



## **Request for Proposals: Documentation of Virtual and Hybrid Summer Experiences**

### **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](http://www.pyninc.org).

### **Project Overview:**

Objective: The Philadelphia Youth Network, seeks a research partner to define high quality virtual and hybrid (mix of virtual and in-person) programming, as well as costs associated with implementing the programming.

Time Frame: May 2021-September 2021

Budget: Submit budget based on proposal deliverables

### **Deliverables:**

1. Host focus groups that include youth program providers who are experienced with virtual and hybrid programming to identify examples of best practices and provide documentation of findings.
2. Gain feedback from employers who host youth in internships so that they may provide best practices, resources needed and perhaps perspective on funding needs or otherwise
3. Scan existing resources for implementing quality virtual and hybrid summer youth employment experience.
4. Use information from focus groups and research, document components of quality all-virtual and hybrid summer employment experiences.
5. Develop a cost structure for quality all-virtual summer employment experiences.
6. Provide comparison between all-virtual, hybrid, programming in terms of key components and cost structures.
7. Provide a written document that encompasses all information from 1-5 that can be used to inform programming, policy makers, and funders.

### **Proposal Content:**

If you are interested in submitting a proposal to provide these 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 virtual and hybrid 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 April 30, 2021 should be e-mailed to [jobopps@pyninc.org](mailto: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.

<b>Criteria</b>	<b>Points</b>
Qualifications and relevant experience including research, evaluation, and documentation of youth programming, especially virtual and hybrid programs	40 points
Demonstrated experience hosting focus groups to identify best practices and cost structures, including comparisons for varying youth programs	30 points
Demonstrated experience developing written guides to inform programs, funders, and policymakers	20 points
Other factors, including completeness of proposal, adherence to RFP instructions, budget and other relevant factors not considered elsewhere	10 points

**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.