



Positioning Philadelphia's Youth for Career Success

# Request for Proposals

## Career Connected Learning PHL – Youth and Young Adult Programs

**Release Date: Monday, November 4, 2024**

**Bidder's Conference: Wednesday, November 13, 2024 at 12:00**

**PM ET Notice of Intent to Apply: Friday, November 22, 2024**

**Applications Due: Monday, December 16, 2024**

### **Submission Details**

Applications will be accepted electronically via a generated link provided by PhilaWorks. To receive a link for submission, applicants are required to submit a "Notice of Intent" ("NOI"). The submission of an NOI is strongly encouraged by 5:00 pm ET on Friday, November 22, 2024. NOIs Submitted after this date will be accepted, however organizations with NOIs submitted will be prioritized for review.

Questions about this RFP should be submitted electronically to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org).

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## **Section I: 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 the public workforce policies, and optimize funding and resources to build a skilled and thriving workforce. For more information please visit our [website](#).

PhilaWorks has issued this Request for Proposals (RFP) to identify non- and for-profit providers who will provide eligible youth or young adults ages 12 – 24 with Career Connected Work-Based Learning that operates under two program models:

1. Career Preparation: Youth are given access and experiences to explore different career paths and fields. Youth are equipped with the tools and skills they need to explore, set, and achieve career goals.
2. Career Launch: Youth know how to identify and utilize their strengths and passions to inform career decisions.

Outlined in this RFP are the available funds to support each of the program models and their associated eligibility criteria, the requirements for providers and instructions for how to apply.

Organizations identified via this RFP will serve youth and young adults ages 12 – 24 years old. 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.

The Model prioritizes consistent exposure and professional development, strengthened with a variety of workplace activities that allow youth to explore multiple fields and occupations. It also offers multiple pathways for non-profit and for-profit businesses to engage with the system and to start or continue to strengthen their relationship with the workforce system. The Model includes skill development opportunities for youth participants and work-readiness programming to prepare youth for other employment and internship opportunities.

### **A. Career Connected Learning Overview**

C2L-PHL is Philadelphia's version of Career-Connected Learning. This proven model helps youth develop the knowledge, skills, and mindset they need to enter the workforce, careers, and community life. This citywide collaboration focuses on three goals for youth:

- Explore different career paths and fields.
- Work on the skills needed to achieve their career goals.
- Uncover their strengths and passions to inform career decisions.

Career-Connected learning 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. C2L-PHL is a collaboration of PhilaWorks, the City of Philadelphia ("City"), and the School District of Philadelphia ("District").

PhilaWorks, the City, and the District, are committed to supporting large-scale, coordinated career connected learning 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 Philadelphia's youth to next steps towards jobs that pay a living wage and provide opportunities to continue career advancement.

Act 158, a law passed in 2018 made graduation more accessible and practical for students in Pennsylvania by introducing four alternative pathways for graduation that students can take instead of gaining a score of proficient on all three Keystone exams. These include options such as getting a passing score on AP tests or a high enough SAT score or taking career and technical education classes.

Recognizing the clear alignment Act 158 created with public education and the public workforce system, PhilaWorks has supported programs with qualifying activities that include credentialing, work-place experiences and exploration activities

allowable under Pathway 4 or 5 of Pennsylvania Act 158. Career connected learning activities are offered along a continuum: Awareness, Preparation, and Launch as described here:



To learn more about C2L-PHL, go to [www.phila.gov/C2LPHL](http://www.phila.gov/C2LPHL).

## B. Priority Populations

C2L-PHL programs are intended to prioritize specific populations to maximize their work-based learning opportunities. Preference will be given to providers showing that they have a history of successfully delivering programs and services and have a clear plan for recruitment and enrollment of the following priority populations:

- Youth who are juvenile justice court-involved.
- Youth who are involved in the child welfare system including those who are in foster care or aging out of foster care.
- Youth who have disabilities.
- Youth who are pregnant or are parenting.

Providers should show that their experience and accessibility also allow for young people of all types to identify opportunities, access services, and engage with employers and training opportunities that are better suited to accommodate their specific needs.

## C. Priority Sectors and Industries

PhilaWorks has prioritized timely opportunities in occupations that are experiencing employer demand now; show promise for future growth; pay livable wages; and are accessible to workers with diverse educational and employment backgrounds. 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.

Recovery Occupation Industries include:

- Transportation and Logistics
- Healthcare and Life Sciences
- Information Technology
- Business and Professional Services
- Manufacturing and Construction
- Education and Social Assistance

#### How Philadelphia Works Identifies Recovery Occupations

- \$15+/Hr Median Wage**
- Minimal negative impact to employment during the COVID-19 pandemic, and/or projected growth, resulting in dependable job openings
- Strategic focus on **middle-skill** and low-skill jobs with **opportunity for advancement**
- Strategic focus on **timely jobs** requiring an **Associate's Degree or less**, to connect career-seekers to employment or earn-and-learn opportunities **now**
- A WIOA High Priority Occupation (HPO), or worthy of petition

## Section II: RFP Requirements

### A. Who is Eligible to Apply

Proposals will be accepted from non-profit and for-profit organizations that can demonstrate at least one year experience serving youth residing in Philadelphia or serving identified priority populations. Organizations must have demonstrable youth development experience and outcomes to operate workforce and education programs. Any organization applying to operate programming must also demonstrate the ability to start-up and implement programs by March 1, 2025.

Applicants must be in good financial standing and may not have been declared ineligible by the City, state, or federal governments for funding. Non-profit applicants must be tax exempt under Section 501(c)3 of the Internal Revenue Code and must submit a copy of their most recent IRS Determination Letter. Selected providers will also be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security and financial controls to PhilaWorks prior to contract execution. PhilaWorks, in soliciting requests for proposal, 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.

### B. Budget, Payment Structure and Funding Sources

C2L-PHL contracts funded via WIOA Youth funds may be supported by the U.S. Department of Labor. A total of up to \$6,000,000 or 100%, of the program is financed with federal funds. Funding for this project is contingent upon the availability of funds.

Funds available through this solicitation are formula funds allocated by the Department of Labor and Industry that are provided through the [Workforce Innovation and Opportunity Act \(WIOA\)](#). The contracted funds are available on a reimbursement basis and would be accessed through invoicing PhilaWorks for allowable expenses per the terms of subrecipient contracts. Descriptions of each funding source are below.

Upon award, providers will be expected to develop a line-item budget. PhilaWorks reserves the right to negotiate the contract period and costs of all services upon award selection. The final awards will depend upon proposal quality, target population, program activities, and other considered criteria. Based on the population and funding stream selected, respondents are required to respond to different sections of this RFP.

### C. General Disclaimer

This RFP does not commit PhilaWorks to enter into an agreement with any organization. PhilaWorks is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP. PhilaWorks may consult with the City, the District in deciding, in its discretion, which contracts to award for the benefit of the C2L-PHL program. This includes a review of C2L-PHL program distribution geographically and based on the allocation of other services funded by the City, PhilaWorks, or the District. If an Applicant is not awarded a contract pursuant to this RFP, neither PhilaWorks nor anyone else shall be obligated to debrief unsuccessful Applicants as to the basis for the decision not to award a contract to them. At their sole discretion, PhilaWorks reserves the right to cancel this RFP or to decide not to enter into contracts at their sole discretion.

### D. Contract Period

Contracts awarded will be issued for a three-year period to begin January 1, 2025, with an 17-month contract term. Renewal consideration are at the discretion of PhilaWorks 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.

Unless otherwise negotiated, selected providers must be ready to begin start-up operations no later than February 3, 2025, with full operations of the programs expected to begin no later than April 1, 2025. For the purpose of this RFP, start-up relates to the setup of all operations of the program leading to full implementation of youth enrollment and service-delivery.

Selected providers are responsible for adhering to all requirements imposed by PhilaWorks and its governing funding streams. The start-up requirements listed in this RFP are not all inclusive and may be modified by PhilaWorks or its representatives to meet the needs of the youth workforce system. All requirements listed will be negotiated once the decision to award funding has been made.

- **Contract Negotiations:** Providers will be expected to negotiate, in good faith, the terms of the contract for services that begin on their scheduled start date (unless otherwise negotiated).
- **Staffing:** Selected providers are expected to have management/supervisory staff hired within sixty days of the Notice of Award. Other staff should be hired on an ongoing basis during the start-up period. As part of the start-up period, provider staff will be expected to attend orientation and trainings as dictated by PhilaWorks.
- **Program Location & Technology:** Successful applicants will identify and setup their program location at least forty-five days prior to full implementation. Providers must also ensure accessibility in compliance with the [Americans with Disabilities Act \(ADA\)](#) at their program location and are strongly encouraged to consider locations easily accessible by public transportation. Providers will be responsible for having internet access and equipment on-site to support programming and administration.
- **Data Entry and Validation:** During the contract period, all program data must be entered within the specified time period and fully validated by the provider. Successful applicants will have the capacity to enter and maintain data in alignment with full program implementation expectations, no later than March 2025. Untimely data entry and poor quality management of data may be cause for termination.
- **Fiscal Requirements:** Selected providers must follow fiscal guidelines set by the State/Federal government as outlined in the Code of Federal Regulations by the Office of Management and Budget Guidance, [2 CFR 200](#). Staff from PhilaWorks' Finance Department and Quality Assurance Coordinator (for Supportive Service and Incentives) will communicate and share all needed information with the selected providers. All invoices must be submitted monthly with full validation following PhilaWorks guidance. Delays in invoicing may be cause for termination.

## E. Program Dates

Successful applicants will begin delivering the full range of services as described below on March 1, 2025. Agreements resulting from this RFP may include one 17-month contract period, as shown in the table below, with the second and third contract periods renewable at the discretion of PhilaWorks, based on performance of the successful applicant and funds available. The agreement is not renewable after the third contract period.

Program Dates and Contract Periods		
Contract period 1 (base)	February 3, 2025 – June 30, 2026	Base contract award
Contract period 2 (option)	July 1, 2026 – June 30, 2027	Renewable by PhilaWorks
Contract period 3 (option)	July 1, 2027 – June 30, 2028	Renewable by PhilaWorks

## Section III: C2L-PHL System Support to Providers

### A. Capacity Building Provider

The Capacity Building Provider will support organizations who operate C2L-PHL programs. This includes youth workforce programs funded by the Workforce Innovation and Opportunity Act (WIOA).

Providers awarded a contract via this RFP are expected to utilize the capacity building resources accessible via the [C2L-PHL Resource Library](#). PhilaWorks, in coordination with the City and District, may invite the Capacity Building provider on site visits and programmatic evaluative opportunities to recommend supports and resources to improve program quality. Providers unsatisfactory with meeting benchmark metrics may be required to access tiered supports available via Capacity Building provider.

### B. Business Engagement Collaborative Opportunities

PhilaWorks, in coordination with the City, District and Chamber of Commerce, consistently recruits employer and business partners to support youth programming via C2L-PHL. Non- and for-profit businesses are encouraged to complete the [C2L-PHL Business Interest Form](#) to identify areas of preferred engagement. PhilaWorks business engagement team will work to connect businesses to contracted providers based on several characteristics including, but not limited to, target population, age range, occupational preference, availability, prior engagement experience, etc.

Awardees of this RFP will be asked to identify employer collaborative needs prior to start of contract period to assist with coordination and identify potential programmatic partners.

## Section IV: Youth Provider Service Requirements

Successful applicants that are awarded contracts with PhilaWorks will serve as providers of C2L-PHL Career Connected Learning Philadelphia programs. Successful applicants must demonstrate the capacity to deliver on the following responsibilities to support Philadelphia's youth and young adults. All applicants are expected to adhere to central requirements of all programs, independent of program model, that include Outreach, Data Entry & Case Management, and Supportive Services & Incentives. There are requirements, however, that will vary depending on whether the program fits into the C2L-PHL Career Preparation and C2L-PHL Career Launch.

### A. C2L-PHL Career Launch Model Requirements

Programs designed to offer pathways to employment will most likely be funded through Title I of WIOA. The [WIOA Youth Program](#) allocates specific funds to local workforce boards to deliver comprehensive workforce development services to young people ages 14-24. The funds are intended to support primarily out-of-school youth with a small investment available for in-school youth programs that specifically focus on youth who face systemic barriers to employment. Therefore, these

programs must meet all of the criteria described under WIOA Youth as well as those prioritized by PhilaWorks. Proposals should address the following requirements:

### **i. Terms of Participation**

To meet and exceed performance measures, programs that fall into this category should prioritize young people who will be ready to commit to employment or enrollment in post-secondary education as a pathway to employment by the time they exit the program. In particular, young people must meet the eligibility criteria for WIOA Youth to be enrolled in the program. The relationship with young people established through this program should include the time of service and training as well as a full twelve (12) months afterwards for follow up services and retention support.

### **ii. Eligibility Determination**

Every young adult participant must be verified as eligible before receiving services. WIOA Youth eligibility criteria is outlined broadly below with the specific details in the [WIOA Youth Eligibility policy](#). In order to be determined eligible, the participant must submit verification documents per WIOA Youth Program Eligibility. All verification documents must be kept in case files or uploaded to secure file storage platform approved by PhilaWorks. All verification documents are subject to an audit at the discretion of PhilaWorks, the PA Department of Labor and Industry, or the US Department of Labor. Eligibility criteria broadly includes:

- Be a citizen or noncitizen authorized to work in the U.S.; and
- Meet selective service registration requirements (males over 18 only).
- School status of in-school youth (ages 14-21) or out-of-school youth (ages 16-24)
- Resident of Philadelphia County
- In-school youth must be low income and have at least 1 barrier to employment that may include:
  - Basic skills deficiency
  - English language skills
  - Justice system experience
  - Homelessness
  - Foster care system involvement
  - Being pregnant or parenting
  - Having a disability, or
  - Needing additional assistance
- Out-of-school youth must be not currently enrolled in school and meet at least one of the following criteria:
  - Dropped out of school
  - Holds a diploma or GED and is low income AND either has basic skills deficiencies or is an English language learner
  - Justice system experience
  - Experienced homelessness
  - Foster care system involvement
  - Being pregnant or parenting
  - Having a disability, or
  - Needing additional assistance

At least 25% of all WIOA Youth program funds must be spent on work experience expenditures. Highly competitive applicants will propose a budget with at least 40% work experience costs. Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the



work experience;

- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

See [Training and Employment Guidance Letter \(TEGL\) 23-14](#) and [Workforce GPS](#) for additional guidance on work experience expenditures. All qualified parties interested in applying in response to this RFP should review the [WIOA Youth Program Guidance](#) as successful applicants awarded WIOA funding must follow and comply with all rules and regulations therein.

### **iii. Outreach and Recruitment**

The Provider will have a clear plan including the total number of youth to be served, dedicated staff time, and a strategy for outreach and recruitment to identify and retain prospective participants. It is expected that the Provider will meet target enrollment numbers and remain engaged with participants who complete the program. Program times and enrollment strategies may vary based on service offerings and participants; however, the Provider will identify projected program activities in alignment with the required C2L-PHL Program Continuum.

The Provider will work closely with PhilaWorks to implement an equitable and fair recruitment and enrollment process.

Providers must:

- Meet established enrollment targets.
- Utilize the designated enrollment platform as identified by PhilaWorks.

The provider will then be responsible for contacting and connecting with the participant to enroll in the program, using the designated enrollment platform. The process will include a formal intake and orientation as with all other applicants.

### **iv. Supportive Services and Incentives**

Supportive services are services that enable an individual to participate in program activities. The most common types of supportive services are assistance or payments for transportation and vital documentation (ex: birth certificate, State ID, or school records). Providers will need to demonstrate relationships with local organizations and dedicate funds to provide supportive services to participants based on individual need while active in the program. Leveraging costs and resources to provide Supportive Services is a priority; costs per participant should be reasonable.

Providers will need to develop a program incentive plan clearly outlining opportunities for participants to earn incentive payments for achievements of milestones or benchmarks within the program. As stated in the WIOA regulation, “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences” (20 CFR § 681.640). Some examples of milestones include attainment of high school diploma or GED, completion of an occupational skills training, and placement in employment or postsecondary education. Payments can be in the form of a certified check or gift card; cash payments or gift cards towards entertainment costs are not allowable.

### **v. WIOA Program Elements**

Make the following 14 WIOA youth program elements available to youth participants<sup>1</sup>. Programs have the discretion to determine what specific program services a youth participant receives, based on need identified through each participant’s objective assessment and individual service strategy. All participants do not need to receive all program elements detailed below, however; the program must be able to offer them. The program elements must incorporate strong framework

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<sup>1</sup> For more detail and DOL guidance about the 14 WIOA youth program elements reference [TEGL 21-16](#).

services which must include intake, objective assessments, the development of an individual service strategy, and case management.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
2. Alternative secondary school services, or dropout recovery services
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
  - Summer employment opportunities and other employment opportunities available throughout the school year
  - Pre-apprenticeship programs
  - Internships and job shadowing
  - On-the-job training opportunities
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to postsecondary education and training.

WIOA Youth funds are allowed to be used to support all program elements above, however; it is not required that all service elements be funded with WIOA Youth funds. For certain program elements, the provider may choose to work with a partner program to offer specific services. Programs may leverage partner resources to provide program elements. If an activity is leveraged through a partner, the program must have an agreement in place with the organization to offer the service element and ensure that the activity is closely connected and coordinated with the WIOA-funded program. This coordination is the responsibility of the WIOA-funded provider, who will be required to contact and monitor the service of the leveraged activity to ensure that it is of high quality and is beneficial to the youth participant.

- Work with JEVS Human Services (C2L-PHL Intermediary), Foundations Inc. (C2L-PHL Capacity Building Provider), other WIOA-mandated partners, and PhilaWorks, to continuously improve the service delivery for youth and young adults. The provider will be expected to work collaboratively with the other entities to consistently evaluate and make improvements to the public workforce system. Continuous improvement may include participation on working groups and committees, participation in surveys, and piloting new service strategies. Providers must be willing to actively participate in these activities and work in a collegial, collaborative manner with all partners.

- (Applicable to providers serving youth 16-24) Partner with PA CareerLink® Philadelphia Centers<sup>2</sup>, as mandated by WIOA, and One-Stop Operator, to leverage WIOA Youth and Adult services as appropriate for individual youth and young adults. Successful applicants will coordinate with designated Youth Navigators to offer additional training opportunities and connections to businesses. Providers should plan to collaborate with Youth Navigators at their respective Center to advance the following program strategies: recruitment, referral, and co-enrollment. Youth providers and Centers can work together to identify suitable participants for programming through recruiting and referring as needed between both systems. When appropriate, providers and Centers may also choose to co-enroll a young person in order to best meet their needs and ultimately support their employment success.

#### **vi. Academic Instruction and Occupational Training Services**

Providers will offer academic instruction and/or occupational training services to participants based on their program design and strategy. Programs that are designed to support out-of-school youth without a high school diploma or recognized equivalent must offer dropout recovery services and alternative secondary school services to support participants in attaining their secondary credential. All programs must offer opportunities for occupational skills training that will lead to an Industry-Recognized Credential in high priority occupations for the Philadelphia region. Training services can be offered through partnerships with local training providers; leveraging costs and resources is highly encouraged.

#### **vii. Pre-Apprenticeship Opportunities**

In addition to the general responsibilities outlined in this section, providers who are applying to deliver pre-apprenticeship programming for opportunity youth with their secondary credential must also meet the following Federal, State, and Local requirements and recommendations. Federal guidance for administering a quality pre-apprenticeship program and related tools and resources can be found in [TEGL 13-12](#).

#### **viii. Work Experience**

As per WIOA's work experience priority, programs are required to budget and offer [work experience activities](#) to participants. "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." Compensation and payments associated with paid work experience must adhere to Internal Revenue Service guidelines and may be composed of wages, stipends, and/or incentives. Providers will need to develop clear plans for payment and are responsible for ensuring that these plans follow WIOA regulations and local policies. Providers will serve as the employer of record (as applicable), assuming all responsibilities of the employer-employee relationship with participants, including, but not limited to worksite recruitment and monitoring, management of clearances and background checks, and disbursement of youth payments. Providers must maintain a worksite agreement for all paid work experience hosts, which must be updated annually.

To ensure alignment across the youth workforce system, maximum allowable hourly rates for paid work experiences are based on prior achievements of each individual participant in terms of certifications earned, prior work experience, and program achievements. At the highest end of the pay scale are those work experiences with a direct connection to an individual's career pathway and may require the attainment of an industry-recognized credential prior to activity. The highest allowable rate is capped at \$10.35 per hour. The maximum allotment for each participant's wage earnings during the program is \$5,400 per program year.

#### **ix. Career and College Pathway Services**

Providers will have staff dedicated to work with participants to achieve career and education goals. Staff should support youth and young adults to understand themselves, their potential career pathways, and the process by which they can get there. Aligned with the Career Connected Learning Continuum (Appendix B), providers will offer intermediate and advanced opportunities for participants to develop, practice, and enhance the skills and mindsets required to be successful in the

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<sup>2</sup> For more detail about PA CareerLink® Philadelphia Centers visit their [website](#).

workforce and/or postsecondary education. While a “Now job” is a good initial step for a young person to build an employment history and meet immediate income needs, providers will offer participants career and college pathway services that will prepare youth and make connections to long-term career opportunities in high demand industries earning family/self-sustaining wages. Career and college pathway services will support attaining, maintaining, and advancing in employment and/or postsecondary education.

**x. Follow Up Services**

Providers will have staff dedicated to support participants’ transition from active participation into Follow-Up. “Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training... All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies” (20 CFR 681.580). During the required 12 months of Follow-Up, staff will maintain contact and continue to provide case management, services, and supportive services to assist participants in attaining or maintaining placement in postsecondary education and/or employment, including placement in advanced training, 2- or 4-year college, military, and/or registered apprenticeship.

**xi. Performance Measures**

The effectiveness of WIOA programs are measured across the WIOA Primary Indicators of Performance codified by federal and state law. Provider performance across these indicators will be evaluated according to definitions, calculations and guidance from the U.S. Department of Labor, including but not limited to [TEGL 10-16](#) and TAC (Technical Assistance Circular) 17-01, as well as related WIOA guidance and directives from the Pennsylvania Department of Labor & Industry.

Beyond those measures required by WIOA, PhilaWorks has incorporated additional measures to provide evidence of progress towards organizational goals around integration of services. Respondents may also propose any additional measures that speak to the goals of the program. Proposed programs must clearly demonstrate the potential for success in terms of the WIOA Primary Indicators of Performance and all other proposed measures. PhilaWorks reserves the right to add or modify performance measures in each year’s contract negotiation.

State/Federal WIOA Performance Indicators	Negotiated Level
Placement in Employment or Enrollment in Post-Secondary Education Upon Exit	85%
Employment or Enrollment in Post-Secondary Education in the 2 <sup>nd</sup> Quarter after Exit*	75%
Employment or Placement in Post-Secondary Education in the 4 <sup>th</sup> Quarter after Exit*	65%
Median Earnings 2nd Quarter after Exit*	\$3,500
Demonstrate a measurable skill gain by the end of the program year (if enrolled in training)*	85%
Earn an industry-recognized credential by the 4th quarter after exit (if enrolled in training)*	85%
Local WIOA Performance Indicators	Negotiated Level
Programmatic retention (those who begin and complete a program)	90%
Percent or number of participants referred to PA CareerLink® or One Stop Partners	Propose

\*WIOA Primary Indicators of Performance

**B. Provider 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. Providers must designate at least one staff person as the primary lead and contact to ensure the successful implementation of this scope of work. Provider must designate at least one staff person who is responsible for data quality. Given the nature and demands of C2L-PHL, the Provider must have the capacity and infrastructure to support all functions of funding regulations and expectations. Key responsibilities include, but are not limited to: contract

administration, tracking expenses and preparing invoices, youth recruitment and enrollment, data entry to maintain youth records, engaging worksites, robust mentoring and support for youth, and maintaining contact with youth.

The Provider is responsible for hiring, onboarding, and training new staff as needed for the program, and ensuring staff attend mandatory training sessions facilitated by PhilaWorks or the Capacity Building Provider. PhilaWorks reserves the right to mandate specific training as part of personnel onboarding and staff development. Regular training and technical assistance sessions hosted by PhilaWorks will include topics such as youth application and enrollment, privacy/confidentiality, tracking participation and attendance, and reporting performance outputs and outcomes. Sessions hosted by the Capacity Building Provider will include topics such as program quality, youth voice, peer-to-peer support, and trauma-informed care.

### **C. Technology Requirements**

Provider staff are required to be proficient with data entry and management in off-the-shelf and cloud-based data systems. Provider staff need to have experience with and access to cloud-based operating systems such as Office 365.

The Provider is required to have data security policies and protocols that align with industry standards and utilize software and operating systems compatible with Office 365. Provider software, operating systems, and data security programs are required to use multi-factor authentication. Provider needs to demonstrate capacity and practical use of the following IT industry-standard practices. Detailed requirements in these areas will be included in the contract:

- Information Security Management
- IT Assets Protection
- Encryption and Data Management Controls
- Remote and On-Premise Access Controls
- Vulnerability and Patch Management
- Business Continuity and Disaster Recovery

### **D. Data Management**

Once a participant has been verified eligible, they must be entered into the official system of record for WIOA youth programs in Pennsylvania. The system of record for participant-level workforce development data in PA is the Commonwealth Workforce Development System (CWDS). Successful bidders agree to have all case managers or other staff trained in data entry and management in CWDS and agree that all program data will be entered therein.

Youth programs require that case management within a provider organization also includes extensive data collection and management within guidelines set within WIOA defined by PhilaWorks staff. All case notes, assessment results, service plans and participant accomplishments must be recorded in CWDS with regular entries and updates occurring every 30 days at the latest.

Successful bidders are allowed to utilize an electronic system of record, in addition to CWDS, to document and report all outputs and outcomes for program operations. Data collected will include but is not limited to recruitment efforts, youth demographics, youth application, enrollment, eligibility, program activities, internship placements, and time/attendance. All data collected will be the sole ownership of PhilaWorks and the City. PhilaWorks and Providers will have the right to use data collected for reporting, compliance, assessment, and quality assurance purposes according to applicable law.

Youth files must be stored electronically and maintained in alignment with local, state, and federal record retention policies and any applicable contractual requirements. The Provider must designate and manage staff that will oversee participant electronic files and report participant information and program progress.

The Provider will provide reports bi-weekly, monthly, quarterly, and annually on programming and the use of funds to PhilaWorks. All report templates will be issued by PhilaWorks. PhilaWorks will work with Providers to finalize reporting

details (fields, definitions, frequency, due dates, etc.) and will establish a meeting schedule to review all report submissions.

The Provider is also responsible for supporting the implementation of surveys to gain feedback and data from youth participants, providers, and work-based learning sites. Data must be captured timely to incorporate lessons learned and recommendations about areas of improvement for each summer and school year.

## Section V: Responding to the RFP and Application Process

RFP Timeline	
Release of Request for Proposals	Monday, November 4, 2024
Bidders' conference registration via Zoom <a href="#">here</a> ( <i>Strongly Encouraged</i> )	Wednesday, November 13, 2024   12:00 PM ET
Deadline to submit questions via email to <a href="mailto:youthrfp@philaworks.org">youthrfp@philaworks.org</a> .	Friday, November 15, 2024   5:00 PM ET
Deadline to submit Notice of Intent via <a href="#">this link</a>	Friday, November 22, 2024   5:00 PM ET
Deadline to submit proposals	Monday, December 16, 2024 at 5:00 PM ET

### A. Questions & Answers; Bidders Conference

Questions can be submitted to [youthrfp@philaworks.org](mailto:youthrfp@philaworks.org). A Bidders Conference is planned to provide information relative to this RFP. It will be held on **Wednesday, November 13 at 12:00 PM ET** via Zoom. While not required, attendance is strongly recommended. To RSVP, complete this [Registration Form](#) and Zoom details will be emailed to you.

### B. Notice of Intent

Prospective respondents are encouraged to submit a "Notice of Intent" ("NOI") to inform PhilaWorks of their intent to submit an application. Submission of the NOI is strongly encouraged by **5:00 PM ET on Friday, November 22, 2024**. NOIs submitted after this date will still be accepted, however, will be reviewed prior to any submissions from organizations with late or no submitted NOI.

### C. Application Submission

Applications are due on **Monday, December 16 by 5:00 PM ET**. Applicants who complete the NOI after November 22 will still be allowed to submit an application.

No late, incomplete, faxed, or hard copy applications will be accepted. Submissions that do not follow the required format may not be reviewed.

Submitted proposals must consist of all components and attachments outlined below:

- Section 1: Cover Sheet (Refer to PhilaWorks webpage for template)
- Section 2: Executive Summary (2 pages maximum) that includes the following:
- Section 3: Organization Capacity and Overview (4 pages maximum)
- Section 4: Model-Specific Requirements (3 pages maximum)
- Section 5: Budget and Budget Narrative (Refer to PhilaWorks webpage for template)
- Section 6: Additional Support (Attachments)
  - Letter(s) of Support
  - Organization Chart
  - A Copy of the organization's 501(c)3 IRS Determination Letter

- Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable
- Most recent Audited Financial Statements or Form 990

PhilaWorks, is not liable for any costs incurred by applicants in preparing and applying to this RFP.

#### **D. Evaluation of Submissions**

PhilaWorks will fund C2L-PHL programs that have the greatest probability for successful implementation; therefore, all applications will undergo a competitive review process. 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 will not move forward. Proposals that meet submission requirements will be evaluated by an established review team, comprised of PhilaWorks staff, and select external stakeholders not participating in this procurement.

Each application will be reviewed by at least two reviewers. No reviewer will be allowed to judge a proposal submitted by an institution with which the reviewer has an affiliation. Using a rubric aligned with the section requirements, proposals will be evaluated and scored based on the quality and thoroughness of submission and the extent to which each component of the RFP has been addressed. Applicants with demonstrated experience and plans for serving priority populations will be given priority consideration for funding.

The value of each section of the proposal is as follows:

<b>Proposal Review Scoring Rubric</b>	
<b>Section 1: Cover Sheet</b>	<b>Required, but not scored</b>
<b>Section 2: Executive Summary</b>	<b>Required, but not scored</b>
<b>Section 3: Organization Capacity and Overview</b>	<b>35 points</b>
<b>Section 4: Model-Specific Requirements</b>	<b>35 points</b>
<b>Section 5: Budget and Budget Narrative</b>	<b>20 points</b>
<b>Section 6: Attachments</b>	<b>10 points</b>
<b>Total Points Available:</b>	<b>100 points</b>

Successful applicants will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.





- A. Describe the organization’s qualifications and history of operating youth workforce and education programs, especially to those identified as priority populations by this RFP. Please include specific types of services provided, dates, locations, partnerships, contract values, and related performance outcomes.
- B. Describe the geographic area to be served and the accessibility of the program location including but not limited to access via public transportation and building accessibility for program participants with disabilities and families.
- C. Please provide information on relationships with other organizations that deliver services for priority populations, particularly those that are funded by the City of Philadelphia’s Office of Children and Families and Department of Human Services.
- D. Describe how the organization will work within the community to recruit, enroll, and retain youth participants from the priority populations identified by this RFP. Identify specific community organizations and partners with which you will connect and how you will build or develop those relationships.
- E. A concise description of the proposed program that identifies the demographics to be served, program model, and the proposed number of youth served. Describe the activities, events, and communications you will create and utilize to ensure a high level of youth and family engagement.
- F. The amount of funding requested for the period beginning January 1, 2025 to June 30, 2026
- G. The proposed outcomes of programming.

### **Section 3: ORGANIZATION CAPACITY AND OVERVIEW**

#### **Overview**

- A. Provide a general organizational description, including but not limited to year established, legal status, governance structure, mission, annual budget, and number of full-time staff.
- B. Past experience in managing youth workforce development programs, especially those similar in size and scope to those sought in this RFP, including but not limited to contracted number of individuals served, actual individuals served, services and activities delivered, and performance outcomes.
- C. If your organization has been a contracted provider with Philadelphia Works, Inc. within the past three years (including currently), that is or has been subject to official corrective action or another type of performance or compliance-related remediation, please describe.

#### **Administrative**

- A. Describe the organization structure and highlight current and new positions that will be connected to this program. Explain how this structure will align with the staffing requirements of this RFP.
- B. Describe the organization’s typical staff retention rate and capacity to fill vacant positions.
- C. Describe organization administrative and fiscal capacity, including but not limited to the organization’s proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

#### **Fiscal**

- A. Does the organization have a certificate of authority to do business in the Commonwealth of Pennsylvania?
- B. Does the organization’s most recent fiscal audit indicate any material findings? If yes, please provide detail and attach the corrective action plan.
- C. Please provide a short description of the organization’s accounting system and how it allows for the reporting of expenditures by individual grants. Describe the allocation method used for expenditures that are not one hundred percent (100%) directly charged to an individual grant. Describe how your organization ensures that it is reporting its fair share of costs for services, overhead, and staffing not solely devoted to work under this RFP.
- D. Describe the organization’s fiscal capacity to implement and operate a C2L-PHL program under a cost reimbursement contract.
- E. If applicable, what is the organization’s plan to contract out or have a payment system to provide supportive services for youth participants (ex: support with transportation or paying for vital documents like a birth certificate or ID)?
- F. Does your organization plan to subcontract any services requirements? If yes, please describe. Subcontractors are required to have a Conflict-of-Interest Policy for agents engaged in the award and administration of contracts supported by Federal funds.

G. Providers 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?

**Technical**

- A. Does the organization currently have technology and procedures in place to securely transmit electronic information that is required to be private in accordance with Federal privacy/confidentiality procedures? If so, describe the technology and procedures.
- B. Provide a brief description of the organization’s monitoring, oversight, and electronic data tracking approach including quality assurance processes that are currently in-place.
- C. Describe the organization’s current experience with data systems and with analyzing and reporting on data. Explain how this experience will support C2L-PHL program activities and requirements, specifically regular data entry, enrollment monitoring, attendance monitoring and continuous quality improvement.

**SECTION 4: MODEL-SPECIFIC REQUIREMENTS**

Describe the following services that youth may access through their participation in your program.

- Program Participation: Describe the criteria you will use to determine whether a young person is committed to employment or enrollment in post-secondary education following participation. What will be your eligibility determination process? What benchmark accomplishments will signify a participants’ readiness to be exited from the program. Describe the ways in which youth skills, interests, and abilities will be assessed in order to connect them with services and opportunities.
- Data entry and case management: Describe your approach to case management as it relates to data entry. List the staff who would be responsible for data entry and case management and their titles. What will be your processes for monitoring case files and documentation to ensure compliance? Share if staff within your organization have CWDS experience or knowledge.
- Career planning: Describe the process by which staff and youth will draft the youth ISS. How and when will the ISS be updated? In what ways will the training and services provided be driven by the youth’s goals and documented in the ISS?
- 14 WIOA Elements: List which of the 14 WIOA Elements will your organization provide on-site through program staff. Which will be provided on site through partnerships? Which will be provided through referrals to other agencies? Be sure all partners referenced here are listed in the partnership section with more detail.
- Types of career launch work-based learning opportunities: What opportunities for occupational training and industry recognized credential attainment exist within your program? How, specifically, are training and credentials tied to employment opportunities? How will you ensure that at least 25% of all funds are spent on the staff time or direct costs that support paid or unpaid work experience as a work-based learning opportunity?
- Describe your strategy for offering follow up services to support youth to retain their employment or enrollment for at least 12 months after program exit.
- Program outcomes: Describe how you will measure success. Describe your process for ensuring quality programming is delivered that meets all of the criteria required for the use of WIOA Youth program funds. For those that are set as WIOA performance measures, describe how you will monitor progress towards achieving those measures.

**Section 5: BUDGET AND BUDGET NARRATIVE**

Use the required budget template (refer to PhilaWorks webpage for this RFP) to submit budgets for the period of January 1, 2025 to June 30, 2026. PhilaWorks reserves the right to determine the appropriate funding source that will support subsequent contracts depending on the amount of funding available and the ability of the provider to meet funding source requirements.

Please note that PhilaWorks will award specific funding amounts to the successful bidder for each program

(i.e., Career Awareness and Preparation or Career Launch), according to funds available, contract discussions, PhilaWorks priorities, and other factors. Additionally, make sure at least 25% of costs of WIOA Youth funds are allocated to paid or unpaid work experience for youth participants, which may include staff time to develop and manage work experience opportunities or related wages and supportive services.

All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding sources described in this RFP in conjunction with the Uniform Guidance to identify disallowed costs associated with this grant.

### **Budget Narrative**

Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated, and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to clearly communicate the calculation for staff, supportive services, equipment, general operations, technology, administration, indirect and any other costs necessary to perform the services described in this RFP.

If your proposal includes in-kind services or donations, including cash contributions, fee-for-service or other revenue generation, or any other leveraged resources, use the budget narrative to describe the actual or estimated value of such contributions.

## **Section 6: ADDITIONAL SUPPORT (ATTACHMENTS)**

Please upload the following:

- A. Letter(s) of Support
- B. Organization Chart
- C. A Copy of the organization's 501(c)3 IRS Determination Letter
- D. Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable
- E. Form 990 or most recent Audited Financial Statements performed in compliance with Government Auditing Standards (i.e. OMB Circular A-133 or a program 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)
  - Corrective action plan (if applicable)

## Appendix A

### **Career Connected Learning: Qualifying Activities**



# Appendix B

## Career Connected Learning Continuum



### Career Awareness & Exposure | Career Preparation & Immersion | Career Acquisition & Launch

**★ Classroom Programs & Activities**  
Project-based experiences or incorporation of career activities or programs tied to content in lesson plan

**★ Guest Speaker(s)**  
An individual or group presents to students to increase industry awareness and build exposure

**★ Career Fair**  
An event where multiple employers offer information about career opportunities to students

**★ Company Tour (Field Trip) (\*WBL)**  
A visit to an industry facility to see what happens at a company day-to-day and to learn about the different positions available

**★ Job Shadow (\*WBL)**  
A work-based learning experience where a student follows and observes an working professional to see a day in the life of that occupation

**★ Internship (\*WBL)**  
An individual or group presents to students to increase industry awareness and build exposure

**★ Service Learning Projects (\*WBL)**  
Students work together with employers to address real-world community needs

**★ Career Mentor (\*WBL)**  
Relationship with an experienced professional to help guide a student through an industry

**★ Career Development/Industry Based Credential**  
Specialized training/formal education intended to help students improve their knowledge, competence, skill, and effectiveness

**★ Entrepreneurship Education**  
Introduces students to the values and basics of starting and running a business

**★ Employment / On-the-Job Training**  
Employers offer formal or informal training opportunities that take place once a student has been hired

**★ Apprenticeship Pathways (\*WBL)**  
Formal, structured employment that is approved by the State and includes on-the-job learning, continued education, and mentoring, with career growth opportunities based on time or skill development

**★ Postsecondary Education**  
Continued learning through a college, university, or advanced training program that leads to a credential such as a certificate, license, or degree to be eligible for higher skilled employment opportunities

**Community-based Work Programs | IEP Specific (\*WBL)**

### Additional Supporting Activities For Employers



**Occupational Advisory Committee (CTE Only)**  
Committee members inform career and technical education programs by making recommendations for program improvements, providing technical assistance, and assuring the most up-to-date curriculum content and resources.

**NOCTI Evaluator (CTE Only)**  
Evaluators assess student performance annually as part of the State required NOCTI test. Evaluators must be professionals in the field with a minimum of three years recent work experience.

**★ Career Readiness Credential**  
Provides students with an opportunity to explore power skills, take the ACT WorkKeys and CASAS exam to practice and measure proficiency to earn a credential, participate in an approved pre-apprenticeship program, and explore industry and career opportunities.