

## Career Connected Learning PHL Youth and Young Adult Programs – Questions & Answers

Philadelphia Works is seeking entities interested in Career Connected Learning PHL Youth and Young Adult Programs in Philadelphia, PA. The successful respondent to this RFP will serve as Successful applicants will be responsible for offering the C2L-PHL program model (“Model”). The Model is a career-immersive, holistic approach to preparing youth to achieve long-term educational, career and personal goals, including self-sufficiency.

Proposals will be accepted through Monday, December 16, 2024 at 5:00 PM ET. To ensure Philadelphia Works maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org).

### Questions & Answers |

**1. When will the link to submit the application be distributed (after submitting a Notice of Intent)?**

Links to submit applications will be sent after the FAQ document is posted to the PhilaWorks website.

**2. Is the \$6,000,000 award per contracted organization or the total for all awards?**

The combined total for all awarded applicants will not exceed \$6,000,000.

**3. Is there an anticipated number of providers that will be awarded?**

No, the number of awards is not predetermined. The number of awards will be determined based on the review process.

**4. Do you mean out-of-school time or not enrolled in school?**

PhilaWorks prioritizes applications that support out-of-school youth that are not connected to school or employment.

**5. Can a program that primarily supports out-of-school youth be eligible if it serves a limited number of in-school-youth?**

PhilaWorks will accept proposals that support both in- and out-of-school youth.

**6. Can a program serving in-school-youth still apply? Can a program serve youth currently enrolled in secondary education/high school?**

A maximum of 10% of available funds will be awarded to programs that focus on in-school youth.

**7. Would out-of-school youth include youth who are not enrolled in secondary/high school at the time of program enrollment but have not graduated from high school?**

Youth without a high school credential that are not enrolled in school are considered out-of-school

youth.

**8. Can programs which have an existing C2L contract with JEVS still apply?**

As this is a separate procurement, programs with other C2L contracts may still apply.

**9. The contract is listed as starting in both January 2025 and February 2025; which is correct?**

Contracts will start February 3, 2025.

**10. How may I access the Bidder's Conference presentation?**

A link to the bidder's conference will be added to the PhilaWorks procurement website.

**11. Would a sport-based youth development organization qualify to apply and could the organization hire youth to work with its' organization?**

Sport-Based youth development programs are not disqualified from applying.

**12. What age bracket is being served?**

Participants should be no younger than 16 and no older than 24 at the time of enrollment.

**13. Is this RFP the replacement of the WIOA pre-apprenticeship grant or to supplement WIOA programs?**

This is the next procurement iteration funded by WIOA Youth funds that formerly supported pre-apprenticeship programs.

**14. Does support continuing through post-secondary education qualify?**

Programs that support youth enrolled in post-secondary would be considered in-school youth.

**15. Are entrepreneurial trainings permitted?**

Programs that focus on entrepreneurship are not disqualified from applying. PhilaWorks prioritizes programs that prepare participants for occupations recognized in our [2023 – 24 Recovery Occupations manual](#).

**16. Would working with out-of-school, recent immigrant and refugee youth to strengthen English language skills be acceptable if the focus is work-based?**

Out-of-school youth programs that focuses on immigrant and refugee communities are qualified and align identified barriers for eligibility.

**17. Do partnerships need to be in place before submitting a bid?**

Awardees are welcome to establish partnerships after submitting a bid.

**18. Page 11 of the RFP states "The highest allowable rate is capped at \$10.35 per hour" for work experience. Is this for in-school youth and out-of-school youth? If an employer is paying a higher wage, can we match the amount to ensure an equitable wage?**

Paid work experiences with employers that exceed \$10.35 per hour are allowable.

**19. Page 12 of the RFP asks for a percent or number of participants referred to the PA CareerLink<sup>®</sup> or One Stop Partners. Does this include all referrals within the ages of ISY and OSY or just those enrolled for services?**

This refers to active participants in your program.

**20. Can you elaborate on the difference between the designated enrollment platform vs. the system of record (CWDS)?**

CWDS is the state's mandated system of record for enrollments and case management. Applicants must show their own internal platform or system used for tracking enrollments.

**21. Will past performance and experience in Philadelphia Works' WIOA-funded programs be considered during review?**

All available performance data will be considered when reviewing proposals.

**22. In serving youth with disabilities is there flexibility in referrals to career link/One Stop Shop and/or would referrals to OVR be included in this?**

WIOA mandated partners include OVR. There may be additional partners that have services that can support the needs of participants.

**23. How does the \$6,000,000 of funding compare to past funding opportunities?**

The previous WIOA Youth procurement awarded approximately \$6.5m in contracts.

**24. What documentation pieces are youth required to have to participate ?**

Please refer to the RFP: Section IV, A, iv.

**25. Is there an expectation of number of participants per year?**

No minimum or maximum, but consideration will be given to the amount of funding requested, with respect to the number of participants that will be served.

**26. Once the proposals are submitted, how long do you anticipate notification of awards?**

Notification of awards is planned for early January 2025.

**27. What are the formatting requirements for the application?**

Single-sided, single-spaced pages, using a 1-inch (1") margin and no smaller than a 12pt font.

**28. Will a separate RFP be released for TANF Youth programming?**

Yes, a separate RFP will be released for TANF funding.

**29. Are proposals focused on building trades acceptable?**

Yes, proposals focused on building trades are eligible.

**30. Are separate proposals required for each credential?**

No, one proposal can include multiple credentialing opportunities.

**31. Do apprenticeships or career trainings have to be in demand jobs per the Department of Labor (DOL) or can they be in other areas such as the arts or faith based careers?**

“Recovery occupations” are not required, but applications in high priority occupations will be prioritized.

**32. Are locations where the participants are served required to be certified/licensed on the *Eligible Training Provider List* in Pennsylvania?**

Yes, locations providing service to participants must be certified/licensed by the Commonwealth: “Training providers interested in having courses/programs included on Pennsylvania’s Eligible Training Provider List (ETPL) apply electronically through the Commonwealth Workforce Development System (CWDS) to one of the 23 Local Workforce Development Areas (LWDA) throughout the commonwealth. Applications are accepted on an ongoing basis throughout the year.”

**33. Is the indirect rate 10% or 15% for the new federal guidance?**

Applicants are allowed up to 15% for their indirect rate.

**34. Do paid work-based learning activities provided at our career and technical college fulfill the RFP requirements for “work experience”?**

Yes, this is allowable.

**35. In the RFP, there are two different dates stated by when programming would need to be implemented. On page 5 it states March 1, 2025 and on page 6 it states April 1, 2025. Which is the one to adhere to?**

Program activities must begin by April 1, 2025.

**36. Page 18 says all certificates of insurance must exhibit dates for coverage that coincide with the contract period. Typically, our COIs only cover a 12-month period. Is it allowable to have a COI that starts when required by the RFP and is renewed later for the remaining period? Do you want to see our current COI as an attachment to our proposal?**

An active Certificate of Insurance will be requested during contract negotiations. PhilaWorks may request an updated certificate once it has expired.

**37. Can we add supportive documentation not explicitly required by the RFP as exhibits to our proposal?**

Only the type of documents listed should be included in your application.

**38. Attachment 2 of the RFP says “Administrative Expenses cannot exceed 10% of the total program costs. Indirect Costs are only allowed as an administrative expense and organizations must have a**

**current, federally approved Indirect Rate Agreement.” Is 10% still the current maximum? Should we include our NICRA letter as an exhibit to justify a higher indirect/admin rate?**

Applicants are allowed up to 15% for their indirect rate. Applicants may include their NICRA letter to justify a higher percentage.

**39. An award range of \$350K – \$1.5M was mentioned at the bid conference. Is this accurate? If so, what are the program funding targets (percentages or dollar amounts) for the 12-month and 17-month points?**

A suggested, but not required, range of \$350K - \$1.5M was referenced during the bidder's conference.