Request for Proposals

Youth Workforce Development Services – Program Year 2023

Release Date: July 11ᵗʰ 2023

Proposals Due:

Submissions will be accepted until Monday, July 24, 2023 at 5ᴘᴍ ET

Submission Details

Applications must be submitted electronically, with the subject line "**Youth Services RFP**" to:

Contact: Marcus Hall, Director, Workforce Systems
E-mail: youthrfp@philaworks.org

Introduction

Philadelphia Works, Inc., the city'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 the public workforce policies, and optimize funding and resources to build a skilled and thriving workforce. For more information please visit our website.

A. Background and Purpose

Philadelphia Works announces this release of Temporary Assistance to Needy Families Youth Development (TANF YD) funding to entities interested in providing workforce development services and supports to Philadelphia's youth and young adult job seekers and employers. Services sought via this RFP will be supported with TANF YD funding originating with the Pennsylvania Department of Human Services (DHS) and administered by Pennsylvania's Department of Labor & Industry (LI).

Philadelphia Works seeks to identify providers to serve youth and young adults eligible for TANF YD services beginning September 1, 2023. Successful applicants will operate workforce development programs for youth ages 16-24 years old. Applicants must have experience serving young adults, relationships with businesses and postsecondary training providers, built in opportunities for paid-work experiences and have experience with individualized case management and career guidance. Priority will be given to applicants who have established programs and presence with the community.

Philadelphia Works is soliciting proposals for workforce development services that heavily recruit and have specialized experience serving youth in Philadelphia that can be identified as:

- Court-involved or at risk of involvement: a person who either has been subject to any stage of the criminal- or juvenile-justice system or requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- Experience in the foster care system: youth that has been placed into a ward, group home, or private home of a state-certified caregiver or with a family member approved by the state.
- Opportunity Youth: youth who are between the ages of 16-24 years old with little or no connection to school or the labor market.

B. Direct Alignment with PhilaWorks Recovery Occupations

As Philadelphia's Workforce Development Board, PhilaWorks manages strategic investment of federal, state, local and private funding into job training and employment programming throughout the city and Southeastern Pennsylvania region. While our community navigates economic recovery from the COVID-19 crisis, now, more than ever, we are prioritizing timely opportunities in occupations that are experiencing current employer demand now; show promise for future growth; pay livable wages; and are accessible to workers with diverse educational and employment backgrounds.

To drive this COVID-considerate approach forward, PhilaWorks has identified a set of 2023-2024 Recovery Occupations. These occupations were drawn from our analysis of labor market and employment data, job

posting data, and local employer feedback on the skills and credentials that workers need to become competitive candidates.

All Recovery Occupations have experienced minimal negative impact to employment during the pandemic or have projected growth through 2027 and pay $15.00 or more an hour. Critically, most are middle-skill jobs or low-skill entry points into career paths with opportunity for advancement. PhilaWorks will be using the Recovery Occupations to guide planning for the Youth Workforce systems in Philadelphia.

Programs that provide career readiness and/or career exposure opportunities aligned with identified Recovery Occupation(s) will be prioritized.

C.   Who is Eligible to Apply

Proposals will be accepted from any private for-profit agency, private non-profit organization, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. The RFP process is open to qualified organizations that are not contracted with Philadelphia Works. Proposals that sub-contract more than thirty percent of the program administrative services will not be reviewed. ***Submissions will be accepted through, Monday, July 24, 2024 at 5PM ET, contingent upon the availability of funds.***

Organizations must demonstrate a strong understanding of the local workforce system, employer base and challenges to youth ages 16-24. Applicants must be in good financial standing and may not have been declared ineligible by the federal or state government for funding. Applicants who can show they have established programs and presence with the community will be given priority.

The selected provider will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security and financial controls, prior to contract execution. Please reference the Philadelphia Works website for more details about what will be required upon selection through the RFP process. Philadelphia Works, 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.

D.   Contract Period

Contracts awarded will be issued for ten months, September 1, 2023 – June 30, 2024. Contract extensions are at the discretion of Philadelphia Works dependent on each provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in the program design, and/or continued funding.

Selected providers must be ready to begin full operations of the program no later than September 1, 2023. There will not be a start-up period included in this contract period. Applicants must have the following in place to be considered for funding: management/supervisory staff and at least 60% of program staff; an

established, accessible[1] program location; and necessary technology such as internet access and equipment on-site.

E. Availability and Awarding of Funding

Funding for this project is contingent upon the availability of funds. All proposed budgets should be at most $500,000 for the grant period. All funds awarded via this RFP must be spent by June 30, 2024. Philadelphia Works reserves the right to negotiate the costs of all services upon award selection.

The payment structure for all awarded funds will be cost reimbursement. Providers must seek approval from Philadelphia Works for costs associated with this contract. Selected providers must track and document all costs necessary to operate their program and submit these to Philadelphia Works on a monthly basis.

The Youth Workforce Development Services RFP - PY23 is supported by the U.S. Department of Human Services. A total of $500,000, or 100% percent of Youth Workforce Development Services Request for Proposal is financed with federal funds.

Section I: Youth Provider Scope/Service Requirements

Contractors must provide direct services and supports to qualified youth participants. Funding priority will be placed on proposals that plan to enhance established programs supporting connection to and advancement in employment and/or post-secondary education. This includes but is not limited to adding or increasing supportive services, incentives, and payments for youth participants.

A. Youth Participant Eligibility

Successful applicants will be responsible for determining participant eligibility and enrollment for the TANF YD program. To participate in core activities, youth participants must be TANF YD eligible and align with the priority populations for this RFP:

- 16–24 years old (not required to serve all these ages)
- Out-of-school (graduate or dropout)
- Residents of Philadelphia
- Registered for Selective Service (males 18 years old or older only)
- Authorized to work in the United States OR U.S. citizen or a TANF-eligible non-citizen
- Low-income eligible:
  - Receives TANF/SNAP/MA: Participant is either receiving TANF/SNAP/MA as a head of household or as a minor member of another grant.
  - Family Works (FW) Eligible: Participant is not receiving TANF/SNAP/MA benefits only and whose family's gross countable earned income does not exceed 235 percent of the Federal Poverty Income Guideline (FPIG).

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[1] Providers must ensure accessibility in compliance with the Americans with Disabilities Act (ADA).

State Eligibility Qualification

All youth participating in the TANF YD program must be verified as qualified TANF participants by PA Department of Human Services (DHS)[2]. To qualify participants, the provider must complete eligibility determination and make available to Philadelphia Works for submission to the Commonwealth on a monthly basis.

B. Programmatic Functions

Services must enhance Philadelphia's youth workforce system and extend the availability of high-quality workforce development activities to low-income youth. Possible services include, but are not limited to:

1. Alternative education, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Paid work experiences with an academic and occupational education component.
3. Occupational skills training, with a focus on recognized credentials for in-demand occupations.
4. Leadership development activities, e.g., community service, peer-centered activities.
5. Supportive services.
6. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
7. Financial literacy education.
8. Entrepreneurial skills training.
9. Career readiness training and preparation for entering the workforce.
10. Postsecondary preparation and transition activities.

Providers are not required to offer all services listed above. Successful applicants should plan to provide multiple services with a focus on enhancing or increasing opportunities for at least two of the following programmatic services:

- **Paid Work Experience:** TANF YD aligns with the Workforce Innovation and Opportunity Act (WIOA) Youth work experience rules and regulations. "Under WIOA, a work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid, as appropriate." Types of paid work experience include career exposure, job shadowing, service learning, and internships.

- **Career Readiness and Occupational Training:** Providers will offer opportunities for participants to develop, practice, and enhance the skills and mindsets required to be successful in the workforce and/or postsecondary education. Programs may offer opportunities for occupational skills training that will lead to an Industry-Recognized Credential in high priority occupations for the Philadelphia region. Program services will support attaining, maintaining, and advancing in employment.

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[2] For more details about this process, please refer to the Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP): Desk Guide for Providers to the TANF YDP PY2023-2023

- **Supportive Services:** Supportive services are services offered based on individual need that enable a participate to engage in workforce activities (20 CFR § 681.570). The most common types of supportive services are assistance or payments for transportation, housing, educational testing, vital documentation, and work-related costs. Some supportive services are associated with a direct cost that can be paid by the provider while others require the support of program staff to make referrals or provide assistance.

C. Staffing Responsibilities, Initial and Ongoing Training and Support to All Staff

The appropriate staffing plan is necessary to manage the program requirements as well as the programmatic, administrative, and executive functions. Key responsibilities include, but are not limited to the following: contract administration; tracking expenses and preparing monthly invoices; participant recruitment, enrollment, assessment, and eligibility determination; maintaining participant records (both hard copy and electronic); case management; issuing and documenting supportive services, incentives, and other payments to participants; engaging businesses to develop work experience and placement opportunities; and maintaining contact and providing services to participants in Follow-Up. Given the nature and demands of the TANF YD program, providers must have the capacity and infrastructure to support all functions of funding regulations and expectations. The Provider will be responsible for hiring, onboarding, and training new staff as needed for the program, and ensuring staff attend Philadelphia Works hosted training sessions.

D. Program Performance & Data Management

Successful contractors must have systems in place to track, document and report all outcomes[3]. The selected contractors must report monthly performance outcomes as directed by Philadelphia Works. All providers are required to designate and manage staff that will oversee participant physical files and report participant information and program progress. Successful contractors will have the capacity to utilize an electronic system of record and maintain physical participants files. Philadelphia Works may require the use of a prescribed participant tracking system and must approve any proprietary systems prior to use. Providers are required to attend trainings offered as it relates to participant physical files and electronic records. Applicants understand that Philadelphia Works reserve the right to monitor the electronic tracking system(s) and physical files to ensure compliance throughout the course of this contract period.

Section II: Responding to the RFP and Application Process

A. RFP Questions

Questions regarding this RFP should be submitted to youthrfp@philaworks.org. Questions can be submitted to Philadelphia Works until 5PM ET on Friday, July 14, 2023. Answers to questions if submitted will be posted on-line at Philadelphia Works - Procurement Opportunities on Tuesday, July 18th by 5PM ET.

B. Proposal Reponses and Submission

Requests are accepted, and will be reviewed and evaluated by Philadelphia Works through **Monday, July 24, 2023 at 5PM ET**. Please complete the Request for Proposals – Submission Form below, providing the

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[3] Contractors should expect to establish outcomes and negotiated goals during contracting.

required information and attachments. Submitted proposals must consist of one PDF document per attachment (up to 5 total) and should follow all page limit requirements as outlined in the Attachments.

Submission to this RFP should be sent to youthrfp@philaworks.org with the subject line **"Youth Services RFP."** Applicants must follow the procedures outlined in this RFP. The RFP is available at Philadelphia Works - Procurement Opportunities. Hard copies of this RFP will be available upon request by calling 215.963.2100.

Submitted proposals must consist of all components and attachments as outlined below:
- Request for Proposals - Submission Form with up to two additional pages if necessary
- Attachment 1: Program Narrative
- Attachment 2: Line Item Budget and Narrative
- Attachment 3: Audited Financials
- Attachment 4: Letter(s) of Support (optional, excluded from page count)

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. Philadelphia Works will review each request and notify organizations of approval or disapproval.

C. 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. Organizations submitting proposals will be independently assessed for their plan to provide services, reporting and cost requirements; and fulfill financial responsibilities. Any organization that does not have the capacity will be disqualified from consideration for the final award.

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 your 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 capacity and compliance with the proposed workplan. Additional financial documentation may be required dependent upon the final decision of Philadelphia Works.

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.

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. Current Philadelphia Works contractor: ☐ Yes ☐ No
7. Does the organization have any connection with Philadelphia Works (including its Board of Directors or Youth Standing Committee)? ☐ Yes (If yes, explain on a separate sheet.) ☐ No	8. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? ☐ Yes (If yes, explain on a separate sheet.) ☐ No
9. Contact person (name and title):	10. Contract signatory (name and title):
7a. Contact title:	8a. Signatory title:
7b. Contact phone:	8b. Signatory phone:
7c. Contact email:	8c. Signatory email:
11. Project Title:	12. Amount Requested: $

Type of Funds:
Temporary Assistance of Needy Families – Youth Development (TANF YD)

13. Proposal Checklist:

☐ **Submission Form**

☐ **Attachment 1 - Program Narrative**

☐ **Attachment 2 - Line-Item Budget & Narrative**

☐ **Attachment 3 - Audited Financial Statements**

☐ **Attachment 4 – Letters of Support (Optional)**

APPLICANT'S CERTIFICATION

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.

_____   _____
Authorized Agency Representative Signature & Title   Date

ATTACHMENT 1: PROPOSAL NARRATIVE

Please use a separate document to provide the following information in clear, concise language and not more than 8 (8) 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.

1. **Organization Experience, Capacity, & Past Performance**
   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 the 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 the organization's current capacity to implement the requirements of this RFP.
   D. Describe the organization's typical staff retention rate and capacity to fill vacant positions. Provide a copy of your organizational chart and highlight positions that will be connected to this program.

2. **Plan for Services**
   A. Describe the geographic area to be served and the participants who will be served with these funds.
   B. Describe the activities or services that will be provided if the funds are awarded.
   C. Describe the organization's plan for partner development and collaboration to support youth and young adults in areas such as paid and unpaid work experience, training and certification, supportive service, and employment and postsecondary placement.
   D. Provide an overview of the anticipated program timeline including youth recruitment if applicable.

3. **Technical, Fiscal, & Administrative Capacity**
   A. Provide a brief description of the organization's monitoring, oversight, and electronic data tracking approach including quality assurance processes that are currently in-place.
   B. The successful provider will be governed by Philadelphia Works policies related to grievances and record retention. Please detail the procedures the organization currently uses for:
      a. Grievances from participants, employees, or vendors.
      b. Handling and safeguarding information included technology for electronic transmission.
      c. Record retention.
   C. Does the organization's most recent fiscal audit indicate any material findings? If so, please detail and attach the corrective action plan.
   D. Please provide a short description of how the accounting system allows for the reporting of expenditures by individual grants.
   E. What is the organization's plan to contract out or have a payment system (supportive services, incentives, wages, etc.) for youth participants?

ATTACHMENT 2: LINE ITEM BUDGET		
Organization Name:		
Project Title:		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION - Cost Category=Admin[4]		
Admin Staffing		
Staff Salaries		*Refer to Next Page*
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		
Subcontracts, Service Contracts, Consultants		
Equipment - Lease		
Supplies (Office Supplies & Consumable Supplies)		
Admin Indirect Costs[6]		
Other Admin Expenses (please list):		
ADMIN SUBTOTAL	$	
PROGRAM SERVICES - Cost Category=Program		
Program Staffing		
Staff Salaries		*Refer to Next Page*
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts, Service Contracts, Consultants		
Special Events		
Equipment - Lease		
Program Service & Costs for Participants		
Office & Consumable Supplies		
Academic Instruction & Occupational Training Costs		
Outreach & Recruitment Costs		
Supportive Services		
Incentive Payments		
Youth Work Experience Payments & Fringe		
Other Program Expenses (please list):		
PROGRAM SUBTOTAL	$	
PROJECT TOTAL	$	

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[4] 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.

ATTACHMENT 2: LINE ITEM BUDGET - **STAFF SALARIES COST DESCRIPTION** Please provide the following detail about staff that you plan to charge to this grant if awarded – add additional lines as needed.					
ADMINISTRATIVE STAFF					
Position Title	**Annual Salary**	**# of Positions**	**# of Months Charged to the Grant**	**% of Time Charged to the Grant**	**Total Amount Charged to the Grant**
ADMIN SALARY SUBTOTAL			*Refer to Line Item Budget*		
PROGRAM STAFF					
Position Title	**Annual Salary**	**# of Positions**	**# of Months Charged to the Grant**	**% of Time Charged to the Grant**	**Total Amount Charged to the Grant**
PROGROAM SALARY SUBTOTAL			*Refer to Line Item Budget*		
SALARY TOTAL			$		

ATTACHMENT 2: **BUDGET NARRATIVE**
Please provide brief descriptions (no more than 150 words) per item below.
Provide detail about your organization's cost allocation method if expenditures are not one hundred percent directly charged to this grant. Attach a separate copy of your cost allocation plan if appropriate.
If subcontracting for service contracts, consultants, etc., provide detail regarding the plan for services and list names of entities who will be providing services.
If applicable, provide detail for costs associated with Academic Instruction & Occupational Training services.
Describe the types of Supportive Services that will be offered to participants based on the amount in the budget.
Describe the types of youth work experience payments that will be offered to participants based on the amount in the budget.

ATTACHMENT 3: **AUDITED FINANCIAL STATEMENTS**

All applicants must attach a copy of the following:

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)

Responders must also provide a copy of the organization's management/strategic plan which must also include an allocation of expenses, processes and trends.

ATTACHMENT 4: **LETTER(S) OF SUPPORT (OPTIONAL)**

While letters of support are not required, applicants are encouraged to include no more than three letters of support from potential program partners. These will <u>not be counted toward the total proposal page count</u>.

Sample program partners include:

- Employers

- Educational Institutions

- Community based organizations

- Neighborhood based associations