

Community Outreach and Engagement Support for PA CareerLink® Philadelphia RFP – Questions & Answers

Philadelphia Works Inc. has released a Request for proposals (RFP) for entities interested in outreach and engagement support for the PA CareerLink Philadelphia system to highlight resources available to targeted areas of Philadelphia specifically those experiencing the highest rates of chronic unemployment.

Proposals will be accepted through Monday, January 30, 2023 at 5:00PM ET. To ensure Philadelphia Works maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to workforceoperationsrfp@philaworks.org.

Questions & Answers |

1. If we can execute the work over a shorter period of time for the same amount of money is that acceptable?

The grant period is 6 to 12 months. The timeline for outreach and engagement activities should be mapped out for at least six months.

2. How many awards will be made?

There is no limit to the number of awards that will be determined until all proposals are received and reviewed. Funding for each awarded organization will vary based on the total funding for this initiative based on the determined quality of their submissions and proposed budgets.

3. What outreach efforts have been tried in the past to reach these communities?

PA CareerLink system wide services frequent community events, job fairs and recruitment opportunities when presented to us. Philadelphia Works also has a community engagement team that is available upon request to come to various community events to share information about PA CareerLink resources. Site leaders are also often requested to speak or participate in events organized by community-based organizations or elected officials that serve the same community.

4. Just to clarify, you will not consider a fixed-fee proposal? Is funding restricted only via cost reimbursement?

Awarded funding is provided exclusively on a cost reimbursement basis for subcontractors. These awards will utilize WIOA funds and cost reimbursement is a requirement of how WIOA funds are distributed.

5. Are Pennsylvania based organizations given priority?

No priority is given to Pennsylvania based organizations.

6. Can an organization perform the tasks (related to the RFP) from outside USA?

No, for the quality outcomes anticipated by this initiative, it will be necessary for all outreach activities performed by awarded subcontractors to take place in person.

7. Is there a way for PA CareerLink® to verify if our contacts have been connected to the center?

Yes, all visitors to the center are assigned PIDs and once a value add is established, they are included in our CWDS platform.

8. Is there a limit fee for for-profit organizations?

10%

9. In the past, what was the acceptable range for cost per contact and cost per conversion for recruiting at PA CareerLink?

There is no past cost data available.

10. The Submission Form included in the RFP states that applicants may “use no more than two additional separate sheets if the space provided below is insufficient.” Do the “separate sheets” need to be additional copies of the Submission Form or can applicants add narrative in a different document?

A different document is acceptable.

11. The bidder’s conference presentation stated that proposal submissions must be “single-sided, single-spaced pages using a 1-inch (1”) margin and no smaller than a 12 pt font.” Considering the application only includes forms supplied by Philadelphia Works and the applicants’ audited financial statements, what application components do these formatting rules apply to?

This format applies to the separate sheets for narratives.

12. The bidder’s conference presentation stated that applicants must include “an unlocked word version of Attachment VI – Programmatic Budget Sheet.” Is this referring to Attachment 1: Line-Item Budget from the RFP? If yes, are you requesting an unlocked PDF, rather than Word, version of this document considering that a Word version is not provided?

Budget figures must be added directly to the Attachment 1: Line-Item Budget document provided in the RFP materials.

13. The bidder’s conference presentation stated applicants should submit “one PDF document comprising all components and attachments.” However, page 6 of the RFP states applicants should submit “one PDF document per attachment (up to 4 total).” Can you clarify the number and organization of submission attachments you would like?

Applicants must submit one PDF document comprising all components and attachments.

14. Attachment 1: Budget Narrative included in the RFP lists only 1 question but has 5 separate text boxes. Should applicants respond only to the 1 question or is further budget narrative sought?

The text boxes correspond to the sections of the budget: Admin Staffing, Admin Operating Expenses, Other Admin Operational Expenses, Program Staffing, and Program Service & Costs for Participants.

15. For the Community Outreach and Engagement Support for PA CareerLink® Philadelphia RFP, can you clarify the zip codes in the North Philadelphia community of focus at the bottom of page 2, the RFP lists 19150, 19138, 19126, 19141, 19124, 19134, and 19133. However, near the bottom of page 4, the RFP lists 19140, 19144, 19126, 19141, 19124, and 19134. 19150, 19138, and 19133 are on the first list but not the second. 19140 and 19144 are on the second list but not the first.?

To clarify, any zip code can be identified and included in the proposal. Proposals focusing on the areas identified below will weigh heavier in consideration.

North Philadelphia: 19150, 19138, 19133, 19126, 19141, 19124, 19134

West Philadelphia: 19131, 19139, 19121, 19132

Southwest Philadelphia: 19142, 19153, 19143

16. Can proposals be submitted via e-mail?

Yes, to be considered for this opportunity it is required that all proposals be submitted electronically to workforceoperationsrfp@philaworks.org.