

## Request for Proposal Organizational Consultant

### Purpose

Philadelphia Works, Inc. invites competitive proposals for a consultant to assess current organizational and functional units and based on stakeholder interviews and other data collection methods, provide a recommendation that will allow for a fully aligned structure to successfully pursue our strategic goals and objectives.

### Organizational Background

Philadelphia Works is the workforce development board for the City of Philadelphia charged by the Mayor to lead the city's broadly defined workforce system. The mission of Philadelphia Works is to connect employers to a skilled workforce and to assist individuals develop the skills needed to thrive in the ever-changing workplace. Philadelphia Works is primarily funded by federal and state workforce development funds, as well as privately raised funds to support the organizations' mission.

Philadelphia Works:

- Sets policy for the workforce development system and strategic investment of workforce development funds.
- Conducts research on employment and workforce trends and shares findings with businesses, policy makers, service providers and the media.
- Promotes public policy that meets the needs of jobseekers and employers.
- Creates innovative partnerships and services to upgrade the skills of Philadelphians and meet employers' needs.
- Funds and provides technical assistance on career guidance, job training, and job placement services to Philadelphia jobseekers.

Philadelphia Works oversees four One Stop Centers called PA CareerLink® Centers throughout Philadelphia. These centers provide integrated workforce development services to individuals seeking employment and employers who wish to hire staff. Services provided at the PA CareerLink® centers are open to the public and easily accessible.

## Project Description

By redesigning the organizational structure, Philadelphia Works will be able to:

- Clearly define the roles and responsibilities of staff and how they interact with each other
- Evaluate how the divisions are constructed and identify any duplication of effort with contracted vendors
- Enable better communication and collaboration among departments
- Set up Philadelphia Works Inc for future growth
- Develop systems of reporting and analysis that will lead to greater accountability

The contracted consultant will provide recommendations for change based on staff interviews and research of other similar workforce boards. Specifically,

- A new organizational chart will be recommended
- A meeting with Executive Team to discuss recommendations will be facilitated

## Timetable for Work

Philadelphia Works Inc is planning to hire a consultant as soon as possible to start the evaluation and analysis of the organization so appropriate changes can be implemented. The actual time of the project will be based on the consultant's availability. It is anticipated the scope of work could be completed within a month. Interim and final recommendations will be submitted to the President and CEO.

## Proposal Submission

Provide a 2–3-page narrative how you would conduct this work including any relevant work experience with workforce development boards. Provide an hourly rate or a project rate.

All submissions are to be sent to H. Patrick Clancy, President and CEO, Philadelphia Works Inc, [pclancy@philaworks.org](mailto:pclancy@philaworks.org)