



Request for Qualifications

Workforce Professional Alliance -Member Management & Training Facilitator Assistant

Release Date: October 25, 2021

Proposals Due: November 5, 2021

Submission Details:

All applicants must submit the Request for Qualifications Submission in form in full along with the formal proposal to be considered.

Applications must be submitted electronically, with subject line “WPA Facilitator and Member Development Management” to:

Contact: Kimberly Seamon, Business Development Administrative Asst.

Email: Talent.Development@phila.gov

A. Background and Purpose

The Commerce Department, the economic and business development arm of City government, includes a workforce development intermediary in its portfolio. The Workforce Development division that connects businesses with workforce training providers to ensure there is an available pipeline of skilled and employment ready and candidates.

The Workforce Professional Alliance (WPA) is a unified partnership of 23 workforce development organizations committed to increasing access to career readiness programs that prepare Philadelphians with the skills employers need. The breadth and capacity of these agencies is solid and is reflected in the following profile of this organized entity:

- FY20 Average Placement Rate 61.34%ⁱⁱ
- FY20 Workforce Program Funding \$109M ⁱⁱⁱ
- FY20 Maximum capacity to Serve 14,044^{iv}

Together, the WPA is led by a team of six members that form their Executive Leadership Team and for FY21 and FY22 they are moving ahead as the lead providers to serve the city's residents and employers while also serving as peer agencies to the other non-profit workforce agencies in the city. Promulgating a theme of high quality programs and high quality agencies, the WPA is slated to respond to the business needs of our employers.

The WPA provides both the mechanism and systems-based approach for building the infrastructure, with anchor partners including the Community College of Philadelphia, School District of Philadelphia, and City Government departments, for the citywide workforce development strategies, *Fueling Philadelphia's Talent Engine* and the *Workforce Respond and Recharge 2021 Commitment*. Core to both of these blueprints is the ability of workforce development agencies throughout the city of Philadelphia to deliver high quality workforce development services, programs and outcomes and provide the solutions to our neighborhood, commercial, and employers' workforce challenges.

The Commerce Department seeks to identify an individual to serve as a consultant level Member Development Assistant to work alongside and in support of the Deputy Director of Workforce, the Workforce Partnerships Manager, and the WPA Consultant Facilitator, beginning November 1, 2021. Successful applicants must have experience with workforce and or member organizational development, project management, professional development coordination, and a local understanding of organizational development and business partnerships. Priority will be given to minority led consultants and consultant companies.

B. Contract Period and Award of Funding

The contract awarded will be for not more than 8 months beginning December 1, 2021. The selected individual/organization must be ready to begin upon receipt of the award notice. Applicant, if not the sole consultant, must have a designated individual to fill the role as the Member Development Assistant and the role cannot be shared between more than one person. The time commitment 15-20 hours per week. The total contract award will not exceed \$20,000 and will be based on the execution of the proposed categories of responsibility. The Commerce Department reserves the right to negotiate the costs of all services upon selection.

Selected contractor must track and document all costs associated with their activities and submit these to the Commerce Department on a regular basis. The Contractor will be paid based on meeting mutually agreed upon deliverables monthly.

D. Scope of Work

The selected consultant will be responsible for all coordination of the professional development training for the Members, as well as support the on-going content and coordination of the current Lunch and Learn Series targeted to a wider audience of residents, employers, education and training providers, and workforce professionals. The selected consultant will also work closely with the Commerce Department Workforce staff that coordinates and supports the WPA as an entity and supports the lead consultant facilitator and the Deputy Director of Workforce Development.

Project Deliverables:

- I. PRIMARY ROLE: Coordinate the professional development training series (2 series/tracks) for the WPA members and their staff; including all communications with member organizations' staff, scheduling sessions with the consultant trainer(s); coordinating and facilitating the Zoom sessions; providing follow up notes, attendance confirmation and metrics for completion and progress for improvement across organizations
- II. Serve as a point of contact for WPA members as it relates to member development, compliance with member documentation and outcomes aligned with the Department of Commerce leadership. [WPA member meetings occur bi-monthly; Exec. Leadership Team and sub-groups of Members meet monthly; and ongoing communication with member organizations will be required to organize, coordinate, and provide technical assistance as it relates to the professional development series]
- III. Support monthly WPA general meetings and Executive Leadership planning meetings, a
- IV. Provide ongoing coordination planning support to the City of Philadelphia, Commerce Workforce Development Senior Leadership, and staff, WPA Executive Team and

Subgroups, along with the Workforce Partnerships & Communications Coordinator as needed.

- V. Work directly with the WPA lead Consultant for all aspects of the general body work and planning as needed.

E. Responding to this RFQ & Submission Process

To submit a full application, approved applicants will complete the Request for Qualifications – Submission Form below and email to Talent.Development@phila.gov **with the subject line “WPA Member Development Assistant”**. Once the Qualification form is received and reviewed, you may be contacted to submit more details or respond to targeted questions. Submissions will be accepted, reviewed, and evaluated by the Commerce Workforce team. Strong proposals/qualifications will demonstrate a full understanding of the role described and establish the capacity, expertise, and approach to meet the deliverables. Applicants may be required to complete a virtual interview with the review team and will include the WPA lead facilitator, because this role will work just as closely with that consultant as well as the Commerce team, as part of the selection process. The Commerce Department will notify each organization via email of the award decision.

REQUEST FOR QUALIFICATIONS – SUBMISSION FORM	
<i>Electronically complete this form and submit to Talent.Development@phila.gov</i>	
1. Organization/Individual Name:	2. Date of Request:
3. Organization Address:	
4. Federal Tax ID (organization or legal entity):	5. Current Philadelphia Department of Commerce contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Contact Person (name and title):	7. Contract Signatory (name and title):
6a. Contact Phone:	7a. Signatory Phone:
6b. Contact E-mail:	7b. Signatory E-mail:
8. Identify the proposed project lead and share a brief biography or resume. (No more than <u>600</u> characters)	

9. Describe your organization's and/or project lead's experience with the following: 1) Non-profit education, training, and professional development 2) Training and facilitation 3) Coordination of multiple organizations, staff, and other consultants 4) Analysis and data reports 5) Zoom technology as facilitator (No more than 2,500 characters)

10. Describe how your organization/you would approach this project to meet all required deliverables. (No more than 2,000 characters)

11. Outline the proposed number of hours or length of time for each project deliverable and the proposed budget. (No more than 1,500 characters)

12. Please share two references from completed projects within the last twenty-four months. Provide name, title, email address, and a brief description of the project. (No more than 800 characters)

APPLICANT'S CERTIFICATION

I certify that all the information provided in this application is both complete and accurate to the best of my knowledge. I also understand that if selected as a provider, I will be required to submit further detailed program and budget information.

Authorized Agency Representative Signature & Title:

Date