

Questions from RFI Information Session: Expanding Partnerships

9-9-21

General RFI

- 1. When will we find out if our proposal was accepted to move into the next stage?** Due to the unanticipated level of interest in this RFI, PYN will notify all applicants by 10/29 as to the status of their proposal.
- 2. Do we schedule a conversation prior to submitting the RFI or after?** Conversations with PYN regarding defining the partnership will occur after the RFI is submitted.
- 3. What are the parameters around youth populations to be served?** Youth populations must be between 12-24 years old within Philadelphia. If your proposal has a more specific target demographic (age, geographic area, etc.) please be sure to include.
- 4. Timing clarification: award begins October 2021, when will programs begin?** Programs will begin once PYN and the partner organization have a fully executed scope of work and contract, depending on the funding source and timeline of the partner's proposal.
- 5. We have multiple programs that could fit in the RFI with different target populations, can we talk about multiple programs that fit within the RFI?** Please submit a separate proposal for each program and identify the separate target populations and/or RFI objectives the project intends to meet.
- 6. How do you define partnership? What does that look like?** PYN is not being specific with this definition intentionally. Partnerships do not have to be within an existing PYN model.
- 7. Are we only submitting the RFI application?** At this point, PYN is only asking for the responses in the RFI document and the attached program budget question. No other materials are needed at this point.
- 8. What is the follow up to this meeting?** PYN will collect all questions and post the answers, PowerPoint, and recorded info session on/ about 9/15. Answers to questions submitted after 9/10 will be updated by the 10th of each month.
- 9. Is this only for new partners or can organizations with existing relationships submit?** Both new partners and existing partners are eligible to submit.
- 10. After submitting the RFI, if a PYN determines the proposal is good fit, will we need to then submit a full proposal?** Once PYN determines the proposal is a good fit AND identifies an available funding source, PYN and the partner will then work together on a specific scope of work and execute a contract.
- 11. Is this expected to focus on a similar target population of the city as the summer programming does?** No.
- 12. Starting on page 8 of the RFI it looks like there is a form we are supposed to fill in. Do you have this form in a fillable Word document?** PYN has created a Word document version that can be found on our website and that will be sent to our full list of email addresses.
- 13. Round one ends Sept. 23 and notifications for round one are given Oct. 7. Does that mean those that make it through round 1 are awarded the RFI or go to round 2?** Those organizations that are approved in round 1 will not need to go to a second round, but will enter the partnership capacity building process outlined on page 3 of the RFI. Due to the high volume of applications in the first round, PYN will now be notifying organizations of their proposal status by 10/29.
- 14. Will there be other submissions deadlines aside from the September one should more time be needed to send in information?** Yes. PYN will have a second review deadline of December

17, 2022. Responses can be submitted anytime between September 24 and the second review deadline to be eligible for that deadline.

15. **How many RFI's are you accepting?** PYN does not have a pre-determined number of RFIs we are accepting. Proposals that meet the scoring criteria will then be eligible for funding that fits their programs as it becomes available.
16. **Is there a template or formatting requirement for the RFI?** There is a fillable PDF included in the RFI document that includes all questions partners need to answer. Partners can fill out the fillable form or submit the created Word document with the questions answered if they prefer.
17. **Very new to this: Could you go more in depth of what an RFI is?** A request for information will allow PYN to understand the scope of current and potential partnerships that exist that could further the RFI's goals and objectives. It will give PYN a "bank" of potential projects to fund that can then be more quickly matched and started as funding sources become available.
18. **It's hard to tell from the PDF template, is there min/max # of pages for the proposal?** There is a maximum of ten pages for the proposal which can be included either in the fillable PDF or separate Word document. Please refer to page 5 of the RFI for Response Format.
19. **Will you notify everyone who submits and RFI whether or not they are invited to an interview?** Yes.
20. **Can organizations propose a new idea/project as long as it aligns with the framework?** Yes.
21. **The RFI document mentions that the RFI will establish a pool of potential future partners. Is this RFI process intended to replace PYN's RFP processes and RFPs issued in the near future?** No, this RFI is separate from PYN's RFP processes for other programs.
22. **Should this project be connected to specific schools? Neighborhoods?** Projects do not have to be connected to specific schools or neighborhoods. However, please include that information if the proposed project has a specific geographic target.
23. **Can applicants submit responses both during Round 1 (September 23, 2021 deadline) and during future rounds?** Yes.
24. **Should applicants submit the budget and additional information as separate attachments, or should the budget and additional information be combined with the application form?** Applicants can send the budget and additional information as separate attachments.
25. **Is the fillable form starting on page 8 of the RFI required in the final submission document or can the responses be addressed on a separate PDF document?** PYN has created a separate Word document option for those who would rather submit in a separate document from the fillable PDF.

Budget/ Funding/ Timeline

1. **What is the funding meant to cover? Program expenses, intern pay...?** At this point, there is no funding associated with becoming an approved partner through the RFI process. Partners can identify what their needs and priorities are for potential funding. As funding becomes available, PYN will match funding with projects that fit and work with the partner during the contracting process to ensure that the program budget meets funding requirements.
2. **What is the length/term of the funding award?** PYN is hoping to collect proposals that help us understand the scope of potential partnerships that exist, with no limits on length/ term, as there is not immediate funding associated with an accepted proposal. The length of an award will be determined by the funding source that is identified for the awarded project.

3. **Should applicants create their own budget form, or does PYN have a budget template it prefers applicants use? Applicants can use their own budget form.** PYN does not have a budget template.
4. **How will PYN determine awards amount? It is from 25k to 200k.** Awards will depend on the program design, number of youth served, length of project, and funding source for the project.
5. **Is there a formula for funding, like there is for summer programs (funding per youth served)?** No.
6. **Can you clarify if the program component can pay a stipend for attending?** Yes.
7. **Can partners determine the wage/incentive youth will receive?** Yes, if they choose to include youth payments.
8. **The amount of funding is not really enough for student wages, but more like staff support, and experiences and programs for students. Should we add student wages or monetary incentive to our plans?** Please include budget information as outlined on page 13 of the RFI. This should include total program costs, including youth wages, if those are a part of your total program budget.
9. **Are you looking for 1-year projects or can applicants propose projects for multiple years? If we can propose multiyear projects, would those projects also be capped at \$200,000 total?** Applicants can propose multiyear projects. In your budget per instructions on page 13 of the RFI, please include the full cost of the multiyear project as well as the annual cost and total funding request. A more detailed budget will be developed between the applicant and PYN at the time of contracting.
10. **What would the max amount be for a pilot program?** The amount awarded for a pilot would be determined by the funding source as well as the partner's proposal.
11. **Is this a wage or incentive driven program?** Partners can choose to include either youth wages or incentives, or neither if there are other priorities on which they focus their proposal.
12. **If your organization misses the September 23 deadline, is it possible that all funds would be allocated and there won't be any further rounds this fiscal year?** As this is a request for information, not a request for proposals, actual contracts will be determined based on multiple factors, including available funding sources. Being an approved partner does not mean funding is available immediately or even within this fiscal year.
13. **Is this a reimbursement program?** This is dependent on who the funder is for a certain project and what the grant documents and requirements for that funding indicate.
14. **Are indirect costs included under the administrative cost (which cannot exceed 10% of total budget)? Or can indirect be separate?** Only organizations with indirect cost rates may budget indirect costs, not to exceed the rate approved by the federal otherwise 10% cap will be effective. Successful respondents will be asked for documentation of approved federal rate at the time of contract negotiations. Agencies that do not have a federally approved rate must allocate expenditures as administrative or programmatic.
15. **How do we provide budget info at this stage as an RFI and prior to planning with PYN, since it's not an RFP?** At this point, organizations need only to submit an attachment with the budget information requested in the RFI. Additional details for budget information will be needed once a partner is at the point of executing a contract with PYN and a funding source has been identified.
16. **Is it possible to have an RFI accepted and proceed to the conversation stage and then PYN decides not to award funding?** Yes. Contracts will be based on a variety of factors, including availability of funding that fits each project.

17. **Is this funding distinct from school year internship programming or could an organization be denied funding under this category but still be included in the school year internships. My assumption is that they are one and the same but want to be sure.** This is a distinct funding opportunity and has no bearing on inclusion/ exclusion from other PYN funding streams.
18. **Is this RFI limited to 501c3 or can LLC or those with fiscal sponsors apply?** LLCs or those with fiscal sponsors can apply. An actual contract will be dependent upon the identification of a funding source that allows LLCs or those with fiscal sponsors to be funded per their funding requirements.

Programs

1. **PYN separates programs by school-year and year-round- which is PYN targeting?** Do not be limited by the current understanding of what PYN does and past constraints on funding and programs. This RFI is intentionally open-ended to allow for new ideas and partnerships beyond our normal scope of work.
2. **Could this be a pathway to a middle skill certification or are you looking for it to have middle skills certification embedded in the program (can it be pre-middle skills)?** PYN is open to ideas that in some way impact middle skill career pathways for young people if they fit within the goals and objectives listed in the RFI.
3. **Are there recommendations for showing evidence of success in past programming?** Partners can determine how they'd like to demonstrate success. Some evidence could be (but is not limited to): student outcomes, successful partnerships, or new programs that meet an unmet need.
4. **Is there a specific curriculum we have to use?** No.
5. **Is there a minimum or maximum number of students served? (like the minimum of 25 youth for summer programs).** No.
6. **When would funded programs start?** This will depend on the funding source identified and the partner's scope of work.
7. **Will there be a minimum hour commitment for young people in an internship program?** No.
8. **For pilot programming- Is PYN looking for something specific?** No. Organizations can propose new ideas that fit within the goals and objectives of the RFI, including length of pilot, program design, etc.
9. **What is the suggested number of hours the program can spend with a group of youth?** Partners can define/ determine the number of hours they will spend with youth.
10. **Are these experiences required to be in-person, or can they be hybrid?** Experiences can be any combination of in-person, hybrid, or virtual as proposed by the partner.
11. **Will internship sites be provided by PYN or will the partners be responsible for finding all of their internship sites and partners?** If the partner includes internships in their proposal, PYN and the partner will determine together the best process for onboarding internship sites and partners.
12. **Does a pilot project require a work experience be attached? Or can it lead to employment but that's not an attached deliverable to the proposal?** Proposed projects do not require that a work experience be attached as long as they are meeting one or more stated RFI objectives. PYN and the partner organization will determine measurable outcomes for a project during the planning phase.

13. **Can projects enhance/support school day programming, not just after school and/or students on work-roster? Yes.**

Goals of RFI

1. **How does the RFI play into the Skilled Career Pathways for Young Talent Initiative? Is this a separate opportunity?** This is a separate opportunity. One of the objectives of the RFI is programs that connect to middle skill pathways, so your proposal could tie into existing PYN initiatives if you so choose.
2. **Give examples of what a proposal might look like?** PYN will not provide proposal examples. Please refer to page 8 of the RFI for required proposal components.
3. **What is intention of the RFI process?** The intention of the RFI process is for PYN to gain a better understanding of the existing and possible partnerships and ideas that could increase opportunities for the young people we serve. As funding becomes available that fits a proposal, PYN will then be able to quickly onboard partners who have submitted RFIs that are relevant to the funding source.
4. **What's your hope and dream/ ultimate end for this RFI?** PYN is looking to hear from the field what partnerships exist/ are emerging and where they may be opportunities for PYN & partners to create/ expand/ build upon opportunities for young people. This will allow PYN to be able respond to available funding as it becomes available and get more funding into the hands of providers to serve young people more quickly.
5. **What are some examples of projects that you would be looking for, or perhaps ones that have happened in the past?** This is a new opportunity at PYN. PYN will not provide proposal examples. Please refer to page 8 of the RFI for proposal components.
6. **Can you expand on the evaluation criteria? Will the evaluation plan development occur after the award is made?** A team of reviewers will use a rubric including the criteria points listed on page 6 of the RFI to ensure an objective scoring process. Proposals that meet the minimum threshold for points will be considered approved partners who could be funded as funding becomes available. The evaluation process for funded projects will be co-created between PYN and the partner during the partnership integration process once an award is made.
7. **Are you looking for the design to meet all the listed objectives or most?** PYN is seeking designs that will address at least one of the listed objectives.
8. **Once you've viewed the landscape of organizations, programs, and services, will you look to connect organizations to partner or will we be making those connections?** PYN's goal is to foster partnerships between organizations. Both PYN and partner organizations will work together to make new connections that will better serve youth.