

Request for Proposals Vocational Skills Training Programs for Adult Learners in the Public Workforce System in Partnership with Local Employers

Important Dates

Release Date: Monday, July 7, 2025

Bidders Conference: Thursday, July 17, 2025

Applications Due: 5:00 PM on Friday, August 1, 2025

Submission Details

Applications will be accepted electronically via email to procurement@philaworks.org with the subject line: **"Vocational Skills Training RFP" through 5:00 PM on Friday, August 1, 2025.**

Philadelphia Works, Inc., will host a virtual Bidders Conference on Thursday, July 17, 2025 from 1:00 PM – 2:00 PM. [Click here](#) to register.

Questions about this RFP should be submitted electronically to procurement@philaworks.org.

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Section I: Introduction

Philadelphia Works, Inc. (PhilaWorks), Philadelphia'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](#).

Philadelphia Works is responsible for investing public workforce resources and managing a network of employment and training services designed to build a skilled, thriving workforce and meet regional business needs. This network, the PA CareerLink® Philadelphia, connects Philadelphia residents to current job openings and career growth opportunities while also supporting businesses in finding and retaining qualified talent.

Philadelphia Works manages strategic investments of federal, state, local, and private funding into job training and employment programming throughout the city and Southeastern Pennsylvania region. We are prioritizing timely investments within occupations that are experiencing employer demand, show promise for future growth, pay livable wages, and are accessible to workers with various educational and employment backgrounds.

To drive this strategy forward and synchronize with Pennsylvania's industry-driven approach to workforce development, Philadelphia Works seeks responses to this Request for Proposals that align with the [Pennsylvania's Department of Labor and Industry's High Priority Occupation list](#) for Philadelphia County. These occupations are in-demand by employers, have higher skill needs, and are most likely to provide family sustaining wages.

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.

Section II: RFP Purpose and Requirements

A. Purpose

Philadelphia Works is committed to investing in training programs informed by employers and designed to prepare students for open positions with an employer partner. Philadelphia Works aims to better prepare career seekers for both short and long-term career advancement, job security in in-demand occupations, and family-sustaining wages that increase over time. To this end, **Philadelphia Works provides funding for cohort-based training programs tailored to specific employer needs**. Accordingly, Philadelphia Works is committed to investing in vocational skills training that prepares learners for careers that fill an employment gap as identified by local employers.

B. Who is Eligible to Apply

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 Philadelphia Works prior to contract execution. Philadelphia Works, 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.

Philadelphia Works intends to award contracts to multiple respondents. This RFP is open to both current Philadelphia Works contractors as well as qualified providers that have not previously contracted with Philadelphia Works. Respondents may submit proposals for multiple training programs, but each program must be submitted separately for consideration. For any combined proposals, only the first proposal will be reviewed.

Respondents may choose to submit their proposal in alignment with the Vocational Skills Training program model, or they may propose a unique training model for consideration. Details on Vocational Skills model can be found in [section C below: Vocational Skills Training](#). Alternative training models must be outlined in the proposal with as much clarity and detail as possible.

Philadelphia Works solicits **joint** proposals from the following entities:

- Entities capable of operating employer-driven, skills-based training programs for adult career seekers in the public workforce system.
- Employers in the Philadelphia region who are committed to hiring trainees that successfully complete the proposed training.

To be eligible for this procurement, please refer to the eligibility requirements below. Note that the training provider and employer **must apply together** and must provide a completed and signed Employer Commitment Form ([see Attachment 4](#)) with their proposal.

Training Program:

- For-profit or non-profit organizations with a demonstrated track record in providing training services that lead to an industry recognized credential¹ (*proposals that culminate in only basic certifications or certificates of completion will not be considered for review*²).
- Experience serving students with diverse backgrounds who may have had challenges or barriers to obtaining employment.
- Has clearly defined career pathways to employment for graduates.
- Prepares learners for success in a High Priority Occupation that is aligned to a job with the employer partner(s).

¹Examples of industry-recognized credentials include: Central Registered Central Service Technician, American Welding Society Certified Welder, OSHA 30, Certified Production Technician, etc.

² A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are based on standards developed or endorsed by employers or industry associations. Certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc. even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

- Partnership with **at least** one employer partner resulting in an employment rate of **at least 70%** for all trainees who complete the proposed training program(s).

Employer Partner:

- For-profit organizations with a specific and clearly defined hiring need in the industry/occupation that the proposed training program seeks to prepare learners for.
- Validates and prioritizes specific industry recognized credentials within their hiring process; seeks to hire candidates who have successfully obtained industry recognized credential associated with the job.
- Located in Philadelphia or surrounding counties in Southeastern Pennsylvania (SEPA).³
- Established partnership with training provider and commitment to hiring at least 70% of all trainees who complete the training program.

This RFP seeks to procure programs catered to participants in one of two publicly funded workforce programs coordinated through the PA CareerLink® Centers:

1. Employment Advancement and Retention Network (EARN) and;
2. Workforce Innovation and Opportunities Act (WIOA)

All participants must complete eligibility processes through a PA CareerLink® Center before starting training.

C. Vocational Skills Training Programs

Vocational Skills Training (VST) programs are cohort-based training programs that train to a specific career and/or occupation. Training programs must offer a supportive environment for career seekers to pursue an industry-recognized credential within a group of PA CareerLink® customers working toward the same goal. VST programs work hand-in-hand with PA CareerLink® Center staff to offer supportive enrollment and education experience for prospective and current learners. Eligible VST programs lead to industry-recognized credentials that are mandatory for entry-level employment in occupations that do not require post-secondary experience and require less on-the-job experience.

Philadelphia Works is requesting proposals that outline **in detail** the following core program elements:

- A robust, proactive recruitment strategy and streamlined student selection process
- Competency-based training content and high-quality course instruction from experienced and qualified instructors
- Academic supports throughout the course culminating in preparation for industry-recognized credentialing assessments
- Connections with industry experts and employment opportunities through established and reliable employer partnerships as well as experts in the industry

³ The Southeastern PA region is defined as Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties.

D. Budget, Payment Structure and Funding Sources

Funds available through this solicitation are formula funds allocated by Pennsylvania's 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 Philadelphia Works for allowable expenses per the terms of subrecipient contracts.

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

Note: Stipends are not an allowable expense for this RFP.

E. General Disclaimer

This RFP does not commit Philadelphia Works to enter into an agreement with any organization.

F. Contract Period

Contracts awarded will be issued for six or twelve months, dependent upon program model, beginning in Fall 2025. Contract extensions are at the discretion of Philadelphia Works and are dependent on the provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in program design, and/or continued funding.

Additional contract renewals are at the discretion of Philadelphia Works, based on performance of the successful applicant and funds available. Contract agreements are not renewable after the third contract period and require new procurement and subsequent application.

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

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).

G. Availability of Funding

Funding for this project is contingent upon the availability of funds and continued federal authorization for program activities in Philadelphia. A total of **\$4,500,000.00** is financed with federal funds and is available for this RFP. Philadelphia Works intends to award contracts to multiple respondents. Philadelphia Works seeks competitive budgets with costs per student evaluated in relation to market rate tuition and reserves the right to negotiate the costs of all services upon award selection.

The payment structure for all awarded funds will be cost reimbursement. Providers must seek approval from Philadelphia Works for costs associated with this contract. All costs must be deemed necessary and appropriate by Philadelphia Works' fiscal team upon receipt of the budget. Selected providers must

track and document all costs necessary to operate their program and submit these to Philadelphia Works. Providers will be expected to identify, outline, and provide monthly documentation for all costs.

H. Program Dates

Unless otherwise negotiated, awarded providers must be prepared to begin start-up operations no later than 90 days from award date with the first cohort starting no later than 120 days from award date. For the purpose of this RFP, start-up relates to the setup of all operations of the program leading to full implementation of customer enrollment and service delivery.

Section III: Detailed Content/ Program Elements

A. Program Elements

All submissions will be evaluated based on program quality demonstrated through the narrative section. Philadelphia Works will prioritize program submissions that demonstrate the following programmatic qualities:

- Overall experience, infrastructure, and staffing capacity of the organization to ensure organization is prepared and equipped to successfully recruit and operate the proposed program.
- A professionally developed curriculum and program model with clearly defined learning objectives and competencies informed by employers and industry partners. Program curriculum should be structured in a way in which incremental skill attainment is easily identified and applicable to the training program.
- A clearly defined prescreening procedure to ensure program participants are set up for success using substantive, evidence-based assessments as well as supportive options for students that may need additional skills before entering training.
- Quality synchronous and/or asynchronous learning content informed by adult learning principles.⁴
- A well-defined recruitment strategy with clear enrollment requirements and a streamlined student selection process.
- An inclusive learning environment designed to support a diverse population of learners. This should include supports for learners that may have barriers to employment and/or learners that need additional academic supports like one-on-one tutoring, extra time, and/or supports in other languages.
- Opportunities for students to practice learned skills, preferably in a workplace setting and/or hands-on, depending on the training/occupation.

⁴ Synchronous learning entails real-time, interactive learning such as classroom or live webinar learning. Asynchronous learning entails self-paced, independent learning such as reading assignments and pre-recorded lectures.

- Demonstrated commitment and staffing infrastructure to support students as they prepare for, and complete, assessments needed for an industry-recognized credential.
- Established and reliable employer relationships that allow for student exposure to industry experts, opportunities for interviewing, and pathways to employment that are connected to training. Ability to support students whose first or primary language may not be English.

Proposed training programs must meet the core eligibility requirements as mentioned earlier in this RFP:

- Leads to an industry-recognized credential⁵ (*proposals that culminate in only basic certifications or certificates of completion will not be considered for review*⁶).
- Has clearly defined career pathways to employment for graduates.
- Prepares learners for success in a High Priority Occupation that is aligned to a job with the employer partner(s).
- Comes with an employer commitment to interview and/or hire at least 70% of successful program graduates.

Proposals should include seven core components:

1. Course Summary and High Priority Occupation Designation
2. Program Narrative
3. Organizational Experience Summary
4. Previous Training Outcomes
5. Employer Commitment Documentation
6. Financial Documentation
7. Programmatic Budget

Note: If applicants are submitting a proposal to fund an existing program or an iteration of an existing program, previous program outcomes must be provided. Previous program outcomes will be reviewed and considered as part of the determination. If an application is proposing a new program, please submit program outcomes from another relevant training program to support the application.

⁵ Examples of industry-recognized credentials include: Central Registered Central Service Technician, American Welding Society Certified Welder, OSHA 30, Certified Production Technician, etc.

⁶ A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are based on standards developed or endorsed by employers or industry associations. Certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc. even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

Section 1: Course Summary and High Priority Occupation

Course Summary should provide a high-level overview of program details and the High Priority Occupation category most relevant for your training program.

Section 2: The Program Narrative (6-12 pages)

The Program Narrative should be in an essay format, no more than 12 pages, and should be separated into the sections outlined below:

- A. **Course Content/Curriculum:** Describe training model, class schedule, and what students will learn including:
- Core competencies and skills covered to prepare for industry credential assessments.
 - The reading level and/or math level of the curriculum, what reading and/or math level would be required for successful program completion, and how interested participants will be assessed for eligibility.
 - Additional competencies and skills covered to prepare for professional success.
 - Tentative curriculum syllabus and/or schedule with learning objectives.
 - Source of curriculum (if purchased) and/or biographies for curriculum developer(s) and Subject Matter Experts if developed in-house.
- B. **Instructional Methods:** Describe in detail how the course will be taught and how these instructional strategies/approaches will ensure student retention, credential attainment, and connection to training related employment. Please be sure to include the following in your response:
- Description of instructional methods and tools for adult learners.
 - Strategies for effective adult learner engagement and information retention.
- C. **Program Administration & Supports:** Describe the program administration elements that will be implemented to attract and support students.
- D. **Pathways to Employment:** Describe how the organization facilitates pathways to employment for participants.

Section 3: Organizational Experience Summary (maximum 2 pages)

Provide a brief description and history of the organization and its experience with training within the proposed training model. The summary should highlight how the organization and training program have created successful career pathways within the outlined industries and the organization's experience training adult learners facing barriers to employment.

- Include a description of the training program if it is currently funded through other funding sources and/or has graduated students in the last 6 months.
- PhilaWorks will prioritize organizations with the experience and infrastructure needed to implement a cohort quickly (within 60 – 90 days).

Section 4: Previous Training Outcomes

Provide previous training outcomes and program performance in detail and ensure all required information is provided.

Section 5: Employer Support Documentation

Complete the Employer Commitment Form (Attachment 4; employer signature required).

Provide employer support documentation in detail and ensure all required information is provided.

Employer support documentation may include:

- Commitment letter to interview and hire.
- Existing executed contract.
- Employer involvement in building program curriculum.
- Examples of successful employer partnerships that resulted in positive performance outcomes.

Section 6: Financial Documentation

Provide the organization's most recent Audited Financial Statements, performed in compliance with Government Auditing Standards. Additional details for the required documentation are provided in Attachment 3.

Section 7. Programmatic Budget

Complete the programmatic budget in detail and ensure all required information is provided.

B. Targeted Industries

For this procurement opportunity, Philadelphia Works does not require specific eligible industries but is strongly encouraging applications that include training programs that align to the following industries and occupations:

Healthcare

- Medical Assistants
- Licensed Practical and Licensed Vocational Nurses
- Occupational Therapy Assistants
- Respiratory Therapists
- Radiologic Technologists and Technicians
- Nursing Assistants

Advanced Manufacturing and Infrastructure

- Welders, Cutters, Solderers, and Brazers
- Highway Maintenance Workers
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- Operating Engineers and Other Construction Equipment Operators
- Industrial Machinery Mechanics
- Mobile Heavy Equipment Mechanics

Information Technology

- Computer Network Support Specialists
- Computer User Support Specialists
- Data Analytics
- Cybersecurity Analysts
- Telecommunications Line and Equipment Installers and Repairers
- Electrical and Electronic Engineering Technologists and Technicians

Life Sciences

- Laboratory Technicians
- Pharmaceutical Manufacturing and Biomanufacturing Technicians
- Clinical Research Coordinators
- Quality Control Inspectors

Philadelphia Works recognizes that many different occupations may fall under each sector. Eligible and interested organizations are encouraged to apply and use their application to clearly justify why their training program, even an unconventional one, may be considered for this proposal. **Justifications must include Labor Market Information and relevant data to support their occupation and the hiring need in the region.** Note that Philadelphia Works reserves the right to not review a proposal based on current and relevant market information, hiring demand, or other available funding opportunities from local, regional, or state partners.

C. Employer Partnerships

The goal of all training investments through Philadelphia Works is connecting Philadelphians to gainful employment. To this end, we are seeking proposals that include **a minimum of one partnership** between a Training Provider and an Employer(s).

Employer Partner commitments must include the following criteria:

- Support Training Provider's efforts to recruit, screen, and coach students.
- Facilitate students in externships or paid work experience.
- Provide an accessible employment application process and interview eligible candidates that apply to Employer Partner's open positions after completion of the program, or while they're completing their credentials.
- Commit to interview and/or hire an agreed-upon percentage of successful program graduates (at least 70%).
- Support graduates in their transition into Employer Partner's roles.
- Participate in a feedback loop with Training Provider to offer general feedback on how students are performing and provide input on Training Provider's program and approach.
- Share data with Training Provider and Philadelphia Works on long term outcomes and graduate's progress and performance once employed.

- Create a safe, diverse, and inclusive work environment.

Training Provider commitments may include, but are not limited to:

- Provider will recruit and assess candidates who meet agreed-upon eligibility requirements for training in partnership with the Employer Partner(s).
- Provider will deliver quality training in partnership with Employer Partner(s) to best prepare graduates for employment in the designated industry.
- Providers will provide coaching and preparation for graduates for externships, application submission, and interviews.
- Provider will establish a feedback loop with Employer Partner to ensure program graduates are successfully demonstrating required skills during pre-employment training activities.
- Provider will offer opportunities for potential employers to meet with students during identified recruitment visits to the class.

D. Other Funding Opportunities

Philadelphia Works received philanthropic funding from The William Penn Foundation to develop and test innovative models for integrating adult education and workforce partnerships.

The grant provides funding for integrating adult education programming to cultivate workforce readiness aligned to the unique needs of employers and underrepresented populations, which may include:

- Expanding access to training programs for underrepresented populations facing barriers to employment.
 - Promoting training programs to adult education learners (e.g., individuals completing their High School Equivalency, improving their English language skills).
 - Developing additional materials or processes to help candidates navigate and succeed within the candidate selection process.
 - Providing upskilling to candidates who need extra literacy or numeracy support to meet training program assessment requirements.
- Implementing strategies to aid in the successful completion of training programs.
 - Providing additional academic assistance in areas that may prevent successful completion (e.g., additional math, reading, English language, test preparation).
 - Offering extra support to minimize barriers to program completion, such as stipends or housing assistance.
- Offering additional programming or support to minimize barriers to employment or career advancement.
 - Offering additional work readiness and preparation aligned with employer needs for gaining employment.

- Providing additional support in passing assessments required for job placement or career advancement.
- Offering enhancements to make participants more competitive for employment or improve their access to higher-quality roles (e.g., additional certifications, licensing, etc.).

Philadelphia Works is looking to expand the success of the William Penn Foundation grant to potential new VST providers. All awarded providers will be expected to discuss how their programming aligns with and is supported by one or more of the William Penn Foundation Grant objectives outlined above. We encourage applicants to proactively identify which specific objective(s) their work best supports and how. Clear, thoughtful connections to the grant goals will be viewed favorably during the selection process. In your response, please also identify any barriers you are aware of that impact access to or completion of your training program, as well as barriers to gaining employment. Please keep your response to no more than two paragraphs.

E. Terms of Participation

Philadelphia Works will accept proposals through August 1, 2025, at 5:00 PM ET. Proposals for this RFP should be sent to procurement@philaworks.org, with the subject line **“Vocational Skills Training RFP”**. Applicants must follow the procedures outlined in this RFP. The RFP is available at [Philadelphia Works, Inc. – Partnership and Procurement Opportunities](#).

Please complete the Request for Proposals – Submission Form below, providing the required information and attachments. Submitted proposals must consist of one PDF document per attachment.

Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program design needed to meet the required standards and goals. No incomplete, faxed, or hard copy applications will be accepted. Submissions that do not follow the required format may not be reviewed. Philadelphia Works will review each request and notify organizations of approval or disapproval.

F. Performance Measures

Successful applicants are expected to meet the following two performance measures:

1. At least 80% of participants who enroll in the training program must successfully complete all required programmatic elements, including coursework, assessments, certifications, and any other key program benchmarks.
2. At least 70% of customers who successfully complete the training program gain industry-aligned employment within 90 - 120 days of program completion. Employment placements will not count unless aligned with the training program's industry sector.

Section IV: Program Requirements

G. Provider Staffing Responsibilities, Initial and Ongoing Training, and Support to All Staff

Selected providers are expected to have management/supervisory staff hired within 60 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 Philadelphia Works.

H. Program Location and Technology Requirements

Successful applicants will identify and set up their program location at least 45 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.

Philadelphia Works will view proposals favorably for providers who are able to commit to hosting their proposed trainings, in full, at a PA CareerLink® location. If applicants are able to commit or interested in learning more about this initiative, please indicate this within your proposal. Specifics regarding expectations and logistics will be determined during contract negotiations. Proposals will not be penalized for being unable to host training programs at a PA CareerLink® location.

I. Data Management

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. Untimely data entry and poor-quality management of data may be cause for contract termination.

J. 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 Philadelphia Works' Finance Department will communicate and share all needed information with the selected providers. All invoices must be submitted monthly with full validation following Philadelphia Works guidance. Delays in invoicing may be cause for termination.

Section V: Responding to the RFP

A. RFP Timeline and Application Submission

Submissions will be reviewed and compared alongside all proposals within the specified industry category. Philadelphia Works will maintain the following timeline for the submission & review:

Submission Window Opens: Monday, July 7, 2025

Bidders Conference: 1:00 – 2:00 PM on Thursday, July 17, 2025

Submission Window closes: 5:00 PM on Friday, August 1, 2025

Applicants will be asked to submit all applications electronically via email with the subject line

“Vocational Skills Training RFP” to procurement@philaworks.org.

All questions regarding development and submission of this RFP should be submitted to procurement@philaworks.org. Answers to questions will be posted on our website at www.philaworks.org.

B. Bidders Conference

Philadelphia Works will host a virtual Bidders Conference on Thursday, July 17, 2025. The webinar is open to organizations interested in submitting a proposal and will provide an overview of the RFP, the application process, and answer any outstanding questions.

- Virtual Bidders Conference: Thursday, July 17, 2025 from 1:00 PM – 2:00 PM.
Click [here](#) to register.

C. Frequently-Asked-Questions (FAQ)

Philadelphia Works will respond to questions regarding this RFP until 5:00 PM ET on Wednesday, July 23. All questions must be submitted to procurement@philaworks.org. Answers to questions will be posted weekly, online at [Philadelphia Works, Inc. - Partnership and Procurement Opportunities](#).

D. Evaluation of Submissions

Completeness

Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of your response is missing or illegible, it will be considered non-responsive and will not be reviewed. Submissions for trainings that do not align with the program model will be considered non-responsive and will not be reviewed.

Fiscal Review

Submissions will be reviewed on the proposed budget for fiscal soundness and comparability to market-rate tuition for similar programs. Organizations must be considered either “low-risk” or “medium-risk” based on the fiscal review by PhilaWorks’ fiscal team to be considered for funding. Additional financial documentation may be required, dependent upon the final decision of Philadelphia Works.

Programmatic Review

Concurrently with the fiscal review, all submissions will be evaluated based on program quality demonstrated through the narrative section. Philadelphia Works will prioritize program submissions that demonstrate the following programmatic qualities:

- Overall experience, infrastructure, and staffing capacity of the organization to ensure organization is prepared and equipped to successfully recruit and operate the proposed program.
- A professionally developed curriculum and program model with clearly defined learning objectives and competencies informed by employers and industry partners. Program curriculum

should be structured in a way in which incremental skill attainment is easily identified and applicable to the training program.

- A clearly defined prescreening procedures to ensure program participants are set up for success using substantive, evidence-based assessments as well as supportive options for students that may need additional skills before entering training.
- Quality synchronous and/or asynchronous learning content informed by adult learning principles.
- A well-defined recruitment strategy with clear enrollment requirements and a streamlined student selection process.
- An inclusive learning environment designed to support a diverse population of learners. This should include supports for learners that may have barriers to employment and/or learners that need additional academic supports like one-on-one tutoring, extra time, and/or supports in other languages.
- Opportunities for students to practice learned skills, preferably in a workplace setting and/or hands on depending on the training/occupation.
- Demonstrated commitment and staffing infrastructure to support students as they prepare for, and complete, assessments needed for an industry-recognized credential.
- Established and reliable employer relationships that allow for student exposure to industry experts, opportunities for interviewing, and connections to employment that are connected to training. Ability to support students whose first or primary language may not be English.

Note: If applicants are submitting a proposal to fund an iteration of an existing program, previous program outcomes will be reviewed and considered as part of the determination.

Employer Support

In order to successfully connect Philadelphians to employment upon the completion of training, Philadelphia Works will only be considering applications that demonstrate strong and reliable employer commitment as outlined in the “Employer Partnership” section above.

Section V: Application

REQUEST FOR PROPOSALS – SUBMISSION FORM		
1. Organization Name:		2. Date of Request:
3. Organization Address:		4. Program Address (if different from organization):
5. Federal Tax ID (organization or legal entity):		6. Is the organization minority-owned and/or operated? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the organization have any connection with Philadelphia Works (including its Board of Directors or Committees)? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No		8. 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
9. Primary Contact Person (first & last name):	10. Secondary Contact Person (first & last name):	11. Contract signatory (first & last name):
9a. Contact title:	10a. Contact title:	11a. Contact title:
9b. Contact phone:	10b. Contact phone:	11b. Contact phone:
9c. Contact email:	10c. Contact email:	11c. Contact email:
12. Program Name:		13. Amount Requested:

14. Proposal Checklist:

- **Submission Form**
 - Course Summary
 - Program Narrative (6-12 pages)
 - Organizational Experience Summary (maximum 2 pages)
 - Previous Training Outcomes
 - Employer Commitment Form (Support Documentation to Attachment 4)
 - Financial Documentation (Support Documentation to Attachment 3)
 - Programmatic Budget
- **Attachment 1 – Training Provider Overview Form**
- **Attachment 2 – Line-Item Budget & Narrative**
- **Attachment 3 – IRS Determination Letter & Audited Financial Statements**
- **Attachment 4 – Employer Commitment Form (*employer signature required*)**

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

Section VI: Attachments

1. Attachment 1: Training Provider Overview

Training Provider Overview		
Training Provider Name:		
Training Program Name:		
Training Address/Addresses:		
Number of Cohorts:		
Students per Cohort:		
Total Participants Served during Contract Period:		
Program Hours per Week:		
Cost per Participant:		
Total Cost:		
Counties Served:		
Cohort Start/End Dates:		
Points of Contact		
Programmatic		
Name	Phone	Email
Fiscal		
Name	Phone	Email

2. Attachment 2: Line-Item Budget & Narrative

LINE-ITEM BUDGET & NARRATIVE		
Organization Name:		
Program Name:		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION EXPENSES		
Admin Staffing		
Staff Salaries		
Fringe Benefits		
Admin Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent/Lease		
Facilities – Maintenance & Utilities		
Insurances		
Other Admin Operational Expenses		
Staff Travel		
Audit & Payroll Services		
Supplies (Office Supplies & Consumable Supplies)		
Other Admin Expenses (please list):		
<i>In lieu of itemized Admin Expenses, a Federally Approved Indirect Cost Rate may be provided:</i>		
Indirect Costs (Indirect Cost Certificate Required)		

ADMIN SUBTOTAL		\$
PROGRAM EXPENSES		
Program Staffing		
Staff Salaries		
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent/Lease		
Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts (Services/Consultants)		
PROGRAM SUBTOTAL	\$	
PROJECT TOTAL⁷	\$	

⁷ The total of Administrative **cannot exceed 10%** of the project total. Indirect Costs are only allowed as an administrative expense and organizations must have a current, federally approved Indirect Rate Agreement. Profit is only allowable as an administrative cost.

3. Attachment 3: IRS Determination Letter & Audited Financial Statements

Please provide the organization's most recent Audited Financial Statements, performed in compliance with Government Auditing Standards (i.e., OMB Circular A-133 or a program audit). This should include:

1. Report on Internal Control Over Financial Reporting on Compliance and Other Matters.
2. Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance.
3. Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows.
4. The sign-off date of the audit and all disclosures (footnotes).
 - *If the organization does not have audited financial statements, internal financial statements or board reports will be accepted. However, please be aware that priority will be given to proposals that include audited financials.*
5. A copy of the organization's management/strategic plan, including an allocation of expenses, processes, and trends.

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, 501(c)4, or 501(c)6 of the Internal Revenue Code and must submit a copy of their most recent IRS Determination Letter.

Please provide all documents as an attachment to the proposal.

4. Attachment 4: Employer Commitment Form

Training Provider Overview		
Training Provider Name:		
Employer Name:		
Industry/Sector:		
Occupation(s):		
Employer Point of Contact		
<i>Name</i>	<i>Phone</i>	<i>Email</i>

My organization, **Insert Employer Name**, commits to the following outcomes ***(all boxes must be checked)***:

- ☐ Support Training Provider's efforts to recruit, screen, and coach students.
- ☐ Facilitate students in externships or paid work experience.
- ☐ Provide an accessible employment application process and interview eligible candidates that apply to Employer Partner's open positions after completion of the program, or while they're completing their credentials.
- ☐ Interview and/or hire an agreed-upon percentage of successful program graduates (at least 70%).
- ☐ Support graduates in their transition into Employer Partner's roles.
- ☐ Participate in a feedback loop with Training Provider to offer general feedback on how students are performing and provide input on Training Provider's program and approach.
- ☐ Share data with Training Provider and Philadelphia Works on long term outcomes and graduate's progress and performance once employed.
- ☐ Create a safe, diverse, and inclusive work environment.

My organization has interviewed or hired individuals trained by the above-named proposer as listed below:

Position <i>(for more than 6 positions, please attach additional pages)</i>	Interviewed/Hired <i>(in the past 5 years)</i>

My organization has validated the curriculum for the proposer's training program as listed below:

Training Program Name <i>(please attached additional pages, if needed)</i>	Involved in development	Reviewed/confirmed	Other validation method

I hereby certify that the information provided above is accurate based on available records.

Certified by:

Name

Signature

Title

Date