will offer shelter, meals, showers, and basic amenities to individuals experiencing homelessness, enhancing their safety and well-being during harsh weather conditions.

6. Describe your organization's plan for managing and coordinating daily transportation from a central downtown location to the Winter Shelter, including a partner commitment letter from the proposed transportation provider, if applicable (5 points)

NorthSide Partnership Project (NPP) will collaborate with established local transportation providers to ensure reliable and accessible transit from a central downtown location to our Winter Shelter. Our plan involves coordinating with these partners to create a seamless transportation service that addresses the needs of our clients. We will secure a commitment letter from our transportation partner, detailing the service schedule and logistics to guarantee uninterrupted

access to our shelter. Additionally, NPP is exploring the feasibility of acquiring our own ADA-compliant vehicle to further enhance transportation options in the future. This strategic approach ensures that all community members can reach our services without barriers.

7. Describe your organization's approach to creating a safe and inclusive community and fostering positive relationships among Clients, staff and the local neighborhood. (15 points)

NorthSide Partnership Project (NPP) is dedicated to cultivating a safe, inclusive community through a multifaceted approach:

- **Staff Training:** We provide ongoing training in diversity, equity, and inclusion to equip our staff with the skills to effectively support and engage all community members. This training ensures that our team is knowledgeable and sensitive to the diverse needs of those we serve.
- **Community Engagement:** We host a variety of events and workshops designed to bring together diverse groups from the community. These initiatives promote relationship-building, foster a sense of belonging, and strengthen community ties.
- **Feedback Mechanisms:** We have established robust systems for collecting and analyzing feedback from participants. This input is crucial for continuously refining our services and addressing any concerns, ensuring that our environment remains welcoming and responsive to the needs of both our clients and the broader community.

Through these strategies, NPP is committed to creating an environment where everyone feels valued and connected.

8. Describe your organization's approach to and success in coordinating with key partners, including DHS, street medicine and street outreach teams, to effectively support Winter Shelter clients (5 points)

NorthSide Partnership Project (NPP) excels in coordinating with key community partners to support our clients effectively. We collaborate closely with local health providers, educational institutions, and community organizations to ensure comprehensive care and resources. Although we do not directly engage with DHS or street outreach teams, our established relationships with a broad network of partners facilitate access to essential services and support.

Our approach includes:

- **Collaborative Partnerships:** We work seamlessly with local health providers and community groups to integrate services and share resources, enhancing the support network available to clients.
- **Outreach and Integration:** NPP's internal outreach teams work to bridge gaps in service delivery by connecting clients with appropriate resources and ensuring their needs are met comprehensively.

Through these strategic collaborations, we ensure a well-rounded support system that addresses the diverse needs of our clients and promotes their well-being.

Program Staffing and Administration (10 points)

9. Describe your organization's staffing plan, including a list of all staff positions, number of staff and work hours for each position, qualifications, recruitment, training and performance management (10 points)

NorthSide Partnership Project (NPP) has developed a comprehensive staffing plan designed to support the effective operation of our Winter Shelter program. Our staffing structure includes the following positions:

1. Program Administrator (1):

- Full-Time: 40 hours per week
- Shifts: 6:30 PM - 2:30 AM, 12:30 AM - 8:30 AM
- Qualifications: Extensive experience in program management, strong leadership skills, and knowledge of shelter operations.
- Recruitment: Targeted outreach to candidates with proven track records in similar roles.
- Training: In-depth orientation on shelter protocols, client care, and emergency procedures.
- Performance Management: Regular performance reviews, feedback sessions, and professional development opportunities.

2. Supervisor (1):

- Full-Time: 40 hours per week
- Shifts: 6:30 PM - 2:30 AM, 12:30 AM - 8:30 AM
- Qualifications: Experience in supervisory roles, excellent organizational and problem-solving skills.
- Recruitment: Sourcing through industry-specific job boards and networks.
- Training: Comprehensive training in staff supervision, conflict resolution, and operational procedures.
- Performance Management: Ongoing assessments, coaching, and targeted training to enhance leadership skills.

3. Monitors (6: 3 Female, 3 Male):

- Full-Time: 40 hours per week
- Shifts: 6:30 PM - 2:30 AM, 12:30 AM - 8:30 AM
- Qualifications: Experience in client interaction, strong communication skills, and sensitivity to diverse needs.
- Recruitment: Engagement with local employment agencies and community organizations.
- Training: Training on client engagement, safety protocols, and emergency response.
- Performance Management: Regular performance evaluations, feedback from clients and supervisors, and opportunities for skill enhancement.

4. Security (2):

- Full-Time: 40 hours per week
- Shifts: 6:30 PM - 2:30 AM, 12:30 AM - 8:30 AM
- Qualifications: Background in security services, familiarity with safety protocols.
- Recruitment: Partnership with security service providers and local law enforcement agencies.
- Training: Specialized training in shelter security, emergency response, and conflict de-escalation.
- Performance Management: Regular reviews, incident reporting, and additional training as needed.

5. Transportation Officer (2):

- Full-Time: 40 hours per week
- Shifts: 6:00 PM - 10:30 PM
- Qualifications: Valid driver's license, experience in transportation and logistics.
- Recruitment: Targeted recruitment within transportation sectors and community networks.
- Training: Training on transportation logistics, client assistance, and safety procedures.
- Performance Management: Regular performance assessments, feedback, and ongoing training opportunities.

Recruitment and Training: We prioritize hiring individuals with relevant experience and a dedication to community service. Our training programs ensure that all staff are well-prepared to meet program goals and deliver high-quality client support.

Performance Management: Staff performance is evaluated regularly, with feedback provided to ensure continuous improvement. We offer professional development opportunities to maintain and enhance the quality of service delivery.

This structured approach ensures that NPP's Winter Shelter program operates efficiently, with a well-trained and motivated team dedicated to supporting our clients.

Financial Management and Budget (10 points, not included in page count)

10. Attach a detailed line-item budget that reflects a realistic and cost-effective estimate of the start-up and operational costs associated with the first year of Shelter services (5 points)

Link: [NPP Warming Center Budget](#)

11. Provide a budget narrative that clearly explains and justifies all line items in the proposed budget (5 points)

The proposed budget is meticulously designed to support the successful launch and ongoing operation of the Warming Center. Each expense has been carefully considered to align with our mission and ensure efficient program delivery.

Key Budget Categories:

1. **Facility Setup:** This includes renovation, furnishing, and equipping the shelter to meet safety and comfort standards. Investment in high-quality materials and essential infrastructure is critical for creating a welcoming and functional environment for clients.
2. **Program Development:** Costs cover the creation of educational and support programs, including materials and resources necessary for their implementation. This ensures that our programming is both impactful and sustainable.
3. **Staffing:** Salaries for key positions, including administrative roles, supervisors, and operational staff, are allocated to maintain a skilled and motivated team. Competitive wages and benefits are essential to attract and retain qualified professionals.
4. **Community Outreach:** Funding for outreach activities and materials is included to engage the community, build partnerships, and recruit participants effectively. Outreach efforts are crucial for increasing awareness and ensuring access to our services.
5. **Operational Supplies:** This category encompasses all necessary supplies for daily operations, including safety equipment, cleaning materials, and client amenities. These items are essential for maintaining a clean, safe, and supportive environment.

Justification: Each line item is integral to the effective operation of the Warming Center. Facility setup ensures a safe and comfortable environment, while program development guarantees the delivery of valuable services. Adequate staffing ensures high-quality service, and community outreach builds necessary connections. Operational supplies are vital for daily functioning and client support.

This budget reflects our commitment to transparency and fiscal responsibility, ensuring that every dollar contributes directly to achieving our mission and maximizing impact.

NPP Warming Center Budget				
Budget				
07.23.2024				
		Units	Unit	Total Price
<b>Kitchen</b>				
	Refrigerator	1	\$5,398.34	\$5,398.34
	Freezer	1	\$5,960.06	\$5,960.06
	Stove	1	\$5,464.29	\$5,464.29
	Sink	1	\$759.00	\$759.00
	Base Cabinet + Counter	1	\$800.00	\$800.00
	Faucet   Supplies	1	\$250.00	\$250.00
	Shelving	1	\$500.00	\$500.00
	Plumbing Labor	1	\$1,000.00	\$1,000.00
	Electrical Labor	1	\$500.00	\$500.00
	Rubber Mats   Kitchen	10	\$43.49	\$434.90
	Painting Labor + Material	1	\$400.00	\$400.00
	Flooring Labor + Material	500	\$2.50	\$1,250.00
	Liquid Drink Dispensers, Microwave, Electric Grill			
	Coffee Pot	1	\$258.99	\$258.99
	Hot Water Kettle	1	\$64.99	\$64.99
	Liquid Drink Dispenser	3	\$79.99	\$239.97
	Microwave	1	\$289.99	\$289.99
	Electric Grill	1	\$379.99	\$379.99
<b>Showers</b>				
	Tile Labor + Material	1	\$1,500.00	\$1,500.00
	Painting Labor + Material	1	\$500.00	\$500.00
	Benches	1	\$495.00	\$495.00
	Sinks (2)   Supplies	2	\$250.00	\$500.00
	Air dryer (3)	3	\$500.00	\$1,500.00
	Plumbing Labor + Materials	1	\$7,500.00	\$7,500.00
	Electrical Labor	1	\$500.00	\$500.00
<b>n</b>				
	Bus Tickets	1000	\$2.75	\$2,750.00
<b>Supplies</b>				
	Cots	5	\$3,999.99	\$19,999.95
	Blankets	8	\$116.99	\$935.92
	Sheets	8	\$82.56	\$660.48
	Pillows	5	\$58.47	\$292.35
	Pillow cases	1	\$73.59	\$73.59
	Towels	16	\$15.99	\$255.84
	Wash Cloths	1	\$74.99	\$74.99
	Toiletries - kit	10	\$144.00	\$1,440.00
<b>First Aid</b>				
	Supply Box - Set up	1	\$400.00	\$400.00
	Defibrillator - Set up	1	\$400.00	\$400.00
	Supply Box - Monthly Fee	6	\$50.00	\$300.00
	Defibrillator - Monthly Fee	6	\$50.00	\$300.00
<b>Laundry</b>				
	Cleaning supplies	1	\$500.00	\$500.00
	Laundry Supplies	1	\$500.00	\$500.00
<b>Meals   Misc</b>				
	Meals - Hot	1000	\$6.00	\$6,000.00
	Drinks - Water	3000	\$1.00	\$3,000.00

Link for Price Reference	Comments
<a href="#">Refrigerator-in-Stainless-Steel-XB81R/315418830</a>	
<a href="#">Upright-Freezer-in-Stainless-Steel-F81-3SS/313599967</a>	
<a href="#">Gas-Range-and-Griddle-in-Stainless-Steel-GR60-G24/305014514</a>	
<a href="#">compartment-commercial-sink-with-2-drainboards-23-x-23-x-12-</a>	
Allowance	
Allowance	
Installation of sink, faucet and base cabinet & counter	
Installation of dedicated outlets for appliances	
<a href="#">heavy-duty-rubber-anti-fatigue-floor-mat-7-8-</a>	
500 square feet	
<a href="#">3-warmers-</a>	"brew up to 56 cups per hour."
<a href="#">1500w/177WB8L.html?utm_source=google&amp;utm_medium=cpc&amp;utm_campaign=Google</a>	variable temperature control between 120 and 212
<a href="#">dispenser/176BEVDP5BK.html?utm_source=google&amp;utm_medium=cpc&amp;utm_campaign</a>	"5 gallon capacity dispenser"
<a href="#">in-Stainless-Steel-MCCM910ST/300199289?source=shoppingads&amp;locale=en-</a>	
<a href="#">240v-3375w-</a>	
Repair/replace tile in shower rooms	
<a href="#">Seat/APFSLR-280225PWS</a>	
<a href="#">493H78?opr=PLADS&amp;analytics=FM%3APLA&amp;a2c_sku_original=53AZ18&amp;position=1</a>	
<a href="#">https://www.handdryersandmore.com/products/world-da?vfsku=WORLD.DA</a>	
Installation of hot water tank and plumbing lines	
Installation of power for hand dryers	
<a href="#">https://www.rideprt.org/fares-and-passes/fare-information/</a>	conditions.
<a href="#">cots-with-cart-20-</a>	
<a href="#">Oxford White 100% Cotton Thermal Herringbone Hotel Blanket - 12/Case</a>	
<a href="#">PRO57687?sc_cid=Google SPG-</a>	
<a href="#">41-2026-41-2027.html</a>	
<a href="#">https://www.schoolnursesupplyinc.com/Fabricel-Pillow-Cases-100-ct_p_540.html</a>	
<a href="#">hotel-bath-towel-with-cam-border-6-lb-pack/173B22446.html</a>	
<a href="#">cloth-75-lb-case/173B12121KT.html</a>	
<a href="#">women-travel-charity-wholesale-hotel-toiletries-case-of-</a>	lotion and hand sanitizer
Cintas	<b>Cintas</b>
Cintas	
Cintas	
Cintas	
Allowance	
Allowance	
	\$6 per meal



