

Request for Proposals Research and Data Consultant

Important Dates

Release Date: Wednesday, April 15, 2026

Applications Due: Wednesday, April 29, 2026

Submission Details

Applications will only be accepted electronically via email. All application materials must be submitted to procurement@philaworks.org.

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

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Section I: Introduction

A. 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](#).

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 diverse educational and employment backgrounds.

B. Project Overview

Philadelphia Works is seeking a qualified Research Consultant to provide specialized technical support for the Research & Data Department. The consultant will assist in the analysis of labor market trends, industry and occupational shifts, and the completion of critical regulatory reports required by state and federal partners.

C. Scope of Work

The selected consultant will be responsible for the following deliverables:

Labor Market Analysis: Conduct comprehensive research on regional industry trends, occupational growth, and workforce gaps using diverse economic data sets.

WIOA Negotiated Goals: Assist in the data modeling and preparation for the Workforce Innovation and Opportunity Act (WIOA) performance negotiations.

High Priority Occupation (HPO) Petitions: Develop and submit evidence-based petitions for HPO designations to ensure training investments aligned with market demand.

Annual Report Support: Write and data-visualize content for the organization's Annual Report, translating complex data into accessible insights for stakeholders.

Custom Data Requests: Provide ad-hoc analysis for internal strategic planning.

Section II: RFP Requirements

A. 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 applicants 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.

B. Technical Qualifications

The consultant/contractor must demonstrate expert-level proficiency in the following:

Software & Programming

- **Data Visualization:** Advanced use of Tableau Public and Power BI.
- **Statistical Programming:** Proficiency in R Scripts for data cleaning and analysis.
- **Geospatial Analysis:** Ability to use ArcGIS for regional mapping.
- **Productivity:** Expert knowledge of the Microsoft Office Suite (specifically advanced Excel).
- **Market Analytics:** Professional experience using Lightcast.

Data Set Familiarity

Consultant/contractor must have a working knowledge of:

- **Bureau of Labor Statistics (BLS)**
- **US Census Bureau (ACS, PUMS, LED)**
- **Center for Workforce Information & Analysis (CWIA)**

C. General Disclaimer

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

D. Contract Period

- **Contract Dates:** July 1, 2026 – October 30, 2026.
- **Weekly Commitment:** Approximately 20 hours per week.
- **Location:** Remote/Hybrid (as determined by the organization).

E. Software Licensing & Resources

To ensure seamless integration, the licensing responsibilities are divided as follows:

Software/Tool	Provided By
Tableau	Philadelphia Works
Power BI	Philadelphia Works
Lightcast	Philadelphia Works
ArcGis	Philadelphia Works
R/R Studio	Philadelphia Works
Microsoft Office Suite	Consultant/Contractor

F. Staffing

The selected consultant/contractor is expected to hire staff (management and analysts) within 30 days of the Notice of Award.

G. Contract Negotiations

Consultant/Contractor 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). The total compensation range is \$50-\$80 hourly commensurate with experience.

H. Fiscal Requirements

Selected consultant/contractor 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 consultant/contractor. All invoices must be submitted monthly with full validation following Philadelphia Works guidance. Delays in invoicing may be cause for termination.

Section III: Responding to the RFP

A. Proposal Submission Requirements

Interested consultants/contractors should submit the following:

- **Technical Proposal:** A brief overview of your approach to labor market analysis and regulatory reporting. (2 pages maximum)
- **Portfolio/Samples:** Examples of previous reports or visualizations (Tableau links, R code snippets, or mapping projects). (10 pages maximum)
- **Cost Proposal:** An hourly rate for the 20-hour weekly commitment with justification. (1 page maximum)
- **References:** Two professional references from previous workforce development or research projects. (2 pages maximum)

B. RFP Timeline

- Release Date: Wednesday, April 15, 2026
- Applications Due: Wednesday, April 29, 2026
- Contract Begins: Wednesday, July 1, 2026
- Contract Ends: Friday, October 30, 2026

C. Application Submission

- Applications will only be accepted electronically via email. All application materials must be submitted to procurement@philaworks.org.
- Questions about this RFP should be submitted electronically to procurement@philaworks.org.
- See attached “Philadelphia Works, Inc. Submission Formatting” for guidelines regarding submission of applications.

D. Evaluation of Submissions

Proposals will be evaluated based on:

- Demonstrated knowledge of WIOA Performance Goals **(15%)**.
- High Priority Occupation reporting processes **(10%)**.
- Technical proficiency in the required software **(40%)**.
- Clarity and quality of previous research writing **(15%)**.
- Cost-effectiveness **(20%)**.

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 Youth Standing Committee)? <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:
11. Project Title: <i>Research and Data Consultant RFP</i>	12. Amount Requested: \$	
13. Proposal Checklist:		
<p><input checked="" type="checkbox"/> This submission form</p> <p><input checked="" type="checkbox"/> Project Narrative: (please convert all submissions to PDF)</p> <p style="padding-left: 40px;">Technical Proposal (2 pages maximum)</p> <p style="padding-left: 40px;">Portfolio/Samples (10 page maximum)</p> <p style="padding-left: 40px;">Cost Proposal (1 page maximum)</p> <p style="padding-left: 40px;">References (2 page maximum)</p>		
APPLICANT'S CERTIFICATION		
<p>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.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Agency Representative Signature & Title		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Philadelphia Works, Inc. Submission Formatting

Submission for Request for Proposals (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) to Philadelphia Works, Inc. must adhere to the following formatting requirements. Proposals which do not follow these requirements may be disqualified from consideration.

- ✓ All questions and submissions must be submitted electronically to procurement@philaworks.org. The subject line must indicate (1) the name of the RFP/RFQ/RFI and (2) your organization or company. For example, this would be an appropriate subject line: “*Training Provider RFP Submission – YourOrg, Inc.*”
- ✓ The submission form provided in the RFP/RFQ/RFI must be submitted with your proposal. It should not be amended to letterhead or changed in any way. If you are unable to fill in the PDF, please contact procurement@philaworks.org for support at least three business days prior to the due date. Correspondence regarding your proposal will be sent to the primary and secondary contacts listed throughout the procurement.
- ✓ The body text of the proposal should be presented on single-spaced pages using a one-inch (1”) margin and no smaller than a 12pt font. Please consider this when strategizing the information which you will provide within a submission page limit.
- ✓ Please refer to the RFP/RFQ/RFI for page limits of specific submission parts.
- ✓ Each part of your submission should be a separate attachment. If you wish to have your proposal parts follow a specific order, please use numbers to begin the filenames. Here is an example of submission attachments using numbers in the filenames:
 - 1 Submission Form.pdf
 - 2 Summary.docx
 - 3 Additional form 1.pdf
 - 4 Additional form 2.pdf
 - 5 Budget.xlsx
- ✓ Submissions that do not follow these guidelines may be disqualified from review.
- ✓ You will receive an email confirmation of your submission within one business day. If you do not receive a confirmation within one business day, please email procurement@philaworks.org *without* any attachments to notify us that a submission was made. This is a safeguard to ensure that any issues receiving email attachments (due to combined file size or email security policies) will be addressed.

Please contact procurement@philaworks.org with any questions.