



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Out-of-School Time Programs

### PROPOSER INFORMATION

Proposer Name: The Center that CARES

Authorized Representative Name & Title: Shinora Johnson.

Address: 2701 Centre Ave. Pittsburgh, PA 15219

Telephone: [REDACTED]

Email: sjohnson@centerthatcares.org

Website: www.centerthatcares.org

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

Date Incorporated: December 1, 1999

Partners included in this Proposal: STEM Coding, Venture Outdoors, Girl Scouts, University Pittsburgh, Junior Toastmasters, CMU Robotics Program, SHINE Entrepreneur Program

How did you hear about this RFP? *Please be specific.* Email Notice

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	Rev.Glenn G. Grayson	[REDACTED]	ggrayson@centerthatcares.org
Contract Processing Contact	Shinora Johnson	[REDACTED]	sjohnson@centerthatcares.org
Chief Information Officer	Dina Martin	[REDACTED]	info@centerthatcares.org
Chief Financial Officer	Germeen Green	[REDACTED]	info@centerthatcares.org
MPER Contact*	Shinora Johnson	[REDACTED]	sjohnson@centerthatcares.org

## RFP for Out-of-School Time Programs

\* [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.

**Steven M. Barth, Esq. Chair**

Attorney

**Rev. William King, Esq. Treasurer**

Attorney

**Michelle Porter, Secretary**

Community Economic Development Consultant

**Debra Valentine-Gray**

Indiana University- Regional Advancement

**Andrew McCray**

Department of City Planning, Housing Specialist

**Sharjeel Farouq**

Oracle, Sales Director

**Karl Pietrzak**

Visit Pittsburgh, Vice President

**Makalah Smalls McCray (student rep)**

Board Chairperson Name & Title: Steven M. Barth, Esq.

Board Chairperson Address: Barth & Associates. [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.*

**Dr. Kira Henderson**, Principal Weil Elementary, [khenderson1@pghschools.org](mailto:khenderson1@pghschools.org) (412) 529-3840

**Dr. Eric Graf**, Principal UPrep, [egrafl@pghschools.org](mailto:egrafl@pghschools.org), [REDACTED]

**Caster Binion**, Executive Director, Housing Authority City of Pittsburgh

P: 412-456-5000. Email: [caster.binion@hacp.org](mailto:caster.binion@hacp.org)

### PROPOSAL INFORMATION

## **RFP for Out-of-School Time Programs**

Date Submitted 3/1/2022

Amount Requested: \$637,000

### **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
- 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**

## **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.

The Center that CARES evolved from a recognized need for quality, accessible safe alternatives for the children in the Hill District. Since our inception 22 years ago, CARES has successfully developed culturally responsive enrichment and learning experiences that increase opportunities for children and families. Offering a continuum of quality programming for PreK through college, The Center that CARES has a thriving, innovative model with documented success. Our documented strengths include:

- Offering engaging and stimulating academic enrichment which focuses on developing core skills in reading and math while motivating reluctant learners and reinforcing positive images as achieving students.
- Utilizing a culturally responsive framework that reinforces students as learners, connecting them to resources, materials, and activities that are culturally relevant.
- Building a strong structure to implement quality STEM programming which includes curriculum, technological learning tools, and partner programs, as well as capitalizing on resources to enhance STEM learning.
- Including parent engagement and learning opportunities that increase their awareness of activities, resources, and learning benchmarks relative to supporting student achievement.

The Center that CARES offers afterschool programming for children and youth in the Hill District community as well as a summer program. With a focused commitment to continuous improvement, the Center that CARES builds partnerships and offers innovative opportunities that increase experiences and enrichment for the children and youth of our community.

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

The Center that CARES is firmly anchored in Pittsburgh's Hill District, and as such, our approach builds upon our strengths as a community and responds to individual and collective needs while engaging the community to work collaboratively to achieve our goals. The Center that CARES has evolved as a community-centered program, involving Hill residents in developing and implementing strategies that will help our children, youth, and families grow, learn, and succeed. The Center that CARES has been a tree of opportunity deeply rooted in the community, with each branch of program sprouting from a strong foundation of commitment and community.

Through our afterschool and summer programs, the Center that CARES responds to the needs of struggling families for quality enrichment experiences for their children. The Center that CARES has a culturally specific framework that guides our program design, structure, and content in order to reaffirm and inspire our children to grow, learn, and achieve. From program staff to materials to communications, the Center that CARES reflects the cultural and community which we serve thereby promoting inclusiveness and equity of opportunity for families who are underserved. Responding to the needs of our community, the Center that CARES involves

## **RFP for Out-of-School Time Programs**

children and youth from families struggling economically and facing multiple barriers and provides supporting services and programming to support the whole family. Annually, the Center that CARES involves 150 children and youth in afterschool and summer 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.
- 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.
- 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.
- 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?

The Center that CARES has established an integrated continuum of academic enrichment, STEM education, and arts & cultural enrichment that are anchored in our communities and with our families in order to bridge the inequity of opportunity that negatively impacts the potential of our children and addresses the underachievement and school performance. In designing our program, the Center that CARES has infused evidence-based practices and programs that represent quality standards and best practices including:

**A Culturally Responsive Framework** for programming incorporates the following components of culturally-relevant pedagogy evidenced to positively impact student achievement in our program design; 1.) Acknowledge the legitimacy of the cultural heritages of different ethnic groups; 2.) Connect school and home experiences; 3.) Use different instructional strategies to address all learning styles, 4.) Teach students to value their own cultural heritage and that of others 5.) Incorporate multi-cultural materials into the curriculum (Gay, Geneva 2010). In addition, CARES hires from the community, offering opportunities for staff development and promotion, as well as comprehensive training on our model.

**Project based learning** is an evidence-based strategy that responds to different learning styles while building critical 21st century learning skills and reinforcing concept and learning anchors through multi-disciplinary academic enrichment in flexible pace and dynamic engagement.

**STEAM Learning-** CARES is incorporates research based innovated learning tools and models that promote strong STEM skill development and nurture interest and skills in science, math, engineering, and technology.

## RFP for Out-of-School Time Programs

Frequently, the Center that CARES frames its academic enrichment with a monthly book-based theme that will incorporate academic focused activities corresponding to the school-day learning needs with a special emphasis on building strong reading and math skills. To support and reinforce fundamental skill development, the Center that CARES uses engaging, research based apps and a Smart Media Interactive Table.

CARES afterschool program is offered at Wesley Center for ages K-5<sup>th</sup> which includes a newly renovated Learning Center while 6<sup>th</sup>-8<sup>th</sup> graders attend the Jeron X Grayson Center. Each space is uniquely designed to provide a culturally-centered, child-centered, safe, learning environment. Each facility has safety and security plan with recent upgrades in physical entrances to increase safety measures. In addition, most recently, the Wesley Center received a Blue Print for Learning grant to re-design space to be more conducive to educational activities that promote 21<sup>st</sup> century skill development.

With our long-term history, CARES is firmly anchored in the community fabric of the Hill District and engages and participates as a vested stakeholder. Through our facilities and programs, we focus on continually connecting to the community and value the input and perspectives of residents and families. Moreover, our staff engage in regular orientation and staff development training which reinforces our program standards and established code of conduct which is part of our employment package and training program.

The Center that CARES offers our afterschool program focused on K-5<sup>th</sup> grades at Wesley Center, serving 100 children in our afterschool and summer program. A sample program operating schedule featuring a book based theme is included below:

Day	2:30-3:30	4:00	4:30	5:00	5:20	5:30-6:30
Mon	Snack- Maker Space- Tar Beach Creations (Kinetic Sand, Legos)	Tar Beach- Intro	Tar Beach Math Addition/Subtract	Dinner Homewk Help	Mind up- Yoga	Smart Art- Tar Beach Diorama
Tues	Snack- Maker Space- Tar Beach Creations (Kinetic Sand, Legos)	Tar Beach Reading Activities	Tar Beach Math Project	Dinner Homewk Help	Mind up-Yoga	Smart Art- Tar Beach Tar Beach "Journey Map"
Wed	Snack- Maker Space- Tar Beach Creations (Kinetic Sand, Legos)	Tar Beach Reading Activities	Tar Beach Math Project	Dinner Homewk Help	Mind up- Yoga	Ozobot (coding) Tar Beach Journey Project
Thurs	Snack- Maker Space- Tar Beach Creations (Kinetic Sand, Legos)	Tar Beach Reading Activities	Tar Beach Math Project	Dinner Homewk Help	Mind up Yoga	Ozobot (coding) Tar Beach Journey Project

Our programs for 6<sup>th</sup> to 8<sup>th</sup> graders are offer at the Jeron X Grayson Center which was designed to reflect a culturally centered learning environment and has access to technology and learning tools developmentally appropriate for this age group. A sample schedule of our daily format is included below:

## RFP for Out-of-School Time Programs

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2:30-3:30   Snack-Homework Help 3:50   Cause and Effect Presentations- Introduction 5:20   Mentoring 6:30   Dismissal	2:30-3:30   Snack-Homework Help 3:50   Intro to Photoshop 5:20   Kinex Machines 6:30   Dismissal	2:30-3:30   Snack-Homework Help 3:50   Cause and Effect-Team Brainstorming 5:20   Art Activity 6:30   Dismissal	2:30-3:30   Snack-Homework Help 3:50   Intro to Photoshop 5:20   Kinex Exploring Machines 6:30   Dismissal

### *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 Center that CARES is committed to the potential of every child and as such our program has been designed to incorporate critical strategies that support their success including: culturally reflective environment including curriculum and materials, nurturing adults that reflect their community and culture, approaches such as project based learning that offer structured success learning that reinforce them as learners, and dynamic programming content from cutting edge technology to exciting partners and field trips that expose our youth to possibilities.

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.

As part of our model, CARES prioritizes active parent engagement. Monthly, we provide “open houses” which allow parents an opportunity to visit and for children and youth to showcase activities and accomplishments. Additionally, we offer parent Programs will implement that offer parent education focused on engaging, hands-on activities that can assist their child in achieving. An active social media page and newsletter also serve to engage parents.

### *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.

In addition to being an approved partner with Pittsburgh Public Schools, the Center that CARES has developed a substantive collaboration with Pittsburgh Weil and Pittsburgh Miller, working with leadership and staff in responding to students academic and emotional/social needs. A long standing partnership between CARES and its partner schools has proven to strengthen the services offered to families. Pittsburgh Public Schools also partners with the Center that CARES to implement our 21<sup>st</sup> Century Community Learning Center grant. CARES and its partner schools have developed communication protocols to inform responsive prevention and



## **RFP for Out-of-School Time Programs**

intervention for students and families. Furthermore, our curriculum content is aligned with Pittsburgh Public Schools and learning standards.

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.

The Center that CARES has always prioritized the hiring from the community we serve employing individuals who reflect the children that we serve and are committed to their community. Additionally, we offer opportunities for professional development and career growth, creating viable career ladders. Building upon the strength of the Hill District, CARES has established a talented staff reflective of our racial diversity with relevant life experience with minimal staff turnover.

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

The Center that CARES will offer the afterschool program at the Wesley Center, located at 2701 Centre Ave. in the Hill District, Pittsburgh. Our afterschool program will be operated Monday-Thursday, from 2:30-6:30 during the school year, offering 4 hours of instructional programming per day, and 14 hours per week. Fridays are dedicated to special programming events and/or field trips. During our seven-week summer program, CARES offers programming from 8 until 5 pm.

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

CARES is a contract provider with the CACFP food program through the PA Department of Education offering dinner and snack during the school year and breakfast and lunch during the summer.

### ***Implementation Challenges (20 points possible)***

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

With our established relationships with our community, CARES has had consistent attendance; however, to facilitate this, we conduct outreach events to connect families to our center, outreach through feeder schools and school events, and initiate social media awareness.

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

CARES prioritizes including children and youth in our programming. and as a result, have provided training to our staff on strategies for program management that are inclusive to different learning styles, approaches to handling challenging behavioral issues, and referral

## **RFP for Out-of-School Time Programs**

systems for additional needs. CARES also works with schools and parents to collaborate and respond to any needs or emerging issues with students in order to provide the most supportive environment possible for their success. In addition, CARES also can provide referrals and connect parents and caregivers to additional services and resources as needed.

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?

The Center that CARES incorporates parent feedback regularly to our program adjusting and refining program content and structure to improve experiences for our children and their parents. Previously, CARES has adapted programming responding to parents needs including modifications made to schedule during the pandemic. In addition, CARES has incorporated parent feedback on open houses, programs, and parent training topics.

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

CARES has its own bus and develops a transportation plan for enrolled students in need in conjunction with parents.

### ***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.

The Center that CARES is requesting funding to support 130 children and youth attending afterschool and summer programs, with 100 children in K-5<sup>th</sup> grade attending at Wesley Center and 30 youth in grades 6<sup>th</sup>-8<sup>th</sup> attending at the Jeron X Grayson Center. The Center that CARES has secured additional funding from 21<sup>st</sup> Century Community Learning Center to support educational programming including STEM education, specialized partners, and academic enrichment, as well as curriculum development, evaluation, and data management; the amount awarded was \$180,000. McAuley Ministries also provides supportive funding for the afterschool programming in the amount of \$50,000.

## RFP for Out-of-School Time Programs

<u>Category</u>	<b>Afterschool</b>	<b>Summer</b>
Personnel	\$ 375,000	95,600
Contractor Services	\$ 10,000	
Supplies	\$ 45,000	\$18,000
Facility	\$ 15,000	\$ 5,000
Transportation	\$ 12,000	\$20,000
COVID supplies/cleaning	\$ 8,000	\$ 2,000
Coordination	\$ 20,000	\$ 5,000
Admin	\$ 6,400	
<b>Total</b>	<b>\$ 491,400</b>	<b>\$145,600</b>

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

The funding requested from Allegheny County Department of Human Services provides the foundation operational and programmatic costs for implementing our afterschool program to children. The expenses outlined support program staff, materials and supplies for program activities, health and safety expenses, field trips and operating expenses.

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 Center that CARES afterschool programs are free of charge to our families.

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	130	\$27	140	491400
Summer	130	\$40	28	145600
				637000

\*\*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	375,000
Operations (supplies, rent)	110,000
Other	6400
Indirects	
*Total	491400

Total funding request based on seats 491400  
 \*Total should total funding request based on seats

Summer	Expense
Personnel	95,600
Operations (supplies, rent)	50,000
Other	
Indirects	
*Total	145600

Total funding request based on seats 145600  
 \*Total should total funding request based on seats