

Request for Qualifications Program Evaluation

Important Dates

Release Date: Friday, July 18, 2025

Applications Due: Friday, August 15, 2025

Submission Details

Applications and questions must be submitted electronically via email with the subject line “**Program Evaluation RFQ**” to procurement@philaworks.org.

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A. Background and Purpose

The City of Philadelphia (City), the Chamber of Commerce for Greater Philadelphia (Chamber), and Philadelphia Works (PhilaWorks) have formed a strategic partnership that recently secured funding from a consortium of local philanthropic groups. This initiative will pilot a model focused on directly allocating resources (including stipends and essential supportive services) to mitigate barriers that frequently impede jobseekers and workers in accessing and retaining employment. This funding will enhance existing and future Good Jobs Challenge training opportunities (<https://philaworks.org/pa-good-jobs/>).

PhilaWorks, serving as the primary grantee, will engage a third-party evaluation consultant to optimize program learnings and inform future recommendations. The consultant will collaborate on program design, establish key outputs and outcomes, and conduct participant surveys to gain insights into their experiences.

PhilaWorks seeks to identify one consultant organization to begin work as soon as possible. Successful applicants must have experience with evaluation design and methodology, data collection and analysis, reporting and communication, and an understanding of workforce development programs. Additional experience might include comparative studies and/or experience evaluating programs with stipends.

B. Contract Period and Awarding of Funding

The contract term will not exceed 24 months, with a total budget of \$200,000 allocated for this project. Upon award, a deliverables-based contract will be established, outlining mutually agreed-upon deliverable completion points that will trigger corresponding payments.

C. Good Jobs Challenge

In 2022, PhilaWorks received a \$22.7M grant from the U.S. Economic Development Administration (EDA) to spearhead the Southeast PA Workforce System's mission of linking 3,000 job seekers with employment opportunities in the sectors of Healthcare & Life Sciences, Energy, and Infrastructure over four years. This initiative's aim is to fast-track economic recovery, stimulate growth, and tackle the persistent issue of intergenerational poverty throughout the region. Like many federally funded grants, this award presented limitations in resources for supportive services and restrictions against stipends. To comprehensively support training participants, more robust barrier removal assistance is necessary. The recent philanthropic award will help to fill this gap and generate insights for scaled implementation.

Over the next year, more than 30 training cohorts are scheduled across the three sectors, with a Request for Proposals (RFP) anticipated to add further cohorts starting in the fall of 2025. Additionally, an existing contract is in place with an organization responsible for providing case management and distributing supportive services to training participants.

The goal of adding this philanthropic grant is to create a flexible fund, through which 200 participants will have access to supports needed. The goal is for 80% of participants to reach completion of training and obtain employment within 90 days of completion and for 85% of those employed to retain employment for 6+ months.

D. Scope of Work

The contracted consultant will be responsible for designing and implementing an evaluation for the pilot project described above in order to answer the following questions:

- **Impact of Comprehensive Support on Participant Outcomes:** How do key participant outcomes (program completion rates, job placement rates, job retention rates, and wage levels) differ for individuals who receive adequate financial compensation during training and have access to comprehensive supportive services, compared to those who do not? Which supportive services have the greatest impact on participant retention?
- **Efficiency and Effectiveness of Fund Disbursement:** What processes are currently being utilized or can be adapted to disburse funds for stipends and supportive services in an efficient and effective manner? What is the average timeframe for participants to receive these services from the point of need identification?
- **Scalability for Systems-Level Adoption:** Based on the pilot's implementation and findings, what key elements, processes, or partnerships are critical for scaling the successful aspects of this model into a broader, systems-level solution within Philadelphia's workforce development ecosystem?
- **Sustainability Across Funding Streams:** What strategies or mechanisms can support the continuation of comprehensive services and stipends beyond the pilot? How can other funding streams (federal, state, local, private/philanthropic) be leveraged to sustain these supportive services?

The contracted consultant will be responsible for the following tasks:

- **Introduction:**
 - Conduct an initial meeting with the Project Team to ensure a shared understanding of the program goals, evaluation questions, and desired outcomes.
 - Develop an evaluation plan, including the methodology, data collection instruments, sampling strategy (if applicable), timeline, and data analysis approach. This plan should outline how each of the evaluation questions will be addressed.
- **Data Collection:**
 - **Barrier Assessment:** Design and implement methods to identify and quantify the barriers faced by program participants. This may include surveys, intake assessments, focus groups, or interviews with participants and program staff.
 - **Outcome Analysis:** Collect and analyze data on participant outcomes (completion, placement, retention, wages, job satisfaction), potentially comparing outcomes for participants receiving enhanced support with a control or comparison group (if feasible and ethical). This will involve working with program data and potentially conducting follow-up surveys or interviews with participants.
 - **Fund Disbursement Process:** Review and analyze the current (or proposed) processes for disbursing funds for stipends and supportive services.

- **Scalability Assessment:** Conduct interviews with key stakeholders (program leadership, funders, policymakers) to gather insights on the feasibility and key considerations for scaling the pilot program. Analyze program data and processes to identify elements with the greatest potential for broader adoption.
- **Data Analysis and Interpretation:**
 - Analyze quantitative and qualitative data using appropriate statistical and thematic analysis techniques to answer the evaluation questions.
 - Identify key findings, patterns, and trends related to the prevalence of barriers, the impact of comprehensive support, the efficiency of fund disbursement, and the potential for scalability.
- **Reporting and Recommendations:**
 - Propose and implement a schedule of reporting summarizing initial findings and progress.
 - Develop a comprehensive final evaluation report that clearly presents the methodology, findings, conclusions, and actionable recommendations for:
 - Addressing prevalent and difficult-to-address barriers.
 - Establishing efficient and effective fund disbursement processes.
 - Strategies for scaling the successful elements of the pilot program.
 - Present the findings and recommendations to the Project Team and relevant stakeholders.

Deliverables:

The contracted consultant shall provide the following deliverables:

- Evaluation Plan
- Data Collection Instruments (e.g., surveys, interview guides)
- Final Evaluation Report
- Presentation of Findings and Recommendations

E. Responding to this RFQ & Submission Process

To submit a full application, approved applicants will complete the *Request for Qualifications: Submission Form* below and email it to procurement@philaworks.org with the subject line “**Program Evaluation RFQ.**”

Submissions will be accepted, reviewed, and evaluated by PhilaWorks, the City and the Chamber. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFQ and establish the capacity, expertise, and approach to meet the deliverables. Applicants may be required to complete a virtual interview with the review team as part of the selection process. Interviews will take place the week of August 18, 2025. Philadelphia Works will notify each organization via email of the award decision.

Philadelphia Works, Inc. | Program Evaluation RFQ

REQUEST FOR QUALIFICATIONS: SUBMISSION FORM		
1. Organization Name:		2. Date of Request:
3. Organization Address:		
4. Federal Tax ID (organization or legal entity):		5. Is the organization a current PhilaWorks contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the organization have any connection with Philadelphia Works (including its Board of Directors)? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No		7. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No
8. Primary Contact Person (first & last name):	9. Secondary Contact Person (first & last name):	10. Contract signatory (first & last name):
8a. Contact title:	9a. Contact title:	10a. Contact title:
8b. Contact phone:	9b. Contact phone:	10b. Contact phone:
8c. Contact email:	9c. Contact email:	10c. Contact email:
11. Project Title: <i>Program Evaluation RFQ</i>		
<p>Please submit a Word or PDF document no longer than five pages (not including attachments) answering the following questions:</p> <p>12. Identify the proposed project lead and share a brief biography or resume.</p> <p>13. Describe your organization's and/or project lead's experience with the evaluating workforce development programs.</p> <p>14. Describe how your organization would approach this project to meet all required deliverables.</p> <p>15. Outline the proposed number of hours or length of time for each project deliverable and the proposed budget.</p> <p>16. Please share one references and one example of work from a related, completed project within the last twenty-four months. Provide name, title, email address, and a brief description of the project.</p>		
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