



REQUEST FOR PROPOSALS

Research Services Delivered to the City of Philadelphia, Office of Children and Families

Issued by:

The Mayor's Fund for Philadelphia
On behalf of The City of Philadelphia, Office of Children and Families (OCF)

Questions about this RFP should be submitted to mayorsfund@phila.gov and Christine.Piven@Phila.Gov by June 15th, 2022.

Proposals must be received no later than 5pm Philadelphia, PA, local time, July 18, 2022. A pdf version of the proposal must be emailed to: mayorsfund@phila.gov and Christine.Piven@Phila.Gov.

SECTION I – INTRODUCTION

A. Statement of Purpose

The City of Philadelphia Office of Children and Families Adult Education (OCFAE) is seeking a consultant to conduct a landscape analysis to determine the level of need for adult education among current and future City of Philadelphia employees. Adult education includes basic reading, writing, math, English as a Second Language, and digital skills. In addition, the consultant will do a scan of other cities and countries to see if there are other models of city government providing employees basic education supports that result in progressive career advancement. The goal is to provide support (where needed) to City employees so that we help build a more efficient government by solidifying basic education skills, and to help employees reach their career goals.

Once collected, this data will then be used to inform future professional development offerings to current and incoming City staff with basic education needs. OCFAE has invested in Northstar, which offers digital skills assessments and self-directed curricula, and adult education classes which could both be pivoted to support City employees more directly.

B. Department Overview

The Mayor's Fund for Philadelphia (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this contract opportunity. OCFAE will serve as the project manager for this effort on behalf of the Fund.

The Office of Children and Families (OCF) aligns the City's policies, resources, and services for children and families. Our priorities are safe children, strong families, and supported schools and communities. OCFAE oversees the City's planning and investments in adult education. OCFAE seeks to ensure adults have equitable access to the foundational educational opportunities and programs needed to accomplish their education, career, family, and civic goals.

C. Project Background

Several data points have highlighted a call to better understand the needs of current City employees (as well those we anticipate will enter the city workforce in the next decade).

- 1 in 7 Philadelphians lack complex literacy and numeracy skills
- Hundreds of City of Philadelphia employees do not have access to a work device, such as a computer or phone
- OCFAE has received requests to provide digital skills classes to current City employees who need support improving their basic computer skills

These various (and previously unconnected) data points indicate a need for more basic education and digital skills support for current and incoming City staff.

D. General Disclaimer



This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

SECTION II – PROPOSED SERVICES

A. Scope of Work

OCFAE's objectives for this project are:

1. Understanding the current level of need for adult education amongst current City employees
2. Determining the current level of degree attainment and gaps in skills amongst current City employees
3. Using the data collected from objectives 1 and 2 to present recommendations about how City government could respond to the findings

The Applicant's proposed scope of work should address each objective specifically and describe in detail how the Applicant will achieve the objective

B. Services and Tangible Work Products

The Fund requires at least the services and tangible work products listed below. Applicants may propose additional or revised services and tangible work products but should explain why each is necessary to achieve the project objectives.

I. Research (Three months)

- a. Gaining a full understanding of the current level of need for adult education amongst current City employees. This work will include the following:
 - i. Review of current employees' degree attainment
 - ii. Review of current employees' access to devices at work or at home. Understanding how many employees feel comfortable navigating the technology they need to do their work.
 - iii. Review of gaps in current employee's skills (reading, writing, math, English language, digital skills)
 - iv. Review of gaps in potential incoming staff's skills (reading, writing, math, English language, digital skills)
 - v. Focus groups to determine current employee's career goals and the skills needed to achieve them
- b. National and global scan to see if there are other models of city government providing employees basic education supports that result in progressive career advancement.

II. Recommendations Report (One month)

- a. After completing the research phase, the consultant will create a report that synthesizes all the research collected.
- b. A detailed report on the level of need for adult education amongst current City employees and what city government should anticipate for future employees.



- c. Recommendations for implementing professional development and other supports (as necessary) to current and incoming City staff.

C. Timeline

A review committee led by the City's Adult Education Executive Director and the Director of the Office of Human Resources will, along with select staff, evaluate all proposals, and make recommendations. The review committee will continue to be engaged at key milestones during the project for review.

The anticipated timeline for this project, which is subject to change, is as follows:

Milestone	Date
Questions about RFP submitted	6/15/2022
Responses to questions posted	6/17/2022
Deadline for receipt of requests for proposals	7/18/2022
Interviews	(If needed)
Consultant selection	7/22/2022
Contract Negotiations	7/25/2022 – 7/29/2022
Research phase completed	10/31/2022
Recommendations report completed by	12/1/2022

The Fund anticipates that the work required under this RFP will be completed by December 1st, 2022.

D. Budget

Proposals for the scope of work outlined above must not exceed \$34,000.

SECTION III – GENERAL TERMS

The Mayor's Fund for Philadelphia serves as a Fiscal Sponsor for projects and programs administered by The City of Philadelphia (the City) and City-Related Agencies in support of the Mayor's core priorities. The Fund is responsible for implementing procedures that honor Chapter 17-1400 of the Philadelphia Code.

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Mayor's Fund for Philadelphia.

For this contract opportunity, the Mayor's Fund has agreed to act as the "Fiscal Sponsor" for the City of Philadelphia Office of Children and Families in order to facilitate Research Services on the City's behalf. The contract or contracts resulting from this RFP will be held between the Mayor's Fund and the selected applicant(s).



What follows are contractual terms the chosen applicant will be expected to agree to. By submitting a proposal in response to this RFP, the applicant acknowledges and agrees to be bound by these terms unless otherwise noted in the applicant's proposals. The applicant may suggest alternative language to the following terms, and at the Fund's sole discretion, negotiation may be possible to accommodate an applicant's requested changes during the contracting phase.

A. Insurance Requirements

The standard minimum insurance policy requirements to be maintained by Vendor of The Mayor's Fund are listed below. Vendor must maintain:

1. Workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and in the aggregate and containing a waiver of subrogation against The Fund
4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Vendor's name unless agreed upon in writing by The Fund, (b) include The Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to The Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Contractor's right to obtain additional coverage and higher liability limits at Contractor's discretion. Contractor may be required to provide proof of insurance at the Fund's discretion.

B. Confidentiality

Through performance of the Agreement resulting from this RFP, the selected Vendor may receive or have access to Confidential Information of The Fund and OCFAE, which may include certain information concerning the Services and other information not generally known to the public. Vendor shall not disclose any Confidential Information it receives from The Fund and OCFAE to any person or entity except (a) employees or contractors of Vendor, and (b) Vendor's professional advisors who have a need-to-know such information, provided such professional advisors have agreed in writing to maintain the confidentiality of such information pursuant to confidentiality agreements containing confidentiality obligations that are not materially less restrictive than those contained in this Agreement, or such professional advisors are bound by law or codes of professional conduct to keep such matters confidential. Vendor shall inform such employees having access or exposure to Confidential Information of Vendor's obligations under this Agreement. Vendor shall use not less than the same degree of care (but no less than a reasonable degree of care) to avoid disclosure of such Confidential Information as Vendor uses for its own confidential information of like importance. Vendor shall use reasonable efforts to ensure that Confidential Information and all materials relating to The Fund and OCFAE at the premises of Vendor or in the control of Vendor shall be stored at locations and under such conditions as to prevent the unauthorized disclosure of such information and materials. Vendor may not use the Confidential Information for any purpose other than for the performance of to



the Services under this Agreement. This obligation shall survive the termination of this Agreement. Vendor shall return The Fund and OCFAE's materials, if applicable, to The Fund promptly upon termination of this Agreement or earlier if requested by The Fund.

"Confidential Information" means all non-public information in whatever form transmitted, whether written, electronic, oral or otherwise, including without limitation business plans, specifications, design plans, drawings, software, data, prototypes and other business and technical information that is disclosed by The Fund and OCFAE pursuant to this Agreement and that is marked as "confidential" or "proprietary" (or, if disclosed orally, designated as confidential upon disclosure) or which, under the circumstances surrounding disclosure, a reasonable person would deem as confidential. Notwithstanding the foregoing, Confidential Information shall not include information that: (a) is independently developed by Vendor or lawfully received by Vendor free of restriction from another source having the right to so furnish such information; (b) is or becomes generally available to the public without breach of this Confidentiality Agreement by Vendor; (c) at the time of disclosure, was known to Vendor free of restriction; or (d) is required to be disclosed pursuant to any statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction; provided however, that: (e) the Vendor shall use commercially reasonable efforts to notify The Fund and OCFAE before disclosure, (f) Vendor shall disclose only such portion of the information as is legally required; and (g) the disclosed information is not "Confidential Information" only for the purpose of and to the extent of the required disclosure, and otherwise remains "Confidential Information" subject to the terms and conditions of this Agreement.

C. Representations, Warranties, and Covenants

The selected Vendor represents, warrants and covenants that so long as the Agreement resulting from this RFP has not been terminated: (a) Vendor has full power and authority to enter into and perform its obligations under the Agreement; (b) entering into and performing its obligations under the Agreement (i) will not violate or breach any agreement binding on Vendor; and (ii) does not result in a conflict of interest between the Services or Works to be provided under the Agreement and Vendor's other activities. Vendor shall advise The Fund and OCFAE of any conflict of interest that arises during the performance of the Agreement. (c) the Services and Works will: (i) be created and originated by Vendor and may be conveyed to The Fund under the Agreement free and clear of claim of ownership by others; (ii) not violate or infringe any proprietary information, non-disclosure, copyright, patent or other intellectual property or contractual right; (iii) not violate any applicable law, rule or regulation; (iv) conform with the Agreement, be performed in a workmanlike and professional manner, be of high quality, and in no event, be of a quality less than the quality of services performed and work product created by a skilled consultant with expertise in the area for which Vendor is providing the Services; and (v) be free of errors and that all failures of the Services or Works furnished hereunder will be corrected to conform with the Agreement.

D. Indemnification

The selected Vendor shall indemnify, defend and hold The Fund and OCFAE harmless from and against any damage, loss, liability, obligation, claim, litigation, demand, suit, judgment, cost or expense including, without limitation, reasonable attorneys' fees ("Claims") that may be made: (a) for bodily injury, death, or damage to real or tangible personal property, including theft, resulting from the acts or omissions of Vendor, its employees or agents; (b) in connection with Vendor's breach of its obligations under the Agreement; (c) by any third party alleging that the Services or Works violate any proprietary information, non-



disclosure, copyright, patent or other intellectual property or contractual rights; and (d) in connection with Vendor's recklessness, gross negligence, willful misconduct, or violation of applicable law. The Fund and OCFAE may participate at its expense in any Claim, and The Fund and OCFAE prior written consent is required for settlement of any Claim.

Except for the indemnification covenants contained in the first paragraph of this Section, for which no cap shall be applicable, if Vendor has any other liability to The Fund and OCFAE for any Claims, such liability shall in all cases whatsoever be limited to the greater of (e) any amount of insurance Vendor is required to carry as set forth in the Agreement, and (f) the total amount received by the Vendor for the Services under the Agreement.

SECTION IV – SUBMISSION REQUIREMENTS

A. Organization & Personnel Qualifications:

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. The proposal must identify the applicant's qualifications by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. Experience with "like" projects should be cited.

B. Scope of Work Description:

The scope of work proposed by Applicant should include a general project schedule that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Fund's authorization to proceed by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

C. Cost Proposal:

Applicants must provide a detailed cost proposal, which must include 1) a line-item breakdown of the costs for specific services and work products proposed, and 2) a statement of staff hourly rates. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

D. References:

Include contact information for a minimum of (2) references who can speak to the applicant or firm's experience with similar types of work as that described in this RFP.

E. Deadline for Submission:

Responses to this RFP must be emailed as a single pdf by 5pm June 23rd, 2022 to mayorsfund@phila.gov and Christine.Piven@Phila.Gov.

F. Proposal review and Selection Process:



It is expected that proposals will be reviewed and a limited number of in person interviews, if necessary, will be held during the week of June 27th to the 30th.

The successful candidate will be the person/firm who demonstrates the knowledge, experience, and ability to perform the work effectively.