

Request for Proposals

Youth Workforce Development Services – Program Year 2020

Release Date: November 21, 2020

Proposals Due: Submissions will be accepted, and proposals will be reviewed on a rolling basis through, Thursday, December 31, 2020 at 5PM ET

Submission Details

All applicants are required to submit a [Notice of Interest Survey](#) to be approved to submit a full application to this request (See page 6 for more details).

Applications must be submitted electronically, with the subject line “**Youth Services RFP**” to:

Contact: Kimberly McCaffrey, Manager of Youth System

E-mail: youthrfp@philaworks.org

Introduction

Philadelphia Works, Inc., the city’s workforce development board, is a non-profit, quasi-public organization serving employers and connecting career seekers to employment and training opportunities. We invest public resources in a variety of workforce solutions that drive economic growth, influence the public workforce policies, and optimize funding and resources to build a skilled and thriving workforce. For more information please visit our [website](#).

A. Background and Purpose

Philadelphia Works announces this release of Temporary Assistance to Needy Families Youth Development (TANF YD) funding to entities interested in providing workforce development services and supports to Philadelphia’s youth and young adult job seekers and employers. Services sought via this RFP will be supported with TANF YD funding originating with the Pennsylvania Department of Human Services (DHS) and administered by Pennsylvania’s Department of Labor & Industry (LI).

Philadelphia Works seeks to identify providers to serve youth and young adults eligible for TANF YD services beginning January 1, 2021. Successful applicants will operate workforce development programs for in-school or out-of-school youth ages 16-24 years old. Applicants must have experience serving youth and young adults, relationships with businesses and postsecondary training providers, and have experience with individualized case management and career guidance. Priority will be given to applicants who have established programs and presence with the community.

Philadelphia Works is soliciting proposals for workforce development services that are located in and will provide services to residents of the following areas in Philadelphia:

- West, 19139, 19104
- Southwest, 19143, 19142
- Kensington, 19134
- Germantown, 19144
- Near Northeast, 19124, 19135

B. Who is Eligible to Apply

Proposals will be accepted from any private for-profit agency, private non-profit organization, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. The RFP process is open to both current Philadelphia Works contractors, as well as qualified organizations that have not previously contracted with Philadelphia Works¹. Proposals that sub-contract more than thirty percent of the program administrative services will not be reviewed.

Submissions will be accepted, and proposals will be reviewed on a rolling basis through, Thursday, December 31, 2020 at 5PM ET, contingent upon the availability of funds.

Organizations must demonstrate a strong understanding of the local workforce system, employer base and challenges to youth ages 16-24. Applicants must be in good financial standing and may not have

¹ Current contractors should not apply to increase funding for active Fiscal Year 2021 programs.

been declared ineligible by the federal or state governments for funding. Applicants who can show they have established programs and presence with the community will be given priority.

The selected provider will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security and financial controls, prior to contract execution. Please reference the Philadelphia Works [website](#) for more details about what will be required upon selection through the RFP process. Philadelphia Works, 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.

C. Contract Period

Contracts awarded will be issued for six months, January 1, 2021 – June 30, 2021. Contract extensions are at the discretion of Philadelphia Works dependent on each provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in the program design, and/or continued funding.

Selected providers must be ready to begin full operations of the program no later than February 1, 2021. There will not be a start-up period included in this contract period. Applicants must have the following in place to be considered for funding: management/supervisory staff and at least 60% of program staff; an established, accessible² program location; and necessary technology such as internet access and equipment on-site.

D. Availability and Awarding of Funding

Funding for this project is contingent upon the availability of funds. Philadelphia Works intends to award contracts to multiple respondents. All proposed budgets should be at least \$200,000 for the grant period. All funds awarded via this RFP must be spent by June 30, 2021. Philadelphia Works reserves the right to negotiate the costs of all services upon award selection.

The payment structure for all awarded funds will be cost reimbursement. Providers must seek approval from Philadelphia Works for costs associated with this contract. Selected providers must track and document all costs necessary to operate their program and submit these to Philadelphia Works on a monthly basis.

Section I: Youth Provider Scope/Service Requirements

Contractors must provide direct services and supports to qualified youth participants. Funding priority will be placed on proposals that plan to enhance established programs supporting connection to and advancement in employment and/or post-secondary education. This includes but is not limited to adding or increasing supportive services, incentives, and payments for youth participants.

² Providers must ensure accessibility in compliance with the [Americans with Disabilities Act \(ADA\)](#).

A. Youth Participant Eligibility

Successful applicants will be responsible for determining participant eligibility and enrollment for the TANF YD program. To participate in core activities, youth participants must be TANF YD eligible:

- 16 – 24 years old (not required to serve all these ages)
- In-school (completed the 10th grade) or out-of-school (graduate or dropout)
- Residents of Philadelphia
- Registered for Selective Service (males 18 years old or older only)
- Authorized to work in the United States OR U.S. citizen or a TANF-eligible non-citizen
- Low-income eligible:
 - Receives TANF/SNAP/MA: Participant is either receiving TANF/SNAP/MA as a head of household or as a minor member of another grant.
 - Family Works (FW) Eligible: Participant is not receiving TANF/SNAP/MA benefits only and whose family's gross countable earned income does not exceed 235 percent of the Federal Poverty Income Guideline (FPIG).

State Eligibility Qualification

All youth participating in the TANF YD program must be verified as qualified TANF participants by PA Department of Human Services (DHS)³. To qualify participants, the provider must complete eligibility determination and make available to Philadelphia Works for submission to the Commonwealth on a monthly basis.

B. Programmatic Functions

Services must enhance Philadelphia's youth workforce system and extend the availability of high-quality workforce development activities to low-income youth. Possible services include, but are not limited to:

1. Alternative education, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Paid work experiences with an academic and occupational education component.
3. Occupational skills training, with a focus on recognized credentials for in-demand occupations.
4. Leadership development activities, e.g., community service, peer-centered activities.
5. Supportive services.
6. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
7. Financial literacy education.
8. Entrepreneurial skills training.
9. Career readiness training and preparation for entering the workforce.
10. Postsecondary preparation and transition activities.

Providers are not required to offer all services listed above. Successful applicants should plan to provide multiple services with a focus on enhancing or increasing opportunities for at least two of the following programmatic services:

³ For more details about this process, please refer to the [PA Summer and Year-Round Policy and Procedure Manual](#)

- **Paid Work Experience:** TANF YD aligns with the Workforce Innovation and Opportunity Act (WIOA) Youth work experience rules and regulations. “Under WIOA, a work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid, as appropriate.” Types of paid work experience include career exposure, job shadowing, service learning, and internships.
- **Career Readiness and Occupational Training:** Providers will offer opportunities for participants to develop, practice, and enhance the skills and mindsets required to be successful in the workforce and/or postsecondary education. Programs may offer opportunities for occupational skills training that will lead to an Industry-Recognized Credential in [high priority occupations](#) for the Philadelphia region. Program services will support attaining, maintaining, and advancing in employment.
- **Supportive Services:** Supportive services are services offered based on individual need that enable a participant to engage in workforce activities (20 CFR § 681.570). The most common types of supportive services are assistance or payments for transportation, housing, educational testing, vital documentation, and work-related costs. Some supportive services are associated with a direct cost that can be paid by the provider while others require the support of program staff to make referrals or provide assistance.

C. Staffing Responsibilities, Initial and Ongoing Training and Support to All Staff

The appropriate staffing plan is necessary to manage the program requirements as well as the programmatic, administrative, and executive functions. Key responsibilities include, but are not limited to the following: contract administration; tracking expenses and preparing monthly invoices; participant recruitment, enrollment, assessment, and eligibility determination; maintaining participant records (both hard copy and electronic); case management; issuing and documenting supportive services, incentives, and other payments to participants; engaging businesses to develop work experience and placement opportunities; and maintaining contact and providing services to participants in Follow-Up. Given the nature and demands of the TANF YD program, providers must have the capacity and infrastructure to support all functions of funding regulations and expectations. The Provider will be responsible for hiring, onboarding, and training new staff as needed for the program, and ensuring staff attend Philadelphia Works hosted training sessions.

D. Program Performance & Data Management

Successful contractors must have systems in place to track, document and report all outcomes⁴. The selected contractors must report monthly performance outcomes as directed by Philadelphia Works. All providers are required to designate and manage staff that will oversee participant physical files and report participant information and program progress. Successful contractors will have the capacity to utilize an electronic system of record and maintain physical participants files. Philadelphia Works may require the use of a prescribed participant tracking system and must approve any proprietary systems

⁴ Contractors should expect to establish outcomes and negotiated goals during contracting.

prior to use. Providers are required to attend trainings offered as it relates to participant physical files and electronic records. Applicants understand that Philadelphia Works reserve the right to monitor the electronic tracking system(s) and physical files to ensure compliance throughout the course of this contract period.

Section II: Responding to the RFP and Application Process

A. Notice of Interest

All applicants are required to submit the [Notification of Interest Survey](#). The form must be completed on-line. Philadelphia Works will review and approve your organization to take next steps to submit the full application. The approval decision will be sent to your organization's contact via email.

B. RFP Questions

Questions regarding this RFP should be submitted to youthrfp@philaworks.org. Answers to questions if submitted will be posted on-line at [Philadelphia Works - Procurement Opportunities](#). Answers will be posted weekly each Friday by 6PM ET. Questions can be submitted to Philadelphia Works until 5PM ET on Tuesday, December 22, 2020.

C. Proposal Responses and Submission

Requests are accepted, and will be reviewed and evaluated by Philadelphia Works, on a rolling basis until funding is no longer available or through **Thursday, December 31, 2020 at 5PM ET**. Please complete the Request for Proposals – Submission Form below, providing the required information and attachments. Use no more than two separate sheets if the space provided is insufficient for the program narrative. Submitted proposals must consist of one PDF document per attachment (up to 4 total).

Submission to this RFP should be sent to youthrfp@philaworks.org with the subject line **"Youth Services RFP."** Applicants must follow the procedures outlined in this RFP. The RFP is available at [Philadelphia Works - Procurement Opportunities](#). Hard copies of this RFP will be available upon request by calling 215.963.2100.

Submitted proposals must consist of all components and attachments as outlined below:

- Request for Proposals - Submission Form with up to two additional pages if necessary
- Attachment 1: Line Item Budget and Narrative
- Attachment 2: Audited Financials
- Attachment 3: Letter(s) of Support (optional, excluded from page count)

Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program design needed to meet the required standards and goals. No incomplete, faxed, or hard copy applications will be accepted. Submissions that do not follow the required format may not be reviewed. Philadelphia Works will review each request and notify organizations of approval or disapproval.

D. Evaluation of Submissions

A three-phase evaluation system will be used to rate each proposal. The evaluation system is designed to convert to a numeric score between zero through one hundred. Organizations submitting proposals will be independently assessed for their plan to provide services, reporting and cost requirements; and fulfill financial responsibilities. Any organization that does not have the capacity will be disqualified from consideration for the final award.

1. Completeness

Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of your response is missing or illegible it will be considered non-responsive, and will not be reviewed.

2. Fiscal Review

Following the initial review, the organization and proposed budget will be reviewed for capacity and compliance with the proposed workplan. Additional financial documentation may be required dependent upon the final decision of Philadelphia Works.

3. Programmatic Review

Concurrent with the fiscal review, submissions will be evaluated based on the quality of the services being 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.

REQUEST FOR PROPOSALS – SUBMISSION FORM

Use no more than two additional separate sheets if the space provided below is insufficient.

1. Organization Name:	2. Date of Request:
3. Organization Address:	4. Program Address (if different from organization):
5. Federal Tax ID (organization or legal entity):	6. Current Philadelphia Works contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Contact person (name and title):	8. Contract signatory (name and title):
7a. Contact phone:	8a. Signatory phone:
7b. Contact email:	8b. Signatory email:
9. Project Title:	10. Amount Requested: \$

Type of Funds:
Temporary Assistance of Needy Families – Youth Development (TANF YD)

11. Narrative, Part I - Describe the need and the organization’s experience in the community.
At a minimum, describe: (1) The geographic area to be served; and (2) The participants who will be served with these funds, describe the target group(s) to be served.

12. Narrative, Part II - Describe the plan for services.
At a minimum, describe (1) What the organization plans to do if awarded; (2) The activities or services that will be provided if the funds are awarded; and (3) The anticipated program timeline including youth recruitment if applicable.

13. Narrative, Part III - Describe the technical and administrative capacity.
At a minimum, describe (1) Organization processes to safeguard and transmit secure information such as participant details; (2) The organization’s plan to manage payments to youth; and (3) Current record retention policies.

APPLICANT’S CERTIFICATION
I certify that all the information provided in this application 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 1: LINE ITEM BUDGET

Organization Name:

Project Title:

EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION - Cost Category=Admin⁵		
Admin Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Admin Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
Other Admin Operational Expenses		
Staff Travel		
Audit & Payroll Services		
Subcontracts, Service Contracts, Consultants		
Equipment - Lease		
Supplies (Office Supplies & Consumable Supplies)		
Admin Indirect Costs ⁶		
Other Admin Expenses (please list):		
ADMIN SUBTOTAL	\$	
PROGRAM SERVICES - Cost Category=Program		
Program Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent		
Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts, Service Contracts, Consultants		
Special Events		
Equipment - Lease		
Program Service & Costs for Participants (Refer to page Error! Bookmark not defined. of the RFP for more information on each line item)		
Office & Consumable Supplies		
Academic Instruction & Occupational Training Costs		
Outreach & Recruitment Costs		
Supportive Services		
Incentive Payments		
Youth Work Experience Payments & Fringe		
Other Program Expenses (please list):		
PROGRAM SUBTOTAL	\$	

⁵ 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 1: BUDGET NARRATIVE

Please provide brief descriptions (no more than 150 words) per item below.

Provide detail about your organization's cost allocation method if expenditures are not one hundred percent directly charged to this grant. Attach a separate copy of your cost allocation plan if appropriate.

If subcontracting for service contracts, consultants, etc., provide detail regarding the plan for services and list names of entities who will be providing services.

If applicable, provide detail for costs associated with Academic Instruction & Occupational Training services.

Referring to page 5 of the RFP, please list the types of Supportive Services that will be offered to participants based on the amount in the budget.

Referring to page 5 of the RFP, please list the types of youth work experience payments that will be offered to participants based on the amount in the budget.

ATTACHMENT 2: AUDITED FINANCIAL STATEMENTS

All applicants must attach a copy of the following:

Most recent Audited Financial Statements performed in compliance with *Government Auditing Standards* (i.e. Single Audit or a program/yellow book audit).

The audit report should include the following:

- Report on Internal Control Over Financial Reporting on Compliance and Other Matters
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance
- Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows.
- The sign-off date of the audit and all disclosures (footnotes)

Responders must also provide a copy of the organization's management/strategic plan which must also include an allocation of expenses, processes and trends.

ATTACHMENT 3: LETTER(S) OF SUPPORT (OPTIONAL)

While letters of support are not required, applicants are encouraged to include no more than three letters of support from potential program partners. These will not be counted toward the total proposal page count.

Sample program partners include:

- Employers
- Educational Institutions
- Community based organizations
- Neighborhood based associations