



# Request for Proposals

## Career Connected Learning Continuum – Data Systems Consultant

**Release Date:** Thursday, September 28, 2023

**Bidders Conference:** Tuesday, October 10, 2023 at 1:00PM (ET)

**Proposals Due:** Friday, October 20, 2023 at 5:00PM (ET)

### Submission Details

Applications must be submitted electronically to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org), with the subject line "Data Systems Consultant RFP" 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”) Philadelphia county’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 partner agencies on this RFP initiative as part of the Career Connected Learning Youth Services Framework. Career Connected Learning, or CCL, will expand opportunities for middle and high school students to have real-world exposure to a range of careers and a progression of work experiences. CCL will prepare and connect youth to future pathways, while building local talent pipelines to meet current and future business needs. Core partners leading the development of CCL include the School District of Philadelphia’s Office of Academic Supports and Office of Postsecondary Readiness (hereinafter “District”), PhilaWorks, and the City of Philadelphia Office of Children and Families (hereinafter “City”).

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 the Department of Human Services (“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, with assistance from funding provided by the Wallace Foundation, are exploring solutions to streamline the data systems that service thousands of young people in Philadelphia. These entities have committed to consistent strategic coordination to build processes that create a cohesive, integrated and comprehensive youth development system that aligns the efforts of funders, stakeholders, providers and youth.

Prior to the release of this RFP, PhilaWorks, the City and the District have worked to:

1. Convene Career Connected Learning stakeholders to identify current data collection systems.
2. Engaged a consultant to identify measures of success and a long-term vision for collaboration.
3. Identified points of contact on partner organization’s respective data systems team to assist with analysis.

PhilaWorks, the City, and the District are seeking a qualified consultant to conduct a systems alignment analysis that will focus on the metrics and methods that pertain to data from youth development services in Philadelphia County. The successful consultant 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.

### **Data Systems Alignment Analysis**

The successful respondent to this RFP will complete a comprehensive analysis that provides a collective understanding across PhilaWorks, the City's, and the District's agencies of what data is being collected, how that data can be shared, what gaps exist in current data collection processes, and what common metrics can be mutually tracked going forward for CCL programs. This consultant should be prepared to assess the funding stream requirements for CCL partners to determine how each agency captures, analyzes and reports on collected data.

### **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.

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, including those offered through Out-of-School Time, WIOA Youth, and TANF Youth, 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.

### *CCL Programs*

The CCL program model is a year round, career-immersive approach to preparing youth to achieve long-term educational, career and personal goals, including self-sufficiency. 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 as outlined below:

- 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: 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.

#### *WIOA Youth Programs*

WIOA Youth funds support a portfolio of year round programs for youth ages 16 – 24 who are out-of-school and out-of-work. Workforce services are offered via four pathway models of activities as described below:

1. Youth without a Secondary Credential - this pathway is designed to reengage youth who left high school without obtaining a secondary credential by obtaining their GED, diploma, HiSet while continuing to build their competencies and skills beyond the secondary level.
2. Youth with a Secondary Credential - This pathway targets youth who have obtained a secondary credential, but who are disconnected from both school and work.
3. Youth with and without a Secondary Credential. This pathway is designed for providers with programming that services both youth with and without a secondary credential.
4. Pre-Apprenticeships for Youth - This pathway targets youth who have their secondary credential. The activity is designed to expand the growth of pre-apprenticeship programs in both traditional and nontraditional pathways with intentional connections to Registered Apprenticeship Programs.

#### *TANF Youth Programs*

TANF Youth Development (TANF YD) funds are leveraged to offer additional year round programming and supports to providers to increase the number of opportunities for youth and young adults ages 12 – 24 years old, especially four target populations:

1. Youth who have disabilities
2. Youth who have been court involved
3. Youth who are/have aged out of Foster Care
4. Recent high school graduates

Programs and interventions include connections to career readiness, career exposure, occupational training, supportive services, paid work experiences, and postsecondary bridging. The goal of TANF YD programs is to provide opportunities for skill building and gaining an understanding of careers and work.

#### *Out-of-School Time (OST) Programs*

OST Programs offer structured learning opportunities for youth that occur outside of the school day - including before school, after school, weekend, holidays and summer programming. In Philadelphia, OST programs are provided for young people in grades K through 12. Quality OST Programs support working

parents and caregivers, benefit a child’s academic, social, and personal development, and help children and youth stay safe to avoid high-risk behaviors. OST Programs provide a variety of activities including a focus on creative and performing arts, athletics and health, and science, technology, engineering, and math (STEM).

## **B. Who Is Eligible**

Entities eligible to apply include any private for-profit agency, private non-profit organizations, government agency, or educational institution 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. Organizations must demonstrate a strong understanding of data systems used by government agencies that support and monitor outcomes among service populations, compliance measures taken by providers and economic impact measurements.

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 will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security, and financial controls prior to contract execution.

PhilaWorks, the City, and the District, in soliciting requests for proposals, shall not discriminate against any person or organization submitting a response pursuant to this Request for Proposal because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

## **C. Contract Period and Awarding of Funding**

The contract awarded will be issued for no more than 6 months, December 1, 2023 – May 31, 2024. The selected organization must be ready to begin upon receipt of award. Applicants must have a project lead in place who can commit at least 15 hours a week to this project to be considered for funding. All proposed budgets should not exceed \$45,000 for the grant period. Philadelphia Works reserves the right to negotiate the costs of all services upon award selection.

The selected provider must track and document all costs associated with their activities and submit these to Philadelphia Works on a regular basis. The consultant will be paid based on meeting mutually agreed upon deliverables.

## **Scope and Proposed Services**

The selected organization will be responsible for providing consultation support for PhilaWorks, the City, and the District, through the surveying of current offerings, processes, and systems as well as employers and providers that work to provide high quality CCL experiences to young people in Philadelphia. The selected organization will be expected to coordinate efforts with PhilaWorks, the City, and the District staff throughout the duration of the contract.

Applicants should prepare to deliver the following at the culmination of their data systems analysis:

1. Identify the current methods for how and what each CCL partner agency collects in order to determine common metrics and standardize data collection and sharing procedures across agencies.
2. Develop a set of priority outcomes and recommend a shared data and management system, including identification of a platform or method that allows partner agencies to share, integrate, and extract data that protects any existing Personally Identifiable Information (PII)
3. Develop recommendations and work plans for data tracking and sharing across partner organizations.

**Deliverables:**

The selected organization should be prepared to complete and deliver the following during the contract term:

1. Conduct assessment using created tools, documents, or an approach informed by the organization’s demonstrated subject matter expertise in data systems.
2. Research local and nationwide best practices and relevant case studies to recognize examples of systems integration and agency alignment.
3. Recommended integrations should be made to Philadelphia Works in partnership with the City of Philadelphia and the School District of Philadelphia throughout the term of the contract, which may include observations in services and staff roles.
4. Ongoing planning and meetings with PhilaWorks, the City and the District to solidify goals, milestones, and define success.
5. Ongoing planning and meetings with PhilaWorks, the City and the District to create timeline, checkpoints, and budget for project.

Note that each deliverable will have a due date and must be submitted for review and approval prior to implementation.

**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	Thursday, September 28, 2023
Bidder’s Conference	Tuesday, October 10, 2023 at 1:00PM (ET)
Deadline for questions	Friday, October 13, 2023 at 5:00PM (ET)
Responses to questions posted to PhilaWorks website	Tuesday, October 17, 2023
Deadline to submit proposals	Friday, October 20, 2023 at 5:00PM (ET)

Award decision	Week of October 30, 2023
Contract begins	December 1, 2023

### A. Bidders' Conference & RFP Questions

A Bidders' Conference is planned to provide information relative to this RFP. It will be held on **Monday, October 10, 2023 from 1:00 – 2:00 PM (ET)** via Zoom. While not required, attendance is strongly recommended. To RSVP, complete this [Registration Form](#) and Zoom details will be emailed to you.

Questions must be sent to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org) no later than Friday, October 13, 2023 at 5:00PM (ET). A final Questions and Answers document will be posted on the PhilaWorks [website](#) on Tuesday, October 17, 2023.

### B. Proposal Responses & Submission

Requests are accepted and will be reviewed and evaluated by PhilaWorks, the City, and the District through **Friday, October 20, 2023 at 5:00PM (ET)**. 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 “**Data Systems Consultant 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:

1. Request for Proposals - Submission Form with additional pages if necessary
2. Attachment 1: Project Narrative
3. Attachment 2: 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.

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:

1. Relevant Experience & Prior Projects (Maximum Points: 30 points)
2. Organizational Capacity (Maximum Points: 20 points)
3. Approach: Plans for the Scope of Services (Maximum Points: 35 points)
4. Outline of Proposed Costs (Maximum Points: 15 points)

Overall scores of 80 and above will be considered competitive. Please note that this RFP does not commit PhilaWorks, the City, or the District to award a contract. PhilaWorks, the City, and the District reserve the right to cancel this RFP and the proposals submitted for this award if it determines that no proposal was appropriately responsive.

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

### **Confidentiality & Public Disclosure**

The successful applicant 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 shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant 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 or any person acquiring such information, directly or indirectly, from the successful applicant.

By submission of a proposal, applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations 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 – Data Consultant</i>	<b>12. Amount Requested:</b>  \$
<b>13. Proposal Checklist:</b>	
<ul style="list-style-type: none"> <li>● <b>Submission Form</b></li> <li>● <b>Attachment 1 - Project Narrative</b></li> <li>● <b>Attachment 2 - Audited Financials</b></li> </ul>	
<b>APPLICANT’S CERTIFICATION</b>	
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.	
<b>Authorized Agency Representative Signature &amp; Title</b>	<b>Date</b>

## ATTACHMENT 1: Project Narrative

Please provide the following information in clear, concise language and not more than six (6) 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.

### Relevant Experience & Prior Projects

- 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 any 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.
- C. Describe any of the organization's prior projects that may provide relevant experience aligned with the goals of 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. Identify the staff that will be responsible for managing and completing this project along with their relevant professional experience.

### Description of the Approach

- A. Describe the organization's approach to analyzing and aligning respective data systems of each CCL partner (PhilaWorks, the City, and the District).
- B. Describe the organization's experience in identifying resources and developing process workflows detailing how data.

### Outline the proposed costs

- A. Outline the proposed number of hours or length of time for each project deliverable and the proposed budget or per hour expense..
- B. When estimating project hours or length of time, break down the project into phases and tasks.