

Request for Qualifications: Program Evaluation – Questions & Answers

Philadelphia Works is seeking entities interested in Request for Qualifications: Program Evaluation in Philadelphia, PA. The successful respondent to this RFP will serve as a third party evaluation consultant to optimize program learnings and inform future recommendations.

Proposals will be accepted through Friday, August 15, 2025 at 5:00 PM ET. To ensure Philadelphia Works maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to procurement@philaworks.org.

Questions & Answers:

- 1. Section E requests that applicants complete the Request for Qualifications: Submission Form. Is this form the full proposal that PhilaWorks will review and evaluate, or would we need to submit additional documents by August 15, 2025 after completing the Request for Qualifications: Submission Form?**

The Submission Form is what you should submit to respond to this RFQ, along with attachments. A Word or PDF document responding to questions 12-16 should be submitted at the same time as the submission form.

- 2. Was there an external evaluator for the 2022 \$22.7M federally funded grant?**

No.

- 3. Will there be a preference for proposers who have worked with PhilaWorks or the Chamber previously?**

No.

- 4. Is there a preference for proposers located in Philadelphia?**

No, however, due to limited budget, budgeted travel costs will be closely evaluated.

- 5. Does PhilaWorks have a preference for whether data collection occurs in-person and/or virtually?**

We are open to proposals for both.

- 6. When should the work be expected to start?**

As soon as possible, once awarded.

- 7. Are there any budget restrictions such as a cap on indirect costs?**

Indirect cost rate will be capped at 15%.

8. **Are incentives for participants in data collection activities (e.g., surveys, focus groups) allowed? If so, are there any restrictions (e.g., amount and type)?**
We will accept proposals around incentives and determine details around allowability in the contract negotiation process.
9. **Aside from page limits, are there any formatting requirements for the application such as paragraph spacing, font, font size, page margins, etc.?**
No.
10. **Will surveys need to be available in any languages other than English? Will interviews or focus groups need to be conducted in any languages other than English? If so, which language(s)?**
This is to be determined, but likely only English at this time.
11. **Who is the primary audience for the comprehensive final evaluation report?**
The partners involved in the project and the foundations providing funding.
12. **What population of comparable individuals do you anticipate will be available for the evaluation (e.g., current or recent former customers of Philadelphia Works)?**
Current or recent former customers of programs funded by PhilaWorks.
13. **What data sources and outcome measures do you expect will be available to the evaluation team for both the pilot and comparison groups?**
Information related to client demographics, training program and employment outcomes.
14. **What specific supports are being provided to the pilot cohorts? How are the supports allocated to the participants, and is there variation in amounts by participant or by funding source?**
There is variation in this answer depending on timing of the evaluation and this will be discussed in more detail with awardee at the time of contract negotiation.
15. **How many cohorts do you expect to complete by January 2027? How long are their programs? And, roughly, how many participants are enrolled in each cohort?**
There is variation in this answer depending on timing of the evaluation and this will be discussed in more detail with awardee at the time of contract negotiation.
16. **When did or when will PhilaWorks start implementing the stipends and essential supportive services?**
We have not yet begun.
17. **If cohorts who have received stipends and supportive services have already completed training, what data, if any, has been collected on these participants?**
We have not yet begun.

18. Is the evaluator expected to collect data for already completed cohorts or only those that haven't already started?

We have not yet begun.

19. Will there be any cohorts starting that will NOT be receiving stipends and supportive services? If not, what data, if any, was collected on cohorts that have completed that did not receive stipends and supportive services?

This is still to be determined.

20. Are there specific reporting deadlines for the philanthropic funders?

Yes. These vary across funders.

21. With the additional philanthropic funding project, what are all the specific services the group of jobseekers will receive? Training, case management, support services, stipend, etc.? Would participants receive all of these services, or could they receive one and not others??

All participants are receiving training and case management. The level and type of supportive services will differ depending upon the philanthropic funds. Stipends will be new, as a result of philanthropic funding.

22. For those jobseekers not part of the philanthropic funding project, but still targeted under the Southeast PA Workforce System's goals, what services, if any, do they receive? Do you see this second group as a possible comparative group?

All participants are receiving training and case management and have some, minimal supportive services available. Yes, this could be considered a comparative group.

23. What is meant by "adequate financial compensation" for participants? How is the appropriate financial compensation determined?

More details will be available to awardee.

24. Have you established what the ideal program completion rates, job placement rates, job retention rates, or wage levels are to compare against?

Yes.

25. Can you describe what you mean by supportive services? What are these supportive services and how many do you expect participants to receive? While support services are dispersed by one organization, are they being linked to multiple community-based organizations/agencies?

Some examples of supportive services have included transportation vouchers, equipment for training programs, childcare payments, rental assistances. Other answers will be provided with more details to the awardee.

26. What does the training look like? One day (specific number of hours) of training? What types of topics are covered in training??

Examples of training details can be seen here: <https://philaworks.org/pa-good-jobs/job-seekers/training-sessions/>

27. What is the sample size (number of job seekers reached) of the additional philanthropic funding project through this pilot, year one and beyond? How many job seekers are in each training cohort? How many are reached every 90 days or another specific time period?

This is still to be determined.

28. How long are participants engaging and being tracked in the program?

This will be dependent upon the individual training programs. More details will be available to awardee.

29. You mentioned that the contractor will participate in program design, what do you envision this looking like?

We are open to suggestions on what this looks like from the respondents.

30. For the Scope of Work, bullet four - Sustainability Across Funding Streams, does not involve the pilot, but includes more of an environmental scan of federal, state, local and philanthropic funding streams. What is the expectation for this deliverable, it is very different from the other three, which is very focused on the pilot, the findings, and scalability?

We are open to suggestions on what this looks like from the respondents.

31. Has the Project Team drafted a list of program goals, evaluation questions, and outcomes? Is this something that would be developed in our initial meeting? Has a logic model/theory of change been developed for the initiative?

We are open to suggestions on what this looks like from the respondents.

32. For the Barrier Assessments: are there existing documents/tools that we could use from the program to assess barriers (a document review)? For example, case management notes, intake/exit assessments, etc. Do some of these already exist or are they being developed? Would the evaluator be able to integrate these tools into program processes during the pilot?

Yes.

33. Request for Qualifications Submission Forms, Question 15: Outline the proposed number of hours or length of time for each project deliverable and the proposed budget. While we can propose hours/length of time, can we revisit this submission during the introduction task phase of the work?

Yes.

34. How is the request of qualifications/submission form being evaluated? How are specific sections/questions being weighted?

An executive review team will determine the recipient following discussion and consensus. We anticipate variation in proposals which will demonstrate each applicant's unique company culture and approach.

35. Is there an incumbent that has done similar work for Philadelphia Works or partners involved in this project? If so, will they be invited to submit a bid?

No.

36. Can we provide more than one reference, and if so, does the work sample need to be from the project associated with that reference?

More than one reference may be provided, we cannot guarantee how many will be contacted. References do not need to be associated with the sample project.

37. In order to meet existing EDA reporting requirements, do training and service partners have pre-existing intake forms to track participant demographics, barriers, and program outcomes such as job placement and retention? Or would these forms need to be developed as part of this evaluation? If they do exist, would this data be made available to the chosen evaluator??

These exist and are in use.

38. Would you be able to share eligibility criteria for the supportive services and stipends supported by the philanthropic partner?

These are to be determined.