



Request for Proposals: Consultant to Build Employer 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.

About the Career Development Framework

PYN's Career Development Framework (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 aligned with PYN's Career Development Framework. Phase 1 of the project is to build a virtual internship toolkit that can be used for summer and school-year programming.

Time Frame: January 2021-February 2021

Budget: Not to exceed \$20,000

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 employers in their efforts to operate virtual internship programs. The tools should include:
 - a. Overall best practices for employers shifting to or currently operating virtual internship programs
 - b. Identifying resources needed to implement virtual internship programs
 - c. Specific examples of quality virtual internship program (in general and industry-specific examples)
 - d. Local and national resource library

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 December 4, 2020 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.

Proposal Submission and Selection Process

By use of numerical and narrative scoring techniques, proposals will be evaluated by Philadelphia Youth Network against the factors specified below. The relative weights of the criteria—based on a 100-point scale are shown below

Criteria	Points
Qualifications and relevant experience	40 points
Process to produce deliverables	30 points
Price for the scope of services requested	20 points
Other factors, including completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere	10 points

PYN may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, PYN reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. PYN contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to PYN, based on the highest total points and its decision is final.

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.