

Allegheny County
Department of Children Initiatives
Request for Proposals Q&A
RFP for Out-of-School Time Capacity Building

February 9, 2022

1. In reference to the 3 RFPs that DHS announced with DCI for OST Programming, OST Capacity Building, and Teen Programming – are organizations allowed to apply for more than one?

Yes.

February 15, 2022

2. Would the provider be responsible for transportation or is this something the school districts would provide?

Proposers must design proposals with program accessibility in mind, which includes addressing transportation challenges. We anticipate that Proposer(s) will have unique solutions to providing transportation for participants, but this RFP does not have specific requirements for how transportation is addressed.

3. Who provides funding after the two years?

DCI intends to award an Agreement to one or more Successful Proposer(s) for a one-year term. Renewal of the Agreement will be based upon performance on quality indicators outlined in the RFP and availability of funding. Funding for all contracts awarded through this RFP will come from one-time relief funds via the American Rescue Plan Act of 2021. We ask that Proposers include a plan to sustain new Program slots beyond year one in their budget narrative.

4. Can you provide zip-code related need?

Program availability and accessibility is not uniform across zip codes in Allegheny County. Proposers should indicate their own justification for community need, which may include current OST program availability or service-related data. Regional data on program availability may be found at www.alleghenyafterschool.org, as well as in the DHS provided *Map of OST Programs in Allegheny County* (linked to the attached PDF). Other resources include:

- [Allegheny County Analytics website](#): Contains research and reports and Allegheny County needs and services. Specific resource that may be useful for proposers include:
 - [Allegheny County Community Need Index](#)
 - [Allegheny County Community Need Dynamic Map](#)
 - [Economic Security in Allegheny County: 2021 Needs Assessment](#)
- [Allegheny County Analytics Tools](#): Allows the public to make unique data queries about Allegheny County service use.

- [Children’s Fund Working Group Presents Report to County Executive](#): Contains data and narrative to support RFP Figures 1 and 2.

February 16, 2022

5. Will the funding be exclusively Fee-for-Service based on the rate of students, or is there funding available for the different positions that support our OST programming?

Funding through this RFP does not exclusively fund “seats” or “slots.” DCI is interested in funding a variety of creative proposals for capacity building supports that expand existing OST programming or bring new OST programming to the communities in Allegheny County that need them most. Funding may support, but is not limited to, the following: start up and operating costs, funding to build community and school partnerships, and facility upgrades and expansions. All costs must be justified and explained in Proposals.

6. For the Capacity Building proposal, is there an expected timeline for the funds to be used if awarded? For example, if we are improving facilities to increase capacity of OST spots available, would the construction and execution of the facility expansion need to be completed by a certain timeline?

If awarded, the expected timeline for the funds to be expended would be outlined in the individual terms of the contract. DCI intends to award contracts for a one-year term with the possibility of renewal for a second year.

7. Would these RFPs cover our Parent Engagement initiatives, that are very closely tied and working in conjunction with both our OST programs, or should these proposals only address the direct programming for OST?

Funding through this RFP supports capacity building efforts that create new OST slots in a community that lacks them. All costs must be justified and explained in Proposals, and successful Proposers must outline a clear plan for how any funding awarded will help increase the number of OST slots for children.

February 21, 2022

8. What is the award period? I know the award notification is in April 2022, and these are one-year grants. But does that mean we can choose when our start date is depending on if we are implementing summer/school services?

Proposals must include a timeline of how funding will be implemented and when new Program slots begin. DCI will consider the reasonableness of any proposed timelines and negotiate the final contract start date with the Successful Proposers. Contract terms will be 12 months from the date of their issuance.

9. Does DCI refer/assign students or can we still run an independent selection process?

DCI does not refer or assign children to be served by the programs of successful proposers. Proposers must include their plan for marketing the Program and creating or strengthening formal paths to equitable enrollment, as well as indicate how they will identify and plan to address challenges, including low program enrollment or attendance.

10. My organization is interested in applying for the Out of school time grants. Could you tell us how much you are expecting to grant to successful proposals for each grant? We plan to apply for all 3.

The combined funding for all Successful Proposers will not exceed \$2 million and will be divided among the Successful Proposers according to Program size and need. DCI will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers.

11. We are very interested in applying for 2 of the RFP's. Prior to the Covid Pandemic, we administered an After School Program and a High School Learn and Serve Program. We had to discontinue due to Covid concerns and the local school district ~ Woodland Hills~ going virtual. We were able to provide Summer Camp last Summer but it was not full time. Our question is: Do we apply as a Current or Capacity building?

Organizations are permitted to apply to more than one of the Out-of-School Time RFPs. If the pandemic has decreased your capacity and your Proposal intends to create new program slots through the creation of a new program or expansion of existing programming, the Department of Children Initiative's RFP for Out-of-School Time Capacity Building may be the best option for you. Please also refer to the [OST RFP One Pager](#).

12. We have looked at the MWDBE and VOSB forms but as a social services organization that does not regularly work with contractors or suppliers, the organization does not have an MWDBE certification. Should we then fill out and submit the waiver even though the organization does not regularly work with contractors?

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women Enterprises and expects that Successful Proposers will 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. The required MWDBE Form is available at [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx) under "Required documents".

13. Given the nature of the work of our organization and the lack of contractors and suppliers, it has not solicited any Veteran Owned Small Business contracts. Should we just leave the VOSB form blank then? Is there a way to explain this?

Allegheny County has Veteran Owned Small Business (VOSB) goals of 5% participation and expects that Successful Proposers will make a “good faith effort” in assisting the County in meeting this goal. The good faith effort means to pass on those percentages to the organizations you subcontract with for inventory and services such as office supplies or janitorial services. If you do not meet this percentage, you should request a waiver. The VOSB Participation Statement and Waiver are available at [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx) under “Required documents”.

The MWDBE/VOSB documentation is not scored or evaluated during the proposal evaluation process. Prior to awarding the RFP contract, Allegheny County’s [Allegheny County Equity and Inclusion Department](#) will review the Proposals and their accompanying MWDBE/VOSB documentation to understand if the Proposer is demonstrating a good faith effort at helping to meet Allegheny County’s goals of 13% MBE contracts, 2% WBE contracts and 5% VOSB contracts. Please complete the MWDBE/VOSB documentation to the best of your ability. If during their review, the Equity and Inclusion Department finds errors in your MWDBE/VOSB documentation, they will contact you and help you correct them.

Office Hours Q&A, February 10, 2022

14. Am I correct in assuming that the format of the proposal is on paper? Do we deliver a paper proposal to you?

No, proposals are submitted via email. Please download the Response Form, answer the questions on that form, then email it to DHSProposals@AlleghenyCounty.US.

15. How many members are there on the evaluation committee?

We do not have the committee for this RFP finalized yet, but we expect there to be four to five evaluators.

16. Will the experience of the organization be taken into consideration?

Section 3 of the RFP details the criteria evaluation committees will be evaluating proposals by. Organizational Experience is worth 15 points, but the total score possible for this RFP is 110.

17. For the capacity building section of this RFP, are the standards of organizational experience calibrated for relatively new organizations, or is the expectation that in order to receive the full 15 points, you must have been in existence and operating for some time?

Evaluators will use their own judgement and expertise to determine the scoring. After we receive the scores, evaluators will meet to review and discuss the proposals.

18. The section of the criteria dealing with Program Design, could you, maybe, give me an example of insuring the children who are English-language learners are accommodated? Does that – would that consist, for instance, of bilingual people on staff?

That could be one example, yes. We want to make sure organizations are proposing programming that ensures children of all abilities can be served.

19. And the description of the communities where the proposed program will be located, how would you define that? Are we talking about municipal boundaries, zip codes?

We want to Proposers to share with us their approach to the definition of community for their program.

20. So not necessarily a physical community. Possibly, a community constituted by ethnicity or economic hardship or some other criteria?

Correct.

21. I had a question about partnership. Under the attachment that says partners, letter of support, if applicable. I was just curious about, first, whether that was – what the expectations were around that? Whether that was a requirement and how you're defining partners?

Partner commitment letters should be presented for financial or contractual partners you will engage with to operate the programming proposed in your proposal.

22. A partnership with – between, let's say, a non-profit community organization and a school district or charter school or some other LEA, is not, actually, required I believe?

Correct. It is not a requirement.

23. But would you say it is encouraged? Does DHS favor partnerships with LEAs?

We encourage proposers to submit the best proposal they can for the program they are prepared to deliver.

24. Where do you stand on including transportation in this grant? Or has that been discussed?

You can include transportation costs in your proposal.

25. Can we include letters of support from families that want the program? Or is that not – does that not fit?

No, letters of support from families will not be applicable. The evaluation committee does not review attachments that were not required.

26. I think I understand that to mean that letters of support really should come from partner organizations whether that may be a school or a community organization or whatever? Do I understand that correctly?

Yes, that is correct.

27. In the RFP, on Page 7 of the pdf, there are two maps of the County. The first one is in two colors. I'm just wondering what the two colors indicate?

Blue is for traditional OST programs; purple is for enrichment programs.

28. In the plan for marketing the program and creating or strengthening formal paths to equitable enrollment; by equitable, I assume you mean in terms of race, class and gender; is that correct?

Yes, we are referring to the inclusion of children of all backgrounds and abilities in your program.

29. Will the Q&A responses be at the AlleghenyCounty.US/ChildrensInitiative site, or the DHS site itself?

They will be on DHS's website at [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).

February 23, 2022

30. In the RFP for Teen Programming, there's a reference to *Figure 1* which targets all your high-need areas. I've not been able to find a readable version of that that actually indicates where your current out-of-school-time service areas are and where the extreme high-need places are. Is there a way to get a better version of that figure?

On the solicitations webpage, we have published a larger, detailed map. It shows out-of-school time program locations and locations serving teens against the community need map in Allegheny County and Pittsburgh neighborhoods. Please view the OST RFP postings at www.alleghenycounty.us/dhs/solicitations.

31. Is there any indication/anticipation that the capacity-building funding will be available in future years, or is it only this year?

The availability of funding through the OST Capacity Building RFP is not guaranteed beyond year one. Funding for all contracts awarded through this RFP will come from one-time relief

funds via the American Rescue Plan Act of 2021. Proposers are asked to include a plan in their budget narrative to sustain new Program slots beyond year one.