



# **Task Order**

## **Out-of-School Time (OST) Programming in Designated Housing Authority City of Pittsburgh (HACP) Communities**

### **Project Description**

The Allegheny County Department of Human Services (DHS) is seeking one or more current DHS Providers of Out-of-School time (OST) and/or teen programming to provide OST programming in designated communities managed by the Housing Authority of the City of Pittsburgh (HACP). OST programs for the summer of 2024 will consist of at least a six-week summer program. Services for the 2024-25 school year will commence in August and run through June. The Successful Applicant(s) must be able to provide both summer and afterschool programs.

### **Background**

The HACP in partnership with DHS is seeking one or more Successful Applicants to provide OST services in the following communities:

#### *Northview Heights - Gymnasium*

533 Mt. Pleasant Road, Pittsburgh, PA 15212

Services will be provided daily to youth in grades 6 through 12

50 youth served each day

#### *Arlington Heights*

3123 Cordell Place (Rear), Pittsburgh, PA 15210

Services will be provided daily to youth in grades K through 5

30 youth served each day

#### *Allegheny Dwellings*

1710 Belleau Drive (Rear), Pittsburgh, PA 15212  
Services will be provided daily to youth in grades K through 5  
30 youth served each day

### **Project Description**

The primary objective of this project is to deliver quality OST programming during the upcoming summer months and during the school year in designated HACP communities. The Successful Applicant(s) must have experience managing summer and/or afterschool programs. The Successful Applicant(s) must also demonstrate the ability to:

- Implement evidence-based practices that support positive youth development.
- Offer academic enrichment and structured recreational opportunities.
- Provide daily healthy meal options.
- Collaborate with other private and public entities for support services, as needed.
- Incorporate family and parental involvement.
- Provide appropriate training and clearances for program staff.

We are interested in Applicant(s) with experience supporting HACP communities. Programming must be inclusive with a commitment to serving all youth, regardless of population. Successful Applicant(s) will utilize their unique curriculum and community resources to provide quality programming for the identified HACP communities. Program activities may include activities such as

- Visual/Performing Arts
- Social/Emotional Learning Activities
- Violence Prevention
- Conflict Resolution
- Mentoring
- Youth Leadership
- Structured Recreation
- Community Service Opportunities

There will be no cost to the youth/families who participate in this programming.

Programming will be provided on-site in spaces designated by the HACP. Services may also be provided off-site as determined by the Successful Applicant(s). Transportation to off-site services is the responsibility of the provider. Summer programs will operate Monday through Friday and school year programs will operate Monday through Friday for no less than two hours each day. Successful Applicant(s) may choose to provide services on designated holidays and during holiday breaks following the Pittsburgh Public Schools calendar, but this is not required.

The Successful Applicant(s) must maintain a 1:12 staff-to-youth ratio for traditional OST programs and a 1:15 ratio for OST programs serving teenaged youth. The Successful Applicant(s) must furnish all necessary program supplies and equipment (academic, enrichment and athletic).

Successful Applicant(s) will be responsible for the following:

### 1. Pre-Program Site Visit to HACP Communities

- Coordinate site visit(s) with HACP staff to assess space available for services as well as any site-specific details.

### 2. Outcomes

- Provide quality programming that focuses on three overarching outcomes:
  - Safe Space
  - Engaging Activities
  - Positive Connections for Youth

### 3. Measurement, Data Collection and Reporting

- Provide feedback opportunities through surveys conducted during the summer and during the school year. Youth are to be surveyed twice (near the start of the program and near the end of the program); parents are to be surveyed once during the program.
- Track and record attendance data.
- Meet with a program monitor once during the summer session and once during the afterschool session to review programming and program files.
- Provide an *Annual Leverage Dollar report* (or a substantially similar report) that specifies the provider's financial expenditures for the services. Reports are to be provided at the end of the provider's fiscal year or no later than **February 1st** following the proceeding program year.
- Submit a monthly statistical report of the program's key performance indicators (e.g., positive outcomes, areas of concern) to HACP by the **10<sup>th</sup>** of the following month. HACP will collaborate with the service provider to establish a reporting structure based on the provider's specified scope of service.

### Timeline

The expected launch date for the summer program is near the end of June 2024 (no later than July 1), with programming running through mid-August 2024. The anticipated launch date for OST services during the 2024-25 school year program is near the end of August 2024, with programming running until June 2025.

Task Order Issued: Thursday, May 2, 2023

Response Deadline: 3 p.m. Eastern Time on Friday, May 17, 2024

Estimated Award Decision: May 2024

Estimated Start Date: near the end of June 2024

### Award Details

We anticipate entering into an agreement with one or more Successful Applicants with award amounts to be determined by the Usual Customer Rate/Formula (UCR). Please submit a budget and a budget narrative including an explanation of all costs. Expenses may include, but are not

limited to, direct and indirect costs, operating expenses, fixed assets, personnel and contracted services. The budget and budget narrative will not be included in the page limit. Final award details will be negotiated with the Successful Applicant.

We anticipate it may take approximately a month from the award decision for DHS to fully execute the contract with the selected agency.

In order to enter into an Agreement with the County, Successful Applicants must comply with all contract requirements and all standard terms and conditions contained in a County contract.

## **How To Submit a Response**

Respondents to this task order must have been awarded under the [RFP for Out-of-School Time Programs](#) or the [RFP for Teen Programing](#).

Please respond to this Task Order by typing your response to each requested item directly into this Word document. All inquiries and questions can be submitted via email to [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) or through Bonfire via the Vendor Discussion Feature on the [Task Order Opportunity Page](#). Your written Response should not exceed three pages. This limit does **not** include your budget or relevant examples of your experience.

Submit your completed Response electronically by logging into or creating an account on Bonfire at <https://alleghenycountydhs.bonfirehub.com> and uploading the required submission documents to the appropriate [Task Order Opportunity Page](#) no later than 3:00 p.m. Eastern Time on Friday, May 17, 2024, to be considered for review.

If you are having trouble making an account or uploading your documents, please contact Bonfire Support. You can also reach out to the DHS Procurement Team at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us) or (412) 350-6352.

If you have any questions about this Task Order, please email us at [DHSProposals@alleghenycounty.us](mailto:DHSProposals@alleghenycounty.us), or use the Vendor Discussion feature through the DHS Bonfire Portal at <https://alleghenycountydhs.bonfirehub.com> on the Task Order Opportunity Page.

If additional information is required after receipt of your Response, you will be contacted.

## **How We Will Evaluate Your Response**

DHS will convene an Evaluation Committee to evaluate the Responses using the process described in Section 5 of either of the previously mentioned RFPs. The maximum score that a Response can receive is 50 points. The Evaluation Committee will assign scores to each Response by awarding points based on the following evaluation criteria:

**Relevant Experience (20 points possible)**

Experience providing OST programming in the identified HACP communities

**Task Order Approach (20 points possible)**

- Description of programming and proposed approach to program delivery, including a list of all proposed activities and resources to be utilized

**Budget and Budget Narrative (10 points possible)**

- Estimated budget and timeline for the project

**Response**

Organization: **Center That CARES**

Select the HACP location(s) you are proposing to serve, listing in order of preference if you're proposing to serve more than one location.

1. *Arlington Heights*
2. *Allegheny Dwellings*
3. *3. Click here to enter text.*

1. Describe your organization's experience working in the identified HACP communities, providing relevant examples of the programming/service(s) offered, including where the program(s) was facilitated. Include as many examples as you feel appropriate to sufficiently describe your experience.

The Center that CARES has had extensive experience working in Housing Authority City of Pittsburgh communities offering community driven programming and outreach and support to families. In response to community need, the Center that CARES partnered with the Housing Authority City of Pittsburgh to connect young children in HACP communities in the Hill District to quality summer and after school programs. Additionally, the Center that CARES offered a Teen Education and Leadership Development Initiative in partnership with Bedford Dwellings, as well as spearheading intervention programming in Bedford Dwellings, Northview Heights, and Homewood North.

For the past three years, the Center that CARES has led a City-wide violence prevention initiative which has included implementing a range of violence prevention programs in HACP communities; programming included safe passage to schools, mentoring programs, structured recreation, and family activities.

2. Briefly describe the type of OST programming proposed for this Task Order and your proposed approach for program delivery, including all proposed activities and resources utilized.

The Center that CARES is committed to the potential of every child and as such our program has been designed to incorporate critical strategies that support their success including: culturally reflective environment including curriculum and materials, nurturing adults that reflect their community and culture, approaches that reinforce them as learners, and dynamic programming content from cutting edge technology to exciting partners and field trips that expose our youth to possibilities. Our program content is related to school day learning with input from school leadership and daily communication. Created by the Center that CARES, Igniting the Dream is an afterschool program model serving the elementary grade band focused on increasing the academic achievement of young students. Core components of our model include:

- Individual Support and Mentoring that includes trauma informed care and social emotional learning frameworks.
- Academic Enrichment with a focus on building foundation skills in Reading, Math, and Science using culturally responsive framework and evidence based curriculum and approaches.
- STEM Learning to acquire needed skills that increase school achievement, as well as to foster 21<sup>st</sup> century learning skills
- Culture and Arts to enhance learning experiences, celebrate culture, and foster resiliency.
- Health & Wellness that promotes healthy lifestyles and emotional well-being including mindfulness, nutrition education, and physical recreation.

CARES has developed a program platform focused on a culturally responsive learning framework that encompasses educational programs that re-engage students and build their skills, while also nurturing learning resiliency. Our academic enrichment and STEM programs follow the core evidence-based pillars of culturally responsive and relevant programming as a strategy to connect our youth to learning, offering activities that are significant and germane to the lives and experiences of our youth and community. Culturally Responsive Framework for programming incorporates the following components of culturally-relevant pedagogy evidenced to positively impact student achievement in our program design; 1.) Acknowledge the legitimacy of the cultural heritages of different ethnic groups; 2.) Connect school and home experiences; 3.) Use different instructional strategies to address all learning styles, 4.) Teach students to value their own cultural heritage and that of others 5.) Incorporate multi-cultural materials into the curriculum (Gay, Geneva 2010). In addition, CARES hires from the community, offering opportunities for staff development and promotion, as well as comprehensive training on our model.

Our summer program is specifically designed to respond to the educational and developmental needs of the children K-5th. Building upon the success of our existing model, the proposed

summer program will be crafted to address learning loss and foster social and emotional well-being as core frameworks incorporated into our program delivery in the following focus areas:

- Art Education promoting reading and communication skills
- STEAM education
- Health & Wellness- Mindfulness, Yoga, SEL
- Exploring the World- enrichment partnerships connecting children to learning experiences.

The Center that CARES afterschool model serves as a bridge to connect children to opportunities that enrich their lives; our partners include:

- Venture Outdoors
- Pittsburgh Cultural Trust
- STEM Coding Lab
- ASSEMBLE- Maker Space
- Math Motivators
- Early Excellence Project
- Reading is Fundamental
- University of Pittsburgh
- Carnegie Mellon University
- Math Motivators

The Center that CARES prioritizes promoting quality and assessing impact and as such as developed a robust evaluation model that includes both formative and summative components. In addition, as part of our evaluation model aligned with 21<sup>st</sup> Century Community Learning Center expectations, the Center that CARES assesses the following child-centered participation and outcomes:

- Enrollment Profiles
- Daily Attendance
- School Attendance
- School Day Teacher surveys
- Grade/Performance Progress

2. Provided a budget and budget narrative that justifies all proposed costs. This is not included in the page limit.

The following outlines our budget per proposed program site.

<b>Afterschool</b>	<b>Expense</b>
<i>Personnel</i>	84,000
<i>Operations (supplies, rent)</i>	20,000
<i>Other (transportation)</i>	13,000
<i>Indirects</i>	
*Total:	117,000
<b>Summer</b>	<b>Expense</b>
<i>Personnel</i>	\$24,000
<i>Operations (supplies, rent)</i>	\$12,000
<i>Other</i>	
<i>Indirects</i>	
*Total:	\$36,000
<b>Per Site Total.</b>	<b>\$153,000</b>

### Program Budget Narrative

A detail summary of our proposed budget defined by afterschool/school year and summer is as follows:

#### Afterschool

Program Coordinator \$30,000  
(.5 FTE)

Program Staff School Year \$54,000  
3 staff x 40 weeks x 15 hours week x \$30 per hour  
(200 days)

Supplies and Operating \$20,000

Transportation \$13,000

***Subtotal*** ***\$117,000***

**Summer Program**

**Program Staff** \$24,000  
4 staff x 6 weeks x 40 hours per week x \$25  
30

Program Supplies/Operations \$12,000

***Subtotal*** ***\$36,000***

**TOTAL** **\$153,000**

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Supplies and Operating	\$20,000
Transportation	\$13,000
<b><i>Subtotal</i></b>	<b><i>\$117,000</i></b>

### **Summer Program**

Program Staff 4 staff x 6 weeks x 40 hours per week x \$25 30	\$24,000
Program Supplies/Operations	\$12,000
<b><i>Subtotal</i></b>	<b><i>\$36,000</i></b>
<b>TOTAL</b>	<b>\$153,000</b>