

Vocational Skills Training Programs for Adult Learners in the Public Workforce System RFP Questions & Answers

Philadelphia Works, Inc. is seeking entities interested in operating cohort-based, vocational skills training programs for adult career seekers in the public workforce system.

Proposals will be accepted **no later than 5:00 PM (ET) on Wednesday, November 22nd, 2023**. To ensure Philadelphia Works maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to VSTraining@philaworks.org.

Questions & Answers

1. **If the proposed training program leads to an industry-recognized credential but does not align with the industries listed in the RFP would a proposal still be considered for review?**

This procurement cycle is specific to training programs that will lead to careers in either Healthcare, Clean Energy, and/or Maintenance and Manufacturing sectors. If the proposal does not fall into one of those three (3) occupations as well as lead to an industry-recognized credential it will not be reviewed.

2. **Can you clarify what you mean when you say each program must have a separate proposal? For example, do you mean separate proposals are required for a healthcare program and a proposal for a manufacturing program?**

Each program you would like to have considered for this opportunity must be submitted in a separate proposal. You can propose multiple programs but will need to submit an individual proposal for each one. Each eligible training program must lead to an industry-recognized credential and prepare learners for success in one of the following industries: Healthcare, Clean Energy, and Maintenance and Manufacturing.

3. **Is there a contract amount range or maximum award amount?**

No, there is not a minimum or maximum contract range. Philadelphia Works, Inc. will determine the contract amount for awarded proposals based on our available funding and the proposed program budget. Budgets within each proposal should be as accurate and reasonable as possible.

4. **What is the traditional expectation on the size of each cohort?**

The size of cohorts varies from program to program. Proposed cohort sizes will be based on the quality of the training program and the proposed number of cycles your program will hold throughout the year.

5. Is there an expectation for the length of training for each cohort?

The length of training will vary with the pace and structure of the training program being proposed for funding. Please note that this funding will be utilized to support programs that are already operating and supporting learners.

6. How many program awards do you plan to give?

The total number of awarded applicants will be determined at the end of the review and scoring period. The selected programs will be based on the number of quality proposals received and available funding.

7. Does the applicant need to have their own location for training or can the program be offered at a PA CareerLink® Philadelphia location?

Applicants will need to have their own established program location or the availability to host at a 3rd party site. We do not host training programs at the PA CareerLink® Philadelphia Centers.

8. Will vendors be dependent on the PA CareerLink® for referrals or will we be able to recruit independently?

While customers/participants should primarily be recruited through the PA CareerLink® Centers, training providers will be expected to work closely with the PA CareerLink® Center staff to actively support recruitment. If prospective PA CareerLink® customers express interest in attending the contracted training program, contracted providers will be expected to follow existing processes to facilitate smooth connections to the PA CareerLink® Centers. The majority of Philadelphians qualify to be a PA CareerLink® customer.

9. Are we allowed to use our own participant tracking database?

While participant tracking may differ amongst programs, contracted providers will be required to submit participant outcomes data through a prescribed process which will be outlined by Philadelphia Works during contract negotiations. Outcomes information includes, but is not limited to, the student's training status (active, completed, terminated), credentialing status, and employment status at completion as well as 60 days post-completion.

10. Is there a minimum number of employer partners you're looking for?

At least one Employer Support Form is required when submitting a proposal for Vocational Skills Training. Additional Employer Support Forms can help to strengthen a proposal.