

Request for Proposal

Strategic Development, Procurement, and Partnership Advisory Support Services

Important Dates

<i>RFP Release Date</i>	Monday, August 3, 2026
<i>Questions Deadline</i>	Monday, August 10, 2026, by 5:00 PM ET
<i>Proposals Due</i>	Monday, August 24, 2026, by 5:00 PM ET
<i>Award Notifications</i>	Monday, September 21, 2026
<i>Contract Start Date</i>	Thursday, October 1, 2026

Submission Details

The proposal and any questions about this RFP should be submitted electronically, via email, to procurement@philaworks.org, with the subject line "(Name of Organization): Strategic Development, Procurement, and Partnership Advisory Support Services."

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Section I: Introduction

A. About Philadelphia Works, Inc.

Philadelphia Works, Inc. (PhilaWorks) is Philadelphia's Local Workforce Development Board (LWDB) and a 501(c)(3) non-profit organization that invests in solutions and services to grow Philadelphia's economy by connecting employers to workforce talent and career seekers to jobs. PhilaWorks' mission is to develop and manage smart workforce solutions that respond to business needs and increase economic opportunities for all Philadelphia residents.

As a non-profit and a LWDB, PhilaWorks is uniquely situated as a system leader and investor of public and private funds to drive economic opportunities throughout southeastern Pennsylvania. PhilaWorks influences the public policies that support economic growth and optimize funding and resources to invest in regional solutions to build a skilled and thriving workforce. For more information about PhilaWorks, please visit www.philaworks.org.

B. Purpose of this RFP

PhilaWorks has issued this Request for Proposal (RFP) to identify a qualified non-profit or for-profit consultant to provide strategic development, procurement, and partnership advisory support. The selected consultant will offer strategic advice and collaboration to advance strategies that strengthen PhilaWorks' grant writing and partnership development processes as well as aligning funding strategy with organizational goals and market trends. The support is intended to help PhilaWorks pursue and secure grant opportunities that directly benefit the local and regional workforce system by expanding training, employment, and career pathway opportunities for Southeastern Pennsylvania residents and employers. Additionally, the consultant will assist PhilaWorks in designing a next-generation procurement process for PA CareerLink® Philadelphia Centers.

Together, this work will support the local and regional workforce system by improving funding readiness, partnership infrastructure, service delivery design, and performance accountability, ensuring that awarded grants and procurement strategies translate into measurable training and employment outcomes. This work is intended to advance PhilaWorks' organizational effectiveness, funding strategy, partnership infrastructure, and performance accountability in alignment with evolving workforce system priorities.

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. Each applicant must be registered in SAM.gov and have an active Unique Entity Identifier (UEI). Applicants are 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 proposals, 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

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.

The Strategic Development, Procurement, and Partnership Advisory Support Services RFP is funded by the Temporary Assistance for Needy Families (TANF), administered by the Department of Health and Human Services, and the Workforce Innovation and Opportunity Act (WIOA), administered by the Department of Labor and Industry. One hundred percent (100%) of the total costs of this project, totaling \$175,000, are financed with federal funds. Zero percent (0%) of the total costs of this project (\$0) are financed by non-governmental sources.

Upon receiving the 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 and the evaluated criteria as outlined in this RFP.

C. General Disclaimer

This RFP does not commit PhilaWorks to enter into an agreement with any organization. PhilaWorks reserves the right to accept or reject any or all proposals, to waive technical or legal deficiencies, and to accept the proposal that it determines is in the best interest of the organization.

D. Contract Period

Unless otherwise negotiated, selected providers must be ready to begin start-up operations no later than October 1, 2026. Agreements resulting from this RFP may include one contract period from October 1, 2026, through June 30, 2027, with the second and third contract periods renewable at the discretion of PhilaWorks, based on performance of the successful applicant and available funds. The agreement is not renewable after the third contract period.

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. All requirements listed will be negotiated once the decision to award funding has been made.

Start-up requirements include:

- **Contract Negotiations:** Providers will be expected to negotiate, in good faith, the terms of the contract for services beginning on their scheduled start date.
- **Staffing:** Management and supervisory staff must be hired within sixty (60) days of the Notice of Award. All staff will be expected to attend PhilaWorks-mandated orientations and onboarding sessions during the start-up period.
- **Fiscal Requirements:** Selected providers must follow fiscal guidelines set by state and federal governments as outlined in the Code of Federal Regulations by the Office of Management and

Budget Guidance, [2 CFR 200](#). All invoices must be submitted monthly with full validation following PhilaWorks guidance. Delays in invoicing may be cause for termination.

E. Food & Beverage Policy

PhilaWorks adheres to principles regarding allowable and unallowable costs as cited in the Office of Management and Budget Guidance, [2 CFR 200](#). Food and beverage purchases for this contract are unallowable.

Section III: Detailed Scope of Work and Program Elements

The selected consultant will act as a strategic thought partner, providing development, procurement, and partnership advisory support. The scope of work is organized into three core service areas described below.

A. Strategic Advice and Thought Partnership

The selected consultant will offer strategic advice and collaboration to advance resource development strategies that strengthen PhilaWorks' grant writing and partnership development processes, align funding strategy with organizational goals and market trends, and build the internal processes, staffing model, and pipeline needed for sustainable growth. Key responsibilities include:

1. Opportunity Evaluation and Grant Vetting
 - a. Refine PhilaWorks' evaluation criteria for opportunities and partnerships, helping the organization make disciplined and consistent decisions about how to invest its time and resources.
 - b. This will include generating standard operating procedures (SOPs) for vetting grant opportunities and flow charts that define business unit responsibilities.
2. Cross-Team Philanthropy Capacity Building
 - a. Facilitate meetings across PhilaWorks teams to help develop an understanding of philanthropy throughout the institution, providing training for SOPs or the use of vetting tools, when applicable.
3. Strategic Partnership Development
 - a. Help PhilaWorks identify high-impact partnerships to pursue and pre-emptively plan collaborations for prospected funding opportunities.
 - b. This includes refining PhilaWorks Letters of Support (LOS) and Memorandum of Understanding (MOU) development processes and communications— both as the solicitor and respondent.
4. Funder Pipeline and Cultivation Planning
 - a. In support of developing a long-term pipeline and funder cultivation plan, conduct additional funder research to build pipeline in alignment with PhilaWorks' strategic goals — work which includes elevating emerging funding trends.
 - b. This work will be defined throughout the contract period, as specific needs and opportunities arise.
5. Social Media Engagement
 - a. Draft copy and creative content to promote grant and funding opportunities for PhilaWorks' social media platforms (LinkedIn, Facebook, etc.).

- b. PhilaWorks Communications and Outreach serve as the sole publishing authority for all PhilaWorks-branded channels and will schedule and post approved content. Drafts must conform to the PhilaWorks Contractor and Partner Brand Representation, Common Identifier, and Funding Acknowledgment Policy and are submitted through the Communications and Outreach review process.

B. Grant Writing Support

The selected consultant will provide ongoing and on-call grants prospecting, vetting, proposal development, and submission support. Key responsibilities include:

1. Opportunity Identification and Assessment
 - a. Track public and private funding opportunities aligned with PhilaWorks' priorities and assessing identified opportunities for fit, feasibility, strategic value, and implementation capacity.
2. Proposal Strategy and Submission Support
 - a. Support positioning strategy, program design, project management, narrative development, application coordination, and final submission processes.
3. Partnership and Funder Engagement
 - a. Help PhilaWorks identify, build, and leverage funder, program officer, partner, and stakeholder relationships to strengthen grant submissions and sustain long-term engagement.

Core tasks to be undertaken at PhilaWorks' request include:

1. Meet with PhilaWorks staff to confirm goals, funding needs, project priorities, partnerships, positioning, roles, timelines, and outstanding questions for each opportunity.
2. Review forecasting tools, grants calendars, RFPs, NOFOs, FAQs, webinars, and related opportunity materials to assess fit, requirements, competitiveness, and strategic value.
3. Facilitate regular strategy calls and proposal meetings to review pipeline priorities, submission logistics, emerging trends, organizational needs, partner roles, and progress toward funding goals.
4. Develop and maintain proposal calendars, prospect lists, trackers, project management tools, and shared workplans to coordinate assignments, milestones, status updates, and required attachments.
5. Support funder and partner engagement by identifying outreach opportunities, preparing scripts, talking points, letters of support, MOUs, agendas, and related materials.
6. Draft, review, revise, and support submission of letters of inquiry, proposals, reports, budgets, budget narratives, and required attachments, including follow-up communication, site visits, and funder questions as needed.

C. PA CareerLink® RFP Development and Procurement Design

The selected consultant will design a next-generation procurement process for PA CareerLink® Philadelphia centers, including a results-driven RFP, a transparent provider selection process, and a performance accountability framework aligned to measurable outcomes and applicable cost-reimbursement requirements. Key responsibilities include:

1. Modernize the existing center services model by clarifying expectations for performance, employer engagement, service delivery, and system accountability.
2. Support internal planning and partner communication through a five-phase procurement design process: system assessment, RFP development, provider selection, performance accountability, and procurement launch.

The following section outlines the key responsibilities and deliverables associated with the procurement process:

1. Phase 1: Project Foundation and System Assessment
 - a. Assess current system performance, procurement gaps, service delivery model, contractor responsibilities, and applicable WIOA, EARN, and system-wide metrics.
 - b. Engage PhilaWorks leadership, program staff, PA CareerLink® Philadelphia center staff, and system partners through targeted interviews, focus groups, surveys, or working sessions.
 - c. Define future-state service expectations, including center and system-wide functions, employer engagement, coaching models, AI use, priority industries, dislocated worker strategies, and other strategic priorities.
2. Phase 2: RFP Development
 - a. Work collaboratively with the PhilaWorks team, including Compliance, Finance, Operations, and Procurement, to develop a clear, competitive, and procurement-ready RFP that incorporates system context, scope of work, service delivery and reporting expectations, performance requirements, bidder conference guidance, response templates, and submission instructions.
 - b. Consult with the state to obtain feedback on RFP content.
3. Phase 3: Provider Selection Process Design
 - a. Design a transparent, rigorous, and defensible selection process that includes scoring criteria, weighting, minimum thresholds, reviewer roles, evaluation steps, Q&A protocols, and consensus procedures.
4. Phase 4: Performance Matrix and Accountability System
 - a. Develop a performance framework that defines key outcome domains, metrics, targets, reporting cadence, success thresholds, monitoring expectations, continuous improvement practices, quarterly report cards, and corrective action guidance.
5. Phase 5: Finalization and Procurement Launch Support
 - a. Finalize the RFP based on internal review and procurement requirements, and support launch activities including bidder conference facilitation, Q&A response development, support materials, and limited evaluation support as needed.

The work will be defined and refined throughout the contract period as specific needs, opportunities, and procurement requirements arise. PhilaWorks reserves the right to adjust scope, timelines, deliverables, and priorities based on funding availability, operational conditions, procurement requirements, or mutual agreement.

D. Deliverables

The following chart outlines the deliverables associated with each section of this RFP's scope of work:

Deliverable	Description
Strategic Advice and Thought Partnership	
Grant Opportunity Vetting SOP and Decision Flow Chart	Completed SOP and decision flow chart defining evaluation criteria, business unit roles, approval steps, and a consistent process for assessing grant opportunities.
Cross-Team Training and Working Sessions	Facilitate at least two sessions for PhilaWorks staff on opportunity vetting tools, SOPs, partnership readiness, and internal decision-making processes, with agendas, attendance records, and follow-up notes.
Strategic Partnership Development Tracker	Tracker identifying priority partners, prospective funding alignments, partnership status, next steps, and responsible PhilaWorks staff.
Funder Pipeline and Cultivation Plan	Plan with a minimum of 20 aligned public, private, or philanthropic opportunities, including funding focus, estimated timing, strategic fit, cultivation recommendations, and emerging workforce funding trends.
Social Media	Draft copy and creative content promoting grant and funding opportunities for PhilaWorks' social media platforms (LinkedIn, Facebook, etc.).
Grant Writing Support	
Grant Opportunity Pipeline and Prospect Tracker	Active tracker with funding source, deadline, eligibility, strategic fit, estimated award amount, competitiveness, required partners, and recommended next steps.
Opportunity Assessment Summaries	Summaries for all grant opportunities PhilaWorks elects to pursue, documenting fit, feasibility, strategic value, implementation capacity, risks, partner needs, and go/no-go recommendations.

Proposal Workplans and Submission Calendars	Workplans and calendars for each active application, including milestones, staff assignments, partner inputs, required attachments, review deadlines, and final submission steps.
Grant Submission Materials	Draft, review, revise, and prepare requested grant-related materials, including letters of inquiry, proposal narratives, budgets, budget narratives, required attachments, funder responses, and post-submission follow-up materials.
Partner and Funder Engagement Documentation	Documentation for each relevant submission, including outreach lists, talking points, meeting agendas, letters of support, MOUs, partner role documentation, and engagement records.
Grant Submission Outcome Tracking	Track submissions completed, award status, award amount, declined or pending applications, funder feedback, lessons learned, and award-rate benchmark. A minimum of 20% of grant submissions supported under the contract should result in awarded grants, with flexibility for PhilaWorks to modify based on funding availability, opportunity volume, or strategic fit.
PA CareerLink® RFP Development and Procurement Design	
System Assessment and Design Memo	Memo identifying key gaps in current procurement and performance tracking, recommended updates to service delivery expectations, and strategic decisions to inform RFP structure.
RFP Design Framework	Framework outlining core RFP sections, required content, proposed contract structure, and performance-based elements.
Draft RFP Document	Fully drafted RFP document integrating system context, scope of work, service delivery expectations, performance requirements, reporting expectations, bidder conference guidance, response templates, and submission instructions.
Performance-Based Contracting Framework	Framework defining performance-based contracting elements for the PA CareerLink® procurement.
Submission Templates and Instructions	Templates and instructions to guide applicants in preparing complete, responsive submissions.

Evaluation Rubric and Scoring Tools	Rubric and tools defining scoring criteria, weighting, minimum thresholds, reviewer roles, evaluation steps, Q&A protocols, and consensus procedures.
Procurement Process Plan and Timeline	Plan and timeline for a transparent, rigorous, and defensible provider selection process.
Performance Matrix	Matrix defining key outcome domains, metrics, definitions, targets, reporting cadence, success thresholds, monitoring expectations, quarterly report cards, and corrective action guidance.
Performance Expectations	Outline performance metrics, expectations, and cost-reimbursement requirements.
Performance Monitoring and Reporting Recommendations	Recommendations for monitoring expectations, reporting practices, continuous improvement, and accountability follow-up.
Final Procurement-Ready RFP	Final RFP revised based on internal review and procurement requirements and ready for release.
Bidder's Conference Materials	Materials to support bidder conference facilitation, Q&A response development, procurement communications, and launch activities.

Section IV: Program Requirements

A. Staffing Responsibilities

The selected partner must demonstrate adequate staffing capacity to deliver all services described in this RFP. Staffing plans must include:

1. A designated point of contact for all PhilaWorks communications.
2. Management and supervisory staff with relevant experience in employer engagement and workforce development.
3. Staff availability to participate in PhilaWorks-required orientations, training, and meetings.
4. PhilaWorks reserves the right to provide input on project staff assigned to support this contract.

B. Technology Requirements

The selected partner must have reliable internet access and the technology infrastructure necessary to support program administration, data entry, reporting, and virtual event hosting.

C. Documentation, Reporting and Data Management

The selected consultant will be required to maintain clear, accurate, and accessible documentation that supports accountability, compliance, transparency, and effective project management across all services described in Section III, including strategic advising, grant writing support, and PA CareerLink® procurement design.

1. Maintain project workplans, meeting notes, decision logs, timelines, and status trackers for strategic advising, grant development, partnership development, and procurement design activities.
2. Document opportunity vetting, funder research, pipeline development, partner engagement, letters of support, MOUs, proposal calendars, submission materials, and related grant writing or cultivation activities.
3. Track PA CareerLink® procurement design activities, including system assessment findings, stakeholder engagement inputs, RFP development decisions, evaluation tools, performance metrics, and launch support materials.
4. Prepare periodic progress reports summarizing completed activities, emerging issues, key decisions, deliverable status, risks, dependencies, and recommended next steps.
5. Ensure all documents, tools, templates, reports, and communication materials align with applicable PhilaWorks branding, accessibility, nondiscrimination, confidentiality, and procurement requirements.
6. Participate in data-sharing and document management practices consistent with applicable privacy laws, funding requirements, procurement rules, and agreements with PhilaWorks.

All required records, data, tools, and deliverables must be submitted, updated, and validated within timeframes specified by PhilaWorks. The selected consultant must demonstrate the capacity to manage confidential information, coordinate shared documents, maintain version control, and report on progress toward agreed-upon milestones, deliverables, and performance expectations throughout the contract period.

Section V: Responding to the RFP

A. RFP Release

This RFP is released by PhilaWorks on Monday, August 3, 2026.

B. Frequently-Asked-Questions (FAQs)

All questions regarding this RFP must be submitted electronically to procurement@philaworks.org by Monday, August 10, 2026, at 5:00 PM ET. PhilaWorks will post all questions and responses to the PhilaWorks [Partnership and Procurement Opportunities](#) page by Friday, August 14, 2026, at 5:00 PM.

C. Proposal Submission

All proposals must be submitted electronically to procurement@philaworks.org by Monday, August 24, 2026, at 5:00 PM ET. Late or incomplete proposals will not be reviewed.

D. Evaluation of Submissions

A three-phase evaluation system will be used to rate each proposal. The evaluation system is designed to convert to a numeric score between zero through one hundred. The rubric includes evaluation criteria related to the following categories:

Proposals will be evaluated on the following criteria:

1. History & Experience
 - a. Relevant and demonstrated experience delivering strategic advising, grant development, partnership support, procurement design, and organizational performance accountability services comparable to this RFP.
2. Plan for Implementation of Services
 - a. Quality and feasibility of the proposed approach to meeting the scope of work
 - b. Strength of proposed approach to grant opportunity vetting, funder pipeline development, partnership coordination, proposal support, and PA CareerLink® procurement design.
3. Organizational Capacity
 - a. Staffing plan and qualifications
 - b. Demonstrated systems for project management, document collaboration, version control, data security, reporting, quality assurance, and timely communication with PhilaWorks.
4. Budget & Cost Descriptions
 - a. Budget narrative and cost-effectiveness
 - b. Alignment of proposed costs with the scope of work, timeline, deliverables, contract requirements, and allowable project activities.

PhilaWorks reserves the right to conduct interviews with finalists as part of the evaluation process. Each submission will be evaluated for the following:

1. Completeness
 - a. Submissions will be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the response is missing or illegible, it will be considered non-responsive and will not be reviewed.
2. Fiscal Review
 - a. The organization and proposed budget will be reviewed for fiscal soundness and comparability to market-rate tuition for similar programs. Agencies 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 PhilaWorks.
3. Programmatic Review
 - a. Submissions will be evaluated based on the quality of the services provided as demonstrated through the narrative section of this RFP. The elements identified in the RFP are not all-inclusive, therefore other aspects of the submissions and budgets may be reviewed during the selection process.

Section VI: Proposal

Applicants must submit the following components as part of a complete proposal:

1. History & Experience (maximum 2 pages)
 - a. Provide a brief history of the organization, including its mission, years of operation, client base, and relevant role in workforce development, public-sector consulting, philanthropy, grant development, procurement, or partnership advisory services.
 - b. Describe prior experience providing strategic advising, grant writing support, funder research, partnership development, RFP development, procurement design, or performance accountability services comparable to the scope of work in this RFP.
 - c. Summarize relevant experience working with workforce development boards, public agencies, nonprofit organizations, funders, employers, service providers, or system partners on complex planning, funding, procurement, or implementation efforts.
2. Plan for Implementation of Services (4-6 pages)
 - a. Describe the proposed approach for implementing the three core service areas outlined in [Section III](#): strategic advice and thought partnership, grant writing support, and PA CareerLink® RFP development and procurement design.
 - b. Explain how the applicant will support opportunity evaluation, grant vetting, cross-team philanthropy capacity building, strategic partnership development, funder pipeline research, proposal strategy, and submission support.
 - c. Describe the applicant's approach to designing the PA CareerLink® Philadelphia procurement process, including system assessment, stakeholder engagement, RFP development, provider selection tools, performance metrics, accountability structures, and launch support.
 - d. Provide a proposed timeline, milestones, coordination plan, and deliverable review process for completing workplans, drafts, tools, reports, and final deliverables in collaboration with PhilaWorks throughout the contract period.
3. Organizational Capacity (maximum 2 pages)
 - a. Identify key staff, roles, qualifications, and the designated point of contact responsible for strategic advising, grant development, partnership support, procurement design, project management, reporting, and contract coordination.
 - b. Describe the organization's internal systems for project management, research, proposal development, document collaboration, version control, data security, quality assurance, and timely communication with PhilaWorks.
 - c. Explain the organization's ability to comply with PhilaWorks requirements, including orientations, meetings, documentation standards, branding and accessibility expectations, confidentiality requirements, procurement rules, and monthly invoicing.
4. Budget & Cost Descriptions (maximum 2 pages)
 - a. Provide a budget narrative that clearly describes all proposed costs associated with staffing (including job descriptions, roles, and responsibilities), outreach, communications, event support, data collection, reporting, and other allowable activities.
 - b. Demonstrate that proposed costs are reasonable, necessary, cost-effective, and aligned with the scope of work, and performance targets.
 - c. Complete the line-item budget found in [Attachment #2](#).
5. Financial Documentation

- a. 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](#).
- b. Each applicant must be registered in SAM.gov and have an active Unique Entity Identifier (UEI).
- c. Each applicant must provide a current W9 and a Certificate of Insurance.
- d. If any staff member's time charged to this project is less than 100%, the applicant must include a cost allocation plan that clearly describes how personnel costs will be allocated to this project.

Section VII: Attachments

Attachment #1: RFP Submission Form

Organization Name		Date of Request	
Organization Address		Program Address (if different than organization address)	
Federal Tax ID (organization or legal entity):		Unique Entity Identifier (UEI):	
Does the organization have any connection with Phila (including its Board of Directors or Youth Standing Committee)? ☐ Yes (If yes, explain on a separate sheet.) ☐ No		Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? ☐ Yes (If yes, explain on a separate sheet.) ☐ No	
Primary Contact (first & last name)	Secondary Contact (first & last name)	Contract Signatory (first & last name)	
Contact Title	Contact Title	Contact Title	
Contact Phone:	Contact Phone:	Contact Phone:	
Contact Email:	Contact Email:	Contact Email:	
RFP Title:		Amount Requested	
Checklist: ☐ Proposal - History & Experience (maximum 2 pages) - Plan for Implementation of Services (4-6 pages) - Organizational Capacity (maximum 2 pages)			

- *Budget & Cost Descriptions (maximum 2 pages)*

☐ Attachment #1: RFP Submission Form

☐ Attachment #2: Line-Item Budget

☐ Attachment #3: Financial Documentation

☐ IRS Determination Letter & Audited Financial Statements

☐ W9

☐ Certificate of Insurance

☐ Cost Allocation Plan (if applicable)

Applicant Certification:

I certify that all the information provided in this proposal 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

Attachment #2: Line-Item Budget

Organization Name:				
RFP/Project Title:				
Operating Expenses: If utilizing a deliverables-based payment model, skip the Staff Salaries section and complete the Deliverables-Based Payment Model section of the Line-Item Budget.				
Staff Salaries				
Employee Name, Title	Annual Salary	% of Time Charged to Contract	# of Months Charged to Contract	Total Amount Charged to Contract
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
Total				\$

Attachment #3: Financial Documentation

A. 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., Uniform Guidance ([2 CFR Part 200, Subpart F](#))). 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).
 - a. *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.

B. W9 and a Certificate of Insurance

Please provide a current W9 and an active Certificate of Insurance as an attachment to the proposal.

C. Cost Allocation Plan (if applicable)

Please provide a cost allocation plan if any staff member's time charged to this project is less than 100%. The cost allocation plan must clearly describe how personnel costs will be allocated to this project.