



Allegheny County Department of Human Services

RFP Response Form

RFP for Out-of-School Time Programs

PROPOSER INFORMATION

Proposer Name: Mount Ararat Community Activity Center BRIDGES After School Program

Authorized Representative Name & Title: Denise L. Head, Executive Director

Address: 745 North Negley Avenue Pittsburgh, PA 15206

Telephone: [REDACTED]

Email: dhead@macac-inc.org

Website: www.macac-inc.org

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

Date Incorporated: 4/16/1990

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.* We are an existing service provider with Allegheny County and have been a partner organization since 2010. The RFP information was sent via OST staff from Allegheny County Department of Human Services.

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	Denise Head	[REDACTED]	dhead@macac-inc.org
Contract Processing Contact	Denise Head	[REDACTED]	dhead@macac-inc.org
Chief Information Officer	Denise Head	[REDACTED]	dhead@macac-inc.org
Chief Financial Officer	Denise Head	[REDACTED]	dhead@macac-inc.org
MPER Contact*	Denise Head	[REDACTED]	dhead@macac-inc.org

* 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.
Attached

Board Chairperson Name & Title: Rev. Dr. William H. Curtis, Senior Pastor, Mt. Ararat Baptist Church

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 can address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

Pamela Parks, Principal at Pittsburgh Lincoln, pparks1@pghschools.org [REDACTED]
Ed and Michelle Gainey, Mayor of Pittsburgh & Program Parent, [REDACTED]

Thomas Washington, Homewood Children's Village, Site Manager @ Westinghouse Academy
twashington@hcvpgh.org [REDACTED]

PROPOSAL INFORMATION

Date Submitted 3/2/2022

Amount Requested: \$465,000.00

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.

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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
- 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 **six** pages. (Pages 1-3 are not included in the page count).

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Organizational Experience (15 points possible)

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

The Mount Ararat Community Activity Center has been providing OST programming since 1990, through our B.R.I.D.G.E.S. Afterschool Program and Camp Harambee Summer Day Camp. We offer safe nurturing environments that provide tutoring and homework assistance to promote high academic achievement. We also provide Arts programming that expose youth to Visual Arts, Martial Arts, Music, Theater, Dance and Poetry. Through our S.T.E.A.M. programming we are assisting to propel students towards engineering, science, and technology career pathways as well as towards the various arts careers. We achieve this in an exciting, fun, and exploratory manner. Finally, through exposure to these programs we have been able to alter downward trajectories of students negatively impacted by their environment. Our programs equip students with the skills and confidence necessary to cope with profound material, social, and emotional hardships, living below poverty lines, exposure to urban violence (especially gun violence), and attending high poverty schools.

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

The Mount Ararat Community Activity Center has been located and focused on communities of high need since 1990. We primarily work with students and families within the East End of Pittsburgh, many of whom are low-income. Our program areas include an Early Childhood Development Center where we accept subsidized students through ELRC, Head Start and Early Head Start Programs. MACAC also serves families in need through our Food Pantry in partnership with the Greater Pittsburgh Community Food Bank. Our overall vision has been to strengthen fundamental family values through education, mentoring, self-sufficiency, a healthy lifestyle, and providing service to others. It is MACAC's goal to serve the entire family by providing holistic programs and services.

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.

MACAC's program is licensed by the Pennsylvania Department of Human Services and is currently a STAR 4 in the Keystone STARS quality improvement program. The students and families have access to multiple spaces within the MACAC facility through the afterschool program, summer camp, and during various community outreach events. We provide students and families with safe spaces that are both physically and emotionally warm and inviting. We review our safety policies annually and have a secured entry system and security cameras. Visitors must be buzzed in to gain access to the building and are restricted to the lobby area and not permitted to access classrooms

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and other program spaces. Also, MACAC is centrally located near both police and fire stations in the event those services are ever needed. MACAC follows all government guidelines pertaining to health & safety issues and are currently adhering to CDC guidelines to assist in preventing the spread COVID-19. We also test our staff and students weekly for COVID-19 and routinely conduct fire safety and active threat drills. Our newly renovated 38,000 square foot facility has designated areas in which our students and community can utilize in large or small groups. Each of these areas are easily assessable with clearly labeled signage. Our center has a full-size gymnasium, a commercial kitchen, cafeteria, dance studio, computer and STEM labs, art studio, game room, outdoor play spaces and age-appropriate classrooms.

- 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 two of the RFP. Provide an example of a week's schedule of activities.

MACAC's OST program offerings includes: Arts – Visual, Martial, Dance, Music, Theater, and Spoken Word; S.T.E.A.M.; Nutrition Education, Tutoring, Games, Sports, and various physical activities. The program also exposes students to cultural, educational, and sporting events and activities.

A week's schedule of activities for after school currently includes: transportation to MACAC from student's school; temperature check at MACAC upon arrival; snack; homework and/or tutoring; daily activities – art, theater, music, dance, STEM, computer lab, game room, and gym; and dinner.

A week's schedule of activities for summer camp currently includes: temperature check at MACAC upon arrival; breakfast; students gather with their age group and are informed of daily activities and any instructions; academic enrichment in reading, English, and grammar; daily activities – art, theater, music, dance, STEM, computer lab, game room, and gym; lunch; field trips, community outings, or additional activities; review of day's events and informed of next day's schedule.

We provide students various enrichment opportunities that will help garner interests and skills that our students may have previously had limited exposure. We strive to create programming that is age appropriate, provides skill development, and cultural enrichment which align with the Programmatic Content expectations. These traits will promote academic success, self-confidence, and a powerful sense of community.

- 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.

MACAC's OST program offerings include participatory activities that are team building and encourage interaction between peers. Activities also encourage students to be inquisitive, seeking input from peers and facilitators.

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MACAC's code of conduct includes: attendance, confidentiality, use of MACAC equipment, performance of duties, conflict of interest, safety, etc.

MACAC is licensed by the PA DHS and is a STAR 4 participant in the PA Keystone STARS program. As a result, staff are required to obtain a minimum of 24 hours of professional development annually. MACAC also holds periodic in-service training for all staff, where appropriate training is conducted.

MACAC has an extensive Policy & Procedures manual that includes policies and procedures for: time reporting, employee leave, workplace safety, compensation, discipline, etc.

- 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?

MACAC has been in the East End of Pittsburgh since its inception, and has primarily served families from the Larimar, Homewood, Lincoln-Lemington, East Hills, Penn Hills, and Wilksburg communities. MACAC will continue to focus on these underserved communities but will accept students from any area that need MACAC's services. MACAC's extensive experience serving these communities has allowed it to obtain an intimate understanding of the needs, stimuli, and concerns of the residents of these communities, thereby shaping programming that is responsive to the community.

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. We believe that youth will want to participate in MACAC's OST Programming because of its rich history of providing diverse experiences and exposures in an environment that is nurturing and caring. We have found that exposing students to culturally sensitive and intellectually stimulating activities encourages the educational process in the students and encourages them to seek new learning opportunities. MACAC partners with a variety of organizations, including Tickets for Kids, Attack Theater, Asset Tutoring Partners to Advance Learning in STEM (P.A.L.S.), and Adagio Health, that continually allows it to expand its diversity of programming offerings.

MACAC's OST Programming is a participatory model that encourages students to learn from each other. In this model students have demonstrated reciprocated enthusiastic encouragement and support of peers.

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.

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Parents/caregivers are greeted in person daily by MACAC OST staff and provided with updates on students' successes and challenges. Parents are always encouraged to share information that may be helpful in ensuring the student's success. MACAC also uses ProCare Solutions software, which is an all-in-one parent engagement application that includes parent email, parent texting, batch child actions, and many other features that make it easy for MACAC and parents to stay connected.

MACAC is also licensed by the PA DHS and is a STAR 4 participant in the PA Keystone STARS program. We also conduct surveys and questionnaires to acquire parent and student feedback. We also will provide schedules, a monthly newsletter of upcoming events and activities, so parents are aware of everything their child is participating in.

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.

Historically, we have found that word of mouth – parents and students - has been the most successful marketing tool for MACAC. Participant testimonials continue to be a powerful recruiting tool. MACAC consistently uses traditional marketing methods – marketing cards, outdoor banners, school flyers, church announcements - and exploits social media – Facebook, YouTube, and Instagram - in promoting MACAC OST programs. Personal and professional networks of MACAC and MACAC staff are also kept informed of MACAC OST program opportunities.

MACAC has developed successful long-standing relationships with several East End Pittsburgh Public Schools – Westinghouse, Lincoln, Obama, Sterrett, Colfax, and Sunnyside and operated programs in these school buildings. We continually communicate with parents and teachers so that MACAC continues to be an extension of the student's education and a resource for parents and teachers.

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.

MACAC offers an attractive work environment with competitive wages and opportunities for advancement. MACAC recruits through popular recruiting channels – Zip Recruiter, INDEED and LinkedIn – but also through its own website and the various media of Mount Ararat Baptist Church. MACAC is also a partner of AmeriCorps, who consistently provides quality personnel. Local Universities are also a source for recruiting a diverse staff.

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

BRIDGES Afterschool is Monday thru Friday 2:30 PM to 6:00 PM

Camp Harambee Summer Day Camp is Monday thru Friday 8:00 AM to 4:00 PM for eight weeks during the Summer

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

MACAC has a commercial kitchen with commercial appliances and an abundance of storage space. We follow all FDA and PA Health Department guidelines for food storage, meal prep, and distribution to students. MACAC also partners with Earthen Vessels Outreach, a food service provider, to provide healthy meals for after-school and summer camp students.

Implementation Challenges (20 points possible)

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

If the MACAC OST program experiences low attendance, we will explore several avenues to increase attendance:

We will significantly increase existing marketing efforts.

We will ask existing participants – students and parents – for referrals, and for ideas to improve programming.

We will examine what other OST programs are offering in both programming and marketing to see if there are potential benefits to MACAC.

11. If a youth in your Program experiences behavioral or mental health issues, what will you do?

If a student in MACAC's OST Program experiences behavioral or mental health issues we would have an extensive discussion with the parent/caregiver to determine the depth of the issue and what steps have been taken to address the issue. This discussion would include resources that are available to the parent/caregiver and student. MACAC has a direct relationship with Mount Ararat Baptist Church which has a licensed counseling program. If counseling is an option, Mount Ararat Baptist Church's counseling program would be offered as an option.

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?

If the results of the bi-annual parent survey indicate that parents are not satisfied with the experience of their children in the MACAC OST Program, we would hold a focus group with the parents to discuss their challenges and concerns and try to identify mutually acceptable solutions. We would also conduct a focus group with the students to accomplish the same objective from the student's perspective. Both focus groups would be conducted by an independent facilitator.

13. If a parent of a child in your Program expresses a transportation issue, what will you do?

MACAC has two 25 passenger buses that it uses for daily student transportation. If a transportation issue is expressed by a parent of a student in the MACAC OST program, we will discuss the exact issue with the parent to see if the student can be accommodated by the existing pick-up route.

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

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Detailed one-year, line-item budget attached.

Other OST funding sources include parent fees, subsidies, and MACAC fund raising.

We expect to serve 50 afterschool children and 125 summer camp children with DHS funding.

We expect to serve an additional 25 afterschool children and 25 summer camp children that will be paid for through other funding streams.

We only intend to administer programming at one site.

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 youths 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.

The afterschool proposed budget includes funding for 10 After-school Aides, including benefits and payroll tax expense; program materials and supplies; transportation to MACAC and for field trips; building related expenses including rent, utilities, and cleaning; and professional services, including independent program service providers.

The summer camp proposed budget includes funding for 15 Summer Camp Counselors, including benefits and payroll tax expense; program materials and supplies; transportation for field trips; building related expenses including rent, utilities, and cleaning; and professional services, including independent program service providers.

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?).

The MACAC OST Program funding model includes DHS funding (free spots), income-based private pay, subsidized funding, and MACAC fundraising.

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	50	\$27	200	270000
Summer	125	\$40	39	195000
				465000

**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	178200
Staff	148500
Benefits	8100
Payroll Tax Expense	21600
Operations (supplies, rent)	54000
Materials & Supplies	10800
Transportation	8100
Building Expense	35100
Other	10800
Professional Services	10800
Indirects	27000
*Total	270000

Total funding request based on seats 270000

*Total should total funding request based on seats

Summer	Expense
Personnel	128700
Staff	107250
Benefits	5850
Payroll Tax Expense	15600
Operations (supplies, rent)	39000
Materials & Supplies	7800
Transportation	5850
Building Expense	25350
Other	7800
Professional Services	7800
Indirects	19500
*Total	195000

Total funding request based on seats 195000

*Total should total funding request based on seats