Career Connected Learning Programs - Fiscal & Contracting Intermediary RFP – Questions & Answers

Philadelphia Works Inc. has released a Request for proposals (RFP) for entities interested in supporting the youth workforce development system in Philadelphia, PA. Proposals are due Thursday, July 13, 2023 by 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 | Questions submitted through Wednesday, June 21, 2023 (5:00 PM ET)

**RFP Logistics & Submission**

1. **Where can I view the recorded bidder’s conference?**
   The bidder’s conference was recorded and can be viewed on the Philadelphia Work’s website under ‘Procurement Opportunities’: [https://philaworks.org/procurement-opportunities-provider-resources/](https://philaworks.org/procurement-opportunities-provider-resources/).

2. **Does a business have to be in Pennsylvania or the region to bid?**
   No.

3. **Are the PDFs Integrated into a Single Document?**
   No, the PDFs for the submission form and budget are available as two documents on the PhilaWorks website.

4. **Please clarify format requirements. For Attachments 3-5, are these embedded in order into the proposal narrative or sent as separate PDF attachments.**
   As stated on page 9-10 of the RFP, “Submitted proposals must consist of no more than one PDF document per attachment (up to 6 pdfs total).” Attachments 3-5 can be sent as separate PDF attachments.

5. **Is it possible that more than one organization would be awarded under this RFP?**
   Yes, it is possible that more than one organization could be awarded.

**Contract Specifications:**

6. **Is this an RFP for an existing contract? If so, where can I obtain information such as terms, cost, scope on the current contracts?**
   This RFP seeks applicants for a redesigned intermediary role. There are not current contracts in place that have the same scope of work outlined in the RFP.

7. **Is there an anticipated provider contract start date, given the transition period of 9/1-12/31?**
   Yes, the contract start date will be September 1, 2023.
8. Please clarify whether current service providers would have to relinquish/renegotiate all youth service contracts if awarded? Would an organization need to do this for youth work experiences (e.g. WorkReady) only?

If awarded, current youth service providers who are funded by PhilaWorks or the City or the School District may be required to relinquish and/or renegotiate their direct service contracts due to a conflict of interest. This would be determined during the contract negotiation phase and primarily applies to contracts associated with OST, WorkReady, or TANF Youth programming.

9. Will there be an allowance for any startup cost during the three-month start up period? Will that be cost reimbursement to get established?

All costs, including start-up costs during the transition period, will be paid on a cost reimbursement basis in alignment with the final approved budgets.

10. Who will provide oversight to the intermediary - would it be all three - SDP, PWI, and the City--or would there be an advisory board/oversight committee to support the intermediary?

Both, there will be representatives from the three respective entities to oversee this project as well as their oversight committees.

11. Will Philadelphia Works, the City, and/or School District contract any additional funds beyond what is being offered in this RFP for similar/related services, to the selected awardee(s)?

Each entity can only budget within one fiscal year and thus cannot state in advance if additional funds are available. However, if additional funds become available in the future that will be discussed with the selected awardee(s) as applicable.

**Budget & Cost Per Slot:**

12. How will funds for provider operating and youth payments be accounted for and awarded?

Funds for provider operating and youth payments will be awarded to the Intermediary dependent on the total slots and funding as applicable.

13. Does the anticipated budget for this RFP ($2,000,000 - $2,400,000) include funds for youth payments?

No. The anticipated budget associated with the RFP submission reflects the Intermediary costs only.

14. Does the anticipated budget for this RFP ($2,000,000 - $2,400,000) include funds to be distributed to providers?

No. The anticipated budget associated with the RFP submission reflects the Intermediary costs only.

15. Is the projected total of subcontracted funds just over $20M annually?

The estimated total of subcontracted funds (i.e., provider operating) is approximately $15 million annually.
16. Are Out-of-School Time (OST) slots considered part of this RFP?
Yes, OST slots for work-based learning are part of this RFP.

17. Will this RFP cover just youth payments for OST or be inclusive of provider operative as well?
This RFP seeks an Intermediary to manage youth payments for OST. The OST provider costs are covered by the City directly.

18. The chart shows the same amount for youth payment/wages for year-round and summer. Does that mean that a youth can only earn $1000-$1558 for year-round participation?
This was an oversight. Please see below for that updated table for estimated 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>$697</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>$3,116</td>
</tr>
<tr>
<td>Youth Payment Incentive</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Cost Per Incentive Slot</strong></td>
<td><strong>$2,643</strong></td>
<td><strong>$6437</strong></td>
</tr>
<tr>
<td><strong>Total Cost Per Wage Slot</strong></td>
<td><strong>$3,201</strong></td>
<td><strong>$7665</strong></td>
</tr>
</tbody>
</table>

19. Are the year-round cost per slot numbers for the combined summer and school year or just for school year?
The year-round numbers reflect a combination of summer and school year.

20. What are the school year wage and incentive amounts?
School year amounts are up to $1,000 incentive and $1,558 wage.

**Scope of Work:**

21. Could a provider apply for summer only or school year only?
This RFP seeks an Intermediary to implement the scope of work year-round. A subcontracted provider could apply to offer programming during the summer only or for year-round (summer and school year).

22. Is there a preference for the number of slots that are year-round versus summer only?
Final slot goals will be determined during negotiation with the selected awardee based on resources available. The budget for this RFP has been projected based on a total of 8,000 opportunities including 2,000 offered year-round.

23. Are the School Year 2023-2024 providers already identified?
Yes, our entities have identified organizations that will offer opportunities during the 2023-2024 school year. This activity is separate of the scope of work outlined in this RFP. The Intermediary will be responsible for CCL programming beginning the 2024-2025 school year.
24. Once awarded, will the intermediary release a separate RFP for the provider network?  
Yes.

25. Given that this Year 1 contract will be 9 months of programming (rather than 12 months) is the expected number served lower than 8,000? (I.e. 75% of contract equal to 6,000 served).  
The intent of this RFP is to offer at least 8,000 Career Connected Learning program opportunities in Summer 2024. Final numbers to be served during the contract period will be negotiated with the awardee(s).

26. What data system are you expecting the intermediary to use to track and pay participants? Is the cost of this system included in the price per slot?  
Part of the expectation for the Intermediary is to have a system or tool currently in place to be able to track progress. We do not have a preferred system. The costs for tracking and paying participants is included in the cost per slot.

27. In regard to the Outputs/Outcomes chart on pages 7-8, are they side by side because the expectation is that the Output will result in the Outcome in the same row?  
No, not necessarily. This table reflects all outputs/outcomes expected of this scope of work with more details included in Appendix A.

28. In the Program Structure portion of the Model visual, how is “placement” defined? In particular, in regard to the requirement of 30 hours of skill development, with 8 hours of those being before placement, how is placement defined in that requirement?  
In this case, “placement” is equal to the work-based learning opportunity such as an internship or service-learning project.

29. What is the significance of pre-placement skill development? What are the goals for youth to accomplish by the end of those 8 hours?  
Pre-placement skill development supports CCL program objectives (see page 2 of the RFP). The primary goal is to ensure youth are prepared for work-based learning placements. Specific goals will vary depending on the young person, the program, and/or employer.