REQUEST FOR INFORMATION AND QUALIFICATIONS (RFIQ)

PROJECT ELEVATE FOR PHILADELPHIA YOUTH

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Issued by:
The City of Philadelphia ("City")
Through the Department of Commerce

Responses must be received no later than 5:00 pm Philadelphia local time
on December 17, 2018

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James F. Kenney, Mayor
Harold T. Epps, Commerce Director
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REQUEST FOR INFORMATION & QUALIFICATIONS: PROJECT ELEVATE FOR PHILADELPHIA YOUTH

RESPONSE CALENDAR

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<th>Event</th>
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<tr>
<td>Posting of RFIQ</td>
<td>November 19, 2018</td>
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<td>Deadline for questions, clarification, or requests for additional information</td>
<td>November 28, 2018 by 5 pm EST</td>
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<td>Response due date</td>
<td>December 17, 2018 by 5 pm EST</td>
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II. RFIQ CONTACT INFORMATION FOR QUESTIONS, CLARIFICATION AND REQUESTS FOR ADDITIONAL INFORMATION

All questions concerning this RFIQ must be submitted via email no later than 5:00 pm EST on November 28, 2018 prior to the response due date and directed to: James.King@phila.gov.

All Q&A will be posted to www.phila.gov/rfp by December 3, 2018.

Responses to such questions and requests shall be at the City’s sole discretion and nothing in the RFIQ shall create an obligation on the City to respond to the submitting party or at all. At the City’s sole discretion, responses, if any, shall be posted on the City’s website without formal notification to prospective Respondents.

The City may, at its sole discretion, issue addenda to this RFIQ containing responses to questions and requests for information, clarifications of the RFIQ, revisions of the RFIQ, or any other matters that the City deems appropriate. Addenda will be posted on the City’s website http://www.phila.gov/rfp (“Additional Opportunities”). It is the Respondent’s responsibility to monitor the Additional Opportunities site for Addenda and to comply with their terms.

Oral responses by a City employee or agent of the City are not binding and shall not in any way be considered as a commitment by the City.

III. PURPOSE OF REQUEST FOR INFORMATION & QUALIFICATIONS

The City seeks to award a grant to a non-profit organization that will design and pilot a four-year entrepreneurial education program for public High School students. Donte Robinson and Rashon Nelson created the idea for such a program which they named Project Elevate, in the aftermath of their arrest in a Philadelphia café in April 2018. Their arrest attracted not only
nationwide but also international attention. As a result of the incident, which resulted in the dismissal of all charges and apologies from the City and the café, the City of Philadelphia, Donte Robinson and Rashon Nelson agreed to a settlement of $1 plus a financial contribution of $200,000 from the City to be designated to an entrepreneurial program that will benefit Philadelphia youth.

Mr. Robinson and Mr. Nelson have established a separate organization called Action Not Words which will operationalize and fund Project Elevate beyond the completion of this $200,000 City grant.

**IV. REQUIRED PROJECT DELIVERABLES**

The City seeks to provide a grant of $200,000 for the design and pilot phase of Project Elevate, an entrepreneurial program for public high school youth in Philadelphia. The City intends to award a one-time only grant of $200,000 to the non-profit that provides the most qualified and informed response as determined in the City’s sole discretion. The awarded organization should be prepared to pilot Project Elevate in a high school serving students in one or more of the following zip codes: 19131, 19139, 19142, 19143, 19151, and 19153 for the initial program rollout.

Mr. Robinson and Mr. Nelson envision a program that will engage student cohorts over the entire span of their high school experience.

**The following are required deliverables that must be outlined in the response to this RFIQ:**

1. **PROJECT ELEVATE CURRICULUM:** The awarded organization will design a curriculum that will be adopted by Action Not Words for the ongoing operationalization of Project Elevate. The curriculum to be developed and piloted as part of this grant should teach entrepreneurial skills, leadership, decision-making, and professional and life skills. The curriculum should help to foster creative skills and stimulate interest in higher education and academic achievement as well empower participants to recognize and identify the broad array of choices that exist for them as they move forward in their academic careers. The curriculum is intended to be a multi-year curriculum that can be applied for every year of high school, including summers between each academic year. It should ideally include a mix of classroom learning, one on one and practical experience. The program should be designed as an after-school and summer program and would ideally also incorporate in-school components.

2. **PROJECT ELEVATE HANDBOOK:** The awarded organization will also develop a Project Elevate handbook outlining student recruitment and selection process, cohort onboarding, curricular program, logistical needs for practical experiences, additional programming and supports for participants, student evaluation of the program, graduation and post-graduation tracking, among other topics. This handbook will serve as the basis for future growth and replication of the program to be supported by Action
Not Words. The program is meant to serve high school youth, in after school and summer programs, and the handbook should provide the framework for a program of that duration.

3. **BENCHMARKS**: The awarded organization shall propose benchmarks that will assist in measuring the success of Project Elevate.

4. **PILOT OF THE PROGRAM**: The awarded organization will implement the initial pilot of Project Elevate. The ideal start date for implementation of the pilot is February 2019.

**V. ANTICIPATED TIMELINE**
The deadline for this RFIQ is December 17, 2018. The City intends to select and provide a grant to a non-profit for the above deliverables by January 2019.

**VI. SUBMISSION REQUIREMENTS**
THE RFIQ SHOULD ADDRESS THE FOLLOWING QUESTIONS IN TWENTY PAGES OR LESS:

**ORGANIZATIONAL PROFILE:**
a. Organization identification information, including name, business address, telephone number, website address, federal taxpayer identification number or federal employer identification number.
b. Primary contact information for organization.
c. Description of the organization’s background, significant experience and any other information about the organization that is deemed pertinent to this RFP.

**2. PERSONNEL INFORMATION:**
a. Organizational chart, identifying all senior staff names and titles
b. Number of part-time and full-time employees
c. Names of partner organizations with whom organization may partner with

**3. PROGRAM DELIVERY**
a. Describe the methodology and process for meeting the required deliverables for Project Elevate: Entrepreneurial Education Curriculum, Project Elevate handbook and implementation
of the initial pilot of Project Elevate. Describe how your organization will meet each of these deliverables. Describe in detail the intended process for development and design of Project Elevate as well as for successful implementation of the initial pilot. Provide a detailed description of what the pilot will entail, including number of students, duration, evaluation methodology, and a plan for addressing issues, iterating and improving the program. Include any potential barriers that may arise and how they will be addressed and overcome. For the curriculum, provide the organization’s pedagogical philosophy, including the amount of classroom learning, one-on-one and practical experience and identify key elements that will be included.

b. Describe the staffing plan and partnerships planned for achieving the required deliverables. Be specific about staffing and partners required per deliverable.

4. TIMELINE AND MILESTONES:
Please provide a timeline detailing each phase or activity projected for the duration of this grant. Identify each deliverable as well as key milestones.

5. BUDGET AND REPORTING REQUIREMENTS
Provide a budget breakdown including line items for staffing, subgrants, materials, travel and administrative costs. Any other significant line items should also be identified in the budget.

6. ADDITIONAL REQUIREMENTS:

a. IRS Determination Letter certifying non-profit status and most recent IRS Form 990
b. Proof of liability insurance
c. Indirect costs cannot exceed 10%.
d. Grantee must agree to a 25% match, cash or in-kind.
e. The Grantee must agree to submit progress reports to both the City and Action Not Words twice a year.
f. The selected grantee will be required to complete Chapter 17-1400 disclosures as part of the finalization of the grant.

VII. HOW TO SUBMIT
Respondents must submit their responses electronically to: james.king@phila.gov

Responses must be received no later than 5:00 pm Philadelphia local time on December 17, 2018.

Responses received after this date and time will be not be considered.

VIII. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. Respondents agree to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgements (including attorney’s fees) resulting from any use or disclosure of such confidential and/or proprietary information by any Respondent or any person acquiring such information, directly or indirectly, from the successful Respondent.

IX. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFIQ, the City reserves and may, at its sole discretion, exercise any or more of the following rights and options with respect to this RFIQ if the City determine the doing so is in the best interest of the City:

1. to decline to consider any response to this RFIQ (“Response”); to cancel the RFIQ at any time; to elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFIQ; or to reissue the RFIQ or to issue a new RFIQ (with the same, similar or different terms);

2. to waive, for any Response, any defect, deficiency or failure to comply with the RFIQ if, in the City’s sole judgement, such defect is not material to the Response;

3. to extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFIQ at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFIQ is posted;

4. to require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents, at any time before or after the Submission Date/Time;
5. to require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFIQ that the City deems appropriate, whether or not it was described in the Response or this RFIQ;

6. at any time determined by the City, to discontinue discussions with an Respondent or all Respondents regarding the subject matter of this RFIQ, and/or initiate discussions within other Respondent or with vendors that did not respond to the RFIQ;

7. to do any of the foregoing without notice to Respondents or others, except such notice as the City, at its sole discretion, may elect to post on the City web page(s) where this RFIQ is posted.

This RFIQ and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, Responses to this RFIQ shall become the property of the City, which shall have unrestricted use thereof. Responses may be subject to public disclosure under the Pennsylvania Right-to-Know Law. However, a “record that constitutes or reveals trade secrets or confidential proprietary information” is exempt from access by a requestor under that law. Ultimate determination of the application of that exemption cannot be assured, but Respondents are advised to mark clearly any portion(s) of any submittal believed to qualify for that exemption. By submitting its Response, the Respondent agrees to these terms.