



## REQUEST FOR INFORMATION

### Training Facilitators to Support Youth Provider Network

#### About the Philadelphia Youth Network:

The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit [www.pyninc.org](http://www.pyninc.org).

#### About PYN's Programmatic Supports

PYN staff support youth programs (including E3, WIOA, TANF, OST and WorkReady providers) with goal setting, continuous improvement, program quality assessments and professional development to help further develop staff capacity. Our work is grounded in PYN's Career Development Framework ([CDF](#)). PYN's Career Development Framework provides a unified approach to skill development, career readiness, career retention and advancement, bridging the career pathway needs of the emerging workforce with the expectations of employers. The Framework depicts a flexible pathway that varies based on the developmental needs of each young person, beginning with awareness, proceeding through exploration and preparation and training and immersion, and culminating with employment and advancement. To support this approach we use materials from the [Weikart Center](#), who has determined best practices for youth programs based on national data. We evaluate programs using the Youth Program Quality Assessment from Weikart and teach best practices to provider staff during monthly Weikart Methods trainings. We also engage our providers in Professional Learning Communities and offer trainings related to Trauma Informed Practices, self-care, disability inclusion, financial literacy and digital literacy. Our team provides data and outcome reports for certain programs within our portfolio and coaching to all providers in our network.

#### About The Weikart Center for Youth Program Quality

The [David P. Weikart Center for Youth Program Quality](#) empowers education and human service leaders to adapt, implement, and scale best-in-class, research validated quality improvement systems to advance child and youth development.

Their approach is based in positive youth development research, and the desire to create a safe, supportive, and productive environment for youth. The approach is premised on the belief that it is a youth worker's job to set up an environment for youth in which needs are met and learning is encouraged—to create a space in which young people can thrive. Their approach provides a way to organize the many, many things a youth worker does to build a great experience for young people.

## RFI Overview

### Purpose

The Philadelphia Youth Network seeks consultants to join our list of approved vendors who can provide services targeted to improving quality of youth programs across Philadelphia. Consultants who can offer training or supports to our provider network in one or more of the following topic areas are wanted:

- Trauma Informed Care
- GED Best Practices
- Disability Inclusion
- Financial Literacy for Youth and Young Adults
- Recruitment & Outreach Strategies
- Designing High Quality Internships for Youth (Paid Work Experiences/Job Readiness Training)
- Developing resources and tools such as our Virtual Resource Library or Digital Literacy Google Classroom

### Who is eligible to apply

We invite entities who can offer training or supports in one or more of the topic areas listed above to apply. Entities that have previously provided services and new entities are invited to apply. Anyone with these levels of expertise are invited including individuals, such as professional trainers or consultants, and organizations, such as corporations or nonprofits.

### Application Timeline

Applicants can submit questions about the RFI and its application process to PYN's Contract Manager AnnaLee Maxwell Coates at [contracts@pyninc.org](mailto:contracts@pyninc.org) by December 1<sup>st</sup>. All questions, including those asked via email as well as those asked at the Information Session will be recorded and questions and answers will be posted to our website. There are two deadlines after the RFI release date. Proposals will be reviewed by a panel of internal and external reviewers and consultants will be notified if their proposal is approved. The proposal due

dates listed below will be the only opportunity to submit a proposal for this RFI during this fiscal year.

- RFI Release Date — November 19<sup>th</sup>, 2021
- Question Submission Date — December 1<sup>st</sup>, 2021
- Information Session — December 7<sup>th</sup>, 2021 at 11:00AM EST
- Round 1 Submission Closing Date — December 15<sup>th</sup>, 2021 at 5:00 EST
- Round 2 Submission Closing Date — January 14<sup>th</sup>, 2022 at 5:00PM EST
- Round 1 Award Notice Date — On or before January 31<sup>st</sup>, 2022
- Round 2 Award Notice Date — On or before February 28<sup>th</sup>, 2022

## Scope of Services

These services can be provided during school year, summer and year-round programming. PYN will issue contracts beginning February 2022 and will continue to award contracts as needs arise through June 2024. Awards will range in scope and budget depending on the program design, number of people served, length of time, etc. This process allows PYN to gather updated information on consultants interested in providing professional development, capacity building and resource development for our youth and provider network. All interested organizations and individuals are expected to provide all the information requested here. PYN will determine if the vendor will become part of the approved network and the vendor will be notified via email.

## RFI Application Package

If you are interested in becoming part of our approved vendor network, please submit a proposal under 5 pages double spaced in 12 pt font with the following:

1. A company or individual profile, length of time in business and website.
2. Describe your experience consulting on similar projects or requests and the resulting product(s). Include a description of your technical and administrative capacity.
3. Describe your understanding and/or experience with quality programming for youth and young adults.
4. Provide a list of the topic areas for which you can provide services including but not limited to the list of topics in the “RFI Overview” section. Include details about your experience and expertise in each area.
5. Please provide your standard rates and a description of how you cost out projects. For example, include a standard hourly rate or rates for different team members/tasks. Include any other relevant information related to your budget process.

In addition, please provide, attached to your application, at least one letter from a reference for whom you have completed a similar project. Be sure the letter includes:

- Client name/organization and contact information (phone and email)
- Dates of service and description of services provided

## Evaluation Criteria and Rating System

### Evaluation Process

An internal PYN team will evaluate proposals against a set of criteria including thoroughness of application, relevance of offerings, experience, budget, references, and capacity. Proposals that meet the minimum threshold score of 75% will be approved. If approved, PYN will have the ability to hire you for contractual work and will reach out when appropriate work is available. PYN will negotiate Scope of Work (SOW), budget and contract terms at that time.

Proposals will be evaluated using the following criteria:

- Qualifications and relevant experience – 70 points
- Quality, completeness, and thoughtfulness of the proposal – 20 points
- Fit and Capacity – 10 points

### Example deliverables, if awarded a future contract:

1. Design training content and resources on one (or more) of the topic areas listed above.
2. Partner with PYN staff to schedule and facilitate the training with the youth provider network.
3. Facilitate the trainings and deliver resources.
4. Work with PYN staff to build out and share requested resources.

### Proposal Submission:

Proposals will be accepted beginning December 1, 2021 and should be e-mailed to PYN's Contract Manager AnnaLee Maxwell Coates at [contracts@pyninc.org](mailto:contracts@pyninc.org). Please use the following as a guideline to format your proposal:

1. Cover Letter: Signed by the person or persons authorized to engage services on behalf of the company.
2. Proposal: Provide responses to the items outlined in "RFI Application Package."

## NOTICE TO CONTRACTOR(S)

All materials provided to Philadelphia Youth Network become the property of Philadelphia Youth Network and may be returned only at its sole discretion. Philadelphia Youth Network is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the contractor as such, and the contractor agrees to indemnify Philadelphia Youth Network against any claim or action to compel disclosure of such portion of the proposal. Philadelphia Youth Network is not obligated to accept any proposal or to

negotiate with any entity. All transactions are subject to the final approval of Philadelphia Youth Network, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the contractor.

The contract, if any, shall be awarded to the responsible contractor whose proposal is most advantageous to Philadelphia Youth Network, based on the evaluation criteria set forth in this RFP. Philadelphia Youth Network may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any Contractor. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful contractor will enter into a written agreement with Philadelphia Youth Network that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of Philadelphia Youth Network.

## **REJECTION OF PROPOSAL(S)**

Philadelphia Youth Network reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a proposal to be rejected. Philadelphia Youth Network may or may not waive an immaterial deviation or defect in a proposal. Philadelphia Youth Network's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a contractor from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in Philadelphia Youth Network's opinion the information was intended to mislead Philadelphia Youth Network regarding a requirement of the RFP.

Philadelphia Youth Network may reject a proposal from a contractor it finds non-responsive. Any person or entity that has substantially assisted Philadelphia Youth Network in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to Philadelphia Youth Network shall constitute the contractor's certification that the proposal is not collusive.

## **COMPLIANCE WITH LAWS**

Any Contractor must contractually agree and certify that it will comply with all applicable federal, state, and local laws and regulations. Any Contractor must contractually agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.