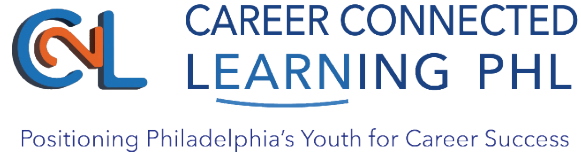




*on behalf of*



# Request for Proposals

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## Career Connected Learning PHL – School Year 2024-2025 and Summer 2025 Programs

**Release Date: Tuesday, June 4, 2024**

**Bidder's Conference: Monday, June 17, 2024 at 11:00AM ET**

**Notice of Intent to Apply: Thursday, June 27, 2024 by 5:00PM ET**

**Applications Due: Monday, July 15, 2024 at 5:00PM ET**

### Submission Details

Applications will be accepted electronically. To submit an application, all applicants must submit a "Notice of Intent" ("NOI") to apply via this [link](#). The submission of an NOI is strongly encouraged by 5 pm ET on Thursday, June 27, 2024. All organizations who complete an NOI by this date will receive a unique link for the application and supporting documents on Friday, June 28, 2024. NOIs Submitted after this date will be accepted, however it may delay the delivery of the application submission link.

Questions about this RFP should be submitted electronically to [procurement@jevs.org](mailto:procurement@jevs.org).

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## **Section I: Introduction**

JEVS Human Services (JEVS), as the Fiscal and Contracting Intermediary (“Intermediary”) supporting the Career Preparation activities within the local initiative, Career Connected Learning PHL (“C2L-PHL”), invites high-performing, youth-serving non-profit organizations operating in neighborhoods across the City of Philadelphia (“Providers”) to apply for funding through this competitive Request for Proposal (“RFP”) process. JEVS welcomes proposals to operate developmentally appropriate programming in School-Year 2024-2025 and/or Summer 2025. Organizations may choose to submit a proposal for year-round programming (school-year and summer) or summer programming only.

**Please note: while applicants can select to apply for year-round or summer only, there are a limited number of year-round slots and applicants may be assigned summer-only slots even if applying for year-round.**

### **A. Career Connected Learning Overview**

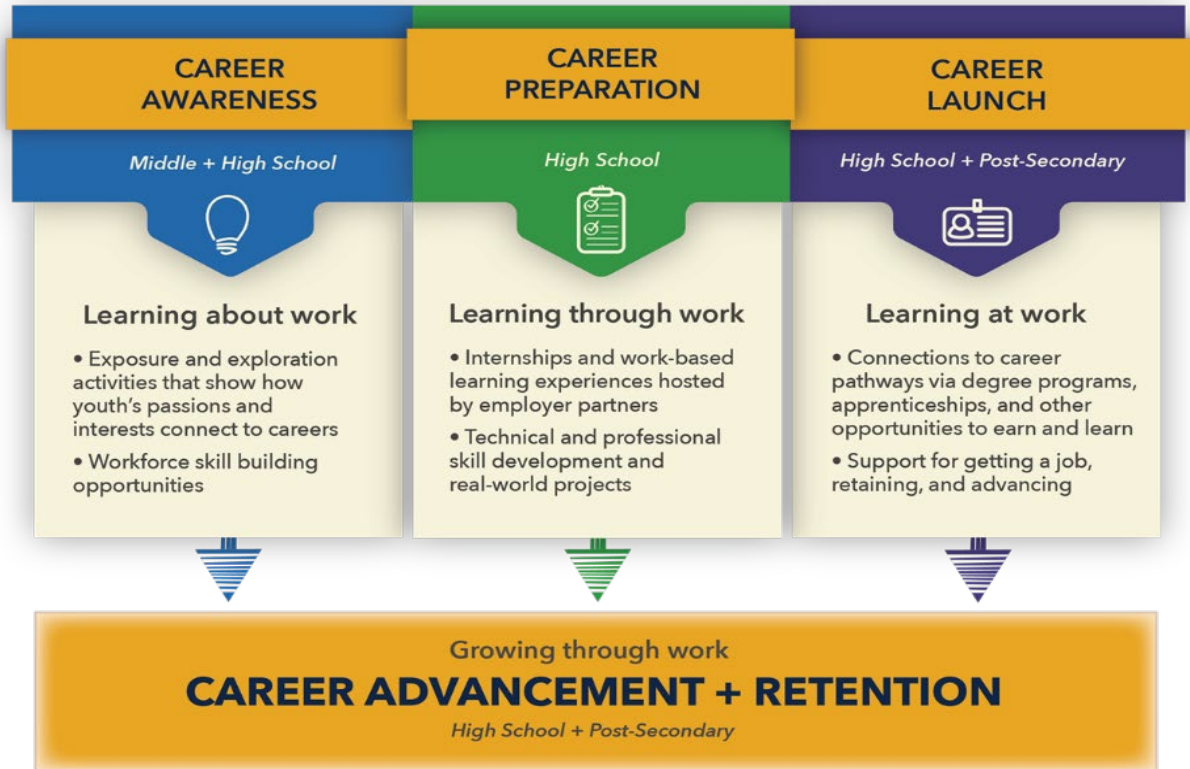
C2L-PHL is Philadelphia's version of Career-Connected Learning. This proven model helps youth develop the knowledge, skills, and mindset they need to enter the workforce, careers, and community life. This citywide collaboration focuses on three goals for youth:

- Explore different career paths and fields.
- Work on the skills needed to achieve their career goals.
- Uncover their strengths and passions to inform career decisions.

C2L-PHL is a collaboration of the City of Philadelphia (“City”), Philadelphia Works Inc. (“PhilaWorks”), and the School District of Philadelphia (“District”). These system funders released an RFP and selected JEVS Human Services (“JEVS”) to serve as the fiscal and contracting intermediary for C2L-PHL. In this capacity, JEVS supports program operations and will competitively procure sub-contracted providers through this RFP process. An additional RFP was released and Foundations, Inc. was selected to serve as the capacity building entity. In this capacity Foundations is responsible for increasing the ability of C2L-PHL programs to achieve positive outcomes for youth and youth workforce providers.

Career connected learning is rooted in the idea that the best way for youth to build the skills essential for a successful career is through direct, hands-on experience connected to rigorous classroom learning and reflection. PhilaWorks, the City, the District, and JEVS are committed to supporting large-scale, coordinated career connected learning efforts to engage youth in meaningful on-the-job experiences that expose students to career options and pathways, build workforce skills, earn industry-valued credentials, and connect Philadelphia’s youth to next steps towards jobs that pay a living wage and provide opportunities to continue career advancement.

Career connected learning activities are offered along a continuum: Awareness, Preparation, and Launch as described below:



To learn more about C2L-PHL, go to [www.phila.gov/C2LPHL](http://www.phila.gov/C2LPHL).

### B. Statement of Purpose

As the C2L-PHL Intermediary, JEVS invites high-performing youth-serving non-profit organizations operating in neighborhoods across the City of Philadelphia, to apply for funding through this competitive Request for Proposal (“RFP”) process to provide developmentally appropriate programming in School Year 2024-2025 and/or Summer 2025. Organizations may choose to submit a proposal for year-round programming (school-year and summer) or summer programming only.

**Please note: while applicants can select to apply for year-round or summer only, there are a limited number of year-round slots and applicants may be assigned summer-only slots even if applying for year-round.**

Organizations identified via this RFP will serve youth and young adults ages 12 - 24 years old with a target population within the age range 14 to 18 years old. Successful applicants will be responsible for offering the C2L-PHL program model (“Model”). The Model is a career-immersive, holistic approach to preparing youth to achieve long-term educational, career and personal goals, including self-sufficiency (see [Appendix A](#)). The Model is designed to provide comprehensive support along three interrelated objectives:

1. Youth are given access and experiences to explore different career paths and fields.
2. Youth are equipped with the tools and skills they need to explore, set, and achieve career goals.
3. Youth know how to identify and utilize their strengths and passions to inform career decisions.

The Model prioritizes consistent exposure and professional development, strengthened with a variety of workplace activities that allow youth to explore multiple fields and occupations. It also offers multiple

pathways for for-profit and non-profit businesses to engage with the system and to start or continue to strengthen their relationship with the workforce system. The Model includes professional development training for youth participants and work-readiness programming to prepare youth for other employment and internship opportunities. Programming is provided via:

### **Summer Programming**

Summer programs, operating between June and August, offer educationally enriched work-based learning opportunities to in-school youth, especially those in 9th through 12th grade. Participants complete 120 hours, made up of 30 hours of professional development that leads to 90 hours of internship/work-based learning placement. Experiences will be wage-based or stipend-based at the discretion of funders.

### **School Year Programming**

School year programs, operating between October and May, offer educationally enriched work experience opportunities to in-school youth, especially those in 9th through 12th grade. This is made up of two cohorts of 60 hours each, one in the Fall and one in the Spring. Each cohort includes 20 hours of professional development followed by 40 hours of internship/work-based learning placement. Experiences will be wage-based or stipend-based at the discretion of funders.

## **C. Priority Populations**

C2L-PHL programs are intended to prioritize specific populations to maximize their work-based learning opportunities. Preference will be given to providers showing that they have a history of successfully delivering programs and services and a clear plan for recruitment and enrollment of the following priority populations:

- Youth who are juvenile justice court-involved
- Youth who are involved in the child welfare system including those who are in foster care or aging out of foster care
- Youth who have disabilities
- Youth who are pregnant or are parenting

Providers should show that their experience and accessibility also allow for young people of all types to identify opportunities, access services, and engage with employers and training opportunities that are better suited to accommodate their specific needs.

## **Section II: RFP Requirements**

### **A. Who is Eligible to Apply**

Proposals will be accepted from non-profit organizations that can demonstrate at least one year or more experience serving youth residing in Philadelphia. Organizations must have demonstrable youth development experience and outcomes to operate workforce and education programs. Any organization applying to operate year-round programs must also demonstrate the ability to start-up and implement programs in October.

Applicants must be in good financial standing and may not have been declared ineligible by the City, state, or federal governments for funding. Organizations must be tax exempt under Section 501(c)3 of the Internal Revenue Code and must submit a copy of their most recent IRS Determination Letter. Selected providers will also be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security and financial controls to JEVS prior to contract execution. JEVS, in soliciting requests for proposal, 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.

**NOTE:** Current OCF-funded Out-of-School Time (OST) general high school providers funded through City's OST Intermediary, do not need to complete this application for currently funded general high school OST sites. OST Providers requesting to operate a program at a different site do need to complete this application. Additionally, special entities including The Free Library of Philadelphia, The Philadelphia Department of Parks and Recreation, and The School District of Philadelphia that have been dedicated C2L-PHL slots are providers for C2L-PHL in Summer 2024 do not need to apply for this RFP.

## B. Funding Availability, Contract, & Payment Structure

Funding for this project is contingent upon the availability of funds. The intent of this RFP is to select multiple providers to implement the C2L-PHL program model for year-round activities during School-Year 2024-2025 and/or activities during Summer 2025. Contracts will be cost reimbursement. The successful applicants will be responsible for incurring costs and submitting documentation to JEVS to receive reimbursement of substantiated expenses. Sample documentation includes payroll registers, invoices, canceled checks, proof of purchase, and proof of youth participant activity, etc. Providers will be responsible for maintaining adequate records to document all expenses charged to the contract agreement with JEVS.

Applicants for year-round programs are expected to launch programs in October 2024 with a limited start-up period. Applicants for summer only will be expected to launch programs in June 2025. A cost per slot has been determined based on youth compensation and programming as outlined below:

- Year-Round (school-year and summer): \$3,852 per slot
- Summer only: \$1,352 per slot

Applicants must propose to serve at least 25 slots and a maximum of 100 for year-round and at least 25 slots and a maximum of 1,000 for summer-only. This cost-per-slot amount does not include the costs for youth compensation which will be administered by JEVS. Upon award, providers will be expected to develop a line-item budget. JEVS reserves the right to negotiate the contract period and costs of all services upon award selection. Application to this RFP does not guarantee a contract.

**Please note: while applicants can select to apply for year-round or summer only, there are a limited number of year-round slots (about 500) and applicants may be assigned summer-only slots (5,000+) even if applying for year-round. If funding for more slots becomes available, additional slots may be allocated to respondents of this RFP.**

C2L-PHL contracts may be supported by the U.S. Department of Health & Human Services. A range total of \$3,380,000 - \$3,636,640 or 40%, of the program is financed with federal funds, and \$5,454,960 - \$6,084,000 or 60%, is funded by other sources.

## C. General Disclaimer

This RFP does not commit JEVS to enter into an agreement with any organization. JEVS is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP. JEVS may consult with the City, PhilaWorks and the District in deciding, in its discretion, which contracts to award for the benefit of the C2L-PHL program. This includes a review of C2L-PHL program distribution geographically

and based on the allocation of other services funded by the City, PhilaWorks, or the District. If an Applicant is not awarded a contract pursuant to this RFP, neither JEVS nor anyone else shall be obligated to debrief unsuccessful Applicants as to the basis for the decision not to award a contract to them. At their sole discretion, JEVS, following approval by PhilaWorks, the City, and the District has the right to cancel this RFP or to decide not to enter into contracts on the basis of this RFP.

### **Section III: C2L-PHL System Support to Providers**

#### **A. Intermediary Responsibilities**

JEVS serves four major functions as the Fiscal and Contracting Intermediary for PhilaWorks, the City, and the District:

1. Procure, manage, and monitor subcontracts with youth service providers who offer C2L-PHL programs.
2. Support program operations and implementation in alignment with the Model (see Appendix A) for at least 8,000 work-based learning opportunities.
3. Provide orientation, training, and supports for providers to ensure compliance with programmatic and fiscal requirements.
4. Collaborate with system stakeholders to engage employers and advance the goals of the overall C2L-PHL system.
5. Utilize designated C2L-PHL application and enrollment process.

To support providers, JEVS will specifically provide:

- Streamlined processes and protocols for youth recruitment, application, and enrollment; service delivery; data collection; and marketing and communications.
- A web presence and branding collateral for C2L-PHL.
- A process for clearances and background checks for youth and supervisors.
- A process for worksite agreements.
- Management of youth compensation (wages or stipends).
- Support with business engagement and oversight of all worksite agreements.
- Ongoing training and technical assistance for programmatic and fiscal functions.
- Oversight to ensure compliance with all city, state, and federal requirements.
- Increased capacity for fundraising efforts.
- Performance and outcome reporting.
- Coordination with the Capacity Building Provider to ensure access to professional development, resources, events, and other opportunities.

#### **B. Capacity Building Provider Responsibilities:**

The Capacity Building Provider will support organizations who operate C2L-PHL programs. This includes those programs offered through Out-of-School Time (OST) and youth workforce programs funded by the Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF).

The Capacity Building Provider will work to accomplish the following goals for PhilaWorks, the City, and the District:

1. Enhance program quality by providing resources and training to support implementing the program model with fidelity.
2. Utilize field experts to develop and host a library of career connected learning content to be accessed across all youth workforce providers.
3. Develop multiple delivery methods for youth workforce providers to access professional development opportunities.

4. Work closely with the C2L-PHL Intermediary, PhilaWorks, the City, and the OST intermediary to assess and respond to provider skill gaps and programmatic capacity-building needs.
5. Support the programmatic developmental needs and implementation of the C2L-PHL program model (see Appendix A) for youth workforce providers.

The Capacity Building Provider for C2L-PHL is responsible for the following:

- Increasing the ability of C2L-PHL programs, including WIOA Youth, TANF Youth and OST, to achieve positive outcomes for youth and youth workforce providers.
- Meeting or exceeding the applicable performance objectives for youth as identified by PhilaWorks and/or the Commonwealth of Pennsylvania and/or the City and/or the District.
- Collaborating with JEVS, PhilaWorks, the City, and the OST intermediary to identify the support and developmental needs of youth workforce providers.
- Supporting the alignment of youth workforce development programs with other citywide initiatives and efforts to ensure access to quality workforce support across the city.
- Building knowledge and skills for front-line and supervisory staff in accordance with the core competencies for youth work professionals identified in the C2L-PHL continuum.
- Supporting organizational development and continuous quality improvement through the adoption of exemplary management practices and data-informed decision-making.

## **Section IV: Youth Provider Scope/Service Requirements**

Successful applicants that are awarded contracts with JEVS will serve as providers of Career Connected Learning programs. Successful applicants must demonstrate the capacity to deliver on the following responsibilities to support Philadelphia’s youth and young adults.

### **A. Provider Service Requirements**

#### **1. Outreach, Recruitment, and Retention**

The Provider will have a clear plan including the total number of youth to be served, dedicated staff time, and a strategy for outreach, recruitment, and program retention to identify and retain prospective participants. It is expected that the Provider will meet target enrollment numbers and retain participants to complete the program. The Provider is responsible for regular in-person outreach events, at a minimum 2-3 per month, for the public until all slots are filled. Program times and enrollment strategies may vary based on service offerings and participants; however, the Provider will identify projected program timelines in alignment with the required C2L-PHL Program Model.

The Provider will work closely with JEVS to implement an equitable and fair recruitment and enrollment process. As the intermediary, JEVS will work with providers to process applications and enrollments.

Providers must:

- Meet established enrollment targets.
- Utilize the designated C2L-PHL application and enrollment system.
- Adhere to the enrollment timeline established by JEVS.
- Enroll youth who are known AND unknown to them who express interest in their program via the application process.

In some cases, existing Providers may know youth who wish to engage in the program. This will require Providers to instruct all interested youth to complete applications in the designated application system which JEVS will ensure are forwarded to the provider upon completion. The provider will then be responsible for contacting and connecting with the participant to enroll in the program, using the



designated enrollment system. The process will include a formal intake and orientation as with all other applicants.

JEVS will provide technical assistance for providers. Direct assistance for youth applicants will be provided by a customer support center where staff will assist young people who are not able to complete the application. The customer support center will also coordinate linking youth to providers – this includes youth who are known AND youth who are unknown to providers.

## **2. Enrollment, Eligibility Determination, and Assessment**

Providers will need to adhere to the program eligibility of all participants and determine the appropriate program fit or otherwise refer prospective participants to other program opportunities. Dedicated staff will be responsible for collecting necessary documentation to determine eligibility and complete enrollment via the designated application and enrollment system. To participate in core activities, youth participants must be:

- 12 – 24 years old (not required to serve all these ages, priority will be given to those who are 14-18 years old)
- Residents of Philadelphia
  - *Note:* Youth connected to foster care or the justice system who are placed outside of Philadelphia but have an open case in Philadelphia will be considered residents.
- Low-income eligible (as determined by funders)

C2L-PHL programs must prioritize services for the following populations:

- Youth who are juvenile justice court-involved
- Youth who are involved in the child welfare system including those who are in foster care or aging out of foster care
- Youth who have disabilities
- Youth who are pregnant or are parenting

JEVS will support Providers by ensuring these populations and the systems that support them have C2L-PHL application and enrollment information early and may choose to open the program application early for these populations. Based on data from programming in 2024, JEVS may implement a requirement that a percentage of participants enrolled are part of one of the priority populations.

## **3. Supportive Services**

Supportive services are services that enable an individual to participate in program activities. The most common types of supportive services are assistance or payments for transportation and vital documentation (ex: birth certificate, State ID, or school records). Providers will need to demonstrate relationships with local organizations and dedicate funds to provide supportive services to participants based on individual need while active in the program. Leveraging costs and resources to provide Supportive Services is a priority; costs per participant should be reasonable.

## **4. Work-Based Learning and Employer Engagement**

Providers must offer 80 hours of work-based learning for school-year participants (40 hours in the fall and 40 hours in the spring) and 90 hours of work-based learning for summer participants. This could include internships, service learning, and/or project-based learning experiences. These opportunities could be offered in partnership with employers or through the organization. Providers are responsible for

establishing a schedule of activities and ensuring youth engagement throughout the program (see Section II, D. below for more detail about tracking and reporting requirements). Providers will collaborate with PhilaWorks, the City, the District, and JEVS to recruit worksites, manage clearances and background checks, and ensure quality experiences.

### **5. Professional Development**

Providers must offer 40 hours of professional development (20 hours in the fall and 20 hours in the spring) and summer providers must offer 30 hours of professional development for youth participants respectively. This can include but is not limited to skill building, career exposure, and financial literacy. Prior to starting their work-based learning, youth must first complete at least 6 hours (for year-round programming) or at least 8 hours (for summer programming), with a maximum of 15 total hours of professional development prior to work-based learning. Staff should support youth and young adults to understand themselves, their potential career pathways, and the process by which they can achieve their career goals. Providers will offer opportunities for participants to develop, practice, and enhance the skills required to be successful in the workforce and/or postsecondary education. Providers are responsible for establishing a schedule of activities and ensuring youth engagement throughout the program (see Section II, D. below for more detail about tracking and reporting requirements).

### **6. Outreach and Communications**

The C2L-PHL brand is managed by PhilaWorks and the City. The Provider will abide by all C2L-PHL branding and communication guidelines set forth by PhilaWorks, the City, the District, and the Intermediary. Brand guidelines, design elements, and templates will be shared with the Provider. All outreach and program materials must follow the C2L-PHL brand guidelines. The Provider should inform JEVS of any relevant C2L-PHL media events, press releases, and publicity in advance as well as any relevant meetings or outreach with public officials.

### **B. Provider Staffing Responsibilities, Initial and Ongoing Training, and Support to All Staff**

The appropriate staffing plan is necessary to manage the program requirements as well as the programmatic, administrative, and executive functions. Providers must designate at least one staff person as the primary lead and contact to ensure the successful implementation of this scope of work. Given the nature and demands of C2L-PHL, the Provider must have the capacity and infrastructure to support all functions of funding regulations and expectations. Key responsibilities include, but are not limited to: contract administration, tracking expenses and preparing invoices, youth recruitment and enrollment, data entry to maintain youth records, engaging worksites, robust mentoring and support for youth, and maintaining contact with youth.

The Provider is responsible for hiring, onboarding, and training new staff as needed for the program, and ensuring staff attend mandatory training sessions facilitated by JEVS or the Capacity Building Provider. Regular training and technical assistance sessions hosted by JEVS will include topics such as youth application and enrollment, privacy/confidentiality, tracking participation and attendance, and reporting performance outputs and outcomes. Sessions hosted by the Capacity Building Provider will include topics such as program quality, youth voice, peer-to-peer support, and trauma-informed care.

### **C. Data and Technology Requirements**

Provider staff are required to be proficient with data entry and management in off-the-shelf and cloud-based data systems. Provider staff need to have experience with and access to cloud-based operating

systems such as Office 365.

The Provider is required to have data security policies and protocols that align with industry standards and utilize software and operating systems compatible with Office 365. Provider software, operating systems, and data security programs are required to use multi-factor authentication. Provider needs to demonstrate capacity and practical use of the following IT industry-standard practices. Detailed requirements in these areas will be included in the contract:

- Information Security Management
- IT Assets Protection
- Encryption and Data Management Controls
- Remote and On-Premise Access Controls
- Vulnerability and Patch Management
- Business Continuity and Disaster Recovery

**D. Program Performance & Data Management**

The Provider is required to utilize an electronic system of record to document and report all outputs and outcomes for program operations. Data collected will include but is not limited to recruitment efforts, youth demographics, youth application, enrollment, eligibility, program activities, internship placements, and time/attendance. All data collected will be the sole ownership of PhilaWorks and the City. JEVS and Providers will have the right to use data collected for reporting, compliance, assessment, and quality assurance purposes according to applicable law.

Youth files must be stored electronically and maintained in alignment with local, state, and federal record retention policies and any applicable contractual requirements. The Provider must designate and manage staff that will oversee participant electronic files and report participant information and program progress.

The Provider must adhere to weekly data entry deadlines to ensure timeliness of payment to youth participants. Data entry for activity and participation must be fully completed by each provider. Failure to meet this deadline may result in payment to participants being delayed.

The Provider, along with JEVS (measures that JEVS is solely responsible for are *italicized*), is responsible for a set of measures in alignment with the required program model. The following measures will be reviewed to evaluate performance:

Outputs	Measurement
Applications & Enrollments	<ul style="list-style-type: none"> <li>● 100% of contracted slots are filled</li> </ul>
Supportive Services Delivered	<ul style="list-style-type: none"> <li>● 85% of those that request support services receive the services they need</li> </ul>
Youth Participation	<ul style="list-style-type: none"> <li>● 85% of enrolled participants attend professional development before placement (School Year = 6 hours; Summer = 8 hours)</li> <li>● 80% of participants complete professional development training by the end of the experience (School Year = 20 hours; Summer = 30 hours)</li> </ul>
Youth Payments	<ul style="list-style-type: none"> <li>● 85% of youth submit participation records on time for each pay period</li> <li>● <i>100% of youth are paid timely following submission of youth</i></li> </ul>

Outputs	Measurement
	<p><i>participation documents (Intermediary responsible)</i></p> <ul style="list-style-type: none"> <li>100% of youth are fully paid for all participation (Intermediary responsible)</li> </ul>
Employer and Worksite Engagement	<ul style="list-style-type: none"> <li>55% of work-based learning sites return as a worksite</li> <li>100% of worksite agreements are completed prior to the start of programming</li> </ul>
Youth Program Completion	<ul style="list-style-type: none"> <li>75% of participants will successfully complete their professional development and work-based learning (School Year = 48 or more hours; Summer = 72 or more hours)</li> </ul>
Youth Survey Completion	<ul style="list-style-type: none"> <li>65% of participants will complete the end-of-program survey</li> </ul>

Outcomes	Measurement
Youth, Caregiver, and Provider Satisfaction	<ul style="list-style-type: none"> <li>85% completion of the end of program survey</li> <li>75% of participants report a positive experience with the program</li> </ul>
Work-Based Learning Satisfaction	<ul style="list-style-type: none"> <li>75% of work-based learning sites report a positive experience with the program</li> </ul>
Professional development including Financial Literacy	<ul style="list-style-type: none"> <li>70% of participants report professional development in job readiness</li> <li>70% of participants report professional development in financial literacy</li> </ul>
Career Pathway Knowledge	<ul style="list-style-type: none"> <li>90% of youth report learning about career fields and pathways</li> </ul>
Work-based learning Site Satisfaction	<ul style="list-style-type: none"> <li>75% of work-based learning site report a positive experience with the program</li> </ul>
Internship Preparation	<ul style="list-style-type: none"> <li>70% of work-based learning site report their intern was prepared</li> <li>70% of work-based learning site report their intern was a good match</li> </ul>
Return Participants/ Work-Based Learning Site	<ul style="list-style-type: none"> <li>70% of work-based learning site report they are interested in additional engagement</li> <li>50% of participants return each year</li> </ul>
Employment & Education	<ul style="list-style-type: none"> <li>100% of District youth participants provide District-approved evidence that they completed pathway 5 of Act 158, as an option to high school graduation.</li> </ul>

The Provider is responsible for ensuring youth engagement in the program to ensure the successful completion of the measures above. Participation must be assessed and monitored regularly to ensure youth engagement and to re-engage as needed. For more details about each output and outcome, please reference the Program Model [Appendix A](#).

The Provider will provide reports bi-weekly, monthly, quarterly, and annually on programming and the use of funds to the Intermediary. All report templates will be issued by JEVS. JEVS will work with Providers to finalize reporting details (fields, definitions, frequency, due dates, etc.) and will establish a meeting schedule to review all report submissions. The Provider is also responsible for supporting the implementation of surveys to gain feedback and data from youth participants, providers, and work-based learning sites. Data must be captured timely to incorporate lessons learned and recommendations about areas of improvement for each summer and school year.

## Section V: Responding to the RFP and Application Process

Applicants must follow the procedures outlined in this RFP.

RFP Timeline	
Release of Request for Proposals	Tuesday, June 4, 2024
Bidders Conference Registration via Zoom <a href="#">here</a> (Strongly Encouraged)	Monday, June 17, 2024 at 11:00AM - 12:00PM
Deadline to submit questions via email to <a href="mailto:procurement@jevs.org">procurement@jevs.org</a> .	Tuesday, June 18, 2024 by 5:00PM
Submit Notice of Intent via <a href="#">this link</a>	Strongly encouraged by Thursday, June 27, 2024 by 5:00PM**
Applicant Receives Link to the Application	Friday, June 28, 2024**
Deadline to submit proposals	Monday, July 15, 2024 at 5:00PM

**\*\*Note:** A Notice of Intent submitted after Thursday, June 27, 2024 will be accepted, however it may delay the delivery of the application submission link.

### A. Questions & Answers; Bidders Conference

Questions can be submitted to [procurement@jevs.org](mailto:procurement@jevs.org). A Bidders Conference is planned to provide information relative to this RFP. It will be held on **Monday, June 17, 2024 from 11:00AM ET** via Zoom. While not required, attendance is strongly recommended. To RSVP, complete this [Registration Form](#) and Zoom details will be emailed to you.

### B. Notice of Intent

Prospective respondents must submit a "Notice of Intent" ("NOI") to apply via this [link](#) to inform JEVS of their intent to submit an application and ensure the organization receives the unique application link to apply (see next section, Application Submission for more details). Submission of the NOI is strongly encouraged by **5:00PM ET on Thursday, June 27, 2024**. NOIs submitted after this date will be accepted, however, it may delay the delivery of the electronic application submission link. The NOI is also for planning purposes to assist in securing the necessary number of reviewers.

### C. Application Submission

Applications are due **Monday, July 15, 2024 by 5:00PM ET**. Applications will be submitted via a unique link connected to the NOI. All applicants who complete the NOI by June 27, 2024 will receive their unique link to complete their application and upload supporting documents on **Friday, June 28, 2024**. The link will be sent to the contact person who submits the NOI. If the link is not received, please email [procurement@jevs.org](mailto:procurement@jevs.org) for support. Applicants who complete the NOI after June 27, 2024 will still be allowed to submit an application, however this may delay the delivery of the electronic application submission link.

Applicants should answer all the questions asked – a copy of the application questions can be referenced in [Appendix C](#). No late, incomplete, faxed, or hard copy applications will be accepted. Submissions that do not

follow the required format may not be reviewed.

Submitted proposals must consist of all components and attachments outlined below:

- Section 1: About The Organization & Request
- Section 2: Narrative
  - Organization Experience & Past Performance if Applicable
  - Plans for Implementation of Major Responsibilities
- Section 3: Organization Capacity
  - Administrative
  - Fiscal
  - Technical
- Section 4: Additional Support (Attachments)
  - Letter(s) of Support
  - Organization Chart
  - A Copy of the organization's 501(c)3 IRS Determination Letter
  - Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable
  - Most recent Audited Financial Statements or Form 990
- Section 5: Applicant's Certification

JEVS, is not liable for any costs incurred by applicants in preparing and applying to this RFP.

#### **D. Evaluation of Submissions**

JEVS will fund C2L-PHL programs that have the greatest probability for successful implementation; therefore, all applications will undergo a competitive review process. Proposals will be initially reviewed to ensure the standards for submission have been met as outlined in this RFP. Proposals that do not meet the minimum requirements for submission will not move forward. Proposals that meet submission requirements will be evaluated by an established review team, comprised of JEVS staff, and select external stakeholders not participating in this procurement.

Each application will be reviewed by at least two reviewers. No reviewer will be allowed to judge a proposal submitted by an institution with which the reviewer has an affiliation. Using a rubric aligned with the section requirements, proposals will be evaluated and scored based on the quality and thoroughness of submission and the extent to which each component of the RFP has been addressed. Applicants with demonstrated experience and plans for serving priority populations will be given priority consideration for funding.

The value of each section of the proposal is as follows:

#### **Maximum score – 100 points**

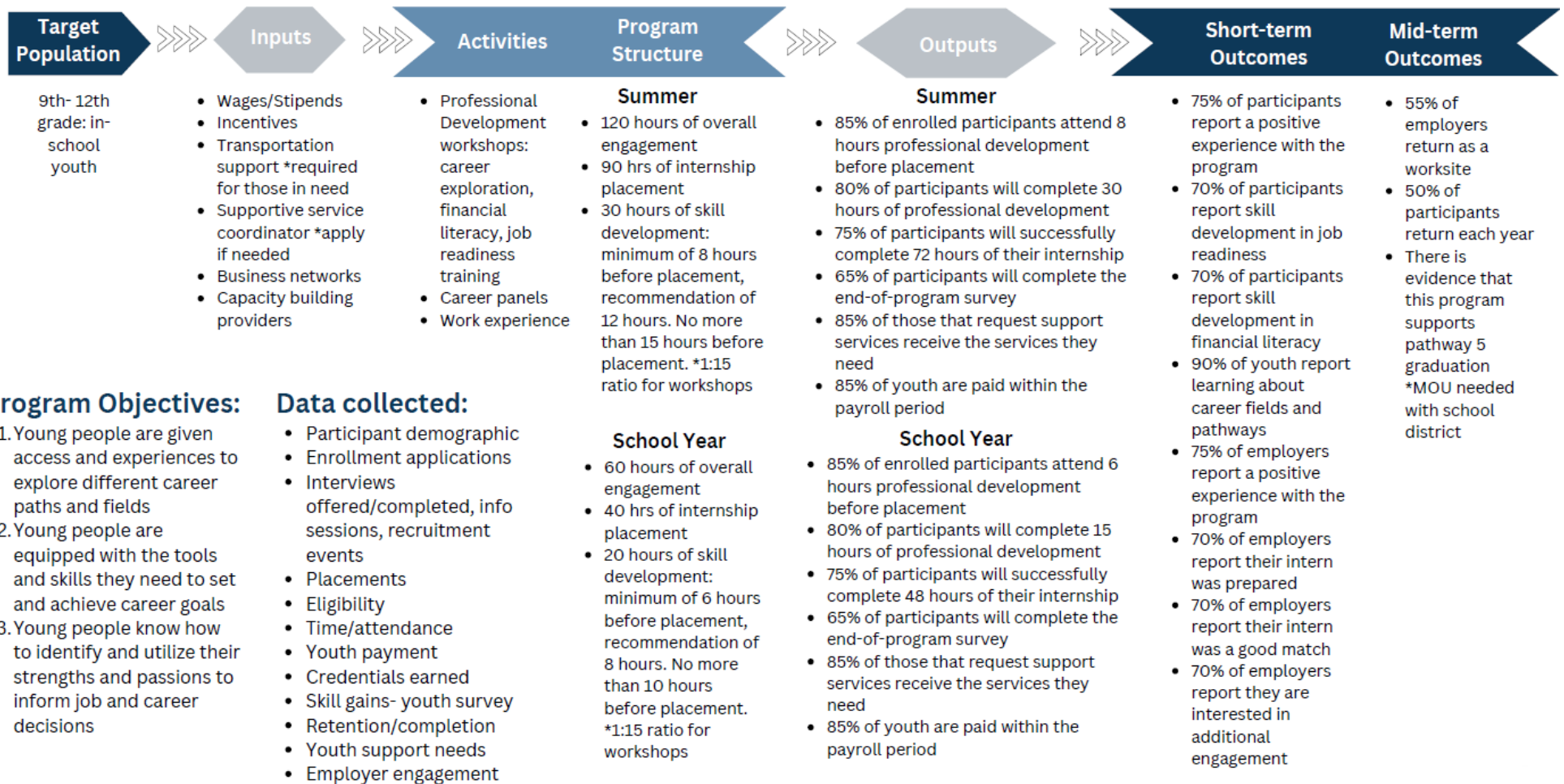
- Section 1: Organizational Experience and Past Performance – 15 points
- Section 2: Plans for Implementation of Youth Provider Scope/Service Requirements – 50 points
- Section 3: Administrative, Fiscal, and Technical Capacity – 25 points
- Section 4: Additional Support (Attachments) - 10 points

Please note that, if necessary, JEVS, the City, PhilaWorks, and the District reserve the right to select providers, regardless of scores or rank, according to the needs of the youth workforce system including but not limited to program location and services to priority populations.

At their sole discretion, JEVS, PhilaWorks, the City, and the District reserve the right to cancel this RFP. Further, JEVS, the City, PhilaWorks, and the District reserve the right to change, modify or revise this RFP at any time. All eligible entities who register for the Bidders Conference or submit a Notification of Intent will receive notification of any changes, modifications, or revisions.

## Appendix A

### Career Connected Learning: Year-Round Program Model



#### Program Objectives:

1. Young people are given access and experiences to explore different career paths and fields
2. Young people are equipped with the tools and skills they need to set and achieve career goals
3. Young people know how to identify and utilize their strengths and passions to inform job and career decisions

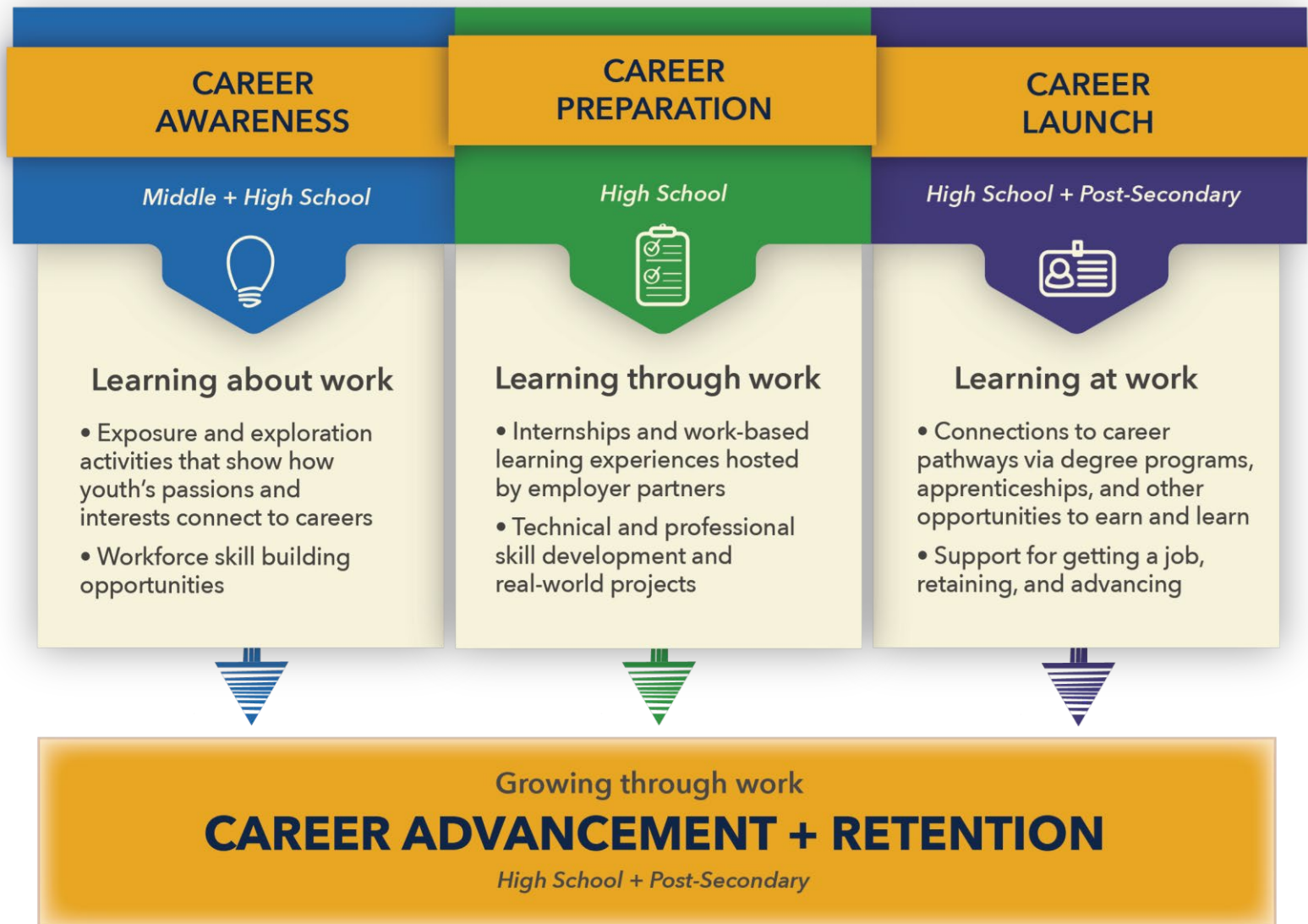
#### Data collected:

- Participant demographic
- Enrollment applications
- Interviews offered/completed, info sessions, recruitment events
- Placements
- Eligibility
- Time/attendance
- Youth payment
- Credentials earned
- Skill gains- youth survey
- Retention/completion
- Youth support needs
- Employer engagement



Appendix B

***Career Connected Learning Continuum***



## Appendix C

### Request for Proposal Career Connected Learning PHL – School Year 2024-2025 and Summer 2025 Programs

#### For Reference Only: Copy of Application Questions

<b>Section 1: ABOUT THE ORGANIZATION &amp; REQUEST</b>	
1. Organization Name:	2. Program Name:
3. Organization Address:	4. Program Address (if different from organization):
5. Does your program have multiple addresses? Yes <span style="float: right;">No</span>	6. Please include all additional program addresses:
7. Federal Tax ID (Organization or Legal Entity):	8. Is the organization minority-owned and/or operated? <span style="float: right;">Yes <span style="float: right;">No</span></span>
9. Does the organization have any connection with JEVS (including its Board of Directors)? Yes (If yes, explain.) <span style="float: right;">No</span>	10. Has the applicant agency and its staff or director ever been barred from entering contracts with City, Federal, or State government agencies? Yes (If yes, explain.) <span style="float: right;">No</span>
11. Contact person (name and title):	12. Contract signatory (name and title):
11a. Contact title:	12a. Signatory title:
11b. Contact phone:	12b. Signatory phone:
11c. Contact email:	12c. Signatory email:
13. Applying For (Select One): Year-round (school-year 2024-2025 and summer 2025) Summer 2025 only	14. Proposed Number of Slots: Year-round _____ Summer only _____
<b>Section 2: NARRATIVE</b>	
<p><b><u>Organization Experience &amp; Past Performance if Applicable</u></b></p> <p>A. Provide a general organizational description, including but not limited to year established, legal status, governance structure, mission, annual budget, and number of full-time staff (250 words).</p> <p>B. Describe the organization’s qualifications and history of operating youth workforce and education programs, especially to those identified as priority populations by this RFP. Please include specific types of services provided, dates, locations, partnerships, contract values, and related performance outcomes (500 words).</p> <p>C. Please provide information on relationships with other organizations that deliver services for priority populations, particularly those that are funded by the City of Philadelphia’s Office of Children and Families and Department of Human Services (250 words).</p> <p>D. Please provide information on existing relationships or partnerships with employers. Letters of Support can be uploaded in Section 4 (250 words).</p> <p>E. Supported by your organizational experience, provide a brief synopsis of the proposed program including how the proposed program fits into the organization’s structure. Include specific information linking the program to the organization’s mission and organizational leadership. Identify internal supports and programmatic alignments (500 words).</p>	

### **Plans for Implementation of Major Responsibilities**

- A. Describe the geographic area to be served and the accessibility of the program location including but not limited to access via public transportation and building accessibility for program participants with disabilities and families (250 words).
- B. Describe the participants who will be served including proposed number of slots, target group, ages, and schools or neighborhoods if applicable (250 words).
- C. Describe how the organization will work within the community to recruit, enroll, and retain youth participants from the priority populations identified by this RFP. Identify specific community organizations and partners with which you will connect and how you will build or develop those relationships. Letters of support should be uploaded in section 4 (500 words).
- D. Describe the organization's plan to manage and accept applications from the general public (250 words).
- E. Describe the activities, events, and communications you will create and utilize to ensure a high level of youth and family engagement (250 words).
- F. Provide an overview of how Professional Development (Skill Building, Career Exposure, Financial Literacy, etc.) activities or services will be provided (500 words).
- G. Provide an overview of how Work-Based Learning (Internship, Service Learning, and/or Project-Based Learning) activities or services will be provided (500 words).
- H. Provide an overview of how Supportive Services (Most commonly transportation support and vital documents) will be provided (500 words).
- I. Describe the organization's plan for employer partnership and any target industry focus (500 words).

### **Section 3: ORGANIZATION CAPACITY**

#### **Administrative**

- A. Describe the organization structure and highlight current and new positions that will be connected to this program. Explain how this structure will align with the staffing requirements of this RFP (250 words).
- B. Describe the organization's typical staff retention rate and capacity to fill vacant positions (250 words).
- C. Describe the organization's staff compensation plan and how it reflects the education, skills, and experience that staff bring to their positions as well as provides opportunity for wage growth over time or as additional skills are mastered (250 words).
- D. Describe organization administrative and fiscal capacity, including but not limited to the organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports (500 words).

#### **Fiscal**

- A. Does the organization have a certificate of authority to do business in the Commonwealth of Pennsylvania (250 words)?
- B. Does the organization's most recent fiscal audit indicate any material findings? If yes, please provide detail and attach the corrective action plan (250 words).
- C. Please provide a short description of the organization's accounting system and how it allows for the reporting of expenditures by individual grants. Describe the allocation method used for expenditures that are not one hundred percent (100%) directly charged to an individual grant. Describe how your organization ensures that it is reporting its fair share of costs for services, overhead, and staffing not solely devoted to work under this RFP (500 words).
- D. Describe the organization's fiscal capacity to implement and operate a C2L-PHL program under a cost reimbursement contract (250 words).
- E. What is the organization's plan to contract out or have a payment system to provide supportive services for youth participants (ex: support with transportation or paying for vital documents like a birth certificate or ID) (500 words)?
- F. Does your organization plan to subcontract any services requirements? If yes, please describe. Subcontractors are required to have a Conflict of Interest Policy for agents engaged in the award and administration of contracts supported by Federal funds (250 words).
- G. Providers are required to have insurance, including General Liability Insurance, Fidelity Bonding Insurance, Automobile Liability Insurance, Professional Liability Insurance, and Workers Compensation Insurance. All certificates of insurance must exhibit dates for coverage that coincide with the contract period. Will the organization be able to show proof of these insurances if awarded (250 words)?

**Technical**

- A. Does the organization currently have technology and procedures in place to securely transmit electronic information that is required to be private in accordance with Federal privacy/confidentiality procedures? If so, describe the technology and procedures (250 words).
- B. Provide a brief description of the organization’s monitoring, oversight, and electronic data tracking approach including quality assurance processes that are currently in-place (500 words).
- C. Describe the organization’s current experience with data systems and with analyzing and reporting on data. Explain how this experience will support C2L-PHL program activities and requirements, specifically regular data entry, enrollment monitoring, attendance monitoring and continuous quality improvement (250 words).

**Section 4: ADDITIONAL SUPPORT (ATTACHMENTS)**

Please upload the following:

- A. Letter(s) of Support
- B. Organization Chart
- C. A Copy of the organization’s 501(c)3 IRS Determination Letter
- D. Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable
- E. Form 990 or 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)
  - Corrective action plan (if applicable)

**Section 5: APPLICANT’S CERTIFICATION**

I certify that all the information provided in this application is both complete and accurate to the best of my knowledge. I also understand that if selected as a provider, I will be required to submit further detailed program and budget information.

Name of Submitter:

Submitter Title:

Submitter Phone:

Submitter Email: