

# Request for Proposals: Financial Literacy Curriculum, Training & Delivery

## 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 record of accomplishment 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 creating a pipeline for an educated, engaged workforce. For more information, visit [www.pyninc.org](http://www.pyninc.org).

## About WorkReady

WorkReady programs offer 12–24-year-olds in Philadelphia opportunities for workforce preparation. WorkReady Summer is a summer job program with experiences occurring between July – August. For many young people, summer work experiences are a critical first introduction to the world of work. WorkReady Summer offers 100+ different programs through 80+ partner organizations throughout Philadelphia. This summer, the program will offer safe in-person experiences for young people to gain valuable experience and develop critical skills. Each year, at least twice as many young people apply for the 8,000 opportunities available. WorkReady partners and supporters are working to raise awareness and raise funds so that more young people can work this summer. WorkReady is managed by the Philadelphia Youth Network (PYN). For more information, visit [www.workready.org](http://www.workready.org).

## Project Overview

**Objective:** PYN seeks a consultant to develop and deliver enhanced financial literacy training for up to 1,000 young people this summer.

**Time Frame:** May 1, 2021 – September 30, 2021

**Budget:** Not to exceed \$75,000

**Background:** Each year, PYN provides paid work experiences for ~8,000 young people through WorkReady summer programs. Since experiences are paid, financial literacy is a key component of our programs.

PYN is seeking a consultant to develop and deliver a financial literacy training to selected programs under the WorkReady portfolio, serving up to 1,000 participants. The training should not exceed two (2) hours total and should be able to be delivered both in person and virtually.

## Specific Deliverables

- 1) Develop a youth facing (targeting ages 12-24) financial literacy training. The training should not exceed two (2) hours total. The training must meet the following requirements:
  - Can be presented virtually or in-person.
  - Should not exceed 2 hours.

Must include the following topic:

- Basic Banking (including mobile, understanding your paycheck, mechanics of banking)
  - Identity theft and fraud
  - Budget/Management/Pay Yourself First
  - Savings (College, Rainy Day, goals, investments/retirement)
  - Loans & Debt (College, Homeownership, Auto)
  - Credit (Cards-move to loans, Reports, Management)
- b) Timing
    - 12 sessions / 2 per week on the same topic
    - Must include at least 2 interactive activities completed by participants during the training.
    - Include evaluation as part of the training to document feedback from participants.
  - 2) Deliver financial literacy training to up to 1,000 participants across a set of pre-identified WorkReady programs.
  - 3) Provide PYN with training materials, training guide, and offer at least 2 train the trainer session for our WorkReady provider network.

## 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 delivering similar projects or requests and the resulting product(s)
3. Provide a scope of work and timeline that describes how you will work with PYN staff and youth to meet each deliverable listed above.
4. 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 26, 2021 and should be e-mailed to [workreadysummer@pyninc.org](mailto:workreadysummer@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 a breakdown of rates.

### **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 all modifications, whether in finished or incomplete form, shall belong exclusively to PYN at all times.