

Request for Proposals: Consultant: Building a Racial Equity Transformation Framework for Generation Work

About the Philadelphia Youth Network:

The Philadelphia Youth Network (PYN) creates education and employment opportunities for youth and young adults. We believe every young person deserves the chance to cultivate their talents and to achieve their dreams. To make more opportunities available to youth and young adults, we:

- Build systemic solutions that close gaps in youth serving systems.
- Support and train youth-serving organizations to deliver high quality programs that develop academic and career readiness skills.
- Engage employers and system leaders to ensure that today's young people will be prepared to join tomorrow's workforce.
- Design comprehensive service networks to prepare youth for successful futures in school, work and life.

For more information, visit www.pyninc.org.

About Generation Work:

The Generation Work initiative is a multi-year effort spread across five cities and supported by the Annie E. Casey Foundation. The goal is to develop, test, and scale cross-system strategies to connect young adults ages 18-29 with jobs through (1) demand-driven strategies that focus on building relationships with businesses and factoring in the needs of the local economy and (2) positive youth development strategies, such as mentoring and on-the-job learning. In Philadelphia, this partnership is comprised of PYN, YouthBuild and the 1199C Training Fund whose missions collectively address the creation of economic opportunity and racial equity for young people in Philadelphia.

About the Project:

PYN and partners seek a consultant/partner to support the Generation Work effort to improve Racial Equity & Transformation (along with racial literacy) of participating organizations, staff leadership, and employers. We are looking for a skilled facilitator to engage 2-3 participants from each of 3 organizations. The work will focus on the intersection of exploring identity, developing shared language, understanding common commitments to racial equity & transformation, and finally considering how these commitments and practices should inform our work with employer partners across Philadelphia.

Time Frame: April 30, 2021 to July 31, 2021

Budget: \$15,000

Deliverables:

1. Facilitate a series of conversations with key staff members from PYN, YouthBuild and the 1199C Training Fund around racial equity and employer engagement culminating in a document that articulates shared philosophy and areas of divergence. These will include facilitating deep dives on:
 - a. The influence of racial identity on our individual and collective work in our respective organizations.
 - i. How these identities influence our organizational employer engagement strategies
 - ii. Conversations around race that we have had or want to have with employers

- iii. Personal reflections on experiences with racism in our personal and professional lives.
 - b. How each organization trains employers and internal staff who are responsible for employer engagement.
 - i. Identify current strategies, how they are informed by a focus on racial equity and determine areas that warrant a shift in strategy.
- 2. Utilize the format of the facilitated conversations described above to delve more deeply into what it means to advance racial equity in the context of employer engagement. This will include strategies for incorporating into conversations around recruitment, hiring, onboarding, retention, and advancement

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 approach the training and link the elements of the project together.
- 5. Provide at least one reference for whom you have recently completed a similar project.
 - o Client name/organization and contact information (phone and email)
 - o Dates of service and brief (1-3 sentence) description of services provided.

Proposal Format and Timeline:

Proposals are due Wednesday March 31, 2021 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 with Racial Equity work	40 points
Demonstrated experience with facilitating challenging conversations	30 points

Experience with Employer Engagement for Opportunity Youth	20 points
Other factors, including completeness of proposal, adherence to RFP instructions, budget and 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.