Summer Employment Programs
Bidders’ Conference
Welcome & Overview

Chekemma J. Fulmore-Townsend — PYN President and CEO
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.

pyninc.org
Our Vision

To alleviate poverty and inequity through education and employment.
Since 1999

192,000

high-quality education and employment opportunities for young people.
PYN builds solutions for education and employment.

**Why?**
90,000 YOUNG PEOPLE in Philadelphia are seeking education and employment opportunities. **46%** OF EMPLOYERS struggle to fill jobs...in fact, it’s harder now than ever.

**How?**
PYN coordinates with partners to create opportunities for youth and young adults which prepare individuals for the world of work.

**Impact**
- Create diverse talent pipeline,
- Meet employers’ evolving needs,
- Build our city’s economy for a brighter future for all


---

**Youth Served by PYN**

PYN provides supports for youth and young adults in our community. A demographic snapshot:

Participants Self-Identified:

**Gender**
- 55% Female
- 45% Male

**Age**
- 12-14
- 15-17
- 18-24

**Race**
- Black 73%
- Hispanic 12%
- Asian 8%
- White 7%
- Other 1%

**89%** of PYN program participants experience poverty, living in households below the federal poverty line.
SHORT-TERM OPPORTUNITIES
These education and employment opportunities are offered as a time-bound experience, often annually. Summer is a critical entry point for many young people who have not yet been exposed to the world of work.

10,220 OPPORTUNITIES PROVIDED INCLUDING:
- Summer Career Exposure
- Summer Service Learning
- Summer Work Experience
- Summer Internships
- Pilot Programs
- PYN-supported Partnerships

LONG-TERM OPPORTUNITIES
These opportunities connect young people to education and employment for an extended experience, running longer than one quarter throughout the calendar or scholastic year.

6,800 OPPORTUNITIES PROVIDED INCLUDING:
- E2 Power Centers
- Career Exposure
- Internships
- Pilot Programs
- WIOA Youth Portfolio* and
- PYN-supported Partnerships

SHORT-TERM PROGRAM OUTCOMES*
- 92% DEVELOPED A RELATIONSHIP WITH A CARING ADULT
- 97% WERE SATISFIED WITH THEIR WORKREADY EXPERIENCE
- 96% EXPRESSED AN INTEREST IN FURTHER EDUCATION

*Based on surveys to PYN-managed summer programs

LONG-TERM PROGRAM OUTCOMES
Long-term programs vary in goals and intended outcomes. At E2 Power Centers and WIOA programs, highlights include:
- 479 CREDENTIALS ATTAINED
- 1,140 POST-SECONDARY PLACEMENTS

*As of July 1, 2018, PYN’s role has transitioned to TA and capacity building

Career Development Framework
Meeting labor market demand from entry to career pathway

MORE THAN 215,000 OPPORTUNITIES CREATED TOGETHER WITH PARTNERS SINCE INCEPTION IN 2003

MORE THAN 34,500 RE-ENGAGEMENT OPPORTUNITIES CREATED SINCE INCEPTION IN 2006

SYSTEM TOTALS
- 975 CONTRACTED WORKSITES
- 55 CONTRACTED PROVIDERS
- $6,262,931 IN YOUTH WAGES
2020 Vision
Progress Toward Our Goals

SYSTEM BUILDER
Creator of a unified system of services and resources.

Expand the continuum of education and employment opportunities by 30%, creating 20,000 opportunities annually

INNOVATION INCUBATOR
Facilitator of processes to develop, import and replicate new approaches

Improve and scale three pilots for vulnerable populations with one or more barriers to education and employment locally and nationally

STRATEGIC CONSULTANT
Provider of resources and tools that grow capacity in communities

Share our best practices through replication in two states beyond Pennsylvania

17,020 opportunities created in 2017-2018

8 pilots launched

1 pilot completed and scaled

2 states beyond Pennsylvania

85%

33%

266%

100%

8 pilots launched

100%

2 states beyond Pennsylvania

17,020 opportunities created in 2017-2018

PYNinc
System Overview

Summer Employment Programs are an important part of a youth workforce development system:

- Multiple funds invested at national, state, and local levels
- Multiple systems aligned to prepare young people to enter the workforce
- PYN coordinates within a Career Development Framework and evaluates with data
- Multiple partners deliver programs and services citywide
- Young people are recruited into safe opportunities to build skills and apply learning
Procurement Overview

Farrah Farnese — PYN Sr. Director, External Relations
AGENDA

Funding Priorities
Career Development Framework Overview
Model Descriptions
Operations Requirements
Proposal Guidelines
Submission Process
Review Rubric Overview
Logistics

Write **all questions** onto notecards.

Hand in questions to PYN staff during or after today’s conference.

All questions received today will be posted with answers by Wednesday, August 28th online at [pyninc.org/rfp](http://pyninc.org/rfp).

Any questions throughout the process can be submitted by email to **PYNRFP@pyninc.org** by Friday, August 30th.
System Stakeholders

WORKREADY PHILADELPHIA IS MADE POSSIBLE BY:

City of Philadelphia
Department of Human Services

Philadelphia Works
local workforce development board

Other Public & Private Funders

managing partner of WorkReady Philadelphia
Funding Priorities

Connect summer opportunities to other career development activities

Align opportunities with PYN’s Career Development Framework to support a continuum of high-quality experiences

Expand the reach of summer opportunities to youth who have the greatest need and least connection

Support a variety of opportunities to meet the varied assets and needs of young people 12-24 in Philadelphia
Priority 1
Connect summer opportunities to other career development activities

Maximize the value of short-term summer experiences through connections to other opportunities and in service of larger career pathway goals through programming (e.g., connecting to students' school-year goals) or partnerships (e.g., building out specific connections to other programs).

Increase the range of local employment partners that engage in summer experiences by integrating the full range of work-based learning opportunities available for engaging industry partners in their program proposals.

Aligned with:
City of Philadelphia’s current workforce strategy, *Fueling Philadelphia’s Talent Engine*, and Pennsylvania state goals in the *Future Ready PA Index*
Funding Priorities

Priority 2
Align opportunities with PYN’s Career Development Framework to support a continuum of high-quality experiences for young people

- Deliver opportunities in summer programs that develop a wide range of skills in youth and young adults in a variety of ways
- Identify where in the continuum the specific program efforts fall to create a comprehensive picture of skill development opportunities throughout the city.
- Utilize the CDF as an opportunity for connecting short-term impacts of summer experiences with longer-term goals around successful and fulfilling employment for young people
Priority 3
Expand the reach of summer opportunities to youth who have the greatest need and least connection

While summer programs are open to eligible youth and young adults aged 12-24 living in Philadelphia, the following priority populations are emphasized for increased access through this RFP:

- Youth and young adults living in high poverty, high crime areas*
- Youth and young adults connected to the juvenile justice and foster care systems
- Pregnant and parenting teens
- Youth and young adults attending key identified (low-connection) schools*
- Youth with disabilities*

*See Appendix 2 for more details on priority populations
Funding Priorities

Priority 4
Support a variety of opportunities to meet the varied assets and needs of young people 12-24 in Philadelphia

- Articulate their program in detail.
- Define the populations they are serving and clearly articulate how the program(s) they propose to operate support the unique needs those specific young people. This may include operating multiple programs and/or differentiating experiences within one program based on age and experience.
- Describe innovative approaches for service delivery including but not limited to use of technology and employer/industry partnerships

PYN intends to fund a more balanced distribution of experiences across program models through this RFP. Specifically in the early and advanced stages of the continuum.
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.

1. Creates a shared understanding among policymakers, funders, intermediaries, educators, employers and practitioners

2. Supports practitioners in their efforts to increase the scale and quality of career development activities

3. Helps employers to identify and take on a broader set of roles in the successful career development of young people

4. Assists funders in aligning their investments with their desired impact on the career pathway system

5. Provides policymakers with research-backed information to inform their decision-making processes
Have **developmentally appropriate activities** that align to a continuum of experiences in the following phases:

**Early | Awareness**
Build awareness about the variety of careers and career pathways available and the role of post-secondary education

**Intermediate | Exploration and Preparation**
Learn through engagement in targeted work-based experiences and solidify the foundational skills to succeed

**Advanced | Training and Immersion**
Develop career-specific skills and engage in authentic career experiences

Summer employment programs are short-term (12 weeks or less)
Foster and facilitate opportunities for participants to develop key skills and mindsets along the following categories:

**Academic and Technical skills** include,
(1) numeracy, (2) literacy, and (3) technical application.

**21st century skills** include, skill-building in
(1) teamwork and collaboration, (2) communication,
(3) creativity and innovation, and (4) critical thinking.

**Character Development** includes,
(1) resilience, (2) mindfulness, (3) curiosity, (4) courage,
(5) ethics and (6) leadership.

**Reflective practice** includes, opportunities to
(1) name and understand skill development,
(2) build relationships and networks, and
(3) reflect on personal skill development.

Summer employment programs are short-term (12 weeks or less).
As a result of engagement in summer experiences, participants will be given the following opportunities to develop and grow an individual’s career readiness:

- Follow a series of steps to complete an application for career services and/or employment
- Develop and apply career readiness skills and mindsets
- Set goals and develop plans to achieve them
- Understand multiple career options
- Increase self-awareness
- Develop initiative
- Develop strong relationships with peers and adults
- Increase financial and digital literacy
PYN’s Career Development Framework

SKILLS AND MINDSETS

ACADEMIC & TECHNICAL SKILL DEVELOPMENT
- Numeracy • Literacy • Technical Application

21ST CENTURY SKILL DEVELOPMENT
- Teamwork and Collaboration • Critical Thinking • Communication • Creativity and Innovation

CHARACTER DEVELOPMENT
- Resilience • Mindfulness • Curiosity • Courage • Ethics • Leadership

REFLECTIVE PRACTICE
- Identify and Understand Skill Development • Build Networks • Reflect on Personal Skill Development

Careers Continuum

EARLY
INTERMEDIATE
ADVANCED

Exploration and Preparation

Training and Immersion

Advancement

Key Milestones:
Secondary Attendance / Secondary Academic Achievement / Secondary Credential Attainment / Post-secondary Connection / Post-secondary Completion / Sustainable Employment / Living Wage / Wealth Asset Development

Future of Work
Virtual Adaptive Innovative Cross-cultural
Multi-Disciplinary Computational Design-Driven

Individual Prepared for the Future of Work and Career Advancement
# Foundational Models

<table>
<thead>
<tr>
<th>INCENTIVE</th>
<th>EARLY</th>
<th>Career Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programs</strong> build awareness about careers and post-secondary opportunities by allowing participants to explore personal interests, and the skills and experiences that careers require. This model specifically focuses on introducing long- and short-term goal-setting and providing opportunities to build research and community.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCENTIVE</th>
<th>EARLY</th>
<th>Service Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programs engage participants in collective pursuits to address real-world issues or needs in the community and employ teaching and learning strategies designed for young people with an interest in civic service. Participants will work in groups to explore real-world challenges through research, reflection, and project development, as well as through direct service and/or advocacy.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAGE</th>
<th>INTERMEDIATE</th>
<th>Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programs engage participants in traditional entry-early level work experience in a specific industry. Participants interact regularly with a trained adult supervisor to complete assigned tasks that add value in the workplace.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAGE</th>
<th>INTERMEDIATE</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programs engage participants in intermediate level work experiences that facilitates deep exposure to a chosen career, accelerates skill development, and allows young people to work closely with a trained, adult supervisor who serves in an instructional role throughout the duration of the experience.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CAREER EXPOSURE

PROGRAM ELEMENTS

• Individualized career planning, including setting and refining career goals
• Exposure to information about specific careers and educational pathways for career attainment
• Exploration of high school options and planning for the application process
• Engagement in project-based learning opportunities with peers and a trained adult facilitator and/or professional from a specific industry
• Connection and exposure to specific career experiences and mentors
Career Exposure

PROGRAM REQUIREMENTS

- Ages 12-14 with minimal to no experience
- 1:15 adult/participant ratio
- 25 minimum participants
- Six weeks // total of 120 hours
- Participant incentive up to $600
- $500/per slot operating costs
  $600/per slot for 90% priority populations
PROGRAM ELEMENTS

• Placement in a group/teamwork setting
• Participation in an orientation prior to the start of the experience
• Engagement in a meaningful service driven project that addresses real-world issues or needs in the community
• Opportunities to gain understanding, appreciation, and respect for individuals of diverse backgrounds
• Selection of projects appropriate for timeframe
• Integration of youth voice in project ideas and development
Service Learning

**PROGRAM REQUIREMENTS**

- Ages 14-24 with minimal to no experience
- 1:15 adult/participant ratio
- 25 minimum participants
- Six weeks // total of 120 hours
- Participant incentive up to $885
- $500/per slot operating costs
- $600/per slot for 90% priority populations
Work Experience

PROGRAM ELEMENTS

- Placement in a professional work environment
- Participation in pre-employment training
- Engagement in on-going learning and reflection opportunities
- Engagement with a trained adult supervisor
- Development of necessary, but experience-appropriate, tasks
- Exposure to career options within the industry
  exposure to career-pathway options within the industry
Work Experience

PROGRAM REQUIREMENTS

- Ages 14-24 with minimal to no experience
- 1:3 adult/participant ratio
- 25 minimum participants
- Six weeks // total of 120 hours
- Participant wages $8.25/hour // up to $990 gross
- $500/per slot operating costs
- $600/per slot for 90% priority populations
Internship

INTERMEDIATE

WAGE

PROGRAM ELEMENTS

• Placement in a professional work environment and assigned to a specific workplace mentor to guide instruction during the experience
• Placement in structured settings that connect youth to local and regional high-growth industries
• Participation in pre-employment training and pre-placement screening
• Engagement in separate and structured professional development sessions to promote on-going learning and reflection opportunities
• Engagement with a trained adult supervisor who monitors task quality, task completion and professional growth
• Development of more advanced and valued tasks
• Connection to new professional networks
Internship

INTERMEDIATE WAGE

PROGRAM REQUIREMENTS

- Ages 14-24 with previous work/leadership experience
- 1:3 adult/participant ratio
- 25 minimum participants
- Six weeks // total of 120 hours
- Participant wages $9/hour // up to $1,080 gross
- $500/per slot operating costs
  $600/per slot for 90% priority populations
INTRODUCING INNOVATION

We believe we must keep striving to create opportunities that are responsive to shifting education and employment landscapes and meet the ever-evolving needs of youth. We are offering a new option for programs that may fall outside the four foundational model parameters but meet the aims of the Career Development Framework and the priorities of the system.

The goal is to offer greater flexibility for programming, which supports innovative ideas and facilitates expansion of programs across the career development continuum.

We encourage both new and incumbent applicants to apply under this pathway. Programs submitted as an innovation accelerator can be brand new or established programs that are new to PYN’s menu of summer employment opportunities.

PYN will set aside up to 10% of funding to support Innovation Accelerator programs.
Innovation Accelerator

NEW PROCUREMENT OPTION

PREFERENCE FOR ONE OR MORE:

- Provide opportunities in the advanced stage of the Career Development Framework continuum (see Appendix 1) by offering post-secondary credentials and/or certifications
- Foster direct connection to employment at the conclusion of the summer program
- Promote youth entrepreneurship
- Can operate under the standard cost-per slot of the other four models

PYN will set aside up to 10% of funding to support Innovation Accelerator programs.
Innovation Accelerator

PROGRAM REQUIREMENTS

- Ages **12-24** meeting certain criteria set by providers
- **1:3-15** adult/participant ratio
- **25** minimum participants
- **4-12 weeks // maximum of 240 hours**
- Wages or Incentives dependent on program
- Operating cost dependent upon provider. Preference for below foundation-model cost per slot.

PYN will set aside up to 10% of funding to support Innovation Accelerator programs.
Compensation

INCENTIVES

• Based on progress or completion of program-specific benchmarks

• Encourage and motivate reaching goals to attain positive outcomes

WAGES

• Based on hours worked at a minimum hourly rate of $8.25, paid on a bi-weekly basis

• Compensate participants for specific tasks and expectations of work completion

Regardless of compensation type, youth 15+ must be able to receive minimum compensation equivalent to $885 over the course of the program or $8.25/hour.
Recruitment

ELIGIBLE

- In-school and opportunity youth
- Ages 12-24 years old
- Residents of Philadelphia
- Registered for Selective Service *(males 18 years old or older only)*
- Authorized to work in the United States
- Low-income eligible

PRIORITY

- Youth and young adults living in **high poverty, high crime areas**
- Youth and young adults connected to the **juvenile justice** and **foster care systems**
- **Pregnant** and **parenting** teens
- Youth and young adults attending key identified **schools with low connection** to career development opportunities
- Youth with **disabilities**
Participant File Completion

Providers operate as an agent of PYN to submit completed programmatic and employment files.

Successful applicants must adhere to all employment law and programmatic guidelines when completing a participant file.

Successful applicants must demonstrate ability/strategy to work with participants to obtain and provide a variety of documentation to support enrollment.

See Appendix 4 for elements of a completed file.
Worksites & Placement

HIGH-QUALITY WORKSITES

• facilitates meaningful work experience by exposing participants to the skills necessary to compete in the workforce Ages 12-24 years old

• vary based on model and program and may include schools, recreation centers, camps, and traditional businesses

• must be a small business (3-50 employees) and/or a non-profit

All other businesses not meeting these criteria are urged to financially support summer programming.

RECRUITMENT AND PLACEMENT

• Successful applicants will be responsible for recruiting quality worksites, submitting necessary paperwork (including clearances) to PYN for entry into the centralized system, adhering to the supervisor ratios

• Successful applicants will be responsible for placement of participants at worksites and on-going management and support of both participants and worksites during the duration of the program

See Appendix 5 for further elements of a high-quality worksite.
Participant Payments

Wages | Time Tracking

TRACKING
Successful applicants will be responsible for collecting supervisor-approved timesheets, data entry of appropriate participant hours into PYNDEX per the payroll schedule and submitting hard copies of timesheets to PYN on or before the pay date.

PAYMENTS
Payments will be issued in the form of a payroll card, direct deposit or check. Successful applicants will be responsible for the distribution of payroll cards, bi-weekly paychecks for youth that have opted for checks, as well as the bi-weekly distribution of pay stubs for all participants.

SPECIAL NEEDS
Providers serving youth with special needs may negotiate an alternative form of payment at the time of contract award. All timesheets are submitted to PYN at the end of the program, reconciled with the check stub, and subject to audit.
INCENTIVE PLANS
Providers complete and submit an incentive plan that outlines no more than six incentive benchmarks. Successful applicants will be responsible for submitting incentives electronically via PYNDEX.

BENCHMARKS
Incentives must be broken down for all participants for the full period of a proposed contract. Incentives must be commensurate with benchmarks outlined in the incentives plan and a consistent method must be used to award incentives.

INCENTIVE LOGS
An Incentive Log must be submitted with each payroll (similar to submission of timesheets) documenting incentive achievement for each participating youth. A complete log is submitted to PYN at the end of the program, reconciled with the check stub, and subject to audit.
PROGRAM COMMUNICATION
Successful applicants will be expected to communicate regularly with their PYN program point of contact to share updates about:
• progress towards participant recruitment
• participant enrollment
• worksite recruitment
• participant placement
• retention goals

_PYN staff are trained to support program staff and can help to identify and overcome barriers that emerge._

STAFF TRAINING
Appropriate staff will also be required to participate in information and training offerings. The goal of these trainings is to engage successful applicants in activities that will enable them to implement high-quality summer programs. These events will primarily take place prior to the start of the program, running from February through June.

OTHER PROFESSIONAL DEVELOPMENT
Professional development opportunities may be available other times of the year as well.
Examples of Policies and Procedures:

• Timely Financial Reporting
• Enrollment & Eligibility Procedures
• PA and Federal Child Labor Laws
• Procedures for Reporting Incidents
• Workman’s Compensation Procedures
• Clearance Policies for Youth and Worksite Supervisors in compliance with PA’s Child Protective Services Law
• Adhering to HIPAA laws
• Record Retention
• Other procedures as applicable
Performance Metrics

- Participant Recruitment
- Participant Enrollment Deadline
- Participants Paid
- Wages/Incentives Paid
- Retention
- Surveys and Assessment
Proposal Guidelines

Submission and Due Dates

LETTER OF INTENT TO APPLY
Must be submitted by 11:59pm, Friday, August 30th via pyninc.org/RFPLOI

PROPOSAL UPLOAD
Within 10 business days of LOI submission, you will receive a link for a secure upload of proposal documents.

PROPOSAL DUE DATE
Hard copy and uploads are due between 9:00am and 12:00-noon, Wednesday, September 25th.

For submission prior to September 25th, schedule appointments via email to PYNRFP@pyninc.org

Out of School Time (OST) high school model providers do not need to submit proposals for slots required by OST contracts for summer programs at OST sites.
For any additional slots above and beyond OST contracts, providers must submit a proposal.
PROPOSAL REQUIREMENTS

• One (1) proposal per program submitted

• Proposal narrative **must** address **all** sections

• Formatted using 1" **margins** and no smaller than a **12-point font**

• Include table of contents
  *(not included in the page count)*

• Cannot exceed **11 single-sided, single spaced pages**

• Pages should be numbered and include a header and footer identifying the respondent’s name and program model

• Label each section and subsection

---

Out of School Time (OST) high school model providers do not need to submit proposals for slots required by OST contracts for summer programs at OST sites. For any additional slots above and beyond OST contracts, providers must submit a proposal.
Budget Guidelines

Fiscal Year Divide

• Each contract spans two fiscal years.
• We are asking applicants to project a **35% / 65% split** of expenses between the two fiscal years:

  **FY 2020**: February 1, 2020 — June 30, 2020
  **FY 2021**: July 1, 2020 — September 30, 2020
## Budget Guidelines

### Cost Per Slot - Foundational Models

<table>
<thead>
<tr>
<th>OPERATING COST PER SLOT</th>
<th>INCENTIVE-BASED PROGRAMS</th>
<th>WAGE-BASED PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500 OR $600 for programs serving 90% priority populations</td>
<td>$500 OR $600 for programs serving 90% priority populations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPENSATION PER SLOT</th>
<th>INCENTIVES</th>
<th>WAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$600: Career Exposure</td>
<td>$8.25/hour for 120 hours: Work Experience</td>
</tr>
<tr>
<td></td>
<td>$885: Service Learning</td>
<td>$9.00/hour for 120 hours: Internship</td>
</tr>
</tbody>
</table>
Calculating Budgets

Total Budget Amounts are equal to:

\[
\text{Operating Costs} \times \text{Wage Rate} + \text{Incentive or Wage Rate} \times \text{Number of Participants}
\]

Note that the wage rate-based payment will also include all applicable federal, state and local taxes as well as all payroll related fees.

For example, if applying for the Work Experience Model for 25 priority population participants, the maximum contract budget is $39,750:

- Operating Costs: \(25 \times $600 = $15,000\)
- Wage Costs: \(25 \times $990 = $24,750\)

**Total Costs:** Operating costs ($15,000) + wage costs ($24,750) = $39,750
Proposal Submission Process

Sabrina Gattine — PYN Project Specialist
SHAREFILE EMAIL INVITATION

Each provider will receive an email after Notification of Intent to Apply receipt with instructions for accessing your secure folder for file submission.

Contacts listed on the Notification of Intent to Apply form will receive an invitation. If additional staff access is required please email PYNRFP@pyninc.org.
ACTIVATING ACCOUNT

Provide contact name and company.
ACTIVATING ACCOUNT

Create a password.
The folder you receive will have only folders for the models indicated in your Notification of Intent to Apply.
Submission Guidelines

Complete Submissions

In order for proposals to be considered, completed versions of all of the following documents in the specified formats and in the order listed must be submitted by 12:00pm on September 25, 2019.

All documents are necessary for each program applied for:

- Proposal Checklist
- Proposal Cover Sheets
- Signed Version of Contract Amount – Summary Page (sheet A of budget worksheet)
- Proposal Narrative
- Budget Worksheet
- Legal and Financial documents

See Proposal Checklist for full details.
UPLOADING FILES

You will need to upload files to every sub-program folder that is in the main folder for your organization.
UPLOADING FILES
You will need to upload files to every sub-program folder that is in the main folder for your organization.
COMPLETE FOLDER

You will also have access to an **instructional document** with step-by-step guides and graphics for the submission process in your organization’s folder.
Procurement Overview

Farrah Farnese – PYN Sr. Director, External Relations
<table>
<thead>
<tr>
<th>SECTION</th>
<th>WEIGHT</th>
<th>QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Capacity and Relevant Experience</td>
<td>25</td>
<td>A.1, A.2, B.6, C.14, C.16</td>
</tr>
<tr>
<td>Program Components</td>
<td>40</td>
<td>B.3, B.4, B.7, B.10, B.11, B.12, B.13, C.17</td>
</tr>
<tr>
<td>Alignment with RFP Priorities</td>
<td>10</td>
<td>B.5, B.8, B.9</td>
</tr>
<tr>
<td>1. Connect summer opportunities to other career development activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Align opportunities with PYN’s Career Development Framework to support a continuum of high-quality experiences for young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Expand the reach of summer opportunities to youth who have the greatest need and least connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Support a variety of opportunities to meet the varied assets and needs of young people 12-24 in Philadelphia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Quality</td>
<td>15</td>
<td>C.15</td>
</tr>
<tr>
<td>Budget Worksheet</td>
<td>10</td>
<td>Budget Worksheet</td>
</tr>
</tbody>
</table>
# Proposal Guidelines

## PROPOSAL TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release Date</td>
<td>August 12, 2019</td>
</tr>
<tr>
<td>Bidders' Conference</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>Final Opportunity to Submit Questions about the RFP</td>
<td>Due August 30, 2019, 4:30 p.m.</td>
</tr>
<tr>
<td>Notification of Intent to Apply</td>
<td><strong>Due August 30, 2019, 11:59 p.m.</strong></td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td><strong>Due September 25, 2019, 12:00 p.m.</strong></td>
</tr>
<tr>
<td>Review and Selection Period</td>
<td>September to October 2019</td>
</tr>
<tr>
<td>Selected Applicants Approved</td>
<td>December 2019</td>
</tr>
<tr>
<td>Notification</td>
<td>January 2020</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>No later than February 2020</td>
</tr>
</tbody>
</table>

Out of School Time (OST) high school model providers do not need to submit proposals for slots required by OST contracts for summer programs at OST sites. For any additional slots above and beyond OST contracts, providers must submit a proposal.
Thanks!

For all questions regarding the Request for Proposals

Submit your note card today or email us at PYNRFP@pyninc.org

Responses will be posted at pyninc.org/RFP