

Employer Engagement and Workforce Development Services RFP – Questions & Answers

Philadelphia Works, Inc. (PhilaWorks) has issued [this Request for Proposal \(RFP\)](#) to identify a qualified nonprofit or for-profit organization to serve as a strategic employer engagement and workforce development partner.

Proposals are due by Monday, August 24, 2026, at 5:00 PM ET. To ensure PhilaWorks maintains an open competition process, all proposals and inquiries regarding this RFP must be submitted via email to procurement@philaworks.org.

Questions & Answers:

1. The RFP states that the total cost of the project is \$170,000. Does the \$170,000 represent:

- The anticipated amount of one award;
- The total funding pool to be divided among multiple awardees; or
- The maximum amount that an individual applicant may request?

The \$170,000 represents the anticipated amount of one award.

2. How many awards does PhilaWorks anticipate making?

PhilaWorks seeks to award **one** qualified non-profit or for-profit organization to serve as a strategic employer engagement and workforce development partner.

3. The initial contract period is listed as October 1, 2026, through June 30, 2027, with the possibility of two additional contract periods. Does the \$170,000 apply only to the initial nine-month period? If the contract is renewed, would additional funding be negotiated for each renewal period?

Yes. The \$170,000 award applies to the initial nine-month contract period. If the contract is renewed, additional funding will be negotiated for each renewal period.

4. Is the selected organization expected primarily to recruit, engage, and manage relationships with employers on behalf of Philadelphia Works and the C2L-PHL Work-Based Learning Exchange?

Yes. The selected organization is expected to recruit and engage employers and secure employer commitments on behalf of PhilaWorks and the C2L-PHL Work-Based Learning Exchange. Once an employer is ready to move forward, the selected organization will facilitate a warm handoff to PhilaWorks and the C2L-PHL capacity-building provider to support documentation, structuring, and publication of the opportunity.

5. Would the selected organization directly recruit, enroll, support, and place young people, or would it secure employer opportunities that are then accessed by approved C2L-PHL youth-service delivery partners?

The selected partner will be responsible for identifying, developing, and securing employer-based work-based learning opportunities. The selected partner will not be responsible for recruiting, enrolling, case managing, supporting, or placing youth participants. Youth

recruitment, eligibility determination, participant support, and placement activities will remain the responsibility of approved C2L-PHL youth-service delivery partners.

6. How would an organization become an approved C2L-PHL youth-service delivery partner?

Youth-service delivery partners are selected through competitive procurement processes administered by PhilaWorks, JEVS Human Services, and/or the City of Philadelphia, depending on the funding source and program design. Organizations interested in becoming youth-service delivery partners must respond to applicable procurement opportunities and successfully complete the contracting process.

7. Must an applicant propose to implement the complete scope of work outlined in the RFP, or will PhilaWorks consider proposals that concentrate primarily on the C2L-PHL youth work-based learning component?

Applicants must propose an approach that addresses the full scope of work outlined in the RFP and demonstrate the capacity to deliver all required service areas and performance expectations.

8. Are youth wages or stipends allowable expenses under this award? If student wages are not supported through this RFP, are wages for the young people participating in the secured placements funded through another C2L-PHL contract or funding mechanism?

No. Youth wages and stipends are not allowable expenses under this award. Compensation for youth participants will be supported through separate C2L-PHL funding mechanisms.

9. How does Philadelphia Works define an eligible employer for purposes of this RFP and the C2L-PHL Work-Based Learning Exchange?

For purposes of this RFP, an eligible employer must be located in Philadelphia or train employees who reside in Philadelphia, have been in operation for at least one year, and be a public, private, or nonprofit organization. An eligible employer for the C2L-PHL Work-Based Learning Exchange is a public, private, nonprofit, educational, or governmental organization that can provide a safe, structured, and developmentally appropriate work-based learning experience aligned with the goals of career-connected learning. Employers must be able to provide appropriate supervision, meaningful learning opportunities, and comply with applicable labor, workplace safety, and youth employment requirements. PhilaWorks reserves the right to review and approve participating employers to ensure alignment with program quality and safety standards.

10. Are employer partners required to be formally registered businesses or nonprofit organizations with an EIN, insurance coverage, workers' compensation coverage, and established payroll capacity?

Yes. Employer partners must be established organizations with the appropriate business, insurance, workplace safety, supervisory, and operational capacity to host safe and structured work-based learning experiences. Specific documentation requirements may be reviewed and confirmed by PhilaWorks and its partners before an employer opportunity is approved.

11. Could sole proprietors, independent contractors, artists, designers, or other individual professionals who do not operate as incorporated businesses host work-based learning experiences? If so, what documentation and insurance would they be required to provide?

Sole proprietors, independent contractors, artists, designers, and other self-employed professionals may be eligible to host work-based learning experiences on a case-by-case basis. Eligibility will be determined based on the host's ability to provide an appropriate learning environment, participant supervision, and any required documentation, licenses, certifications, and insurance coverage. Additional requirements may be established during program implementation.

12. Can educational institutions, nonprofit organizations, college departments, and community-based programs qualify as employer partners and internship host sites?

Yes. Educational institutions, nonprofit organizations, college departments, and community-based programs may qualify as employer partners or internship host sites if they can provide safe, structured, and developmentally appropriate work-based learning experiences. Participating organizations must provide appropriate supervision, meaningful learning opportunities, and comply with applicable program, workplace safety, labor, and youth employment requirements.

13. May the selected organization also serve as an employer or internship host for a portion of the work-based learning placements it develops?

Yes, provided there is no conflict of interest and the organization can meet all applicable host-site requirements. Any placements hosted by the selected organization must be approved by PhilaWorks and structured consistently with C2L-PHL Work-Based Learning Exchange requirements.

14. Are there limitations on the number or percentage of placements that may be hosted internally by the selected provider? Are there conflicts of interest, cost-allocation, or approval requirements associated with this arrangement?

The RFP does not establish a predetermined limitation on the number or percentage of work-based learning opportunities that may be hosted by the selected provider or its affiliated employers. However, the quantity, quality, industry diversity, and participant accessibility of opportunities will be considered when evaluating performance and outcomes. Any actual or perceived conflicts of interest must be disclosed and may be subject to review and approval by PhilaWorks.

15. What residency, income, TANF, WIOA, or other eligibility requirements would apply to participating young people?

C2L-PHL serves Philadelphia youth and young adults between the ages of 12 and 24. Participant eligibility requirements may vary depending on the funding source supporting a specific work-based learning experience. Priority populations may include youth connected to the child welfare system, juvenile justice system, and other opportunity youth populations as identified by program priorities and funding requirements.

16. Are current PA CareerLink® providers eligible for this opportunity?

Yes. This RFP is open to current PhilaWorks contractors, including current PA CareerLink® providers, as well as qualified providers that have not previously contracted with PhilaWorks.

17. Is the current youth intermediary for C2L eligible for this opportunity?

Yes. An organization's current role within the C2L-PHL system does not, by itself, disqualify it from applying for this opportunity. All proposals will be reviewed and evaluated in accordance with the requirements and evaluation criteria outlined in the RFP.

18. What current sector partnership programs do you have operating?

PhilaWorks currently operates three industry partnerships: the Southeastern Pennsylvania Manufacturing Alliance, the Hospitality & Entertainment Industry Partnership, and the PHL Tech Partnership.

19. How many [sector partnerships] do you envision that need to be managed during the contract period?

The selected partner will be expected to support multiple programs and initiatives during the contract period, including existing industry partnerships (Technology Industry Partnership, Southeastern Pennsylvania Manufacturing Alliance, the Hospitality & Entertainment Industry Partnership, and the Greater Philadelphia Growth Partnership), Fair Chance Hiring, Employer Front Door implementation, and C2L-PHL youth-focused employer engagement.

20. How many new sector partnerships are you trying to create?

PhilaWorks has not established a specific target for creating new sector partnerships. The selected partner will be expected to support both existing and emerging sector partnership activity while meeting annual performance targets, including engaging at least 25 employers and facilitating 20–25 referrals to PA CareerLink® Philadelphia.

21. What are the key employment sectors you are focusing on with this project?

The key employment sectors include technology/information technology, manufacturing, education, healthcare, life sciences, hospitality and entertainment, skilled trades, and other sectors aligned with PhilaWorks' High Priority Occupations and Future Impact Occupations lists.

22. Are there any other organizations in Philadelphia also making business calls to coordinate with?

Yes. The Chamber of Commerce for Greater Philadelphia is a key partner to coordinate with, given its role as a regional employer convener and operator of the Greater Philadelphia Talent Network, which connects employers with vetted workforce, training, and placement partners. Coordination may also include the City of Philadelphia Commerce Department, Campus Philly, and other workforce partners engaged in employer outreach.

23. What is the definition of a member business?

A key responsibility of the selected partner is to “maintain an active roster of member and non-member businesses across key industry sectors.” In this context, a “member business” is a business that is actively involved in a key industry sector partnership operated by PhilaWorks.

24. Are there existing systems in place where we need to enter the data that we gather from our programs?

PhilaWorks does not currently have a data-entry system specifically for managing employer data and industry partnerships. However, the selected partner will be required to use Salesforce for applicable data submission, reporting, employer engagement tracking, and related documentation. PhilaWorks will provide system guidance during contract implementation.

25. The RFP identifies \$170,000 in total project funding and an initial contract period of October 1, 2026, through June 30, 2027, with up to two additional contract periods subject to renewal. Please confirm whether the \$170,000 applies solely to the initial nine-month contract period or if it represents the total funding available across all potential contract periods. If renewed, is additional funding anticipated for each subsequent contract period? Are the amounts for the subsequent time periods known?

The \$170,000 award applies to the initial nine-month contract period. If the contract is renewed, additional funding will be negotiated for each renewal period. Final renewal terms, including duration and funding, will be determined at the time of renewal based on performance, available funding, and PhilaWorks’ discretion.

26. Please clarify the anticipated duration of the optional second and third contract periods. Would each renewal correspond to a subsequent fiscal year, or would the duration be determined at the time of renewal?

Each renewal period is anticipated to align with a subsequent fiscal year and span approximately 12 months, such as July 1, 2027, through June 30, 2028. Final renewal terms, including duration and funding, will be determined at the time of renewal based on performance, available funding, and PhilaWorks’ discretion.

27. Will the required PhilaWorks orientations and onboarding sessions be conducted in person, virtually, or through a combination of both?

PhilaWorks anticipates that orientations and onboarding sessions will be conducted virtually. However, the selected partner should be prepared to participate in in-person meetings or sessions if requested during implementation.

28. Please clarify which travel-related expenses are allowable under the contract. If in-person attendance is required for orientations, employer meetings, events, or other contract activities, may transportation and lodging expenses be included as reimbursable contract expenses? We understand that food and beverage expenses are unallowable.

Allowable travel-related expenses may include pre-approved transportation, lodging, and administrative travel necessary to carry out approved contract activities. Transportation costs may include coach airfare, train tickets, vehicle rentals, and mileage reimbursement, provided

mileage does not exceed GSA rates. All travel costs must be reasonable, necessary, properly documented, and approved in accordance with contract and funding requirements.

29. For required events, are venue, technology, registration, and other direct event costs expected to be funded within the \$170,000 award? Given the prohibition on food and beverage expenses, should applicants assume that contract funds may not be used to provide food or refreshments at these events?

Yes, the \$170,000 award should include all allowable direct event costs, including venue, technology, registration, and other approved expenses necessary to carry out required events. Contract funds may not be used to provide food or refreshments at these events.

30. What level of in-person presence and/or travel within the Philadelphia region should applicants anticipate during the initial contract period?

Applicants should anticipate some in-person presence within the Philadelphia region during the initial contract period, particularly for employer meetings, convenings, and any required meetings or orientations requested by PhilaWorks. The purpose of this work is to solicit, cultivate, and broker relationships with Philadelphia employers; therefore, applicants should be prepared to conduct in-person outreach and relationship-building activities when necessary to secure employer commitments and support effective coordination. The selected partner should also expect at least four in-person workforce-related events in Philadelphia: two employer networking events for PA CareerLink® center staff and two employer roundtables. The level of travel will depend on the approved implementation plan, employer engagement strategy, and event schedule.

31. To what extent is the selected partner expected to source and recruit new employers versus engage employers already connected to PhilaWorks, PA CareerLink® Philadelphia, and other workforce-system partners? Will PhilaWorks provide access or introductions to existing employer relationships that the selected partner may engage through this work?

The selected partner is expected to both engage existing employer relationships and source new employers. PhilaWorks may provide access to existing employer relationships and partner referrals, including through PhilaWorks, PA CareerLink® Philadelphia, the Greater Philadelphia Talent Network, and other workforce-system partners. The selected partner remains responsible for conducting outreach, maintaining an active employer roster, engaging at least 25 additional employers, securing at least 8 C2L-PHL employer commitments, and facilitating 20–25 employer referrals to PA CareerLink® Philadelphia.

32. Are the referenced Industry Advisory Groups and sector partnerships already established, or will the selected partner be expected to establish new groups? For existing groups, approximately how long have they been operating, what level of employer participation currently exists, and what support has historically been provided for their management and facilitation?

PhilaWorks has established industry partnerships and associated advisory groups, including the Southeastern Pennsylvania Manufacturing Alliance, operating for approximately 19 years; the Hospitality & Entertainment Industry Partnership, operating for approximately 7 years; and the

PHL Tech Partnership, operating for approximately 2 years. Employer participation varies by partnership. The selected partner will be expected to support these existing groups and establish new advisory groups or sector partnerships as needed, including convening groups at least semi-annually. Support may include employer recruitment and engagement, meeting facilitation, talent-development opportunities, training and upskilling grant opportunities, and sector strategy roadmaps aligned with regional workforce and economic development goals.

33. How many Industry Advisory Groups or sector partnerships is the selected partner expected to support during the initial contract period, and which sectors are currently prioritized?

The selected partner is expected to support at least four existing industry partnerships: the Greater Philadelphia Growth Partnership, Technology Industry Partnership, Hospitality & Entertainment Industry Partnership, and the Southeastern Pennsylvania Manufacturing Alliance, as well as any new advisory groups or sector partnerships established as needed. Current priority sectors include manufacturing, technology/information technology, hospitality and entertainment, healthcare, life sciences, and skilled trades. The RFP also requires industry advisory groups or sector partnerships to be convened at least semi-annually and sets related annual targets, including engaging at least 25 employers, securing at least 8 C2L-PHL employer commitments, and facilitating 20–25 employer referrals to PA CareerLink® Philadelphia.

34. Will PhilaWorks facilitate introductions to relevant stakeholders within the Greater Philadelphia Growth Partnership/Talent Network and related regional initiatives, or is the selected partner expected to bring pre-existing relationships with these organizations?

PhilaWorks may facilitate introductions to relevant stakeholders within the Greater Philadelphia Growth Partnership, Greater Philadelphia Talent Network, PA CareerLink® Philadelphia, and related regional initiatives, as appropriate. Applicants should also demonstrate and leverage existing employer, industry, workforce, and regional partner relationships to support employer engagement, referrals, sector partnership activity, and Employer Front Door implementation.

35. Please clarify what is meant by "building out a joint employer engagement infrastructure" as part of Employer Front Door implementation. Does PhilaWorks currently have a technology platform, CRM, portal, or other infrastructure supporting this model? Is the selected partner expected to design or procure new technology, or is the expectation primarily to develop the processes, workflows, referral mechanisms, and coordination structures that support the model?

Employer Front Door implementation refers to a revised, collaborative approach to employer engagement and workforce service delivery that positions PhilaWorks as a coordinated entry point into the workforce system. The goal is to strengthen alignment across partner organizations, reduce duplication, and provide employers with a more streamlined experience.

PhilaWorks does not currently have a dedicated technology platform, CRM, portal, or other infrastructure supporting this model. However, the selected partner will be required to use Salesforce for applicable data submission, reporting, employer engagement tracking, and related documentation. PhilaWorks will provide system guidance during contract implementation.

The selected partner is not expected to procure or design a new technology platform; rather, the selected partner will primarily support the development of processes, workflows, referral mechanisms, shared tools, communications, and coordination structures that support the model, including referrals and data from the Greater Philadelphia Talent Network and other sources.

36. Please clarify the intended scope of Fair Chance Hiring activities under this engagement, including the target population(s) and the level of support expected from the selected partner.

Fair Chance Hiring activities are intended to expand employment and upward mobility opportunities for job seekers with prior convictions by engaging employers to strengthen inclusive hiring practices and connect with underutilized talent pools. The selected partner's role should include employer recruitment, communication amplification, advocacy support, and coordination with PhilaWorks and workforce-system partners to promote fair chance hiring practices, share relevant resources and incentives, and support employers interested in actively recruiting justice-impacted job seekers.

37. For C2L-PHL and other youth-focused efforts, please clarify the expected balance between recruiting net-new employer partners and engaging employers already affiliated with PhilaWorks or C2L-PHL. Will the selected partner receive access to an existing employer pipeline or prospect list? Of the annual employer recruitment and referral targets, approximately how many are expected to represent net-new employer relationships?

The selected partner is expected to engage both existing employer relationships and new employer partners for C2L-PHL and other youth-focused efforts. PhilaWorks may provide access to existing employer relationships, referrals, or prospect information where available; however, the selected partner is responsible for sourcing, developing, and securing employer commitments. Performance will be measured against applicable targets, including identifying and securing commitments from at least 8 employer partners for the C2L-PHL Work-Based Learning Exchange in FIO-aligned sectors.

38. Please clarify the division of responsibilities for communications activities. Is the selected partner expected to develop content for publication through PhilaWorks-owned channels, directly manage or publish content through those channels, or both?

The selected partner is expected to develop communications content, submit it to PhilaWorks for review and approval, and publish approved content through the partner's own channels. The partner will not publish through, manage, or post to PhilaWorks-owned channels at any time. Where the same content is appropriate for PhilaWorks-owned channels, PhilaWorks will publish it independently through those channels.

All materials are subject to review and approval by PhilaWorks prior to publication, in accordance with the PhilaWorks Contractor and Partner Brand Representation, Common Identifier, and Funding Acknowledgment Policy. Communications activities may include newsletter features, website content, resource pages, social media posts, recruitment materials, and outreach campaigns produced for the partner's own channels.

The partner may not speak on behalf of PhilaWorks or the public workforce system in media, testimony, or other public forums without prior written approval.

- 39. The selected partner is expected to support multiple existing initiatives, including the Technology Industry Partnership, Fair Chance Hiring, apprenticeship initiatives, the Greater Philadelphia Growth Partnership, Industry Partnerships, Employer Front Door implementation, and C2L-PHL. Can PhilaWorks provide guidance regarding the anticipated allocation of effort or relative priority across these initiatives? What percentage of support does this represent in comparison to the rest of the contract?**

These initiatives listed above are incorporated within the five core service areas in the RFP: Business Engagement and Employer Relations, Talent Pipeline Development Support, Outreach and Communications, Event Planning and Execution, and C2L-PHL Work-Based Learning Exchange Support. Applicants should propose an implementation approach that addresses the full scope of work, prioritizes activities needed to meet the stated performance targets, and demonstrates how staff time and resources will be allocated across the required service areas.

- 40. The performance targets are described as "annual" targets, while the initial contract period is nine months. Should applicants plan to achieve the full annual targets during the October 1, 2026–June 30, 2027, contract period, or will the targets be prorated or otherwise adjusted for the initial nine-month period?**

Yes. Applicants should plan to achieve the full annual performance targets during the initial October 1, 2026, through June 30, 2027, contract period.

- 41. Are applicants expected to fully implement all five core service areas during the initial nine-month contract period, or does PhilaWorks anticipate a phased implementation approach that may extend across subsequent renewal periods?**

Applicants should be prepared to implement all five core service areas during the initial October 1, 2026, through June 30, 2027, contract period. While applicants may propose a practical timeline, milestones, and sequencing for start-up and implementation, the proposal should address the full scope of work and demonstrate the capacity to meet the stated performance targets during the initial contract period.

- 42. Because funding is provided on a reimbursement basis with monthly invoicing, what is PhilaWorks' standard payment timeframe following receipt and approval of a complete invoice?**

Contractors must submit periodic invoices with sufficient supporting documentation for expenses incurred and services rendered. PhilaWorks will review invoices against the approved scope of work, and approved invoices are generally paid approximately 60 days from the date of PhilaWorks' approval, subject to the Commonwealth of Pennsylvania's disbursement of funds.

43. For purposes of evaluating "demonstrated relationships with employers in target sectors," does PhilaWorks expect applicants to demonstrate existing employer relationships specifically within Greater Philadelphia, or will relevant employer relationships and demonstrated employer-engagement experience in comparable markets satisfy this criterion?

Applicants should prioritize employer relationships within Greater Philadelphia and the RFP's target sectors. Relevant employer-engagement experience in comparable markets may also be considered if the applicant can demonstrate the ability to apply that experience to Philadelphia's workforce ecosystem.

44. Is there an incumbent to this contract and/or has another organization previously provided similar services? If so, what firm(s)?

PhilaWorks does not currently have an incumbent contractor for this specific scope of work. However, elements of the work align with employer engagement, sector partnership, youth workforce, and regional coordination activities supported by PhilaWorks and partners such as the Chamber of Commerce for Greater Philadelphia, PA CareerLink® Philadelphia, the City of Philadelphia Commerce Department, Campus Philly, JEVS Human Services, and C2L-PHL youth-service delivery partners.

45. The RFP indicates that all contractors must attend PhilaWorks' required orientation and onboarding sessions. Can you describe the content, expected time commitment, and who from the selected team is expected to participate?

The selected partner should expect required orientation and onboarding sessions to address PhilaWorks contract requirements, program expectations, reporting and documentation standards, invoicing procedures, and applicable compliance obligations. The initial contracting and scope discussion meeting is expected to be approximately one hour, with additional meetings scheduled as needed during implementation. Management and supervisory staff, the designated PhilaWorks point of contact, and any staff responsible for program implementation, employer engagement, reporting, communications, or contract coordination should participate, as appropriate.

46. The contract term is nine months. How does PhilaWorks envision sustaining these employer engagement activities after the contract period ends, and what level of transition or knowledge transfer is expected from the selected contractor?

PhilaWorks may sustain employer engagement activities through renewal options, continued coordination with workforce-system partners, and integration of employer relationships, data, and processes developed during the contract period. The selected partner will be expected to support transition and knowledge transfer through accurate documentation, monthly reporting, employer rosters, referral records, event outcomes, and any shared tools or processes developed under the scope of work. Final transition expectations will be determined during contract implementation and any closeout process.

47. Given the nine-month contract term and an anticipated 2–4 month onboarding period, will performance targets and deliverables be prorated to account for the time required for onboarding and implementation?

No. Applicants should plan to achieve the full annual performance targets during the initial October 1, 2026, through June 30, 2027, contract period.

48. If the contract is extended into Years 2 or 3, will the \$170,000 fee apply to each additional year, or does the \$170,000 amount represent the fee for the initial nine-month contract term?

The \$170,000 award applies to the initial nine-month contract period. If the contract is renewed, additional funding will be negotiated for each renewal period; however, funding amounts for subsequent contract periods are dependent on available funding and are not currently known.

49. The scope requires maintaining an active roster of "member and non-member businesses." Can you clarify what membership this refers to (e.g., Chamber membership, Greater Philadelphia Growth Partnership, or another network)? How many member and non-member businesses are on the existing roster?

A "member business" refers to a business actively involved in a PhilaWorks industry sector partnership, while a "non-member business" refers to a business not currently active in that partnership. The number of member and non-member businesses varies by industry partnership.

50. The consultant is expected to coordinate and conduct employer meetings. Is the selected contractor expected to independently identify and recruit employers, or will PhilaWorks, the Chamber, and/or Greater Philadelphia Growth Partnership provide existing employer lists and warm introductions?

The selected partner is expected to independently identify, recruit, and engage employers while also leveraging existing employer relationships and referrals where available. PhilaWorks may provide access to employer relationships, prospect information, or warm introductions through the Chamber of Commerce for Greater Philadelphia, the Greater Philadelphia Growth Partnership, PA CareerLink® Philadelphia, and other workforce-system partners, as appropriate.

51. What geographic area should employer engagement cover? Is the expectation limited to Philadelphia employers, or does it include the broader regional economy?

Employer engagement should prioritize Philadelphia employers and businesses connected to Philadelphia's workforce system, while also recognizing the broader regional economy. The selected partner may engage employers across Greater Philadelphia and southeastern Pennsylvania where those relationships support PhilaWorks' goals, PA CareerLink® Philadelphia referrals, sector partnership activity, and C2L-PHL work-based learning opportunities for Philadelphia residents.

52. The RFP references coordination with PhilaWorks, the Chamber, Greater Philadelphia Growth Partnership, PA CareerLink®, C2L-PHL, and other partners. Can you describe the governance structure for this work? Which organizations will the consultant interact with regularly, and who will serve as the primary day-to-day project manager?

PhilaWorks will serve as the primary contract and project lead, with a designated point of contact to manage day-to-day coordination, reporting, and implementation expectations. PhilaWorks will make connections to the listed system partners, including the Chamber of Commerce for Greater Philadelphia, the Greater Philadelphia Growth Partnership, PA CareerLink® Philadelphia, C2L-PHL partners, and other relevant organizations as appropriate.

53. Who will be responsible for business attraction and expansion activities referenced in the Employer Needs Assessment section, and how will those insights be shared with the selected contractor?

Business attraction and expansion activities may be carried out by PhilaWorks and regional economic development or workforce-system partners. The selected partner is expected to incorporate relevant insights from those activities into employer needs assessments and monthly summary reports. PhilaWorks will share available information, referrals, or partner connections as appropriate to support coordination, employer engagement, and reporting.

54. Related to the Employer Needs Assessment, how many employers are expected to be contacted during the needs assessment? Is there an existing data base of employer priorities, and skill needs or is this being built from scratch?

The selected partner is expected to engage at least 25 employers, conduct ongoing outreach through calls, visits, and surveys, document employer needs, and submit monthly summary reports to PhilaWorks. PhilaWorks may provide available employer information, referrals, or partner data where appropriate, but the selected partner should expect to help build and maintain an active roster of employer priorities, hiring needs, skill gaps, and workforce challenges.

55. The RFP refers to implementation of a "revised" Employer Front Door model. Can you share what has already been developed or implemented, what remains to be built, and what deliverables are expected from the selected contractor?

PhilaWorks has begun defining the Employer Front Door model as a coordinated approach to employer engagement and workforce service delivery, with PhilaWorks serving as the system entry point. The selected partner is expected to help build the operational components of the model, including processes, workflows, referral mechanisms, shared tools, communications, coordination structures, and documentation that reduce duplication and create a streamlined employer experience.

56. Will the selected partner have access to CRM systems, referral data, or other employer engagement systems that support the Employer Front Door model?

PhilaWorks does not currently have a dedicated technology platform, CRM, portal, or other infrastructure supporting the Employer Front Door model. However, the selected partner will be required to use Salesforce for applicable data submission, reporting, employer engagement

tracking, and related documentation. PhilaWorks will provide system guidance during contract implementation and may share available referral data, employer information, partner connections, or prospect information as appropriate to support coordination and employer engagement.

57. Regarding the Technology Industry Partnership, is this an existing employer collaborative with an established governance structure, or is the selected partner expected to design and build the partnership (including membership recruitment, meeting cadence, agendas, and facilitation)?

The Technology Industry Partnership is an existing industry partnership that has been operating for approximately two years. It has an established employer base and governance approach, including a co-design team and documented planning structure. The selected partner is expected to support and strengthen the existing partnership through employer engagement, meeting facilitation, recruitment of additional partners as needed, and coordination of agendas, follow-up, and implementation activities.

58. For newsletters, website content, social media, and other communications deliverables, should the selected contractor develop content for publication through existing PhilaWorks communication channels, or is distribution through the contractor's own channels also expected? Is the contractor expected to have access to PhilaWorks account and publish content on behalf of PhilaWorks or provide copy and materials to PhilaWorks' internal team?

The selected partner is expected to develop communications content and materials and provide copy and materials to PhilaWorks' internal team for review and approval. The selected partner may publish approved content through the partner's own channels but will not have access to PhilaWorks accounts and will not publish through, manage, or post to PhilaWorks-owned channels. Where the same content is appropriate for PhilaWorks-owned channels, PhilaWorks will publish it independently through those channels. All materials must comply with the PhilaWorks Contractor and Partner Brand Representation, Common Identifier, and Funding Acknowledgment Policy.

59. Are there existing communication templates, editorial calendars, and branding assets available for these deliverables?

Yes, in part. PhilaWorks will provide branding assets and guidance consistent with its Contractor and Partner Brand Representation, Common Identifier, and Funding Acknowledgment Policy. Brand-compliant templates may be provided where available. A formal editorial calendar is not guaranteed, and the selected partner should be prepared to propose and develop content, including a proposed content schedule, for PhilaWorks review and approval.

60. For networking events, employer roundtables, and workshops, should proposers include venue, catering, audiovisual, and other event expenses within the proposed budget, or will those costs be covered separately by PhilaWorks?

Proposers should include allowable direct event costs within the proposed budget, including venue, audiovisual, technology, registration, and other approved expenses necessary to carry out required events. Contract funds may not be used for food, beverages, or catering.

61. For employer roundtables and listening sessions, who will be responsible for identifying participants and developing invitation lists? Will the selected contractor have access to employer contact lists maintained by PhilaWorks, Greater Philadelphia Growth Partnership, or the Chamber?

The selected partner will be responsible for identifying participants and developing invitation lists for employer roundtables and listening sessions, in coordination with PhilaWorks.

PhilaWorks may provide access to available employer relationships, referrals, prospect information, or warm introductions through PhilaWorks, the Chamber of Commerce for Greater Philadelphia, the Greater Philadelphia Growth Partnership, PA CareerLink® Philadelphia, and other workforce-system partners, as appropriate.

62. Given the breadth of the scope and the number of collaborating organizations involved, would PhilaWorks consider extending the proposal deadline or providing at least two weeks between publishing responses to bidder questions and the proposal due date?

No. The proposal deadline remains Monday, August 24, 2026, at 5:00 PM ET. Late or incomplete proposals will not be reviewed.

63. Regarding the Employer Champions and Sector Partnerships, has PhilaWorks identified a group of target employers willing to champion additional sector partnerships?

No. PhilaWorks has not identified a fixed group of target employers to serve as champions for additional sector partnerships. The selected partner will help identify and cultivate employer champions through outreach, sector partnership activity, and referrals where available.

PhilaWorks may provide employer relationships, prospect information, or warm introductions as appropriate.