



Request for Proposals: Event Planning

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.

Project Overview:

Objective: The Philadelphia Youth Network, seeks an event planner to support shifting PYN's large meetings and events to a virtual environment.

Time Frame: January 2021-June 2021

Budget: Not to exceed \$25,000

Deliverables:

1. Event Management
 - a. Design and execute a virtual event for at least 100 stakeholders and partners.
2. Event Design
 - a. Develop a re-imagined plan for engaging stakeholders in program site visits/tours.
3. Training and Support
 - a. Develop and deliver a training for PYN staff in developing and implementing virtual presentations, meetings and events.
 - b. Update internal convening/event materials to include considerations for virtual events

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 January 6, 2020 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.