

Comprehensive Workforce Development Services for WIOA-Eligible Adults, Dislocated Workers, English Language Learners, and Eligible Immigrant Populations RFP – Questions & Answers

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.

Proposals are due by Tuesday, September 22, 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. Can you confirm that the total budget available for this scope of work is \$300,000 for the initial 7-month term? What is the annual budget going forward after that?

Yes. The total available funding for the initial contract period is \$300,000 for services delivered from December 1, 2026, through June 30, 2027. Renewal periods are subject to performance and available funding. A fixed annual budget for future years has not been established and may be negotiated as part of any renewal or contract amendment.

2. If an organization does not have a federally approved Indirect Rate Agreement, should they use the federal de minimis rate of 15%?

Yes. Organizations using the 15% de minimis rate should be prepared to identify the costs included in that rate and provide sufficient detail to demonstrate that the costs are reasonable, necessary, and properly allocated to the project.

3. How many Employer Attestation Forms and/or Employer Commitment Letters are required, and must they be submitted with the proposal?

There is no required minimum or maximum number of Employer Attestation Forms and/or Employer Commitment Letters. Applicants that submit at least three may receive additional consideration during review because the documentation demonstrates employer engagement and support for the proposed placement strategy. Applicants should submit available forms and letters with the proposal. If additional documentation is pending, applicants may describe its status and anticipated timeline; however, applicants should not rely on post-submission materials to satisfy core proposal requirements unless requested or permitted by PhilaWorks.

4. Should proposers plan to deliver services from existing PA CareerLink® facilities, and should any Resource Sharing Agreement (RSA) or facility costs be included in the budget?

No. PA CareerLink® facilities are not available for programming under this RFP; therefore, RSA costs for use of those facilities should not be included. Applicants should provide their own service locations and include any reasonable, necessary, and allocable facility-related costs, such as rent, lease, maintenance, utilities, or other facility-related costs, in the proposed budget and budget narrative.

5. Can you provide the current provider's staffing levels for the services that are being procured through this RFP?

Current provider staffing levels are not available. Applicants should propose staffing sufficient to serve at least 40 participants during the 7-month contract period and support all required functions, including outreach, eligibility, assessment, training, case management, employer engagement, placement, reporting, and follow-up.

6. Can you provide an average monthly cost for utilities?

An average monthly utility cost is not available. Proposers should include reasonable, necessary, and cost-effective utility assumptions based on their proposed service delivery location and operating model.

7. The RFP refers to an “established” and “existing” program. May a newly established organization qualify where its principal and key personnel have substantial prior experience delivering comparable training and workforce-related services, although that experience predates the formation of the applicant organization?

Yes. A newly established organization may submit a proposal if it demonstrates the capacity, staffing, systems, partnerships, and readiness needed to deliver the required services and comply with applicable requirements. Relevant prior experience of principals and key personnel may support this demonstration.

8. May an applicant demonstrate organizational experience through the documented professional experience of its principal and proposed key staff?

Applicants should distinguish organizational experience from individual staff experience. The History & Experience section should focus on the applicant organization’s relevant experience, while detailed staff roles and qualifications should be addressed in the Organizational Capacity section.

9. Must an applicant have previously administered WIOA Title I programming to be eligible, or may organizations new to the WIOA provider system apply if they demonstrate the operational capacity to comply with WIOA requirements?

Prior administration of WIOA Title I programming is not required for eligibility. Organizations new to the WIOA provider system may apply if they demonstrate the capacity to comply with WIOA, PhilaWorks, fiscal, documentation, data, performance, and contract administration requirements.

10. Regarding Attachment #4, how should a newly established training provider complete the section concerning employers that previously interviewed or hired participants when the provider has not yet graduated its first training cohort?

A newly established provider should complete the form to the extent applicable and may note that it has not yet graduated its first cohort. The provider should include any available employer validation, curriculum review, commitment letters, or other employer-engagement

documentation that demonstrates employer support for the proposed training program and placement strategy.

11. Will employer partners that have reviewed or validated the proposed curriculum and committed to interviewing, considering, or hiring qualified program graduates satisfy the employer-engagement requirement?

Yes. Employer partners that validate the curriculum and commit to interviews, consideration, hiring opportunities, or other placement activities may demonstrate employer engagement. The proposal should describe each employer's role and include supporting documentation where available.

12. May an applicant partner or subcontract with an experienced workforce-development or case-management organization to satisfy portions of the required service model?

Yes. Applicants may propose partnerships or subcontracts to support the service model. The proposal should describe each partner's role, qualifications, responsibilities, coordination approach, and capacity to meet program, fiscal, data, reporting, and compliance requirements. Subcontracts should be reflected in the budget where applicable.

13. If occupational-school approval, exemption determination, or Eligible Training Provider approval is currently pending, may the organization submit a proposal and provide final approval documentation before contract execution?

Yes. An organization may submit a proposal while approval or exemption documentation is pending. The proposal should identify the status of any pending approval, exemption determination, or Eligible Training Provider approval and provide a timeline for completion.

14. Are there any formatting preferences for spacing or font size for the proposal narrative?

No specific font size or spacing requirements are provided. Applicants must follow the stated page limits for each proposal section. If a section exceeds its limit, reviewers are not required to review content beyond the allowed pages, and scores may reflect that excess content could not be considered.

15. Can the metric for unsubsidized job placements include multiple part-time jobs that, when combined, ensure the participant is financially self-sufficient?

Unsubsidized job placements must be reported consistent with applicable WIOA, PhilaWorks, and contract requirements. Applicants may describe how multiple part-time jobs support self-sufficiency, but whether they count toward the placement metric will depend on applicable performance definitions and documentation requirements.

16. The line-item budget template does not include dedicated categories for participant supportive services, credential evaluation fees, examination or certification fees, transportation assistance, participant stipends, or instructional materials. Should proposers budget for these costs, and if so, under which line-item categories should they be included?

Proposers should include only necessary and allowable costs for the proposed service model. Participant supports, credential evaluation guidance, examination or certification needs,

transportation assistance, stipends, instructional materials, or similar costs should be described in the budget narrative and placed in the most appropriate existing line item. Final classification and allowability will be reviewed during contract negotiation and start-up.

17. The RFP indicates that the selected provider will be expected to develop a line-item budget and that Philadelphia Works reserves the right to negotiate contract costs upon award. Will Philadelphia Works provide additional budget guidance, allowable-cost direction, or budget-category clarification during contract negotiations and start-up activities?

Yes. PhilaWorks may provide additional budget guidance, allowable-cost direction, and budget-category clarification during contract negotiations and start-up activities. Final budget structure, cost classifications, documentation expectations, and invoicing requirements will be determined in accordance with the final scope of work, applicable funding requirements, and PhilaWorks fiscal guidance.

18. What can providers expect to address during contract negotiations? Service location, supportive services, credential evaluation costs, staffing configuration, potential NDWG expansion?

Contract negotiations may address the final scope of work, service model and locations, participant flow, staffing, deliverables, performance expectations, reporting, fiscal procedures, allowable costs, supportive services, credential evaluation guidance, and funding-related modifications. If the National Dislocated Worker Grant is awarded, PhilaWorks may also negotiate amendments for expanded services, participant targets, performance expectations, and funding.

19. Is the target population in the City of Philadelphia or also in surrounding counties?

The target population for this RFP is limited to the City of Philadelphia. Applicants should describe how they will recruit and serve eligible participants within Philadelphia in alignment with applicable WIOA, funding, and contract requirements.

20. It is understood that providers will recruit potential students for the program, but will the PA CareerLink's staff determine final WIOA eligibility based on income or dislocated worker status, for example, as they would for a typical ITA student? Or will the workforce development provider determine final eligibility?

The selected provider is responsible for determining participant eligibility in accordance with applicable WIOA, Commonwealth, PA CareerLink®, and PhilaWorks requirements. This includes required screening, verification, documentation, assessment, and service determination steps. Specific referral processes, participant flow, and handoffs will be clarified during contract negotiation and start-up.

21. The workforce provider may refer students for vocational, certificate training and does not need to perform the training themselves, correct? For example, if a student wants to join a medical assistant program, the training provider would support them in enrolling and completing that training and then getting a job?

The selected provider is responsible for proposing a comprehensive plan that supports participants from training through employment. The plan may include referrals to vocational, certificate, licensing, or other training providers, but it must clearly describe how participants will access, complete, and transition from training into employment. Partnerships or subcontractors should be described and reflected in the budget where applicable.

22. Can any part of the budget be used for supportive services, for example, for ESL classes or transportation support?

Proposers may include allowable supportive services, such as transportation assistance, that are reasonable, necessary, allocable, documented, and tied to participation, training completion, placement, or retention. ESL should not be included as a separate supportive service; any ESL-related instruction or language support must be embedded in the proposed training model. Final allowability and budget placement will be reviewed during budget review and contract negotiation.