

April 24, 2026

**Out-of-School (OST) Programs  
RFP #E3-2026-01**

**ADDENDUM NO. 1**

This addendum issued April 24, 2026, becomes in its entirety a part of the Request for Proposals RFP #E3-2026-01 as is fully set forth herein:

**Item 1:** Q: Our organization does not currently have the capacity to provide in-person staffing, but we are happy to help recruit and train qualified local or district educators to oversee the programming. Would Clean Slate/HACP be open to exploring this type of collaborative approach with a potential vendor?

**A: We are not interested at this time.**

**Item 2:** Q: We do not offer full-year or summer programming, which seems to be the intent of the RFP. However, we do provide family engagement workshops that can be offered once or a few times per year. Is there a process to get on a list for this type of service, or is participation limited to providers responding to the full RFP?

**A: Our main intention is OST. Submit your offered services as a proposal, as we may be able to include them and offer them to our families.**

**Item 3:** Q: In Attachment J, it asks for Previous Related Experiences-References. All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case. Would these be contract with other agencies like Allegheny County Department of Human Services, Allegheny County Department of Children's Initiatives, and Office of Child Development's Pre-K Counts to provide services?

**A: Yes, those would count.**

**Item 4:** Q: Can you explain what is expected in the Change Orders/Addenda or Amendments to Contract? Would these be funding increases or decreases to contracts due to COLA, decreased slots, increased cost per child rates?

**A: A Change Order is a formally approved written amendment to an original construction or project contract that alters the scope, cost, or schedule.**

**Item 5:** Q: In reference to the M/WBE requirement, could these be partner organizations that help support our programming? Our programs utilize partners to support programs and we have MOU's with agencies but not specific contracts with them.

**A: No, only the partner organizations that are M/WBE certified and compensated can be considered in your proposal. The vendor's scope of work has to be clearly defined in the Letter of Intent along with the M/WBE Participation Plan which determines subcontractor utilization. To clarify, the MBE/WBE participation percentages are goals, not a requirement.**

**Item 6:** Q: Does proposing to serve a single community negatively impact scoring compared to organizations proposing multiple sites?

A: No.

**Item 7:** Q: Are single-track proposals (summer only or school year only) scored at a disadvantage compared to organizations proposing both?

A: No.

**Item 8:** Q: In previous years, transportation has been the responsibility of HACP. The budget template in Attachment K now includes a transportation line item. Does this represent a change in responsibility, and are providers now expected to arrange and fund their own transportation?

A: **The programming under Clean Slate E3 requires that providers arrange transportation for youth and include it in their budget.**

**Item 9:** Q: Are off-site programming and field trip activities mandatory components of a competitive proposal, or does proposing an on-site only model score at a disadvantage?

A: **No, there are no mandatory components of a program. The overall proposed program is what is scored.**

**Item 10:** Q: Can you walk us through Attachment K, specifically what the four rows represent, what the Year 1 averages are measuring, and how we should use that data to structure our per-youth pricing?.

A: **See the revised Attachment K fee sheet attached to this Addendum.**

**Item 11:** Q: Section II of the RFP solicits proposals from qualified organizations without specifying nonprofit status, but Section 2.3 of the sample grant agreement requires the grantee to certify 501 (c)(3) status. Can you clarify whether for-profit organizations are eligible to receive awards under the RFP?

A: **Yes, for-profit organizations are eligible to receive awards under the RFP. If a provider is a non-profit organization, they must include their certification.**

**Item 12:** Q: Is there a page limit or specific formatting guideline (font size, margins) for the technical proposal narrative?

A: No.

**Item 13:** Q: Please find attached our written submission regarding RFP #E3-2026-01. These documents include our questions and proposed redline changes to the sample grant agreement," as a question to the addendum.

A: **If submitting alterations to the Clean Slate E3 contract for review and acceptance by Clean Slate E3, please submit an electronic version in MS Word format with your proposal. If submitting your company contract for review and acceptance by Clean Slate E3, please submit an electronic version in MS Word format with your proposal.**

**Item 14:** Q: Is there an age range for students to be served? Most of our programs are geared toward youth between 13 and 19 years old?

A: **The OST programs are open to youth up to 12<sup>th</sup> grade.**

**Item 15:** Q: While we could propose a 5 day/week program, we learned that school year OSP programs we provide at off site locations (e.g. schools or HACP sites) for older students are often more effective if conducted at a frequency less than 5 days/week. Are approaches such as the following permitted?

- 1 day/week at Site 1 (first 9 weeks) with an increase to more days/week (second through fourth 9 weeks) based on student response
- 2 days/week at Site 1 (first 9 weeks), 2 days/week at Site 2 (next 9 weeks), 2 days/week at Site 3 (next 9 weeks), and 2 days/week at Site 4 (final 9 weeks)
- Other options which we'd outline in our proposal

A: **Yes.**

**Item 16:** Q: May we propose a combination of programming at HACP and our Youth Media Center?

A: **Yes.**

**Item 17:** The due date is changed to May 7, 2026; time and location remain unchanged at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219

**Item 18:** The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on May 7, 2026**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:

<https://www.dropbox.com/request/TZeSdOoE48q8VDSK8FBP>

Sealed proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than May 7, 2026, at 10:00 a.m. regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 1**



Mr. Brandon Havranek  
Associate Director of Procurement/Contracting Officer

**04/24/2026**

Date

**REVISED**  
**ATTACHMENT K**  
**Out-of-School Time (OST) Programs**  
**RFP #E3-2026-01**  
**FEE SHEET**

**PRICE IS TO BE LISTED PER THE FOLLOWING:**

**Budget:** Please use this template to submit your budget.

<b>Clean Slate E3 OST Budget Template</b>			
<b>Year</b>	<b>2026-2027</b>	<b>2026-2027</b>	<b>2026-2027</b>
<b>Line Item</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Staff/Personnel			
Transportation			
Program Supplies & Equipment			
Community Marketing			
Family Engagement Activities & Events			
Admin Support			
Evaluation & Assessment Tools			
<b>Budget Total:</b>			

Est Enrolled Youth	Avg Monthly Attendance	Budget	Monthly Avg Hours Served
		\$	

Total Bid amount: \_\_\_\_\_  
(Add Total for Initial Term, Extension Option 1, Extension Option 2)

Total Bid amount: \_\_\_\_\_  
(In Words)

Company Name (Printed): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_