



Office of
Community Empowerment and Opportunity
CITY OF PHILADELPHIA

YOUTH CAREER EXPLORATION PROGRAMMING RFP
Questions and Answers

Updated as of: 11/16/2021

		Question	Response
Question	1	Is this a full or part time opportunity for students for 6-8 weeks?	This will be a part time opportunity for in-school high school junior or senior participants with a preference on work roster seniors.
Question	2	Is the building trades an industry that would fit the career pathways envisioned in RFP?	Unfortunately, not at this time.
Question	3	Is there an opportunity to add another criteria of early childhood education?	We will consider early childhood career experiences if youth are not working directly with children. We will only consider early childhood career experiences if youth participants can support the organization's operations (planning, data entry, marketing/communications, social media). Provider is responsible for clearances.
Question	4	What are the times that the course has to be facilitated? During school or after school hours?	This will be a part-time opportunity for in-school high school junior or senior participants. We envision this opportunity to take place during the school day.
Question	5	What are the guidelines in reference to providing 6-8 weeks of career exploration to the students. Would the students be with us for the full 8 weeks? Do we need to provide them with a curriculum for each day of the week or are they able to spend time in classrooms of various age groups to understand the job requirements?	The selected vendor(s) would be working with youth for 6 or 8 weeks. A successfully proposed scope of work will outline a tentative week-to-week outline of the role/responsibilities for youth participants. Additionally, we fundamentally believe that youth should have access and exposure to staff and leadership to increase their career development and emerging professional network. The selected vendor(s) will have autonomy in program design; however, we ask that all activities correspond with our career competencies: Critical Thinking & Problem Solving, Oral & Written Communication, Teamwork & Collaboration, Professionalism & Work Ethic. We will also share and discuss the complementary rubric with the selected vendor(s).
Question	6	Is this opportunity remote?	We would prefer/recommend this opportunity to be hybrid or in-person to retain youth in programming.
Question	7	We have a full roster of students already enrolled and plan on using some of these students for the purposes of this RFP. Is that acceptable or would we be required to do outreach and recruit new participants?	For this career exposure opportunity youth will be recruited and selected by our youth strategies unit

Question	8	Are 501c3 nonprofits eligible to apply?	Yes
Question	9	Who will be applying, educational institutions (such as ours) or contractors who offer topic-specific services. If the former, I would like to explore how our students could be a part of the program, if the latter, I would like to share information with contractors that we currently use for our program, who might be interested in other opportunities to share their skills.	At this time, this opportunity is for vendors who represent a variety of sectors that range from non-profit to for-profit organizations/companies.
Question	10	Will the students receive any money? How many hours per week should the program be?	Yes, youth participants will be compensated through our youth strategies unit. Selected vendor(s) will work closely with the youth strategies unit on participant payments. We envision this opportunity to take place during the school day. We hope the selected vendor can engage youth participants in a minimum of 4 days per week over the 6-8 week duration.
Question	11	Is the amount of the award not to exceed \$18,000 or \$34,000? We saw both numbers used throughout the RFP.	The amount of the award shall not exceed \$18,000 for one selected vendor.
Question	12	By whom will the high school participants in this Career Exploration program be chosen?	The high school participants will be chosen by our youth strategies unit. The youth chosen will be selected from promise zone schools (Overbrook H.S. School of the future, West Philly H.S or Sayre H.S.)
Question	13	Does the applying organization, if a nonprofit, need to have its 501(c)3 registered locally?	No
Question	14	Would we have permission to invite the students to participate in research around the program's effectiveness?	Yes
Question	15	Are you open to proposals from universities?	Yes
Question	16	Is there a form or template to complete to do a proposal for your program?	No. A successful proposed scope of work will outline a tentative week-to-week outline of the role/responsibilities for youth participants & activities. Please see Section 3.2 of the RFP for what must be included in your response.
Question	17	Do you have a sample budget or budgetary guidelines for these programs?	Applicants are required to provide a cost proposal in their response which includes: A line-item breakdown of the costs for the specific services and work products proposed, and a price that includes all costs, such as administrative or fringe costs, proposed to be charged to the City.
Question	18	How many days each week would students participate in the program?	This will be a part-time opportunity for in-school high school junior or senior participants with a preference for work roster seniors. We envision this opportunity to take place during the school day. We hope the selected vendor can engage youth participants in a minimum of 4 days per week over the 6-8 week duration.
Question	19	When would the program take place?	Commencement of work shall take place on or after February 1st, 2022. We will work with selected vendor(s) on tentative timeline schedule
Question	20	Is the YCEP a Pilot Program?	Yes
Question	21	Does the City fund more than one applicant?	The City anticipates selecting, and reserves the right to select, multiple applicants with which to contract for services.

Question	22	In addition to the commuting cost mentioned on page #6, are there any other specific budget items that are not reimbursable under this RFP?	Reimbursable expenses shall be included in the total maximum fee and are not to exceed 5% of the total maximum fee. Reimbursable expenses include out-of-pocket expenses actually incurred provided that all substantiation of such expenses are provided on a timely basis and further provided that prior approval is given for all individual expenditures in excess of \$500.
Question	23	Do we have to serve 15-25 additional Teens, or if we currently operate a Teen Program can they be the Teens we already serve?	The high school participants will be chosen by our youth strategies unit. The youth chosen will be selected from promise zone schools (Overbrook H.S. School of the Future, West Philly H.S or Sayre H.S.)
Question	24	Do the awarded funds have a designated amount that can be appropriated to certain endeavors?	Applicants are required to provide a cost proposal in their response which includes: A line-item breakdown of the costs for the specific services and work products proposed, and a price that includes all costs, such as administrative or fringe costs, proposed to be charged to the City.
Question	25	How much of the funds can be used for administrative cost?	Administrative cost for project should not exceed 10%.
Question	26	Are we expected to use funds to compensate the youth participants?	No. Youth participants will be compensated through our youth strategies unit. Selected vendor(s) will work closely with the youth strategies unit on participant payments.
Question	27	Is there page limit for the application? are there page/word limits in any sections of the application?	Please refer to section 6: Proposal Checklist on page 10 of the RFP to assist in a successful submitted proposal.
Question	28	Is there an expected timeline for the completion of the program and/or deliverables to CEO's office?	The work required under this RFP will be completed by April 30, 2022 according to the approximate schedule outlined in section 2.2: Project Details on pages 5-6.
Question	29	Is funding tied to just one iteration of the program (a pilot) with the cohort of 15-20 students or is there interest in a scalable model?	This funding is a pilot program with an interest in a scalable model pending the success of vendor(s) programming.
Question	30	How will students reach the location? Are you bussing them or will they use their transpasses?	Youth Participants will be provided with transportation i.e. Septa Key Cards or will be provided transportation via school bus.