Request for Qualifications
Vocational Skills Training
Philadelphia Works Vocational Skills Training
Request for Qualifications

I. Introduction

Philadelphia Works is a non-profit organization that manages the public workforce system for the city and county of Philadelphia. Philadelphia Works’ mission is to connect businesses and employers to a skilled workforce and help individuals develop the skills needed to thrive in the workplace. More information can be found on our website at http://www.philaworks.org/workforce-information-works/high-priority-occupations/.

II. Project Description

A. Background and Purpose

Philadelphia Works releases this Request for Qualifications (RFQ) to entities interested in providing new and innovative vocational skills training services to a targeted population of program participants served through the public workforce system. By way of background, Philadelphia Works routinely invests in programs leading to certified nursing assistants, commercial driver’s license, and childcare development associates as well as training in the retail and food services sectors. Through this RFQ, Philadelphia Works seeks to go beyond its traditional investments by increasing the availability and diversity of training programs which lead to an industry recognized certification or credential that are in demand by employers in the region. Specifically, this RFQ seeks to procure vocational skills training programs for Employment And Retention Network (EARN) program participants that must be designed to enable participants to obtain specific job skills so that they may qualify for employment in high priority occupations. Additionally, these jobs are permanent, full time, pay no less than $10.00 an hour, are along a career pathway and end in a certification or credential. The training must also lead to a certification as part of the program, and must blend occupational skills training with contextualized literacy\(^1\).

Contextualized literacy must not only be designed to directly develop the skills and knowledge needed to perform specific functions in the workplace but to also upskill program participants in basic reading and math. Curriculum should be specific in its description of the skills training, with details of the certification or credential achieved, and reflect how the upskilling, with use of contextualized literacy materials, will be embedded. To demonstrate learning, it is expected that all program participants will be post-tested to demonstrate the learning of the basic literacy skills. The obtainment of a vocational-industry recognized certification will demonstrate that

---

1 Contextualized literacy is defined as either (1) a bridge/pre-vocational training class using contextualized literacy materials to prepare a person before actual training; or (2) creating an Integrated Education and Training (IET) model where the vocational trainer and the basic education instructor co-teach and co-plan lessons and curriculum.
the participant has learned the knowledge and skills required to perform satisfactorily on the job.

B. Who is Eligible to Apply

For-profit and non-profit organizations with a demonstrated track record in providing training services that lead to a certificate or credential are encouraged to apply. Specifically, Philadelphia Works seeks providers that also have served participants who may have had challenges to employment. Additionally, providers are encouraged to submit new programs, i.e. those that go beyond our typical training investments and innovative training models that enhances the learning experience of program participants, increases program retention, and leads to high levels of completers obtaining a certification or credential. The RFQ process is open to both current Philadelphia Works contractors as well as qualified organizations that have not previously contracted with Philadelphia Works. Philadelphia Works intends to award contracts to multiple contractors. **Submissions will be accepted and proposals will be reviewed on a rolling basis.**

Selected contractors will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, etc., prior to contract execution. The list of required documentation will be provided by Philadelphia Works upon selection through the RFQ process.

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

**Critical Application Information:**

- Contractors must agree to coordinate with other services providers who are contracted with Philadelphia Works, namely the staff of the PA CareerLink® centers.
- Contractors must have a demonstrated track record of providing skills training.
- Contractors may only propose training programs that lead to employment in high priority occupations for the target population.
- Contractors who wish to propose occupations that are not considered high priority, are encouraged to submit information and data that demonstrates the need for such an occupation to be considered. A listing of high priority occupations can be found at [http://www.philaworks.org/workforce-information-works/high-priority-occupations/](http://www.philaworks.org/workforce-information-works/high-priority-occupations/).
- Contractors must implement a curriculum for training that aligns with industry standards and requirements for certification.
- Contractors must submit the career pathway for each training program.
- Contractors must be able to specifically serve the TANF population.
- Contractors must offer contextualized literacy, this may be done in concert with a literacy provider or with internal staff with the expertise to deliver reading and math upskilling with use of contextualized literacy materials.
- Contextualized literacy must be embedded into the curriculum.
- Contractors must post-test participants to demonstrate the learning of the basic literacy skills.
• Contractors may submit multiple training programs, but each program be submitted separately for consideration.

C. Availability and Awarding of Funding

Funding for this project is contingent upon the availability of funds. The anticipated length of the contract period is 12 months unless otherwise extended at the discretion of Philadelphia Works. Philadelphia Works seeks to fund a cohort model with multiple cohorts throughout the program year. The first cohort of training is expected to begin on or about August 14, 2017. Philadelphia Works also seeks competitive budgets where costs associated with certification, training, embedded contextualized literacy and basic literacy upskilling are included. Philadelphia Works reserves the right to negotiate the costs of all training programs upon award selection.

D. Scope/Service Requirements

• Deliver employer-driven training, meaning one or more employers have vetted the curriculum and the curriculum has kept pace with changes in industry standards

• Embed contextualized literacy into the curriculum and industry specific soft skills needed to be successful in the workplace

• Incorporation of reading and math upskilling into the curriculum needed to show an increase in basic literacy skills, demonstrated through post-testing

• Deliver training that upon successful completion participants can demonstrate the skills and competencies needed to secure the occupation for which they have been trained

• Work in collaboration with Philadelphia Works, the PA CareerLink® center staff, and other system partners as needed

E. Submission Requirements

All submissions must speak to and define each of the three (3) program elements and describe the contractor’s design and implementation. Contractors will have additional responsibilities that will be discussed during the contracting process.

Training Curriculum – All contractors must provide their training curriculum and training class schedule/syllabus with durations that encompasses all coursework/core content areas with the following expectations:

• Robust content of the training area that results in a certification/credential in the stated skill area. The full name of the certification/credential must be specified, and the credentialing body identified.
• A detailed description of the value of the training in the specified industry, and how the certification/credential will increase participants’ chance of gaining employment in a related high priority occupation - including the marketable skills that will be gained by completers of the training.
• Embedded industry specific soft skills needed to be successful in the workplace
• Embedded basic reading and math skills improvement curriculum using contextualized materials relating to vocational training through either:
  a bridge/pre-vocational training class using contextualized literacy materials to prepare students; or creation of an Integrated Education Training Model (IET) where the vocational trainer and basic education instructor co-teach and co-plan lessons and curriculum
• Assessment methods used to measure progress and literacy/numeracy gains throughout training and at completion
• Expected time needed for a student to successfully complete training and obtain the intended credential.
• Preparation and implementation of the certification exam for the specified skill area

Classroom Training - Curriculum must consist of the following:

• Instruction in a classroom setting that combines vocational skills training curriculum with reading and math upskilling using contextualized literacy materials and industry specific soft skills needed to be successful in the workplace
• Details explaining how the curriculum will be taught, and the overall goal for each lesson
• Modern technology for learning
• All core content conducted by qualified instructors for the specific training area
• Demonstrates the skills, competencies, and/or applications needed for the occupations identified in this RFQ and in the response submitted

Program Design- All responses to this RFQ must also ensure the following is included in their program design:

• Include the training staff and their credentials to show evidence of proper instructors for the areas stipulated especially as it relates to the certified skill area
• All responses should include the list of staff that are identified as essential and instructors of the certification program must be certified/qualified
• All responses must include their process for recruiting and screening and selection of the customers from the PA CareerLink® EARN programs referral
• Details on the number of hours a participant needs to study per week to successfully complete the course/program
• All responses must include information about the credential that will be obtained at the end of training

F. Payment Structure

Cost Reimbursement - The payment structure for all contracts will be cost reimbursement.
Contractors must track and document all costs necessary to operate their program and submit these to Philadelphia Works. Contractors will be expected to identify and provide documentation as required by Philadelphia Works and DHS for reimbursable charges on invoices submitted for payment.

III. Application Process

Applications are accepted, and will be reviewed and evaluated by Philadelphia Works, on a rolling basis.

A. Responding to the RFQ

Applicants must follow the procedures outlined in the RFQ. The RFQ is available at [www.philaworks.org](http://www.philaworks.org). Hard copies of this RFQ will be available upon request by calling 215.963.2100. Applicants must answer all the appropriate questions in the Program Narrative section of this RFQ and provide all of the following attachments:

- Attachment 1 - Cover Page
- Attachment 2 - Organization Information
- Attachment 3 - Program Narrative
- Attachment 4 - Budget, Budget Narrative, Cost Allocation Plan
- Attachment 5 - Contractor’s Certification
- Attachment 6 - Certificate of Insurance – General Liability Insurance, Fidelity Bonding Insurance and Workers Compensation Insurance. All certificates of insurance must exhibit dates for coverage that comply with the contract period
- Attachment 7 – Audited Financial Statements - Single Audit A133, prepared within 9 months of year-end and includes sign off date of audit and Disclosure of Full Compliance (footnotes). Contractors are also required to include their Management/Strategic Plan for the organization
- Attachment 8 – Letters from employers who have vetted the organization’s proposed curriculum and varies the training program develops the skills and competencies needed to obtain the industry recognized credentials and be successful in the workplace
- Attachment 9 – Prior Experience Form

B. Format of Response

One copy of an electronic version of your submission and all attachments must be submitted to vstraining@philaworks.org. [A Word Document version of the proposal may be needed at a later date if a contract is awarded].

**No incomplete, faxed, or hard copy applications will be accepted.** Submissions that do not follow the required format may not be reviewed.

Please refer to the Submission Checklist at the end of this RFQ to ensure the package is complete. Do not submit the checklist as part of your response.
C. Where to Respond

Submit electronic responses via email to vstraining@philaworks.org

D. Where to Submit Questions

Questions regarding development and submission of this RFQ should be submitted to vstraining@philaworks.org. Answers to questions will be posted on-line at www.philaworks.org.

E. Evaluation of Submissions

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

- Fiscal Review
  Following the initial review, submissions will then be reviewed on the proposed budget and fiscal soundness. Agencies must be considered either “low risk” or “medium risk” on the fiscal review to be considered for funding. Agencies that are deemed to be “high risk” may not be considered for contract award. Additional financial documentation may be required dependent upon the final decision of Philadelphia Works.

- Programmatic Review
  Concurrent with the fiscal review, all submissions will be evaluated based on the quality of the services being provided as demonstrated through the narrative section of this RFQ. All training curriculum must be approved by the Department of Health and Human Services (DHS) before being delivered. The elements identified in the RFQ are not all-inclusive, therefore other aspects of the submissions and budgets may be reviewed during the selection process.
## Attachment 1 - Cover Page

<table>
<thead>
<tr>
<th>Name of organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of organization:</td>
<td></td>
</tr>
<tr>
<td>Address of Training Location if different from organization:</td>
<td></td>
</tr>
<tr>
<td>Administrative contact person – name and title:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Fiscal contact person – name and title:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Applying for:**

- [ ] Classroom Training

  Type/Sector-Specific Field of Training ___________________________

  Number of participants to be served ___________________________

  Cost per participant ___________________________

- [ ] Specific employer letters validating curriculum – commitment letters must be attached in Attachment 8
## ORGANIZATION INFORMATION

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:

<table>
<thead>
<tr>
<th>Is your organization (or the legal entity identified above) certified by the City’s Minority Business Enterprise Council?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
</tbody>
</table>

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? _____Yes _____No (If yes, explain) on separate sheet

<table>
<thead>
<tr>
<th>Is applicant in receivership or bankruptcy, or are any such proceedings pending?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____Yes _____No</td>
</tr>
<tr>
<td>(If yes, explain on separate sheet)</td>
</tr>
</tbody>
</table>

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? _____Yes ____No

<table>
<thead>
<tr>
<th>Has the applicant agency and its staff or director ever been barred from entering contracts with City, Federal or State government agencies?</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____Yes _____No</td>
</tr>
<tr>
<td>(If Yes, explain on separate sheet)</td>
</tr>
</tbody>
</table>
Attachment 3 – Program Narrative

Please provide the following information in clear, concise language and not more than fifteen (15) pages excluding attachments. Assume that the reviewer is unfamiliar with your organization or its previous experience with Philadelphia Works. Organizations are strongly encouraged to provide details with specific program descriptions, numbers, citations, etc. that captures your organization’s approach and capacity to successfully accomplish the training services you propose.

Organizational Experience and Staff Capacity (25 points)

Provide information about your organization in the following areas:

- A description and brief history of your organization. Provide similar information where applicable if the contextualized literacy provider is not the respondent to this RFQ.
- Experience in providing training services to individuals who may have had challenges to employment
- Performance outcomes from prior similar programs. Provide the most recent data on enrollment, successful completion, and if applicable placement into employment for the proposed training program. Contractors should demonstrate these performance outcomes by submitting evaluative reports from a third-party evaluation and must be submitted on the evaluating agency’s letterhead.
- Your training facility accommodations, including capacity and documentation of American with Disabilities Act (ADA) compliance.
- Job descriptions and resumes of the person(s) who will be assigned to the project. If applicable, please include verification of all earned certifications. For positions where an individual has not been identified, please provide a job description.

Training Plan (30 points)

- What type of training you are proposing to offer? Provide the curriculum and detail pertinent information, such as length of the training, hours required, the number of cohort trainings proposed over the contract period, the minimum and maximum capacity for each class, type of entry and orientation process, and detail the skills and competencies that the participant will learn and the format that will be used to present contextualized literacy and reading and math upskilling.

- Provide pertinent information, such as the educational level of the curriculum; the type of industry-recognized certifications that will be obtained. Include information concerning what validated instruments you will use to assess the learners’ attainment of the competencies, skills, and/or applications taught. Include specifically how your training program meets the industry standards as well as the employer standards and support the evidence provided along with the career pathway.

- Identify how your organization has utilized employers when designing and updating your
curriculum to adapt to industry changes and meet the needs of employers.

- Describe measures your organization will take to support participants who may be challenged with the curriculum or are not progressing as expected.
- Describe the number of classes/cohorts your organization can serve throughout the year.

Entrance Requirements and Assessment Plan (25 points)

- Describe your entrance requirements. What are the minimum educational attainment levels? If applicable, what are the reading and math scores required for your training program?

- List what industry-recognized and standardized assessments you will use to assess the following areas where applicable (Note: basic skills must be assessed using PA Department of Education-recognized tools, administered by trained professionals):
  - Basic Skills (e.g. reading, math, using information)
  - Aptitudes and Career Interests
  - Work history
  - Other

- Describe the means you will use to assess participant satisfaction at mid-term and program end timeframes.

Budget (20 points)

- Please refer to Attachment 4
Attachment 4 – Budget, Budget Narrative, Cost Allocation Plan

Budget

All organizations responding to this RFQ must submit a budget to 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.

Submissions will be evaluated based on the quality of the proposed training 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 costs of subcontracts 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 an Approved Rate Agreement.

Profit is only allowable as an Administrative cost.

Budget Narrative

 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%.

Cost Allocation Plan

Contractors proposing more than one training/program or who operate other contracts must submit a cost allocation plan to ensure equitable distribution of costs to programs under contract with Philadelphia Works.
Attachment 5 – 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 will be required to submit further detailed budget information.

____________________________________
Signature of Authorized Agency Representative

____________________________________  ______
Title  Date

An Authorized Agency Representative must sign the Contractor Certification form.

Successful respondents will be required to submit detailed budget information at the time of contract negotiations. Knowingly submitting false information may result in the termination of any contract award.

PLEASE SIGN THIS FORM AND INCLUDE IN FRONT OF BUDGET PAGE

Philadelphia Works Vocational Skills Training
Request for Qualifications
13 | P a g e
Attachment 6 – Certificate of Insurance

Insurances: including General Liability Insurance, Fidelity Bonding Insurance and Worker’s Compensation Insurance for the contract period. All certificates of insurance must exhibit dates for coverage that comply with the contract period.
Attachment 7 – Audited Financial Statements

All respondents must attach a copy of the following:

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 on Compliance and Other Matters
• Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance
• The sign-off date of the audit and all disclosures (footnotes)
• Responders must also provide a copy of the organizations management/strategic plan which must also include an allocation of expenses, processes and trends.
Attachment 8 - Letters of Support from Employers Who Validated Curriculum
Attachment 9 - PRIOR EXPERIENCE FORM

YOU MUST ATTACH TO THIS PAGE A COPY OF AN EVALUATIVE REPORT ISSUED BY THE FUNDING AGENCY REGARDING THE OPERATION OF THIS PROJECT TO THIS PAGE. Such reports could include: monitoring reports, evaluations, studies, and correspondence describing the quality of your performance. Such reports must be on the letterhead or the stationary of the issuing agency.

Type of training:

______________________________________________________________

Dates of operation:

______________________________________________________________

Funding agency that contracted with your organization:

______________________________________________________________

Award amount:

______________________________________________________________

General characteristics of the participants served:

______________________________________________________________

Number contracted to serve: _____________/ Number served:

______________________________________________________________

What percentage of persons who entered the program successfully completed the course?

______________________________________________________________

Of those served what number achieved subsidized or unsubsidized employment:

______________________________________________________________

Description of program curriculum program:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Philadelphia Works Vocational Skills Training
Request for Qualifications
17 | P a g e
Attachment 10 – Submission Checklist

Submissions with incomplete or missing sections will be deemed ineligible and will not be considered. Please take the time to complete this checklist to ensure that all of the following information is included in your submission package. Include this checklist with your submission.

Attachment 1 - Cover Page (Must be fully completed and signed by the authorized agency representative)

Completed ________

Attachment 2 - Organization Information

Completed ________

Attachment 3 - Program Narrative

Completed ________

Attachment 4 Budget and Budget Narrative (Signed by authorized agency representative)

Completed ________

Attachment 5 - Contractor’s Certification

Completed ________

Attachment 6 - Certificate of Insurance

Completed ________

Attachment 7 - Copy of the current audited financial statements, and management and strategic plan

Completed ________

Attachment 8 - Letters of Support

Completed ________

Attachment 9 - Submission Checklist

Completed ________

One original entire response, plus a copy on a flash drive

Completed ________