



Request for Proposals

Youth Programs Intermediary

Release Date:

Wednesday, January 17, 2018

Bidders' Conference Questions and RSVP Due

(email youthrfp@philaworks.org):

Friday, January 26, 2018 3:00pm (ET)

Bidders' Conference:

Tuesday, January 30, 2018 1:00pm – 3:00pm (ET)

PA CareerLink® Suburban Station

1617 JFK Boulevard, 2nd Floor, Philadelphia, PA 19103

Deadline to Submit Notification of Intent to Submit (Attachment 9):

Friday, February 9, 2018 3:00pm (ET)

Deadline for Proposal Submissions:

Friday, February 16, 2018 12:00pm (ET)

Philadelphia Works Request for Proposals Youth Programs Intermediary

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I. Overview

Philadelphia Works is the local workforce development board for Philadelphia and is charged by the Mayor to lead the city's public workforce development system. The Mayor appoints the Philadelphia Works Board of Directors and Chief Executive Officer. The Board's membership is comprised primarily of private sector businesses tasked to strategically plan, govern, monitor, evaluate and guide the workforce development system. The Board brings together private sector leaders across the region's industry groups with policy makers from education, economic development, and public arenas. Additional information relative to the Philadelphia Works Board can be found at www.philaworks.org/about-us/our-board/.

The Youth Standing Committee (Youth Committee) is a committee of the Philadelphia Works Workforce Development Board. As assigned by the Board, the Youth Committee has the responsibility of strategically aligning with the full workforce system by planning, developing and monitoring the youth initiatives that are funded by Philadelphia Works. Youth Committee members are drawn from the Board and other key youth system stakeholders from Philadelphia.

Philadelphia Works serves employers and career seekers in Philadelphia. As a non-profit organization, it funds and oversees employment and training services to help Philadelphia employers access the necessary talent to be competitive. Our investments in training and employment readiness solutions are informed by our relationships with businesses and our understanding of their needs. These solutions enable youth and adults to find and qualify for work. Through our service-delivery partners, Philadelphia Works connects employers to workforce talent and career seekers to jobs while maintaining the highest standards and accountability for these investments.

Philadelphia Works is a member of the citywide Workforce Development Steering Committee chaired by the Commerce Director and Managing Director of the City of Philadelphia and is working to support a career pathway approach that connects progressive levels of education and training with career coaching and social service supports to help individuals with diverse skills and needs advance to increasingly higher levels of employment. Philadelphia Works is supported by federal, state, city and privately-raised employment and training funds.

A. Purpose of the RFP

Philadelphia Works is seeking a qualified applicant with demonstrated capacity in providing technical assistance and capacity building support to youth serving workforce development programs. The successful respondent to this RFP will serve as the Youth Programs Intermediary. On behalf of Philadelphia Works, the Youth Programs Intermediary will serve two major functions (neither of which involves direct service to youth participants):

- 1) Provide technical assistance and programmatic capacity building support to all youth workforce development programs supported with funds from the Workforce Innovation and Opportunity

Act of 2014 (WIOA) and Temporary Assistance for Needy Families Youth Development (TANF YD) funding.

- 2) Provide administrative management and monitoring support to the summer youth employment programs and the year-round Employment, Education, and Empowerment (E³) Power Centers supported with TANF YD funding.

Youth Programming Overview

Youth workforce funds support year-round and summer programming for youth and young adults ages 12 - 24 years old. As the Youth Programs Intermediary, the successful applicant will provide respective oversight and technical support as outlined on Pages 6 - 8 to subcontracted youth service providers, who operate direct service programs¹ as described below:

WIOA Youth Programs

Philadelphia's WIOA Youth programs are designed to provide aligned pathways to careers for three distinct populations of youth to ensure that those youths in most need of support have access to workforce preparation activities. Services to youth who face significant barriers and services to Opportunity Youth are among the priorities outlined by the Department of Labor. Driven by the local needs and the strategic priorities, Philadelphia's youth workforce development system will enhance our strategic efforts by creating distinct pathways that serve eligible youth ages 16 - 24 who are at-risk youth enrolled in school; opportunity youth without a credential; or opportunity youth with a secondary credential.

TANF YD Summer Youth Employment Programs

Summer programs offer educationally-enriched work experience opportunities to in-school and out-of-school youth ages 12 - 21 years old who have not matriculated into post-secondary education. Participants complete a six-week (120 hour), paid work experience that fosters the acquisition of the 21st Century skills through work-based learning. Opportunities are offered through one of four program models: career exposure, service-learning, work experience, and internships.

E³ Power Centers

The E³ Power Center model is a neighborhood-based, holistic approach to preparing out-of-school youth and youth returning from juvenile placement to achieve long-term educational, career and personal goals, including self-sufficiency. Philadelphia's E³ Power Centers are designed to provide comprehensive support along three interrelated pathways: Education, Employment, and Empowerment. The educational pathway provides educational services tailored to support youth at varying academic levels, including academic basic skills enrichment; GED-preparatory classes; and post-secondary preparation and exposure. The employment pathway provides work-readiness programming

¹ More details about Philadelphia Works' current funded youth service providers can also be found: <http://www.philaworks.org/career-seekers/youth-young-adults/programs-for-youth/>

that prepares participants for unsubsidized employment through job readiness training, job placement, and subsidized internships. Empowerment encompasses life skills and positive youth development activities and case management supports that encourage goal formation and development, barrier removal and self-efficacy.

Contract Period and Funding Availability

The competitively procured Youth Programs Intermediary will serve as a contractor to Philadelphia Works. The contract established as a result of this RFP will be issued for a one-year period beginning July 1, 2018 through June 30, 2019. Philadelphia Works may extend the length of the Youth Programs Intermediary contract for an additional three years. Contracts will be cost reimbursement. Continued funding will be dependent on the contractor's ability to meet defined benchmarks and performance outcomes, including meeting TANF YD performances measures and other system measures defined by Philadelphia Works.

The selected contractor will begin phased-in start-up operations during a transition period with the current provider. This transitional period will occur July 1, 2018 through September 30, 2018. The successful applicant must be fully operating on October 1, 2018. The anticipated budget for the Youth Programs Intermediary should reflect a range from \$7,000,000.00 - \$10,000,000.00. Final budgets and service delivery scopes will be negotiated with the successful applicant.

B. Who is Eligible

Entities eligible to apply include any:

- For-profit,
- Non-profit organization,
- Government entity, or
- Educational institution

that can demonstrate the capacity and experience to successfully perform the scope of the Youth Programs Intermediary. The RFP process is open to both current contractors, as well as qualified organizations that have not previously contracted with Philadelphia Works. Current youth service providers funded for WIOA Youth, E³ Power Centers, and summer youth employment activities are not eligible to apply. Organizations must demonstrate a strong understanding of the local workforce system, employer base, and workforce challenges to youth ages 12 - 24 years old.

The selected Youth Programs Intermediary will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, etc. prior to contract execution. The list of required documentation to submit in response to this RFP process can be found in Attachment 7.

C. Critical Application Information

In an effort to build a world-class workforce development system for Philadelphia's youth, the competitively procured Youth Programs Intermediary will be responsible for the following:

- Ensuring that executed contracts for TANF YD youth service delivery leverages and manages resources to maximize the number of youth who are successfully engaged in E³ Power Center and/or summer youth employment program activities.
- Meeting/or exceeding the applicable performance objectives as identified by Philadelphia Works and/or the Commonwealth for youth.
- Strengthening the capacity of youth-serving organizations.
- Aligning youth workforce development programs with other citywide initiatives and efforts in order to ensure access to quality workforce supports across the city.

For more detail about the Youth Programs Intermediary's scope of services see section II.A.

D. Payment Structure

The selected contractor will receive one cost reimbursement contract funded under WIOA and TANF YD. The WIOA portion is subject to US Department of Labor and PA Department of Labor and Industry guidance. The TANF YD portion is subject to US Department of Health and Human Services and PA Department of Human Services guidance.

To ensure that cost reimbursement funds are available throughout the fiscal year, providers must invoice throughout the fiscal year. The awarded contractor must track and document all costs necessary to operate and submit these to Philadelphia Works as part of their invoices on a monthly basis and upon request. The awarded contractor will be expected to identify funding source(s) on invoices submitted for payment. The awarded providers will be expected to identify and provide documentation as required by the policies of Philadelphia Works for reimbursable charges on invoices submitted for payment.

II. Scope of Services

A. Overview of Required Services

The successful applicant will serve as the Youth Programs Intermediary and be responsible to Philadelphia Works. The successful applicant must demonstrate the capacity to deliver on the following responsibilities to support Philadelphia's youth funded programs:

WIOA Youth Funded Programmatic Services

i. Technical Assistance and Capacity Building

- Support all year-round youth programs to develop effective Individual Service Strategies for each youth participant. This technical assistance must be delivered throughout the life of the grant and include training, maintenance review, and the proper use of standard tools (or templates) for youth system utilization.
- Provide instruction and ongoing support for providers to offer quality career guidance and planning for all youth participants which including but not limited to career pathway development/utilization for youth participants who are placed into work experience opportunities and/or unsubsidized employment.
- Provide support through process mapping, management tools and other assistive mechanisms that help providers to ensure high-quality service provision through proactively co-enrolling youth participants with other programs including WIOA and/or TANF programs when appropriate to enhance the support for connections with viable career pathways.
- Provide a comprehensive, web-based, resource guide that providers can access for effective referrals to community-based support systems for youth participants.

TANF YD Funded Programmatic and Administrative Services

i. Technical Assistance and Capacity Building - same as above.

ii. Summer and Year-Round Program Support

- Leverage and align resources to provide comprehensive, quality, integrated services to youth and young adults.
- Oversee developmentally appropriate educational and workforce training programs focusing on youth ages 12 - 21.
- Provide monthly and quarterly reports on programming and the use of funds to Philadelphia Works. These reports must include enrollment, retention, credential achievement, literacy and numeracy gains, and financial details.
- In conjunction with Philadelphia Works and consistent with procurement policies, competitively procure youth service providers by selecting those most likely to provide quality services and meet performance.

- With Philadelphia Works support, contract with funded youth service providers to determine eligibility and provide direct services.
- Conduct quality assurance and performance management for contracted programming and provide technical assistance and training to all funded youth service providers. Topics for technical assistance and training should include, but not be limited to: recruitment, enrollment, retention, performance and invoicing.
- Conduct monitoring visits and provide monthly contacts with all subcontractors to ensure customers’ health and safety, effective program management, required data entry, record retention and reporting, compliance with personnel and code of conduct, and property management policies and procedures.
- Review and transmit payroll for youth wages and incentives earned during summer youth employment programming.
- In partnership with Philadelphia Works, evaluate program effectiveness with all performance measures and evaluate the resource development strategy to ensure programmatic interventions achieve optimum results and meet local needs.

The information in this Scope of Services is subject to change in compliance with Commonwealth and Federal guidelines. Any changes will be communicated by Philadelphia Works to the selected contractor through Operations Memoranda which will be considered as part of this contract.

B. Performance Measures

The successful contractor must be prepared to have systems in place to track, document and report all outcomes. The successful contractor will have the capacity to utilize an electronic system of record as needed. The selected contractor must report quarterly performance outcomes as directed by Philadelphia Works.

As the Youth Programs Intermediary, the successful contractor will be responsible for a set of measures that have been developed for year-round and summer youth services supported by TANF YD funds as well as measures that have been developed for this role supported by WIOA funds. The following measures will be reviewed to evaluate performance:

Program Year 2018 Measures	Applicable Funded Providers
Credential Attainment	E ³ Power Centers
Placement in Education or Employment	E ³ Power Centers
Measurable Skill Gains	E ³ Power Centers and Summer youth employment
Paid Work Experience Retention	Summer youth employment

Program Year 2018 Measures	Applicable Funded Providers
Youth Satisfaction	Summer youth employment
Technical Assistance Hours Provided	All programs
Technical Assistance Timeliness	All year-round programs
Technical Assistance Effectiveness/Quality	All year-round programs

C. Reference Documents

Applicants should review the following reference documents to obtain a full understanding of the Federal requirements with which the awarded contractor, along with Philadelphia Works, must comply. These documents are:

- The Workforce Innovation and Opportunity Act² is available at <http://www.doleta.gov/wioa/>
- The US DOL’s Common Measure Policy for the Employment and Training Administration’s Performance Accountability System is available online. Visit <https://wdr.doleta.gov/directives/>.
- Workforce Investment Information Notices (WIINs) No. 3-05 provides guidelines for the competitive procurement of youth services. This WIIN is available online at www.dli.pa.gov/Businesses/Workforce-Development/.
- OMB Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available at www.whitehouse.gov/omb/circulars.

III. Responding to the RFP and Application Process

Youth Programs Intermediary RFP Timeline	
January 17, 2018	Release of Request for Proposals
January 26, 2018 (3:00 PM ET)	Deadline for Bidder’s Conference questions and to RSVP for Bidder’s Conference (email youthrfp@philaworks.org)
January 30, 2018 (1:00 PM - 3:00 PM ET)	Bidder’s Conference
February 5, 2018 at (3:00 PM ET)	Deadline for submitting remaining RFP questions
February 8, 2018 (3:00 PM ET)	Responses to questions posted by Philadelphia Works
February 9, 2018 (3:00 PM ET)	Deadline for submitting Notification of Intent to Submit (Attachment 9)
February 16, 2018 (12:00 PM ET)	Deadline to submit proposals
Week of February 26, 2018	Oral presentations/Interviews (if applicable)

² On July 22, 2014, the Workforce Investment Act (WIA) of 1998 was re-authorized under WIOA, the Workforce Innovation and Opportunity Act. WIOA supersedes WIA, and took effect on July 1, 2015.

The successful contractor must be responsive to the RFP and meet all technical capacity and fiscal viability requirements as described in Attachment 5.

A. Bidders' Conference

A Bidders' Conference is planned to provide information relative to this RFP. It will be held on Tuesday, **January 30, 2018 from 1:00 PM - 3:00 PM (ET) at PA CareerLink® Suburban Station, 1617 JFK Boulevard, 2nd floor, Philadelphia, PA 19103.** While not required, attendance is strongly recommended.

To RSVP to the Bidders' Conference, email youthrfp@philaworks.org by 3:00 PM (ET) on Friday, January 26, 2018. Please provide the name of the organization, name, and title of the staff attending the Bidders' Conference along with their contact phone number and email address.

Questions to be answered at the Bidders' Conference must be forwarded to youthrfp@philaworks.org by 3:00 PM (ET) on Friday, January 26, 2018.

B. Notification of Intent to Submit Proposal (Strongly Recommended)

Please submit the Notification of Intent to Submit Proposal found in Attachment 9. This form should be emailed to youthrfp@philaworks.org no later than 3:00 PM (ET) on Friday, February 9, 2018. This notification allows Philadelphia Works to have sufficient resources in place to carefully and fully review each proposal. Notifications of Intent to Submit are *strongly recommended*. Notice of intent will not be considered as a commitment to bid.

C. Proposal Deadline

Proposals must be received in the offices of Philadelphia Works no later than **12:00 PM (ET) on Friday, February 16, 2018.** **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Submit proposal packages to:

Philadelphia Works
One Penn Center at Suburban Station
1617 JFK Boulevard, 13th Floor
Philadelphia, PA 19103
Attn: Liz Pisarczyk

D. How to Respond to the RFP

Applicants must follow the procedures outlined in the RFP. The RFP is available at <http://www.philaworks.org/about-us/procurement-opportunities>. Hard copies of this RFP are available upon request at the Philadelphia Works office. Requests for hard copies can be made by calling our main

line at 215-963-2100. Applicants must answer all of the questions in the Program Narrative section of this RFP and provide all of the following attachments:

- **Attachment 1** - Cover and Signature Page
- **Attachment 2** - Organizational Information
- **Attachment 3** - Program Narrative
- **Attachment 4** - Budget, Budget Narrative, and Management/Strategic Plan
- **Attachment 5** – Technical, Administrative, and Fiscal Capacity
- **Attachment 6** - Contractor’s Certification
- **Attachment 7** - Certificate of Insurance – General Liability Insurance, Fidelity Bonding Insurance and Workers Compensation Insurance.
- **Attachment 8** – Audited Financial Statements along with a Cost Allocation Plan
- **Attachment 9** – Notification of Intent to Submit
- **Attachment 10** – Statement of Compliance
- **Attachment 11** – Original, Copies, and Flash Drive
- **Attachment 12** – Proposal Checklist

E. Submitting an Application

One (1) unbound original and three (3) bound copies including all attachments must be submitted. Please be advised that the Program Narrative (Attachment 3) is limited to 20 pages excluding attachments. The proposal must be presented on single-sided, single spaced pages, using a 1” margin and no smaller than 12-point font. Also, an electronic version of the proposal and all attachments must be submitted on a flash drive using PDF format – all attachments (1 - 12) should be saved as one document.

Proposals will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this Request for Proposals. If any section of the proposal is missing or illegible, it will be considered non-responsive and will not be considered. Proposals that do not follow the required format will not be reviewed. Please refer to the Proposal Checklist (Attachment 12) to ensure the package is complete.

INCOMPLETE OR LATE APPLICATIONS WILL BE CONSIDERED.

Questions

Questions regarding development and submission of this RFP must be emailed to youthrfp@philaworks.org. In the subject line, please write: Youth Programs Intermediary RFP Question. The deadline for submitting RFP questions for response is Monday, February 5, 2018 at 3:00PM (ET). All questions will be answered and posted on the Philadelphia Works website. Once posted, responses can be viewed at <http://www.philaworks.org/about-us/procurement-opportunities>.

Availability and Awarding of Funding

Philadelphia Works, in soliciting requests for proposals, shall not discriminate against any person or organization submitting a proposal pursuant to this Request for Proposals because of race, color, creed, religion, gender, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

All funds anticipated to be available to support activities under this RFP are based on availability of federal funding and are subject to change. Philadelphia Works reserves the right to cancel this RFP and the proposals submitted for this award if it determines that no proposal was appropriately responsive.

As previously stated, the selected contractor will begin July 1, 2018 and end on June 30, 2019 including a planned transition period from July 1, 2018 through September 30, 2018. At the option of the Philadelphia Works Board, the length of the contract may be extended for additional years. Philadelphia Works reserves the right to negotiate all costs upon award selection.

IV. Evaluation Criteria and Rating System

A. Evaluation Process

A three-phase evaluation system will be used to rate each proposal. The evaluation system is designed to convert to a numeric score. A description of the three-phases, evaluation criteria and the points for each area are outlined in this section. Each proposal will be reviewed by a minimum of three independent reviewers. The scores awarded by each reviewer will be added and averaged.

Five categories will be reviewed with up to one hundred (100) points awarded:

- Organizational Experience (Maximum Points: 10 points)
- Approach: Plans for the Implementation of WIOA and TANF YD Specific Service Requirements (Maximum Points: 40 points)
- Organizational Capacity (Maximum Points: 20 points)
- Budget, Budget Narrative, Management/Strategic Plan (Maximum Points: 15 points)
- Technical, Administrative, and Fiscal Capacity (Maximum Points: 15 points)

Organizations submitting proposals will be independently assessed for their ability to meet the approach, reporting, and cost requirements; and fulfill the technical, administrative, and financial responsibilities of the Youth Programs Intermediary. Any organization that does not have the capacity will be disqualified from consideration for the final award. Philadelphia Works reserves the right to select lower rated applications, if necessary, to achieve program model, provider or geographic diversity.

Phase 1: Review of Proposals for Completeness and Timely Submission (Attachments 1 - 12)

Timely submission: Any proposal that is not submitted by February 16, 2017 at 12:00 PM (ET) will not be reviewed. This means both hard copy and electronic submissions must be received by the due date and time.

Completeness of response: All requested organizational information, documentation, certifications, forms (including signatures) and answers to questions must be included. The proposal must be organized in a way that is consistent with the guidelines set forth in this Request for Proposals. If any section of the proposal is missing or illegible, the entire proposal will be considered non-responsive and thus, will not be considered.

Proposals meeting the above stated criteria will then be reviewed for fiduciary responsibility.

Phase 2: Review of Applicant's Organizational Soundness, Fiduciary Competence, Budget and Cost Reasonableness (Attachments 4 - 8)

For those applicants meeting the "Phase 1: Completeness and Timely Submission" criteria, those applicants will be subjected to a risk assessment. NOTE: Additional financial documentation may be required as a result of this risk assessment.

Phase 3: Review of Program Narrative Quality and Responsiveness (Attachment 3)

Following Phase 2, proposals will be evaluated based on the quality of the provider's response to the questions in the program narrative. All questions must be answered separately and in the sequence as laid out in Attachment 3.

B. Additional Evaluation Phase

Applicants may be required to make an oral presentation of their submission or be asked to interview with the proposal review committee as part of the selection process. The tentative week for any requested presentations will be the week of February 26, 2018.

Attachment 1 – Cover and Signature Page

Name of Organization:		
Address of Organization:		
Local Address (if different from organization):		
Administrative Contact Person – Name and Title:		
Phone:	Fax:	Email Address:
Fiscal Contact Person – Name and Title:		
Phone:	Fax:	Email Address:
Signature of Authorized Agency Representative:		
Name:	Title:	Date:

Attachment 2 – Organization Information

ORGANIZATION INFORMATION	
Is the organization incorporated as a: <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit	
What is the organization’s federal tax ID number or the name and Federal Tax ID number of the legal entity that will act on behalf of the organization?	
Is the organization (or the legal entity identified above) certified by the City’s Minority Business Enterprise Council? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the organization minority-owned and/or operated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of the applicant’s Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason? <input type="checkbox"/> Yes (If yes, explain on separate sheet.) <input type="checkbox"/> No	
Has the applicant ever failed or refused to complete a contract? <input type="checkbox"/> Yes (If yes, explain on a separate sheet of paper.) <input type="checkbox"/> No	
Is applicant in receivership or bankruptcy, or are any such proceedings pending? <input type="checkbox"/> Yes (If yes, explain on separate sheet.) <input type="checkbox"/> No	
Has the applicant’s organization ever been cited, fined, or reprimanded for any law or code violations or has any business license been suspended or revoked? <input type="checkbox"/> Yes (If yes, explain on separate sheet.) <input type="checkbox"/> No	
Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? <input type="checkbox"/> Yes (If yes, explain on separate sheet.) <input type="checkbox"/> No	
<i>Conflict of Interest/Union Concurrence</i>	
Does the organization have any connection with Philadelphia Works (including its Board of Directors or Youth Standing Committee)? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No	
List all unions that may be associated with this project. Use separate sheet if necessary.	
Does the agency have union approval of the proposed project? <input type="checkbox"/> Yes (Attach a copy of written proof) <input type="checkbox"/> No <input type="checkbox"/> Union approval was not requested <input type="checkbox"/> Union approval is not necessary	

Attachment 3 – Program Narrative

Please provide the following information in clear, concise language and not more than twenty (20) pages excluding attachments. Assume that the reviewer is unfamiliar with the organization. Bidders are strongly encouraged to provide details with specific descriptions, numbers, citations, etc. that capture the organization’s approach and capacity to successfully accomplish the services proposed. Answer each question separately, and in the order in which it was asked.

I. Organizational Experience (Maximum Points: 10 points)

Provide information about the organization in the following areas:

- A. A description and brief history of the organization. What is the main mission and work of the organization? Where is it located?
- B. A summary of strategic program development over time. What has the organization accomplished in the past twenty-four months?
- C. Describe the organization’s recent experience (in the last twenty-four months) that would qualify it to take on the responsibilities that are outlined in this RFP.

II. Organizational Capacity (Maximum Points: 20 points)

- A. Building upon, but not duplicating the information that was already provided, describe the organization’s current capacity.
- B. Describe the organization’s experience and capacity with managing programmatic and fiscal responsibilities of subcontractors.
- C. Does the organization have the capacity to provide a wage-paying system for a large number of youth participants?
- D. As an attachment (not included in the page count), please provide an organizational chart and narrative that clearly indicates how the organization is structured and what changes (if any) are planned if awarded.

III. Description of the Approach (Maximum Points: 40 points)

Please provide information about how the organization will accomplish the following:

- A. Capacity-Building and Technical Assistance
 - i. Describe the organization’s approach to capacity-building for youth programming. This includes staff training and program supports.

- ii. Describe any related capacity-building efforts the organization has developed and implemented in the past twelve months.
 - iii. Describe the organization's plan for capacity-building, if awarded this contract.
- B. Program Development and Resource Sharing
- i. Briefly describe the organization's approach to assisting subcontractors to recruit youth and improve/enhance program operations.
 - ii. What types of products might you propose for the youth workforce development system in Philadelphia? What could be produced and what might be the anticipated benefits?
 - i. Describe the organization's experience in leveraging resources and securing outside resources that specifically enhance and/or expand the organization's capacity.
 - ii. How will the organization ensure collaboration between schools, alternative education programs, employers and youth serving agencies in Philadelphia?
- C. Procurement and Contract Administration
- i. Describe the organization's experience in managing large-scale RFP processes.
 - ii. How has the organization guaranteed a diverse set of programming?
 - iii. Provide an overview of the organization's technical capacity, and the methods in which the organization proposes to meet the reporting and tracking requirements also addressed in Attachment 5.
- D. Oversight and Monitoring System
- i. Provide a brief description of the organization's monitoring and oversight approach including quality assurance processes that are currently in-place. Please identify specific monitoring experiences that the organization has led.
 - ii. How does the organization test for compliance with program requirements?
 - iii. Describe the experience and internal processes the organization has in place to safeguard information. Discuss the organization's familiarity with and approach to federal regulations pertaining to confidentiality of personal information.
- E. Performance Management and Program Evaluation
- i. How does the organization track progress towards performance requirements? Does the organization currently predict outcomes or assess for risks in missing performance goals?
 - ii. What systems will be put in place to provide continuous improvement to assure the organization is meeting negotiated levels of performance?
 - iii. Provide a brief description of the organization's approach to evaluating a project of this scale.
 - iv. What is the organization's approach to subcontractor and youth feedback processes that focus on program level performance and outcomes?

Attachment 4 – Budget, Budget Narrative, and Management/Strategic Plan

(Maximum Points: 15 points)

All organizations responding to this RFP must complete the Budget Form found on the Philadelphia Works website (<http://www.philaworks.org/about-us/procurement-opportunities/>). The proposed budget should include expenses associated with the operation of the program described in this document and should correspond to the level and amount of services being provided.

Proposals will be evaluated based on the quality of the proposed services and the efficiency of the budget. The proposed budget will be reviewed to determine if the costs associated with the project seem reasonable and logical based on the services being provided. In addition, the estimated costs of subcontracting will be reviewed to determine if they are reasonable in comparison to services being provided to the agency.

Administrative and/or indirect costs and profit: Agencies must allocate expenditures as Administration or Program. Administrative costs must be reasonably related to the total cost of the programmatic services. The total of administrative and/or indirect cost and profit **cannot exceed 10%**.

Indirect costs are only allowed as an administrative expense and must be accompanied by a current federally Approved Rate Agreement. Profit is only allowable as an administrative cost.

How to complete the budget form:

- First, complete worksheets B through I.
- Worksheet A will automatically calculate.
- The formula contained in the budget workbook is locked.

Budget Narrative

Using a separate tab or document to provide a brief narrative explanation of the budget items. A budget narrative may be used to append the formal budget, but not as a replacement thereof.

Strategic Plan

Please provide a copy of your organization's management/strategic plan.

Attachment 5 – Technical, Administrative, and Fiscal Capacity

(Maximum Points: 15 points)

To be considered for this award, the applicant must be able to satisfy the fiscal, technical, programmatic, and administrative requirements, which can be found on pages 6 - 8 of the RFP. Answer each question separately, and in the order in which it was asked.

- A. Does the organization have a certificate of authority to do business in the Commonwealth of Pennsylvania?
- B. Does the organization's most recent audit indicate any material findings? If so, please detail and attach the corrective action plan.
- C. Please provide a short description of how the accounting system allows for the reporting of expenditures by individual grants.
 - i. What allocation method is used for expenditures that are not one hundred percent (100%) directly charged to an individual grant and ensures that the organization is reporting its fair share of costs for services, overhead, and staffing not solely devoted to work under this RFP?
- D. The successful bidder will be governed by Philadelphia Works policies related to procurement. Please provide a summary of the organization's:
 - i. Formal contract procurement process including internal process for approving contracts.
 - ii. Accounts payable process and how it is related to the procurement process.
- E. Describe the system the organization will use to handle large payrolls?
- F. How does the organization propose to track youth participants served and deemed eligible by the youth service providers?
- G. How does the organization propose to monitor and document subcontractor compliance with worksite regulations such as American Disabilities Act (ADA) compliance?
- H. The successful bidder will be governed by Philadelphia Works policies related to grievances and record retention. Please detail the procedures the organization currently uses for: Participant grievances, employee grievances, vendor grievances and record retention policies.
- I. How does the organization propose to transmit all required information to Philadelphia Works?
- J. List three organizations that the organization has subcontracted with in the past 24 months.
 - i. Provide a brief description of the work accomplished with these organizations.
 - ii. Provide a name, title, email address, and telephone number of a person in the referenced organization who can be contacted about the previously described work.

Attachment 6 – Contractor’s Certification

I certify that all the information provided in this budget is both complete and accurate to the best of my knowledge. Additionally, this form will be revised and re-submitted at a later date should unforeseen cost factors necessitate changes. I also understand that if selected as a contractor, I may be required to submit further detailed budget information. The nature of this request will be determined at a later date.

Signature of Authorized Agency Representative

Title

Date

An Authorized Agency Representative must sign the Contractor Certification form. The successful contractor will be required to submit detailed budget information at the time of contract negotiations. Knowingly submitting false information will result in the termination of any contract award.

PLEASE SIGN THIS FORM AND INCLUDE IN FRONT OF THE BUDGET PAGE.

Attachment 7 – Certificates of Insurance

Attach copies of General Liability Insurance, Fidelity Bonding Insurance, and Worker’s Compensation Insurance. All certificates of insurance must exhibit dates for coverage that comply with the contract period.

Attachment 8 – Audited Financial Statements and Cost Allocation Plan

All bidders must attach a copy of the following:

1. Most recent Audited Financial Statements, performed in compliance *Government Auditing Standards* (i.e. OMB Circular A-133 or a program audit).

The audit report should include the following:

- Report on Internal Control Over Financial Reporting and 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)
 - Schedule of Expenditures of Federal and State Awards
2. Cost Allocation Plan-- Contractors who operate other contracts must submit a cost allocation plan including all programs/funding streams to ensure equitable distribution of costs to programs under contract with Philadelphia Works.

Attachment 9 – Notification of Intent to Submit

Date: _____

Philadelphia Works, Inc.
Attn: Kimberly McCaffrey
One Penn Center at Suburban Station
1617 JFK Boulevard, 13th Floor
Philadelphia, PA 19103

RE: Notification of Intent to Submit

Dear Ms. McCaffrey:

I submit this Letter of Intent to notify Philadelphia Works of _____ (Organization's Name) intent to submit a proposal for the Youth Programs Intermediary Request for Proposals.

_____ (Name of Individual) will be our main point of contact for the purposes of the application process and can be reached at:

(Phone Number)

(Mailing Address)

(Email Address)

Sincerely,

(Name)

(Title)

Attachment 10 – Statement of Compliance

As the authorized signatory official for _____ (Organization’s Name), I hereby certify that:

- The above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families Youth Development (TANF YD).
- The above-named proposer does hereby agree to execute all work related to this application in accordance with the WIOA, TANF YD, U.S. Department of Labor, Commonwealth of Pennsylvania Department of Labor & Industry, Philadelphia Works policies and guidelines, and other administrative requirements issued by the Governor of the Commonwealth of Pennsylvania. The vendor shall notify Philadelphia Works within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- The above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as, but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- The contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that Philadelphia Works reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Philadelphia Works.

Authorized Representative Signature: _____

Printed Name and Title: _____

Date: _____

Attachment 11 – Original, Copies, and Flash Drive

The Youth Programs Intermediary proposal package must include:

- One, unbound original of the entire proposal with attachments.
- Three (3), bound copies of the entire proposal with attachments.
- One copy of the entire proposal package with all attachments saved on a flash drive using PDF format – all attachments (1 – 12) should be saved as one document.

Attachment 12 – Proposal Checklist

_____ (Organization’s Name) proposes to request funding to meet specific requirements related to TANF YD and WIOA.

Proposals that are late, incomplete or missing sections will not be considered. Please take the time to complete this checklist to ensure that all of the following information is included in the proposal package. **Attach the Proposal Checklist behind the cover page of the proposal submission.**

Complete	Attachment Number and Description
	<u>Attachment 1</u> : Cover and Signature Page (signed by the authorized agency representative)
	<u>Attachment 2</u> : Organization Information
	<u>Attachment 3</u> : Program Narrative
	<u>Attachment 4</u> : Budget (signed by authorized agency representative), Budget Narrative, and Management/Strategic Plan
	<u>Attachment 5</u> : Technical, Administrative, and Fiscal Capacity
	<u>Attachment 6</u> : Contractor’s Certification
	<u>Attachment 7</u> : Certificates of Insurance
	<u>Attachment 8</u> : Current Audited Financial Statement and Cost Allocation Plan
	<u>Attachment 9</u> : Notification of Intent to Submit
	<u>Attachment 10</u> : Statement of Compliance
	<u>Attachment 11</u> : Original, Copies, and Flash Drive
	<u>Attachment 12</u> : Proposal Checklist



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