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

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.

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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?

There is no two-year cap associated with funding for this RFP. DHS intends to award a contract to multiple Successful Proposers for a one-year term with the possibility of renewal based on the Successful Proposers' performance.

4. Can you provide zip-code related need?

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.

5. Is there a budget template?

No, we have not provided a budget template for this RFP.

6. In the application it asked for partners. Are these just partners who are getting paid as part of the RFP, or should we also list partners who don't need funds but are also associated with the program?

Please list partners with whom you have a financial/contractual relationship with to operate your programming.

7. Are you looking for programs that reach a certain number of teens? If so, how many?

No, we are looking for creative programming for teens that occurs outside of traditional school hours. The number of program slots you have the capacity to propose is up to you.

8. Are you looking for programs that are school-year and summer or can it just be one? Any particular number of days?

We are interested in creative programming that is offered in the summer, during the school year or both.

9. Can you give any approximate guidelines on what would be a reasonable budget that you would fund?

DHS will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers. However, we do not expect to be a provider's sole source of funding.

10. We have teen programming that seems like a great fit for this funding opportunity, but I want to make sure that we are eligible, as we are located in the City of Pittsburgh (Squirrel Hill), and I know sometimes in the past, that has precluded us from applying for County funds. We serve primarily City of Pittsburgh residents but also youth from the South Hills and throughout the County. It looks like Squirrel Hill is listed as a "very low" level of need on your index, as well — so would we still be able to apply?

Yes, you can still apply to this RFP.

11. Regarding the RFP for Teen Programming through the Allegheny County Department of Human Services, are there any budgetary limitations or restrictions?

Please see the answer to question nine.

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12. 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 teens.

13. For this opportunity, does the applicant need to have the grant programming open to the community at large, or residents of certain neighborhoods, OR can it be for a project that serves Propel Schools' teen students?

Programs can have a target population of teens, but programming should be open to all teens within the community if possible.

14. 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.

15. 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.

16. I am working with an organization called Industrial Arts Workshop that has a program that I believe fits well into the RFP guidelines for teen programming. My question is about the financial information required.

They were incorporated in 2019 after five years of offering a program on which their work is currently based. During those five years, it was a volunteer-based community project, so there is no formal financial documentation. They filed tax form 990-N for 2019 and 2020, but no financial reviews were conducted. (The pandemic kept them from starting their programs until June 2021.) They are preparing for their first review now. We can provide organization-developed financial statements of activity for 2019 and 2020. An accountant has been working with the group since last summer, and a financial statement prepared for her can be provided for 2021.

Will this be sufficient financial documentation, or will this automatically disqualify us?

No, this will not automatically disqualify you. If you do not have audited financial reports for the last three years, you may submit other financial documentation that attest to your financial health. Tax returns (e.g., 990 forms) are the preferred alternative, but we will accept other documentation that you have available.

17. Can our references be the people who run the program? Or are you looking for participant (current/former) references who have been in the program? Mentors? Previous donors?

No, your references cannot be current employees. References should be individuals who can address relevant experience with your organization. This could include current/former program participants, volunteers, previous donors, etc.

18. 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 Teen Programming, yes, the page limit does include the Budget section.

19. For the OST Program, I see there is a total amount of program funding determined on the number of seats filled. For the Teen Program, I do not see this type of funding explained. Do we just submit our detailed budget and narrative, and later if selected, agree with the County on proposed funding based on the number of teens served?

Yes. Please also refer to the responses to questions five, seven and nine.

20. 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 per year and will be divided among the Successful Proposers according to Teen Programming size and needs. DHS will consider all proposed cost for reasonableness and negotiate the final budget with the Successful Proposers.

21. Please define "open referral pathways" as requested in the RFP.

"Open referral pathways" means having a mechanism for interested youth, teens and families to connect to your programming. We expect that the Successful Proposer(s) will operate a program that is at or near capacity. To do this, they should have a plan for marketing and creating referral pathways with community partners who engage with teens (i.e., schools, churches etc.).

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22. One of the biggest questions that I have is that I just want to make sure that I'm applying to the correct RFP. My organization has an existing contract with DHS and I want to make sure our program continues. The majority of our students are high school age youth, but we do have some middle school programming along with our high school program that we have traditionally taught through summer. Can you clarify which RFP I should apply to?

It would make sense for you to apply to the "RFP for Teen Programming." The distinction is that the "RFP for Out-of-School Time Programs" is for traditional OST childcare programs that support mostly younger children and run mostly five days a week after school and then

somewhat fulltime in the summer. The "RFP for Teen Programming" is for programs that appeal to older youth.

23. Do you have any expectations for program, capacity or enrollment? At the moment, our older teens program is relatively small, and we have ten or 12 students in there. We will have more eighth graders matriculating into the high school program this year.

We will consider all funding requests and the number of students that are proposed to be served. We will calculate what the cost is per student. The challenge is that small programs usually are more expensive to run per student. That challenge can be addressed by asking DHS to fund just a fraction, even a small fraction, of the cost of your overall program and then offset costs with other funding streams.

24. Could we also submit a proposal for Out-of-School-Time Programming and for Teen Programming and experience some economies that way?

You can submit for both RFPs if you have two distinct programs that you feel like one is a traditional out-of-school-time program for young children and the other one is a teen program.

25. My program is not a traditional OST program. It does happen outside of the school day, and for the teen programming piece, we serve ages six through 18 due to the service we provide in the mother-to-son program. But at the same time, a large number of our students, we identify as teens ages ten through 18, is a bigger portion of our service. So, where does that fit with a program for ten through 18? In the RFP I think it says 13 to 19.

If your program is not a traditional OST program running every day and focused on younger youth, the Teen RFP makes more sense. If your program focuses on older youth, even if there are younger siblings, the Teen RFP makes more sense.

26. For programs currently contracted with DHS, is it preferable for us to request what our budgets have been over the year? Or is it preferable to come in under budget?

All Proposers should submit the budget that makes sense for their program. There is no budget distinction between a current provider and a new provider. If you are applying to the OST Programs RFP, think about your full budget, and then use the formula in the budget template to help you think about the number of free spots that you have with the daily rate, and use that as the max of what you could apply for. You could apply for fewer students than that if you don't need the total funding. If you're applying for the Teen Programming RFP, think about your full budget, and then what portion of that that you would want to request from DHS. Proposers do not have to ask DHS to fund all of your program needs if you have other funding streams.

27. The RFP says that you are not interested in workforce development of workforce programs. We have found that in working with teens, we get a much better retention and participation in programs if we either pay a stipend or pay based on projects finished. Is that something we can include in our budget or not?

DHS is not the appropriate entity to fund overall workforce development programs. Other entities do that and DHS is supportive of workforce programs where kids earn wages. However, if there's some relatively small stipend associated with your teen programming, I think that's different.

28. To clarify, can we give stipends to activities around project-based learning and activities for students?

Yes, if you feel like that's a critical component of your teen programming, Proposers may propose a stipend in their budget request for DHS to consider.

29. Is there a specific demographic that you're looking to target, specific areas, or is it just teens, the demographic area?

The target demographic is teens. At DHS, we are always thinking most about more vulnerable populations and higher need areas. We often look at the Community Needs Index to identify places where we need to make programming available. Although we will take into consideration community need, there is not a specific target area.

30. Are you looking at system-involved youth as well?

Not necessarily. Although system-involved youth is an extremely vulnerable high-need population, and we want to ensure that they have access to engaging programming, Proposals may be for systems-involved and non-systems-involved youth.

31. In the RFP, 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 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 see the "RFP for Teen Programming" posting at www.alleghenycounty.us/dhs/solicitations.

32. Are there some boundaries or limitations around the type of creativity and the hours of operation, especially in summertime? For example, teens may be working during the day, but need access to programming in those troubling evening hours and on weekends. Do you have any thoughts around when programming could operate?

We are looking for your creativity, and we are open to what you think will be most engaging and accessible for teens in your community. This is a reason why we separated out the Teen RFP from the more traditional out-of-school-time RFP because we know that those sorts of regular hours work for some teens but don't work for others.

33. Are these funds in this proposal – what I'm thinking about, a teen developmental design, only to be extended for in-the-County activities, in-the-State activities, or can they be expended in a program structure that has exposure, opportunities, that are outside of the County?

Proposed programming must support teens who are residents of Allegheny County. Programming can involve exposing them to things outside of the county (e.g., field trips, camping).

34. My organization is currently located in North Carolina and are trying to expand to Pittsburgh. We are interested in the Teens Programming RFP. I know the RFP didn't state how many kids there will be. Do you have an approximate, or is it just open for any child that would need the services?

Proposers are able to set their capacity. We do not expect programs to be able to serve unlimited teens. In your Proposal, tell us the number of teens you can serve in your programming. If you were awarded the RFP contract award, we will ask for data monthly to see how many teens you are serving.

35. Will everything continue to be documented in KIDS?

KIDS is the current system that we use to track attendance data. We are not sure yet if Successful Proposers will be required to enter data through KIDS or a different system. There will be similar data that we ask for in terms of individual teens that you're working with and how frequently they're attending.

36. What kinds of data you will be asking for monthly?

We do not intend to overburden Successful Proposers with monthly data requirements. There will be basic programmatic information to collect such as attendance, programmatic highlights, concerns and number of days open.

37. Will we know what data to collect before the program starts?

Yes, there will be no surprises and we will make it very clear.

38. How long are you guys looking for a contract or would that be discussed once awarded?

Our contracts all run annually in a July 1 to July 1 fiscal year. Whether these contacts can actually start on July 1 is unclear because the timeline of contracting with the County takes a little while, but, generally, that's our annual cycle. Each year the contract is reassessed and, if all is going well from a programmatic standpoint and if funding remains available, then it would be reestablished for the next year. DHS funding comes from multiple streams and depends always on funding availability.

39. Contracts may be renewable?

Yes.

40. Is there a difference between or a separation between funding streams such as drug and alcohol prevention funding, those things coming out of DDAP, and funding for the RFP's teen programming. Are funds coming out of DDAP apply to programming for teens? Just to assure they're not either overlapping government funding or how to be separate and distinct? Is there some rule around that?

Funding for teen programming from this RFP is not DDAP funding.

41. For the teen programming, if we were going to focus on doing something for teens, does it have to be after school and summer, or is there an "or" in there? I didn't see an "or" written anywhere.

Yes, there can be an "or" there. We are seeking ongoing programming for teens to engage in meaningful opportunities, and you may propose programming for after school **OR** summer.

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42. Are there a set number of days/weeks/hours required for the Teen Programming?

No, please see the response to question 32.

43. Can any of the Teen Programming take place during traditional school hours as well as after school hours?
   a. **For opportunities to enhance and explore post-secondary education and career prospects?**
   b. **Some opportunities may only be available during the traditional work hours.**

Yes, please see the responses to questions 32 and 41.

44. Can any of the funding be used for honorariums?
   a. **After school opportunities to enhance and explore post-secondary education and future career prospects may require some level of compensation.**

Please see the responses to questions 27 and 28.

45. Can funding be used to expand existing after school/out of school programming?

For this RFP, if the funds are specifically for the expansion of a teen program, yes. Please refer to the OST RFP One Pager, which explains the difference between the OST RFPs, and outlines which may be best to apply for in regard to what type of programming you are proposing.

46. Are there any restrictions on staffing?
    a. **Can the staffing include graduate student interns?**

Yes, your staffing can include graduate student interns.

47. Can any of the funding be used for transportation?

Please see the responses to questions 2 and 9.

48. Can any of the funding be used for meals/snacks?

Please see the response to question 9.

49. SFA would like to expand its digital arts/filmmaking training and exploration programs for high school aged youth into high-need communities as defined in the grant application in addition to classes at WQED's studios in Oakland. Does this grant require that a program be up and running in a high need location in the course of the grant period or can this grant be used to support planning for capacity building for after the grant period has ended?

We expect that the Successful Proposer will use this funding to operate programming that will take place at some point during the 2022-2023 fiscal year which begins on July 1, 2022 and ends on June 30, 2023. Please also see the responses to question 10 and 14 for further context.