



Request for Proposals

Technical Assistance to Sustain and Scale Post-Secondary Bridging Practices in E³ Power Centers and Accelerated Programs

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 <http://www.pyninc.org>.

About Project U-Turn:

Project U-Turn is an alliance that unifies partners to increase the graduation rate and prepare young people for new opportunities. The alliance is led by an executive committee, steering committee and action teams with cross-sector representation from the School District of Philadelphia, the Mayor's Office of Education, the city's Department of Human Services, Community College of Philadelphia, Public Citizens for Children and Youth, William Penn Foundation, practitioners and young people. Project U-Turn is managed by the Philadelphia Youth Network. For more information, visit www.projectuturn.net.

Project Overview:

Objective: The Philadelphia Youth Network, on behalf of Project U-Turn, seeks a consultant to sustain and scale post-secondary bridging practices, in particular the Back on Track model, in E³ Power Centers and School District of Philadelphia accelerated programs.

Time Frame: February 2018-June 2019

Budget: Not to exceed \$40,000

Background: The Philadelphia Youth Network, through Project U-Turn, piloted a post-secondary bridging program, using the Back on Track model developed by Jobs for the Future (JFF), in E³ Power Centers from Fall 2015-December 2017. In the second year of programming, PYN staff began scaling to two other programs and from January 2018-June 2018, transitioned from serving young people directly, to working with E³ Power Centers and other program staff, to develop sustainability plans. During this sustainability/scaling phase, PYN staff also developed an implementation guide, *Foundational Elements of Post-Secondary*

Bridging, to enable other programs to infuse post-secondary bridging practices using PYN's lessons learned as a resource. PYN also has a Stoneleigh Fellow who is supporting the scaling work on a two-year Fellowship, from September 2017-September 2019.

At the same time as the pilot implementation, the School District of Philadelphia (SDP) Opportunity Network was due to issue a new RFP for its programs, and they included elements of the Back on Track model to provide guidance and encourage programs to bolster their post-secondary preparation and transition supports. As a result, every program now has at least one staff person who is charged with post-secondary oriented activities at the program and student levels.

PYN is currently seeking a consultant to both support PYN's three E³ Power Centers in further implementation of their sustainability plans, as well as to assist accelerated programs in refining their post-secondary bridging practices.

Deliverables:

1. Partner with E³ Power Centers leadership and staff to assess their current sustainability plans and their implementation, identify areas for continued strengthening of post-secondary bridging practices and provide ongoing technical assistance in fully embedding these practices both structurally (program level impact) and among staff (participant level impact)
2. Partner with SDP accelerated programs to utilize successful pilot program Back on Track elements in current post-secondary bridging efforts and/or to support new post-secondary focused efforts
3. Advise E³ Power Centers and accelerated program staff on serving, and on occasion directly serve, young people through post-secondary oriented instruction and/or coaching through the post-secondary transition process
4. Collaborate with PYN staff, including Stoneleigh Fellow, to ensure coordinated program scaling and inform continued scaling strategies
5. Collect data on metrics agreed upon with E³ Power Centers and the SDP Opportunity Network to continue to learn from program scaling and document model successes and areas for improvement

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 (1 page or less)
3. Provide a scope of work and timeline that describes how you will work with a variety of stakeholders (PYN, E³ Power Centers, SDP, accelerated programs, post-secondary institutions) to advance elements of the Back on Track model and meet each deliverable listed above
4. Describe your understanding and/or experience working in non-traditional educational programs, with students experiencing several barriers to academic success, and with post-secondary preparation and transition programming
5. Describe your approach to program sustainability and scaling

6. 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 Wednesday, February 6, 2019, and should be e-mailed to jobopps@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.