

# Pittsburgh Public Schools

## ESSER After-School Programming Request for Proposal (RFP) Application

### Section 1: General Information

#### Introduction

In accordance with the American Rescue Plan (ARP) Act and Pennsylvania Act 24 of 2021 (Act 24), the Pennsylvania Department of Education (PDE) has awarded funding including approximately one percent (1%) of Pennsylvania’s ARP Elementary and Secondary School Education Relief (ESSER) State Reserve funds to support Pittsburgh Public Schools (PPS) in the development and implementation of comprehensive after-school programs to address learning loss in response to the academic, social, emotional and mental health needs of students and subgroups of students impacted by COVID-19 public health emergency that supplement school programs and activities.

Programming will be designed at the school level within parameters that are based on indicators of quality in after-school programming, specifically grounded in the work of Pennsylvania Statewide After-School Youth Development Network (PSAYDN) and Allegheny Partners for Out of School Time (APOST). PSAYDN’s Statement of Quality in After-School outlines the necessary elements of a quality program in four core areas: (1) Structure and Management (2) Positive Connections (3) Safety and Health and (4) Activities. Complete details regarding these core areas can be found at:

<https://www.psaydn.org/home/quality-and-sustainability-work/>

It is the district’s goal to ensure that all after-school programming will embody these core elements. Programming will also be focused on academic and/or SEL goals specific to each school and responsive to the need demonstrated by their student population.

#### Contact

Email all questions regarding the RFP process to [esser@pghschools.org](mailto:esser@pghschools.org).

#### RFP Process Timetable

RFP Process	Date
Release of Intent to Apply Form	August 5 <sup>th</sup>
Release Request for Proposal (RFP) Application	August 10 <sup>th</sup>
RFP Application Submission Deadline	August 26 <sup>th</sup>
Providers Notified	Last Week of September
Provider Contract Signed / Executed	Early October

- ***Provider notification and contract execution may vary depending on the targeted school.***

### Section 2: Scope of Services

#### Who May Apply

Eligible proposers include any organization with the capacity to implement a comprehensive after-school or school day program to address learning loss in response to the academic, social, emotional,

and mental health needs of students and subgroups of students impacted by COVID-19 public health emergency that supplement school programs and activities. Proposers may be non-profit or for-profit and may include previous Board approved providers of out-of-school time programming.

### **Contract Periods**

The term of the contract shall be active on or about (October 1, 2022) until on or about (July 31, 2022).

### **Attendance Clause**

The district will work in coordination with contracted providers to promote high attendance. Providers are expected to actively participate in recruitment and retention efforts throughout the program.

### **Program Timeline**

While exact program times differ from site to site, Providers are responsible for establishing and communicating the program dates and hours of operation. Information will be shared publicly at [www.pghschools.org](http://www.pghschools.org)

### **Location of Services**

Location of service may be considered at all Pittsburgh Public Schools.

### **Site Logistics**

Each site will have a contact person that the district may contact regarding all programming needs. Please be as detailed as possible in describing the space and materials that will be required for the activities being proposed, including outlining associated costs in the budget and budget narrative.

### **Mandatory Staffing Requirements**

The district requires a maximum ratio of twenty students to one adult for the duration of the program, if operated within a PPS facility.

Additionally, all Provider staff, contractors and volunteers that will have direct contact with students shall obtain all clearances required by the Pennsylvania School Code and the Pennsylvania Child Protective Services Law, including 24 P.S. §1-111, 24 P.S. §1-111.1, 23 Pa.C.S. §6344, and 23 Pa.C.S. §6344.2. Clearances must be produced upon request from PPS.

### **Enrollment Requirements**

While enrollment capacity shall be determined by the provider, all programs must follow guidance in line with the District's *Equity and Excellence in Education Procedures* available at <https://www.pghschools.org/Page/5165>.

Providers may contact the district to inquire about support to ensure that programming and enrollment are inclusive and accessible to students of all abilities.

### **Program Data Tracking**

All providers will be required to utilize the Cityspan data management system to track program rosters, attendance, and activity. Additionally, program staff information will be housed in the Cityspan system. Training will be provided by the district on the use of the Cityspan system.

### **Required Deliverables**

**Employee Roster** - Contracted providers shall submit their employee roster into Cityspan before the first date of programming. This roster shall list the name of each staff member who will be working with students as well as the site(s) at which he/she will be working.

**Staff Clearances** - Contracted providers and any employee of a provider who will have direct contact with children shall complete three required clearances and, if operating within a PPS facility, submit proof of these clearances to the district before the first date of programming. The required clearances are:

- Act 34 (PA Criminal Record Check)
- Act 151 (PA Child Abuse History)
- Act 114 of 2006 (FBI Federal Criminal History)

The fees to complete the required clearances are to be paid by the contracted provider and should not be billed to the district in the proposed budget.

### **Communication with the District**

Contracted providers shall meet with District staff as needed to ensure full coordination of programming.

### **Liability Insurance**

**Insurance:** Contracted providers must submit proof of liability insurance before the first date of programming. Contracted providers must maintain liability insurance coverage at the following minimum levels.

- General Liability: \$1,000,000 per occurrence
- Umbrella Liability: \$1,000,000 per occurrence

### **Invoices**

Contracted providers shall submit invoices to obtain payment from the District for costs associated with operating their programming. Invoices will be submitted directly to the school site. Approved providers will be provided with a detailed description of the invoicing process by the school site.

## **Section 3: Detailed Proposal Requirements**

### **Content of Proposal**

All proposers shall be accorded fair and equal treatment with respect to the selection process. Discussions may be conducted between the district and prospective proposers, or with proposers who have submitted proposals. During these discussions, there shall be no disclosure of information derived from proposals submitted by other proposers.

**Cover Page:** Please submit a cover page with the following information.

## General Information

- Organization name
- Organization mailing address
- Organization website
- Name of authorized organization contract signatory
- Submission date

**Primary Contact** - The primary contact person identified on the cover page will receive all relevant communication regarding the status of the proposal.

- Primary contact name
- Primary contact phone number
- Primary contact e-mail address

**Detailed Implementation Plan:** Please describe the details of the proposed program. The description must not exceed two pages.

- Description of the program activities including program name (Not to exceed 250 words)
- Objectives and goals of the program.
- In what way are activities student-centered, combining both academic and personal development?
- Describe your program session format and agenda throughout the timeframe proposed.
- In what ways do you ensure your program is accessible to students with varied abilities, including students with disabilities?
- In what ways does the program offer inclusive opportunities, support, and services for students with disabilities to ensure they are accessing their Least Restrictive Environment (LRE)?
- In what way are activities interesting and will keep students motivated and challenged throughout the duration of the program?
- Will there be anything tangible for the students to display or showcase?
- Length of session per day/per week (i.e., 1 hour per week or 45 minutes two times a week)
- Dates of programming
- Desired number of students per session
- Location of Site(s)
- Total program cost. If the activity can be provided at no cost, please let us know your funding sources. We would be supportive of submitting letters of support. Also, please let us know if you are receiving funding to supplement program costs including funding source and amount.
- What is your plan to support recruitment and retention in your program throughout the duration of the contract?
- Does your program align with the district's goals, mission, vision, and beliefs?
  - Please find this information on the following link:  
<https://www.pghschools.org/districtvision/mission>
- Does your curriculum align to state standards and if so, which ones?

**Staff:** Please describe your organization and staff's ability to deliver quality programming in the content area proposed. The description must not exceed one page.

- Describe any awards, certifications and licenses that support expertise in the content area.
- Describe the staff member's roles and responsibilities.
- Describe the direct staff's experience working with youth from the district. Including tenure of the staff within your organizations.
- Describe staffing structure based on the number of students you are planning to serve.
- Share any successes from PPS students in your program.

**Facilities and Materials:** The District will not be required to provide any supplies for your program but may provide resources if available. Please plan accordingly within your budget. The description must not exceed one page.

- Describe the type of room and/or space most suitable for your activity.
- Describe the type of access to resources you may need (i.e., Projector, outlets for equipment, storage for supplies, sink for clean-up).
- If you use technology and specific websites for programming, please list the websites you will use regularly.

**Budget and Budget Narrative:** Please submit a detailed budget that is aligned with the detailed implementation plan. In addition to a numerical budget, please provide an explanation of the assumptions underlying the proposed costs. Each line item in the budget should have a corresponding description in the budget narrative. Cost categories to be addressed should include, but are not limited to:

- Personnel
- Travel and transportation (for in-person only, if applicable)
- Please outline costs for any planned field trips or excursions (in-person only)
- Off-site providers should detail daily transportation needs and associated costs
- Equipment, materials, and supplies

In preparing the budget and budget narrative, please consider the following questions:

- What is the cost per student served?
- Is the budget transparent?
- Are explanations or assumptions for proposed costs included?
- Are costs for field trips and special events included?
- Are costs for all plans referenced in the detailed activity plan included in the budget and explained in the corresponding budget narrative?
- Please list any confirmed outside funding sources that will be used to supplement this activity.

**References:** Please provide a minimum of two references. For each reference, please include the individual's name, title, and organization, relationship to proposer, e-mail address, and phone number. The district reserves the right to contact these references and to request additional references.

**Work History with the District:** Please list and describe any past work history with Pittsburgh Public Schools, including the specific project(s), if applicable.

**Joint Venture:** Please provide a copy of any executed joint venture agreement(s), if applicable. Examples include any partnership between two or more organizations to provide the services outlined in this proposal. Even if no legal partnership is formed, a letter of intent signed by all parties involved should be included if two or more organizations plan to work together.

**Legal Actions:** Please list and describe all legal actions for the past three years in which the proposer has been a defendant in a lawsuit for inadequate performance under a contract or agreement, a debtor in bankruptcy, or a defendant in a criminal action, if applicable.

**Licenses:** Please provide copies of the proposer’s City of Pittsburgh and/or State of Pennsylvania licenses and all other licenses relevant to the performance for this contract, if applicable. Examples include CPR, lifeguard certification, teaching artist credentials/certificates, etc.

**General Submission Requirements**

To conserve resources and to aid in a more efficient submission process, all providers must submit an online application via Microsoft Forms.

**Confirmation of Receipt**

Confirmation of receipt of proposals will be generated via Microsoft Forms

**Please note:** The District reserves the right to (i) select one or more providers to provide the services outlined herein; (ii) reject all proposals; (iii) identify any areas where a conflict of interest may exist; and (iv) utilize existing District staff and/or existing District resources without required submission of a proposal.

Please also note that all selection decisions are based on receipt of anticipated funding and require approval by the Board of Directors of the District.

**Section 4: Evaluation Criteria**

Proposals will be reviewed by an evaluation committee. Contracts will be awarded to qualified providers whose proposals are most advantageous to the district based upon the evaluation criteria specified below. The district reserves the right to request presentations from those organizations determined to be in a competitive range and shall use the information derived from these presentations, if applicable, in the evaluation. The district anticipates selecting multiple providers.

All proposals will be evaluated based on the following criteria:

**Evaluation Scoring Criteria**

<b>Category</b>	
Cover Page	
Detailed Implementation Plan	

Staff	
Facilities and Materials	
Budget and Budget Narrative	
Total Points	