



Allegheny County Department of Human Services

RFP Response Form

RFP for Teen Programming

PROPOSER INFORMATION

PROPOSER INFORMATION

Proposer Name: Highlands Partnership Network (HPN) and Allegheny Family Network (AFN)

Authorized Representative Name & Title: Misty Woody, Treasurer (HPN) and Ruth Fox, CEO (AFN)

Address: 1600 Pacific Avenue Suite 10 Natrona Heights PA 15065

Telephone: [REDACTED]

Email: [REDACTED]

Website: www.HighlandsPartnershipNetwork.org

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership
 Local Education Agency (LEA)

Date Incorporated: HPN formed in 2018 as a community organization of various nonprofits, faith-based organizations, medical providers, government agencies and Highlands School District. AFN incorporated on June 26, 2009.

Partners included in this Proposal: Allegheny Family Network (fiduciary) and the partners of the Highlands Partnership Network, including Generations House of Worship, Natrona Heights Presbyterian Church, Salvation Army, Faith Community Partners, Allegheny Valley Hospital, Allegheny Valley Association of Churches, the office of Senator Lindsey Williams, Building Block of Natrona, et al.

How did you hear about this RFP? *Please be specific.* HPN was made aware of the RFP from the Office of Community Services and via email to Allegheny Family Network, a partner in the Highlands Partnership Network and its fiduciary.

Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing? Yes No

REQUIRED CONTACTS

RFP for Teen Programming

	Name	Phone	Email
Chief Executive Officer	Ruth Fox	412-246-2030	[REDACTED]
Contract Processing Contact	Misty Woody	412-246-2030	[REDACTED]
Chief Information Officer	Maria Silva	412-246-2030	[REDACTED]
Chief Financial Officer	Nicholas Chavara	412-246-2030	[REDACTED]
MPER Contact*	Nicholas Chavara	412-246-2030	[REDACTED]

* [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

Provide a list of your board members as an attachment or in the space below.
See attachment BOARD MEMBERS.

Board Chairperson Name & Title: Lisa Stefanko, Vice President of Human Resources and Parent

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

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.*

Karen Snair, Allegheny Valley Association of Churches, [REDACTED]

David Rankin, Upper Allegheny Valley CDC, [REDACTED]

Monique Mawhinney, Highlands School District Superintendent,
[REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/2/2022

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Amount Requested: \$99,597.50

CERTIFICATION

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

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.

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. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- Partner commitment letters, if applicable
- MWDBE and VOSB documents
- Allegheny County Vendor Creation Form
- Audited financial reports or other financial documentation for the last three years
- W-9

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 100 points. Your response to this section should not exceed 12 pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (20 points possible)

1. Describe your organizational experience serving the target population, specifically teens from diverse communities and populations. Please including examples of ways in which your organization connects with teens.

The Highlands Partnership Network is a consortium of 30 local support organizations, faith-based organizations, elected officials and government representatives that support families in the most need on a monthly basis through programming, food sustainability services, community transportation, and parent support services including groups and trainings. Allegheny Family Network, a lead organization in the Highlands Partnership Network, provides one-on-one support for parents in the district involved in CYF, Foster / Adopted care, grandparents raising grandchildren, and other system involvement in order to engage hard-to-reach families.

The Highlands Partnership Network has experience in programming for youth and teens in the Highlands School District community since 2018, beginning with a Small Town Christmas event with community-sponsored activities, a parade and holiday festivities in a high poverty housing development in Natrona Heights, following two shootings in the tight-knit community, which created trauma in the community and a stigma of its residents outside of the neighborhood. HPN then coordinated the distribution of free meals for students in the district during the Covid shutdown of 2020, and operated as a partner in several local events, such as the Back to School Bash and school supply giveaway each year since its organization. It's newest project, a community gardening and a family bike share program, will begin in March 2022 and will include youth and teen gardening and harvesting classes and opportunities for shared space among youth groups and school-based classes.

Allegheny Family Network hosted a teen afterschool program for boys and girls ages 12 – 18 in Natrona Heights to address a heightened sense of violence in the school buildings in the 2019-2020 school year. Included in the teen workshop series, which offered teens a safe afterschool place, with snacks and tutoring, were opportunities to connect with professionals, artists, local business owners and elected officials over the course of 10 weeks of programming.

2. Describe your organizational experience working in high-need communities.

Highlands Partnership Network, its members and Allegheny Family Network have had a strong core presence in the Highlands School District communities of Brackenridge, Tarentum, Harrison and Fawn municipalities for many years individually, and since 2018 collectively. The purpose of the Partnership is to collaborate among nonprofits, businesses, faith-based organizations and government entities in the community in order to combine resources and financial strengths to address the high need of support for children and families in the district. On the Allegheny County Community Need Map, these municipalities are in the moderate and high level of need zones. The Highlands School District is a high need area, especially for learning, with more than 20% of students identified as Special Education learners. It is a district with communities that are food and transportation deserts and has eight low-income housing communities within five miles. The district is a free breakfast and lunch program school with funding from the federal government for all students due to the high poverty level amongst students. In communities such as this, Covid disrupted the typical manner of receiving supports

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and assistance for all of the families at a disproportionate rate. The Highlands Partnership Network responded immediately to coordinate volunteers and partner with agencies such as the Citizens Hose Ambulance Service to set up five pick-up locations of school breakfast and lunch meals in the neighborhoods with the least access to transportation or food stores or supply. For twelve weeks, the Partnership brought the food to the people through drive-up distributions and with voluntary drop-offs to those families in isolation or quarantine. The Partnership worked with the Allegheny County Health Department and Allegheny Health Network to establish community vaccine clinics and Covid-19 testing sites. When the Partnership recognizes an issue it activates its members to identify the barriers to access, the need for funding or resources and the areas in the community most in need. The Partnership did this in March 2020, when it recognized from interactions with parents and students during school food distribution that students in lower income homes were learning from paper packets due to lack of access to laptops or sufficient Internet service. HPN members collected and distributed 50 devices and assisted families in applying for Internet assistance programs. Each member in the Partnership identifies what area or support they can best provide based on their mission organization, staff, expertise or financial or other strength. The Partnership has worked together to provide a community shuttle three days per week, an Adult Education Program, Food Banks and food drop-offs, diaper giveaways, Community Gardens and advocacy for improved mobility and food stability. The Partnership believes that by addressing these issues, generational change that is very necessary in this community can occur and balance economic advantage, homeownership, small business ownership and increase graduation rates.

3. Describe your organization's commitment to serving all individuals regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences. Provide specific approaches used and examples of how they are reflected in your work.

The Highlands Partnership Network will work with bilingual volunteers in the community or will utilize a translation service to support a non-English speaking student or family. Allegheny Family Network has supported families with students with IEPs since 2009 and has many educational programs and training to service those students, as well.

Most of the Partnership members are trained in Trauma-Informed Care, Strengths-Based Approaches, Diversity and Equity Training and SOGIE. When AFN hosted a previous teen workshop series, several students participating identified as LGBTQIA+ or "questioning". Staff discuss the agency stance on acceptance and respect for all students participating. Programming also included LGBTQIA+ information, sexual health education, and partnering with the ACHD for condom distribution and birth control information.

Students of all levels of intellectual ability are welcomed and supported in AFN and in HPN. Staff are trained in additional supports, including with obtaining assistive technology, providing additional learning or comprehension time, and reading to students who need it. HPN and AFN have recruited and compensated tutors – retired and current certified teachers – who could best support the individual's needs.

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Additionally, AFN and HPN member organizations provide supports and connect parents or students to service providers, school supports or other agency offerings that can assist the student in their specific challenges.

Program Design (55 points possible)

4. Provide an overall description of your proposed Programming and how it will provide teens with the opportunity to engage in enriching and interesting activities. If applicable, include how input from teens and/or best practice research was/will be taken into consideration in the design of the Programming.

“The Spot” will offer teenagers and young adults a safe space to gather, socialize, receive tutoring and instructional support, motivation and academic coordination with school personnel to avoid failing grades or potential dropout, structured activities and extracurricular exploration, access to community leaders and entrepreneurs for mentorship and inspiration, and assistance in preparing for driver’s licenses, work permits or post-high school opportunities. The Spot staff will schedule presentations, guest speakers, performances and activities structured around what students have requested through informal community surveys, such as culinary arts and meal prep instruction, budgeting, launching a small business, and field trips to events and campuses that they have had little access to due to family financial instability or lack of transportation. Presenters and community organizations will allow for mentorship, feedback and assistance in completing applications, apprenticeship programs or guidance on next steps for teens to pursue after their presentations or information sessions. Due to the prevalence of single-parent homes or grandparent / foster care situations, teens in the Highlands School District rely heavily on support from community members, peers’ parents, activity coordinators and school personnel for information and support in pursuing resources, right-of-passage events such as obtaining a driver’s license or work permit or learning how to budget money. The Spot for teens OST programming will offer a convenient location for these type of requests from professional staff, activity directors, consultants and Highlands Partnership Network members, including government and school entities.

Students will receive a healthy snack, learn about nutrition and participate in healthy physical activity time, including programming such as yoga, meditation, martial arts, dance, and traditional sports such as basketball, from community business owners and/or organizations. Students will have opportunities to learn about careers and future opportunities in the community from business owners, alumni and guests, including first responders, artists, minority and women-owned businesses and organizations. Cultural activities and programming will also be presented in the fabric of the programming so students can learn about their peers, themselves and their families in a positive and responsive way.

The Spot will utilize a Project Coordinator and Activity Coordinator for one location in the Highlands School District. It will be able to service up to 50 teens during the school year from 3 PM to 6:30 three days per the school week. While The Spot will have a drop-in location for those days, it will provide programming, field trips and worksite / college visits on alternate days, as available, in the community, the city of Pittsburgh, the Highlands School District region and countywide.

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5. Describe how your Programming will provide a physically and emotionally safe space for teens.

The Spot will have an indoor basketball gym, an area for a lounge, a quiet area for studying or tutoring, Internet/WiFi access, outdoor space and be accessible to students in a centralized location. Potential to partner with an established community entity that also is a partner of the Highlands Partnership Network and other organizations in the community is currently being discussed, should the RFP proposal be awarded. Info sessions and therapeutic wellness check-ins will be offered weekly by a licensed clinical social worker and former school counselor. Students will be made aware of expectations of respect, accountability, motivation and safety (RAMS), which is similar to the expectations and coordinates with the school district positive behavior support motto.

6. Describe how your Programming will provide teens with opportunities to make positive connections to peers, adults and their community.

Respected adults from the community, including local business owners, community organization leaders, elected officials and school alumni will be welcomed into The Spot to push-in inspiration, motivation and encouragement, as well as a “check-in” person who students trust. Students attending The Spot will be surveyed prior to launch to help identify these individuals and the type of emotional supports they would most benefit from.

Teens will be provided the opportunity to travel to professional locations, training centers, potential colleges or post-secondary institutions based on the suggestions and presentations from guest speakers and presenters from the community. For instance, if a local barber presents at The Spot about personal grooming, time management and entrepreneurial skills, a follow-up field trip to the barbershop or a beauty school can be scheduled and coordinated by The Spot’s staff.

Alumni and trusted young adults in the community will be recruited in order to encourage and motivate teens to visit, attend and utilize The Spot’s services and programming.

7. Why do you think teens will want to participate in your Programming?

Teens will want to participate in the programming because it will be teen-led and will coordinate activities requested specifically by them in order to set and achieve goals for their futures.

Access to exploration of opportunities beyond the school district’s high need and moderate need communities is limited due to lack of transportation, parent obligations and work schedules and limited funding. The Spot will be able to schedule programming and provide transportation for teens who engage in The Spot programs.

8. Describe how you will market your Programming and open referral pathways.

HPN will market the program through its website and social media channels, as well as the HPN members organizations, communication channels and social media channels. HPN will work directly with school district administration, social workers and guidance staff to receive referrals for students with the most need or families that could most benefit from the OST program. HPN will also share the program details and information with the local media outlets. HPN will invite families to a Zoom video session about the programming, location, and other details, at the beginning of recruitment. HPN will not turn any student or family away unless The Spot is at

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capacity, at which time HPN will discuss with the The Spot location, the HPN membership and/or DHS the potential for expansion with additional staffing to support more students or additional space to launch additional The Spot locations.

9. Describe how you will staff your Programming and the strategies you will use to recruit, hire and retain racially diverse staff, staff with relevant lived experience and staff that reflect the population served.

HPN follows personnel hiring practices and policies representative of its member organizations and its fiduciary, AFN. HPN will require staff reflect the community it will be serving, including in racial diversity. HPN believes students feel more comfortable and motivated when they have the opportunity to interact with adults and professionals who look like them. Staff will receive the same training as employees of Allegheny Family Network, a peer-to-peer organization of parents who have raised children with mental health or behavioral health challenges, in order to equip them with information and insight into what the students in The Spot will need in regard to support and best outcomes. Staff with lived experience raising children with mental health or behavioral health challenges will be preferred because the school district serves a significant population of identified and not-yet-identified students who need adults with insight and perspective into their individual needs. HPN will hire staff who reside in the community, may have had experience working in the school district previously or have strong connections to community-based organizations. Recruitment efforts will be targeted in the Highlands Black Alumni Association, black and brown communities and organizations in the district, recent high school graduates, retired teachers or professionals from the community and in faith-based organizations and nonprofits that provide career readiness or training.

10. Describe how your Programing set teens on a positive trajectory toward adulthood and any skills you expect teens to gain (e.g., socioemotional, leadership, workforce-related, conflict resolution skills).

Teens will be set on a positive trajectory toward adulthood by receiving supports in learning about socioemotional skills, receiving a supportive structure to practice socioemotional skills, learning about leadership from community leaders, receiving support in applying for work positions, preparing for interviews, creating a resume, and learning how to resolve conflict from peers, professionals and The Spot staff, who will all have training in de-escalation and conflict resolution. Teens will have an opportunity to participate in support groups as well, led by their peers, and implementing proven curriculum. Teens will also receive information about finances, credit building and money management, as well as receive tangibles such as financial planners, access to web-based apps and other instruction during programming at the site.

Implementation Challenges (15 points possible)

11. If your Program experiences low attendance, how will you engage more teens?

If the program experiences low attendance we will engage more teens by tapping into local resources, offering incentives for goal completion or improved academics or attendance, and tapping into the peer potential of personal invitations and customized programming. We will also

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work with the school to offer off-site required programming for bonus points or instruction completion. We can also potentially pursue incorporating a classroom for local businesses or organizations to do workforce training or pre-requisites for college requirements.,

12. If one of the teens in your Program experiences behavioral or mental health issues, what will you do?

Highlands Partnership Network believes in the potential and opportunity in all children in our community. As members of the community who recognize generational disparity in institutional attention, efforts and support of students and families of color and income level, suspending or expelling students from the Program is an absolute last choice and would result only in protecting the physical, emotional or mental safety of other program students, staff or spaces. In past programming, students with severe behavioral health challenges were supported with staff trained in de-escalation, autism / ADHD and other mental health awareness, programming breaks to avoid overstimulation, parent meetings and communication, connecting parents with mental health / behavioral health service providers, recruiting professional supports suited to their needs, and taking individual time with project directors to discuss better choices and core reasons for disturbance issues.

13. If a parent of a teen in your Program expressed the family's need for support outside of what your Program can provide, what will you do?

Connect them to a Family Support Partner from Allegheny Family Network or a relevant support provider, nonprofit or community organization with available resources to suit the families need.

Budget (10 points possible)

14. In the space below, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming.

SEE ATTACHED BUDGET

15. In the space below, provide a budget narrative that clearly explains and justifies all line items in your proposed line-item budget.

Included in the budget proposal are operating and programming costs for one teen OST location servicing a total of 50 students max. The budget includes one Project Coordinator for 40 weeks in order to plan, train, prepare and close out programming; one Activity Coordinator for 180 days of the program with 10 days for planning and training. In materials and supplies, included are food, activity and school supplies as well as technical support supplies for the OST program location classrooms, student instructional supports as needed, including printers for each site in case students forget homework sheets or need access to printers for projects. Facilities and operational costs are included at a rate of \$12,500 for programming, cultural experiences and field trips for students, as well as instructional driver education courses (contracted, as needed). The Project Coordinator will pursue community and partner support to maximize programming and student experiences while keeping cost low. HPN will partner with already existing community locations to contract rental space at \$500 per month, and at \$4,500 with the local school busing company to provide transportation services. AFN will provide fiduciary services

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and manage financial input and obligations at an indirect cost of 10% of the award. It is important to HPN to support MWDBE, VOSB, and other local businesses to operate the OST sites and support the local economy.

OST Teen RFP Budget Proposal Template

Organization Name	Highlands Partnership Network
Contact Name (Full)	Misty Woody
Business Address	1600 Pacific Avenue, Suite 10 Natrona Heights PA 15065
Business Phone	412-274-0783
Business Email	mwoody@alleghefamilynetwork.org

Item Category		
I. Personnel	Cost	Notes
Project Coordinator	36,000	One PC at \$30 per hour up to 30 hours/week for 40 weeks
Activity Coordinator	19,000	One AC at \$25 per hour for 4 hours per day for 40 weeks
Total Personnel Costs	\$55,000.00	
II. Materials and Supplies	Cost	Notes
Food / Drinks	6,750	Afterschool snacks and drinks for up to 45 students for 180 days
Activity and School Supplemental supplies	5,000	Sports supplies, activity supplies, school supplies, paper
Technical Supplies	1,500	Improved wi-fi access, student technology, printers as needed and PC laptop equipment
Total Material Costs	\$13,250.00	
III. Facilities and Operations	Cost	Notes
Programming & Experiences	7500	Costs for programs, presentations, field trip experiences, college tour trips
Drivers Education Programming	5000	Cost for driver education support from contracted company, cost of licenses for teens
Total Facilities Costs	\$12,500.00	
IV. Contracts and Services	Cost	Notes
Occupancy/Rental space	4500	\$500 per month rental fee for 9 months
Transportation	4500	\$500/month for students from site to home from site and for field trips as scheduled
Indirect cost	9,848	Indirect cost to fiduciary for accounting and contract financial management services to AFN
Total Services Costs	\$18,847.50	
Total Proposed Budget	\$99,597.50	