



# Request for Proposals

## Career Connected Learning Programs - Fiscal & Contracting Intermediary

**Release Date:** Monday, December 4, 2023

**Proposals Due:** Thursday, December 21, 2023 at 5:00PM ET

### Submission Details

Applications must be submitted electronically to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org), with the subject line "Intermediary Proposal" to the contact listed below:

**Contact:** Marcus Hall, Director, Workforce Operations

**E-mail:** [youthrfp@philawork.org](mailto:youthrfp@philawork.org)

## **Introduction**

Philadelphia Works, Inc. (“PhilaWorks”), the city’s workforce development board, is a non-profit, quasi-public organization serving employers and connecting career seekers to employment and training opportunities. We invest public resources in a variety of workforce solutions that drive economic growth, influence public workforce policies, and optimize funding and resources to build a skilled and thriving workforce. For more information, please visit our [website](#). PhilaWorks is supported by federal, state, city and privately raised employment and training funds.

PhilaWorks is coordinating with the City of Philadelphia (the “City”), through its Office of Children and Families (“OCF”) and Department of Human Services (“DHS”), and with the School District of Philadelphia (“District”) on this RFP and likely on any resulting contracts. OCF aligns the City’s policies, resources, and services for children and families. OCF administers a number of City-supported programs, including Out-of-School Time, Community Schools, and PHLpreK. The office also oversees DHS, Philadelphia Parks and Recreation, and the Free Library of Philadelphia. Learn more about OCF [here](#).

DHS’ mission is to provide and promote safety, permanency, and well-being for children and youth at risk of abuse, neglect, and delinquency. DHS is organized in the following divisions, each of which is responsible for providing services related to its name: Administration and Management (A&M), Child Welfare Operations (CWO), Finance, Juvenile Justice Services (JJS), and Performance Management and Technology (PMT). Learn more about DHS [here](#).

The District includes school district-operated schools in Philadelphia who offer education opportunities for approximately 120,000 school-aged children. As the 8th largest school district in the nation, the District operates more than two hundred schools. Learn more about the District [here](#).

### **A. Background and Purpose**

PhilaWorks, the City, and the District are seeking qualified applicants with demonstrated capacity in contract management and technical assistance provision to youth serving workforce development programs. 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. The Intermediary will serve four major functions for each of PhilaWorks, the City, and the District:

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 (see [Appendix A](#)) 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.

Youth workforce funds support programming for youth and young adults ages 12 - 24 years old with a target population within the age range 14 to 18 years old, especially rising 12th graders. As the Intermediary, the successful applicant(s) will provide respective oversight and technical support as outlined on Pages 5 - 7 to subcontracted youth service providers, who operate direct service programs as described below.

### **Career Connected Learning (CCL) Programs**

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. PhilaWorks, the City, and the District are committed to supporting large-scale, coordinated CCL efforts to engage youth in meaningful on-the-job experiences that expose students to career options and pathways, build workforce skills, earn industry-valued credentials, and connect graduates to next steps towards jobs that pay a living wage and provide opportunities to continue career advancement. CCL activities are offered along a continuum: Awareness, Preparation, and Launch (see [Appendix B](#)).

This RFP seeks an Intermediary for Career Preparation activities. The program model is a career-immersive, holistic approach to preparing in-school youth to achieve long-term educational, career and personal goals, including self-sufficiency. 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 model prioritizes consistent exposure and skill development strengthened with a variety of workplace activities that allow youth to explore multiple fields and occupations. The model also offers multiple pathways for employers to engage with the system, allowing for employers of all sizes to start or continue to strengthen their relationship with the workforce system. The model includes skill development training that provides work-readiness programming that prepares youth for unsubsidized employment through job readiness training, career exposure, and subsidized internships.

#### *Summer Programming*

Summer programs offer educationally enriched work experience opportunities to in-school youth, especially those in 9<sup>th</sup> through 12<sup>th</sup> grade. Participants complete 30 hours of skill development which then leads into 90 hours of internship/work-based learning placement that fosters the acquisition of career readiness skills. Experiences will include both wage-based and incentive-based opportunities.

#### *School Year Programming*

School year programs offer educationally enriched work experience opportunities to in-school youth, especially those in 9<sup>th</sup> through 12<sup>th</sup> grade. Participants complete 20 hours of skill development followed by 40 hours of internship/work-based learning placement that fosters the acquisition of career readiness skills. Experiences will include both wage-based and incentive-based opportunities.

### **Contract Period and Funding Availability**

The competitively procured Intermediary will serve as a contractor(s) to PhilaWorks, the City, and the District and will have separate contracts with each entity. It is anticipated that the initial term of the established contract(s) as a result of this RFP shall commence on February 1, 2024, and, unless terminated earlier by the City, PhilaWorks, or the District pursuant to the terms of their respective contracts, shall expire on January 31, 2025 (the "Initial Term"). PhilaWorks, the District, or the City may, each at its sole option, amend its Intermediary contract to add one or more terms (an "Additional Term"), such that the Initial Term and all Additional Terms combined do not exceed five (5) years; no Additional Term of a City contract can exceed one (1) year without authorization by ordinance of City Council, and for reasons of efficiency, PhilaWorks, the City, and the District may make the same decisions concerning Additional Terms. Continued funding will be dependent on the contractor's ability

to meet defined benchmarks and performance outcomes, including meeting TANF Youth Development performance measures for PhilaWorks and other system measures defined by PhilaWorks and/or the City, and/or the District.

Contracts will be cost reimbursement. The successful applicant(s) will be responsible for incurring costs and submitting documentation to PhilaWorks, the City, and the District to receive reimbursement of allowable substantiated expenses. Sample documentation includes payroll registers, invoices, canceled checks, proof of purchase, and proof of youth participant activity, etc. The Intermediary will be responsible for maintaining adequate records to document all expenses charged to each contract agreement.

The selected provider(s) will begin phased-in start-up operations during a transition period, in collaboration with the current Youth Programs Intermediary, Philadelphia Youth Network, Inc. This transitional period is expected to occur February 1, 2024 through February 29, 2024. The successful applicant(s) must be prepared to implement summer 2024 and school year 2024-2025 programming with subcontractor(s). The aggregate anticipated annual budgets for the Intermediary from PhilaWorks, the City, and the District are likely to be in a range from \$1,700,000 - \$2,400,000 for fully operational programming (see section *D. Payment Structure* for more detail), not including amounts to be passed on to the CCL providers and youth compensation. Proposed budgets should identify requested start-up costs planned for the transition period. Final budgets and scopes of work will be negotiated between the contracting entity and the successful applicant(s). Each contract will include a not-to-exceed number for all funds paid to or through the Intermediary.

The Career Connected Learning Programs - Fiscal and Contracting Intermediary contract administered by PhilaWorks is currently supported by the U.S. Department of Health & Human Services and the PA Department of Human Services in a range total of \$510,000 - \$720,000. This is 30% of the overall Intermediary compensation under the PhilaWorks, City and District contracts; the remaining compensation to the Intermediary, in a range of \$1,190,000 - \$1,680,000, 70%, is funded by other sources including PA Act 158 funds.

The Intermediary will be responsible for receiving a variety of funding types. Any fundraising done on behalf of CCL programming must be coordinated with and subject to the approval of PhilaWorks, the City, and the District.

## **B. Who Is Eligible**

Entities eligible to apply include non-profit organizations that can demonstrate the capacity and experience to successfully perform the scope identified in this RFP. Organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code must submit a copy of their most recent IRS Determination Letter. The RFP process is open to both current contractors, as well as qualified organizations that have not previously contracted with PhilaWorks, the City, or the District<sup>1</sup>. Organizations must demonstrate a strong understanding of the local workforce system, employer base, and workforce supports needed by youth ages 12 - 24 years old.

Applicants must be in good financial standing and may not have been declared ineligible by the City, state, or federal governments for funding. The selected applicant(s) will be required to supply evidence

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<sup>1</sup>If awarded, current youth service providers who are funded by PhilaWorks or the City or District may be required to relinquish and/or renegotiate their direct service contracts due to a conflict of interest.

of appropriate licenses, insurance, relevant internal procedures, data security, and financial controls prior to contract execution. Further, for the City's Intermediary Contract, the selected Applicant, as a contractor doing business with the City, will be required to complete and submit disclosure forms per the requirements of [Chapter 17-1400](#) of The Philadelphia Code and City policy within fourteen (14) days after the contract is executed by the Contractor and the City. These disclosure forms require the Contractor to disclose information on behalf of its company, including but not limited to: political contributions to candidates, incumbents and political committees within the City of Philadelphia; the use of consultants that helped the Contractor obtain the contract; the proposed use of subcontractors; any request by a City employee that the Contractor provide gifts or other things of value to any person or any entity and whether the Contractor complied with that request; and the receipt of advice on fulfilling business participation goals with minority, women, disabled, or disadvantaged businesses. Continuing disclosure requirements will also be imposed on the contractor under Chapter 17-1400 of The Philadelphia Code during the term of the contract and one year thereafter (unless otherwise noted). The successful Applicant must also disclose, and require all subcontractors on the contract to disclose, experience performing on City contracts during the preceding five years and the Demographic Data on all individuals employed by the Contractor and each anticipated subcontractor, and Demographic Data on all individuals serving as board members of the Contractor.

PhilaWorks, the City, and the District, in soliciting requests for proposals, and the Intermediary in applying for and performing under its contracts, shall not discriminate against any person or organization because of race, color, creed, religion, ancestry, sex, sexual orientation, gender identity, age, disability, ethnic group, national origin, or other basis prohibited by law.

Applicants, their subcontractors, and their respective employees must comply with all applicable law and ethical standards, both in connection with the response to this RFP and in connection with any resulting contracts.

### **C. Critical Application Information**

In an effort to build a world-class workforce development system for Philadelphia's youth, the competitively procured Intermediary will be responsible for the following:

- Ensuring that executed contracts for youth service delivery leverage and manage resources to maximize the number of youth who are successfully engaged in short-term youth employment program activities.
- Meeting/or exceeding the applicable performance objectives for youth as identified by PhilaWorks and/or the Commonwealth of Pennsylvania and/or the City and/or the District.
- Collaborating with capacity building provider(s) to identify the support and developmental needs of youth-serving organizations, via monitoring efforts, surveys, etc.
- Aligning youth workforce development programs with other citywide initiatives and efforts in order to ensure access to quality workforce support across the city.
- Working with established employer partners to ensure all required clearances including required child abuse clearances are complete, connections with the youth participant(s) are established, and funneling new prospective employer partners back to PhilaWorks.
- Serving as direct support to youth, parents, community members, and providers to address operational efficiencies and excellent customer service.
- Collecting, reporting, and analyzing data about youth, employers, program activity, program outputs, and program outcomes.

For more detail about the Intermediary's scope of services see section II.

#### D. Payment Structure

The selected provider(s) will receive three separate cost reimbursements contracts. One contract with PhilaWorks funded by TANF YD which is subject to US Department of Health and Human Services and PA Department of Human Services guidance. One contract with the City which will be subject to [The City of Philadelphia Professional Services Contract General Provisions for Department of Human Services Contracts](#), the [Modification to the General Provisions](#), and the City of Philadelphia [Contract Cost Principles and Guidelines](#). One contract with the School District of Philadelphia which is subject to contracting and insurance guidelines under the District and the Pennsylvania Department of Education.

The successful applicant(s) will be responsible for incurring costs and submitting documentation to PhilaWorks, the City, and the District to receive reimbursement of substantiated expenses. The Intermediary will be responsible for maintaining adequate records to document all expenses charged to each contract agreement. To ensure that cost reimbursement funds are available throughout the fiscal year, the Intermediary must invoice consistently throughout the fiscal year. The awarded provider(s) must track and document all costs necessary to operate and submit these to PhilaWorks, the City, and the District as part of their invoices on a monthly basis and upon request. The awarded provider(s) will be expected to identify and provide documentation as required by the policies of PhilaWorks, and/or the City, and/or the District for reimbursable charges on invoices submitted for payment.

Applicants must submit one reasonable and detailed budget for this request outlining the proposed costs, ensuring that each cost is in line with the scope of this proposal. Funding for this project is contingent upon the availability of funds and this RFP does not guarantee a contract with either the City or PhilaWorks or the District. Administrative costs can be added to the budget at a rate of up to 10% of the programmatic costs. PhilaWorks, the City, and the District reserve the right to negotiate the costs of all services upon award selection, and to allocate and reallocate the CCL contracts among their respective contracts with the Intermediary.

The Intermediary may charge no more than 10% of youth and provider costs at the rates outlined below\*. PhilaWorks, the City, and the District have determined a cost per slot dependent on youth compensation and provider operations for summer or year-round programming (summer and school-year.). See below for the estimated cost per slot:

Cost Type	Summer Only	Year-Round
Intermediary*	\$291	\$697
Provider	\$1,352	\$3,852
Youth Payment Wage	\$1,558	\$3,116
Youth Payment Incentive	\$1,000	\$2,000
<b>Total Cost Per Incentive Slot</b>	<b>\$2,643</b>	<b>\$6,549</b>
<b>Total Cost Per Wage Slot</b>	<b>\$3,201</b>	<b>\$7,665</b>

#### Scope and Proposed Services

The successful applicant(s) will serve as the Intermediary and be responsible to each of PhilaWorks, the City, and the District. The successful applicant(s) must demonstrate the capacity to deliver on the following responsibilities to support Philadelphia’s youth workforce system.

## **A. Major Responsibilities of the Intermediary**

### **Program Operations**

The Intermediary will oversee developmentally appropriate work experience programs in alignment with the required program model (see [Appendix A](#)). Under applicable contracts resulting from this RFP, the Intermediary will procure and/or subcontract with a network of youth service providers to provide all program activities, including the provision of supportive services such as transportation support, directly to youth and young adults. The successful applicant(s) will have a clear plan for recruitment, enrollment/eligibility, program retention, and program completion. All outreach and program materials must follow the CCL brand guidelines that PhilaWorks, the City, and the District will provide. The Intermediary will be responsible for ensuring youth are connected to youth service providers / subcontractors in order for youth to participate. Youth who enroll in the program must be deemed eligible in alignment with local, state, and federal regulations and/or associated funding stream requirements. The Intermediary will also be responsible for employer of record services for work experiences and will transmit payroll for youth payments (incentives, stipends, or wages) earned during programming.

The Intermediary will also be expected to work with the City, the District, and PhilaWorks to develop outreach strategies and adapted programming for special populations of young people as needed (i.e. youth who are undocumented, youth involved in the juvenile justice system, youth with disabilities, etc.).

### **Employer Engagement**

In collaboration with PhilaWorks, the City, the District, and other partners as directed, the Intermediary along with subcontracted providers will be responsible for the recruitment and retention of employers. The Intermediary will have processes in place to ensure employers are onboarded to host youth participants including training to offer quality opportunities and completion of all clearances, as required by applicable law and the City, the District or PhilaWorks' policy. The Intermediary will also partner with the youth providers to connect youth to placements based on interest and skills.

### **Technical Assistance (TA)**

The Intermediary will be responsible for providing orientations, training, and support one-on-one or group settings for providers and employers related to operations of the CCL system. Training must include instruction for program and fiscal requirements including but not limited to enrollment/eligibility, time and attendance, invoice submission, and data management. Such instruction will include developing outreach materials, guides related to operations, and tools for system users. The Intermediary will also be responsible for managing a customer support hotline to offer support to youth, families, and community members.

The City, PhilaWorks, and the District will provide capacity building resources that will offer a library of content and provide professional development in order to improve and enhance program quality. Capacity building opportunities will support CCL providers who work directly with youth and employers to support and promote best practices. The Intermediary will be expected to utilize this resource and work closely to ensure operations and program quality are met.

### **Data Collection**

The successful applicant(s) must be prepared to have systems in place to track, document and report all outputs and outcomes for program operations. Data collected must include recruitment efforts, youth demographics, youth application, enrollment, eligibility, program activities, internship placements,

time/attendance, youth payments, credentials earned, skill gains achieved, program retention/completion, and employer engagement. Youth files must be stored electronically and maintained in alignment with local, state, and federal record retention policies and any applicable contractual requirements.

The Intermediary must have the capacity to utilize an electronic system of record as needed. The Intermediary will be responsible for utilizing their own data management system until a new system is identified and approved by PhilaWorks, the City, and the District. The Intermediary must commit to working with the City, the District, and PhilaWorks to assess and adopt any additional databases and/or systems identified that meet the overall needs of the CCL system. The Intermediary will also be responsible for utilizing surveys to gain feedback and data from youth participants and employers. The Intermediary will provide reports biweekly, monthly, quarterly, and annually on programming and the use of funds to PhilaWorks, the City, and the District. All report templates will be issued by PhilaWorks, the City, and the District.

### **Program Evaluation and Oversight**

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply and cooperate with all contract and compliance monitoring and evaluation activities undertaken by PhilaWorks, the City, or the District, and with all of their security policies and requirements.

Further, the Intermediary will conduct quality assurance and performance management for contracted programming. The Intermediary will conduct site visits and provide regular contact with all subcontractors to ensure customers' health and safety, effective program management, required data entry, record retention and reporting, compliance with personnel and code of conduct, and property management policies and procedures. The Intermediary will evaluate program effectiveness with all outputs and outcomes and make referrals for support with capacity building as needed.

### **Fiscal Management**

In conjunction with PhilaWorks, the District, and the City, the Intermediary will competitively procure and/or subcontract with youth service providers in alignment with all procurement policies. The Intermediary will provide fiscal and contracting program oversight and integration to assure fiscally efficient quality programming by subcontracted providers through yearly contract renewal, request for proposals, contract development and execution, invoicing, and payment. The subcontracted providers' scopes of services and budgets including supportive services will be developed by the Intermediary and approved by PhilaWorks, the City, and the District to ensure alignment. The Intermediary must also be prepared to incorporate other funding streams, such as philanthropy and discretionary grants, into the overall operations of CCL programming. All investments into CCL programs will need to be shared with funders and reported out regularly including use of funds.

The Intermediary will be responsible for year-round contract administration including timely submission and payment of provider costs. In accordance with the District and PhilaWorks fiscal guidance and the [City of Philadelphia Professional Services Contract General Provisions for Department of Human Services Contracts](#), as [modified](#), and the City's [Contract Cost Principles and Guidelines](#), the Intermediary must agree to pay promptly all Persons which have furnished labor or supplies in connection with the Intermediary contracts, including, without limitation, Subcontractors and suppliers. The Intermediary shall provide, upon request, reasonable evidence that these Persons have been fully and timely paid. After such Persons have been fully and timely paid and the Intermediary has submitted an invoice, the

City, District, and PhilaWorks shall provide reimbursement for allowable costs incurred in contract performance pursuant to an approved line-item budget.

The information in this RFP is subject to change at the sole discretion of PhilaWorks, the City, and the District. Any changes will be communicated by PhilaWorks, the District, and the City to the selected contractor(s) through Operations Memoranda which will be considered as part of the respective contracts.

## B. Performance Measures

As the Intermediary, the successful contractor(s) will be responsible for a set of measures in alignment with the required program model. The following measures will be reviewed to evaluate performance:

Outputs	Outcomes
Applications & Enrollments	Youth Satisfaction
Supportive Services Delivered	Employer Satisfaction
Youth Time & Attendance	Skill Development including Financial Literacy
Youth Payments	Career Pathway Knowledge
Employer Engagement	Internship Preparation
Youth Program Completion	Return Participants/Employers
Youth Survey Completion	Employment & Education

PhilaWorks, the City, and the District will also utilize provider feedback to assess the performance of the Intermediary. For more details about each output and outcome, please reference the Program Model [Appendix A](#).

The City, the District, and PhilaWorks reserve the right to reject any item of work that does not meet each entity's minimum standards of performance and quality, or that does not conform to the contract Scope of Work. PhilaWorks, the City, and the District shall not be obligated to pay for services that do not meet each entity's performance standards.

## C. Reference Documents

Applicants should review the following reference documents, linked below and incorporated herein, to obtain a full understanding of the requirements with which the awarded contractor(s) must comply.

These documents are:

- The US DOL's Common Measure Policy for the Employment and Training Administration's Performance Accountability System is available online. Visit <https://wdr.doleta.gov/directives/>
- Workforce Investment Information Notices (WIINs) No. 3-05 provides guidelines for the competitive procurement of youth services. This WIIN is available online at [www.dli.pa.gov/Businesses/Workforce-Development/](http://www.dli.pa.gov/Businesses/Workforce-Development/)
- OMB Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

- The PA Department of Human Services and PA Department of Labor and Industry TANF YDP Summer and Year-Round Policy and Procedures Manual available at <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>
- City of Philadelphia Professional Services Contract General Provisions for Department of Human Services Contracts, view the pdf at <https://drive.google.com/file/d/1w7RzX4jaFi48EOhfTjt4ZxM0TtzIH9Lz/view> and Modification to the General Provisions at [https://drive.google.com/file/d/1LklAQk0FcgrKk5zMLLwX\\_BnKlalmQy7d/view](https://drive.google.com/file/d/1LklAQk0FcgrKk5zMLLwX_BnKlalmQy7d/view)
- City of Philadelphia Contract Cost Principles and Guidelines, view the pdf at <https://drive.google.com/file/d/1gnJci1hpd48kxtKoBUSSZBP6HpQprvkj/view>

### Responding to the RFP and Application Process

Applicants must follow the procedures outlined in this RFP. The RFP is available at [Procurement Opportunities + Provider Resources - Philadelphia Works](#).

RFP Timeline	
Release of Request for Proposals	Monday, December 4, 2023
Deadline for questions	Monday, December 11, 2023 5:00PM ET
Responses to questions posted to PhilaWorks website	Thursday, December 14, 2023 5:00PM ET
Deadline for submitting Notification of Intent	Friday, December 15, 2023 3:00PM ET
Deadline to submit proposals	Thursday, December 21, 2023 5:00PM ET
Presentations/Interviews (if applicable)	Monday, January 8, 2024 or Tuesday, January 9, 2024 Time to be determined if applicable
Award Decision	Week of January 8, 2024
Contract Begins	February 1, 2024

#### **A. RFP Questions**

Questions must be sent to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org) no later than 5:00PM (ET) Monday, December 11, 2023. A final Questions and Answers document will be posted on the PhilaWorks [website](#) by 5:00PM (ET) Thursday, December 14, 2023.

#### **B. Notification of Intent to Submit Proposal**

Please complete the [Notification of Intent](#) to signify your organization’s intent to a submit proposal. This form should be submitted no later than **3:00 PM (ET) on Friday, December 15, 2023**. This notification allows PhilaWorks, the District, and the City to have sufficient resources in place to carefully

and fully review each proposal. Notifications of Intent are *strongly recommended*. Notification of Intent will not be considered as a commitment to bid.

### C. Proposal Responses & Submission

Requests are accepted and will be reviewed and evaluated by PhilaWorks, the City, and the District through **5:00PM ET on Thursday, December 21, 2023**. Please complete the Request for Proposals – Submission Form below, providing the required information and attachments. Submitted proposals must consist of no more than one PDF document per attachment (up to 6 pdfs total).

Proposals must be submitted via email to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org) with the subject line “Intermediary RFP.” The proposal should be presented on single-sided, single-spaced pages, using a 1-inch (1”) margin and no smaller than a 12pt font. See below for page limits. Proposals that exceed the page limit will not be read or scored.

Submitted proposals must consist of all components and attachments:

- Request for Proposals - Submission Form with additional pages if necessary
- 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

Proposals must contain all the content above in the order presented. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program operations needed to meet the required standards and goals. No incomplete, faxed, or hard copy applications will be accepted. Submissions that do not follow the required format may not be reviewed. PhilaWorks, the City, and the District will review each request and notify organizations of approval or disapproval. The City, District, and PhilaWorks are not liable for any costs incurred by applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with or making oral presentations, if so requested. Any response, including written documents and verbal communication, by any applicant(s) to this RFP, shall become the property of the City and PhilaWorks and may be subject to public disclosure by the City, or any authorized agent of the City.

## Evaluation Criteria and Rating System

### A. Evaluation Process

Applicants should directly respond to each of the sections; however, strong scope descriptions will clearly demonstrate how the applicant will effectively meet all the standards, expectations, and desired outcomes found in this RFP.

Proposals will be initially reviewed to ensure the standards for submission have been met as outlined in this RFP. Proposals that do not meet the minimum requirements for submission may not move forward. Proposals that meet submission requirements will be evaluated by an established review team, comprised of PhilaWorks, the City, and the District’s staff, and select external stakeholders not participating in this procurement.

Using a rubric, aligned with the section requirements, proposals will be evaluated and scored based on the quality and completion of submission, and the extent to which each component of the RFP has been described. The value of each section of the proposal is as follows:

Maximum score - one hundred (100) 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)

Applicants may be required to make an oral presentation of their submission or be asked to interview with the proposal review committee as part of the selection process. The tentative dates for any requested presentations will be Monday, January 8, 2024 or Tuesday, January 9, 2024. Overall scores of 80 and above will be considered competitive. Please note that if necessary, PhilaWorks, the City, and the District reserve the right to select providers according to the needs of the youth workforce system, regardless of scores or rank and this RFP does not commit PhilaWorks, the City, or the District to award a contract. At their sole discretion, PhilaWorks, the City, and the District have the right to cancel this RFP or to decide not to enter into contracts on the basis of this RFP.

Further, the City, PhilaWorks, and the District reserve the right to change, modify or revise this RFP at any time. Any revision to this RFP will be posted on the Philadelphia Works [website](#). It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

**If the City, PhilaWorks, and the District choose to award contracts, those contracts will be awarded to the applicant(s) whose proposal the City, the District, and PhilaWorks determine, in their sole discretion, is the most advantageous and in their best interest.** In no event, however, shall the City, the District, or PhilaWorks be obligated to debrief unsuccessful applicants as to the basis for a decision not to award or enter into a contract to them.

#### **Confidentiality & Public Disclosure**

The successful applicant(s) shall treat all information obtained from the City, the District, or PhilaWorks which is not generally available to the public as confidential and/or proprietary. The successful applicant(s) shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant(s) agrees to indemnify and hold harmless the City, the District, and PhilaWorks, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant(s) or any person acquiring such information, directly or indirectly, from the successful applicant(s).

By submission of a proposal, Applicants acknowledge and agree that the City and the District, as political subdivisions, are subject to state and local public disclosure laws and, as such, are legally obligated to disclose to the public documents, including proposals, when and to the extent required thereunder. Without limiting the foregoing sentence, the legal obligations of PhilaWorks, the City, and the District shall not be limited or expanded in any way by an applicant's assertion of confidentiality and/or proprietary data.

**REQUEST FOR PROPOSALS: SUBMISSION FORM**

<b>1. Organization Name:</b>	<b>2. Date of Request:</b>
<b>3. Organization Address:</b>	<b>4. Program Address (if different from organization):</b>
<b>5. Federal Tax ID (organization or legal entity):</b>	<b>6. Is the organization minority-owned and/or operated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Does the organization have any connection with Philadelphia Works (including its Board of Directors or Youth Standing Committee)?</b>  <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No	<b>8. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies?</b>  <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No
<b>9. Contact person (first &amp; last name):</b>	<b>10. Contract signatory (first &amp; last name):</b>
<b>7a. Contact title:</b>	<b>8a. Signatory title:</b>
<b>7b. Contact phone:</b>	<b>8b. Signatory phone:</b>
<b>7c. Contact email:</b>	<b>8c. Signatory email:</b>
<b>11. Project Title:</b> <i>CCL Programs - Fiscal &amp; Contracting Intermediary</i>	<b>12. Amount Requested:</b> \$

**13. Proposal Checklist:**

- **Submission Form**
- **Attachment 1 - Program Narrative**
- **Attachment 2 - Technical, Administrative, and Fiscal Capacity**
- **Attachment 3 - Line-Item Budget & Narrative**
- **Attachment 4 - Organization Charts & Strategic Plan**
- **Attachment 5 - IRS Determination Letter & Audited Financial Statements**

**APPLICANT'S CERTIFICATION**

I certify that all the information provided in this application is both complete and accurate to the best of my knowledge. I also understand that if selected as a provider, I will be required to submit further detailed program and budget information.

\_\_\_\_\_  
Authorized Agency Representative Signature & Title

\_\_\_\_\_  
Date

## ATTACHMENT 1: Program Narrative

Please provide the following information in clear, concise language and not more than twelve (12) pages. Assume that the reviewer is unfamiliar with the organization. Applicants are strongly encouraged to provide details with specific descriptions, numbers, etc. that capture the organization's approach and capacity to successfully accomplish the services proposed. Do not include any internet addresses (URLS) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as it may be made available to the public. Answer each question separately, and in the order in which it was asked.

### Organizational Experience & Past Performance

- A. Provide a general organizational description, including but not limited to year established, legal status, governance structure, mission, location, population served, principal programs and services, executive leadership, annual budget and number of full-time staff.
- B. Describe the organization's philosophy and approach to youth development and supports of young adults.
- C. Describe the organization's experience similar to that required by this RFP, including but not limited to services and activities delivered, contract values, and related performance outcomes.
- D. Describe the organization's recent experience (in the last twenty-four months) that would qualify it to take on the responsibilities that are outlined in this RFP.

### Organizational Capacity

- A. Building upon, but not duplicating the information that was already provided, describe the organization's current capacity to implement the requirements of this RFP.
- B. Describe how the organization will be prepared to implement CCL programs in summer 2024 given the transition period (September 1, 2023 - December 31, 2023).
- C. Describe the organization's experience and capacity with managing programmatic and fiscal responsibilities of subcontractors.
- D. Describe the organization's typical staff retention rate and capacity to fill vacant positions.
- E. Describe the organization's staff compensation plan and how it reflects the education, skills, and experience that staff bring to their positions as well as provide opportunity for wage growth over time or as additional skills are mastered.

### Description of the Approach

Describe how the organization will meet the Major Responsibilities of the Intermediary (see pages 5 - 7 for more details) including a brief description, staffing associated, and partners involved:

- A. Program Operations
  - a. Describe the organization's approach to overseeing developmentally appropriate program plans in alignment with the program model.
  - b. Describe the organization's approach to assisting subcontractors to recruit and enroll youth and improve/enhance program operations. Be specific about how the organization will coordinate with subcontractors to connect youth known and unknown to subcontractors.
- B. Employer Engagement
  - a. Describe the organization's approach and experience engaging employers for supported work-based learning experiences with youth.
  - b. Describe the organization's ability to track and manage such engagements.

**ATTACHMENT 1: Program Narrative**

C. Technical Assistance

- a. Provide an overview of the organization’s technical capacity, and the methods proposed to meet the reporting and tracking requirements also addressed in Attachment 2.
- b. How does the organization test for compliance with program requirements?

D. Data Collection, Program Evaluation, and Oversight

- a. Provide a brief description of the organization’s monitoring and oversight approach including quality assurance processes that are currently in-place. Please identify specific monitoring experiences that the organization has led.
- b. How does the organization track progress towards performance requirements? Does the organization currently predict outcomes or assess for risks in missing performance goals?
- c. What is the organization’s approach to subcontractor and youth feedback processes that focus on program level performance and outcomes?

E. Fiscal Management

- a. Describe the organization’s experience in managing large-scale RFP processes.
- b. Describe the organization’s experience in leveraging resources and securing outside resources that specifically enhance and/or expand the organization’s capacity.

## ATTACHMENT 2: Technical, Administrative, and Fiscal Capacity

To be considered for this award, the applicant(s) must be able to satisfy the fiscal, technical, programmatic, and administrative requirements outlined in this RFP. Please provide the following information in clear, concise language and not more than five (5) pages. Assume that the reviewer is unfamiliar with the organization. Do not include any internet addresses (URLS) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as it may be made available to the public. Answer each question separately, and in the order in which it was asked.

- A. Does the organization have a certificate of authority to do business in the Commonwealth of Pennsylvania?
- B. Describe the organization's ability to pay subcontractors and youth prior to reimbursement from PhilaWorks, the City, and the District.
- C. Does the organization's most recent audit indicate any material findings? If so, please detail and attach the corrective action plan.
- D. The successful applicant(s) will be governed by PhilaWorks, the City, and the District's policies. Please provide a summary of the organization's current procedures for:
  - a. Formal contract procurement process including internal process for approving contracts.
  - b. Accounts payable process and how it is related to the procurement process.
  - c. Grievances from participants, employees, or vendors.
  - d. Handling and safeguarding information included technology for electronic transmission.
  - e. Record retention.
- E. Please provide a short description of how the accounting system allows for the reporting of expenditures by individual grants.
  - a. What allocation method is used for expenditures that are not one hundred percent (100%) directly charged to an individual grant and ensures that the organization is reporting its fair share of costs for services, overhead, and staffing not solely devoted to work under this RFP?
- F. Describe the organization's payment system (supportive services, incentives, wages, etc.) for youth participants?
- G. If subcontracting for service contracts, consultants, etc., provide detail regarding the plan for services and list names of entities who will be providing services.
- H. How does the organization propose to monitor and document subcontractor compliance with worksite regulations such as American Disabilities Act (ADA) compliance?
- I. PhilaWorks, the City, and, the District Contractors are required to have insurance, including General Liability Insurance, Fidelity Bonding Insurance, Automobile Liability Insurance, Professional Liability Insurance, and Workers Compensation Insurance. All certificates of insurance must exhibit dates for coverage that coincide with the contract period. Will the organization be able to show proof of these insurances if awarded?
- J. List three organizations that the organization has subcontracted with in the past 24 months.
  - a. Provide a brief description of the work accomplished with these organizations.
  - b. Provide a name, title, email address, and telephone number of a person in the referenced organization who can be contacted about the previously described work.

## ATTACHMENT 3: LINE-ITEM BUDGET & NARRATIVE

**Organization Name:**

**Project Title:**

*CCL Programs - Fiscal & Contracting Intermediary*

EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
<b>ADMINISTRATION - Cost Category=Admin<sup>2</sup></b>		
Admin Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Admin Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
Other Admin Operational Expenses		
Staff Travel		
Audit & Payroll Services		
Supplies (Office Supplies & Consumable Supplies)		
Equipment - Lease		
Admin Indirect Costs <sup>2</sup>		
Other Admin Expenses (please list):		
<b>ADMIN SUBTOTAL</b>		<b>\$</b>
<b>PROGRAM SERVICES - Cost Category=Program</b>		
Program Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts (Services/Consultants)		
Equipment - Lease		
Program Service & Costs for Participants		
Supplies (Office Supplies & Consumable Supplies)		
Outreach & Recruitment Costs		
Youth Payments (Wages, Incentive, & Fringe)		
Other Program Expenses (please list):		
<b>PROGRAM SUBTOTAL</b>		<b>\$</b>
<b>PROJECT TOTAL</b>		<b>\$</b>

<sup>2</sup> The total of Administrative Expenses **cannot exceed 10%** of the total program costs. Indirect Costs are only allowed as an administrative expense and organizations must have a current, federally approved Indirect Rate Agreement. Profit is only allowable as an administrative cost.



#### ATTACHMENT 4: ORGANIZATION CHART & STRATEGIC PLAN

All applicants must attach a copy of the following:

- A current organization chart
- A proposed organization chart (if awarded)
- A copy of the organization's management/strategic plan which must also include an allocation of expenses, processes, and trends.

#### ATTACHMENT 5: IRS DETERMINATION LETTER & AUDITED FINANCIAL STATEMENTS

All applicants must attach a copy of the following:

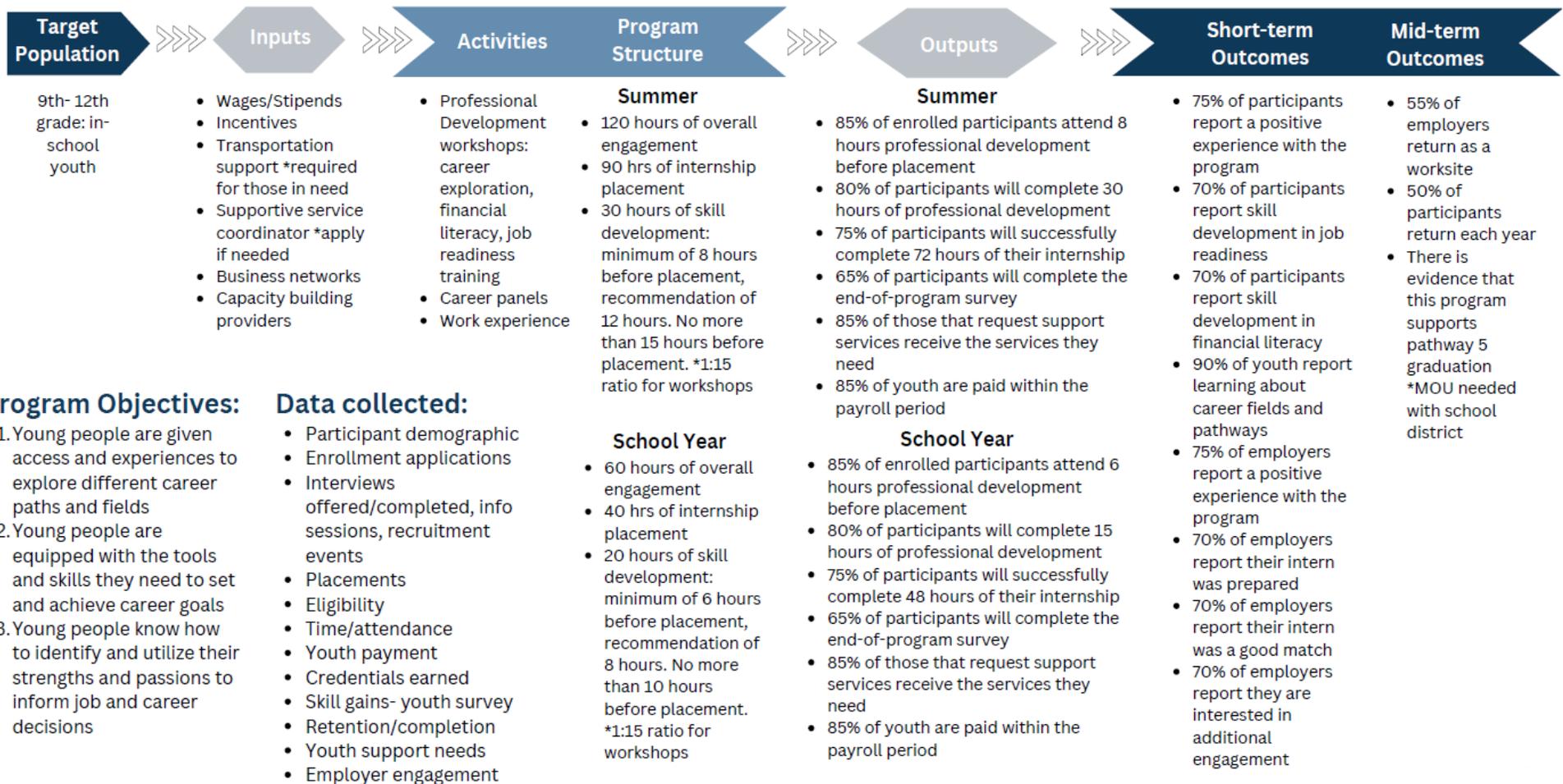
- 1) A Copy of the organization's 501(c)3 IRS Determination Letter
- 2) Most recent Audited Financial Statements performed in compliance with *Government Auditing Standards* (i.e., Single Audit or a program/yellow book audit).

The audit report should include the following:

- Report on Internal Control Over Financial Reporting on Compliance and Other Matters
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance
- Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows
- The sign-off date of the audit and all disclosures (footnotes)

## Appendix A

### Career Connected Learning: Year-Round Program Model



Positioning Philadelphia's Youth for Career Success

### Career Connected Learning Continuum

