



Request for Proposals
Vocational Skills Training for Fiscal Year 2019

Bidder's Conference:
Philadelphia Works Board Room
September 26, 2018
1:00 PM to 3:00 PM

Vocational Skills Training Request for Proposals for Fiscal Year 2019

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.

Purpose

Philadelphia Works releases this Request for Proposal (RFP) to entities interested in providing Vocational Skills Training services to program participants served through the public workforce system.

Through this RFP, Philadelphia Works seeks to go beyond its traditional investments by increasing the availability and diversity of training programs. Specifically, this RFP seeks to procure Vocational Skills Training programs for Employment Advancement and Retention Network (EARN) and Workforce Innovation and Opportunities Act (WIOA) program participants which lead to industry recognized credentials and provide the specific job skills required to qualify for employment in high priority occupations in Philadelphia.

Additionally, to help address the ever-present literacy challenges within the workforce system, Philadelphia Works seeks Vocational Skills Training programs that can deliver training and contextualized literacy services to individuals up to two grades below typical educational entrance requirements for the field of study.

Contextualized literacy, in this context, refers to an approach to teaching and learning that integrates developmental, adult basic education and/or English as a Second Language (ESL) instruction with vocational training. The goal of contextualized literacy is to help training participants with academic skills that are lower than program entrance requirements to successfully attain a recognized credential through vocational training. Contextualized literacy embeds basic skills instruction into technical content instruction by drawing from content rooted in every day or/and workforce activities.

Vocational training with embedded contextualized literacy instruction must include the following elements:

- A clear selection and enrollment process that accepts participants one to two grade levels below the typical entrance requirements
- Seamless integration of literacy instructional components with vocational instruction and activities
- Staff assigned to support and coordinate contextualized literacy components
- Providers are encouraged to partner with qualified agencies that have the capacity to deliver literacy instruction within a Vocational Skills Training environment

Vocational Skills Training Request for Proposals for Fiscal Year 2019

Who is Eligible to Apply

Philadelphia Works intends to award contracts to multiple respondents. For-profit and non-profit organizations with a demonstrated track record in providing training services that lead to an industry recognized credential are encouraged to apply. Specifically, Philadelphia Works seeks providers that also have served participants who may have had challenges to employment.

The RFP is open to both current Philadelphia Works contractors as well as qualified organizations that have not previously contracted with Philadelphia Works. Respondents may submit proposals for multiple training programs, but each program must be submitted separately for consideration. Agencies that submit combined proposals will be required to resubmit before consideration. This RFP is intended to provide funding for established training programs and will not provide start-up funding.

Proposals that culminate in **only** basic certifications or certificates of completion will be considered non-responsive and will not be reviewed. Examples are: ServSafe®, OSHA, MOS, or Customer Service/Retail related credentials. Questions regarding general certifications should be submitted to vstraining@philaworks.org.

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 multiple cohorts throughout the program year. Philadelphia Works also seeks competitive budgets where costs associated with integrated contextualized literacy, training, and credentialing are included. Philadelphia Works reserves the right to negotiate the costs of all training programs upon award selection. The payment structure for all contracts will be cost reimbursement.

Submission Requirements

Submissions will be accepted and proposals will be reviewed on a rolling basis, contingent upon the availability of funds. All submissions must speak to and define the implementation of each of three (3) core elements – Program Design, Training Curriculum, and Learning Environment.

Responding to the RFP

Applicants must follow the procedures outlined in this RFP. Applicants must answer all the appropriate questions in the Program Narrative section of this RFP and provide all the required attachments.

Format of Response

One electronic copy of your proposal with and all required attachments must be submitted to vstraining@philaworks.org. For ease of receipt and review, please combine documents into one continuous PDF. Proposals received in an incorrect format will need to be resubmitted before consideration. A Word Document version of the proposal may be requested later if a contract is awarded. Incomplete, faxed, or hard copy proposals will not be accepted. Submissions that do not follow the required format may not be reviewed. Please refer to the Submission Checklist to ensure the package is complete prior to submission.

Vocational Skills Training Request for Proposals for Fiscal Year 2019

Where to Submit Questions

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

Evaluation of Submissions

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.

Fiscal Review

Submissions will be reviewed on the proposed budget for 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 RFP. All training curriculum must be approved by the Department of Health and Human Services (DHS) before being delivered. 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.

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 attainment of a vocational-industry recognized certification will demonstrate that the participant has learned the knowledge and skills required to perform satisfactorily on the job.

Selected respondents 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 Request 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.

Vocational Skills Training Request for Proposals for Fiscal Year 2019

VOCATIONAL SKILLS TRAINING PROPOSAL SUBMISSION CHECKLIST

Submissions with incomplete or missing sections will be deemed non-responsive and will not be considered. Please take the time to complete this checklist to ensure that all the following information is included in your submission package. You may include this checklist with your submission.

- ATTACHMENT ONE (1) – COVER PAGE (MUST BE FULLY COMPLETED AND SIGNED BY THE AUTHORIZED AGENCY REPRESENTATIVE)

- ATTACHMENT TWO (2) – ORGANIZATION INFORMATION

- ATTACHMENT THREE (3) – PRIOR EXPERIENCE FORM

- ATTACHMENT FOUR (4) – PROGRAM NARRATIVE (NOT TO EXCEED 15 PAGES)

- ATTACHMENT FIVE (5) – RESPONDENT’S CERTIFICATION

- ATTACHMENT SIX (6) – BUDGET AND BUDGET NARRATIVE (SIGNED BY THE AUTHORIZED AGENCY REPRESENTATIVE)

- ATTACHMENT SEVEN (7) - CERTIFICATE OF INSURANCE

- ATTACHMENT EIGHT (8) – COPY OF CURRENT AUDITED FINANCIAL STATEMENTS, MANAGEMENT AND STRATEGIC PLANS

- ATTACHMENT NINE (9) – LETTERS OF SUPPORT/ ACCREDITATION

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHEMENT ONE (1) COVER PAGE

NAME OF ORGANIZATION:	
ADDRESS OF ORGANIZATION:	
ADDRESS OF TRAINING IF DIFFERENT THAN ORGANIZATION:	
ADMINISTRATIVE CONTACT PERSON:	TITLE:
PHONE:	EMAIL:
FISCAL CONTACT PERSON:	TITLE:
PHONE:	EMAIL:
INDUSTRY OF PROPOSED TRAINING:	OCCUPATIONAL/SOC CODE:
FULL NAME OF CREDENTIAL OFFERED:	CREDENTIALING/ISSUING BODY:
PROPOSED COHORTS/CLASSES:	STUDENTS PER COHORT:
TOTAL STUDENTS:	COST PER PARTICIPANT:
TOTAL PROPOSED COST:	

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHEMENT TWO (2) ORGANIZATION INFORMATION

<p>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:</p>
<p>Is your organization (or the legal entity identified above) certified by the City's Minority Business Enterprise Council?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>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?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>Is applicant in receivership or bankruptcy, or are any such proceedings pending?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>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?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>Has the applicant agency and its staff or director ever been barred from entering contracts with City, Federal or State government agencies?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT THREE (3) PRIOR EXPERIENCE FORM

A copy of an evaluative report issued by the funding agency or other authorized third-party organization regarding the operation of this project must be attached 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.

NAME AND TYPE OF TRAINING:	
BRIEF DESCRIPTION OF PROGRAM CURRICULUM:	
DATES OF OPERATION:	
FUNDING AGENCY THAT CONTRACTED WITH YOUR ORGANIZATION:	
AWARD AMOUNT:	
NUMBER CONTRACTED TO SERVE:	NUMBER SERVED:
CHARACTERISTICS OF THE PARTICIPANTS SERVED:	
WHAT PERCENTAGE OF PERSONS WHO ENTERED THE PROGRAM SUCCESSFULLY COMPLETED THE COURSE?	
OF THOSE SERVED WHAT NUMBER ACHIEVED SUBSIDIZED OR UNSUBSIDIZED EMPLOYMENT?	

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT FOUR (4) PROGRAM NARRATIVE

Please provide the following information in clear, concise language 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

1. Please provide a description and brief history of your organization. If you plan to subcontract any portion of the training, please provide a history and background of the partnering agency.
2. Describe how your agency has provided services to individuals who may have had challenges to employment.
3. Please provide a third-party evaluation which documents performance outcomes from similar programs. Include the most recent data on enrollment, successful completion/certification, and if applicable, placement into employment. The report must be submitted on the evaluating agency's letterhead.
4. Describe in detail your training facility accommodations, including capacity, and documentation of American with Disabilities Act (ADA) compliance.
5. Include 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 the job description.

Program Design

All responses to this RFP must ensure the following is included in the program design:

- Training program that leads to employment in high priority occupations for the target population. Respondents who wish to propose training that results in occupations that are not considered high priority are encouraged to submit information and data that demonstrates the need for such training, analysis of hiring trends in the Philadelphia area, and a career pathway to be considered

A listing of high priority occupations can be found at:

<http://www.philaworks.org/workforce-information-works/high-priority-occupations/>

- Curriculum that aligns with industry standards and requirements for certification
- A list of staff and their credentials to show evidence of qualification, especially as it relates to certified skill areas
- If applicable, a full description of any subcontracted services and the details of the agreement

Vocational Skills Training Request for Proposals for Fiscal Year 2019

Training Curriculum

All respondents must provide a program narrative that includes the following:

- Preferred and minimum grade level/entry requirements for the class. Prerequisite eligibility requirements must also be detailed
- Application, intake, and enrollment processes
- Integrated contextualized literacy, which may be done in concert with a literacy provider or with internal staff with the expertise to deliver reading and math upskilling within a vocational context. The specific model that will be used to incorporate literacy into training must be detailed. Also include how you will support individuals that are not progressing as expected
- The full name of the credential offered, and the credentialing body
- An explanation of the value of the credential being offered within the industry of training
- A description of the marketable skills that will be earned by students when the program has completed
- How the industry specific skills developed through this training will improve students' chances of gaining and retaining employment in the industry
- The full curriculum and the subjects the training will cover including the duration of training. A class schedule with hours per week must be included
- The syllabus the student will receive with the **goal** of each lesson, and **how** each lesson will be taught
- How student progress will be assessed throughout training, including any industry-recognized and standardized assessments
- A description of how much study time outside of the classroom will be required per week to pass the course and obtain the credential
- A full description of the credentialing process from preparation and examination through to credential attainment. Please include time frames
- The minimum number of students needed to begin a cohort/class, and the maximum capacity for each class
- A detailed description of employer partnerships that directly support the employment goals of PA CareerLink® customers that have completed training and obtained their credential

Learning Environment

A detailed description of all learning environments, including classrooms, clinical labs, computer labs or other industry specific training equipment and environments must be included.

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT FIVE (5) RESPONDENT'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 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 respondent 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 THE BUDGET PAGE

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT SIX (6) BUDGET, BUDGET NARRATIVE, AND COST ALLOCATION PLAN

Budget and Budget Narrative

All organizations responding to this RFP 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. Please use Philadelphia Works budget template located here: <http://www.philaworks.org/about-us/procurement-opportunities/>.

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.

In the narrative, please provide detailed information regarding the line items proposed in the budget.

Instructions:

Administrative and/or Indirect Costs and Profit

Agencies must allocate expenditures as Administrative 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.

Cost Allocation Plan

Respondents 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.

IT Related Equipment

IT equipment includes but is not limited to, computers, printers, copiers, telephones, televisions, audio visual equipment, internet access, software, software licenses, etc.

Philadelphia Works will pay providers properly documented allocated pro-rate share of all equipment utilized in the fulfillment of Philadelphia Works funded programs or project objectives.

Generally, Philadelphia Works does not purchase IT related equipment for providers. Philadelphia Works reserves the right to purchase equipment for specific prescribed projects when circumstances dictate. When Philadelphia Works does agree to purchase equipment, the procedures are as follows:

Vocational Skills Training Request for Proposals for Fiscal Year 2019

The contractor will submit a request to Philadelphia Works' Operations department specifying need, cause and specific equipment required. The requisition should include:

- Quantity
- Description of IT equipment
- Suggested specifications
- Purpose of IT equipment
- Justification for IT equipment

If approved, Operations will submit the request to the IT Director of Philadelphia Works. The IT Director will verify funding with the Finance department. After verification of funding the IT Director will request bid from current approved vendors and proceed with procurement.

Once received, the contractor must pick up equipment from the Philadelphia Works IT Director. Signatures of authorized staff are required for release of equipment. The contractor will maintain custodial responsibility while in possession of the IT equipment. Normal wear and tear is expected, but the contractor will be responsible for all repairs, at their expense, if equipment is misused or damaged in any way. Repairs are not to exceed the cost of replacement. Cost of repairs or replacement may be automatically deducted from final payment to the contractor.

Once the contract has matured, the contractor must return the IT equipment to the Philadelphia Works IT Department for final inspection.

Please contact Philadelphia Works at vstraining@philaworks.org if you have any questions regarding equipment purchases in response to this RFP. Answers will be posted online at www.philaworks.org.

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT SEVEN (7) CERTIFICATE OF INSURANCE

General Liability Insurance, Fidelity Bonding Insurance and Workers Compensation Insurance. All certificates of insurance must exhibit dates for coverage that coincide with the contract period.

Philadelphia Works Insurance Requirements

1. Philadelphia Works, Inc. Vendors and Subcontractors must show proof of insurance for the following:
 - Workers' Compensation
 - General Liability
 - Fidelity Bond or Employee Dishonesty
 - Other Insurance as applicable to contract specifications (i.e. Car Insurance, Construction Bond, etc.)
2. The proof of insurance must be active policies. No terminated policies can be accepted.
3. The following are accepted coverage limits for General Liability and Fidelity Bond/Employee Dishonesty:
 - For contracts that do not exceed \$1,000,000, the subcontractor must be insured for the face value of the contract.
 - For contracts that are between \$1,000,000 and \$5,000,000, the subcontractor must be insured for at a minimum \$1,000,000 or one half of their budget, whichever is larger.
 - For contracts that exceed \$5,000,000, the vendor must be insured for at least \$2,500,000.
4. Master Agreements will be handled on a case by case situation based on the anticipated number of enrollees and the value of their addenda.
5. Accepted coverage limits for General Liability and Fidelity Bonding/Employee Dishonesty will be based on the combined value of written contracts by Philadelphia Works, Inc., to a vendor or subcontractor for the current fiscal year.
6. No proof of insurance will be required for vendors (Consulting contracts and Letters of Agreement) whose contract does not exceed \$10,000.
7. The Philadelphia Works, Inc. Contract Manager(s) may accept a written waiver for bond insurance for the following:
 - Wage Subsidies
 - Vendors and Subcontractors under \$50,000

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT EIGHT (8) AUDITED FINANCIAL STATEMENTS

All respondents must attach a copy of the following:

Most recent Audited Financial Statements performed in compliance with *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
- 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 organizations management/strategic plan which must also include an allocation of expenses, processes and trends.

Vocational Skills Training Request for Proposals for Fiscal Year 2019

ATTACHMENT NINE (9) LETTERS OF SUPPORT/ACCREDITATION

Please attach any letters of support from employers who have vetted the proposed curriculum and validated that the training develops the skills and competencies needed to obtain the industry recognized credentials and be successful in the workplace. If your agency is accredited, please attach supporting documentation.