

Request for Proposal

Comprehensive Workforce Development Services for WIOA-Eligible Adults, Dislocated Workers, English Language Learners, and Eligible Immigrant Populations

Important Dates

<i>RFP Release Date</i>	Tuesday, September 1, 2026
<i>Questions Deadline</i>	Tuesday, September 8, 2026, by 5:00 PM ET
<i>FAQ Responses Posted</i>	Friday, September 11, 2026, by 5:00 PM ET
<i>Proposals Due</i>	Tuesday, September 22, 2026, by 5:00 PM ET
<i>Award Notifications</i>	Tuesday, November 3, 2026
<i>Contract Start Date</i>	Tuesday, December 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): Comprehensive Workforce Development Services for WIOA-Eligible Adults, Dislocated Workers, English Language Learners, and Eligible Immigrant Populations."

Table of Contents

Important Dates	1
<i>RFP Release Date</i>	1
<i>Questions Deadline</i>	1
<i>FAQ Responses Posted</i>	1
<i>Proposals Due</i>	1
<i>Award Notifications</i>	1
<i>Contract Start Date</i>	1
Submission Details	1
Section I: Introduction	4
A. About Philadelphia Works, Inc.	4
B. Purpose of this RFP	4
Section II: RFP Requirements	4
A. Who is Eligible to Apply	4
B. Budget, Payment Structure and Funding Sources	4
C. General Disclaimer	5
D. Contract Period	5
E. Food & Beverage Policy	6
Section III: Detailed Scope of Work and Program Elements	6
A. Program Design and Service Delivery	6
B. Outreach, Recruitment, and Retention	6
C. Enrollment, Eligibility, and Assessment	6
D. Case Management	7
E. Supportive Services	7
F. Deliverables	7
Section IV: Program Requirements	10
A. Staffing Responsibilities	10
B. Technology Requirements	10
C. Documentation, Reporting and Data Management	10
D. Performance Accountability and Outcomes	11

Section V: Responding to the RFP.....	13
A. RFP Release.....	13
B. Frequently-Asked-Questions (FAQs).....	13
C. Proposal Submission.....	14
D. Evaluation of Submissions	14
Section VI: Proposal	15
Section VII: Attachments.....	17
Attachment #1: RFP Submission Form.....	17
Attachment #2: Line-Item Budget	19
Attachment #3: Financial Documentation.....	21
A. IRS Determination Letter & Audited Financial Statements	21
B. W9 and a Certificate of Insurance	21
C. Cost Allocation Plan (if applicable)	21
Attachment #4: Employer Attestation Form	22

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 one qualified non-profit or for-profit provider to deliver a comprehensive workforce development program for WIOA Title I eligible adults, dislocated workers, English Language Learners, and eligible immigrant populations, including individuals who may need culturally responsive services, language access supports, foreign credential guidance, and assistance navigating career pathways in the U.S. labor market. Through this RFP, PhilaWorks intends to make one award to one selected provider. The selected provider will implement a participant-centered service model that supports eligible individuals in building skills, addressing barriers, navigating career pathways, and connecting to employment opportunities. Services must promote meaningful employment outcomes and support long-term career advancement for eligible participants.

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, 501(c)4, or 501(c)6 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. This RFP is open to current PhilaWorks contractors as well as qualified providers that have not previously contracted with PhilaWorks.

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 Comprehensive Workforce Development Services for WIOA-Eligible Adults, Dislocated Workers, English Language Learners, and Eligible Immigrant Populations 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 U.S. Department of Labor. One hundred percent (100%) of the total costs of this project, totaling \$300,000, are financed with federal funds. Zero percent (0%) of the total costs of this project (\$0) are financed by non-governmental sources. PhilaWorks intends to issue a single award to one selected provider for services delivered during the contract period of December 1, 2026, through June 30, 2027.

PhilaWorks is also part of a Pennsylvania application for a National Dislocated Worker Grant (NDWG) to support workers impacted by mass layoffs throughout the Southeast Pennsylvania region. If awarded, the selected provider under this RFP may be required to deliver career pathways and employment services to up to 200 additional dislocated workers with English language barriers. Services would be provided in accordance with the NDWG award requirements, performance expectations, and funding availability. PhilaWorks reserves the right to amend the scope of work and negotiate associated funding with the selected provider should the NDWG be awarded.

Upon receiving the award, the selected provider 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 award 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, the selected provider must be ready to begin start-up operations no later than December 1, 2026. The agreement resulting from this RFP may include one contract period from December 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.

The selected provider is 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.

At a minimum, the selected provider should be prepared to meet the following start-up and contract administration requirements:

- **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 by the contract start date. All staff will be expected to attend PhilaWorks-mandated orientations and onboarding sessions during the start-up period.
- **Data Entry and Validation:** Providers must enter, maintain, and validate all program data within required timeframes throughout the contract period. Failure to ensure timely, accurate data management may result in contract termination.
- **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 provider will deliver a participant-centered workforce development model guided by the program elements below.

A. Program Design and Service Delivery

The selected provider must operate an established program that supports expedited workforce entry for WIOA Title I eligible adults, dislocated workers, English Language Learners, and eligible immigrant populations. Services must be delivered through a participant-centered model that integrates curriculum, career-readiness training, coaching, employer-informed activities, and placement support.

The selected provider will serve at least 40 participants over a 7-month period using classroom-based and online instruction, digital and financial literacy skill-building, targeted workshops, and coordinated post-training engagement that supports employment readiness and transition into full-time work.

B. Outreach, Recruitment, and Retention

The selected provider will implement a strategic outreach and recruitment approach to engage eligible participants and promote program access through communication channels, community partnerships, referral networks, events, and information sessions. Retention strategies must support participant engagement from initial contact through referral for eligibility screening and continued active engagement.

C. Enrollment, Eligibility, and Assessment

The selected provider will establish and implement a clear process for moving referred participants through eligibility determination, assessment, and enrollment in accordance with applicable WIOA

requirements, program guidance, and documentation standards. Enrollment must be completed only after required screening, verification, documentation, assessment, and service determination steps are finalized.

D. Case Management

Following enrollment, the selected provider will deliver individualized case management that supports participants through employment placement and follow-up. Services must include career-pathway guidance, individualized employment planning, coaching, placement assistance, retention support, and referrals to supportive services when barriers are identified, consistent with applicable WIOA requirements.

E. Supportive Services

When barriers are identified through case management, the selected provider will coordinate supportive services that reduce barriers to participation, training completion, employment placement, and retention. Support may include referrals to appropriate resources and guidance on credential evaluation, licensing, certification, training, or education requirements aligned with participants' career goals.

F. Deliverables

Deliverable	Description
Program Design and Service Delivery	
Program Model, Implementation, and Participant Service Target Plan	Submit a written plan describing the proposed program model, including core services, participant flow, delivery methods, implementation milestones, staffing capacity, service delivery expectations, enrollment projections, retention strategies, and monitoring methods to demonstrate how the provider will serve at least 40 participants over the 7-month contract period.
Staffing and Capacity Plan	Submit a staffing plan identifying key roles, qualifications, supervision structure, staff training needs, and capacity to deliver required services.
Participant Service Strategy	Describe how the provider will structure training, employer-informed activities, and post-training engagement to support employment readiness and transition into full-time employment.

Curriculum and Training Materials	Submit curriculum outlines, instructional materials, workshop content, digital and financial literacy components, employer-informed activities, and coaching resources.
Employer Commitment Documentation	Submit the completed Employer Attestation Form in Attachment #4 and employer commitment letters describing each employer's role in supporting employment placements.
Performance and Compliance Framework	Provide a framework for monitoring participant progress, employment outcomes, WIOA requirements, data quality, continuous improvement, and the performance expectations described in Section IV.D: Performance Accountability and Outcomes .
Data and Reporting Documentation	Maintain accurate program data, reporting records, validation documentation, and performance updates in accordance with PhilaWorks requirements, WIOA requirements, required reporting timelines, and Section IV.D: Performance Accountability and Outcomes.
Outreach, Recruitment, and Retention	
Outreach and Recruitment Plan	Submit a written plan identifying target populations, recruitment goals, communication channels, referral sources, community partnerships, and information session strategies.
Recruitment Calendar and Referral Milestones	Provide a calendar of outreach activities, partner engagement efforts, recruitment milestones, and referral targets.
Outreach and Referral Records	Maintain records of outreach activities, partner referrals, participant inquiries, and follow-up actions.
Participant Retention Strategy	Describe strategies for sustaining engagement from recruitment through referral for eligibility screening and continued active participation.
Enrollment, Eligibility, and Assessment	

Screening and Assessment Tools	Provide forms or tools used to collect participant information, assess service needs, identify barriers, evaluate readiness, and determine service alignment.
Eligibility and Enrollment Procedures	Submit procedures for screening referred participants, verifying eligibility, completing required documentation, finalizing enrollment, and determining appropriate services in accordance with WIOA requirements and program guidance.
Eligibility and Enrollment Records	Maintain participant records demonstrating that eligibility, required documentation, assessment, service determination, and enrollment steps were completed before services began.
Assessment Summary and Service Determination	Document participant needs, employment goals, readiness, recommended services, and next steps following enrollment.
Case Management	
Individualized Employment Plans	Maintain plans documenting participant goals, service needs, identified barriers, planned activities, referrals, and progress toward employment placement.
Case Management Records	Maintain timely records of participant contacts, coaching sessions, services provided, referrals, progress updates, and engagement concerns.
Placement Records	Track job leads, interviews, employer referrals, placement support, and employment outcomes.
Post-Placement Follow-Up Records	Document retention services, participant status updates, employment stability, and continued support needs after placement.
Supportive Services	
Supportive Service Needs Assessment	Identify and document participant support needs related to participation, training completion, employment placement,

	retention, credential evaluation, licensing, certification, or related services.
Referral and Barrier Mitigation Records	Track referrals, services provided, follow-up contacts, outcomes, unresolved needs, and actions taken to address identified barriers.
Credential, Training, and Education Guidance	Document guidance provided on foreign credential evaluation processes and training, certification, licensing, or education requirements aligned with participant goals.

Section IV: Program Requirements

A. Staffing Responsibilities

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

1. A designated point of contact responsible for contract coordination, communications with PhilaWorks, implementation updates, and operational issue resolution.
2. Qualified management, supervisory, instructional, case management, outreach, employer engagement, and data/reporting staff with experience serving WIOA Title I eligible adults, dislocated workers, English Language Learners, and eligible immigrant populations.
3. Sufficient staffing capacity to support core program functions, including outreach, eligibility and enrollment support, assessment, training delivery, case management, employer-informed activities, placement support, supportive service coordination, and post-placement follow-up.
4. Staff availability to participate in required PhilaWorks onboarding, training, meetings, data and reporting activities, and other contract administration requirements. PhilaWorks reserves the right to provide input on project staff assigned to this contract.

B. Technology Requirements

The selected provider must maintain reliable internet access and technology systems sufficient to support WIOA program administration, in-person and virtual service delivery, participant and employer communication, secure records management, and required data and reporting activities.

C. Documentation, Reporting and Data Management

The selected provider must demonstrate the capacity to maintain accurate, timely, and accessible documentation to support WIOA compliance, service delivery, participant outcomes, data quality, and contract management.

1. Maintain workplans, implementation timelines, service schedules, status trackers, and participant flow documentation for core program activities.
2. Document outreach, referrals, recruitment milestones, eligibility screening, enrollment, assessment, and service determination activities in accordance with WIOA and PhilaWorks requirements.

- i. The selected provider will be required to use the Commonwealth Workforce Development System (CWDS) as the system of record for all participant tracking and data entry, as well as any additional reporting or management systems deemed mandatory by PhilaWorks.
3. Maintain participant records, including employment plans, case notes, services provided, referrals, training participation, placement activities, outcomes, follow-up, and supportive service coordination.
4. Prepare required progress, performance, fiscal, and data reports summarizing service delivery, enrollment, placements, outcomes, challenges, corrective actions, and deliverable status.
5. Ensure all records, reports, forms, tools, communications, and related materials comply with applicable WIOA, PhilaWorks, confidentiality, accessibility, nondiscrimination, branding, and data security requirements.
6. Complete required data entry, validation, data-sharing, and document management activities within applicable privacy, funding, and reporting requirements.

All required records, data, reports, and deliverables must be submitted, updated, and validated within time frames specified by PhilaWorks.

D. Performance Accountability and Outcomes

Applicants must demonstrate the capacity to support WIOA performance accountability, maintain reliable documentation, and use performance information to improve participant outcomes. Proposals should describe how the applicant will track, document, and use performance data to support participant completion, placement, retention, and continuous improvement.

The table below summarizes the WIOA Primary Indicators of Performance that may apply to the service model. The descriptions are provided for context, while the negotiated performance levels in the following table identify current expected benchmarks for applicable WIOA Adult and Dislocated Worker indicators. Final reporting requirements and contractual obligations will be determined through applicable guidance, PhilaWorks requirements, and contract development.

WIOA Primary Indicator of Performance	Description
Employment Rate – 2nd Quarter After Exit	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
Employment Rate – 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
Median Earnings – 2nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
Credential Attainment	The percentage of participants enrolled in an education or training program, excluding on-the-job training and

	customized training, who attain a recognized postsecondary credential, secondary school diploma, or recognized equivalent during participation or within one year after exit.
Measurable Skill Gains	The percentage of participants who are in an education or training program leading to a recognized postsecondary credential or employment and achieve documented academic, technical, occupational, or other progress during the program year.
Effectiveness in Serving Employers	The percentage of participants who are employed by the same employer in both the second and fourth quarters after exiting the program.

The negotiated performance levels for applicable WIOA Adult and Dislocated Worker performance indicators are summarized below.

State/Federal WIOA Adult and Dislocated Worker Performance Indicator	Negotiated Level: Adult	Negotiated Level: Dislocated Worker
Employment Rate – 2nd Quarter After Exit	71%	74.0%
Employment Rate – 4th Quarter After Exit	67.5%	74.0%
Median Earnings – 2nd Quarter After Exit	\$8,750	\$9,500
Credential Attainment Rate	49%	55.0%
Measurable Skill Gains	55%	52.0%

Effectiveness in Serving Employers will be measured according to applicable federal and state guidance if required.

Definitions and calculations are established through applicable U.S. Department of Labor guidance, including [TEGL 10-16](#), related WIOA guidance, and directives issued by the Pennsylvania Department of Labor & Industry. Applicants should explain how their service model, case management, supportive services, employer engagement, and follow-up strategies will support completion, placement, and retention.

PhilaWorks may also use local performance indicators to monitor participant engagement, service quality, and progress toward employment outcomes. These indicators provide interim checkpoints and may include the milestones below.

Local Performance Milestone	Purpose and Documentation Examples
Documented Training Progress	Interim documentation showing participant progress during training, such as attendance records, instructor evaluations, coursework completion, practice assessments, tutoring records, or other evidence of engagement and skill development. This may support, but does not replace, formal reporting for the WIOA Measurable Skill Gains indicator.
Credential or Certificate Completion	Documentation that the participant completed a credential, certificate, license, or other training-related requirement associated with the program model or target occupation.
Employer Engagement	Records showing participant connection to at least one employer through an interview, meeting, referral, hiring event, informational session, work-based learning opportunity, or comparable engagement aligned with the participant's training occupation or industry.
Internship, Externship, or Work-Based Learning	Documentation of acceptance into, participation in, or completion of an internship, externship, job shadowing, work experience, or comparable work-based learning activity with an employer in the participant's training occupation or industry.
Employment Placement	Employment verification or other supporting documentation demonstrating placement with an employer in the participant's training occupation, industry, or career pathway.
Continued Engagement and Follow-Up	Case notes, coaching records, follow-up contacts, retention supports, supportive service referrals, or other documentation showing continued engagement after training, placement, or exit.

Applicants should describe the systems, staffing, and quality assurance practices they will use to collect, maintain, and review performance documentation. PhilaWorks may review performance data, participant records, and supporting documentation during monitoring, invoice review, performance discussions, and contract administration. Additional expectations will be finalized with the selected provider.

Section V: Responding to the RFP

A. RFP Release

This RFP is released by PhilaWorks on Tuesday, September 1, 2026.

B. Frequently-Asked-Questions (FAQs)

All questions regarding this RFP must be submitted electronically to procurement@philaworks.org by Tuesday, September 8, 2026, by 5:00 PM ET. PhilaWorks will post all questions and responses to the PhilaWorks [Partnership and Procurement Opportunities](#) page by Friday, September 11, 2026, by 5:00 PM.

C. Proposal Submission

All proposals must be submitted electronically to procurement@philaworks.org by Tuesday, September 22, 2026, by 5:00 PM ET. Late or incomplete proposals will not be reviewed.

D. Evaluation of Submissions

PhilaWorks intends to make one award to one selected provider through this RFP and 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.

The programmatic review is designed to convert to a numeric score between zero through one hundred. Proposals will be evaluated on the following criteria:

1. History & Experience (30 points)
 - a. Demonstrated experience delivering comparable workforce development services, including WIOA Title I Adult and Dislocated Worker services, English Language Learner and eligible immigrant population supports, career-readiness training, case management, employer engagement, placement support, and participant-centered services.
2. Plan for Implementation of Services (30 points)
 - a. Quality, feasibility, and alignment of the proposed service model with the scope of work, target populations, performance expectations, deliverables, and Section IV.D: Performance Accountability and Outcomes.
 - b. Strength of the proposed approach to program design, outreach and recruitment, eligibility and enrollment, training delivery, case management, employer engagement, supportive services, placement, and follow-up.

3. Organizational Capacity (20 points)
 - a. Strength of the staffing plan, staff qualifications, supervision structure, and organizational capacity to deliver required services and meet contract expectations.
 - b. Capacity to manage program operations, participant records, secure data systems, WIOA reporting, quality assurance, fiscal accountability, communication with PhilaWorks, and the performance documentation expectations in Section IV.D: Performance Accountability and Outcomes.
4. Budget & Cost Descriptions (20 points)
 - a. Reasonableness, allowability, and cost-effectiveness of the proposed budget for WIOA-funded services.
 - b. Alignment of proposed costs with the scope of work, participant targets, staffing plan, timeline, deliverables, and contract requirements.

Section VI: Proposal

Applicants must submit each of the components listed below as part of a complete proposal. Each component must comply with the stated page limit or page range. Reviewers will evaluate only the content submitted within the applicable limit; any content beyond that limit will not be considered. For example, the History & Experience section may not exceed two (2) pages. Reviewers will not consider any content beyond page 2 for that section, and points may be deducted for exceeding the page limit.

1. History & Experience (maximum 2 pages)
 - a. Provide a brief organizational overview, including mission, years of operation, populations served, and relevant workforce development experience with WIOA Title I eligible adults, dislocated workers, English Language Learners, eligible immigrant populations, training, case management, employer engagement, and placement services.
 - b. Describe experience operating or developing programs that include career-readiness training, eligibility and enrollment support, case management, employer-informed activities, supportive services, placement support, and follow-up.
 - c. Summarize experience partnering with workforce development boards, public agencies, employers, education and training partners, community-based organizations, or other system partners to deliver participant-centered workforce services and employment outcomes.
2. Plan for Implementation of Services (maximum 6 pages)
 - a. Describe the proposed approach for implementing the program elements in [Section III](#), including service delivery, outreach and recruitment, eligibility and enrollment, case management, supportive services, employer engagement, placement support, and reporting.
 - b. Explain how the applicant will operate an existing program that serves at least 40 participants over a 7-month period and supports employment readiness, full-time employment placement, and retention.
 - c. Describe the proposed curriculum, delivery methods, digital and financial literacy components, coaching approach, employer-informed activities, supportive service coordination, post-training engagement, and post-placement follow-up.

- d. Provide an implementation timeline, milestones, coordination plan, deliverable review process, data and reporting approach, quality assurance strategy, and performance approach responsive to Section IV.D: Performance Accountability and Outcomes.
- 3. Organizational Capacity (maximum 2 pages)
 - a. Identify key staff, roles, qualifications, supervision structure, staff training needs, and the designated point of contact for program implementation and contract coordination.
 - b. Describe internal systems for program management, participant records, secure document management, data entry and validation, reporting, quality assurance, performance documentation, fiscal controls, and communication with PhilaWorks.
 - c. Explain the organization's ability to comply with PhilaWorks and WIOA requirements, including onboarding, meetings, documentation standards, data security, confidentiality, accessibility, nondiscrimination, branding, reporting, invoicing, and contract administration.
- 4. Budget & Cost Descriptions (maximum 2 pages)
 - a. Provide a budget narrative describing proposed costs for staffing, outreach, communications, event support, data collection, reporting, and other allowable program 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 in [Attachment #2](#).
- 5. Financial Documentation
 - a. Provide the organization's most recent audited financial statements, prepared in compliance with Government Auditing Standards. Additional financial documentation requirements are provided in [Attachment #3](#).
 - b. Confirm active SAM.gov registration and Unique Entity Identifier (UEI).
 - c. Provide a current W-9 and Certificate of Insurance.
 - d. Provide a cost allocation plan if any staff member's time charged to the project is less than 100%.

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 PhilaWorks (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 (maximum 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)****Attachment #4: Employer Attestation Form****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

LINE-ITEM BUDGET & NARRATIVE		
Organization Name:		
Project Title:		
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)	\$	
Profit/Fee (administrative cost only):	\$	
Other Admin Expenses (please list):	\$	
In lieu of itemized Admin Expenses, a Federally Approved Indirect Cost Rate may be provided:		
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 TOTAL ¹		\$

¹ 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.

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.

Attachment #4: Employer Attestation Form

Provider & Employer Information		
Provider Name:		
Employer Name:		
Industry Sector:		
Employer Point of Contact		
Name	Phone	Email

My organization has interviewed or hired participants served or supported by the above-named provider as listed below:

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

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

Occupation/Training Program Name (for more than 6 positions, please attach additional pages)	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

Title

Signature

Date