



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

## Request for Proposals (RFP) # PCPHL-LI

For:



A City of Philadelphia AmeriCorps initiative

### PROGRAM EVALUATION PARTNER

**RFP PCPHL-LI Issued:** October 3, 2017

**Submission Deadline:** October 20, 2017 at 3:00pm

**Bidders Conference:** October 11, 2017 at 1:30pm

#### Questions

Questions can be submitted prior to the Bidders Conference no later than October 10, 2017 at 12:00pm; no answers will be provided and/or circulated prior to the Bidders Conference. Questions may be submitted via email only to

[JuliaHillengas@educationworks.org](mailto:JuliaHillengas@educationworks.org).

#### Bidders Conference

There will be an optional opportunity for prospective bidders to meet with the PowerCorpsPHL team on Wednesday, October 11, 2017 from 1:30pm to 2:30pm at the Education Works office at 990 Spring Garden Street, Suite 601, Philadelphia, PA 19123. If you are intending to send a representative please RSVP no later than 5:00pm on Tuesday, October 10, 2017 [here](#).



P: 215.221.6900 F: 215.221.6901

[EducationWorks.org](http://EducationWorks.org)

## About PowerCorpsPHL

PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative, operated in partnership with EducationWorks. Working closely with Philadelphia Parks & Recreation, the Philadelphia Water Department, and partners in the public and private sector, PowerCorpsPHL builds opportunities for young people to create promising futures by tackling pressing environmental challenges and developing the skills required to secure meaningful work.

PowerCorpsPHL enrolls disconnected young adults and returning citizens in full-time AmeriCorps service as the strategy to provide career-connected education and paid, work experiences that support Philadelphia's environmental stewardship, youth violence prevention, and workforce development priorities.

Designed as part of the career pathway continuum, PowerCorpsPHL intentionally partners with existing service providers, regional industry, and local government agencies to provide clients with the "last step" needed to achieve self-sufficiency and unsubsidized, long-term success. The PowerCorpsPHL model works to reduce structural barriers hindering an individual's success while supporting young people directly to chart a path forward, engage in the work of personal growth, and cultivate a positive network of support. Through career-connected education aligned to industry standards and work experiences that simulate industry expectations, PowerCorpsPHL provides young people with authentic opportunities to hone career-specific skills. To support long-term success, the initiative phases its interventions and extends its connection to individuals and partners from initial recruitment to well into the career pathway.

PowerCorpsPHL engages young people in cohorts that start twice per year in early September and early March. Recruitment for each cohort begins four months prior to the cohort start date (May and November). Starting in September 2017 with a recent investment from the Lenfest Foundation, PowerCorpsPHL is extending its intervention from 6 months to 12 months with opportunities for early exit starting at month six upon demonstrated readiness for employment. This lengthened approach will create career-specific training tracks that allow members to hone job-specific skills and increase the number and types of industry-recognized credentials members can earn.

## Project Overview

PowerCorpsPHL seeks a partner to evaluate the effectiveness of our intervention to date and to develop tools to monitor continuous improvement moving forward.

PowerCorpsPHL is specifically interested in evaluation of our program interventions across the following three areas:

1. Program Outcomes
  - a. Alumni transition to and retention in employment
  - b. Alumni transition to and persistence in postsecondary education
  - c. Alumni recidivism
  
2. Social-Emotional Skills and Social Capital
  - a. Increased work-readiness skills
  - b. Increased positive social and professional networks
  - c. Increased self-efficacy/self-confidence
  - d. Increased sense of personal responsibility/accountability
  
3. Environmental Stewardship



- a. Change in attitude
- b. Change in actions or behaviors
- c. Change in career interests
- d. Increase in content knowledge

## **Expected Tasks and Deliverables**

\*Timeline subject to change based on proposals, with hard end date in May 2018.

### Stage 1: November-December 2017

- Review existing program documents and data
- Identify gaps in program codification and existing data
- Observe current program practices and identify gaps between program intent and implementation

### Stage 2: January – April 2018

- Develop evaluation metrics aligned to each of PowerCorpsPHL’s three program areas
- Develop assessment tools and data collection process for each evaluation metric
- Test and refine assessment tools
- Collect data using refined assessment tools
- Assess and analyze data to determine the effectiveness of intended interventions across three program areas
- Recommend policy and practice improvements based on data collected
- Train staff on the use of evaluation tools developed for ongoing implementation

### Stage 3: May 2018 (latest)

- Present findings to internal and external audiences
- Produce external-facing summary of findings

## **Proposal Preparation**

Each proposal should include:

1. A one-page cover letter to be signed and dated by an authorized agent of the organization. The cover letter must include:
  - Legal and authorized name of the Contractor submitting this bid
  - Title of this RFP
  - Employer Identification Number (EIN) or Social Security Number (SSN)
  - Primary point-of-contact
2. Table of Contents
3. Executive Summary--A one-page summary that clearly and concisely outlines the Contractor’s responses to the RFP
4. Project Narrative--Please address Sections A through D of the RFP in the order detailed in the table below:



Proposal Narrative Section	Number Of Points	Maximum No. Pages
A. Approach to Evaluation & Process	35	4
B. Relevant Experience	30	2
C. Cost of Evaluation	25	1
D. Proposal is Complete, On-time, within Requested Format and Length	10	N/A

Each Contractor must submit one project proposal in a PDF format via email no later than 3:00pm on Friday, October 20, 2017. All proposals must be word processed using Times New Roman or Arial font with a 12-point font and margins on all sides should not be less than 3/4 inch.

Pages must be numbered beginning with the number 1 and sequentially thereafter throughout the proposal. No appendices or attachments such as brochures, etc. are accepted and proposals must adhere to the page limits outlined for each section of this RFP.

**Any responses received after the due date and time will not be reviewed or considered.** We suggest that you request a delivery receipt. All proposals must be received via email no later than by 3:00 p.m. on Friday, October 20, 2017.

## Qualifications

Please structure your narrative responses to the following questions around your ability to provide evaluation to gauge the effectiveness of PowerCorpsPHL’s interventions in producing program outcomes, social-emotional skill- and social capital-building, and increasing environmental stewardship.

### Approach to Evaluation & Process (4-page maximum)

1. Please provide a high-level overview of the model(s), approach(es), and/or design(s) that will be utilized in the evaluation of PowerCorpsPHL.
2. Please describe your approach to:
  - a. preparing for meetings with key stakeholders and decision-makers
  - b. providing ongoing communications with the project director and other key informants
  - c. providing guidance for course corrections when the program is deviating from the original grant proposal
  - d. how evaluation reports will be developed in collaboration with key decision-makers prior to submission to the funding source
  - e. the methods used to resolve problems
  - f. communicating concerns or problems observed to key decision-makers
3. Please outline the process and approach to:
  - a. Sharing best practices uncovered through the evaluation;
  - b. Outlining the “time/documentation burden” on key staff to conduct your proposed evaluation;
  - c. Working with the PowerCorpsPHL data team to request and use primary source data collected internally; and
  - d. concluding evaluation activities (end of phase or project).



4. Describe potential risks of the project and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to participants.
5. Please include an example of a logic model used by the Contractor on a project.

#### Relevant Experience (2-page maximum)

1. Outline your history of conducting evaluations as a consultant, organization, or firm. Include any information such as websites that describe your history, services, and other related history that will be helpful in evaluating your experience.
2. Describe specific past and current experience in evaluating grant awards for non-profits. You may include an optional one-page list of grants in which you or the organization served as the principal evaluator that contains the average amount of the award, funding source, and length of grant. Respondents do not have to list each individual grant by name or the clients which received the grants. For example, Respondents may state that they have evaluated three, federal five-year grants funded by the US Department of Education with an average funding of \$3 million per grant.
3. Please include a brief bio for each staff member who will work with PowerCorpsPHL staff on evaluation projects. EducationWorks *understands that staff may vary for each project and additional staff may be required.* We will be assessing the quality of the proposed project team and lead organization based on the biographical information provided in the response.
4. Bidders must also include **three references (not included in the page limit)** from leaders, decision makers, and/or grant project directors employed with private non-profits, school districts, government agencies, for whom the Contractor has conducted evaluations. **These references must have worked directly with the Contractor and know firsthand the quality of the Contractor's work and be willing to provide a phone reference on your work if you are considered for a contract.** The three references should be included on the optional page with grant history or should be listed on a separate page. Do not include letters of reference.

#### Cost of Services (1-page maximum)

Our goal is to secure the highest quality services at fair and reasonable prices. Respondents may indicate per-hour, daily fees, or a certain percentage of grant funds that they will charge for the evaluation.

1. Budget Narrative
2. Detailed and Itemized list of all costs (i.e., salaries, fringe, supplies, equipment, travel, etc.) associated with conducting an evaluation (It is required that respondents list a dollar value for each category). Costs must be reasonable and necessary to conduct the work proposed in the RFP. Time period for evaluation services is November 1, 2017 through May 30, 2018. Please create a budget for the seven-month period.
3. The contractor shall provide and pay for all materials, tools, equipment, labor and professional



and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. Under no circumstance may the contractor bill in excess of the agreed upon award maximum.

4. The total budget for 7-month project may not exceed \$50,000. We are conscious of proposals offering a high-quality evaluation at a competitive price.

## V. Rating and Scoring of Proposals

Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright. EducationWorks may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals being considered as finalists for the award. Final selection will include a formal contracting process including the RFP response and any mutually agreed upon revisions as an Exhibit to the master agreement. EducationWorks may conduct negotiations, beginning with the highest ranked Respondent, or seek best and final offers. Please keep in mind that cost is one of multiple variables being considered in this RFP and the Contractor is responsible for paying all its own local, state, and federal taxes.

EducationWorks may reject a bid as nonresponsive if the prices bid are materially unbalanced. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work. If there is a reasonable doubt that the bid will result in the lowest overall cost to EducationWorks, even though it may be the low evaluated bid, or if it is so unbalanced, EW may reject the offer.

## To Apply

Please email a project proposal to [PowerCorpsPHL@educationworks.org](mailto:PowerCorpsPHL@educationworks.org) **no later than 3pm on Friday, October 20, 2017.**

