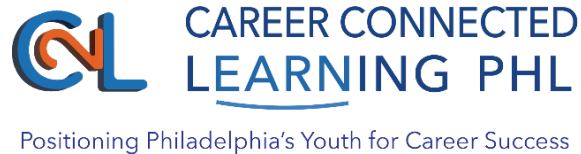




on behalf of



Request for Proposals

Career Connected Learning PHL – Summer 2026 Programs

Release Date: Monday, January 12, 2026

Bidder's Conference: Tuesday, January 20, 2026 at 3^{PM} ET via Zoom

Notice of Intent to Apply: Friday, January 23, 2026 at 5^{PM} ET

Applications Due: Monday, February 2, 2026 at 5 ^{PM} 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 Friday, January 23, 2026. 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.

Table of Contents

Section I: Introduction	3
A. Career Connected Learning Overview	3
B. Statement of Purpose	4
C. Priority Populations.....	4
Section II: RFP Requirements.....	5
A. Who is Eligible to Apply	5
B. Funding Availability, Contract, & Payment Structure.....	5
C. General Disclaimer.....	6
Section III: C2L-PHL System Support to Providers	6
A. Intermediary Responsibilities	6
B. Capacity Building Provider Responsibilities:.....	7
Section IV: Youth Provider Scope/Service Requirements.....	7
A. Provider Service Requirements	7
1. Outreach, Recruitment, and Retention.....	7
2. Enrollment, Eligibility Determination, and Assessment.....	8
3. Supportive Services	9
4. Work-Based Learning and Employer Engagement.....	9
5. Professional Development	9
6. Outreach and Communications	10
B. Provider Staffing Responsibilities, Initial and Ongoing Training, and Support to All Staff	10
C. Data and Technology Requirements	10
D. Program Performance & Data Management.....	11
Section V: Responding to the RFP and Application Process	14
A. Questions & Answers; Bidders Conference	14
B. Notice of Intent.....	15
C. Application Submission.....	15
D. Evaluation of Submissions	15
Appendix A: Career Connected Learning PHL Program Model	17
Appendix B: Career Connected Learning Continuum	18
Appendix C: Insurance Requirements	19
Appendix D: Application Questions	20

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 Summer 2026.

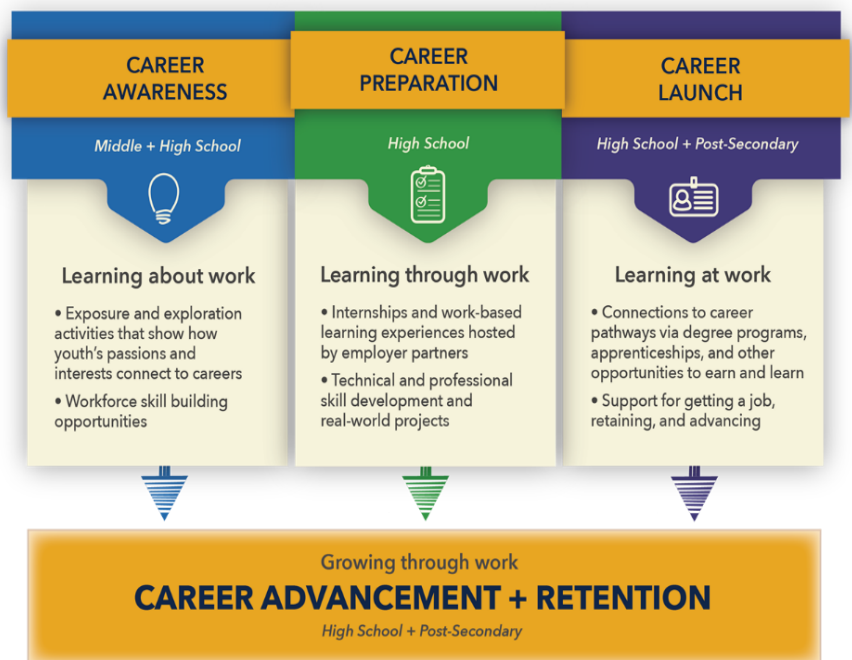
A. Career Connected Learning Overview

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.



To learn more about C2L-PHL, go to 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 Summer 2026.

Organizations identified via this RFP will serve youth and young adults ages 12 - 24 years old with a target population within the age range 13 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. For the purposes of this RFP specifically, we seek organizations with a target population of youth ages 13-18. 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.

Preference will be given to providers demonstrating programming that:

- operates in Southwest Philadelphia (19143), Olney (19120), and/or Northeast Philadelphia (19124).
- serves youth ages 13 – 18 years old.
- serves youth who are involved with the Department of Human Services (DHS).

See the [Evaluation of Submission](#) section for more details about review, scoring, and award selection.

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 must also demonstrate the ability to start-up and implement recruitment for programs as early as March 2026. **This RFP process is only open to new providers; organizations who operated C2L-PHL programs during summer 2025 are not eligible to apply.**¹

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, (see [Appendix C](#) for detailed requirements), 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) providers funded through City’s OST Intermediary may not apply for sites that are currently funded OST sites under the General Strategy High School model. These providers may apply for other sites that are not currently funded by OCF. Current providers who operate OST Specialized funded slots may apply but if awarded slots through this opportunity, will be expected to pause their OST specialized program for the summer in order to operate a C2L-PHL stipend earning program. 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 2026 and 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 activities during Summer 2026. This RFP will lead to the selection of at least 3 to 5 organizations. Contracts will be cost reimbursement. The successful applicants will be responsible for incurring costs aligned with an approved budget and submitting documentation to JEVS monthly to receive reimbursement of substantiated expenses². 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 will be expected to launch programs as early as June 2026 with a limited start up period. A cost per slot for providers has been determined based on youth compensation and programming: \$1,352 per slot for provider costs. Applicants must propose to serve at least 25 slots and a maximum of 1,000 for summer. 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

¹ C2L-PHL providers who operated in Summer 2025 are not eligible to apply for increased funding for Summer 2026 via this RFP process.

² Approved invoices are paid approximately 45 days from the date of approval by JEVS. This time frame is subject to change based on funding from the City, PhilaWorks, and the District. Late invoices are subject to non-payment.

the right to negotiate the contract period and costs of all services upon award selection. Application to this RFP does not guarantee a contract.

C2L-PHL contracts may be supported by the U.S. Department of Health & Human Services. A range total of \$241,429 - \$259,760 or 40%, of the program is financed with federal funds, and \$631,069 – \$694,331 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 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.
- Communicate with youth applicants to ensure understanding of their application and enrollment status.
- Support youth in collecting and submitting all necessary documents, and any corrections, as part of their application.

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 13-18 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)
- Have an active clearance if required for their work-based learning experience.

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. A minimum of 20% of youth enrolled in the program for each C2L-PHL session must be youth who have been or are justice-impacted and youth who are in or aging/aged out of foster care or involved with DHS. JEVS and the Provider will track this requirement based on the youth applications entered into the system of record.

3. Supportive Services

The Provider will need to have partnerships with local organizations and dedicate funds to provide supportive services to participants based on individual needs while active in the program. 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 are responsible for supportive service costs including purchases from vendors to be disbursed to participants (e.g. SEPTA) and payments made to vendors on behalf of a participant (e.g. vital document payment). All payments made for supportive services must be non-refundable. Providers must document the participant need, supportive service costs/payments, and disbursement. Necessary documents such as receipts and disbursement forms are required to be submitted monthly to the Intermediary to validate these services and expenses. 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 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.

The Provider will utilize Justifacts and Launchpad to track and report clearances for youth and supervisors. All supervisors who will oversee youth under the age of 18 require clearances, and some youth 14 years old or older may require clearances based on their work-based learning opportunity. Youth who are responsible for the welfare of other children will require clearances. This includes work-based learning opportunities like childcare, camps, and teaching/tutoring. All youth and supervisor clearances must be complete prior to the start of the program.

5. Professional Development

Providers must offer 30 hours of professional development for youth participants. 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 8 hours 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. All providers are required to offer financial literacy as part of professional development including but not limited to: budgeting, banking, savings, debt, investing, taxes, etc. 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, design and facilitation of professional development programming, 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. JEVS and the Capacity Building Provider will identify and communicate if a training is mandatory; providers are required to participate in all training that is mandatory.

The Provider is also responsible for designating staff who will host JEVS and the Capacity Building Provider staff for site visits. Staff connected to the C2L-PHL program will be required to complete self- and program-assessments facilitated by the Capacity Building Provider to inform program standards, program quality, and opportunities for growth.

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 (MFA). JEVS and the Capacity Building Provider will identify and communicate if a training is mandatory; providers are required to participate in all training that is mandatory. 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

The Providers must have access to equipment such as a scanner/copier machine to scan needed documents. Documents containing Personal Identifiable Information (PII) should not be sent over email and must be deleted from equipment once uploaded to the system of record.

D. Program Performance & Data Management

The Provider is required to utilize the C2L-PHL 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, clearances, program activities, internship placements, and time/attendance. Providers will also be asked to enter information about program locations, staff, and staff clearances. 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 no later than 5pm ET each Monday. Failure to meet this deadline may result in payment to participants being delayed.

The Provider, along with the Intermediary, is responsible for a set of measures in alignment with the required program model (measures that the Intermediary is solely responsible for are *italicized*).

The following measures will be reviewed to evaluate performance:

Compliance	Measurement
Data Integrity and Completeness	<p>The provider must ensure that all information regarding youth participants is complete and accurate. JEVS will conduct periodic audits of the data. Youth will not be considered fully enrolled until all mandatory information is completed, and therefore, will not be able to start the program, nor get paid. The provider is expected to verify the accuracy of the following information, among others, for youth applicants:</p> <ul style="list-style-type: none">• First, Middle (if applicable), & Last Name• Contact Information - Email Address & Phone Number• Address• Date of Birth• Social Security Number• Most Current School & Current Employment Status

Compliance	Measurement
Clearances (Youth & Placement Site Supervisors)	<p>The provider must determine whether a young person and placement site supervisor require clearances to participate in work-based learning. If clearances are needed, the provider must determine which clearances are needed and request them. Clearances can be requested through Justifacts (JEVS' clearance provider) or may be uploaded into the system, if the youth, placement site supervisor, or the provider already have them.</p> <p>If clearances are needed from youth or supervisors, the youth will not be considered fully enrolled until all necessary clearances have been successfully completed or provided, and therefore, will not be able to start the program, nor get paid.</p>
Documentation Collection and Upload	<p>The provider must ensure that all necessary youth documents are collected, scanned, and uploaded into the system. Youth will not be considered fully enrolled until all mandatory documents are uploaded and therefore, will not be able to start the program, nor get paid. This includes the following documents, among others:</p> <ul style="list-style-type: none"> • Proof of Identity • Proof of Social Security Number • Proof of Residency (for TANF eligible youth) • Proof of Citizenship (for TANF eligible youth) <p>Additionally, the provider must obtain the youth's and parent's/guardian's signature (if under 18) on the following forms:</p> <ul style="list-style-type: none"> • Consent Form (Includes Media Release, Information Release, Consent for Clearances (if needed), Parental Consent (if needed)) • W-9 Form • Income Attestation (for TANF eligible youth) <p>Youth will not be considered fully enrolled until all mandatory documentation has been completed, scanned, and uploaded, and therefore, will not be able to start the program, nor get paid.</p>
Financial Documentation and Compliance	<p>Providers must commit to the timely submission of financial and contractual documentation. This includes, but not limited to:</p> <ul style="list-style-type: none"> • 990s • Financial Statements • Determination Letter • Organizational Chart • Timely and Accurate Invoices
Youth Survey Administration	<p>The provider commits to administer the following surveys to youth:</p> <ul style="list-style-type: none"> • PRE- during first two weeks of the program to all youth • POST- during last week of the program to all youth • Financial Literacy and Satisfaction Survey during the last week of the program to all youth
Training Attendance & Responsiveness	<p>The provider will:</p> <ul style="list-style-type: none"> • Attend mandatory meetings and trainings hosted by JEVS • Attend mandatory meetings and trainings hosted by the Capacity Building Provider • Respond to email communication within 2 business days

Failure to meet compliance requirements may result in the withholding of payments to providers until such time that requirements are met.

Outputs	Measurement
Applications & Enrollments	<ul style="list-style-type: none"> 100% of contracted slots are filled
Supportive Services Delivered	<ul style="list-style-type: none"> 85% of those that request support services receive the services they need
Youth Participation	<ul style="list-style-type: none"> Youth weekly attendance and activities are recorded and approved for 100% of the youth by the Monday following that week 85% of enrolled participants attend professional development before placement (Summer = 8 hours) 80% of participants complete professional development training by the end of the experience (Summer = 30 hours)
Youth Payments	<ul style="list-style-type: none"> 85% of youth submit participation records on time for each pay period 100% of youth are paid timely following submission of youth participation documents (Intermediary responsible) 100% of youth are fully paid for all participation (Intermediary responsible) The provider is responsible for distributing payment cards to enrolled youth and tracking that distribution. As soon as provider realizes that a youth has dropped out of the program, they must immediately withdraw the youth, so as to avoid undue payments.
Employer and Worksite Engagement	<ul style="list-style-type: none"> 55% of work-based learning sites return as a worksite 100% of worksite agreements are completed prior to the start of programming
Youth Program Completion	<ul style="list-style-type: none"> 75% of participants will successfully complete their professional development and work-based learning (Summer = 72 or more hours)
Youth Survey Completion	<ul style="list-style-type: none"> 65% of participants will complete the end-of-program survey

Outcomes	Measurement
Youth, Caregiver, and Provider Satisfaction	<ul style="list-style-type: none"> 85% completion of the end of program survey 75% of participants report a positive experience with the program
Professional development including Financial Literacy	<ul style="list-style-type: none"> 70% of participants report professional development in job readiness 70% of participants report professional development in financial literacy
Career Pathway Knowledge	<ul style="list-style-type: none"> 90% of youth report learning about career fields and pathways
Work-based learning Site Satisfaction	<ul style="list-style-type: none"> 75% of work-based learning site report a positive experience with the program
Internship Preparation	<ul style="list-style-type: none"> 70% of work-based learning site report their intern was prepared 70% of work-based learning site report their intern was a good match
Return Participants/ Work-Based Learning Site	<ul style="list-style-type: none"> 70% of work-based learning site report they are interested in additional engagement 50% of participants return each year

Outcomes	Measurement
Employment & Education	<ul style="list-style-type: none"> 100% of District youth participants provide District-approved evidence that they completed pathway 5 of Act 158, as an option to high school graduation.

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 will also complete capacity building assessments administered by the Capacity Building Provider.

Additionally, the provider is responsible for supporting the implementation of evaluation 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. The Intermediary utilizes an online career readiness evaluation tool called Hello Insight to capture youth progress, experience, and outcomes. The Intermediary administers an additional end-of-summer financial literacy survey through a third-party survey tool, Qualtrics. The provider is required to implement the pre and post surveys from Hello Insight and the end-of-summer survey from Qualtrics as part of the C2L-PHL experience to ensure completion.

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	Monday, January 12, 2026
Bidders Conference Registration via Zoom here (Strongly Encouraged)	Tuesday, January 20, 2026 at 3:00PM ET
Deadline to submit questions via email to procurement@jevs.org	Thursday, January 22, 2026 by 5:00PM ET
Submit Notice of Intent via this link	Strongly encouraged by Friday, January 23, 2026 by 5:00PM ET **
Deadline to submit proposals	Monday, February 2, 2026 at 5:00PM ET

****Note:** A Notice of Intent submitted after Friday, January 23, 2026 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. A Bidders Conference is planned to provide information relative to this RFP. It will be held on **Tuesday, January 20, 2026 at 3:00PM 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). NOIs will not be considered a commitment to bid. Submission of the NOI is strongly encouraged by **5:00PM ET on Friday, January 23, 2026**. 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, February 2, 2026 by 5:00PM ET**. Applications will be submitted via a unique link connected to the NOI. The application link will be sent via email within 24 hours of NOI submission to the contact person who submits the NOI. The application email will be from the JEVS Procurement Team, noreply@qemailserver.com. If the link is not received, please email procurement@jevs.org for support. If you need others to support the completion of the application, please forward them the email with the application link. Do NOT complete another NOI, as this will generate a second application for your organization. Applicants who complete the NOI after January 23, 2026 will still be allowed to submit an application, however this may delay the delivery of the electronic application link. JEVS is not responsible for late application submissions if the NOI is submitted after January 23, 2026.

Applicants should answer all the questions asked – a copy of the application questions can be referenced in [Appendix D](#). 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
 - Form 990N, 990EZ, or 990
 - Audited or Unaudited Financial Statements covering the two most recent fiscal years
- 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.

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

Preference will be given to providers demonstrating programming that:

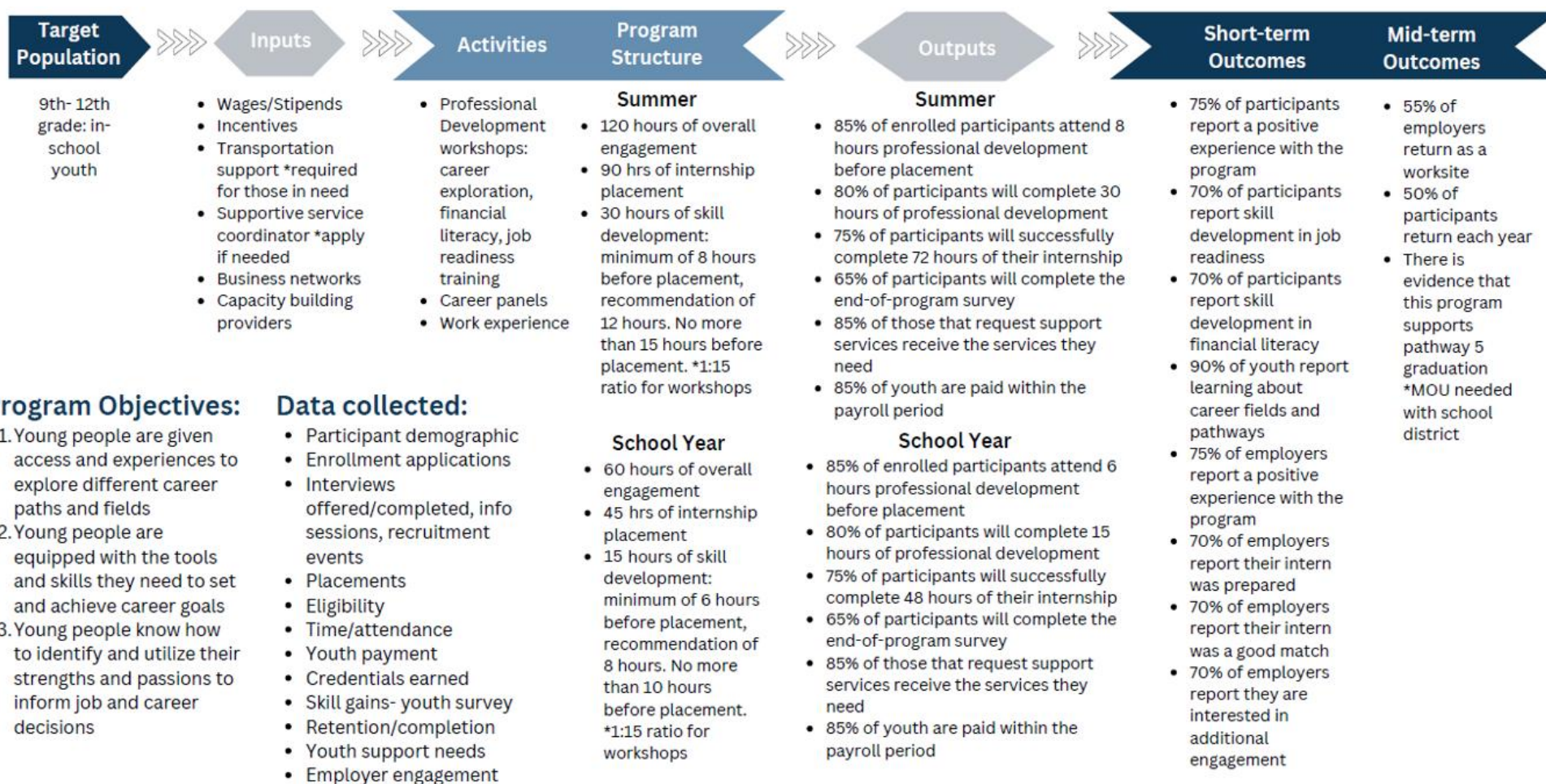
- operates in Southwest Philadelphia (19143), Olney (19120), and/or Northeast Philadelphia (19124).
- serves youth who are 13-18 years old.
- serves youth who are involved with the Department of Human Services (DHS).

These priorities will be reflected within the total points awarded in Sections 1, 2, and 4 above.

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 PHL 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



Positioning Philadelphia's Youth for Career Success

Appendix B: Career Connected Learning Continuum



Appendix C: Insurance Requirements

Career Connected Learning Philadelphia (C2L-PHL) JEVS Human Services Vendor/Contractor Insurance Requirements

If awarded, all C2L-PHL providers are required to take out, carry, and maintain policies of insurance acceptable to JEVS, with an insurance company or companies holding an AM Best Rating of A VII or better. Insurance shall name The City of Philadelphia and JEVS Human Services as Additional Insured on a primary and non-contributory basis.

Insurance Required	Coverage Includes
Workers' Compensation & Employers' Liability	<p style="text-align: center;">\$100,000 - \$1,000,000 Bodily Injury by Accident \$100,00 - \$1,000,000 Each Employee Bodily Injury by Disease \$500,000 - \$1,000,000 Policy Limit Bodily Injury by Disease</p>
Commercial General Liability, inclusive of:	<ol style="list-style-type: none"> 1. Premises & Operations 2. Blanket Contractual Liability – Broad Form 3. Independent Contractors Coverage 4. Products and Completed Operations 5. Personal Injury Liability 6. Broad Form Property Damage (including completed operations) 7. No Designated Premises Endorsement 8. Employees and Volunteers as additional insureds 9. Cross Liability 10. Sexual abuse/molestation (this may be included under the Professional or a separate limit) 11. Additional Insured status must extend to The City of Philadelphia and JEVS Human Services on a primary & non-contributory basis for ongoing and completed operations. 12. A waiver of subrogation shall also be granted in favor of The City of Philadelphia and JEVS Human Services. <p style="text-align: center;">Limits of Coverage \$2,000,000 per Occurrence; \$3,000,000 Aggregate \$2,000,000 Personal Injury \$2,000,000 Products and Completed Operations <i>These limits may be satisfied by a combination of General Liability and Umbrella Liability.</i></p>
Business Automobile Liability, including:	<ol style="list-style-type: none"> 1. Owned Vehicles 2. Hired Vehicles 3. Other Non-Owned Vehicles <p style="text-align: center;">Limits of Coverage \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability <i>(Note: this coverage requirement may be waived if the organization provides documentation to prove that vehicles are not used)</i></p>
Excess/Umbrella Liability	<p style="text-align: center;">Limits of Coverage Minimum Limit: \$1,000,000 <i>This limit may be satisfied by General Liability.</i></p>
Crime / Fidelity Coverage	<p style="text-align: center;">Equal to contract amount - \$150,000 limit Must include Third-Party Coverage</p>
Professional Liability (where applicable)	<p style="text-align: center;">Limits of Coverage All Health Care and Human Services Providers not subject to the MCARE Act, as amended; \$1,000,000 each occurrence, \$3,000,000 annual aggregate. <i>This limit may be satisfied by General Liability.</i></p>
Sexual/Physical Abuse or Molestation (where applicable)	<p style="text-align: center;">Limits of Coverage \$1,000,000 per Occurrence; \$3,000,000 Aggregate <i>This limit may be satisfied by General Liability.</i></p>
Cyber Liability	<p style="text-align: center;">Limits of Coverage Minimum Limit: \$50,000 - \$100,000</p>

Appendix D: Application Questions

Request for Proposal Career Connected Learning PHL – Summer 2026 Programs

For Reference Only: Copy of Application Questions

Section 1: ABOUT THE ORGANIZATION & REQUEST	
1. Organization Name:	2. Program Name:
3. Organization Address:	4. Program Address (if different from organization):
5. Does your program have multiple addresses? Yes No	6. Please include all additional program addresses:
7. Federal Tax ID (Organization or Legal Entity):	8. Is the organization minority-owned and/or operated? Yes No
9. Does the organization have any connection with JEVS (including its Board of Directors)? Yes (If yes, explain.) No	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.) No
11. Contact person name:	12. Contract signatory name:
11a. Contact title:	12a. Signatory title:
11b. Contact phone:	12b. Signatory phone:
11c. Contact email:	12c. Signatory email:
13. Applying to serve youth who are (Select All that Apply): 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and /or 24 years old	14. Proposed Number of Youth to Serve: Minimum: Maximum:
Section 2: NARRATIVE	
<u>Organization Experience & Past Performance if Applicable</u> 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). 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). 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). D. Please provide information on existing relationships or partnerships with employers. Letters of Support can be uploaded in Section 4 (250 words). 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 that will ensure successful program implementation in summer 2026, i.e. March - August 2026 (500 words).	

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, in particular DHS involved youth who must account for 20% of youth enrolled. 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 with recruitment beginning as early as March 2026 (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 and timeline 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 (see [Appendix C](#) for requirements details), including but not limited to General Liability, Fidelity Bonding, Automobile Liability, Professional Liability, and Workers Compensation. 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 990N, 990EZ, or 990
- F. Audited or Unaudited Financial Statements covering the two most recent fiscal years performed in compliance with Government Auditing Standards (i.e. OMB Circular A-133 or a program audit) dependent on your organization's total budget. The audit report should include the following where applicable:
- 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: