Opening Remarks

Marcus Hall, Director of Workforce Operations

About Us

Career Connected Learning Programs - Fiscal & Contracting Intermediary RFP Bidder’s Conference June 20, 2023

About Career Connected Learning (CCL)

- CCL is rooted in the idea that the best way for youth to build the skills essential for a successful career is through direct, hands-on experience connected to rigorous classroom learning and reflection.
- Philadelphia’s CCL programs are designed to provide comprehensive support along three interrelated objectives:
  1) Youth are given access and experiences to explore different career paths and fields.
  2) Youth are equipped with the tools and skills they need to explore, set, and achieve career goals.
  3) Youth know how to identify and utilize their strengths and passions to inform career decisions.
The successful respondent(s) to this RFP will serve as PhilaWorks, the City’s, and the District’s fiscal and contracting intermediary (hereinafter referred to as “Intermediary”) for Career Connected Learning (“CCL”) programs. On behalf of PhilaWorks, OCF, and the District, the Intermediary will serve four major functions:

1. Procure, manage, and monitor subcontracts with youth service providers who offer CCL programs.
2. Support program operations and implementation in alignment with the CCL program model for at least 8000 work-based learning opportunities.
3. Provide orientation, training, and supports for providers to ensure compliance with programmatic and fiscal requirements.
4. Collaborate with system stakeholders to engage employers and advance the goals of the overall CCL system.

Eligible applicant organizations include any non-profit
• Open to both current contractors, as well as qualified organizations that have not previously contracted with us
• Applicants must be in good financial standing and may not have been declared ineligible by the federal or state governments
• Organizations must demonstrate a strong understanding of the local workforce system, employer base, and workforce supports needed by youth ages 12 - 24 years old
Major Responsibilities

- Program Operations: subcontract with a network of providers to provide program activities, manage youth payments
- Employer Engagement: collaborate with partners to recruit, onboard, and retain employers
- Technical Assistance (TA): orient, train, and support providers and employers
- Data Collection: systems required to track, document, and report
- Program Evaluation and Oversight: quality assurance and performance management
- Fiscal Management: procurement, contract management, invoicing/payment

Required Program Model (see Appendix A)

Services for youth, 12-24 years old, priority for those in high school

Program Activities:
- Professional development workshops
- Career exploration
- Financial literacy
- Job readiness training
- Career panels
- Work experience

<table>
<thead>
<tr>
<th>Summer</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 hours of overall engagement</td>
<td>60 hours of overall engagement</td>
</tr>
<tr>
<td>90 hours of internship placement</td>
<td>40 hours of internship placement</td>
</tr>
<tr>
<td>30 hours of skill development (8-15 completed prior to placement)</td>
<td>20 hours of skill development (6-10 completed prior to placement)</td>
</tr>
</tbody>
</table>

Performance Metrics

The following have been set in alignment with the required program model:

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications &amp; Enrollments</td>
<td>Youth Satisfaction</td>
</tr>
<tr>
<td>Supportive Services Delivered</td>
<td>Employer Satisfaction</td>
</tr>
<tr>
<td>Youth Time &amp; Attendance</td>
<td>Skill Development including Financial Literacy</td>
</tr>
<tr>
<td>Youth Payments</td>
<td>Career Pathway Knowledge</td>
</tr>
<tr>
<td>Employer Engagement</td>
<td>Internship Preparation</td>
</tr>
<tr>
<td>Youth Program Completion</td>
<td>Return Participants/Employers</td>
</tr>
<tr>
<td>Youth Survey Completion</td>
<td>Employment &amp; Education</td>
</tr>
</tbody>
</table>

Provider feedback will be utilized to assess the performance of the intermediary.

Budget Information & Payment Structure

Marcus Hall, Director of Workforce Operations
Contract Details

• 3 contracts awarded to successful applicant
• Initial Term/Contract Period: September 1, 2023 – August 31, 2024
• The contracts may be amended to add one or more terms (an “Additional Term”), such that the Initial Term and all Additional Terms combined do not exceed 4 years
• Anticipated Award Amount: $2,000,000 - $2,400,000 annually to support fully operational programming for at least 8,000 CCL opportunities

Steven’s Amendment

The Career Connected Learning Programs - Fiscal and Contracting Intermediary contract is supported by the U.S. Department of Health & Human Services. A range total of $600,000 - $720,000, or 30%, of the program is financed with federal funds, and $1,400,000 - $1,680,000, or 70%, is funded by other sources.

Budget Information

• Proposed budgets must be entered and submitted using Attachment 3
• Applicants must allocate expenditures as Administration or Program
• The total of direct administrative or indirect administrative expense cannot exceed 10% of total program costs
• Indirect costs are only allowable with a current Federally Approved Indirect Rate Agreement
• Following proposal determinations, a more detailed budget will be developed through negotiated conversation

Cost Per Slot

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Summer Only</th>
<th>Year-Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediary</td>
<td>$291</td>
<td>$541</td>
</tr>
<tr>
<td>Provider</td>
<td>$1,352</td>
<td>$3,852</td>
</tr>
<tr>
<td>Youth Payment Wage</td>
<td>$1,558</td>
<td>$1,558</td>
</tr>
<tr>
<td>Youth Payment Incentive</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Cost Per Incentive Slot</td>
<td>$2,643</td>
<td>$5,393</td>
</tr>
<tr>
<td>Total Cost Per Wage Slot</td>
<td>$3,201</td>
<td>$5,951</td>
</tr>
</tbody>
</table>
Payment Structure

• The payment structure for all awarded funds is cost reimbursement
• Providers must seek approval for costs associated with the contracts
• Invoices will be submitted monthly with required support documentation
• Providers will be required to adhere to determined reporting for all approved costs
• Funding for this project is contingent upon the availability of funds

Proposal Submission

Proposal Submission Evaluation Process

Kim McCaffrey, Sr. Manager, Youth Workforce System

RFP Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 2, 2023</td>
<td>Release of Request for Proposals</td>
</tr>
<tr>
<td>Tuesday, June 20, 2023</td>
<td>Bidder’s Conference</td>
</tr>
<tr>
<td>Wednesday, June 21, 2023</td>
<td>Deadline for questions</td>
</tr>
<tr>
<td>Friday, June 23, 2023</td>
<td>Responses to Questions Posted on Procurement Page</td>
</tr>
<tr>
<td>Friday, June 30, 2023</td>
<td>Deadline for Submitting Notification of Intent</td>
</tr>
<tr>
<td>Thursday, July 13, 2023</td>
<td>Deadline for all Proposals</td>
</tr>
<tr>
<td>Monday, July 24, 2023</td>
<td>Presentations/Interviews (if applicable)</td>
</tr>
<tr>
<td>Week of July 31, 2023</td>
<td>Award Decision</td>
</tr>
<tr>
<td>September 1, 2023</td>
<td>Contract Begins</td>
</tr>
</tbody>
</table>

Proposal Submission

• Proposals must be submitted via email to youthfp@philaworks.org by Thursday, July 13th, 2023 at 5:00 PM ET
• Emails must have the subject line ‘Intermediary RFP’
• Single-sided, single-spaced pages, using a 1-inch (1”) margin and no smaller than a 12pt font
• Must meet all page limit requirements
• No more than 6 PDF documents
Proposal Attachments

- Request for Proposals - Submission Form*
- Attachment 1: Project Narrative
- Attachment 2: Technical, Administrative, and Fiscal Capacity
- Attachment 3: Line-Item Budget and Narrative*
- Attachment 4: Organization Charts & Strategic Plan
- Attachment 5: IRS Determination Letter & Audited Financials

*Attachments available on PhilaWorks website

Evaluation Process

- Proposal evaluated by reading team
- Maximum score – 100 percentage points
  - Organizational Experience & Past Performance (Maximum Points: 15 points)
  - Organizational Capacity (Maximum Points: 20 points)
  - Approach: Plans for the Scope of Services (Maximum Points: 35 points)
  - Budget, Budget Narrative, Management/Strategic Plan (Maximum Points: 15 points)
  - Technical, Administrative, and Fiscal Capacity (Maximum Points: 15 points)
- May be required to make an oral presentation of their submission or be asked to interview
- Overall scores of 80 and above will be considered competitive

Questions and RFP Communication

- E-mail: youthrfp@philaworks.org
- Q&A will be posted publicly on Friday, June 23rd at 3:00pm:
  https://www.philaworks.org/procurement-opportunities/

https://www.facebook.com/philaworks
https://twitter.com/Philaworks
https://www.linkedin.com/company/philadelphia-works/
https://www.youtube.com/watch?v=6z0G7dpXTMY

Reminder: Deadline for proposal submission is Thursday, July 13th at 5:00 PM ET
(send to youthrfp@philaworks.org)