




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

**Career Connected Learning Programs – Capacity Building Provider RFP**  
**Bidder's Conference**  
*September 11, 2023*

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# Opening Remarks

Marcus Hall, Director of Workforce Operations




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## About Us




Positioning Philadelphia's Youth for Career Success


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## About Career Connected Learning (CCL)



Positioning Philadelphia's Youth for Career Success

- 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.
- Philadelphia's CCL programs 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.

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# RFP Overview

Kim McCaffrey, Sr. Manager, Youth Workforce System

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## RFP Purpose

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 Career Connected Learning ("CCL") programs. On behalf of PhilaWorks, OCF, 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 for youth workforce providers.

## Basic Applicant Eligibility

- Eligible applicant organizations include any private for-profit agency, private non-profit organizations, government agency, or educational institution.
- Open to both current contractors, as well as qualified organizations that have not previously contracted with us.
- Applicants must be in good financial standing and may not have been declared ineligible by the federal or state governments.
- Organizations must demonstrate a strong understanding of the local workforce system, employer base, and workforce supports needed by youth ages 12 - 24 years old.

## Major Responsibilities

- 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 applicable performance objectives for youth as identified by CCL partners and/or the Commonwealth of Pennsylvania.
- 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.

## Required Program Model (see Appendix A)

Services for youth, 12-24 years old, priority for those in high school

### Program Activities:

- Professional development workshops
- Career exploration
- Financial literacy
- Job readiness training
- Career panels
- Work experience

| <i>Summer</i>                       | <i>School Year</i>                  |
|-------------------------------------|-------------------------------------|
| 120 hours of overall engagement     | 60 hours of overall engagement      |
| 90 hours of internship placement    | 40 hours of internship placement    |
| 30 hours of skill development       | 20 hours of skill development       |
| (8-15 completed prior to placement) | (6-10 completed prior to placement) |

## CCL Youth Programs

Philadelphia's CCL programs, includes those offered through Out-of-School Time, WIOA Youth, and TANF Youth.

| WIOA Youth  | TANF Youth   | Out-Of-School Time   |
|---|--|--|
| 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: <ul style="list-style-type: none"> <li>- Opportunity Youth with/without a Secondary Credential</li> <li>- Pre-Apprenticeships for Opportunity Youth</li> </ul> | 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: <ul style="list-style-type: none"> <li>• Youth who have disabilities</li> <li>• Youth who have been court involved</li> <li>• Youth who are/have aged out of Foster Care</li> <li>• Recent high school graduates</li> </ul> | 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. <p>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).</p> |

## Performance Metrics

The following have been set in alignment with the required program model:

| 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                   |

*Provider feedback will be utilized to assess the performance of the Provider*

# Budget Information & Payment Structure

Marcus Hall, Director of Workforce Operations

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## Contract Details

- 1 contract awarded to successful applicant
- Initial Term/Contract Period: November 1, 2023 – October 31, 2024
- The contracts may be amended to add one or more terms (an “Additional Term”), such that the Initial Term and all Additional Terms combined do not exceed 4 years
- 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.

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## Budget Information

- Proposed budgets must be entered and submitted using Attachment 3
- Applicants must allocate expenditures as Administration or Program
- The total of direct administrative or indirect administrative expense cannot exceed 10% of total program costs
- Indirect costs are only allowable with a current Federally Approved Indirect Rate Agreement
- Following proposal determinations, a more detailed budget will be developed through negotiated conversation

## Payment Structure

- The payment structure for all awarded funds is *cost reimbursement*
- Providers must seek approval for costs associated with the contracts
- Invoices will be submitted monthly with required support documentation
- Providers will be required to adhere to determined reporting for all approved costs
- Funding for this project is contingent upon the availability of funds



# Proposal Submission Evaluation Process

Kim McCaffrey, Sr. Manager, Youth Workforce System

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## RFP Timeline

| DATE                                       | TASK  |
|--|---|
| Thursday, August 31, 2023                  | Release of Request for Proposals                  |
| Monday, September 11, 2023 (1:00 PM ET)    | Bidder's Conference                               |
| Wednesday, September 13, 2023 (5:00 PM ET) | Deadline for questions                            |
| Friday, September 15, 2023                 | Responses to Questions Posted on Procurement Page |
| Tuesday, September 19, 2023 (5:00 PM ET)   | Deadline for Submitting Notification of Intent    |
| Friday, September 29, 2023 (5:00 PM ET)    | Deadline to submit Proposals                      |
| Thursday, October 12, 2023                 | Presentations/Interviews (if applicable)          |
| Week of October 16, 2023                   | Award Decision                                    |
| November 1, 2023                           | Contract Begins                                   |

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## Proposal Submission

- Proposals must be submitted via email to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org) by Friday, September 29, 2023 at 5:00PM ET
- Emails must have the subject line 'Capacity Building Provider RFP'
- Single-sided, single-spaced pages, using a 1-inch (1") margin and no smaller than a 12pt font
- Must meet all page limit requirements
- No more than 6 PDF documents

## Proposal Attachments

- Request for Proposals - Submission Form\*
- 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

\*Attachments available on the PhilaWorks [website](#)

## Evaluation Process

- Proposal evaluated by reading team
- Maximum score – 100 percentage 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)
- May be required to make an oral presentation of their submission or be asked to interview
- Overall scores of 80 and above will be considered competitive

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## Questions and RFP Communication

- E-mail: [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org)
- Q&A will be posted publicly on Friday, September 15th at 5:00pm:  
<https://www.philaworks.org/procurement-opportunities/>



<https://www.facebook.com/philaworks/>



<https://twitter.com/Philaworks>



<https://www.linkedin.com/company/philadelphia-works/>



<https://www.youtube.com/watch?v=6z0G7dpXTMY>

### Administrative Offices



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# Q & A

Reminder: Deadline for proposal submission is Friday, September 29<sup>th</sup> at 5:00 PM ET  
(send to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org))

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