



Questions About Training Facilitators RFI

General (PYN and Provider Network Support)

1. **Can you define “provider network”?** PYN works with 100+ “providers” (or organizations that provide youth programming) across the WorkReady Summer, WorkReady School Year, Out of School Time (OST), E3, WIOA and TANF YD portfolios. These providers make up the “provider network” and would be of the audiences for any trainings or resources you provide. The other audience would be the youth this “provider networks” serves.
2. **How many learning communities/trainings does PYN run annually?** While budget constraints and training needs result in a different amount every year, PYN catalogued 70 hours of professional development in FY21, facilitated by both internal and external trainers.
3. **Can the PYN provider network request a training?** Yes, PYN heavily considers provider requests when designing and implementing professional development, but not all requests can be met due to budget and time constraints.
4. **How has covid impacted whether the services are typically online or hybrid?** Before the COVID-19 pandemic PYN provided professional development both in-person and online but has since moved to virtual training settings. Most providers are now operating in person. For the purposes of this RFI, there is no specific requirements as to how applicants will provide services, and we encourage you to include details on this in your application. Please include if service delivery would be live virtual, asynchronous or in-person.
5. **What is the age range of the population to be served?** Our providers work with youth aged 12-24.

General (RFI)

6. **Am I guaranteed a contract if my application is approved?** No, however this is the first step in the contracting process. Vendors that are approved will become a part of our approved vendor network. If appropriate work becomes available, PYN will then have the ability to hire you for contractual work and will reach out to negotiate Scope of Work (SOW), budget and contract terms at that time. Contracts are based on budget and training needs.
7. **What is the target number of approved vendors for the upcoming fiscal year?** There is no target number. All vendors who meet the 75% threshold according to our scoring rubric will become an approved vendor.
8. **What are the typical rates for your projects? Is there a budget range?** There is no pre-established budget range. PYN will negotiate Scope of Work (SOW), budget and contract terms with the approved vendor when work becomes available.
9. **Is this only focused on OST or can we propose services to be provided during the school day?** This RFI seeks consultants to support providers across our entire portfolio of programs including WorkReady Summer, WorkReady School Year, OST, WIOA, E3, and TANF YD.
10. **How long will a vendor be approved for if they are approved?** If approved, a vendor will be on the vendor list and eligible for contracting through June 2024.
11. **If there is no specific RFP or program in this process, what does the "Award Notice" consist of?** The Award Notice consists of notification that you have been added to our approved vendor list.

Applicant/Vendor Fit

12. **Is there a preference for youth facing vs provider facing proposals?** PYN does not have a preference. Please let us know what you can provide and why it would be a value-add to our provider network.
13. **Is there a preferred age as a vendor or independent contractor?** PYN does not have a preference. Please let us know what you can provide and why it would be a value-add to our provider network.
14. **Are there opportunities to provide pre-recorded downloadable material?** If you have that to offer, please share more information in your application.
15. **Do you have a preferred platform to be used to delivered training (e.g. zoom)?** There are no restrictions on this, please highlight if you use something different and why that's a value add.
16. **I know the organization focuses on work readiness. If we have areas of expertise in the areas mentioned in the RFI but the program does not lead directly to jobs or internships, is that okay?** The goal of this RFI is to identify consultants who can improve quality of programming across our provider network in their area of expertise. Training does not need to lead directly to jobs or internships.
17. **Would you be interested in things like logistic supports, social media marketing, conflict resolution, or trauma informed teacher trainings?** Please see the list of topics included in the RFI. We encourage you submit information about additional topics not in this list as well and explain why you believe it is a value-add for the PYN provider network.
18. **For the topic "developing resources and tools..." are you looking for vendors to provide training on HOW to develop resources and tools, or are you looking for vendors to develop resources and tools?** This was written with the hope of vendors to develop resources and tools, however if you see training providers on this to be a value-add, please let us know more in your application.

RFI Application Package

19. **Does the five-page total include the cover and reference letters or only the information under "RFI Application Package" as outlined in the RFI?** No more than 5 pages for the "RFI Application Package" items (i.e. a 6th page is too many). The cover page and any reference letters and attachments are in addition to the RFI Application Package. A template will be provided for those who wish to use it. Please submit your cover letter, application, and attachments as one document.
20. **May a pricing/rate sheet or matrix be attached to clarify cost rationale in place of or in addition to question #5 about Standard Rates?** A pricing/rate sheet or matrix would be an appropriate and helpful addition to your proposal, either as a separate attachment or included within the proposal itself.
21. **Within the budgeting do we include staff rates?** Yes, we anticipate staff time related to providing training and/or resources will be a cost you include.
22. **Can you add other attachments?** Yes, we encourage you to attach any further information that you believe will be beneficial to PYN in support of this Request for Information review process (i.e. materials used in similar trainings). Please submit your cover letter, application, and attachments as one document.

Finance/Legal/Contracting Process – Stay Tuned on Answers to these Questions

23. **In the event that a consultant creates a training for PYN, who would own the resulting work product?**
24. **Are vendors obligated to have their offices located in Philadelphia?**
25. **Can an applicant apply to both RFIs (Expanding Partnerships RFI and Training Facilitators RFI)?**
26. **Is there a limit to how many times an applicant can apply (e.g. can one applicant apply during both Submission Rounds)?**
27. **If a vendor has worked with PYN in the past, can they use PYN staff as a reference?**
28. **Can you offer a best practice or example of a budget you have received?**
29. **Is there room to help organizations build capacity building generally or just for youth programming?**

Nature of Work, if Approved and/or Funded

30. **Will the consultants selected be required to attend the monthly Weikart Methods trainings?**
No, the Weikart Methods trainings are targeted at staff from our provider network.
31. **If a company is able to cultivate a partnership with PYN, how far in advance will PYN inform the company about the opportunity? What is the typical timeline for SOW development to implementation?** We will always seek to provide as much advance notice as possible but there is not a specific timeframe or timeline, however it should be noted that we hope to be timely in this process and being on our approved vendor list will streamline the scope of work and budget process.
32. **If we were to get approved for joining the vendor list and later were called upon to design training content and or partner to deliver the training/resources, is there a minimum number or required frequency of those trainings that would need to be provided?** There is no minimum number or required frequency, this would be negotiated on a case-by-case with PYN during the contracting process through a Scope of Work. There is flexibility; some consultants may deliver trainings on a regular basis while other consultants may offer one-off trainings in a specific topic area.
33. **Once pricing matrix is submitted, does PYN select what they want?** It should give us a sense of how you budget and contract and what your costs are. If we saw a need, we would reach out, and then it would become a collaborative process to develop a scope of work and budget.