General RFP

1. This will be our organization’s first time completing a proposal. Is there a sample we can review?
   a. The Philadelphia Youth Network does not provide sample proposals. Please review Section VI and Section VII beginning on page 23 of the RFP for guidance regarding proposal requirements and submission.

2. Is this proposal open to organizations in Delaware County?
   a. Organizations outside of Philadelphia are eligible to apply, however all participants served must be Philadelphia residents.

3. We increased our slot level during summer 2019 to accommodate students interested in our program. Do we need to submit an RFP to reflect the new slot level?
   a. All organizations interested in receiving funding to operate summer programming must submit a proposal(s), regardless if they have been previously funded by PYN. Each organization is allowed propose the slot level they would like to serve via the program(s) they are applying to operate under this new procurement cycle as long as it exceeds the minimum slot level requirement outlined on page 13 of the RFP.

4. We are an existing provider of Service Learning and Internship programs. If we elect to also apply for the Innovation Accelerator this year would we be eligible for additional slots also or would our numbers stay the same but be allocated across three programs rather than two?
   a. All organizations interested in operating summer programming must submit a proposal(s), regardless if they have been previously funded by PYN. Applicants may propose the slot levels for each of the program(s) they are applying to operate under this new procurement cycle as long as it exceeds the minimum slot level requirement outlined on page 13 of the RFP. Final contracted slot levels will be negotiated at time of award and will be dependent on available funding.

5. If you have already completed your letter of intent stating which programs you are interested in, are you able to still apply for other programs after learning more information?
   a. Yes, please submit an additional Notification of Intent to Apply with additional programs and slot levels via www.pyninc.org/rfploi by Friday, August 30th at 11:59pm.

6. If you received a rejection letter via email but didn't submit an LOI, can you reapply?
   a. PYN has not sent rejection letters to any applicant under this procurement cycle. We have communicated to organizations who have submitted an intent to apply for
programs under the minimum slot level as outlined on page 13 of the RFP regarding the required slot level minimum. Organizations who have submitted notification of intent under the minimum slot level have the ability to re-submit their notification to meet the minimum slot level required.

7. Can we have a copy of your slide deck?
   a. All materials from the Bidders’ Conference, including the slide deck, are posted at www.pyninc.org/rfp.

8. Who does the proposal review?
   a. PYN solicits and trains an independent review committee to review all proposals.

9. Can we have a copy of review rubric?
   a. Rubric categories and weights were shared during the Bidders’ Conference on 8/21. Please review slide 61 of the Bidders’ Conference presentation posted via www.pyninc.org/rfp.

10. Can graphs include fonts smaller than 12 point font?
    a. Yes

11. Can you submit different proposals using different models?
    a. Yes, you must submit a separate proposal for each program model you are applying to operate.

12. Did you say that it will take 10 days to send application package to applicants? Leaving only 15 days to complete application for Sept. 25th deadline?
    a. All materials required for proposal development submission are posted at www.pyninc.org/rfp. You will receive a link to your secure online folder for proposal document upload within 10 days of Notification of Intent to Apply submission.

13. Pg. 37 of the RFP indicates electronic submission is due Sept. 20th, not the 25th.
    a. Thank you. The correct date is September 25th. We have corrected the error on the document posted.

14. Can one agency apply to the same model, e.g., Career Exposure, for two separate programs (with different applications)?
    a. Yes, please email PYNRFP@pyninc.org with that request and the name of the different programs within the model.

15. Is there a minimum number of participants to serve based on amount awarded?
    a. Please see pg. 13 of the current RFP.

16. With contracts beginning in February, in addition for any RFPs for the programming we will do during the actual summer months, could we also submit an RFP for programming in the spring that would connect to/feed into our work during the summer?
    a. The funds available through this procurement are for summer employment programs only. Funding for other long-term programs may be available via other procurement
opportunities. To receive notification when new RFPs are released, please visit https://www.pyninc.org/forms/rfpReminder.

17. Are we allowed to apply for more than one Program Model?
   a. Yes. A separate proposal is required for each program model.

18. Is there a maximum number of combined slots we can apply for?
   a. There is not a limit on the number of combined slots. However, final contracted slot levels will be negotiated at time of award and will be dependent on available funding.

19. Is this program now only open to businesses that can employ 25 or more youth?
   a. PYN will only review proposals from organizations operating programs for a minimum of 25 slots. The organization will be responsible for recruiting the worksites at which participants will be placed.

20. Can more than one organization win the bid?
   a. Yes, multiple organizations will be funded through this RFP

21. Please verify that applicants must complete the electronic submission before September 20, 2019 at 3 PM ET and the hardcopy submission must be received no later than 12 noon ET on September 25, 2019.
   a. Both electronic and hard copy submissions are due by Noon ET on September 25, 2019.

22. In the notification email about this opportunity, as well as on PYN’s website and on the RFP the application deadline is listed as Wednesday, Sept. 25 at 12 p.m. However, when I was reviewing earlier information about the funding opportunity, I remember seeing a deadline of Monday, Sept. 23. Could you please confirm that the application deadline is Wednesday, Sept. 25 at 12 p.m.?
   a. Both electronic and hard copy submissions are due by Noon ET on September 25, 2019.

23. What is the average total budget of a program for 25 participants in the Work Experience model?
   a. Please refer to page 31 of the RFP for budget information and guidance.

24. Can we pay participants more/additionally from our own budgets/other funding sources?
   a. Yes, this is an option PYN is willing to explore. However, we will evaluate specific requests in accordance with system wide impacts. Final details and agreements will be negotiated at time of contract.

25. Is $8.25 or $9/hour per student (depending on model) the maximum limit to pay each student? We currently pay our youth workers $10/hr. In this program, are we allowed to
supplement the rate per student with additional funding we raise from other sources? If we cannot pay a higher rate per hour, may we offer an award of some sort at the end of the summer such as a camera or gift card?

a. The compensation levels indicated on page 13 of the RFP for the four foundational models are what PYN is committed to providing to participants. If an applicant is able to leverage additional funding to increase compensation PYN is willing to explore the possibility. However, we will evaluate specific requests in accordance with system wide impacts. Final details and agreements will be negotiated at time of contract.

26. Are work experience and internship models able to pay more than $8.25?

a. The compensation levels indicated on page 13 of the RFP for the four foundational models are what PYN is committed to providing to participants. If an applicant is able to leverage additional funding to increase compensation PYN is willing to explore the possibility. However, we will evaluate specific requests in accordance with system wide impacts. Final details and agreements will be negotiated at time of contract. Organizations applying as an Innovation Accelerator must detail the compensation structure and the rationale in the proposal and budget.

27. Are we allowed to use our own payroll system to pay our youth workers or do they need to be paid through the PYN payroll system?

a. No. Participant compensation distributed through this procurement will be managed via PYN’s payroll system (PYNDEX).

28. Would there be restrictions on what types of funding can be used as additional support?

a. When planning your budget, please consider the guidelines from the relevant section of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (found here). While not all contracts will be funded by federal funding sources, PYN is using these guidelines for all contracts.

29. Are transportation costs (transpass) covered? Can we cover these costs through our own organization’s funding?

a. PYN does not cover transportation costs for participants. Applicants may choose to include participant transportation costs in their individual operating budget.

30. Are program participants considered our employee (do they go through our payroll) or are they considered subcontractors?

a. PYN operates as the employer of record for participants enrolled and placed in a job via PYN’s payroll system of record (PYNDEX).

31. Please explain fiscal divide in detail.

a. Summer employment programming spans two fiscal years. When calculating operating costs we are requesting that you plan for 35% of your operating award in FY20 (February 1 - June 30, 2020) and 65% of your operating award in FY21 (July 1 - September 2020). This will allow for expenses to be properly allocated within each fiscal year. Please see page 32 of the RFP for additional details.

32. How do you budget wages for start-up?
a. Organization staff salaries for start-up should be included in your FY20 budget (February 1 – June 30, 2020). If applying as an Innovation Accelerator you will need to describe the program time period and wages/incentive request for FY20 and FY21 in your proposal and budget. Participant wages for the four foundational models will be included in FY21 budget.

33. Can we share staff and salaries paid under other PWI program?
   a. Yes, but expenses cannot exceed 100%.

34. We currently operate other workforce development programs in the city; are proposals that leverage in-place, shared staff from other programs to provide the proposed services allowable?
   a. Yes, but expenses cannot exceed 100%.

35. Per existing DOL provider funder grants, the direct services portion of Program Director salaries are covered under program costs and not Administrative costs. May providers charge Program Director salaries prorata share for direct services?
   a. Salaries of staff supporting programmatic activities should be included in program costs. An applicant may charge a percentage of existing staff salaries leveraged across other funding sources but expenses cannot exceed 100%.

36. Is it possible to only apply for the wage/incentive funds if you are operating a fully funded program that won’t require any additional operating costs?
   a. Yes, please indicate this information on your proposal and budget and we will finalize details at time of contract.

37. Do proposers budget for space or is space provided? Numbers looking to serve?
   a. Space is not provided by PYN. The number of slots allocated is dependent upon available funding annually.

38. Can you explain the incentive base pay with the benchmarks? Who makes the benchmarks? If the benchmarks aren’t met how do we explain the pay?
   a. The contracted organization is responsible for developing the benchmarks that align to their individual program. There should be no more than six (6) benchmarks identified for summer program and the incentive plan should total the max incentive amount as listed on page 13 of the RFP. Incentive payments are awarded to participants based on achievement of the benchmark. If a benchmark is not met, the participant will not receive payment for that benchmark. See page 20 of the RFP for additional details related to incentives.

39. Are the incentives tiered?
   a. Please see page 20 of the RFP for details related to incentives.

40. What is the total amount available for this procurement?
   a. Investment for summer employment varies year to year.

41. What is the traditional amount of grants that have been awarded and what has been the average funding award?
a. The number of grants awarded is dependent upon available funding annually. Each program varies with slot levels ranging from 25-1,200. An average funding award would not provide an adequate representation of the true distribution of funding.

42. Can funds be used for a person with a disability who requires a reasonable accommodation to participate?
   a. Yes, participants with disabilities are able to participate and funds can be used to support reasonable accommodation.

43. In reading the Indirect Costs guidelines on page 32 of the RFP, it seems that we will be able to budget for our approved federal rate of 12.1%; is that correct? “Only organizations with current federally approved indirect cost rates may budget indirect costs not to exceed the rate approved by the federal otherwise the 10% cap will be effective.”
   a. Only organizations with a federally approved indirect cost rate may submit a budget with indirect costs listed. Applicants must include documentation of the federally approved rate with your proposal. However, the maximum administrative or indirect costs cannot exceed 10% of the operating award.

44. Do I calculate the 10% administrative costs based on operating and wages?
   a. No, for both administrative and indirect costs, the limit is calculated as 10% of the operating award only, not the total award including youth wages. Please review page 32 of the RFP for more details.

45. Can you explain how you apply an Indirect cost rate to the budget and which line items?
   a. Please see page 32 of the RFP.

46. What was the average cost per participant for PY 2018-19?
   a. The cost per participant for the current summer employment period can be found on pg. 39 of the previous summer employment programs RFP.

47. Can you explain the Cost per participant CAP of $500 / $600 for operational costs? Does this include staff salaries also or is that separate?
   a. The $500/$600 operational cost per slot covers all operational expenses including staff salaries. For further details please review budget guidelines beginning on page 30 of the RFP.

48. Can you give us some examples of what is covered under the $500 for operation costs?
   a. Each organization is allowed to propose the best use of the resources to meet the needs the organization has identified to implement the required action and achieve the goals of the program. The operating costs may include many areas such as staff salaries, supplies, etc.

49. Internships; are they un-paid; if so, can we use incentives.
   a. No, internships are not un-paid. Please see pages 11-13 for the model overview and compensation method and levels.
50. If minimum wage increases to exceed $8.25 or $9/hour, will additional funds be provided to cover the increase?
   a. PYN is responsible for the management of all participant compensation including employer liability, workers compensation, required tax filing and withholdings, and compliance with all eligibility to work in the United States. Should minimum wage increase, PYN will be accountable for responding to this change in accordance with the law.

51. What was the average cost per participant for PY 2018-19?
   a. The cost per participant for the current summer employment period can be found on pg. 39 of the previous summer employment programs RFP.

52. Do we as the service provider, have to have funding secured to pay our participants or are interns paid by PYN?
   a. No, the service provider is not responsible for securing funding to pay participants. PYN will operate as the employer of record and provide compensation to participants placed in a job via PYN’s payroll system of record (PYNDEX).

53. We are a relatively small organization, with a budget of about $200,000. We file a 990 EZ and the required state documents but have not had a full audit of our organization, only an auditor’s compilation report. Would we still be eligible to apply to be a PYN Contractor?
   a. If an organizational audit is not performed, include the past two year's unaudited financial statements and a memo detailing why the organization does not perform an audit.

54. We are a small for-profit organization that does not have audited financials. Can we still apply, and if so, with what documentations?
   a. If an organizational audit is not performed, include the past two year’s unaudited financial statements and a memo detailing why the organization does not perform an audit.

Participant & Program

55. I’m looking for descriptions on the program models. Can you provide me with this information?
   a. Please review Section III beginning on page 10 of the RFP for program model descriptions.

56. Is there a minimum slot level per program?
   a. Yes, the minimum slot level per program is 25. PYN will not review proposals for programs under 25 slots. Please review page 13 of the RFP for further model requirements.

57. Are youth with IEPs included in the definition of youth with disabilities?
   a. Yes
58. Does the person need documentation of their disability or can they self identify?
   a. The person needs documentation of their disability and cannot self-identify. Acceptable documentation includes; letter from child study team stating specific disability, medical records, physician statement, psychiatrist diagnosis, psychologist diagnosis, social service record/referral, Social Security Administration disability records, individualized education plan (IEP).

59. Does Juvenile Justice include youth in diversion programs (not adjudicated)?
   a. No, young people involved with diversion programs are not considered in the definition of juvenile justice involved.

60. Are you able to enroll all females if you have a female based program or are you required to enroll both males and females?
   a. Organizations can develop specific recruitment programmatic requirements for individual programs. However, providers are prohibited from adding barriers to enrollment into and participation in this program, such as (application fees, added documentation, etc.)

61. Is the program required to serve the full age band, or are we able to limit the program to smaller range (e.g. 16-19)?
   a. Organizations can develop specific recruitment programmatic requirements for individual programs. However, providers are prohibited from adding barriers to enrollment into and participation in this program, such as (application fees, added documentation, etc.)

62. Is a youth who is scheduled to start their first year of college considered to be “enrolled in post-secondary ed” during summer WorkReady (i.e. are they eligible for WorkReady)?
   a. Graduating seniors who are scheduled to begin their first year of post-secondary after the conclusion of the summer program are eligible for summer employment programs.

63. What priorities, goals and development is required for the period before we start the actual summer youth services and activities in June.
   a. Each organization must determine the best set of activities to achieve the ultimate goals of summer employment. There are contractual milestones and implementation deadlines through the contract period.

64. Are we required to do Recruitment and Eligibility? And if so do we follow the TANF guidelines?
   a. Successful applicants who are funded are accountable for recruitment and enrollment activities for program participants. Please see Section IV beginning on page 18 of the RFP for a full list of operational requirements and Appendix 4 on page 48 for the elements of a completed enrollment file.

65. Do the Work Experience programs require a separate Work Readiness component as a classroom exercise?
66. Can you explain what is required for follow up once the participants finish the summer component?
   a. There is no required follow up period upon the conclusion of the summer program.

67. In the participant eligibility requirements, participants must be “low income eligible.” What is PYN's definition of low income eligible?
   a. Low income eligible is defined as either receiving TANF/SNAP/MA as a head of household or as a minor member of another grant or is Family Works (FW) Eligible - Member not receiving TANF/SNAP/MA benefits only and whose family's gross countable earned income does not exceed 235 percent of the Federal Poverty Income Guideline (FPIG). See footnote on page 19.

68. How would providers need to document that a student is low income eligible and what percent of the participants have to fit into that criteria?
   a. All (100%) of participants must be low-income eligible. Documentation will be included in a participant file, see Appendix 4 on page 48 of the RFP. Providers will receive training on all required documents during the provider orientation in winter 2020.

69. Is the priority population of the students based solely on the zip code of their residence or are all students enrolled in the priority schools (listed in appendix 2) eligible to participate?
   a. Summer employment programs are open to eligible youth and young adults aged 12-24 living in Philadelphia. To be considered connected to a priority population a participant must demonstrate connection to any one of the listed priority populations on page 9 and Appendix 2 of the RFP.

Innovation Acceleration

70. Are there other long-term opportunities/frameworks besides the Innovation Acceleration?
   a. This funding available through this procurement are for short-term (no more than 12 weeks) summer programs operating between May and August. Funding for other long-term programs may be available via other procurement opportunities. To receive notification when new RFPs are released please visit https://www.pyninc.org/forms/rfpReminder.

71. How many Innovation Accelerator programs are you expecting to fund?
   a. The number of programs will be dependent upon availability of funds and programs that pass the review requirements. PYN intends to dedicate up to 10% of available funding for programs operating under the Innovation Accelerator option.

72. Can innovation accelerator focus on programming for this fiscal year (Feb.-May 2020)?
73. A proposed program within the Innovation Accelerator model can span a maximum of 12 weeks; can PYN provide us with the actual dates in which you'd like the 12-week window to occur?

Worksites & Supervisors
74. For 25 youth at 1:15 ratio, does this mean 2 supervisors or 1.66 supervisors are needed?
   Any requirements of supervisors in terms of qualifications/employment type?
   a. Two supervisors are required for a slot level of 25 with a 1:15 supervisor to participant ratio. Please refer to Appendix 5 on page 50 of the RFP as well as PYN’s current Worksite Agreement via https://www.pyninc.org/docs/worksite_toolkit/3Bii_WSA.pdf
for more details related to expectations of quality and safety of a worksite. PYN will provide further details and guidelines regarding worksite requirements for 2020 at the contracted provider orientation in winter 2020.

75. If you are a small business owner and have one worker (owner) but three volunteers supervising full time, is that in compliance?
   a. No. All worksites connected to the summer employment system under this procurement must have a minimum of three (3) full-time, paid employees.

76. For the Work Experience and Internship models the Supervisor to Youth Ratio is listed as 1:3. Is this a maximum limit? I.e. would 1:2 ratio be allowable?
   a. Yes, a 1:2 ratio is allowable. The ratio cannot exceed 1:3.

77. I wanted to confirm that our trained college aged teachers who mentor, instruct and monitor the work of our high school participants can in fact serve as supervisors for the purposes of the grant. They are doing all of the tasks outlined in the RFP and do work one on one with no more than three of our participants.
   a. Yes, as long as they complete all required clearances and maintain the supervisor to participant ratio outlined on page 13 of the RFP they will be able to serve as supervisors in the program.

OST
78. I am an OST high school model provider and have received 75 slots total through that funding (45 at one site and 30 at another). For service learning or internship do we need to submit a proposal? Because we have a total of 75 slot for Internship and 110 for Service Learning this year. Please, let me know how that works.
   a. Contracted OST providers under the high school model are expected to operate summer programming at each OST site for the slot level awarded via your OST contract. The funding to operate this program is included in your OST contract and you will not receive additional operating dollars from PYN. If you are interested in running programs above and beyond your OST contracted slot level and/or location you must submit a proposal for each program model.
79. If I am a contracted OST provider under the high school model will I get to choose the program model I operate in the summer?
   a. Yes

80. If you have 90 slots for high school OST model, do you automatically get 90 slots for summer WorkReady (i.e. don’t need to submit a proposal)?
   a. Contracted OST providers under the high school model are expected to operate summer programming at each OST site for the slot level awarded via your OST contract. The funding to operate this program is included in your OST contract and you will not receive additional operating dollars from PYN and do not have to submit a proposal for those slots. If you are interested in running programs above and beyond your OST contracted slot level and/or location you must submit a proposal for each program model.

81. My organization offers part time jobs facilitating OST programming for elementary and middle school students. We would be interested in expanding our capacity to operate in more schools. Moreover, we would like to hire and pay eligible high school students to deliver programming in OST spaces to younger students. Is this a model eligible for year round programming?
   a. The funds available through this procurement are for summer employment programs only. Funding for other long-term programs may be available via other procurement opportunities. To receive notification when new RFPs are released please visit www.pyninc.org/forms/rfpReminder.

Miscellaneous

82. Can an organization request more than 20 hours per week?
   a. Programs operating under the four foundational models span 6 weeks and 120 hours (traditionally 20 hours per week). Programs operating under the Innovation Accelerator can propose adjusted schedules between 4-12 weeks and not to exceed 240 hours total. Please refer to page 13 of the RFP for more details on program requirements.

83. I noticed that the RFP states that programming must occur for 6 weeks for a total of 120 hours — is it possible to modify this (i.e. 40 hours/week for 3 weeks) as long as we hit the 120 hours?
   a. Programs operating under the four foundational models span 6 weeks and 120 hours (traditionally 20 hours per week). Programs operating under the Innovation Accelerator can propose adjusted schedules between 4-12 weeks and not to exceed 240 hours total. Please refer to page 13 of the RFP for more details on program requirements.

84. Will there be an opportunity to start programs early again (mid-June to mid-August — 160 vs. 120 hours)?
   a. Programs operating under the four foundational models span 6 weeks and 120 hours (traditionally 20 hours per week). Programs operating under the Innovation Accelerator can propose adjusted schedules between 4-12 weeks and not to exceed
240 hours total. Please refer to page 13 of the RFP for more details on program requirements. Any opportunities to extend foundational models past the program guidelines will be dependent on funding and city-wide need.

85. Given the disproportionately high unemployment among Latinos and the high dropout rate, what efforts is PYN/WorkReady making to increase Latino youth participation in the program?
   a. Through this RFP, PYN has made a commitment to increase participation from populations who have the greatest need and least connection. Please review Funding Priority 3 on page 9 and Appendix 2 on page 45 for further details. We encourage organizations working with this population to submit a proposal.

86. Which neighborhoods have been identified as having the greatest need and least connection? How were these identified?
   a. Please see Appendix 2 on page 45 for details on priority populations. These were identified in partnership with system stakeholders.

87. In identifying program participants as members of a Priority Population because they are “Youth and young adults living in high poverty, high crime areas,” are the 5 Priority Zip Codes listed in Appendix 2 the only zip codes that qualify as “high poverty, high crime”?
   a. Yes

88. Who carries the workers comp for the youth WEX participants?
   a. PYN operates as the employer of record for participants enrolled and placed in a job via PYN’s payroll system of record (PYNDEX) and is responsible for covering those participants with respect to workers’ compensation. The sub-contract provider is responsible to adhering to all policies and procedures, including completion of an incident report, for notification of workplace incidents to PYN.

89. What is our responsibility towards Workers Compensation (see page 21 of the RFP)?
   a. PYN operates as the employer of record for participants enrolled and placed in a job via PYN’s payroll system of record (PYNDEX) and is responsible for covering those participants with respect to workers’ compensation. The sub-contract provider is responsible to adhering to all policies and procedures, including completion of an incident report, for notification of workplace incidents to PYN.

90. Who provides transportation?
   a. PYN does not provide transportation to participants. If you would like to provide transportation for participants in your individual program you may include costs in your budget.

91. In the RFP, applicants are encouraged to connect the Summer Employment program with year-round opportunities; does PYN object to a student receiving paid work experience funds through this Summer Employment opportunity also receiving PYN-provided paid work experience funds during the year-round experience (either before or after the summer program)?
   a. No
92. Can you supply a list of providers for this program for PY 2018-19?
   a. A list of funded organizations can be found on the PYN provider page: www.pyninc.org/providers.

93. Can we have a list of stakeholders?
   a. Please see pg. 4 of the RFP for a list of stakeholders in the program.

94. Can you give us an average staffing plan for PY 2019 service provider?
   a. We are not able to provide an average staffing plan because each organization is unique and has the capacity to develop functional roles that align with the priorities and operational requirements outlined in the RFP.

95. Can you tell us the average number of participants served by each provider in PY 2018?
   a. Each program is very different. The slots levels range from 25-1,200. An average number of participants would not provide an adequate representation of the true distribution of slots. Many organizations operate multiple models and each organization proposes the slot level that would like to serve.

96. Can we have a list of employers that were used by the Work Experience (WE) program in PY 2018-19
   a. No we cannot provide a list of WE employers. Employers serve in many capacities throughout the system and may work with multiple models. No employer is exclusively identified as WE program employers.

97. What are the current career pathways for youth? Are they a consideration for this proposal?
   a. Career pathways for youth and young adults are varied and diverse. We have not outlined a specific career pathway within this RFP, however please review investment priority #1 on page 7 of the RFP for our expectations related to efforts to connect summer employment to broader career development activities.