



## **Request for Proposals: Consultant to Build Tools and Resources Aligned with PYN's Career Development Framework**

### **About the Philadelphia Youth Network:**

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

### **About the Career Development Framework**

PYN's Career Development Framework ([www.pyninc.org/docs/career\\_dev\\_framework.pdf](http://www.pyninc.org/docs/career_dev_framework.pdf)) provides a unified approach to skill development, career readiness, career retention and advancement, bridging the career pathway needs of the emerging workforce with the expectations of employers.

The Framework depicts a flexible pathway that varies based on the developmental needs of each young person, beginning with awareness, proceeding through exploration and preparation and training and immersion, and culminating with employment and advancement. Specific milestones serve as indicators that young people are on a path to success, including secondary credential attainment; post-secondary connection and self/family-sustaining employment.

### **Project Overview:**

*Objective:* The Philadelphia Youth Network, seeks a consultant to build tools and resources for employers, schools and partners aligned with PYN's Career Development Framework.

*Time Frame:* March 2019-June 2019

*Budget:* Not to exceed \$15,000

*Background:* There are many different frameworks in existence, each individually depicting quality youth development, career continuums, and/or career readiness in isolation. We chose to develop this Framework because it uniquely offers a full picture of career

development, from early awareness through career retention & advancement and marries the most up-to-date research in youth development with employer expectations.

Our Framework shifts the focus from individual, and often disconnected, opportunities to an intentional continuum of experiences that support long-term career planning and advancement.

Our Framework allows all stakeholders to see their role, and vested interest in, building an equitable career pathway system.

### **Deliverables:**

1. Develop tools to support practitioners in their efforts to increase the scale and quality of career development activities they offer within their programs and schools.
2. Develop tools to help employers to identify and take on a broader set of roles in the successful career development of young people, resulting in the talent pipelines they need to support successful businesses and industry.
3. Develop a briefing document for policymakers to inform their decision-making processes and efforts to build a sustainable and equitable career pathway system.

### **Proposal Content:**

If you are interested in submitting a proposal for consultant services, please include the following:

1. A company or individual profile, length of time in business and website
2. Describe your experience consulting on similar projects or requests and the resulting product(s).
3. Describe your understanding and/or experience with quality programming for youth and young adults.
4. Provide a scope of work and timeline that describes how you will work with PYN staff and local stakeholders to meet each deliverable listed above.
5. Provide at least one reference for whom you have recently completed a similar project
  - Client name/organization and contact information (phone and email)
  - Dates of service and brief (1-3 sentence) description of services provided

### **Proposal Format and Timeline:**

Proposals are due March 15, 2019, and should be e-mailed to [consultingopps@pyninc.org](mailto:consultingopps@pyninc.org)  
Please use the following as a guideline to format your proposal:

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

3. Budget and Fees: Please provide a projected budget including the approximate hours needed to complete this work, and the hourly rate.

### **Contract Terms:**

PYN will negotiate contract terms upon selection. All contracts are subject to review by PYN's legal counsel. The project will be awarded upon executing an agreement or contract, which outlines the terms, scope, budget and other necessary items.

### **Ownership of Materials:**

All materials developed, produced, conceived or authored by the contractor (and contractor's agents or subcontractors) pursuant to this RFP, and any and all modifications, whether in finished or incomplete form, shall belong exclusively to PYN at all times.