



Request for Proposals
TANF Youth Development

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/about-us/>.

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).

In support of the City's workforce development strategy, *Fueling Philadelphia's Talent Engine*, and Philadelphia Works' approved WIOA Local Plan, youth workforce development services are provided for both in-school and out-of-school youth. These services are an integral part of Philadelphia's overall strategy to provide quality services and empower youth. This strategy includes comprehensive, year-round and summer work experiences that provide opportunities for youth to achieve 21st Century Skills and gain an understanding of career and work.

Who is Eligible to Apply

Eligible applicants include any: For-profit, Non-profit, Local Education Agency, Institution of Higher Education, or Government agency, that can demonstrate the capacity and experience to successfully provide youth workforce development services as outlined. 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, February 28, 2019 at 5pm, contingent upon the availability of funds.**

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 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.

Availability and Awarding of Funding

Funding for this project is contingent upon the availability of funds. All funds awarded via this RFP must be spent by June 30, 2019 unless otherwise extended at the discretion of Philadelphia Works. Philadelphia Works reserves the right to negotiate the costs of all services upon award selection. The

¹ Current contractors should not apply to increase funding for active Fiscal Year 2019 programs.

payment structure for all awarded funds 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 monthly documentation as required by Philadelphia Works, DHS, and LI for reimbursable charges on invoices submitted for payment.

Scope/Service Requirements

Successful contractors may support youth from ages 12 to 24 but are not required to serve all ages. 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.

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 wages for youth participants. Successful requests will support eligible participants who are:

- 12 – 24 years old
- Residents of Philadelphia
- Registered for Selective Service (males 18 years old or older only)
- Authorized to work in the United States
- 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).

Successful contractors must have systems in place to track, document and report all outcomes². 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

² Contractors should expect to establish outcomes and negotiated goals during contracting.

system and must approve any proprietary systems prior to use. The selected contractors must report quarterly performance outcomes as directed by Philadelphia Works.

Application and Submission Process

Requests are accepted, and will be reviewed and evaluated by Philadelphia Works, on a rolling basis through **Thursday, February 28, 2019 at 5pm**. Please complete the Request for Proposals Form below, providing the required information. Use no more than two separate sheets if the space provided is insufficient. **Submission to this RFP should be sent to youthrfp@philaworks.org**. Applicants must follow the procedures outlined in this RFP. The RFP is available at <http://www.philaworks.org/about-us/procurement-opportunities/>. Hard copies of this RFP will be available upon request by calling 215.963.2100.

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. Questions regarding this RFP should be submitted to youthrfp@philaworks.org. Answers to questions if submitted will be posted on-line at www.philaworks.org.

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	
1. Organization Name:	2. Date of Request:
3. Organization Address:	4. Project 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 - Describe the need and use of funds. <i>At a minimum, describe: (1) The economic conditions in the geographic area; (2) What the organization plans to do if awarded; (3) The activities or services that will be provided if the funds are awarded; and (4) The participants who will be served with these funds, describe the target group(s) to be served.</i>	
FOR PHILADELPHIA WORKS USE ONLY	
Date Received:	Amount of Funds Approved: \$
_____ Authorized Signature	_____ Date

LINE ITEM BUDGET		
Project Title:		
Organization Name:		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION - Cost Category=Admin ³		
Staff Salaries & Fringe Benefits		
Travel - Within Project Area		
Communications		
Facilities - Rent		
Facilities - Utilities		
Facilities - Maintenance		
Office Supplies		
Equipment - Lease		
Other Admin Operational Expenses		
Admin Indirect Costs		
ADMIN SUBTOTAL	\$	
CAREER & SUPPORTIVE SERVICES - Cost Category=Program		
Program Staff Salaries & Fringe Benefits		
Operational Expenses		
Facilities - Rent		
Facilities - Utilities		
Facilities - Maintenance		
Travel - Within Project Area		
Office Supplies		
Communications		
Training & Instructional Materials		
Supportive Service: Transportation		
Supportive Service: Work/School Clothes & Tools		
Supportive Service: Education & Certification Testing		
Supportive Service: Post-Secondary Education Supports		
Supportive Services: Other		
Incentive Payments		
Work Experience Wages		
Other Program Expenses (please list):		
PROGRAM SUBTOTAL	\$	
PROJECT TOTAL	\$	

³ 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.