



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Out-of-School Time Programs

### PROPOSER INFORMATION

Proposer Name: Bruce Blackburn

Authorized Representative Name & Title: Bruce Blackburn, Executive Director

Address: 50 Stratmore St. Pittsburgh, PA 15205

Telephone: [REDACTED]

Email: [opendoor@chup.org](mailto:opendoor@chup.org)

Website: [theopendoorpgh.com](http://theopendoorpgh.com)

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

Date Incorporated: 1987

Partners included in this Proposal: None

How did you hear about this RFP? *Please be specific.* I received an RFP email from Allegheny County DHS Proposals unit to submit a proposal for OST programming for our pre-existing after school and summer youth programs that we conduct each year.

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	Bruce Blackburn	[REDACTED]	<a href="mailto:opendoor@chup.org">opendoor@chup.org</a>
Contract Processing Contact	Bruce Blackburn	[REDACTED]	<a href="mailto:opendoor@chup.org">opendoor@chup.org</a>
Chief Information Officer	N/A	N/A	N/A
Chief Financial Officer	Jennifer McNamara	412-529-8170	<a href="mailto:jmcnamara1@pghschools.org">jmcnamara1@pghschools.org</a>
MPER Contact*	unknown	unknown	unknown

\* [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.

Dave Carver, Adam Simcox, Megan Veltman, Jennifer McNamara, Jamie MiKula, Karren Sites, Kevin Slogick, Joe Orbovich and Peter Jezowicz

Board Chairperson Name & Title: Adam Simcox, President

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.*

1. Tim Salientro, former staff participant of Cross Trainers/The Open Door and current volunteer; [REDACTED]
2. Stephanie Summers, former staff and former executive director of the Open Door; Email: [stephanie@cpjustice.org](mailto:stephanie@cpjustice.org); Phone: [REDACTED]
3. Linda Pearson, Parent of youth in Open Door programs and current volunteer; [REDACTED]

### PROPOSAL INFORMATION

Date Submitted 3/1/2022

Amount Requested: \$76,020

### 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.

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

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**

### ***Organizational Experience (15 points possible)***

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

*The Open Door Youth Outreach exists to improve the lives of neighborhood youth through programming that supports strong self-identity and resiliency, academic, social, athletics, behavioral competence, and purposeful community engagement through intentional relationships with caring adults in an environment of safety and fun. In the 30 plus years of our organization we have created programs to serve our community needs. They range from an after school program, a summer day camp, learning hub, girls' group and Friday night rec.*

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

*Our experience working in Crafton Heights has been very beneficial not only to the youth we serve but also for their families. The highest need for our community is quality summer programming for the youth in our area. The families rely on our camp so they can continue to go to work during the summer months while school is out knowing that their child(ren) are in safe place during the day; being fed and receiving quality service of recreation, academic assistance and bible instruction. In addition, the children build positive relationships with college students and other adult volunteers.*

### ***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.

*We offer a six week summer camp called "Cross Trainers" in the neighborhood of Crafton Heights located in the West End section of Pittsburgh, PA. The camp is run by hired college students and volunteer high school students. We offer breakfast and lunch to the campers, and rotate the campers through 3 classes of Bible, art and recreation 3 days a week. Wednesdays are field trip days and Fridays are fun days with a variety of weekly activities. We have all of our staff and adult volunteers complete background checks and adhere to the church safe policy. This includes staff training before summer camp begins, to help prepare staff prepare staff for camper needs.*

- Provide a brief description of current or proposed safety policies and procedures. Describe the physical location you intend to use.

*Our current safety policies and procedures is in conjunction with the Crafton Heights Presbyterian Church Safe Church policy. It is a 12 page document outlining safety policies and procedures that the Open Door staff and volunteers adhere to for all programming. All staff and volunteers must have background checks and FBI fingerprint completed for child protection and in order to work or volunteer. More recently, policies were put in place to mitigate the Covid virus. All indoor activities at the Open Door and church facility continue to require the wearing of masks, frequent hand washing and maintaining 6 feet apart as much as possible. This document can be provided upon request.*

## RFP for Out-of-School Time Programs

*The physical location of the summer camp is housed on the first and second floor of the Crafton Height United Presbyterian Church. The church offers large rooms for group gatherings, as well as classrooms for art projects and small group learning. There we have plenty of bathrooms and a kitchen for serving food. We also use the Open Door building around the corner from the church. It is a good space for large games and activities. We use this space mostly during inclement weather, as we prefer to take the kids to Dunbar park, a community ball field and a playground within walking distance from the summer camp.*

- 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.

*Once a month our program subcommittee, which consist of parent volunteers from the community, meet to discuss age appropriate activities that promote learning, skill development and recreational activities. We are intentional about our programs being interesting to the youth and to the families in the community. Our meeting involves planning, scheduling and communications.*

*The Summer Camp schedule is:*

- *Monday, Tuesday and Thursday 8:00am-8:45am (Breakfast)*
  - 8:45- 9am (Opening program – camp songs and announcements)*
  - 9:00am – 9:50am (1<sup>st</sup> class – Art, Bible or Rec)*
  - 10am-10:50am (2<sup>nd</sup> class rotation between Art, Bible and Rec)*
  - 11am -11:50am (3<sup>rd</sup> class rotation between Art, Bible and Rec)*
  - 12pm-12:30pm (Lunch and camper pick up)*

*Tuesday and Thursday 1:00pm-3:00pm – Selected campers return for one on one relational time with camp staff.*

- *Wednesday is field trip day. Schedule is altered after breakfast depending on the field trip.*

- *Friday is fun day with different group games at Dunbar park or the Open Door building between breakfast and lunch. We also designate Friday as a special focus day (i.e) career day, culture day or have a guest speaker.*

*Friday Night Rec schedule is: Every Friday 6pm-8pm (k-5<sup>th</sup> grade; 8pm-10pm (6<sup>th</sup>-12<sup>th</sup> grade)*

*Chess Club is: One Wednesday evening a month 6:30pm-8:30pm. Plan is to increase days depending on interest level of the youth and volunteers.*

- 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.

*Every summer we have a closing program at the church to allow family and community members to here and see what the youth learned during summer camp. Community members are welcomed to visit the camp to observe camp in action. Parent connections are made during drop off and pickups each day. Notes and letters are sent home with the campers for updates and information pertaining to camp. Towards the end of the year, we host free community holiday dinners for the families in the community. Especially, for the youth who participated in our programs throughout the year. A week before our summer camp begins, there is a staff training with a manual to prepare the staff for summer camp. The training consists of staff expectation, summer curriculum, policies and procedures, code of conduct and the Safe Church policy. Throughout the school year positive connections are made with peers and adult volunteers during our after school programming, during Friday Night rec, Chess nights and other community gatherings.*

## RFP for Out-of-School Time Programs

- Describe the community(ies) in which you intend to locate your OST Programming.  
*Crafton Heights is a racially mixed, mid to low income community. The majority of families are generational. Most of the adults connected to the Open Door Youth center and the Crafton Heights church grew up in the neighborhood and chose to remain to raise their children. Other families who decided to make Crafton Heights their home feel safe and welcomed.*

*Why did you select those community(ies)? The Open Door Outreach along with the Crafton Heights church have been and continue to be a main fixture in the community. The Open Door was established in 1987 and has been a safe place for youth to congregate and have fun with caring adult volunteers. The summer program, Cross Trainers, has been consistently providing youth services in Crafton Height's since 1999.*

How will you tailor your Programming to respond to the unique needs of the community(ies) you are serving?

- *The Cross Trainer summer camp is tailored every summer to meet the needs of the youth and their families. We develop a solid curriculum with an overarching theme each summer. Recreation classes varies each week depending the availability of the local park and what we as a staff think the youth need for exercise and opportunities for them to have fun while out of a classroom setting.*
- *Our Friday Night rec program is a safe place for parents to drop off their children to hang out on a Friday night with adult volunteers. We primarily use students from Waynesburg University Bonner Scholar program and community volunteers to engage with the youth in group games such as dodge ball, kick ball and other games that require a lot of movement. We have an Arts and Craft room for those who like a quieter place to hang out, to express their artistic side. There are also pool, foosball and air hockey tables available for those youth and adults to play other competitive games. We offer 2 different sessions for: K-5<sup>th</sup> graders (6pm to 8pm); 6<sup>th</sup>-12<sup>th</sup> graders (8pm-10pm) with a snack time for the participants to enjoy during break time.*
- *A newly developing outreach in collaboration with the Queens Gambit Chess Institute is the Open Door Chess Club for those youth and adult volunteers in the community who like a much quieter time. They can put on their thinking caps and challenge each other across the checkered board. It is our goal to host and attend chess tournaments around the city for youth and obtain a national chess rating for the more advanced player.*

### **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.

*I believe the youth will want to participate in our summer OST program because of past experiences attending the summer camp, word of mouth from returning campers to their friends or classmates and their parent's encouragement and approval of our summer camp.*

*The specific methods we provide are classroom instruction, fun filled art projects and the opportunity to run around in structured games during rec time. The most fun part for the youth is the field trips around the city of Pittsburgh. In addition, the youth really enjoy being selected for one on one time with the staff in the afternoons after camp is over for the day. During that time, they receive individual attention and choose an activity to do with their counselor.*

## RFP for Out-of-School Time Programs

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.

*The approach to communicating with the parents and caregivers is face to face interaction during registration time and throughout the summer by way of emails, phone calls, information sent home after camp or just a daily conversation during drop off and pickups at our camp. We also send home a weekly letter to outline any special needs or activities planned for that particular week. By these types of communications, it validates the safe environment we create on a daily basis throughout the summer and makes the parents and guardians feel at ease about their children during the days of summer.*

### **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.

*• We currently market our programs on our up to date website, our Facebook page and Instagram account. Constant Contact is another valuable tool we use to market our programs to our list of contacts. By far, the best form of marketing to get the word out about our programs is word of mouth and personal relationships that have been developed over the years. The Open Door has been in the Crafton community for over 30 years and has become a generational option for families and their children that grew up and remain in the community.*

*• Over the years, the Open Door has built and continues to sustain an open relationship with the public school system and local Catholic schools located in and near the Crafton Heights community. During the pandemic related closures, the Open Door served as a learning hub for students in the public school system. We primarily assisted 15 students from Westwood elementary school with their learning through donated tablets and dropped off school supplies. The learning hub was staffed by several paid adults who maintained connection with the local school via video chats and phone calls.*

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.

*• Our summer camp program, Cross Trainers, is staffed by paid college and high school students. Also included are student volunteers under the age of 14 called CIT's (Counselor in Training) to assist the staff in the operation of the program. Recruitment is covered by word of mouth, Facebook postings and campers who grew up in the camp and are now of age to become paid staff for the summer. Most often, the staff want to return to Cross Trainers for summer work. Due to the population of a diverse community in Crafton Heights, we are intentional and strive for a diverse paid staff for the summer and volunteers through the school year. We will also post information at local college campuses and high schools to seek a wide range of potential summer counselors.*

*• Our connection with the Waynesburg Bonner Scholar program allows us to utilize college students who need volunteer hours to fulfill their school requirements that have a diverse racial and life experience background to volunteer at our Friday Night rec program. I also attended several college service days on the Waynesburg campus to recruit students to volunteer to work with urban youth on Friday nights and our summer day camp Other recruitment opportunities from local colleges are being established for future use.*

*• Our chess club is currently staffed by adult volunteers. Recently, we have connected with the Queens Gambit Chess Institute who also send volunteers to assist with teaching and playing chess with local youth and adult volunteers.*

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

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

- *Our six week summer camp program, Cross Trainers, runs from June 27<sup>th</sup> to August 5<sup>th</sup>. Times of operation is 8:00am to 12:30 pm everyday with breakfast and lunch included. In addition, several days of the week selected youth return for 2 hours (1:00 pm to 3:00pm) for one on one relational time in the community with the staff.*

- *Friday night rec program runs during the school year. Usually Every Friday night September to June. Times of operation are: K-5<sup>th</sup> graders (6pm to 8pm); 6<sup>th</sup>-12<sup>th</sup> graders (8pm-10pm)*

- *Currently our chess club program runs once a month on Wednesday nights during the school year from 6:30pm to 8:30 PM. Our goal is to increase the days per month depending on participation and interest from the local youth and adult volunteers.*

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

- *The meals for our summer day camp are provided from the city Summer Food Service Program (SFSP). They provide hot and cold breakfast and lunch for our campers for the entire six weeks of camp. We have adequate space for storing, refrigerating and heating up the food.*

- *Our school year Friday Night rec program offers paid and donated drinks and healthy snacks for the participants free of charge. There is adequate space and refrigeration for the drinks and snacks.*

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

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

- *If our programs experience low attendance, we will engage more youth by reaching out to the community through personal connections. Also, utilize our Facebook page and website for communications. Other forms of reaching out include newsletters and local posting of events in the marquee windows on the front of the Open Door building for those who pass by the building on a daily basis. We can also reach out to local schools by sending flyers with our program and outreach information. Historically, there is usually a waiting list for our Cross Trainer summer camp. We have never had a problem with attracting kids and maintaining consistent attendance.*

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

*Try to assist the youth on a one to one basis from the group. Communicate with parents on how we can best help their child during their difficult times. Offer support in any way that we can. Be open and honest to the parents if we think our program is not the best place for them but be willing to give them time to evaluate programs for themselves. Give parents recommendations for resources around the city of Pittsburgh.*

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?

*Take their opinion into consideration and try to improve our organization so that all youth have a positive experience while participating in our programs. Possibly have a meeting with the family to see if there are any underlying issues that caused the youth to have a negative experience. Make it an agenda item during our monthly steering committee/board meetings and our subcommittee program meetings to discuss the dissatisfaction of the parents and most importantly their child in our programs.*



## RFP for Out-of-School Time Programs

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

*We can Offer to pick up or drop off the youth in the event there is a transportation issue. Many of our families walk to our programs. Often families help each other with carpooling. So, we could assist and coordinate that if needed.*

### **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. See attachment.

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). *The number of children we expect to serve this summer at the \$40 rate is 35 (K-8<sup>th</sup> grade); During the school year is 70 children (K-12<sup>th</sup> grade) during our Friday Night Rec, After school Programs and Chess Nights.*
- 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. *We do not intend to administer programming at multiple sites.*
- Include any other funding sources that would contribute to OST Programming, including fees to families. *Other funding resources that would contribute to the OST programming will be from personal financial donations, small nominal fee of \$30 per camper for our summer camp program and other larger churches that give to the Open Door Youth Outreach.*

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

### Budget Narrative – Cross Trainers Summer Programming – \$42,000

Personnel – 12 summer staff salary	Total: \$29,450
•\$350/wk x 7 weeks = \$2,450/summer x12	
Operations -	Total: \$7,000
•Arts and crafts supplies - \$1,500	
•Buses for (6) weekly field trips – \$2,000	
•Field trip fees for 35 campers + 12 staff – \$2,000	
•Rec equipment – \$1,000	
•Snacks and drinks - \$500	
Other -	Total: \$4,400
•T-shirts for campers and staff (60) \$1,700	
•Summer year Book for campers - \$2,000	
•Newsletters – \$700	
Indirect -	Total: \$1,150
•Administrative - \$1,150	

## RFP for Out-of-School Time Programs

Budget Narrative - After School Programming - \$34,020

Personal – Part time Program Coordinator	Total: \$10,500
•\$35/hour x 5 hours/day x 5 days/month x 12 months = \$8,450	
Operations -	Total: \$15,000
•Recreational equipment (Friday night rec) - \$2,000	
•Snacks and Drinks - \$400 x 12 = \$4,800	
•Chess boards, teaching equipment, etc. (chess club) – \$2,200	
•After school supplies - \$500 x 12 = \$6,000	
Other -	Total: \$6,000
•Buses for field trips \$325 x 6 - \$1,950	
•Field trip fees (Bowling; movies; plays, etc.) - \$1,550	
•Cleaning Supplies - \$1,250	
•Covid PPE/ supplies - \$1,250	
Indirect -	Total: \$2,520
•Administrative - \$2,520	

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 funding model for our OST programs are mostly free spots with minimal pay from the families for the summer camp. We like to keep the fees, if any, as low as possible so that any youth can enjoy our programs without a financial strain on our mid to low income families in the Crafton Height's community.*

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	70	\$27	18	34020	Friday Night Rec, wednesday Chess Night and after school programming
Summer	35	\$40	30	42000	Cross Trainers Six Week Summer Day Camp Participants
				76020	

\*\*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	\$10,500
Part Time Program Coordinator	
Operations (supplies, rent)	15,000
Rec equipment and snacks for Friday night rec	
chess boards and teaching equipment	
After school programs supplies	
Other	6,000
Transportation (buses)	
Field trip fees	
Bowing, movies, sporting events, etc.	
Indirects	2,520
*Total:	34020

Total funding request based on seats 34020

\*Total should = total funding request based on seats

Summer	Expense
Personnel	29,450
Salary for 12 summer staff	
Operations (supplies, rent)	7,000
Art and craft supplies, buses for field trips,	
field trip fees; recreational equipment; snacks	
and drinks	
Other	4,500
Camp T shirts	
Summer year Book	
Newsletters	
Indirects	1,050
*Total:	42000

Total funding request based on seats 42000

\*Total should = total funding request based on seats