



# Request for Proposals

**Career Connected Learning - Capacity Building Provider**

**Release Date: Thursday, August 31, 2023**

**Bidders Conference: Monday, September 11, 2023 at 1:00PM ET**

**Proposals Due: Friday, September 29, 2023 at 5:00PM ET**

## Submission Details

Applications must be submitted electronically to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org), with the subject line "Capacity Building Proposal" to the contact listed below:

**Contact:** Marcus Hall, Director, Workforce Operations

**E-mail:** [youthrfp@philaworks.org](mailto:youthrfp@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. 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 the City of Philadelphia through its Office of Children and Families (“OCF”) and Department of Human Services (hereinafter, the “City”) and the School District of Philadelphia (hereinafter “District”) on this RFP initiative. 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 are seeking qualified applicants to support strengthening the capacity of Career Connected Learning (“CCL”) program providers to ensure that youth and families receive high quality, effective services. The successful respondent to this RFP will serve as PhilaWorks, the City’s, and the District’s capacity building provider (hereinafter referred to as “Provider”) for CCL programs including those offered through Out-of-School Time and youth workforce programs funded by the Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Family (TANF).

The selected capacity building provider will be expected to work collaboratively with PhilaWorks, the City, the District, and the contracted CCL Intermediary to support program providers. The CCL Intermediary provides contractual and program operations support to providers, ensures providers compliance with programmatic and fiscal requirements, and collaborates across stakeholders to advance the goals of the overall CCL system. More detail on the CCL Intermediary function is noted in a later section.

On behalf of PhilaWorks, the City, and the District, the Provider will work to accomplish the following goals:

1. Enhance program quality by providing resources and training to support implementing the program model with fidelity.

2. Utilize field experts to develop and host a library of CCL content to be accessed across all youth workforce providers.
3. Develop multiple delivery methods for youth workforce providers to access professional development opportunities.
4. Work closely with the Intermediary to assess and respond to provider skill gaps and programmatic capacity-building needs.
5. Support the programmatic developmental needs and implementation of the CCL program model (see [Appendix A](#)) for youth workforce providers.

Youth workforce funds support programming for youth and young adults ages 12 - 24 years old with specialized CCL programming to target youth ages 14 to 18 years old. As the Provider, the successful applicant(s) will be the centralized resource for coordinating and providing quality capacity building support to providers who operate direct service programs as described below.

### **Career Connected Learning (CCL) Continuum**

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 (see [Appendix B](#)).

This RFP seeks a Provider for establishing, supporting, and implementing a capacity building strategy and activities for CCL youth programs. 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:

- Opportunity 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.
- Opportunity Youth with a Secondary Credential - This pathway targets youth who have obtained a secondary credential, but who are disconnected from both school and work.
- Opportunity Youth with and without a Secondary Credential
- Pre-Apprenticeships for Opportunity Youth - This pathway targets Opportunity 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:

- Youth who have disabilities
- Youth who have been court involved
- Youth who are/have aged out of Foster Care
- 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).

### **Capacity Building Strategies**

This RFP seeks a Provider that can deliver high-quality, tiered capacity building supports to address capacity-building needs identified through formal or informal assessments. The Provider will be expected to develop a plan and implement capacity building supports for providers implementing the

CCL continuum (see [Appendix B](#)). The plan must include a variety of levels of engagement and skill sets. Capacity building supports such as training and resources will support new and returning youth workforce providers to execute the programs with fidelity.

Capacity building supports could include but are not limited to:

- Development and/or vetting of curriculum and content for employers and providers.
- Development of lesson plans and/or prerecorded content related to youth workforce skill development to be implemented by provider or worksite (resume building, how to dress in the workplace, expectations of worksite and youth worker, financial literacy, etc.).
- Insight on key components to developing a school year or summer incentive program.
- Sharing promising practices for recruitment and retention of youth and quality worksites.
- Establishing a library of resources for youth providers to assess and improve their own operational infrastructure (e.g. resources related to use of technology, communications, etc.).
- Provision of training and resources to provider staff to assist with behavioral and mental health challenges, language support and other services, as needed.

### **Youth Intermediary Roles and Responsibilities**

PhilaWorks, the City, and the District intend to contract with a separate provider with demonstrated experience in contract management and technical assistance supporting youth serving workforce development programs. On behalf of PhilaWorks, the City, and the District, the Intermediary will serve four major functions:

1. Procure, manage, and monitor subcontracts with youth service providers who offer CCL programs.
2. Support program operations and implementation in alignment with the CCL program model for at least 8,000 work-based learning opportunities.
3. Provide orientation, training, and supports for providers to ensure compliance with programmatic and fiscal requirements.
4. Collaborate with system stakeholders to engage employers and advance the goals of the overall CCL system.

To achieve these outlined goals, the procured Intermediary will be responsible for the following:

- Ensuring that executed contracts for youth service delivery leverages and manages resources to maximize the number of youth who are successfully engaged in short-term youth employment program activities.
- Meeting/or exceeding the applicable performance objectives for youth as identified by PhilaWorks and /or the Commonwealth of Pennsylvania and/or the City and/or the District.
- Collaborating with capacity building provider(s) to identify the support and developmental needs of youth-serving organizations, via monitoring efforts, surveys, etc.
- Aligning youth workforce development programs with other citywide initiatives and efforts in order to ensure access to quality workforce support across the city.
- Working with established employer partners to ensure all required clearances including required child abuse clearances are complete, connections with the youth participant(s) are established and funneling new prospective employer partners back to PhilaWorks.
- Serving as direct support to youth, parents, community members, and providers to address operational efficiencies and excellent customer service.
- Collecting, reporting, and analyzing data about youth, employers, program activity, program outputs, and program outcomes.

### **Contract Period and Funding Availability**

The competitively procured Capacity Building Provider will serve as a contractor to PhilaWorks. It is anticipated that the initial term of the established contract as a result of this RFP shall commence on November 1, 2023 and, unless terminated earlier by PhilaWorks pursuant to the terms of their respective contracts, shall expire on October 31, 2024 (the “Initial Term”). PhilaWorks may, at its sole option, amend this Provider contract to add one or more terms (an “Additional Term”), such that the Initial Term and all Additional Terms combined do not exceed four (4) years. Continued funding will be dependent on the contractor’s ability to meet defined benchmarks and performance outcomes.

The contract will be cost reimbursement. The successful applicant will be responsible for incurring costs and submitting documentation to PhilaWorks to receive reimbursement of substantiated expenses. Sample documentation includes payroll registers, invoices, canceled checks, proof of purchase, and proof activity, etc. The Provider will be responsible for maintaining adequate records to document all expenses.

The selected provider will begin phased-in start-up operations during a transition period, November 1, 2023, through December 31, 2023. The successful applicant must be prepared to offer capacity building supports in January 2024. The anticipated annual budget for the Provider will be a range from \$500,000 - \$750,000 for fully operational programming (see section *D. Payment Structure* for more detail). Final budgets and scopes of work will be negotiated with the successful applicant.

The Career Connected Learning Programs - Capacity Building Provider contract is supported by the U.S. Department of Health & Human Services and U.S. Department of Labor. A range total of \$500,000 - \$750,000, or 100%, of the program is financed with federal funds.

Aligned with the Career Connected Learning initiative, please note that additional Capacity Building and/or Capacity Building Support opportunities may be available to the successful applicant via the City, and/or the District.

### **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 the local workforce system, employer base, and workforce supports needed by youth ages 12 - 24 years old.

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, 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. Critical Application Information

In an effort to build a world-class workforce development system for Philadelphia's youth, the competitively procured Provider will be responsible for the following:

- Increasing the ability of CCL programs, including WIOA Youth, TANF Youth and OST, to achieve positive outcomes for youth and youth workforce providers.
- Meeting/or exceeding the applicable performance objectives for youth as identified by PhilaWorks and/or the Commonwealth of Pennsylvania and/or the City and/or the District.
- Collaborating with the CCL Intermediary to identify the support and developmental needs of youth workforce providers.
- Supporting the alignment of youth workforce development programs with other citywide initiatives and efforts in order to ensure access to quality workforce support across the city.
- Building knowledge and skills for front-line and supervisory staff in accordance with the core competencies for youth work professionals identified in the CCL continuum.
- Supporting organizational development and continuous quality improvement through the adoption of exemplary management practices and data-informed decision-making.

For more detail about the Provider's scope of services see section II.

### D. Payment Structure

The selected provider will receive one cost reimbursement contract with PhilaWorks funded by TANF YD and WIOA Youth which is subject to US Department of Labor, PA Department of Labor and Industry, US Department of Health and Human Services, and PA Department of Human Services guidance.

The successful applicant will be responsible for incurring costs and submitting documentation to PhilaWorks to receive reimbursement of substantiated expenses. The Provider will be responsible for maintaining adequate records to document all expenses charged to each contract agreement. To ensure that cost reimbursement funds are available throughout the fiscal year, the Provider must invoice consistently throughout the fiscal year. The awarded Provider must track and document all costs necessary to operate and submit these to PhilaWorks, as part of their invoices on a monthly basis and upon request. The awarded Provider will be expected to identify and provide documentation as required by the policies of PhilaWorks for reimbursable charges on invoices submitted for payment.

Applicants must submit a reasonable and detailed budget for this request outlining the proposed costs, ensuring that each cost is in line with the scope of this proposal. Funding for this project is contingent upon the availability of funds and this RFP does not guarantee a contract with PhilaWorks.

Administrative costs can be added to the budget at a rate of 10% of the programmatic costs. PhilaWorks reserves the right to negotiate the costs of all services upon award selection.

### Scope and Proposed Services

The successful applicant(s) will serve as the Capacity Building Provider and be responsible to PhilaWorks, the City, and the District. The successful applicant(s) must demonstrate the capacity to deliver on the following responsibilities to support Philadelphia's youth workforce system.

#### A. Project Details

The purpose of the Capacity Building Provider is to successfully deliver high-quality support for youth workforce providers. Youth workforce providers includes community based organizations, education

institutions, employers, etc. who operate CCL, WIOA Youth, TANF Youth, and OST Programs (see [pages 2-3](#) for program overviews). There are approximately seventy-five providers who operate these programs currently. Capacity building supports for these providers should include staff training, professional development, instructional coaching, resource sharing, and more. Supports will largely fall into four (4) categories:

1. **Exploration:** Collaborate with the CCL Intermediary to identify the need for change; determine the desired capacity; and identify the knowledge, skills, structures, and processes that need to be in place to achieve the desired capacity. The Provider will be expected to have or create the evaluation tools to determine current capacity of the programs. Established tools should be used to identify areas where there is a difference between existing capacity and needed capacity.
2. **Implementation:** Establish a tiered process workflow for providing supports that accounts for:
  - a. program staff that participate in activities;
  - b. how the staff will build new knowledge, identify technological or physical resources, or learn to use available resources more efficiently; and;
  - c. ensure program staff apply their new knowledge and utilize new systems.
3. **Evaluation:** The Provider must include the intended means of assessing integration of the new information and new skills and the refining of practices based on evaluation of the changes. The evaluation of the capacity building activities will be crucial to help inform program leadership and staff of changes that may need to be made to get the full effect of capacity building activities.
4. **Sustainability:** Analyze and modify practices for continuous improvement and for any needed refinement of the innovation.

## B. Services

The Provider is expected to deliver the services listed below, including the specific tasks and work activities described. Each applicant's proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles responsible for completing the tasks. For each service specified, the applicant should propose criteria to determine when the tasks are satisfactorily completed. Applicants may propose additional or revised tasks and activities but should explain why each is necessary to achieve the project goals (see [page 1-2](#)).

In support of the project goals, the Provider will be responsible for:

1. Conducting and coordinating the successful use of evidence-based quality capacity building supports, including professional development (PD), coaching, mentoring, and related capacity building supports to current and potential youth workforce providers.
2. Creating an easily accessible online library of resources that are available for all youth workforce partners, in consultation with the CCL Intermediary. The Provider will be responsible for tracking usage of the library and developing tools to measure satisfaction and usage.
3. Delivering and coordinating all quality capacity building support with a tiered approach that ensures access to providers with an equitable delivery system.
4. Establishing subcontract(s) (if necessary) with subject matter experts to deliver quality capacity building supports, especially to ensure a focus on community-based approaches that engage communities in which they operate.



5. Collaborating with the CCL Intermediary to share information and trends in program or provider deficiencies that would require the CCL Intermediary to conduct program monitoring activities and/or data analysis. The CCL Intermediary’s monitoring results will also be utilized to inform the type and level of capacity building supports required.
6. Convening providers for peer-to-peer engagement and to assess best fit models for capacity building supports.
7. Exhibiting a commitment to Diversity, Equity, and Inclusionary practices.
8. Establishing and following clearly defined document collection and retention policies.
9. Providing recurring updates to the Office of Children and Families, Philadelphia Works, and School District of Philadelphia.

Strong proposals will utilize strategic components that include, but are not limited to, the following:

- Focus on multiple-level staff support
- Peer-learning experiences
- Strategic partnerships
- Integration of adult learning principles
- Industry sector and sub-sector support
- Neighborhood-based support

Applicants may propose multiple delivery methods for assessing needs and providing support to youth workforce providers. Delivery methods may include, but are not limited to:

- In person
- Virtual
- Asynchronous
- On-site support and/or coaching
- Workshops
- Train-the-trainer
- Practitioner Learning Communities
- Resource Development and/or Curriculum

The information in this Scope of Services is subject to change. Any changes will be communicated by PhilaWorks, the District, and the City to the selected contractor through Operations Memoranda which will be considered as part of the contract.

### C. Performance Measures

As the Provider, the successful contractor will be responsible for a set of measures in alignment with the required scope of services. The selected provider will be required to report outputs and outcomes as directed by PhilaWorks. Outputs and outcomes for the successful provider will include, but not limited to, areas such as:

Outputs	Outcomes
Online Library of Career Connected Learning content	Provider Utilization
Field Experts	Systems and Programmatic Knowledge
Assessment/Evaluation Tools	Evaluation Results and Analysis
Professional Development Opportunities	Skill Development
Staff Training Participation	Provider Satisfaction
Coaching Sessions	Staff Attendance

By submission of a proposal in response to this RFP, the applicant agrees that it will comply and cooperate with all contract and compliance monitoring and evaluation activities undertaken by PhilaWorks, the City, or the District and with all security policies and requirements of the City, the District and PhilaWorks. Further, the Provider will conduct quality assurance and performance management for contracted services.

The City, the District, and PhilaWorks reserve the right to reject any item of work that does not meet each entity’s minimum standards of performance and quality, or that does not conform to the contract Scope of Work. PhilaWorks shall not be obligated to pay for services that do not meet performance standards.

#### D. Reference Documents

Applicants should review the following reference documents to obtain a full understanding of the requirements with which the awarded contractor(s) must comply.

These documents are:

- The US DOL’s Common Measure Policy for the Employment and Training Administration’s Performance Accountability System is available online. Visit <https://wdr.doleta.gov/directives/>
- Workforce Investment Information Notices (WIINs) No. 3-05 provides guidelines for the competitive procurement of youth services. This WIIN is available online at [www.dli.pa.gov/Businesses/Workforce-Development/](http://www.dli.pa.gov/Businesses/Workforce-Development/)
- OMB Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available at [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)
- The PA Department of Human Services and PA Department of Labor and Industry TANF YDP Summer and Year-Round Policy and Procedures Manual available at <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>

#### 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, August 31, 2023
Bidder’s Conference	Monday, September 11, 2023 1:00PM ET
Deadline for questions	Wednesday, September 13, 2023 5:00PM ET
Responses to questions posted to PhilaWorks website	Friday, September 15, 2023 5:00PM ET
Deadline for submitting Notification of Intent	Tuesday, September 19, 2023 5:00PM ET

RFP Timeline	
Deadline to submit proposals	Friday, September 29, 2023 5:00PM ET
Presentations/Interviews (if applicable)	Thursday, October 12, 2023 Time to be determined if applicable
Award Decision	Week of October 16, 2023
Contract Begins	Wednesday, November 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, September 11, 2023 from 1:00 PM - 2:00 PM (ET)** via Zoom. While not required, attendance is strongly recommended. To RSVP, please 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 5:00PM (ET) Wednesday, September 13, 2023. A final Questions and Answers document will be posted on the PhilaWorks [website](#) by 5:00PM (ET) Friday, September 15, 2023.

### B. Notification of Intent to Submit Proposal

Please complete the [Notification of Intent](#) to signify your organization's intent to submit a proposal. This form should be submitted no later than **5:00 PM (ET) on Tuesday, September 19, 2023**. This notification allows PhilaWorks, the District, and the City to have sufficient resources in place to carefully and fully review each proposal. Notifications of Intent are *strongly recommended*. Notification of Intent will not be considered as a commitment to bid.

### C. Proposal Responses & Submission

Requests are accepted and will be reviewed and evaluated through **5:00 PM (ET) on Friday, September 29, 2023**. 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 "Capacity Building 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:

- Request for Proposals - Submission Form with additional pages if necessary
- Attachment 1: Project Narrative
- Attachment 2: Technical, Administrative, and Fiscal Capacity
- Attachment 3: Line-Item Budget and Narrative
- Attachment 4: Organization Charts & Strategic Plan
- Attachment 5: IRS Determination Letter & Audited Financials

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 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, the District, 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 of PhilaWorks 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:

- Organizational Experience & Past Performance (Maximum Points: 15 points)
- Organizational Capacity (Maximum Points: 20 points)
- Approach: Plans for the Scope of Services (Maximum Points: 35 points)
- Budget, Budget Narrative, Management/Strategic Plan (Maximum Points: 15 points)
- Technical, Administrative, and Fiscal Capacity (Maximum Points: 15 points)

Applicants may be required to make an oral presentation of their submission or be asked to interview with the proposal review committee as part of the selection process. The tentative date for any requested presentations will be Thursday, October 12, 2023. Overall scores of 80 and above will be considered competitive. Please note that, if necessary, PhilaWorks reserves the right to select providers according to the needs of the youth workforce system, regardless of scores or rank and this RFP does not commit PhilaWorks to award a contract. PhilaWorks reserves the right to cancel this RFP and the proposals submitted for this award if it determines that no proposal was appropriately responsive.

Further, PhilaWorks, the City, and School 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 PhilaWorks chooses to award a contract, that contract will be awarded to the applicant whose proposal PhilaWorks determine, in their sole discretion, is the most advantageous and in PhilaWorks'**

**best interest.** In no event, however, shall 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 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.

**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>Career Connected Learning - Capacity Building Provider</i>	<b>12. Amount Requested:</b> \$

**13. Proposal Checklist:**

- **Submission Form**
- **Attachment 1 - Program Narrative**
- **Attachment 2 - Technical, Administrative, and Fiscal Capacity**
- **Attachment 3 - Line-Item Budget & Narrative**
- **Attachment 4 - Organization Charts & Strategic Plan**
- **Attachment 5 - IRS Determination Letter & Audited Financial Statements**

**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 – Program Narrative

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

### Organizational Experience & 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 recent experience (in the last twenty-four months) collaborating to support providers or other subcontracted organizations that would qualify it to take on the responsibilities that are outlined in this RFP.
- D. Describe the organization’s experience supporting enhanced quality of programs for youth and young adults, including in-school staff, out-of-school time programming, and summer programming.
- E. Describe the organization’s approach to youth development, especially for traditionally underserved youth and special populations such as youth with disabilities and youth involved in the foster and/or juvenile justice systems.

### Organizational Capacity

- A. Building upon, but not duplicating the information that was already provided, describe the organization’s understanding of the project goals and current capacity to implement the requirements of this RFP.
- B. Describe how the organization will be prepared to implement capacity building support for providers in summer 2024 and any existing tools or resources that will aid in implementation.
- C. Describe the organization’s experience and capacity with delivering and/or coordinating the successful use of evidence-based quality capacity building support that includes, but are not limited to, youth programming professional development (PD), advising, coaching, and other related capacity building support.
- D. Describe the organization’s typical staff retention rate and capacity to fill vacant positions.
- E. Describe the organization’s staff compensation plan and how it reflects the education, skills, and experience that staff bring to their positions as well as provide opportunity for wage growth over time or as additional skills are mastered.

### Description of the Approach

Describe how the organization will offer the scope and proposed services including a brief description, staffing associated, and partners involved:

- A. Conducting and coordinating the successful use of evidence-based quality capacity building supports, including professional development (PD), coaching, mentoring, and related capacity building supports to current and potential youth workforce providers.

**ATTACHMENT 1 – Program Narrative**

- B. Creating an easily accessible online library of resources that are available for all youth workforce partners, in consultation with the CCL Intermediary. The Provider will be responsible for tracking usage of the library and developing tools to measure satisfaction and usage.
- C. Delivering and coordinating all quality capacity building support with a tiered approach that ensures access to providers with an equitable delivery system.
- D. Establishing subcontract(s) (if necessary) with subject matter experts to deliver quality capacity building supports, especially to ensure a focus on community-based approaches that engage communities in which they operate.
- E. Collaborating with the CCL Intermediary to share information and trends in program or provider deficiencies that would require the CCL Intermediary to conduct program monitoring activities and/or data analysis. The CCL Intermediary’s monitoring results will also be utilized to inform the type and level of capacity building supports required.
- F. Convening providers for peer-to-peer engagement and to assess best fit models for capacity building supports.
- G. Exhibiting a commitment to Diversity, Equity, and Inclusionary practices.
- H. Establishing and following clearly defined document collection and retention policies.
- I. Providing recurring updates to the Office of Children and Families, Philadelphia Works, and School District of Philadelphia.



## ATTACHMENT 2: Technical, Administrative, and Fiscal Capacity

To be considered for this award, the applicant must be able to satisfy the fiscal, technical, programmatic, and administrative requirements outlined in this RFP. Please provide the following information in clear, concise language and not more than five (5) pages. Assume that the reviewer is unfamiliar with the organization. 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.

- A. Does the organization have a certificate of authority to do business in the Commonwealth of Pennsylvania?
- B. Does the organization's most recent audit indicate any material findings? If so, please detail and attach the corrective action plan.
- C. The successful applicant(s) will be governed by PhilaWorks policies. Please provide a summary of the organization's current procedures for:
  - a. Formal contract procurement process including internal process for approving contracts.
  - b. Accounts payable process and how it is related to the procurement process.
  - c. Grievances from participants, employees, or vendors.
  - d. Handling and safeguarding information included technology for electronic transmission.
  - e. Record retention.
- D. Please provide a short description of how the accounting system allows for the reporting of expenditures by individual grants.
  - a. What allocation method is used for expenditures that are not one hundred percent (100%) directly charged to an individual grant and ensures that the organization is reporting its fair share of costs for services, overhead, and staffing not solely devoted to work under this RFP?
- E. If subcontracting for service contracts, consultants, etc., provide detail regarding the plan for services and list names of entities who will be providing services.
- F. Describe the organization's ability to pay subcontractors prior to reimbursement from PhilaWorks.
- G. PhilaWorks Contractors are required to have insurance, including General Liability Insurance, Fidelity Bonding Insurance, Automobile Liability Insurance, Professional Liability Insurance, and Workers Compensation Insurance. All certificates of insurance must exhibit dates for coverage that coincide with the contract period. Will the organization be able to show proof of these insurances if awarded?
- H. List three organizations that the organization has subcontracted with in the past 24 months.
  - a. Provide a brief description of the work accomplished with these organizations.
  - b. Provide a name, title, email address, and telephone number of a person in the referenced organization who can be contacted about the previously described work.

ATTACHMENT 3: LINE-ITEM BUDGET & NARRATIVE		
<b>Organization Name:</b>		
<b>Project Title:</b> <i>CCL - Capacity Building Provider</i>		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
<b>ADMINISTRATION EXPENSES</b> <i>The total of Administrative Expenses cannot exceed 10% of the Program Expenses.</i>		
<b>Admin Staffing</b>		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
<b>Admin Operating Expenses</b>		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
<b>Other Admin Operational Expenses</b>		
Staff Travel		
Audit & Payroll Services		
Supplies (Office Supplies & Consumable Supplies)		
Equipment - Lease		
Admin Indirect Costs <i>(A Federally Approved Indirect Rate Agreement is required)</i>		
Other Admin Expenses (please list):		
<b>ADMIN SUBTOTAL</b>	<b>\$</b>	
<b>PROGRAM SERVICES EXPENSES</b>		
<b>Program Staffing</b>		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
<b>Program Operating Expenses</b>		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
<b>Other Program Operational Expenses</b>		
Staff Travel		
Staff Professional Development		
Subcontracts (Services/Consultants)		
Equipment - Lease		
<b>Program Service &amp; Costs for Participants</b>		
Supplies (Office Supplies & Consumable Supplies)		
Outreach & Recruitment Costs		
Youth Payments (Wages, Incentive, & Fringe)		
Other Program Expenses (please list):		
<b>PROGRAM SUBTOTAL</b>	<b>\$</b>	
<b>PROJECT TOTAL</b>	<b>\$</b>	



#### ATTACHMENT 4: ORGANIZATION CHART & STRATEGIC PLAN

All applicants must attach a copy of the following:

- A current organization chart
- A proposed organization chart (if awarded)
- A copy of the organization's management/strategic plan which must also include an allocation of expenses, processes, and trends.

#### ATTACHMENT 5: IRS DETERMINATION LETTER & AUDITED FINANCIAL STATEMENTS

All applicants must attach a copy of the following:

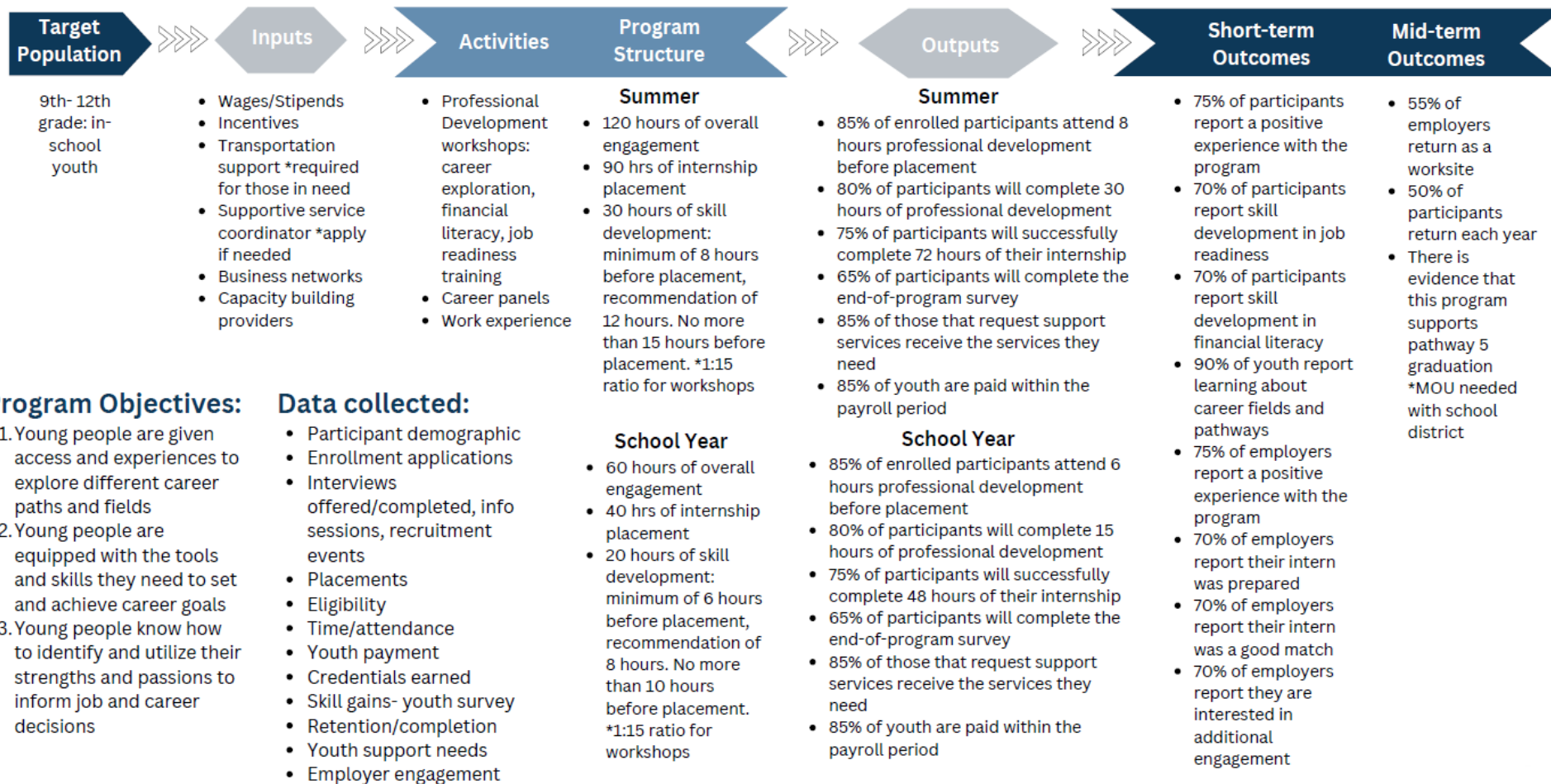
- 1) A Copy of the organization's 501(c)3 IRS Determination Letter
- 2) Most recent Audited Financial Statements performed in compliance with *Government Auditing Standards* (i.e., Single Audit or a program/yellow book audit).

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)

Appendix A

**Career Connected Learning: Year-Round Program Model**



**Program Objectives:**

1. Young people are given access and experiences to explore different career paths and fields
2. Young people are equipped with the tools and skills they need to set and achieve career goals
3. Young people know how to identify and utilize their strengths and passions to inform job and career decisions

**Data collected:**

- Participant demographic
- Enrollment applications
- Interviews offered/completed, info sessions, recruitment events
- Placements
- Eligibility
- Time/attendance
- Youth payment
- Credentials earned
- Skill gains- youth survey
- Retention/completion
- Youth support needs
- Employer engagement



Positioning Philadelphia's Youth for Career Success

Appendix B

**Career Connected Learning Continuum**

