



REQUEST FOR INFORMATION

Expanding Partnerships

IMPORTANT DATES

RFI Release: August 23, 2021

Informational Meeting: September 9, 2021, 10 a.m. on Zoom
More details to follow at www.pyninc.org/event

Round 1 Proposals Due: September 23, 2021 to AnnaLee Maxwell-Coates at
amaxwell-coates@pyninc.org

PROPOSALS WILL BE ACCEPTING ON A ROLLING BASIS

This document is a Request for Information (RFI) regarding expanding partnerships between PYN and youth serving organizations, both who currently work with PYN in some capacity, as well as those who do not. PYN is seeking to increase the scale of the youth workforce system to achieve three overarching goals:

- Promote connection to services
- Increase opportunities in the [Career Development Framework \(CDF\)](#) , including in the Intermediate space
- Increase connections to year-round/permanent employment

PYN will make awards available beginning October 2022 and will continue to award funding as it becomes available through June 2023. Awards will range anywhere from \$25,000 to \$200,000, depending on the program design, number of young people served, length of time, etc. This process allows PYN to gather updated knowledge of provider programming as well as capacity and interest in serving more youth and/or specific target populations. All interested organizations are expected to provide all of the information requested here, which PYN will evaluate and utilize to decide on new partnership agreements.

PYN Background

PYN is a non-profit organization working on solutions to ensure youth are connected to positive experiences that connect learning and workplace expectations. PYN's mission is to create a coordinated system of diverse programs that help youth attain academic skills, broaden economic opportunity, and support personal success. We know that young people have unlimited potential and we want to help communities thrive by connecting youth to services that nurture and enhance that potential, empower youth to lead change, and equip youth to pursue their future career goals.

Founded in 1999, PYN was among the first organizations in the country to systematically increase connections between formal education and employment preparation. Since then, PYN has become a leader in innovating service delivery, leveraging funding, aligning partners, and enhancing systems to support better outcomes in education and employment for youth in Philadelphia. Using a collective impact approach, PYN unites leaders and resources to create new solutions to complex, large-scale social problems. Since its inception, PYN has secured more than \$500M dollars from public and private sources and managed over 200 plus contracts with community-based organizations to create a coordinated youth service system and high-quality opportunities for more than 225,000 young people.

PYN manages Project U-Turn (PUT), focused on engaging and re-engaging young people in education through collaborative efforts, and WorkReady Philadelphia, a citywide initiative to address the skills gap for vulnerable young people. Since inception of PUT in 2006, Philadelphia's graduation rate increased by 25% and more than 29,000 re-engagement opportunities have been provided. Since 2003, WorkReady

Philadelphia has provided nearly 160,000 work experiences and distributed more than \$70M in youth wages. Given the early data regarding the effects of COVID-19 on young people's economic outlook, we know that much progress has been lost in engaging young people. This RFI provides an opportunity to target youth most impacted by the pandemic with innovative partnerships and opportunities.

RFI Objectives

PYN's primary objectives in issuing this RFI are as follows:

- Increased number and diversity of career preparation experiences (including education and workforce training)
- Increased youth recruitment, enrollment, and retention across all programs
- Adds new service/program design to system
- Increased number of sector-based programs that directly connect to middle skill job pathways
- Increased access among target populations
- Meets a targeted need (geographic need; service gap; population lacking access)

PYN Partnership Capacity Building Overview

PYN envisions this RFI process as just the starting point of engagement between PYN and new partners. Organizations responding to this RFI should expect not to simply apply for funding, then report periodically on outcomes, for example. This opportunity is meant to build a network of ongoing partnerships that will adapt and respond to new and shifting youth needs and utilization and the system priorities and investments. To that end, this capacity building effort will occur over several stages:

1. **Initial Meeting** – PYN will review with the partner organization information shared through the RFI and discuss in more depth elements such as capacity, types of services offered, and how both the partner and PYN will advance youth workforce system goals more effectively through a partnership.
2. **Analysis** – PYN will discuss with the partner how what the partner is offering in the RFI is connected to and advances the skills and mindsets for young people, articulated in the Career Development Framework (CDF). The partner's value add to one or more of the objectives listed above (RFI Objectives) will also be reviewed.
3. **Planning** – PYN and the partner will jointly develop a Partnership Integration Plan to clearly articulate how the partnership is connected to PYN's goals for this capacity building effort (*see RFI Introduction*). During this planning stage, PYN and the partner will also determine the parameters of data sharing and draft a Memorandum of Understanding (MOU) to define the relationship.
4. **Pilot** – Depending on the details of the RFI—for example, if what a partner is offering is starting new programming or implementation of a new strategy—PYN

may decide to first enter the partnership as a pilot, with the commensurate level of award. Following that pilot phase, PYN and the partner would determine what expansion would look like and the determining factors for expansion.

5. **Evaluation-** PYN and the partner will document how the partnership flourished, both in terms of program outcomes and what was mutually beneficial to both in the partnership; partnership challenges; and new opportunities that emerged as a result of the partnership.
6. **Expand/Scale or Graduate/End—**At the conclusion of the agreed upon partnership award, PYN and the partner will determine whether the partnership should be expanded/scaled or not.

Instructions to Partners

This is a Request for Information (RFI), not an order. No cost can be charged to PYN for any reason in relation to responding to this RFI.

This document shall not be construed as a request or authorization to perform work at PYN's expense. Any work performed by a vendor in response to this RFI will be at the vendor's own discretion and expense. This RFI does not represent a commitment to purchase or lease. Submission of a response constitutes an acknowledgement that the vendor has read and agrees to be bound by these terms.

Timeline

Applications will be accepted on a rolling basis through 2022, with the first round of applications due in September.

RFI Issue Date: August 23, 2021

RFI Submission Closing Date:

Round 1: September 23, 2021

Round 2: Date pending, accepting applications on a rolling basis and reviewed every two weeks

Notifications for Round 1: October 7, 2021

PYN intends to utilize responses gathered from this RFI process to develop a pool of approved partners to work with for current and future funding opportunities. There is no guarantee that PYN will initiate, or how many PYN will initiate, partnerships within the time frame described in this RFI. The information in this RFI is accurate to the best of the PYN's knowledge but is not guaranteed to be correct or absolute.

Point of Contact

All communication with PYN must be directed to the single Point of Contact email address utilized for this RFI:

amaxwell-coates@pyninc.org

Submission of Responses

A response for the first round must be received via email to amaxwell-coates@pyninc.org by September 23, 2021, 5:00 PM EST.

Responses must be submitted complete and in writing at the email address stated above. All requests for information in all sections of this document must be answered as concisely as possible while providing all information necessary to understand the outsourcing process proposed. Any deviations from requirements, or requirements that cannot be satisfied by the vendor, must be clearly identified.

Responses must include a statement that indicates that the vendor understands the requirements of the RFI and accepts the terms and conditions under which the RFI was issued to the vendor. The original response and any supplementary literature must be forwarded to the point of contact identified in the Point of Contact section of this RFI.

Confidentiality

Any information of a confidential or proprietary nature contained in a vendor response should be clearly marked 'PROPRIETARY' or 'CONFIDENTIAL' by the item or at the top of each page. Reasonable precautions will be taken to safeguard any part of the response identified by a vendor as being confidential or proprietary. All responses, once delivered, become the property of PYN.

Response Submission Costs

There is no fee associated with this RFI submission. However, any costs incurred relating to the submission process are the sole responsibility of the vendor supplying the response.

Response Format

To facilitate a timely and comprehensive evaluation of all submitted responses, responses must be submitted using the format specified in this RFI. Any deviation from this format may lead to the rejection of the response. Vendors should limit the answers to the following questions to ten pages in total. A limited number of supplemental materials may be provided, but for the purposes of this RFI, less is more.

The information contained in the RFI is confidential and proprietary to PYN. In accepting this RFI, vendors agree to the following conditions, under US law:

1. Each party recognizes and agrees that the Confidential Information has been compiled, created and maintained by special effort and expense of the other party
2. Each party recognizes and agrees that disclosing or disseminating Confidential Information to a third party will have a materially adverse effect on the other party and agrees not to disclose or disseminate the Confidential Information to any third party. Except as necessary to perform its obligations hereunder, each party shall not use, reproduce or draw upon the Confidential Information or circulate it within its own organization.
3. Each party shall provide notice to the other party of any demand made upon it under lawful process to disclose or provide the other party's Confidential

Information. Such party agrees to co-operate with the other party if it elects to seek reasonable protective arrangements or oppose such disclosure, at the expense of the party that is seeking the protective arrangements or opposing the disclosure.

4. Any Confidential Information disclosed pursuant to such lawful process shall continue to be Confidential Information, the access to such Confidential Information shall be limited to those persons (i) only with a need to review such information for the purposes for which the disclosure was required, and (ii) who agree in writing to keep the Confidential Information confidential.

Informational Meeting: A question and answer session will be held via Zoom on September 9, 2021 at 10 a.m. Login at pyninc.org/event

AWARD OF CONTRACT

Each respondent submitting a proposal will be notified of Philadelphia Youth Network’s decision.

CRITERIA AND SELECTION PROCESS

After the proposals are reviewed, final selection will be determined. The successful contractor will be required to enter into an agreement with Philadelphia Youth Network.

Proposals will be evaluated using the following criteria:

Criteria	Points
1 Quality, completeness, and thoughtfulness of the proposal.	10 points
2 Evidence base and organizational experience for the program design in addressing the problem the partner is trying to solve.	40 points
3 Experience of partner working in close partnership with other community-based organizations.	20 points
4 Previous programmatic outcomes demonstrate ability of partner to address one or more RFI objectives.	20 points
5 Ability of the partner to provide the services requested and contribute to PYN’s learning agenda.	30 points

REVIEW PROCESS

Philadelphia Youth Network may, at its discretion, request interviews/presentations by or a meeting with any or all contractors, to clarify or negotiate modifications to the contractor's proposal. However, Philadelphia Youth Network 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 contractor can propose. Philadelphia Youth Network contemplates award of the contract to the responsive, responsible contractor whose proposal is the most advantageous to Philadelphia Youth Network, based on the highest total points and its decision is final.

NOTICE TO CONTRACTOR(S)

All materials provided to Philadelphia Youth Network become the property of Philadelphia Youth Network and may be returned only at its sole discretion. Philadelphia Youth Network is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the contractor as such, and the contractor agrees to indemnify Philadelphia Youth Network against any claim or action to compel disclosure of such portion of the proposal. Philadelphia Youth Network is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of Philadelphia Youth Network, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the contractor.

The contract, if any, shall be awarded to the responsible contractor whose proposal is most advantageous to Philadelphia Youth Network, based on the evaluation criteria set forth in this RFP. Philadelphia Youth Network may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any Contractor. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful contractor will enter into a written agreement with Philadelphia Youth Network that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of Philadelphia Youth Network.

REJECTION OF PROPOSAL(S)

Philadelphia Youth Network reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a proposal to be rejected. Philadelphia Youth Network may or may not waive an immaterial deviation or defect in a proposal. Philadelphia Youth Network's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a contractor from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in Philadelphia Youth Network's opinion the information was intended to mislead Philadelphia Youth Network regarding a requirement of the RFP.

Philadelphia Youth Network may reject a proposal from a contractor it finds non-responsive. Any person or entity that has substantially assisted Philadelphia Youth Network in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to Philadelphia Youth Network shall constitute the contractor's certification that the proposal is not collusive.

COMPLIANCE WITH LAWS

Any Contractor must contractually agree and certify that it will comply with all applicable federal, state, and local laws and regulations. Any Contractor must contractually agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

Partner Information

ORGANIZATION NAME		AUTHORIZED SIGNATORY	
ADDRESS		CONTACT TITLE	
		PHONE	
		EMAIL	
		WEBSITE	

Partner Background

<p>ORGANIZATION BACKGROUND</p> <ul style="list-style-type: none">• Year established• Annual budget• # of staff• Population(s) served (age; zip code; system involved status; race/ethnicity)• Programs offered (education; youth workforce; other, please describe)	
<p>PROGRAM LOCATIONS</p> <ul style="list-style-type: none">• Specify which program(s) and which population(s) served at each location• Specify any special populations served and how your program meets a unique need	
<p>PROGRAM OUTCOMES RELATED TO PARTNERSHIP REQUEST</p> <ul style="list-style-type: none">• List individual annual outcomes for 2018-2021 for each of the programs relevant to your RFI-submitted programming	
<p>ANY CONFLICTS OF INTEREST THAT MAY ARISE WHILE WORKING WITH PYN?</p>	

Capabilities and Experience

Interested in partnering to advance 1 or more of the RFI objectives:

- Increased youth recruitment and enrollment
- Adds new service/program design to system
- Increased number of sector based programming that directly connects to middle skill job pathways
- Increased access among target populations
- Meets a targeted need (geographic need; service gap; population lacking access)

For each objective of interest, address the following questions:

- What problem are you working to solve
- Is this new or existing work
- What is the evidence base for the activities and/or program design (include references to any evidence based curricula/program practices)
- How will PYN's support help advance the objective(s)
- What is the learning agenda— what kind of data will you collect and share with PYN; what is your internal process for real time data analysis and using it to drive program adjustments

<p>Experience working with other community-based organizations</p> <ul style="list-style-type: none"> Describe any ongoing partnerships you currently have and that will continue for at least the next year, that are related to the work you propose to partner on with PYN 	
<p>Why we're a good fit for PYN</p>	

Partnership Team Overview

Divulge information only with employee's expressed consent. For each team member, please include:

- Title, main responsibilities and # of staff (if any) who report to the employee
- All other projects employee assigned to and percentage of time assigned to each
- Length of time employee has been with the organization

<p>BIO 1</p>	
<p>BIO 2</p>	
<p>BIO 3</p>	
<p>BIO 4</p>	

Do you subcontract work out to third parties?

If "YES", Explain:

YES / NO

Budget

For any awards sourced from public sector funding, payment cycles for partner invoices may take anywhere from 60 to 90 days from receipt of the invoices. Any selected partner must be able to support an invoice/payment cycle that may last up to 90 days.

Please provide the following budget information. A more detailed budget will be developed between the applicant and PYN at the time of contracting.

- Total annual cost of program and total funding request
- Total program costs
 - Staff and fringe
 - Program supplies/materials
 - Youth payments (incentives; wages; etc.)
 - Supportive services
- Total administrative costs (cannot exceed 10% of total budget)
 - Staff and fringe
 - Operating (facilities; communications; etc.)

Additional Information/Attachments

Detail or attach any further information that you believe will be beneficial to PYN in support of this Request for Information review process (i.e. most recent Annual Report).