

Request for Proposals

**Good Jobs Challenge Regional Training Partners:
Program Year: 2024 – 2025**

Release Date: Monday, July 1, 2024

Virtual Bidders Conference: Monday, July 8, 2024, 12:00 PM EST

**Proposals Due: Submissions will be accepted until 5:00 PM EST, Wednesday,
August 21, 2024**

Submission Details

Applications must be submitted electronically, via email, with the subject line “Good Jobs Challenge Regional Training Partners” to the contact listed below:

Contact: Ashlee Phillips, Manager of Workforce Partnerships

E-mail: workforcepartnershipsRFP@philaworks.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. PhilaWorks is supported by federal, state, city, and privately raised funds, which is invested in a variety of workforce solutions that drive economic growth, influence public workforce policies, and optimize necessary resources to build a skilled and thriving workforce. PhilaWorks prioritizes timely investments within occupations that are experiencing employer demand, show promise for future growth, pay livable wages, and are accessible to workers with diverse educational and employment backgrounds throughout the city and Southeastern Pennsylvania region. For more information, please visit the [PhilaWorks website](#).

Background and Purpose

This request for proposal (RFP) is a solicitation for training providers and programs for the Good Jobs Challenge, a federally funded grant awarded through the Economic Development Administration (EDA) and the U.S. Department of Commerce. The Good Jobs Challenge in the Southeastern PA region is focused on connecting at least 3,000 people to quality “good jobs” over a 3-year grant period (September 2022 through September 2025), accelerating equitable recovery, driving economic growth, and disrupting chronic multigenerational poverty across the region with a focus on three sectors: Healthcare & Life Sciences, Infrastructure, and Energy. The Southeastern PA region is defined as Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. PhilaWorks collaborates with three backbone organizations in the region leading each sector:

- Healthcare & Life Sciences: West Philadelphia Skills Initiative (WPSI)
- Infrastructure: Philadelphia Area Labor Management Committee (PALM)
- Energy: Philadelphia Energy Authority (PEA)

The Good Jobs Challenge convenes workforce boards, economic development organizations, and community organizations, referred to as the Coordinated Southeast PA Workforce Development System, and focuses on developing new and supporting existing training programs to build regional workforce partnerships within the targeted growth industries.

The Economic Development Administration (EDA) invested \$500 million in funding across the nation to build collaborative skills training systems and programs with a focus on efforts to reach historically underserved populations and areas, including communities of color, women, and other groups facing labor market barriers. The Good Jobs Challenge provides an opportunity to build worker-centered, employer-led workforce training systems to expand equitable job opportunities across traditionally underserved populations. As part of the grant’s mission, PhilaWorks aims to integrate diverse, local stakeholders into workforce training partnerships.

PhilaWorks is equally committed to investing in training programs that incorporate best practices for promoting diversity, equity, and inclusion, particularly for populations with long-standing barriers to success. Inclusive best practices include, but are not limited to:

- Incorporating one-on-one academic supports for struggling learners
- Setting clear expectations through orientation and/or bridge programming
- Offering coaching, professional mentorship, and/or graduate alumni programs
- Contextualizing literacy, numeracy, and digital literacy skills throughout the program
- Embedding professional skills and competencies through the classroom culture

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- Providing Supportive Services funding for expenses including transportation, technology, childcare, housing, clothing/supplies, etc.

PhilaWorks solicits proposals from entities who are currently operating training programs for adult career seekers in the public workforce system. To be eligible for this procurement, training programs must:

- Incorporate reliable and streamlined pathways to employment for graduates
- Have existing strong employer relationships and commitments to hire
- Fulfill the following data collection requirements per EDA guidelines:
 - Track participants enrolled in training programs
 - Track participants who have completed training programs
 - Track participants who have obtained employment (for up to 6 months after conclusion of training)
- Prepare participants for success in one of the following industries:
 - Healthcare & Life Sciences
 - Infrastructure
 - Energy

Please reference the Targeted Industries section for further details on these selected industries.

The awarded funding may be utilized to support various aspects of the program, including but not limited to the provision of supportive services, the addition of program slots, and other programmatic enhancements. Applicants are encouraged to propose comprehensive solutions that leverage the funding to maximize the program's impact and effectiveness.

The Good Jobs Challenge Regional Training Partners RFP is supported by the U.S. Economic Development Administration. A total of \$10,000,000 or 100% of funding, is financed with federal funds and is available for the Training Providers.

Applicant Eligibility, Core Program Elements, and Targeted Industries

A. Applicant Eligibility

PhilaWorks intends to award contracts to multiple respondents across all six Southeastern PA counties. For-profit and non-profit organizations with a demonstrated track record in providing training services that lead to an industry-recognized credential are encouraged to apply. Specifically, PhilaWorks requires that providers currently have programming that will begin between September 1, 2024 - October 1, 2024.

This RFP is open to both current PhilaWorks contractors, as well as qualified providers that have not previously contracted with PhilaWorks. This includes training partners who provide cohort-based training, apprenticeships, On-the-Job Training (OJT), Incumbent Worker Training (IWT), and Customized-Job-Training (CJT) to participants. Community Colleges located in any of the surrounding counties that meet the application requirements are also encouraged to apply.

Respondents may submit proposals for multiple training programs, but each program must be submitted as a separate proposal for consideration. If applicants have programming that is applicable for more than one specific industry, they must explicitly indicate identifiable industries in the Program Narrative. For any proposals that are combined, only the first proposal will be reviewed.

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Respondents must choose to submit their proposal for consideration in alignment with EDA guidelines. Details on this program model can be found in the subsequent section. Proposed trainings must align with one or more of the targeted industries specified below:

1. Healthcare & Life Sciences
2. Infrastructure
3. Energy

Proposals that include a training program that culminates in basic certifications or certificates of completion without employment outcomes will be considered non-responsive and will not be reviewed. These skills are based on standards developed or endorsed by employers or industry associations. Certificates must recognize technical, industry, or occupational skills for the specific industry or occupation, rather than general skills related to safety, hygiene, etc., even if such general skill certificates are broadly required to qualify for entry-level employment or advancement in employment. Examples of industry-recognized credentials include, but are not limited to the following:

- Certified Clinical Medical Assistant
- Laboratory Technician
- HVAC Mechanic/Installer
- American Welding Society Certified Welder
- OSHA 30, Certified Production Technician

Questions regarding industry recognized credentials should be submitted to workforcepartnershipsRFP@philaworks.org.

Applicants must be in good financial standing and may not have been declared ineligible by the federal or state governments for funding. The selected providers will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security, and financial controls, prior to contract execution.

PhilaWorks, in soliciting RFPs, shall not discriminate against any person or organization because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

B. Core Program Elements

For this procurement, programs must align with the eligibility, program elements, and target industries as outlined below.

Training Provider/ Programs:

Training programs/providers must offer a supportive environment for career seekers to pursue a career in the identified industry sectors listed.

PhilaWorks is requesting proposals that outline **in detail** the following core program elements:

- A robust, proactive recruitment strategy and streamlined selection process that promotes a diverse talent pool of participants. This can include but is not limited to race/ethnicity, gender, sexual orientation, age, zip code, etc.
- Competency-based training content and high-quality course instruction from experienced and qualified instructors

- Academic supports throughout the duration of the program culminating in preparation for industry-recognized credentialing assessments
- Connections to industry experts and employment opportunities through established and reliable employer partnerships as well as experts in the industry
 - Training providers should work with their employer partners to guarantee a one-on-one job interview to every graduate that successfully completes their training program.

C. Targeted Industries

For this procurement opportunity, PhilaWorks is targeting specific industries that align with the sectors outlined for the Good Jobs Challenge in the Southeastern PA Region. These occupations were drawn from analyses of the labor market and employment data for the region.

PhilaWorks is seeking proposals that will provide training programs within the following industry sectors:

1. Healthcare & Life Sciences
2. Infrastructure
3. Energy

PhilaWorks recognizes that many different occupations may fall under each sector. Eligible and interested organizations are encouraged to apply and use their application to clearly justify why their training program, even an unconventional one, may be considered for this proposal.

Healthcare

The healthcare industry is a cornerstone of the Southeastern PA regional economy, encompassing the Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. The healthcare sector is one of the largest employers in the region, providing a wide range of jobs across various skill levels. Key institutions, such as the University of Pennsylvania Health System, Jefferson Health, Children's Hospital of Philadelphia, Main Line Health, Tower Health, and Crozer Health are major economic drivers. Healthcare services contribute significantly to the regional gross domestic product (GDP), supporting both direct employment and ancillary services.

To align with the goals of the Good Jobs Challenge, this RFP prioritizes high-growth healthcare occupations that do not require a college degree. Key occupations include:

- Certified Nursing Assistants (CNAs)
 - Median salary: \$30,000 annually
 - Job growth (2020-2030): 8%
 - Key skills: Patient care, basic medical procedures, and assistance with daily activities.
- Medical Assistants
 - Median salary: \$35,000 annually
 - Job growth (2020-2030): 18%
 - Key skills: Administrative duties, patient care, and basic clinical tasks.
- Pharmacy Technicians
 - Median salary: \$34,000 annually
 - Job growth (2020-2030): 4%
 - Key skills: Medication preparation, customer service, and inventory management.
- Phlebotomists
 - Median salary: \$36,000 annually
 - Job growth (2020-2030): 22%
 - Key skills: Blood collection, patient interaction, and lab procedures.

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This is a non-exhaustive list of high-growth occupations that may be considered for procurement. All workforce training programs with direct employment outcomes are encouraged to respond to the RFP.

Proposal Submission Requirements

Organizations responding to this RFP should demonstrate:

- Expertise in developing and delivering healthcare training programs.
- A documented track record of successfully placing participants in healthcare jobs.
- Strong partnerships with healthcare employers and industry stakeholders.
- Strategies for recruiting and supporting participants from the focus demographics.
- Plans for measuring and reporting on program outcomes, including job placements and participant advancement.

Life Sciences

The life sciences industry is a critical driver of economic growth and innovation in the Southeastern Pennsylvania region, encompassing the Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. The life sciences sector in the Southeastern Pennsylvania region includes pharmaceuticals, biotechnology, medical devices, and research institutions. The industry supports thousands of jobs and generates substantial economic activity through research, development, and manufacturing. To align with the goals of the Good Jobs Challenge, this RFP prioritizes high-growth life sciences occupations that **do not require a college degree**. Key occupations include:

- Laboratory Technicians
 - Median salary: \$40,000 annually
 - Job growth (2020-2030): 11%
 - Key skills: Sample preparation, data recording, and basic laboratory procedures.
- Pharmaceutical Manufacturing and Biomanufacturing Technicians
 - Median salary: \$45,000 annually
 - Job growth (2020-2030): 7%
 - Key skills: Operating production equipment, ensuring quality control, and adhering to regulatory standards.
- Clinical Research Coordinators
 - Median salary: \$50,000 annually
 - Job growth (2020-2030): 10%
 - Key skills: Managing clinical trials, collecting data, and ensuring compliance with protocols.
- Quality Control Inspectors
 - Median salary: \$44,000 annually
 - Job growth (2020-2030): 3%
 - Key skills: Inspecting products, ensuring compliance with standards, and reporting defects.

This is a non-exhaustive list of high-growth occupations that may be considered for procurement. All workforce training programs with direct employment outcomes are encouraged to respond to the RFP.

Proposal Submission Requirements

Organizations responding to this RFP should demonstrate:

- Expertise in developing and delivering life sciences training programs.
- A documented track record of successfully placing participants in life sciences jobs.

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- Strong partnerships with life sciences employers and industry stakeholders.
- Strategies for recruiting and supporting participants from the focus demographics.
- Plans for measuring and reporting on program outcomes, including job placements and participant advancement.

Infrastructure

Employment in the infrastructure sector has historically been a steady growth industry. This sector provides accessible entry points to the industry with median hourly wages ranging from \$17.78 to \$35.08, depending on the occupation.

The following is a non-exhaustive list of high-growth occupations that may be considered for procurement:

- Highway Maintenance Workers
 - Median Hourly Wage: \$22.77
 - Key Skills: Direct vehicle traffic, maintain mechanical equipment, drive trucks or truck-mounted equipment, install fencing or other barriers, remove debris or vegetation from work sites.
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
 - Median Hourly Wage: \$27.55
 - Key skills: General information gathering, performing physical activity, inspecting equipment structures and materials, problem-solving, handling and moving objects.
- Operating Engineers and Other Construction Equipment Operators
 - Median Hourly Wage: \$27.00
 - Key skills: Controlling machines and processes, operating vehicles, mechanized devices or equipment, problem-solving.
- Industrial Machinery Mechanics
 - Median Hourly Wage: \$29.53
 - Key skills: Equipment maintenance, operation and control, operations monitoring, repairing, troubleshooting
- Mobile Heavy Equipment Mechanics
 - Median Hourly Wage: \$29.76
 - Key skills: Repairing, troubleshooting, operations monitoring, equipment maintenance, operation and control
- Welders, Cutters, Solderers, and Brazers
 - Median Hourly Wage: \$25.53
 - Key skills: Quality control analysis, monitoring, equipment inspection, monitoring processes, materials, or surroundings

Energy

The energy sector is comprised of five major technology sectors: energy efficiency, clean energy generation, alternative transportation, clean grid and storage, and clean fuels. Additionally, sub-sectors such as solar, wind, efficient lighting, hydropower, smart grid, electric vehicles, and biomass fuels exist within each sector. The growth in the energy industry is rapidly evolving as there have been several initiatives at both the federal and local levels to meet industry workforce needs.

The following is a non-exhaustive list of high-growth occupations that may be considered for procurement:

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- Insulation workers
 - Median Salary Range: \$15.35-\$32.80
 - Key skills: Performing general physical activities, communicating with supervisors, peers, or subordinates, inspecting equipment, structures, or materials
- HVAC Mechanics Installers or Technicians
 - Median Salary Range: \$18.90-\$39.42
 - Key skills: General information gathering, performing physical activity, inspecting equipment structures and materials, problem-solving, handling and moving objects.
- Energy Auditors
 - Median Salary Range: \$21.04-\$50.91
 - Key skills: Reading comprehension, mathematics, systems analysis, monitoring, systems evaluation, writing.
- Electricians
 - Median Salary Range: \$19.93-\$46.23
 - Key skills: Customer and personal service, building and construction, mathematics, engineering, and technology, mechanical

The Good Jobs Challenge presents a significant opportunity to bolster the Healthcare & Life Sciences, Energy, and Infrastructure workforce in the Southeastern PA region, particularly for individuals facing barriers to employment. By focusing on high-growth occupations accessible to non-degree holders, the selected training programs will contribute to the region's economic resilience and provide pathways to quality jobs for underserved populations. Proposals are invited from experienced organizations committed to workforce development and capable of delivering impactful training programs that align with the goals of the Good Jobs Challenge.

D. Contract Period

Contracts awarded will be issued for six months or twelve months, depending on the program model, beginning in September 2024. Contract extensions are at the discretion of PhilaWorks and will depend on each provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in the program design, and/or continued funding.

E. Availability & Awarding of Funding

PhilaWorks seeks competitive budgets, with costs per student evaluated in relation to market rate tuition. PhilaWorks reserves the right to negotiate the costs of all services upon award selection.

Funding for this project is contingent upon the availability of funds. PhilaWorks intends to award contracts to multiple respondents throughout the Southeastern PA region.

The selected providers will be compensated on a cost reimbursement basis via contract. Selected providers are required monthly to track, document, and submit all costs necessary to operate their program to PhilaWorks. Providers must seek approval from PhilaWorks for costs associated with this contract. All costs must be deemed necessary and appropriate by PhilaWorks' fiscal management team upon the receipt of the budget. This RFP and the successful applicant's response will be incorporated by reference into any contract agreement.

F. Application Process & Responding to the RFP

RFP Questions

Questions regarding this RFP should be submitted to workforcepartnershipsRFP@philaworks.org.

Answers to questions if submitted will be posted online at [Philadelphia Works, Inc. - Partnership and](#)

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[Procurement Opportunities](#). Answers will be posted every three days by 5PM ET. Questions can be submitted to PhilaWorks, Inc. until 5PM ET on Monday, August 12, 2024.

Submission Process

PhilaWorks will accept proposals through Monday, August 19, 2024, at 5PM ET. Please complete the Request for Proposals – Submission Form below, providing the required information and attachments. Submitted proposals must consist of one PDF document per attachment (up to four total). The following provides an overview of the timeline for submission:

- Release Date: Wednesday, July 5, 2024
- Virtual Bidders Conference: Monday, July 8, 2024
- Proposals Due: Wednesday, August 21, 2024

Submission to this RFP should be sent to workforcepartnershipsRFP@philaworks.org, with the subject line “Good Jobs Challenge Regional Training Partners.” Applicants must follow the procedures outlined in this RFP. The RFP is available at [Philadelphia Works, Inc. – Partnership and Procurement Opportunities](#).

Submitted proposals must consist of all components and attachments as outlined below:

- Request for Proposals - Submission Form with additional pages if necessary
 - Course Summary
 - Program Narrative
 - Program Administration & Supports
 - Organizational Experience Summary
 - Previous Training Outcomes
 - Employer Support Documentation
 - Financial Documentation
 - Programmatic Budget
- Attachment 1: Line-Item Budget and Narrative
- Attachment 2: Audited Financials

Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program design 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 will review each request and notify organizations of approval or disapproval.

Responding to the RFP

PhilaWorks will only be considering applications that demonstrate strong and reliable employer support to successfully connect residents of Southeastern PA to employment upon the completion of training. **Training providers will be required to include employer commitment letters detailing how they plan to support employment placements. All prospective awardees should work with their employer partners to guarantee a one-on-one job interview to every graduate that successfully completes their training program.**

Proposed training programs/providers must meet the three core eligibility requirements as mentioned earlier in this RFP

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- Lead to an industry-recognized credential (proposals that culminate in only basic certifications or certificates of completion will not be considered for review)
- Incorporate reliable and streamlined pathways to employment for participants
- Prepare learners for success in one or more of the following recovery occupation industries:
 - Healthcare & Life Sciences
 - Infrastructure
 - Energy

Proposals should include seven core components, also outlined in the Request for Proposals - Submission Form:

1. Course Summary

- Provide a high-level overview of program details and the industry sector most relevant for the training program.

2. Program Narrative (6-10 pages)

Note: All sections not required for programs only seeking to use award for providing supportive services, adding program slots, or other programmatic enhancements.

- Submit a program narrative in essay format, no more than 10 pages. The narrative should be separated into the following sections:
 - i. **Course Content/Curriculum:** Describe training model, class schedule, and what participants will learn including:
 - 1. Core competencies and skills covered to prepare for industry credential assessments
 - 2. Reading level and/or math level of the curriculum, reading and/or math level would be required for successful program completion, and how interested participants will be assessed for eligibility
 - 3. Additional competencies and skills covered to prepare for professional success
 - 4. Tentative curriculum syllabus and/or schedule with learning objectives
 - 5. Source of curriculum (if purchased) and/or biographies for curriculum developer(s) and Subject Matter Experts if developed in-house
 - ii. **Instructional Methods:** Provide detailed descriptions of instructional methods and how these instructional strategies/approaches will ensure student retention, credential attainment, and connection to training related employment. Include the following:
 - 1. Description of instructional methods and tools for adult learners
 - 2. Strategies for effective adult learner engagement and information retention
 - 3. Strategies for ensuring the use of instructional practices that promote a culture of inclusion and reflect the diversity of the Southeastern PA region
 - 4. Instructor(s) biographies (and biographies of other relevant staff, if appropriate)
 - iii. **Program Administration & Supports:** Describe the program administration elements that will be implemented to attract and support students, including:
 - 1. Proactive recruitment strategies
 - a) Provide strategies for recruiting throughout the region and through external avenues

2. Clear and robust participant selection and streamlined enrollment processes
 - a) Selection processes should ensure that participants will experience success in the program while also promoting diversity and inclusivity, particularly for participants who may not have had success in previous academic environments
3. Classroom structure and academic supports, including access to materials and supplies, space necessary for learning, and student connections to externship/clinical hours (when applicable)
4. Identify any specific supports geared toward students whose first or primary language may not be English (not required but prioritized)
- iv. **Pathways to Employment:** Describe how the organization facilitates pathways to employment for participants, including:
 1. Established employer partners and industry experts. Include details on relationship, commitments, and how they are incorporated in your training program (i.e., through workshops, lectures, etc.)
 2. Methods for utilizing employer/industry experts to inform curriculum and certifications attained
 3. Opportunities and commitments for work-based learning, such as externship, internship, On-the-Job training, etc.
 4. Employer commitments to interview
 5. Employer commitments to hire
3. **Organizational Experience Summary (maximum 2 pages)**
 - Provide a brief description and history of the organization and its experience with training within the proposed training model. The summary should highlight how the organization and training program has created successful career pathways within the outlined industries, as well as the organization’s experience training adult learners with barriers to employment.
 - Include a description of the training program if it is currently funded through other funding sources and/or has graduated students in the last 3 months.
 - i. PhilaWorks will prioritize organizations with the experience and infrastructure needed to implement a cohort quickly (within 60-90 days.)
 - Outline the staffing and resource infrastructure for managing programmatic, fiscal, and reporting requirements. Provide examples of managing previously contracted funding from government entities or philanthropic grants, if applicable.
4. **Previous Training Outcomes**
 - Complete previous training outcomes in detail and ensure all required information is provided.
5. **Employer Support Documentation**
 - Complete employer support documentation in detail and ensure all required information is provided.
6. **Financial Documentation**
 - Provide the organization’s most recent Audited Financial Statements, performed in compliance with Government Auditing Standards (i.e., OMB Circular A-133 or a program audit). This should include:
 - i. Report on Internal Control Over Financial Reporting on Compliance and Other Matters
 - ii. Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance

- iii. Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows
 - iv. The sign-off date of the audit and all disclosures (footnotes)
 1. *If the organization does not have audited financial statements, internal financial statements or board reports will be accepted. However, please be aware that priority will be given to proposals that include audited financials.*
 - v. A copy of the organization’s management/strategic plan, including an allocation of expenses, processes, and trends
- 7. Programmatic Budget**
- Complete programmatic budget in detail and ensure all required information is provided.

G. Evaluation of Submissions

A three-phase evaluation system will be used to rate each proposal. The evaluation system is designed to convert to a numeric score between zero through one hundred. The rubric includes evaluation criteria related to the following categories: history and experience, plan for implementation of services, organizational capacity, and budget and cost descriptions. Organizations submitting proposals will be independently assessed for their plan to provide services; submissions for training programs that do not align with the program model or designated industries will be considered nonresponsive and will not be reviewed.

1. Completeness
 - Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the response is missing or illegible, it will be considered non-responsive and will not be reviewed.
2. Fiscal Review
 - Following the initial review, the organization and proposed budget will be reviewed for fiscal soundness and comparability to market-rate tuition for similar programs. Agencies must be considered either “low-risk” or “medium-risk” based on the fiscal review by PhilaWorks’ fiscal team to be considered for funding. Additional financial documentation may be required dependent upon the final decision of PhilaWorks.
3. Programmatic Review
 - Concurrent with the fiscal review, submissions will be evaluated based on the quality of the services being provided as demonstrated through the narrative section of this RFP. The elements identified in the RFP are not all-inclusive, therefore other aspects of the submissions and budgets may be reviewed during the selection process.
 - PhilaWorks will prioritize program submissions that demonstrate the following programmatic qualities:
 - i. Overall experience, infrastructure, and staffing capacity of the organization to ensure the organization is prepared and equipped to successfully recruit and operate the proposed program.
 - ii. A professionally developed curriculum and program model with clearly defined learning objectives and competencies informed by employers and industry partners. Program curriculum should be structured in a way in which incremental skill attainment is easily identifiable and applicable to the training program.
 - iii. A well-defined recruitment strategy with clear enrollment requirements and a streamlined participant selection process to increase placement outcomes.

- iv. Demonstrated commitment and staffing infrastructure to support participants as they prepare for, and complete assessments needed for an industry-recognized credential.
- v. Established and reliable employer relationships that allow for participant exposure to industry experts, opportunities for interviewing, and connections to employment that are relevant to the training provided.
- vi. Note: If applicants are submitting a proposal to fund an iteration of an existing program, previous program outcomes will be reviewed and considered as part of the determination.

H. Conditions of Solicitation

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate PhilaWorks to execute a contract with any applicant. PhilaWorks reserves the right to change any of the enclosed specifications as required by the EDA without prior notice to applicants. PhilaWorks also reserves the right to reject all proposals in whole or in part and/or not award any of the proposals received in response to this RFP. Contracts for the accepted proposals will be based upon the factors described in this RFP.

Compliance

The public funds under the control of PhilaWorks are used efficiently and prudently in the purchase of administrative goods and services. Full accounting is available and given for all procurements. Procurement transactions are carried out in accordance with the highest ethical standards and in a manner to provide open and free competition. Each bidder is required to comply with PhilaWorks' procurement policies and procedures, and any other applicable federal, state, or local laws, regulations, policies, procedures, ordinances, and amendments. The RFP and all accompanying attachments will be posted on PhilaWorks' [website](#).

Conflict of Interest Policy

To avoid actual and perceived conflicts of interest, or undue influence over the process, all applicants are prohibited from contacting any PhilaWorks board member, committee member, or staff (other than the contact listed above) regarding this RFP. Contact with any of the above for purposes of influencing the outcome of the procurement will result in disqualification of the prospective applicant from this competitive procurement process.

No employees, officers, or agents of PhilaWorks shall participate in the selection, award, or administration of a contract in which PhilaWorks funds are used where they, or to their knowledge, their immediate families, or partners, have a financial interest.

PhilaWorks' officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. Disciplinary actions shall be applied to officers, employees, and/or agents who violate this rule.

Negotiation and Award

Applicants will be notified in writing of the decision. Interviews may be part of the final determination process. Contracts will then be executed for the period of October 1, 2024, through September 30, 2025. Additional provisions may be added as deemed necessary. The selected applicants must be prepared to begin by September 1, 2024.

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Applicants not selected may request, in writing, an oral or written debriefing. Requests for debriefing must occur within five days from receipt of a notification letter and should be directed to workforcepartnershipsRFP@philaworks.org.

Protest Process

Following the written notification of award, any applicant may protest the outcome. Protests must be submitted in writing, identify all contested issues, and be received no later than five working days after the notice of awards are postmarked.

Subjective interpretations by the review team are not to be protested. Protest dispute issues are limited to:

- Unfair competition in the decision-making process.
- Illegal/improper act or violation of law, and
- Unduly restrictive clauses.

Information regarding protests will be disclosed, in all instances, to the Bureau of Workforce Development Administration.

Closeout

All contracted training providers must maintain a closeout contract file that includes: an official notice of closeout (specifying the last invoice date and payment date); all necessary records and appropriate releases of liabilities, records, or payments; and the transfer of financial and customer records. The awardees shall retain all program records for a minimum of seven (7) years following completion of audit and resolution of any questioned costs.

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REQUEST FOR PROPOSALS – SUBMISSION FORM	
1. Organization Name:	2. Date of Request:
3. Organization Address:	4. Program Address (if different from organization):
5. Federal Tax ID (organization or legal entity):	6. Is the organization minority-owned and/or operated? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the organization have any connection with Philadelphia Works (including its Board of Directors or Youth Standing Committee)? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No	8. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No
9. Contact person (first & last name):	10. Contract signatory (first & last name):
7a. Contact title:	8a. Signatory title:
7b. Contact phone:	8b. Signatory phone:
7c. Contact email:	8c. Signatory email:
11. Project Title:	12. Amount Requested: \$
13. Proposal Checklist:	
<ul style="list-style-type: none"> ● Submission Form <ul style="list-style-type: none"> ○ Course Summary ○ Program Narrative ○ Program Administrative & Support ○ Organizational Experience Summary ○ Previous Training Outcomes ○ Employer Support Documentation ○ Financial Documentation ○ Programmatic Budget ● Attachment 1 - Line-Item Budget & Narrative ● Attachment 2 - IRS Determination Letter & Audited Financial Statements 	
APPLICANT’S CERTIFICATION	
<p>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.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Agency Representative Signature & Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

ATTACHMENT 1: LINE-ITEM BUDGET & NARRATIVE		
Organization Name:		
Project Title:		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION EXPENSES		
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		
Other Admin Expenses (please list):		
<i>In lieu of itemized Admin Expenses, a Federally Approved Indirect Cost Rate may be provided:</i>		
Indirect Costs (Indirect Cost Certificate Required)		
ADMIN SUBTOTAL	\$	
PROGRAM EXPENSES		
Program Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		

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Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts (Services/Consultants)		
Equipment - Lease		
PROGRAM SUBTOTAL	\$	
PROJECT TOTAL¹	\$	

¹ The total of Administrative **cannot exceed 10%** of the project total. 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.

PROGRAM SALARY SUBTOTAL				\$	
SALARY TOTAL				\$	

ATTACHMENT 2: IRS DETERMINATION LETTER & AUDITED FINANCIAL STATEMENTS

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.

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)