



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Brothers and Sisters Emerging

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

Address: 5315 Hillcrest Street, Pittsburgh, PA 15224

Telephone: [REDACTED]

Email: [REDACTED]

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.	[REDACTED]	[REDACTED]
Contract Processing Contact	Wendy Guy	[REDACTED]	[REDACTED]
Chief Information Officer	Robert M. Jones, Jr.	[REDACTED]	[REDACTED]
Chief Financial Officer	Wendy Guy	[REDACTED]	[REDACTED]
MPER Contact*	Wendy Guy	[REDACTED]	[REDACTED]

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

RFP for Out-of-School Time Programs

BOARD INFORMATION

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

Board Chairperson Name & Title: Dr. Michael Quigley

Board Chairperson Address: 5315 Hillcrest Street, Pittsburgh, PA 152245

Board Chairperson Telephone: 412-404-2250

Board Chairperson Email: quigley@rmu.edu

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 – Executive Director - Bloomfield Garfield Corporation – [REDACTED] –
ricksbloomfield-garfield.org

Dr. Michael Yonas – Vice-President – The Pittsburgh Foundation – [REDACTED] –
yonasm@pghfdn.org

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

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: \$180,220.00

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,

RFP for Out-of-School Time Programs

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
- Completed budget template

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 125 points. Your response to the following section should not exceed 7 pages. (Pages 1-3 are not included in the page count).

RFP for Out-of-School Time Programs

Organizational Experience (15 points possible)

1. Describe your organizational experience providing OST Programming or programming that works with youth and families.

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.

2. Describe your organizational experience working in high-need communities, especially the community(ies) you are proposing to serve.

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. Since its inception, B.A.S.E. has provided holiday meals and turkeys, collaborated with Toys for Tots and the U.S. Steelworkers to provide Christmas toys, conducted health and wellness checks and provided resources and connections to families in need many times over the years. Since fiscal year 2015-2016, approximately 83% of youth participants who attended PPS received a free or reduced price lunch or were listed as economically disadvantaged.

RFP for Out-of-School Time Programs

Program Design (40 points possible)

3. Provide an overall description of your proposed OST Programming:

- Describe how you will provide youth with a physically and emotionally safe space to spend time and how you will ensure that they and their parents/caregivers feel safe. Provide a brief description of current or proposed safety policies and procedures. Describe the physical location you intend to use.
- Brothers and Sisters Emerging is located at 5315 Hillcrest Street in the Garfield area of the city of Pittsburgh. We occupy over 2,500 square feet of space which includes a computer lab which serves multiple purposes, a main room which areas for homework assistance, art, music and play activities. We have approximately 1,500 square feet of outdoor space which is used for outdoor play, arts and crafts and other activities particularly during warmer times of the year. 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.
- Describe how you will provide opportunities for youth to engage in enriching activities and how the activities align with the Programmatic Content expectations outlined in Section to of the RFP. Provide an example of a week’s schedule of activities. Please see included in the attachments the schedule of activities and are age-appropriate promotive of learning and skill development. The activities are varied and youth centered. Family input is considered through focus groups and surveys conducted by the development of strategic plans with the Bayer Center, Survey Monkey surveys sent by B.A.S.E., and community input through telephone and personal conversations.

Describe how you will provide participants with opportunities to make positive connections with peers, adults and their community. Provide a brief description of your organization’s code of conduct for staff, staff training expectations, and policies and procedures. Employees of Brothers and Sisters Emerging are expected to accept certain responsibilities, adhere to acceptable business principles and exhibit a high degree of personal integrity at all times. The organization’s Employee Policies and Procedures manual details types of behavior and conduct considered inappropriate. All staff receive a copy of the manual and sign that they have received it. Staff receive various forms of training as required by Allegheny County Department of Human Services and B.A.S.E. management.

RFP for Out-of-School Time Programs

- Describe the community(ies) in which you intend to locate your OST Programming. Why did you select those community(ies)? How will you tailor your Programming to respond to the unique needs of the community(ies) you are serving?

Employees of Brothers and Sisters Emerging are expected to accept certain responsibilities, adhere to acceptable business principles and exhibit a high degree of personal integrity at all times. The organization's Employee Policies and Procedures manual details types of behavior and conduct considered inappropriate. All staff receive a copy of the manual and sign that they have received it. Staff receive various forms of training as required by Allegheny County Department of Human Services and B.A.S.E. management.

Youth and Parent Experience (10 points)

4. Why do you think youth will want to participate in your OST Programming? Provide specific methods you will use to ensure that they remain engaged and interested 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 through G.Y.S. and community other involvement has built and sustained neighborhood connections that strengthen and maintained generational and neighborhood connections. Our organization has served as a community asset and resource 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. 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. Youth will also participate due to musical training with the Pittsburgh Cultural Trust, glass-making with the Pittsburgh Glass Center, STEM activities with Assemble, cultural enrichment activities through Tickets for Kids and other providers as well as through sports participation. Other activities include swimming, sewing, health & wellness activities through participation with the Garfield Community Urban Farm, Pittsburgh Fitness Project, educational enhancements, arts and crafts, socio-emotional exercises and attending the movies. During our programs, the youth gather with other youth who either attend the same schools, participate in Garfield Youth Sports or rugby or live in the community under the guidance of experienced, caring and watchful adult staff members.

5. Describe your approach to communicating with parents/caregivers. Provide specific methods you will use to ensure that parents/caregivers feel comfortable with your OST Programming and confident that their child is safe and well cared for.

B.A.S.E. communicates with parents throughout the day in-person, via telephone, text and SMS. We provide a weekly schedule of summer camp activities in advance to parents and with our bi-monthly newsletter which includes an advance monthly calendar for the after-school program. B.A.S.E. provides handouts to parents detailing the safety policies and procedures as well as Covid-19 protocols that B.A.S.E. follows. Communication with parents is also done via Survey Monkey.

RFP for Out-of-School Time Programs

Operations (20 points)

6. Describe how you will market your Programming and open referral pathways. Provide a description of how you will build and sustain relationships with schools.

Brothers and Sisters Emerging will market our program via our newsletter, social media and existing relationships with parents and families as well as participation with Garfield Youth Sports. We will post and handout 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 and houses of worship. B.A.S.E. will continue to utilize existing relationships with school principals and personnel to coordinate pick-ups, monitor behavior, advocate for youth and serve as mediator between youth, parents and school staff.

7. 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 retain and promote staff that reflect the primarily African American population that we serve. Most of our current staff members have a history of relationships with the youth and families in the community. Some have served as coaches, mentors to many of the youth and have positive, in-depth interactions with the family members of the youth served.

8. Provide the hours and days you expect your OST program to operate during the school year and summer.

Summer Camp will operate from Monday through Friday from 8:30 AM – 4:30 PM from June 27, 2022 through August 12, 2022. The Out-of-School time program will operate from Monday through Friday from 3:00 PM – 7:00 PM from September 6, 2022 through June 30, 2023. Special accommodations are available if necessary.

9. Describe your plan for storing and providing healthy snacks and meals during the school year and summer.

Brothers and Sisters Emerging has a kitchen area which is equipped with a refrigerator-freezer, microwave, oven, sink and pantry which will be used to store healthy snacks and **meals during** the school year and summer. We receive meals from Earthen Vessels and provide snacks for our youth program participants.

Implementation Challenges (20 points possible)

10. If your Program experiences low attendance, how will you engage more youth?

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. Parents call throughout the year looking for availability in our after-school and summer programs as well.

RFP for Out-of-School Time Programs

11. If a youth in your Program experiences behavioral or mental health issues, what will you do?
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.
12. If the results of the bi-annual parent survey indicate that parents are not satisfied with the experience of their children in your Program, what will you do?
Our Program Manager will contact the parents to determine identify the areas of dissatisfaction and solicit parental suggestions to remedy the youth experience.
13. If a parent of a child in your Program expresses a transportation issue, what will you do?
B.A.S.E. operates a fifteen-passenger van and we will work with the parent(s) to address the transportation issue and make accommodations in a satisfactory manner.

Financial Management and Budget (20 points)

14. Using the budget template available on our website, provide a detailed one-year, line-item budget that reflects a realistic estimate of the costs associated with implementing and sustaining the Programming. Please include any other funding sources that would contribute to OST Programming, including fees to families. The budget template file attachment will not count toward page limits. Please note:
 - Indicate the number of children you expect to serve, with DHS funding, during the school year at a \$27 rate and during the summer at a \$40 rate. Please also share the total number of children you expect to attend afterschool and during the summer (include other seats that will be paid for through other funding streams).
 - If you intend to administer programming at multiple sites, please provide the number of youth you plan to serve by site both during the summer and during the school year.
 - Include any other funding sources that would contribute to OST Programming, including fees to families.
15. In the space below, provide a budget narrative that clearly explains and justifies all line items in your proposed line-item budget.

OST 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 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 – Assists Program Manager in conducting programs, recruiting and working with youth, provides school visits and van transportation

RFP for Out-of-School Time Programs

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

16. Describe the funding model of your proposed OST Program (i.e., do you have a mixed model of private pay, subsidy and free spots, only free spots?).

6. Our funding model is only free spots.

Please populate only the green cells. If you are proposing to have locations at multiple sites, please complete a tab for each site. If you are proposing to provide over 3 sites, please copy and paste onto new tabs.

	total # of children requesting funding for**	rate	days	total
Afterschool	27	\$27	180	131220
Summer	35	\$40	35	49000
				180220

**DHS funding if for free programming, so children funded through private pay and subsidy should not be included in this request
 **Funding can be requested for a subset of total number of children served

Afterschool	Expense
Personnel	114566
President & C.E.O.	21900
Program Manager	25550
Program Assistant	14600
Fiscal/Development Manager	24090
Benefits	28426
Operations (supplies, rent)	12045
Utilities	7300
Program Supplies	2190
Cultural Enrichment/Refreshments	1460
Office Supplies	1095
Other	4609
Insurance	2555
Administration	1872
Postage/Printing	182
Indirects	
*Total	131220

Total funding request based on seats 131220
 *Total should total funding request based on seats

Summer	Expense
Personnel	42374
President & C.E.O.	8100
Program Manager	9450
Program Assistant	5400
Fiscal/Development Manager	8910
Benefits	10514
Operations (supplies, rent)	4455
Utilities	2700
Program Supplies	810
Cultural Enrichment/Refreshments	540
Office Supplies	405
Other	2171
Insurance	945
Administration	1158
Postage/Printing	68
Indirects	
*Total	49000

Total funding request based on seats 49000
 *Total should total funding request based on seats