

# The Philadelphia Council for College and Career Success and the Philadelphia Workforce Investment Board



## REQUEST FOR PROJECTS WorkReady Philadelphia Summer Programs 2009 Federal Economic Stimulus Funds

### IMPORTANT DATES:

Proposal Release Date	Friday, March 6, 2009
Letter of Intent to Apply	Wednesday, March 11, 2009 by 4:30pm
Bidders' Conference	Thursday, March 12, 2009 10:00am to 12:00pm Philadelphia Youth Network (see address below)
Proposal Due Date	Friday, March 27, 2009 by 4:30 pm <b>NO LATE APPLICATIONS ACCEPTED</b>
Review and Selection Period	Monday, March 30 – Wednesday, April 15, 2009
Contract Period	Friday, May 1, 2009 – Wednesday, September 30, 2009

***Submit Proposals:*** **By 4:30 pm Friday, March 27, 2009 to**  
The Philadelphia Council for College and Career Success  
c/o The Philadelphia Youth Network  
714 Market Street, Suite 304  
Philadelphia, PA 19106

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## Section I: Overview and Background

**Background.** On February 17, 2009 President Obama signed into law the American Recovery and Reinvestment Act of 2009 (H.R.1), commonly referred to as the “stimulus package.” The bill provides new dedicated funding for Training and Employment Services, explicitly including grants to states for youth activities, including summer jobs. The Philadelphia Workforce Investment Board (PWIB) anticipates the local allocation from this funding to be available for obligation through June 30, 2011 for summer activities in 2009 and 2010 as well as for year-round activities during the 2009-10 and 2010-11 school year. A separate RFP will be released to fund year-round projects targeting both in-school and out-of-school youth.

**As of the release date of this RFP, full guidance has not yet been issued by the U.S. Department of Labor regarding the administration of these funds. This RFP is based on preliminary guidance and is subject to change. In addition, Philadelphia has not yet been notified of the local funding amount. Awards under this RFP are based on the availability of funding.**

The Philadelphia Council for College and Career Success (formerly called the Youth Council and now referred to as The Council), a subcommittee of the PWIB, is responsible for the allocation of funds awarded through the Federal Stimulus package. These funds will be incorporated into the WorkReady Philadelphia Summer employment system, which currently serves over 7,900 youth during a six week program. In order to competitively award the additional funds available through the Federal Stimulus package, the Council is issuing this special Request For Projects (RFP) seeking qualified, committed and innovative organizations to develop and implement work and learning, service learning and/or internship programs under the WorkReady umbrella.

The Philadelphia Youth Network provides administrative and staffing support to the Council and Council initiatives.

### **Better Coordinating Systems and Services for Children and Youth**

Over the course of the next few months, there will be a number of Requests for Proposals released by the City of Philadelphia, School District of Philadelphia, and the Philadelphia Council for College and Career Success. While each RFP will be slightly different in nature, there will be many similarities. In particular, most of the RFPs will require some coordination with schools and the provision of a similar range of services. Over the course of this year, the goal will be to further integrate and to better coordinate all of the various funding and to improve Philadelphia’s service delivery system to better support youth, families, communities, and providers. As a first step, the review and selection process for all of the RFPs will be coordinated to ensure that awards made across funding sources are efficient and minimize unnecessary redundancy. A parallel process is currently taking place with a subset of schools to assess existing services and their need for additional support. In addition to a coordinated review and selection process, several other conditions will be consistent across funding sources. Each initiative will review the placement of services at school and community sites with the intention of distributing services throughout the City purposefully. Over the course of the next year, more intensive work will be undertaken to better align and coordinate other areas including professional development, data collection, evaluation, contract management and oversight, etc.

## II. Council Priorities

Due to the compressed timeline regarding the availability and start-up for this funding, the Council is interested in quick-start projects that already have an existing infra-structure and tie to the overall goals of the Council: **to increase the high school graduation and college completion rates of Philadelphia youth.** In particular, priority will be given to programs that:

- Are fully funded for operating expenses and are only requesting wages for participants;
- Focus on career exploration, pathways and internships in high growth and emerging industry areas (e.g., health care, life sciences, green jobs, etc.);
- Are requesting funds to build a summer component for an existing year-round experience;
- Target youth at-risk of dropping out;
- Target out-of-school youth;
- Utilize summer to address critical youth transition points (e.g, 8<sup>th</sup> to 9<sup>th</sup> grade transition, transition from 12<sup>th</sup> grade to college or work, etc.); and
- Deliver innovative models to promote post-secondary readiness, college exposure completion.

Programs can be organized into three models:

- 1) **Work and Learning Programs**
- 2) **Service Learning Programs**
- 3) **Internship Programs**

Category	Description
<b>Work and Learning Programs</b>	Work and Learning programs offer a mixture of academic skill building, college exposure, career exploration, and work readiness training. It is recommended that programs take place on college or university campuses or in a workplace setting. For these youth, a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career and college exploration and life skills training.
<b>Service Learning Programs</b>	Service Learning Programs involve youth in team-based projects that identify community needs and provide visible, active service to address them.
<b>Internships Programs</b>	Internship Programs offer youth career exposure and connections to public and private sector employers via internships. Internship programs offer a strong focus on building workplace skills, academic achievement, career exploration, and post secondary readiness. All placements should be of high quality and related to youth career interests.

**A minimum of 50 youth must be served through each application submitted. Waivers for this minimum will be considered on a case by case basis, but will be approved only in very limited circumstances.**

### III. Required Program Elements

#### A. Eligibility of Youth

1. Age 14 through 24 (youth must fall within this age range at the time of registration for the program). Projects should be designed to meet a specific developmental need of a subset of youth within this age range. Applicants should clearly identify the age range being targeted.
2. Low-income individuals meeting the following 2009 Workforce Investment Act income guidelines (70% of the Lower Living Standards):

Family Size	Income
1	\$9,439
2	\$15,469
3	\$21,231
4	\$26,208
5	\$30,932
6	\$36,170

The U.S. Department of Labor and the State Department of Labor and Industry will be issuing guidance regarding the eligibility and enrollment process. Youth may need to provide additional income documentation to prove work eligibility. Each year annual adjustments are made regarding WIA income eligibility guidelines.

#### B. Youth Recruitment

As in past years, PYN will operate a full service central enrollment center (CEC) that will offer employment verification services. Contracted organizations are strongly encouraged to utilize the services of the CEC for recruitment, enrollment and employment verification. Regardless of participant entry-point, youth recruitment, completion of enrollment paperwork and employment verification will be a shared responsibility between PYN and the contracted organizations.

**A minimum of 50 youth must be served through each application submitted.**

### C. Worksites and Learning Sites

**Development of Worksites and Learning Sites** will be judged based on the richness of the experience that they provide to youth. High quality sites are those that:

- ✓ Provide a properly supervised and safe experience that adheres to child labor laws, including adult-to-youth ratios;
- ✓ Provide an experience guided by a mentor or caring adult;
- ✓ Promote academic enrichment, acquisition of college and career readiness skills and prepare youth to be productive citizens; and
- ✓ Expose and prepare youth for careers in identified priority/growth industries (*see list in Section D*).

Contractors are responsible for recruiting sites for placement of participants. The names and locations of suggested sites should be provided as a part of this application. If the contractor is selected as a WorkReady contractor, all worksites will have to be approved by PYN prior to the start of the program to ensure compliance with all relevant child labor laws and worksite safety standards. A complete listing of Pennsylvania's Child Labor Laws can be downloaded at [www.dli.state.pa.us](http://www.dli.state.pa.us). (Quick links > Labor Law Compliance > Child Labor Law)

In partnership with the Philadelphia Youth Network, successful applicants will train employers and worksite supervisors to ensure that they can effectively mentor youth. Contracted agencies will also be responsible for providing the monitoring and supervision necessary to ensure that youth and employers/mentors are supported throughout the program. This monitoring will include periodic visits, formalized communication, and other types of trouble-shooting and assistance.

### D. Priority Industry Sectors

The following industry sectors have been identified by the Philadelphia WIB and Council for College and Career Success as priorities in terms of economic growth and career-ladder labor market opportunities for youth in the Philadelphia region:

- ✓ *Computer and Data Services;*
- ✓ *Health Services and Life Sciences;*
- ✓ *Hospitality;*
- ✓ *Education; and*
- ✓ *Financial Services.*

In addition, the stimulus funding places a significant priority on exposing youth to the competencies needed for the emerging green jobs industry. For more information on green jobs, please see <http://bss.sfsu.edu/raquelrp/documents/v13FullReport.pdf>.

Even in models that are more classroom-based, the curriculum should include opportunities for youth to make the connection between work and learning

#### **E. Academic Enhancement through Projects or Work Place Portfolios**

A key expectation of WorkReady Philadelphia is that every participating youth will complete a project or workplace portfolio. Providers will work with youth to identify appropriate educational and employment goals for the six-week summer program, which will be reflected in the project or portfolio. Both projects and portfolios will be required to align with the Youth Workforce Development System Competencies and the School District of Philadelphia's Academic Standards. The Youth Workforce Development System Competencies will be made available at the Bidder's Conference.

#### **F. Payments to Youth**

The Philadelphia Youth Network will centrally administer all payments to youth via PYNDEX, a web-based student tracking system. All contractors will be required to record the hours worked for each participant on a PYN issued timesheet and submit bi-weekly payroll files electronically via this system. Providers will receive training regarding this system at the time of award.

Youth in internship and service learning models will receive minimum wage (\$7.25 per hour). Providers should propose a payment structure for Work and Learning programs that takes into account classroom learning and any time spent in a work experience.

#### **G. Data Collection and Reporting**

At the conclusion of the program, each provider will receive a performance report based on negotiated performance measures.

Providers will be evaluated based on performance measures to be set in the following areas:

- Worksite Development
- Employment Verification
- Youth Placement
- Youth Payment
- Enrollment
- Attendance
- Retention
- Academic Attainment
- Work Readiness Skill Attainment
- Worksite Quality

Performance Benchmarks will be made available to successful applicants at the time of award.

## H. WorkReady Closing Ceremony

Selected youth will be invited to display their work at the WorkReady Closing Celebration that will be held at the Philadelphia Convention Center during the final week of the program. The Closing Celebration will invite youth who have demonstrated excellence in academic and work readiness skill development to compete in the final project and portfolio competition. Awards will be presented to youth in a variety of categories.

## I. Applicant Eligibility and Term of Contract

**Period of Performance:** This request for proposals covers the period from May 1, 2009 through September 30, 2009. The term of this contract is subject to change based on final guidance from the US Department of Labor. Contracts may be renewed for the Summer of 2010 based on the availability of funding and successful achievement of negotiated performance measures. The Philadelphia Council for College and Career Success reserves the right to extend contracts and/or re-bid this RFP. Negotiated program requirements and performance measures may change from year to year.

**Who is Eligible to Apply?** The Council is seeking non-profit and for-profit applicants to provide services for the Work and Learning, Service Learning and Internship projects. The Council is seeking organizations with demonstrated experience and expertise with the capacity to implement a program in the Summer of 2009 for at least 50 youth.

**Submitting more than one application:** Organizations applying to administer more than one program MUST SUBMIT A SEPARATE APPLICATION FOR EACH PROGRAM.

## IV. Program Descriptions

Category 1: Work and Learning Programs	
<b><i>Program Structure:</i></b>	Work and Learning programs offer a mixture of academic skill building, college exposure, career exploration, and work readiness training which focuses on building 21 <sup>st</sup> Century employment skills. It is recommended that programs take place on college or university campuses or in a workplace setting. For these youth, a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career and college exploration and life skills training. All youth must participate in college preparatory training. In addition, youth should be provided with career exploration as part of their six-week experience.
<b><i>Duration and Term:</i></b>	Services should be provided for 120 hours (20 hrs per week) over a maximum of six weeks beginning no sooner than <b><i>July 6, 2009</i></b> and finishing by <b><i>August 14, 2009</i></b> . Participants work an average of 20 hours per week.
<b><i>Minimum Youth Served:</i></b>	Providers must serve a minimum of <b>50</b> youth.
<b><i>Geographic Scope</i></b>	Programs must benefit youth residing in Philadelphia.
<b><i>Youth Orientation</i></b>	Agencies must provide appropriate orientation to youth outlining the expectations of the program and distribute the WorkReady Toolkit.
<b><i>Academic Project Requirement:</i></b>	Participating youth will produce a summer project aligned with key School District academic standards. Providers will work with each participant to develop a summer Learning Plan as part of the project. As a result, School District of Philadelphia students may also be eligible to receive school credit. Providers will be assigned an Academic Advisor to assist with the design and implementation of the project.
<b><i>On-Site Supervision:</i></b>	The youth-to-supervisor ratio will be no greater than 25:1. Supervisors will be offered training in youth development principles and effective strategies for working with teenagers.
<b><i>Payments to Youth:</i></b>	Applicants should propose a payment structure for this model. All earnings will be issued by the Philadelphia Youth Network directly to the participants. <b>Youth cannot work for more than 120 hours during the six-week period, and students in residential programs cannot receive stipends for more than forty-hours (40) during each week they are in the program (up to a maximum of 120 hours).</b>
<b><i>Cost Per Slot:</i></b>	Work and Learning programs have a maximum cost-per participant for program operations of \$340 per youth. This will be paid directly to the contracted organization and does not include the payments to youth.

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

<b>Category 2: Service Learning Programs</b>	
<b><i>Program Structure:</i></b>	<p>Youth will participate in teams to develop projects that provide active service to communities or individuals and reflect and reinforce academic standards and crosscutting competencies. In addition, youth should be provided with career exploration as part of their six-week experience with an emphasis on building 21<sup>st</sup> Century employment skills. Service learning projects must utilize methods of instruction that emphasize both the service and the learning goals in an integrated, comprehensive way. Projects must address a legitimate community need.</p> <p>If outdoor activities are being proposed, applicants must identify alternative activities in case of inclement weather.</p>
<b><i>Duration and Term:</i></b>	<p>Services should be provided for 120 hours (20 hrs per week) over a maximum of six weeks beginning no sooner than <b>July 6, 2009</b> and finishing by <b>August 14, 2009</b>. Applicants requesting start dates different from those listed above must identify their requested dates and provide a justification in the Narrative Section. Participants work an average of 20 hours per week.</p>
<b><i>Minimum Youth Served:</i></b>	<p>Providers must serve a minimum of <b>50</b> youth.</p>
<b><i>Geographic Scope</i></b>	<p>Programs must benefit youth residing in Philadelphia.</p>
<b><i>Youth Orientation</i></b>	<p>Agencies must provide appropriate orientation to youth outlining the expectations of the program and distribute the WorkReady Toolkit.</p>
<b><i>Academic Project Requirement:</i></b>	<p>Participating youth will produce a summer project. Providers will work with each participant to develop a summer Learning Plan as part of the project so youth may be eligible to receive school credit. This only applies to School District of Philadelphia students. Providers will be assigned an Academic Advisor to assist with the design and implementation of the project.</p>
<b><i>On-Site Supervision:</i></b>	<p>Youth will work in teams (i.e. “crews”) of 12-15 persons, supervised by crew leaders of at least 21 years of age. The youth-to-supervisor ratio cannot exceed <b>15:1</b>. Crew leaders will be offered training in youth development principles and effective strategies for working with youth.</p>
<b><i>Payments to Youth:</i></b>	<p>Participating youth will be paid minimum wage \$7.25 per hour. <b>Youth cannot be paid for more than 120 hours during the six-week period.</b></p>
<b><i>Cost Per Slot:</i></b>	<p>The maximum cost per-participant for Service Learning Programs is \$350 per youth. This does not include the payments to youth and will be paid directly to the contracted organization.</p>

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

**Category 3: Internship Programs**

<b><i>Program Structure:</i></b>	Internship programs offer youth career exposure and connections to public and private sector employers. Internship programs offer a strong focus on building 21 <sup>st</sup> Century employment skills, academic achievement, career exploration, and post secondary readiness. All placements should be of high quality and related to youth career interests. The proposed program must provide workshops that build career awareness, provide exposure to post-secondary education and 21 <sup>st</sup> Century workplace skills.
<b><i>Duration and Term:</i></b>	Services should be provided for 120 hours (20 hrs per week) over a maximum of six weeks beginning no sooner than <b>July 6, 2009</b> and finishing by <b>August 14, 2009</b> . Applicants requesting start dates different from those listed above must identify their requested dates and provide a justification in the Narrative Section.
<b><i>Minimum Youth Served:</i></b>	Providers must serve a minimum of <b>50</b> youth.
<b><i>Geographic Scope</i></b>	Programs must benefit youth residing in Philadelphia.
<b><i>Youth Orientation</i></b>	Applicants must provide appropriate orientation to youth outlining the expectations of the program and distribute the WorkReady Toolkit.
<b><i>Academic Project/Portfolio Requirement:</i></b>	Participating youth will produce a project/portfolio. PYN will work with Providers to develop an appropriate learning model at the time of award. Providers will work with each participant to complete the summer academic project and/ or portfolio so youth may be eligible to receive academic credit. This only applies to School District of Philadelphia students. Providers will be assigned an Academic Advisor to assist with the grading of the project/ portfolio.
<b><i>On-Site Supervision:</i></b>	Youth must be supervised by a trained employer/mentor who works on-site. Supervisors will be offered training in youth development principles, effective strategies for working with youth, and other topics to help ensure a positive work experience. When more than one youth is placed at a single worksite, the youth-to-supervisor staff ratio may not exceed 3:1.
<b><i>Payments to Youth:</i></b>	Participating youth will be paid minimum wage (\$7.25 per hour). <b>Youth cannot be paid for more than 120 hours during the six-week period.</b>
<b><i>Cost Per Slot:</i></b>	The maximum cost per-participant for is \$340 per youth. This does not include the payments to youth and will be paid directly to the contracted organization.

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

## Section V. Application Information

**Application Process:** Applicants must follow the procedures outlined in this request for proposals (RFP). The RFP is available on the Philadelphia Workforce Investment Board (PWIB) web site: [www.pwib.org](http://www.pwib.org), the Philadelphia Council for College and Career Success website: [www.philadelphiacouncil.org](http://www.philadelphiacouncil.org) and the Philadelphia Youth Network website: [www.pyninc.org](http://www.pyninc.org) or by calling 267-502-3800.

### Proposal Timeline

Proposal Release Date	Friday, March 6, 2009
Letter of Intent to Apply	Wednesday, March 11, 2009 by 4:30pm
Bidders' Conference	Thursday, March 12, 2009 10:00am to 12:00pm Philadelphia Youth Network (see address below)
Proposal Due Date	Friday, March 27, 2009 by 4:30 pm <b>NO LATE APPLICATIONS ACCEPTED</b>
Review and Selection Period	Monday, March 30 – Wednesday, April 15, 2009
Contract Period	Friday, May 1, 2009 – Wednesday, September 30, 2009

**Notification of Intent to Apply:** Prospective applicants are requested to submit the attached "Notification of Intent to Apply" form (Attachment 1) to inform the Council of their intent to submit an application. The form may be faxed to the Philadelphia Youth Network at (267) 502-3855 and is due by Wednesday, March 11, 2009 no later than 4:30 p.m. This notification is for planning purposes to assist the Council in securing the necessary number of reviewers.

**Bidders Conference:** The Bidders Conference will be held on Thursday, March 12, 2009 from 10 am to 12 pm at the Philadelphia Youth Network, 714 Market Street, Suite 320. Attendance is **STRONGLY ENCOURAGED**. Please RSVP your attendance via e-mail to [jecheverri@pyninc.org](mailto:jecheverri@pyninc.org). Be sure to include your name(s), organization and number of people attending.

**Application Submission:** One original, five copies and one electronic copy (CD) must be submitted. Each copy must include: the Narrative and Attachments 3 through 6. **Proposals should not be placed in binders or stapled.** Please use binder clips only. The Cover Sheet (see Attachment 3) must be completed (with no items left blank) and attached to the front of each copy

of the proposal. Agencies must also supply two original copies of the most recent year's independent auditors' reports and accompanying financial statements. **All applications must be received by 4:30 pm on March 27, 2009.** Applications mailed in advance must be sent via certified mail and received by 4:30 on the due date.

**Where:** Philadelphia Council for College and Career Success  
c/o Philadelphia Youth Network  
714 Market Street, Suite 304  
Philadelphia, PA 19106

**Proposal Verification:** Proposals will be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the proposal is missing or illegible it will be considered non-responsive and will not be considered. **No incomplete, faxed, e-mailed or late applications will be considered.** Proposals that do not follow the required format will not be reviewed.

**Equal Opportunity:** The Council, in soliciting proposals and carrying out youth programming, shall not discriminate against any person or organization submitting a proposal pursuant to this Request for Projects because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

**Questions about the RFP:** Questions regarding development and submission of this RFP **MUST BE SUBMITTED IN WRITING** to the Philadelphia Youth Network by emailing Sherita Brown at [sbrown@pyninc.org](mailto:sbrown@pyninc.org). Please include a contact person and return phone number with your questions. Questions and answers from the RFP process and Bidder's Conference will be updated and posted on the following websites: [www.philadelphiacouncil.org](http://www.philadelphiacouncil.org) [www.pyninc.org](http://www.pyninc.org) and [www.pwib.org](http://www.pwib.org).

**Vendor Qualifications and Responsibilities:** Bidders receiving notification of awards will be required to demonstrate fiscal and administrative capacity by responding to the vendor qualifications and responsibilities listed below. All awards are contingent upon fiscal and administrative qualification and successful contract execution. All applicants **given selection notification** will be asked to provide the following documentation of qualifications. Failure to provide the following documentation could result in disqualification of proposed award:

- Legal entity (must submit documentation proving status as a legal entity)
- Written personnel policies (must submit table of contents of personnel policies)
- Written grievance procedure for participants (must submit copy of grievance procedures)
- Summer Budget (full)
- Proven fiscal capacity for fund accounting (copy of audit submitted with summer RFP must be within the last year and satisfactorily address all findings)
- Has (or is able to obtain) appropriate insurance with contract
- Internet connectivity appropriate for requirements in this contract
- Demonstrated ability to collect outcome data that measures performance
- Proof of child abuse clearance and criminal background checks for staff.
- A completed Accessibility Checklist (signed by authorized agency representative)

## VI. Application Narrative

The narrative should provide reviewers with a clear understanding of the agency's capacity to deliver the services for which support is being requested. The submitted narrative must address **all** sections. **The complete narrative must be typed and cannot exceed 10 single-sided, single spaced pages.** The proposal should be formatted using a 1" margin and no smaller than a 12 pt font. Please focus the narrative on specific responses to the information requested. Use the headings provided to identify each section and subsection.

### Project Narrative

1. **Organizational Capacity (20 points):** Provide information on your organization's:
  - (a) experience providing quality services to youth;
  - (b) experience in operating youth workforce development programs;
  - (c) capacity to serve the proposed number of youth; and
  - (d) outcomes from prior programs if previously funded.
  
2. **Project Design (40 points):** Provide a complete description of your proposed project. Include the following:
  - a. Target population
  - b. Strategies for youth recruitment and enrollment
  - c. Details about the skill acquisition and the projected outcomes for participants
  - d. Typical schedule for a youth in the program
  - e. Types of projects that youth will complete while enrolled
  - f. Strategies for embedding college and career exposure into the model
  - g. Connection to the Council goals of increasing the graduation and college completion rates.
  - h. Connections to the priority areas outlined in Section II
  
3. **Infra-structure (20 points):** Describe your organization's operational and staffing infra-structure and your plan to implement this project within the necessary timeframe.
  
4. **Partnerships (20 points):** Describe the partnerships you have developed to assist with the implementation of your project. If you are proposing to provide an internship program, please provide a list of projected worksites (Attachment 4) where youth will be placed during the summer months.

## VII. Budget Information

**Budget Forms:** The budget format (*provided in a separate Excel spreadsheet*) is a summary for use in the proposal process and must be included in the application. Please note that the Excel file contains several worksheets (each with a separate tab at the bottom of the open file/workbook). You must complete all applicable worksheets to provide required budget information. Successful applicants will be required to give detailed budget information at the time of contract negotiations.

**Budget Narrative:** In addition to the Budget Summary, applicants must submit a brief Budget Narrative describing each of the costs included in the requested cost categories.

**Contractor Certification:** An authorized representative of the applicant organization must sign the Contractor Certification form provided in Attachment 5. The signed form should be included in the application in front of the budget summary page.

**Cost per participant:** Each model has a maximum cost per participant for program operations (which does not include youth wages). Cost caps in each category are as follows:

WorkReady Philadelphia Categories	Cost Per Participant
Work and Learning Programs	\$340
Service Learning Programs	\$350
Internship Programs	\$340

**Total Budget Amount:** This amount is equal to the component cost-per-participant (cpp) cap multiplied by the number of participants. For example, if submitting for the Internship Program for 50 participants, the total contract budget is \$17,000 (50 participants x \$340 cpp).

**Youth Payments:** Participating youth will be paid a wage or stipend through PYN for their participation in the summer portion of the program. Participating youth cannot be paid for more than 120 hours during the six-week period during the summer. Work and Learning Programs should propose a payment plan which may apply stipend and/or wages. Youth in Service Learning and Employment Programs will receive wages.

Applicants should complete the wage/stipend line for the amount requested in summer wages/stipends for participating youth.

**Administrative or Indirect Costs:** Applicants may include administrative or indirect costs, according to the following guidelines:

Administrative Cap: Administrative costs are not to exceed 10% of the total budget. All dollars must be allocated as either Administration or Training. All costs associated with direct delivery of services to young people, including site monitoring, payroll, training, etc. are considered training costs. Administrative costs are those costs not directly associated with service delivery (e.g., a percentage of the Executive Director's salary).

OR

Indirect Costs: Only organizations with approved indirect cost rates may budget indirect costs, not to exceed 10%. Successful bidders will be asked for documentation of this rate at the time of contract negotiations. Agencies that do not have a federally approved rate must allocate expenditures as Administration or Training.

**Consultant/Contractual:** Scope of Work and Budgets will be required for all consultants and sub-contractors at the time of contract negotiation.

**Workers Compensation:** Workers Compensation Benefits are provided for all participants who receive payments through the Philadelphia Youth Network. In this case, PYN is the documented employer of record.

**Instructions for Completing the Budget Forms:** The format for the required Cost Reimbursement Budget is provided in a separate Excel spreadsheet, which can be downloaded at [www.pyninc.org](http://www.pyninc.org). It can be completed electronically (with formulas) or on a hard copy according to the following instructions:

(a) Using Formulas:

- The budget form has nine different worksheets (each with a labeled tab at the bottom). Applicants should only fill in applicable cells that appear in yellow. The formulas will automatically calculate and populate the un-shaded cells.
- The first worksheet (A) is the Budget Summary page. The only information to be completed on this page is the provider name, program name, budget and contract dates as well as the fiscal year breakdown. All financial information on this sheet is linked to the other sheets (B through I) and will automatically be completed once the other sheets are completed.
- Please complete worksheets B through I where applicable incurred expenses are expected. All of the subtotal and total areas have formulas, therefore, please enter the information in the respective areas and the subtotals and the totals along with Sheet A will automatically calculate. You will not be able to enter any information in the subtotal and total sections since they are password protected.

- Sheets B through E are for administrative costs. Sheets F through I are for Program Service costs.
  - Administrative costs cannot exceed 10%.
- (b) Without Formulas (Hard Copies of the Budget only.) This is for organizations that will not complete the budget form through the Excel format
- Complete all applicable pages of the budget that your organization expects to have expenses in.
  - Ensure all calculations are properly made.
  - The first page, Budget Summary, must reconcile to all of the applicable detail pages.
  - Administrative costs cannot exceed 10%.

Please ensure that you complete sheet/page K (Cost Allocation Plan) that will explain the way your organization will allocate non-direct costs. If the description of your organization's cost allocation plan is not one of the four options, please provide a brief description. Please note that non-direct costs cannot be allocated based on percentages listed in the budget.

If you have any questions with filling out the budget document, please contact Angie Calicat, Contract Manager, at 267- 502-3708 /email [acalicat@pyninc.org](mailto:acalicat@pyninc.org) or Tony Marzolino, CFO, at 267-502-3703 / e-mail [tmarzolino@pyninc.org](mailto:tmarzolino@pyninc.org).

## VIII. Proposal Review Process

**Proposal Verification:** Proposals will first be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the proposal is missing or illegible it will be considered non-responsive and will not be considered. No incomplete, faxed, e-mailed or late applications will be considered. Proposals that do not follow the required format will not be reviewed.

**Review Process:** A review committee will rate proposals. The review committee reserves the right to request additional information and schedule interviews or site visits as appropriate.

## IX. Attachments and Appendices

All of the forms can be completed electronically by tabbing through the fields. For blank fields, you can type in text or numbers. For check boxes, simply click on the box to check it. Alternatively, the forms can be printed and the responses entered by typewriter, or handwritten (legibly).

Attachments that are separate Excel spreadsheets (budget summary and worksite list) can be downloaded at [www.pwib.org](http://www.pwib.org); [www.philadelphiacouncil.org](http://www.philadelphiacouncil.org); [www.pyninc.org](http://www.pyninc.org).

Please use **Attachment 2: Proposal Checklist** to ensure that you have included all required documentation in the order specified.

**ATTACHMENT 1**

**NOTIFICATION OF INTENT TO APPLY**

**\*\*\*THIS PAGE IS DUE ON OR BEFORE March 11, 2009\*\*\*  
SEND BY FAX TO: 267-502-3855**

Name of organization:  
Address of organization:  
    Street address:  
    City, State, Zip:

Contact Person: (Any information relating to this RFP will be sent to the person listed below)

Name:  
Title:  
Phone:  
Fax:  
E-mail:

**Please indicate the number of proposals you intend to submit under each of the following categories:**

<b>Program Category</b>	<b># of Proposals Intended</b>
Work and Learning	
Service Learning	
Internships	

## ATTACHMENT 2

### Proposal Checklist

Since proposals with incomplete or missing sections will be considered ineligible, and will not be considered, please take the time to complete this checklist to ensure that all of the following information is included in your proposal package:

Each copy of the proposal must include the following, *in the order listed*:

- Cover Sheets** (Attachment 3, all three pages, fully completed and signed by the authorized agency representative)
- Narrative** (maximum of 10 single-sided, single-spaced pages; formatted using 1” margins and no smaller font than 12 pt.), that addresses all sub-sections listed in Section VI. Application Narrative.
- Preliminary Employer / Worksite List** (Complete separate Excel spreadsheet as described in Attachment 4)
- Contractor’s Budget Certification** (Attachment 6, signed by authorized agency representative)
- Budget Forms** (Complete separate Excel spreadsheet as explained in Attachment 6)
- Budget Narrative** (A brief description of costs associated with each budget line)

Package includes:

- Hard copies:** One Original + Five (5) Copies of Proposal (including all sections listed above)
- Electronic copy:** One CD or disk with electronic copies of the narrative, budget summary, budget narrative, and field-based/worksite list
- Audit:** Two copies of the past year’s Organizational Audit, including the accompanying financial statements (This is only applicable to new applicants. If your organization is currently funded by the Philadelphia Youth Network, you are not required to submit an audit.)

**ATTACHMENT 3**

**Proposal Cover Sheets**

**Page 1 – Program Summary**

Name of organization (applicant):

Title of Proposed Program:

Application category (choose one):

**Work and Learning**

**Service Learning**

**Internship**

(a) Operating budget request: \$	(b) Number of slots requested:
Cost per slot (a/b): \$      per slot	Primary zip codes targeted:

Days of Operation: Mon  Tue  Wed  Thu  Fri  Sat  Sun

Hours of Operation:      A.M.      to      P.M.

**Executive Summary of Program** - 2,000 characters (approx 300 words) maximum.

*Please include all of the following information:* (1) brief description of program, (2) specific/special populations served, (3) geographic focus, if any, (4) types of projects to be developed by youth, (5) industry sectors targeted, and (6) any other special features of your program.

**Proposal Cover Sheets**

**Page 2 - Contact Information**

Name of organization (applicant):
Street address:
City, State, Zip:
Title of Proposed Program:
Program Category and Model:

\*Authorized Representative

*(person who can legally sign contracts for organization – signature required, below)*

Name:

Title:

Phone:

Fax:

E-mail:

Organization Contact

*(for questions about agency or application in general)*

Name:

Title:

Phone:

Fax:

E-mail:

Fiscal Contact

*(for questions about the budget)*

Name:

Title:

Phone:

Fax:

E-mail:

Program Contact

*(for questions about the proposed program during its operation)*

Name:

Title:

Phone:

Fax:

E-mail:

Technology/Computer Contact

*(for questions about electronic transfer of information, e.g. student payroll)*

Name:

Title:

Phone:

Fax:

E-mail:

Signature of Authorized Representative\* *(required)*: x\_\_\_\_\_

**Proposal Cover Sheets**

**Page 3 – Additional Applicant Information**

**Organization Information**

1. Is your organization incorporated as: non-profit  or for-profit?
2. Federal tax ID number:                      *or* name and Fed. Tax ID number of legal entity that will act on behalf of the org:  
Is your organization (or the legal entity identified above) certified by the City’s Minority Business Enterprise Council?  
Yes  No
3. Have any of the applicant’s Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?  
Yes  No  *(If yes, please explain on separate sheet)*
4. Is applicant in receivership or bankruptcy, or are any such proceedings pending?  
Yes  No  *(If yes, please explain on separate sheet)*
5. Has the applicant’s organization ever been cited, fined, or reprimanded for any law or code violations or has any business license been suspended or revoked?  
Yes  No  *(If yes, please explain on separate sheet)*
6. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies?  
Yes  No  *(If yes, please explain on separate sheet)*
7. Will the applicant subcontract any of the training or work efforts?  Yes  No

**Conflict of Interest/Union Concurrence**

8. Does the applicant have any connection with the Philadelphia Workforce Investment Board, Philadelphia Council for College and Career Success, Philadelphia Youth Network or its Board of Directors?  
Yes  No  *(If yes, please explain on separate sheet)*
9. List all unions that may be associated with this project:
10. If necessary, does your agency have union approval of the proposed project? Yes  No   
Union approval was not requested *(If yes, please attach a copy of written proof)*

**Computer Capabilities**

11. Our computer operating system is: Windows-based  or Mac-based

**ATTACHMENT 4**

**Preliminary List Of Employers / Worksites**

If you are proposing to utilize employer based worksites as part of your project, please complete the Preliminary List Of Worksites Form, which is provided as a separate Excel Spreadsheet. A sample of the form is provided below. The form is a separate Excel Spreadsheet that can be downloaded at: [www.pwib.org](http://www.pwib.org); [www.philadelphiacouncil.org](http://www.philadelphiacouncil.org); [www.pyninc.org](http://www.pyninc.org).

*Remember to include this electronic file on CD or disk when submitting the proposal.*

Preliminary List of Employers / Worksites								
	Name of Site	Contact Person	Phone #	Street Address	Zip Code	# of Youth	Activities	Job Title
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								

sample

ATTACHMENT 5

**Contractor's Certification and Budget Information**

In addition to the required Budget Summary and Narrative, an Authorized Representative of the applicant organization must sign this Contractor Certification form. Successful Bidders will be required to submit detailed budget information at the time of contract award.

CONTRACTOR'S BUDGET CERTIFICATION

*I certify that all the information provided in this budget is both complete and accurate to the best of my knowledge. Additionally, this form will be revised and re-submitted at a later date should unforeseen cost factors necessitate changes. I also understand that if selected as a contractor, I will be required to submit further detailed budget information.*

Authorized Representative Signature: x \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign this form and include it in the application in front of the Budget Summary and Budget Narratives.**

**Budget Summary:** The Budget Summary form is provided in a separate Excel Spreadsheet. It can be downloaded at: [www.pwib.org](http://www.pwib.org); [www.philadelphiacouncil.org](http://www.philadelphiacouncil.org); [www.pyninc.org](http://www.pyninc.org). Remember to include this electronic file on the disk when submitting the proposal.

**Budget Narrative** The Budget Narrative should briefly explain the costs included in each cost category and line item.

**Questions about the budget:** If you have any questions with filling out the budget document, please contact Angie Calicat, Contract Manager, at 267-502-3708/ email [acalicat@pyninc.org](mailto:acalicat@pyninc.org) or Tony Marzolino, CFO, at 267-502-3703/ e-mail [tmarzolino@pyninc.org](mailto:tmarzolino@pyninc.org)