



Request for Proposals: Consultant to Build Virtual Resource Library with Resources Aligned PYN's Career Development Framework & Weikart

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.

About The Weikart Center for Youth Program Quality

The David P. Weikart Center for Youth Program Quality (<http://www.cypq.org/>) empowers education and human service leaders to adapt, implement, and scale best-in-class, research validated quality improvement systems to advance child and youth development.

Their approach is based in positive youth development research, and the desire to create a safe, supportive, and productive environment for youth. The approach is premised on the belief that it is a youth worker's job to set up an environment for youth in which needs are met and learning is encouraged—to create a space in which young people can thrive. Their approach provides a way to organize the many, many things a youth worker does to build a great experience for young people.

Project Overview:

Objective: The Philadelphia Youth Network, seeks a consultant to build out a Virtual Resource Library comprised of ready to use lessons, activities and resources aligned with PYN's Career Development Framework and the elements of program quality articulated by The Weikart Center for Youth Program Quality. These resources will be designed for service providers to use during WorkReady Summer 2021 and during school-year and year-round programming.

Time Frame: April 2021-June 2021

Budget: Not to exceed \$20,000

Deliverables:

1. Create a virtual Resource Library that houses a curated and annotated collection of ready-to-use lessons, activities and resources that WorkReady summer providers can utilize as they develop their Program Plans:
 - a. Focus of content will be college/career exposure, college/career exploration, digital skills, virtual college and career experiences, civic engagement, art & culture, STEAM, entrepreneurship and other related areas. The expectation is for a minimum of 50 items spread across the listed content areas.
 - b. The consultant *is* expected to find, organize, and annotate the content on our resource platform.
 - c. The consultant *is* expected to create a series of short webinars (at least 3) and written materials to guide program providers in how to access, navigate and utilize the resources.
 - d. The consultant is *not* expected to develop new learning content.
2. Revise current Program Plan based on specific needs for WorkReady Summer 2021. The Program Plan is a scope and sequence document providers complete to articulate their programmatic goals and plans as well as how those align with the CDF and Weikart.
3. Create a webinar and written materials to support providers in how to complete and submit their Program Plans.

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 March 5, 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.

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.