

**Allegheny County**  
**Department of Human Services**  
**Request for Proposals Q&A**  
RFP for Out-of-School Time Programs

**Amendments**

**Tuesday, February 8, 2022**

We amended the budget template file to correct calculations, add line-item budget charts, and add tabs for proposing multiple sites. Please use the file labeled “OST Programs RFP Budget Template Amendment 020822” for your Proposal.

**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 16, 2022**

**2. 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?**

The Successful Proposers will receive program-funded, not Fee-for-Service, contracts. The total amount of the program funded will be determined based on the number of seats you intend to have available – by the rates for summer and school year programming listed in the RFP.

**3. 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?**

This RFP is for direct programming for OST.

**4. Funding period states FY2022-2023. Do funds have to be used for our summer camp 2022 or can they be used for 2023 summer camp?**

The county contracting cycle begins July 1, 2022. Funding for FY2022-2023 can be used for programming that runs July 1, 2022 - June 30, 2023, and so on. This often means programming for a particular summer spans two fiscal years.

**5. We consider our funding model to be a mixed model: we receive foundation money, EITC.OSTC money, and gov't money. Can you explain what you mean by subsidy money if that is different from what we believe our mixed funding model to be.**

We are interested in seeing the funding sources used to support your programming/subsidize cost of programming. Please list your funding sources as you describe and understand them.

**6. While our early learning centers are in partnership with MWBDEs, Carlow University itself is not a certified MWBDE/VOSB organization, in which case, do I submit the waiver forms for both in lieu of the participation forms?**

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.

**7. Can funding be used to serve our PreK children too? In addition to our K-8 children & children from the greater community, we have a population of PreK children whom we would like to include in portions of the OST program.**

No, this funding is for children in grades K and above.

**8. Are indirect costs permitted when forming the budget? I did not see that addressed in the RFP.**

DHS will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers.

February 21, 2022
-------------------

**9. 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?**

The county fiscal year runs from July 1 - June 30 each year. Funding for FY2022-2023 can be used for programming that runs July 1, 2022 - June 30, 2023. Pending funding availability and an annual monitoring review, contracts are renewable annually.

**10. Does DHS refer/assign students or can we still run an independent selection process?**

DHS may refer youth to programs (examples include from CYF, Family Centers, the 412 Youth Zone, Youth Support Partner Unit, etc.), but programs will primarily recruit youth on their own.

**11. I have a question regarding the page limits (6 and 12). Does this include the Financial Management and Budget section for the OST programs and the Budget section for the Teen programming?**

For the RFP for Out-of-School Time Providers, the budget template attachment will not count towards page limit requirement, but responses to questions 15 and 16, will.

**12. The application indicates that OST programs should run 5-days a week for 2 hours each day (Page 8 of RFP "During the school year, Successful Proposers must offer a minimum of two hours of after-school Programming every Monday through Friday"). Due to capacity limitations, we are intending on running a 2-3 days after school program in Fall 2022, with the potential of expanding it to 5-days a week after school program in Spring 2023. Can we still submit an application with our anticipated number of programming days and students served? Or is it required to be a 5-day per week, 2hrs per day program?**

We would still encourage you to submit a proposal for consideration.

**13. 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 \$13 million per year and will be divided among the Successful Proposers according to OST Programming size and needs. DHS will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers.

**14. 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](#).

<b>Office Hours</b>
---------------------

**15. So, one of our sites does not have any other community resources around, and we do have a couple of teenagers that attend that program. So, with the RFP being five through 12/13, what happens to those two or three teenagers that currently come to the center? Will we not be able to serve them? Do we turn them away? What happens on cases like that?**

Our thought in splitting the RFPs between a traditional OST RFP and a Teen Programming RFP, is that we have been observing that the traditional five-day-a-week model is not appealing to many teens. As stated in the Teen Programming RFP, teen enrollment in traditional OST programming has declined. That said, if your program is in a desert area for other opportunities for teens, we would not require you to turn away teens in a traditional program. We would like if you could think of incorporating them as counselors, trainers or mentors, but we do not want you to turn kids away.

**16. Where can these programs be held? Could it be an extension, maybe, to one of our school days, in one of the schools that we work at? Or would we have to hold these programs, like, at our site that we currently have?**

The location is up to you. Some programs are operated from community spaces accessible to children, and some programs are operated in school facilities. Both are fine.

**17. So, the Excel budget form, when I go in, it doesn't populate correctly. Is there a revised copy of that? Like, when I put my numbers in in the hours or the days, it doesn't multiply at all.**

We amended the budget template file to correct calculations, add line-item budget charts, and add tabs for proposing multiple sites. Please use the file labeled "OST Programs RFP Budget Template Amendment 020822" for your Proposal.

**18. As a current provider, do we need to do all the vendor forms? Do we have to complete that?**

Yes, we do ask for you to fill out the Vendor Creation Form again so that we are sure that the information we have for your organization is correct.

**19. So, I have a couple questions about the Vendor Creation Form. Would we be an independent contractor, or are we another category? We're already funded currently for our summer and after-school programming, and we also have CSBG funding through the County.**

Yes, your organization should select "Independent Contractor" for that option.

**20. And I don't know what outreach manager interface means and you have to check yes or no.**

You do not need to fill out that portion of the form.

**21. And then you provided that MWDBE form to complete? And do you want current providers to complete that because we have one that was already approved and submitted. So, are we just supposed to do a new one?**

Yes, this MWDBE documentation is specific to the services that would be performed for this contract.

**22. Is there a – it says detailed line-item budget. Is there something I’m missing that there’s another one other than the one that I was just asking about?**

We amended the budget template file to correct calculations, add line-item budget charts, and add tabs for proposing multiple sites. Please use the file labeled “OST Programs RFP Budget Template Amendment 020822” for your Proposal.

**23. Does the six total pages for the answers include the questions?**

Yes, but it does not include the first three pages of the Response Form.

**24. The W-9 that’s posted is for 2007. Do you want us to just do the one that’s for the 2018 to 2022 one?**

You do not have to use the W-9 form that we provide on our website. You can use a more updated version.

**25. The VOSB form and waiver. Is that a fillable pdf because I haven’t been able – is that in Word or in a fillable pdf somewhere else?**

No, it is not provided in Word, and the PDF provided is not fillable. People tend to hand write it, and then scan it in.

**26. The partnered commitment letters, so, is that just where we would be holding the service? Who we would be collaborating with the service or?**

You only need a commitment letter from your partners if they are performing some of the contract services in your proposal.

**27. So, if we subcontract with organizations, for example, like STEM Coating Lab or Reading is Fundamental, we do need letters from them. But if we hold our program in schools, which we do, do we need a letter from the school?**

Yes, if you operate the program within the school, that would be considered a partnership.

**28. And, so, both of those examples would be considered partnerships, people we subcontract with for services for our program as well as the host school and, you know, we work their teachers to get academic information, things like that. So, both of those would be examples of partnerships?**

Correct.

**29. Sounds like you're looking for programming that can be eligible for any type of need that a youth might have. So, would you at all be willing to consider any specialized programming for kids on the autism spectrum or certain populations? Or is this really wanting to be for a general need?**

We are looking for out-of-school time programs in higher need communities with accessible programming for the entire community. However, we do not want providers to exclude children because of specialized needs. Please work with us to figure out the appropriate program for individuals with specialized needs.

The Teen RFP is a bit looser in the type of programming you can propose, so if the specialized programming you are considering is for teens, you may want to apply to that RFP.

**30. I have a question about the partner commitment letter. Was there any particular format or template that you were looking for with those?**

No.

**31. So if we're using a mixed payment model where some are free, some are subsidized, some are private pay, do you want us only putting completely free numbers in that budget model? Or, I guess, just how do you want that budget done if we're using that mixed payment model?**

The expectation with our DHS-funded spots is that they will be free. So, what we're looking for in that top calculator portion of the budget template with the number of kids expected to be served and the rate per afterschool/summer, is the number of children you would be serving with our funding. Please include any other funding sources that would contribute to OST Programming, including fees to families, in the one-year, line-item budget provided below the seat calculator.

\* We amended the budget template file to correct calculations, add line-item budget charts, and add tabs for proposing multiple sites. Please use the file labeled "OST Programs RFP Budget Template Amendment 020822" for your Proposal.

**32. Was there max amount of pages or word count for the, kind of, narrative sections?**

Yes, the page limit for the narrative is six. That does not count the first 3 pages of the Response Form.

**33. Are we able to apply for two programs with one RFP? Like, submitting to the RFP for an afterschool program and a summer program that students kind of filter into during the summer?**

Yes, summer and afterschool can be applied for in this RFP as it contains both of those components. If you have just one or the other, you can still apply to this RFP.

**34. Our after-school program and summer program takes place at local universities but not the same university, so for after school and summer, it is different locations. But, if the students who participate in the after-school programs do go into the summer, would that still be eligible for the same RFP? Different names, expanded enrollment?**

Yes, if this is your ongoing program, that is correct. If during the school year your program is X, and then leading into Summer, it transitions into Y, but is collectively the same out-of-school time programming, that would be just one proposal. Just make sure you notate the two different locations in your proposal.

**35. Could you discuss the reporting process? What the reporting for the grant looks like?**

Please refer to Monitoring and Reporting at the bottom of Section 2 in this RFP.

**36. Is there a range of funding? Like a maximum or a minimum to apply for?**

No, you can choose how many free spots you are proposing for. We do not anticipate being the only source of funding for programs. If you have other funding, you could decide you need DHS funding for just five free spots. That is fine. You should not feel at all compelled to ask for the full cost of your program.

**37. I'm just looking at the dates, and our summer programs for our Zoo camp, Monday through Friday, are already full for ten weeks, so we don't have any other space available here at the Zoo. Now, we could go out and do programming for other places and just be considered a partner where we would come in once a week. Let's say we wanted to work with a local library, and they would be filling out the grant, and we would just be ones doing the programming, and they would pay us through the grant. Is that something that's acceptable?**

Yes, you are certainly welcome to reach out to partners to discuss collaboration.

**38. Are there certain communities I should be reaching out to?**

Please reference the following resources:

- [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.

**39. When you said that it shouldn't be the sole funding for the program, how do we show you that we have other funding available?**

Please refer to the response to question 31.

**40. What exactly does capacity building mean?**

The capacity building RFP is really for if you are starting a new program from scratch or are taking a program to an entirely different location. It is about growth. This Out-of-School Time RFP is about primarily funding a program that you already have in place.

**41. So, if I look under the communities in need index, does it give examples of partners in that area?**

No, we do not assist providers in finding partners to collaborate with.

**February 21, 2022**

**42. For the OST RFP, regarding the 6-page limit on the application form, are we allowed to adjust the font size at all for responses or should the font size remain the same? Does the question wording count toward the page limit or only the responses?**

No, you are not allowed to adjust the font size, and yes, the question wording does count towards the 6-page limit.

**February 23, 2022**

**43. 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](http://www.alleghenycounty.us/dhs/solicitations).

**Amendments**

**Wednesday, February 23, 2022**



The Response Form of this RFP has been amended to include an additional page for your responses. Your response to the question portion of the Response Form should now not exceed 7 pages. (Pages 1-3 of the Response Form are not included in the page count). Please use the file “OST Programs Response Form Amended 022322” to submit your Proposal.

<b>February 25, 2022</b>
--------------------------

**44. I just wanted to double-check that for the OST Programs RFP response form, when asked to "describe" elements such as staff code of conduct, a sample week's schedule, etc. that you just want applicants to provide a brief summary rather than attachments of the actual documents?**

Correct. The evaluation committee does not review attachments that were not required. Please provide just a brief summary.

**45. We are going to continue our existing Elementary Programming for K-5, but I wanted to know if we could add in our Reading Warriors to the proposal to have their wages supplemented/covered by the OST funding since they assist with the day-to-day implementation of the afterschool program?**

Yes, that is fine. DHS will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers.