Career Connected Learning | Data Systems Consultant RFP – Questions & Answers

Philadelphia Works is seeking entities interested in conducting a systems alignment analysis that will focus on the metrics and methods that pertain to data from youth development services in Philadelphia, PA. The successful respondent to this RFP will be expected to provide recommendations for new data systems platform(s) that allow for data systems integration but also manage the enrollment, onboarding, and payment of youth in paid CCL experiences.

Proposals will be accepted through Monday, November 20, 2023 at 5:00 PM ET. To ensure Philadelphia Works maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to youthrfp@philaworks.org.

Questions & Answers |

1. **Will information of the documentation of current systems be made available from the current stakeholders?**
   Yes, after a successful applicant has been identified.

2. **Is the platform owner going to be Philadelphia Works?**
   To be determined – the City of Philadelphia and/or Philadelphia Works will own the rights to the system.

3. **Will the three stakeholders be the sole contributors to the system being developed?**
   The successful applicant will work with Philadelphia Works, the School District of Philadelphia, and the City of Philadelphia on the development and recommendations of the system.

4. **Are you looking for any gross measure of costs estimates for a platform if integration is necessary?**
   The creation of the platform itself will be a separate RFP. The awarded consultant will contribute to determining the factors, considerations and integration requirements of the new platform.

5. **Are there any specific qualifications you're looking for in team members?**
   Not necessarily. Any experience working, merging, or integrating data system information in collaboration with government agencies would be recommended.

6. **What processes/work will the contractor chosen in this role be expected to contribute towards?** The awarded partner will assess data being collected, how data is shared, and assist in identifying a robust, accommodating data integration system.

7. What are the other options than the audited financials?

If externally audited financial statements cannot be provided, submit some form of financial statement for the prior year or two. A non-profit organization may choose to attach their board reports. A small company may choose to present two years of internal financial P&L reports.

8. Should it be assumed that youth will be co-enrolled among WIOA, TANF, and OST programs and CCL?

Yes, WIOA, TANF, and OST programs are among the activities CCL-engaged students can participate in. It should not be assumed that youth will be co-enrolled, but it is a possibility.

9. Has there been any collaboration in collecting data across CCL partners? Do they use a common form or set of fields?

We've brought on a consultant before to assess the landscape, how the program would be implemented, and expectations for the provider and intermediary. We've asked the consultant to collect background information around the system being used and language around it that will be provided to the selected applicant.

10. Could you provide more detail on the enrollment, onboarding, and payment components?

The main focus is the data systems integration piece and ensuring metrics, reporting requirements, and requests to providers are as seamless and streamlined as possible to reduce the administrative burden on the providers within the network. There will be a public facing recommendations platform for mechanisms that can be used to enroll young people in the program but the primary focus is the data systems integration component.

11. If the awarded consultant has in their recommendations their own products they would like to offer, is that a Conflict of Interest? Would they be unable to bid on the next RFP for the overall systems that need to be put in place?

The applicant would not be precluded from applying for the next procurement opportunity as part of the creation of the database, but they would need to follow through with what the ask is for the RFP.

12. Can the bidder include attachments and appendices in the Project Narrative? If yes, will it be counted toward the 6 page limit?

Yes, we are asking for the 6-page limit to include any additional attachments outside of any audited financial statements or any financial information included to satisfy that request.

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13. How many providers are working for the School District, City, and Philadelphia Works? How many of them would require interviewing to understand their data collection operations and capacity to change/align to an optimal metrics collection?

This would be more focused on the partners involved in the continuum; the District, the City, the Office of Children and Families, the Department of Commerce, and Philadelphia Works. We wouldn't be asking you to meet with or interview all of the providers in the network.

14. Given the change in Mayor administration, is there an expected change in who the contractor will engage with at the City and the School District?

We can't speak for the city, but for the district, the point person should remain the same.

15. Are there entities that Philadelphia Works has been looking at or would like to benchmark themselves against that may be in other states or counties that you would be able to direct the contractor to do research on these programs to understand their systems and data governance approach?

We've noted examples of integration in other states and counties, including California and Las Vegas, that we can compile and provide to the awarded applicant.

16. Do you have a list of technologies and platforms that you're using internally with some of the data specifications as well as what the City and School District are using?

Yes, that list can be provided to the selected applicant.

17. Can you confirm the number of Providers for all CCL related programs that will need the data processes mapped?

Youth workforce providers includes community based organizations, education institutions, employers, etc. who operate CCL, WIOA Youth, TANF Youth, and OST Programs (see pages 2-3 for program overviews). There are approximately seventy-five providers who operate these programs currently.

18. For the case studies - does PhilaWorks have entities in mind who have systems and approaches they want to explore - and can provide contact information?

Philadelphia Works and CCL partners will work to identify examples that may align with the objectives of the RFP. Contact information may not be available..

19. What are the range of digital or manual tools and systems used by the stakeholders and their providers - Excel spreadsheets, CRMs like Service Now, custom build CRMs and reporting tools, Google docs and emails, etc.??

CCL partners use a full range of digital tools that include spreadsheets up to, and including, managed databases

20. What are some challenges you have identified already that will need to be solved for?

Please refer to RFP for goals and deliverables. The successful applicant will be responsible for assessing pain points or challenges for integration.

21. Given the change in administration that will occur over several months, what is the expected participation and engagement form the City OCF?

The successful applicant will work directly with representative from the City's Office of Children and Family Services.

22. Who are the representatives (titles) from SDP and OCF that will be key stakeholders and the contractor will need to interview??

Stakeholder and contractor titles will be shared with the successful applicant.

23. What is the technology (custom or COTS) that PhilaWorks is using to manage incoming reports and data?

Information concerning technology used at Philadelphia Works and its partners will be shared with the successful applicant.

24. Will contractors be reimbursed upon deliverables, as in a firm fixed price contract, or will funding be provided upon award? Additionally, as a for-profit organization providing goods or services in accordance with normal commercial practice, would you please confirm whether customary fee or profit is allowable?

The payment structure is cost reimbursement. The consultant will submit monthly invoices to Philadelphia Works and be reimbursed for expenses. Invoices do not have to be tied to deliverable completion.

The awardee may determine the portion of administrative expense designated as Profit; however, the combination of total Profit and administrative expense must not exceed 10% of the total programmatic expenditures. Profit cannot be charged to the portion of the Budget allocated to program expense.