



Allegheny County Department of Human Services

RFP Response Form

RFP for Teen Programming

PROPOSER INFORMATION

Proposer Name: Brothers and Sisters Emerging

Authorized Representative Name & Title: Robert M. Jones, Jr.

Address: 5315 Hillcrest Street, Pittsburgh, PA 15224

Telephone: 412-404-2250

Email: robjones33@msn.com

Website: www.basepgh.org

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership

Date Incorporated: May 30, 2008

Partners included in this Proposal: None

How did you hear about this RFP? *Please be specific.* Allegheny County DHS

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

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Robert M. Jones, Jr.	412-404-2250	Robjones33@msn.com
Contract Processing Contact	Wendy Guy	412-404-2250	Wbgy58693@gmail.com
Chief Information Officer	Robert M. Jones Jr.	412-404-2250	Robjones33@msn.com
Chief Financial Officer	Wendy Guy	412-404-2250	Wbgy58693@gmail.com
MPER Contact*	Wendy Guy	412-404-2250	Wbgy58693@gmail.com

* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

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BOARD INFORMATION

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

Robert M. Jones, Jr. – President – African American Male – President and C.E.O. - Brothers and Sisters Emerging – Served since inception Dr. Michael Quigley – Chairman – African American Male – Assistant Professor of Organizational Leadership, Robert Morris University, Project Director, BMLDI (Research and Grant Administration) - Served since inception Roxanne Thomas – Secretary – African American Female – Section 3/Workforce Development Development Coordinator, Mistick Construction – Served since inception Neal Williams – Director – African American Male – Mental Health Caregiver, Weiblings Residential Care, Inc. – Served since inception Melvin El – Director – African American Male – Legislative Assistant to State Representative Edward Gainey – Served since 2018 Walter Lewis – Director – African American Male – President & C.E.O., Homewood Children’s Village – Served since 2018 Khalif Ali – Director – African American Male – Owner – Community Solutions Consulting – Served since 2019

Board Chairperson Name & Title: Dr. Michael Quigley

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.*

Rick Swartz – Ex. Director – Bloomfield Garfield Corporation – [REDACTED]

Dr. Michael Yonas – Vice-President – The Pittsburgh Foundation – [REDACTED]

Luci Dabney – President & C.E.O. – The Program to Aid Citizen Enterprise – [REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: \$114,400.00

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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.

Brothers and Sisters Emerging (B.A.S.E.) was started in 2008 as the parent company for Garfield Youth Sports (GYS) in response to the needs of youth, families and community. Garfield Youth Sports began in 1994 as a youth football, cheerleading and basketball program for Garfield and other at-risk communities serving primarily African American youth ages seven through seventeen. G.Y.S. is staffed by volunteer coaches and parents who provide coaching expertise, cheerleading training and operations of the concession stand. There are approximately 40 African American male coaches who work with the youth annually and many of them have done so for over 15 years. The coaches and leadership of B.A.S.E. provided in-depth team mentoring and helped youth navigate the difficult environment they grow up in during the football season. The youth and their families sought out assistance from the coaches year-round. B.A.S.E. is a unique organization in the city of Pittsburgh in that it has evolved from a youth football and cheerleading program into a year-round organization offering after-school, summer camp and mentoring programs to youth. By transitioning to a full-year, volunteer and staffed program, the organization has evolved into **Building positive relationships through: Advocacy, Social supports and sports and Empowerment.** The mission of B.A.S.E. is to strategically advocate and connect youth of promise and families to life sustaining resources. G.Y.S. has served over 225 youth annually, over 4,000 youth since its 1994 inception and has taught them excellent sports skills, teamwork, good sportsmanship, respect for oneself, others and those in authority. Thirty-three percent of the youth served were middle-school aged students. B.A.S.E. has operated an after-school and summer camp programs since 2013. Middle school students comprise an average of 46% or 112 of participants in these programs. Other services include mentoring, violence prevention, individual interventions in school situations, career advice, personal counseling and family intervention. B.A.S.E. and G.Y.S. connect with teens through their involvement with our sports programming and interpersonal relationships formed with volunteer coaches, parents and the communities we serve. Many parents who played for Garfield Youth Sports football teams have returned to serve as volunteer coaches and brought their children, grandchildren and other relatives to participate in our sports programs. A significant number of past participants have stayed in touch with their coaches and B.A.S.E. staff throughout college and into adulthood.

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

Brothers and Sisters Emerging (B.A.S.E.) currently provides after-school, summer camp, mentoring and other services to youth who reside in approximately twenty-eight communities in Allegheny County. Many are low-income communities such as Garfield, Lincoln, Larimer, West End, East Hills, Northside, Rankin, McKeesport, Munhall and Swissvale. Most of the youth who attend B.A.S.E. programming attend Pittsburgh Public Schools and approximately 90% of them are considered economically disadvantaged as per the Pittsburgh Public Schools Detailed Student Data reports for the current 2021-2022 school year.

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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.

B.A.S.E. operates under and reflects a culture of inclusion in all our programs. Our organization and staff are committed to serving all individuals regardless of race, ethnicity, sexual orientation, gender identity and expression, intellectual and/or physical ability, English proficiency or life experiences. A significant portion of the youth that we serve in our programs are based on the relationships staff has with parents, family members and youth due to youth participation in the Garfield Youth Sports programs. B.A.S.E. is also seen as a community resource due to our provision of gifts, supplies during Thanksgiving and Christmas. Staff conducts wellness checks throughout the Covid-19 pandemic. For many years, B.A.S.E. staff has provided conflict mediation assistance as well as advocated for youth in school and in other situations without bias.

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.

Our experience connecting with teens includes positive relationships while they are active in the program of Brothers and Sisters Emerging and G.Y.S. sports programs up until age seventeen and beyond, and the Post-Secondary Education and Career Preparatory program which we have offered for at least six years which prepares them for college and beyond as well as providing cultural enrichment, social justice and academic enhancement experiences and opportunities. B.A.S.E. has also hired teenagers to serve as summer counselors during our summer camp over several years through the Bloomfield Garfield Corporation Summer Learn N Earn program. We also serve as a community resource for youth involved in the local Community Intensive Services program.

Other areas that B.A.S.E. offers include coaching youth to successful middle-school and high-school transitions, assistance in achieving and maintaining Pittsburgh Promise eligibility, developing peer leadership style, performing community service projects, and avoid becoming a juvenile offender. Staff assists to achieve and maintain academic excellence by offering tutoring and other academic enrichment services, develop character and enhance their ability to thrive in diverse environments.

Brothers and Sisters Emerging has worked with youth in the following areas to develop and strengthen their social – emotional skills: self-awareness, self-management, social awareness, relationship skills and responsible decision-making. Throughout our involvement with youth, B.A.S.E. staff has facilitated and contributed to the development of youth that we touch to meet their personal and social needs;

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build skills and competencies that allow them to be successful in the daily lives and grow to be happy, productive adults. The features that employed by Brothers and Sisters Emerging in conducting our relationships, programs and interactions with youth are as follows:

Key Principles	Competence	Confidence	Connections	Character	Contributions
Definitions	Academic, social, vocational	Positive self-concept	To community, family, peers	Positive values, integrity and moral values	Active, meaningful role in decision-making; facilitating change
Programming Activities	Tutoring. SAT prep, college tours, assistance with transitioning into middle, high school and post-secondary school and/or training and exercises in money management skills	Offer health & wellness training Gatorway group mentoring and Girls Group, cultural enrichment activities, conduct team building exercises and quarterly report card reviews with staff. Train youth in self-advocacy	Meet with community leaders and entrepreneurs to learn from their experiences, participate in community service projects. Support youth to volunteer and contribute at home, school and community. Structure activities that foster healthy peer relationships	Participate/Discuss social justice, ethical and other historical and current issues. Create codes of conduct in collaboration with youth to facilitate positive interaction among peers. Help youth build skills in social inclusion (tolerance, respect for diversity, communication and cross-cultural skills.) Nurture socio-emotional skills and competencies	Offer opportunities for critical thinking and discussion, train in conflict resolution and other interpersonal skills. Consult youth on design and program implementation. Train youth on how to positively express their opinions. Perform health and wellness checks
Outcomes /Outputs	Academic achievement and maintaining > 2.5, Pittsburgh	Positive deposits into the self-esteem and self-	Enlightenment and instilling a sense of belonging to	Develop advocacy techniques to combat societal ills,	Helping them to mature and develop leadership competencies

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	Promise eligibility. Participation in the B.A.S.E. Post-Secondary Education and Career Preparatory program	confidence of the youth, increase affirmative beliefs about their own future, encourage positive social interaction with peers and others in authority	the larger community, instill bonding with community, strengthen family bonds and wellness	discrimination, self-determination and educational endeavors and injustices. Nurture positive relationships between diverse groups with understanding	using logical analysis and rationale. Expand their horizons to world, regional and local events and expose them to their role in the dominant culture
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Focus groups and surveys were conducted with current and past youth and family program participants in strategic plans developed with in collaboration with B.A.S.E. staff and board members in 2011 - 2014 and 2018 - 2021 by the Bayer Center for Non-Profit Management. The feedback received was overwhelmingly positive regarding the quality and helpfulness of programs offered by B.A.S.E. Parental observations of the impact the services had on their youth and program satisfaction was positive as well.

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

Brothers and Sisters Emerging will follow CDC protocols such as ensuring mask-wearing, social distancing, cleaning and sanitizing facilities and program supplies. B.A.S.E. will have clear and consistent norms and expectations about health, relationships, and forms of engagement that help youth understand pro-social norms, rules of behavior and consequences. An environment of safety promotive of inclusion of diverse cultures will be communicated to youth participants to promote positive portrayals and perceptions of youth. Digital safe spaces will be created and maintained which enable youth to interact virtually across borders with everyone. The safe space will also be inclusive so that youth from diverse backgrounds especially those from outside the local community can be assured of respect and self-worth. Brothers and Sisters Emerging will maintain an environment where anyone can relax and be fully self-expressed, without fear or being made to feel uncomfortable, unwelcome or challenged on account of biological sex, race/ethnicity, sexual orientation, gender identity or expression, cultural or racial background. Safe space posters will be posted at our location which state “You are safe, welcome, valued, heard and accepted here” and other affirmations.

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

Through our existing programs such as Gatorway Male Mentoring, Girls Group and the Post-Secondary Education and Career Preparatory program, youth have had opportunities to make positive with their peers, adults and their community. Adults such as G.Y.S. volunteer coaches have served as mentors, providing support and guidance to the youth. African-American adult male entrepreneurs in the community have allowed youth to tour their business operations and provided insight into their journey. Youth have gone on college tours and spoken with former B.A.S.E. youth program participants who are

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current college students and college personnel. B.A.S.E. will work with our connections with entrepreneurs to secure internships and apprenticeship opportunities for interested youth.

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

The management of Brothers and Sisters Emerging believes that youth will want to participate in our programming because of lifelong relationships that youth and their families have had with staff since their involvement in Garfield Youth Sports and other B.A.S.E. programming. Brothers and Sisters Emerging community involvements has built, sustained and been a reliable consistent neighborhood resource which has strengthened and maintained generational and neighborhood networks. Our organization has served as a community asset and means to families in a variety of ways such as a connector to basic resources, an advocate for school problems and conflict resolution, as a character witnesses for youth involved in the juvenile justice system and as a reference to employment and housing resources. Due to the funding of Allegheny County, and various funders, B.A.S.E. has provided youth with cultural enrichment opportunities that they would not have been able to attend otherwise. B.A.S.E. staff also assists youth to navigate different academic and vocational career tracks such as in the trades, entrepreneurial and college areas. Academic enrichment activities such as ACT and SAT preparatory training has been provided as well as career exploration. B.A.S.E. has collaborated with the Boys and Girls Club to provide youth who attended their technical training program. We expect that that collaboration will continue. Youth will also participate due to musical training with the Pittsburgh Cultural Trust and other providers as well as through sports participation and interests. B.A.S.E. will also train the youth in developing and broadcasting podcasts. Coding workshops and training will be available to prepare them careers in the technical field. Program activities will be held in the evenings and on the weekends to accommodate the schedule of teens with increased telephone access to program staff during off-hours.

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

Brothers and Sisters Emerging will market our program via our bi-monthly newsletter, social media and existing relationships with parents and families as well as participation with Garfield Youth Sports. We will post flyers in the community and mail them out to community members. We will speak with youth when we see them in the community and at community engagements that youth attend such as sports events, houses of worship and community events.

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.

Along with our current staff the majority which we have retained for at least five years, we promote staff that reflect the primarily African American population that we serve. Most of our current staff members have a history with Garfield Youth Sports as coaches, have served as mentors to many of the youth and have positive, in-depth relationships with the family members of the youth served. In the past, Brothers and Sisters Emerging has employed part-time staff members from AmeriCorps to assist as funding permits. We have reached out and interviewed with several Pulse follows but were not chosen. In our recently concluded search for a Program Manager, we posted advertisements on Indeed,

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Nonprofit Talent and in the New Pittsburgh Courier. This position was also filled with a young individual with strong community and familial ties. Our staff are reflective of the population served.

10. Describe how your Programming 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).

Brothers and Sisters Emerging helps teen youth prepare for the next phase in their life journey by providing supportive, caring and knowledgeable staff, volunteers and community stakeholders as well as by exposing them to opportunities and enlightenment in the variety of experiences in various domains. Many youth participants come back to share their life stories, progress and experience with staff who remain a valuable resource and mentor to assist them if necessary.

Needs to Make a Successful Transition into Adulthood	Resources Brothers and Sisters Emerging provides
Physical health	Health, wellness and nutrition training, sports
Psychological and emotional well-being	Socio-emotional skills, health and wellness checks, training in self-advocacy and self-esteem
Life skills	One on one and group mentoring, training in soft skills, conflict resolution skills and team building
Ethical behavior	Values instilled by B.A.S.E., code of conduct, morals
Healthy family and social relationships	Mentoring, values of self-respect, respect for others and authority figures
Educational attainment	Academic enrichment and supports, report card review, tracking grades & attendance
Constructive educational and occupational engagement	Campus trips, Post-Secondary Education and Career Preparatory program. Internships and apprenticeships, Participation in the Learn & Earn program
Civic engagement	Community service, sports participation, cultural enrichment activities, visits to business owners and other entrepreneurs

Implementation Challenges (15 points possible)

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

B.A.S.E. staff will conduct outreach through telephone, social media and contacting the youth in venues they frequent such as at sports activities. We will also canvas the neighborhood with flyers and contact parents and other family members to vet any issues and encourage attendance and participation.

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

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Staff will contact parents, conduct a preliminary assessment of the youth's behavior and/or other problem(s), offer support and mediation. After gathering information, with parental discussion and consent we will provide referrals to outside resources to address the 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?

B.A.S.E. staff will assess the family needs and serve as a connector to obtain the needed resources and facilitate the procurement of the needed resources. We will also refer the family to other agencies who can provide the necessary supports such as the United Way, the Urban League, local churches, other community stakeholders and connections B.A.S.E. has with other community resources.

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.

PERSONNEL	
President & C.E.O.	\$23,000.00
Program Manager	\$6,000.00
Program Assistant Manager	\$32,000.00
Program Assistant	\$7,000.00
Fiscal and Development Manager	\$10,000.00
Benefits	\$25,740.00
Total Personnel and Benefits	\$103,740.00
OPERATING EXPENSES	
Utilities	\$3,000.00
Program Supplies	\$750.00
Office Supplies	\$750.00
Postage/Printing	\$250.00
Cultural Enrichment/Refreshments	\$2,000.00
Insurance	\$2,500.00
Administrative	\$1,410.00
Sub-Total Operating Expenses	\$10,660.00
TOTAL PERSONNEL AND OPERATING EXPENSES	\$114,400.00

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

TEEN RFP BUDGET NARRATIVE **Personnel - President & C.E.O.** – Responsible for program oversight and supervision, provides intensive individual mentoring, guidance and assistance as needed, meets with parents, youth and administrative staff of other organizations to ensure resources to fulfill

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participant and organizational needs, advocate for youth and families in legal, educational and judicial areas as necessary, represents Brothers and Sisters Emerging to community, funders and other stakeholders

Program Manager – Serves as primary point person for Brothers and Sisters Emerging afterschool, summer and mentoring programs, responsible for program implementation, recruitment and contact with parents as well as tutoring, coordinating and conducting activities for and with the youth

Program Assistant Manager – Serves as primary point person for the Teen Programming of Brothers and Sisters Emerging, responsible for program implementation, recruitment and quality interaction with teen participants

Program Assistant – Assists Program Manager in conducting programs and working with youth, provides school visits as needed, provides van transportation as needed

Fiscal and Development Manager – Responsible for fiscal and accounting management for B.A.S.E. and data entry and reports as required by funders and other stakeholders as well as data evaluation

Benefits – Partially covers benefit costs such as medical, vision, dental, worker’s compensation, life insurance, simple IRA contribution and employer’s contribution to social security and medicare costs

Operating Expenses - Utilities – Partially covers costs of utilities such as gas, internet, telephone, cable, electricity, water and sewage

Program Supplies – Partially covers costs of program supplies such as PPE supplies, cleaning supplies and other materials

Office Supplies – Partially covers costs of supplies for office operations such as copy paper, pens, tablets, etc.

Postage/Printing – Partially covers costs of postage and printing for fliers, posters and signs

Cultural Enrichment/Refreshments – Partially covers costs of cultural enrichment events for youth participants such as movies and other events that have admission fees and participation costs as well as refreshments such as pizza, snacks, etc.

Insurance – Partially cover insurance costs for required coverages such as liability insurance, fidelity bond

Administrative – Partially covers costs of payroll expenses and other administrative costs