

Strategic Development, Procurement, and Partnership Advisory Support Services RFP – Questions & Answers

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.

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 references a budget maximum of \$175,000 and references "one contract period from October 1, 2026, through June 30, 2027, with the second and third contract periods renewable at the discretion of PhilaWorks." Is the \$175,000 to cover the period from October to June, or intended to cover that as well as the additional potential contract periods? If intended to cover additional periods, is there an additional budget amount and if so, an additional set of goals and project activities?**

The \$175,000 award applies to the initial nine-month contract period, from October 1, 2026, to June 30, 2027. If the contract is renewed, additional funding will be negotiated for each renewal period.

- 2. Under History & Experience, may applicants include the individual experience and qualifications of proposed key personnel — such as prior roles held before joining the firm — to demonstrate relevant expertise in strategic advising, grant development, procurement design, or workforce development? Or is the evaluation limited to experience held under the applying organization?**

The History & Experience section should focus on the applying organization's relevant and demonstrated experience delivering services comparable to those described in the RFP. Applicants may include a summary of proposed key personnel experience and qualifications in this section, but detailed information regarding individual experience, roles, and qualifications should be provided in the Organizational Capacity section. Applicants should clearly distinguish organizational experience from the prior experience of individual team members.

- 3. The evaluation criteria reference experience "comparable to this RFP" and "comparable to the scope of work." Does comparable experience include consulting engagements with public agencies, local government, or nonprofits on grant development, procurement design, or organizational advisory services — even outside the workforce development sector specifically?**

Yes. Comparable experience may include work with public agencies, local governments, nonprofits, or system partners on grant development, procurement design, strategic advising, partnership development, or performance accountability. Direct workforce development experience is relevant but not required.

4. Can vendors submit proposals limited to graphic/communications deliverables, or must all services in the RFP be covered?

Applicants must submit a proposal that addresses the full scope of work described in the RFP. Proposals limited only to graphic or communications deliverables will not meet the RFP requirements unless they also demonstrate the applicant's capacity to deliver all required service areas and performance expectations.

5. The RFP mentions numeric scoring. Can you confirm the weighting across History & Experience, Implementation Plan, and Budget?

Proposals will be evaluated using a 100-point scoring system, with points distributed as follows:

- History & Experience: 30 points
- Plan for Implementation of Services: 30 points
- Organizational Capacity: 20 points
- Budget & Cost Descriptions: 20 points

6. The RFP cites \$175,000 in federal funds. Will PhilaWorks consider amendments if scope expands, or is funding capped?

PhilaWorks reserves the right to adjust the scope, timelines, deliverables, and priorities based on funding availability, operational conditions, procurement requirements, or mutual agreement. If the scope of work expands, PhilaWorks and the selected provider will discuss whether additional funds may be made available, subject to funding availability.

7. The RFP requires nonprofits to submit an IRS determination letter. Can you confirm if this requirement applies to for-profit applicants, or only non-profits?

This requirement applies to nonprofit applicants. Nonprofit applicants must submit documentation confirming their tax-exempt status and organizational designation. For-profit applicants are not required to submit an IRS determination letter; however, they must provide documentation that identifies the organization's business structure, such as an S corporation, limited liability company, corporation, or other applicable entity type.

8. Should proof of insurance be submitted with the proposal, or only after award notification?

Applicants must submit a current Certificate of Insurance as part of the proposal package. Attachment #1, RFP Submission Form, in the RFP includes a checklist of all required proposal components.

9. For grant submissions, partnership trackers, and social media drafts, is there an expected minimum/maximum number per year?

The RFP does not establish a specific minimum or maximum number of grant submissions, partnership trackers, or social media drafts per year; however, the selected consultant is expected to provide these deliverables at PhilaWorks' request and in alignment with organizational priorities, funding opportunities, and contract needs. The RFP does require the selected provider to develop a Funder Pipeline and Cultivation Plan that includes a minimum of 20 aligned public, private, or philanthropic opportunities. A minimum of 20% of grant submissions supported under the contract should result in awarded grants, with flexibility for

PhilaWorks to modify this expectation based on funding availability, opportunity volume, or strategic fit.