




**PHILADELPHIA**  
**WORKS** INC.  
Building a Skilled and Thriving Workforce

**Bidder's Conference**  
*October 18<sup>th</sup>, 2023*  
**Training Initiatives Team**  
*Rebecca Ambrose, Leah Schare, Sa'Dia Chance*

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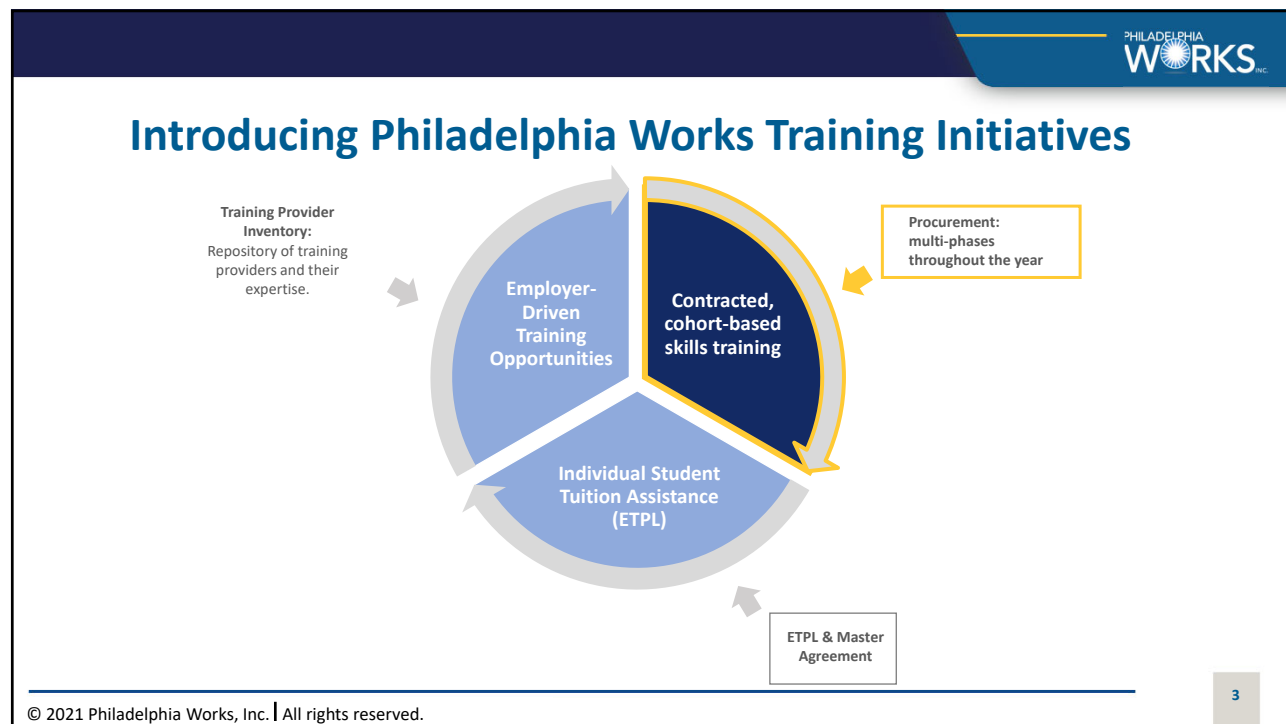
# Opening Remarks & RFP Overview

Rebecca Ambrose, Director of Training and Apprenticeship

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PHILADELPHIA  
**WORKS**  
INC.

## RFP Overview

- Philadelphia Works is soliciting proposals from entities seeking to operate cohort-based training programs **for adult career seekers in the public workforce system**.
- Eligible training programs must meet the following standards:
  - Lead to an industry-recognized credential
  - Incorporate seamless pipelines to employment for graduates
  - Prepare learners for success in one of the **identified recovery occupations**

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## Vocational Skills Trainings (VST Model)

Healthcare


Clean Energy

Maintenance  
& Manufacturing

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## What are the Philadelphia Works Recovery Occupations?

**Philadelphia Works identified recovery occupations that met the following criteria:**

- On the High Priority Occupations List, Or Worthy of Petition
- \$15/Hr.+ Median Wage
- Minimal impact to employment during pandemic
- Local labor supply gap or opportunities
- Strategic focus on middle/low-skill jobs with opportunity for advancement
- Strategic focus on timely jobs requiring less than an associate degree

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## Vocational Skills Trainings (VST Model)

- **Vocational Skills Training Programs must have the following already included within the proposed training:**
  - ✓ Cohort Based training
  - ✓ Provides supportive enrollment and educational experience for PA CareerLink® Customers
  - ✓ Leads to obtaining an industry-recognized credentials for entry level employment without post-secondary education



## Basic Applicant Eligibility

- Eligible applicant organizations include any of the following:
  - For-profit
  - Non-profit
  - Education Institution
  - Government entity
- Proposals that culminate in only basic certifications or certificates of completion will be considered non-responsive and will not be reviewed
- Applicants must be in good financial standing

## Defining a Strong Applicant Organization

- Strong organizational experience, infrastructure, and staffing
- Competency based training content and high-quality course instruction
- Blended learning content informed by adult learning principles
- Well defined, proactive recruitment strategy and student selection process
- Academic supports throughout the course, including preparation for industry-recognized credentialing
- Opportunities to practice skills, preferably in a workplace setting
- Connections to industry experts and employment opportunities

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## Collaborative Partnership with PA CareerLink®

Areas of collaboration include:

- Facilitating recruitment events
- Assessing a potential customer's suitability for training
- Communicating and managing enrollment logistics
- Monitor and report customer time and attendance
- Addressing concerns with a customer's performance (i.e., attendance or tardiness, inattention, etc.) indicating a need for additional case management
- Connecting customers to potential internships or job opportunities

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# Budget Information & Payment Structure

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## Budget and Contract Information

- All applicants must complete the [Budget Sheet \(Appendix D\)](#) linked on the procurement opportunities page
- The payment structure for all awarded funds is *cost reimbursement*
- Administrative costs, direct or indirect, cannot exceed 10% of program expenses.
- Budgets can include laptops/tablets, staff travel, and paid work experience.
- Budgets for work-based skills can include a stipend for training, certification fees, or other developmental expenses.
- Following proposal determinations, a more detailed budget will be developed through a negotiated conversation
- Providers will be required to adhere to determined monthly reporting for all costs

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APPENDIX D: PROGRAMMATIC BUDGET - SUMMARY					
Provider Name:		Philadelphia Works, Inc.			
Program Name:		Training 101			
Length of Budget (6, 9, or 12 months):					
Total Students					
Total Cost Per Student		\$0.00			
Total Budget					
	Description of Line Item	Total Cost	Total Cost per Student		
Program Management Salary & Fringe					
Instruction Salary & Fringe					
Subcontracted Instruction Salary					
Other Subcontracted Expenses					
Operational Expenses: Rent/Mortgage					
Operational Expenses: Utilities, Phone, etc.					
Operational Expenses: Online learning infrastructure & resources					
Supplies & Equipment: Recruitment Materials					
Supplies & Equipment: Instruction Materials					
Supplies & Equipment: Learning Materials (books, Assessment practice tools, etc.)					
Supplies & Equipment: Other					

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# Data Management & Performance

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## Data Management Expectations

- Proactively update PA CareerLink® & Philadelphia Works about student's training status (active, completed, terminated) as well as additional challenges or supports as needed.
- Maintain and provide monthly updates around customer performance as required.
- Share student's credentialing status and employment status upon completion as well as up to 60 days post-completion.
  - **Copies of credentialing are required for invoicing and data reporting.**
- Maintain a working partnership with PA CareerLink® staff to ensure that the state's database accurately reflects student outcomes and contract performance outcomes.

## Supporting Documents & Attachments

- Additional supporting documents such as a copy of the proposed program's training curriculum or syllabus are welcomed.
- Please **do not** include a copy of your organization's strategic plan; Proposed program implementation plans are welcomed but not required.
- **All required appendices** must be completed thoroughly and attached to your proposal submission. Required attachments include:
  - Appendix A: Coversheet
  - Appendix B: Performance Summary & Outcomes
  - Appendix C: Employer Support Form
  - Appendix D: Budget Sheet



# Proposal Submission and Evaluation Process

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## RFP Timeline

DATE	TASK
October 13 <sup>th</sup> , 2023	Release of Request for Proposals
October 18 <sup>th</sup> (10:30 AM ET)	Bidder's Conference
October 20 <sup>th</sup> , 2023	Frequently Asked Questions Sheet Posted on Procurement Page
November 22 <sup>nd</sup> , 2023 (5:00 PM ET)	Deadline for all Proposals
January 2024	Award Determinations Made

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## Proposal Submission

- Proposals must be submitted via email to [VSTraining@philaworks.org](mailto:VSTraining@philaworks.org) by Wednesday, November 22<sup>nd</sup>, 2022, at 5pm.
- Emails must have the subject line **“Vocational Skills Training Programs for Adult Learners in the Public Workforce System”**
- Single-sided, single-spaced pages, using a 1-inch (1”) margin and no smaller than a 12pt font
- One PDF document comprising all components and attachments as well as an unlocked Excel version of Appendix D – Programmatic Budget Sheet
- Must meet all page limit requirements
- Applicants may submit proposals for multiple training programs, but each program must be submitted separately for consideration.

## Questions and RFP Communication

- Email: [VSTraining@philaworks.org](mailto:VSTraining@philaworks.org)
- Q&A will be posted publicly at:  
<https://www.philaworks.org/procurement-opportunities/>

## Other Funding: William Penn Grant Integrated Training Program

The **William Penn Foundation (WPF) Integrated Training Pilot Program** is an opportunity to develop and test innovative models for integrating adult education and workforce partnerships to support Philadelphians in achieving their education and career goals.

VST applicants who have programs aligned to the WPF Integrated Training program's goals and requirements can submit additional information to be assessed for an exploratory conversation. If selected for a follow-up conversation, discussions would occur outside of the Vocational Skills Training procurement process and timeline.


**The WPF program is in the early stages of planning and is not a procurement opportunity.**

## Other Funding: William Penn Grant Integrated Training Program

The **WPF Integrated Training Program Pilot** seeks to develop and support programming containing all the following elements:

- Training to roles that are high-quality and entry-level (which may be outside of the specified industries indicated within this proposal)
- Employer partner(s) with a commitment to hiring trainees
- Experience serving and recruiting job training candidates from high-need areas within Philadelphia who may have one or more employment barriers (e.g., single parenthood, limited English proficiency, justice-impacted, lack of a high school diploma or high school equivalency)
- Support for and actively pursuing ways to reduce barriers to training participation and completion by offering supportive services (e.g., integrated case management, free childcare, and housing support)
- Integrated adult education programming (e.g., GED/HSE programs, contextualized literacy or numeracy upskilling, English Language Learning) that is embedded or directly connected to the training programs
- Customized training curriculum aligned to the specific needs of employers and underrepresented populations

Please complete the [WPF Integrated Training Interest Form](#) if you believe your program(s) align to the program goals and requirements. Questions can be directed to Alyssa Tomblor [atombler@philaworks.org](mailto:atombler@philaworks.org)




# Q&A

Reminder: Final deadline for proposal submission is  
**Wednesday, 11/22/2023 5:00 PM ET**  
 (send to [vstraining@philaworks.org](mailto:vstraining@philaworks.org))





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The logo for Philadelphia Works, featuring the word "PHILADELPHIA" in a small font above the word "WORKS" in a larger, bold font, with a stylized sunburst icon to the right.

Thank you!

Philadelphia Works is headquartered in Philadelphia's historic One Penn Center at Suburban Station, 1617 JFK Boulevard, 13th floor, Philadelphia, PA 19103. The office is wheelchair accessible and reachable by all major thoroughfares and public forms of transportation.

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