

**Request for Qualifications
for
Professional Development Facilitators to Support
Out-of-School Time Programming
Issued by: Public Health Management Corporation
(PHMC)**

**On Behalf of:
The City of Philadelphia’s Office of Children and
Families
and Department of Human Services**

All applications must be submitted electronically through
<https://www.cognitoforms.com/PHMC1/OSTProfessionalDevelopmentRFQ>

**Applications must be submitted no later than 5:00 p.m. Philadelphia, PA, local time,
on August 25, 2023**

**Applicants who fail to file a complete application through the online application
process will not be considered.**

All questions must be submitted by August 9, 2023 at 5 p.m. through
<https://www.cognitoforms.com/PHMC1/OSTPDRFQQuestionSubmissionForm>. All questions
and answers will be posted by or before August 14, 2023 in the RFQ submission portal.

Project Overview

About Out-of-School Time (OST)

Out-of-School Time (OST) programming, delivered by community-based organizations, is part of the City of Philadelphia's continuum of prevention programs and activities designed to contribute to the overall well-being of youth through access to services that promote their healthy, physical, social, educational, and emotional development. Programming is designed for all youth, particularly those who need to be diverted from or have current or previous involvement in the child welfare system.

About Out of School Time's Programmatic Supports

Out-of-School Time (OST) programs should engage youth in experiences that are intentionally designed and supportive to youth development. Studies have found that the quality of a program has a direct impact on youth outcomes and experience (McCombs et al). PHMC on behalf of the City of Philadelphia works with organizations to pursue quality content, prioritize program planning, and embrace continuous quality improvement. Professional development is a key component of program quality and positive youth outcomes. The number of hours staff participate in professional development directly correlates with increased program quality (Hartmann et al). In addition, quality professional development leads to increased staff satisfaction and engagement (Hartmann et al). City of Philadelphia funded OST providers build time for continuous quality improvement activities into their staffing schedules that includes professional development. Staff assigned to City of Philadelphia OST contracts participate in a minimum of 20 hours of training per school year.

This RFQ is focused on engaging content experts for OST professional development. There are 10 key content areas that are part of the [National Afterschool Association's \(NAA\) Core Knowledge and Competencies for Afterschool and Youth Development Professionals framework](#). They are:

1. Child/youth growth and development
2. Learning environments and curriculum
3. Child/youth observation and assessment
4. Relationships and interactions with children and youth
5. Youth engagement, voice, and choice
6. Equity and inclusion
7. Family, school, and community relationships
8. Safety and wellness
9. Program planning and development
10. Professional development and leadership

This framework describes the dispositions, knowledge, skills and competencies individuals need to provide quality OST programming, support the learning and development of children and youth, and advance equity, particularly for those who have been historically excluded¹

For each content area there are skills and competencies that are grouped into three areas:

- *Identify* - knowledge gained through on-the-job training, mentoring, coaching, and other formal and informal learning experiences, with the professional building an understanding of concepts and content.
- *Apply* - skills demonstrated through action with the professional's goal to know and subsequently show concepts and content in practice.
- *Amplify* - actions taken with the professional's goal to enhance other's understanding of concepts and content and subsequently influence policies, practice, PD, and funding.

Request for Qualifications

PHMC seeks professional development practitioners to provide single workshops, training series and/or technical assistance in one or more of the content areas described below. Applications must identify which skills and competencies will be met during the session within each content area. For more details about each of the content areas please refer to the framework located here <https://naaweb.org/all-documents/40-naa-core-knowledge-skills-competencies-for-ost-professionals-rev2021-1/file>.

In addition, within the content areas applicants should note where they have expertise for a particular grade band. For example, early childhood (K-5), middle school (6-8) and high school (9-10). This RFQ seeks organizations and individuals who can provide professional development sessions that are targeted to specific age groups. For this RFQ we are looking for applications for nine of the ten content. The nine areas are listed below with additional relevant details. We are not currently seeking professional development in the area of child/youth observation and assessment.

- *Child/youth growth and development*: Providers will understand the science of how children learn and develop. Variations to child development may identify cultural differences, family experiences, and special needs as influencing factors to growth and development.
- *Learning environments and curriculum*: Providers will gain skills in creating program spaces and activities that promote socialization with peers and adults, stimulate learning and creativity, are culturally responsive and equitable to varying learning abilities.
- *Relationships and interactions with children and youth*: Providers will gain the skills to support nurturing relationships and positive behavior with staff and peers. Sessions will focus on guiding behavior and implementing culturally and developmentally responsive practices.
- *Youth engagement, voice, and choice*: Providers will identify ways to engage youth depending on their age and developmental stage. Sessions will target strategies on increasing youth leadership, youth-led experiences, and input.
- *Equity and Inclusion*: Providers will obtain best practices to develop programs, systems and environments that are culturally responsive, equitable, inclusive, and supportive of all students, staff, and families they serve.
- *Family, school, and community relationships*: Providers will learn strategies to engage, communicate and develop lasting relationships with youth families, local schools, and community partners. Best practices include opportunities to strengthen family voice, increase program in schools and enhance community.
- *Safety and wellness*: Providers will understand regulations and environmental requirements for program spaces, as well as identify needs for youth to grow mentally and physically healthy. Program activities should encourage providers to create program spaces, activities and relationships that support the overall well-being of the children and youth they serve.

- *Program planning and development:* Providers will understand the importance of program development and sustainability and strengthening infrastructure. Areas of focus may include strengthening infrastructure, program needs assessments, equitable and culturally competent program policies and practices, and overview of laws and regulations.
- *Professional development and leadership:* Providers will learn professional code of ethics and develop plans to incorporate responsible planning and development for staff. Program staff are supported through policies and practices that encourage ongoing learning and leadership from all levels of program staff.

Applicant Eligibility

- Applicants must have extensive knowledge of and experience in developing and implementing professional development activities related to out-of-school time, focusing on the changing behaviors of teachers and/or administrators to enhance student performance.
- Applicants should be able to provide a broad overview of PD supports and the field overall, as well as relevant and individualized supports they are able to offer if selected.
- All proposed professional development must be research-based to ensure successful outcomes.
- Applicants must be able to provide W-9 form, direct deposit information, and insurance.
- PQAS certification a plus

General Disclaimer

This RFQ does not commit PHMC or the City of Philadelphia to enter into an agreement with any organization. PHMC and the City are not liable for any costs incurred by applicants in preparing and submitting a proposal in response to this RFQ. If PHMC, in consultation with the City, chooses to award a contract, that contract will be awarded to the applicants whose proposal is the most advantageous to the City and in the City's best interest. If an Applicant is not awarded a contract pursuant to this RFQ, neither PHMC nor the City of Philadelphia shall be obligated to debrief unsuccessful Applicants as to the basis for the decision not to award a contract to them.

Services and Tangible Work Products

If selected through this RFQ process, organizations will receive information on which proposed professional development activities are requested from them during the coming school year. The following items will be the required work activities for identified professional development activities and will form the basis of scopes of work and contracts for professional development services.

I. Workshop and/or Technical Assistance Planning

Meet with PHMC OST staff to finalize workshop and/or technical assistance proposals. For workshops, this includes identifying workshop dates and times; for technical assistance, this involves identify the TA delivery method, duration and extent. OCF OST will be responsible for workshop promotion, registration, and if necessary, securing location space.

II. Workshop Execution/TA Delivery

Successfully host workshop/s on agreed upon date and time and/or successfully provide technical assistance. Take attendance during session and distribute workshop survey. After the workshop is held

provide PHCM and OST OCF with report that includes number of attendees, attendee survey and recommendations for future workshops and/or TA. For technical assistance delivery, track hours of TA, content and recipients. Provide PHMC and OST OCF with a report that includes number of hours of TA, recipients, content, outcomes and recommendations for future TA or workshops.

III. Project Deliverables

- Finalized workshop proposal and/or technical assistance proposal
- Successfully host workshop and/or provide technical assistance
- Document participation in workshops and/or technical assistance activities
- Provide certification of participation to workshop session attendees
- Provide PHMC and OCF with a post workshop survey and/or technical assistance report and recommendations for future workshops and/or technical assistance.

Contract Structure

Contracts undertaken as a result of the RFQ will be fee-for-service contracts. PHMC will work with selected PD providers to finalize approved rate structures for workshops, training series and technical assistance. This may include modifications to workplans submitted via this RFQ, setting minimum participation/registration requirements for workshops, and other changes to proposed workplans. PD Providers will be responsible for appropriate documentation and invoicing activities that align with PHMC contractual requirements.

Application Overview

Key Dates

Activity	Date
RFQ release	Wednesday, August 2, 2023
Deadline for Questions	Wednesday, August 9, 2023
PHMC to post final questions and answer document	Monday, August 14, 2023
Applications Due	Friday, August 25, 2023, 5 pm

Notification of Approved Qualifications:

Applications will be reviewed throughout August and September. Applicants with approved qualifications will be notified on a rolling basis throughout that timeframe. All applicants will be notified of the final status of their qualifications review by October 6, 2023.

Submission Instructions

Applications will supply the following information via the Cognito submission link:

<https://www.cognitofrms.com/PHMC1/OSTProfessionalDevelopmentRFQ>.

- Vendor Information
- Response to Application Questions
- Submission of required uploads

Vendor Information

- Organization Name:
 - The name provided match information on requested W-9 Form;
 - if you are applying as an individual, please enter your full name
- Organization website: if available
- Applicant Name, title and contact information
- Contracting contact
 - Name & contact information of person that will be responsible for supporting contracting activities if selected through the RFQ
- Contract Signatory
 - The name and contact information of the person at your organization that is authorized to sign contracts
- Identify the content areas and grade bands supported in your proposed workplan

Applicant Questions

1. Provide a company profile, length of time in business, website, and curriculum vitae (if individual).
2. Describe your experience and success providing the proposed services to youth-serving organizations and/or the youth development workforce.
 - a. Please address your experience with engaging with adult learners from a diverse set of backgrounds and experiences.
 - b. Please address your experience and ability to include a trauma-informed approach to training delivery and content.
3. Describe your experience with quality programming for youth and how your expertise contributes to improving outcomes for children.
4. If your curriculum or training is evidence based, please provides a reference list of research or articles that correlate to training content.
5. Describe your quality assurance protocols for monitoring PD instructors to ensure the delivery of high-quality professional development. In your response, please also include modality considerations (face to face, hybrid learning).
6. Describe your quality assurance protocols to ensure that you or your agency will comply with contract requirements and ensure timely invoicing for services?
7. Please share the location and address you have available for trainings, including any formal agreements to use the space if needed. Additionally, please indicate if you will need support acquiring a location for training.
8. If PQAS certified, provide the names and PQAS number for instructors.

Required Uploads

- Provide your proposed PD/TA workplan. Workplan should include the following: workshop titles, descriptions, instructor names, objectives, outcomes, engagement strategies and workshop agenda. **For each session included in your work plan, you must clearly identify which competencies and skills will be met from the NAA list provider earlier. You must also include**

the targeted grade band of providers that you will engage in that activity (K-5th, 6th-8th, 9th – 12th). Provide as much detail as possible.

- Submit a Rate or Fee Chart
 - Provide standard rates and a description of cost per training/support that are listed in the above Work Plan.
 - The Session rates should be inclusive of all associated costs including session content development, planning and preparation, materials, delivery of the session, and any follow-up activities.
 - Rates should clearly identify the modality (in-person, hybrid, virtual) and whether there are rate distinctions between modalities.
 - Technical assistance, if included in your workplan, should be listed at an hourly rate and address the number of hours recommended to meet TA objectives; the TA rates should be inclusive of all costs associated with the activity such supplies and printing.
 - Travel for on-site technical assistance should be listed separately.

- Training organization or Trainer's W-9
 - The information submitted on the w-9 will be used for contracting purposes if selected through this RFQ.

Selection Process and Next Steps

Qualification Review Criteria

Application responses will be evaluated based on the expertise in the content area and the ability to provide a workplan that identifies areas of growth in the skills and competencies within selected content areas. Applicants will be selected for pre-qualification and selected to contract for training based on the professional development topics and schedule.

If selected through this RFQ, pre-qualified Training organizations will remain qualified to provide training to the OST Network through September 2025, with the option to renew for one year.

Pre-Qualification and Contracting for Training

Each summer, the OST network will identify training and technical assistance sessions for the upcoming school year. Training providers will be invited to provide specific scopes of work and budgets based on areas of expertise and existing training content. In some instances, these will be competitive requests. Training contracts will be developed following this activity. In order to finalize training contracts, PHMC will require the following items:

- Finalized and approved Scope of work on organization letterhead
- Finalized and approved budget
- Invoicing Terms
- Certificate of Insurance demonstrating compliance with insurance requirements
- Confirmation of Staff Clearances
- ACH or other payment information

Regulatory Requirements

If selected through this RFQ process to support the OST Network, prior to contracting activities, training organizations will need to provide the following:

- Certificate of Insurance in compliance with the City of Philadelphia General Provisions and PHMC requirements
- Demonstrate that Trainers have required background checks and clearances

Insurance requirements

If awarded, the PD Provider shall not commence work until they have obtained all of the insurance required under this Section and has furnished PHMC with satisfactory proof of insurance as hereinafter provided. PHMC requires that training organizations, at their expense, maintain during the term of the Contract such applicable policies of insurance as follows:

- **Commercial General Liability** with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 Aggregate)
- **Professional Liability** – Whenever work under this Contract involves professional Services excluded from the Trainer’s Commercial General Liability coverage (e.g., Architectural, Engineering, Medical, etc.), Trainer shall evidence Professional Liability coverage with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- **Workers Compensation** coverage may be waived if the Trainer is the sole employee. (\$500,000 bodily injury by accident, \$500,000 bodily injury by disease, \$500,000 Policy Limit)
- **Automobile Liability** \$1,000,000 combined single limit. NOTE: Automobile Liability coverage is required whenever the Trainer/Consultant’s agent drives on business related to the performance of Services under this Contract.

The policy limits required by this section may be satisfied by any combination of primary and excess insurance coverage.

- A copy of the Trainer/Consultant’s Insurance Certificate, listing PHMC as an Additional Insured under Professional and/or Commercial General Liability must be submitted to PHMC prior to the execution of this contract. Consultants shall email certificates of insurance evidencing the required coverages, to PHMC Contracts Administration at Subcontracts@PHMC.org.

Clearance Affidavit

The PD Organizations awarded through this RFQ may be delivering training and/or technical assistance on site where children are in care, therefore all trainers will need to complete background clearances and mandate reporter training per Pennsylvania Department of Human Services (PA DHS) regulations and the Child Protective Services Law. To review those requirements and complete clearances and training, please visit the PA DHS website: <https://www.dhs.pa.gov/keepkidssafe/Pages/default.aspx>.

Large organizations (more than 4 employees) will sign an affidavit attesting that all employees have required clearances and will be subject to furnishing documentation if requested. The affidavit is submitted in lieu of the actual clearances and background checks. Smaller organizations and individual trainers will need to submit required clearances to PHMC.