



REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES MICRO PURCHASE
FOR YOUTH SUMMER INTERNSHIP PROGRAMMING

RESPONSE DEADLINE:

No later than 5 pm Eastern Time on Friday, April 26, 2024

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to hillarya@phennd.org

M/W/DSBE Solicitation:

PHENND, which is part of the University of Pennsylvania, values diversity, equity and inclusion and actively solicits, Minority-, Women- and Disabled Owned Businesses (M/W/DSBE). Please visit Penn's Supplier Diversity & Inclusion Program (<https://supplierdiversity.procurement.upenn.edu/>)

SERVICES WE ARE LOOKING FOR

PHENND, as the manager of the West Philadelphia Promise Corps program, which aims to provide high school aged youth with post-secondary preparation, seeks organizations and individuals who can provide a high-quality summer internship program to 15-20 high school students in 2024. We expect programs to be approximately six weeks in length, and engage young people in meaningful work experiences for about 20 hours per week.

PHENND will pay the youth participants \$13/hr through regular payroll.

We expect the provider will cover:

- Adequate supervision for all participants
- Facilities/space in which to run the program
- Any needed supplies, technology or equipment the participants will use *
- Guidance/training for participants that covers both the job-specific skills needed as well as general workplace skills (e.g. timeliness, communication, attention to detail, follow through)

The ideal program will combine hands-on learning and actual work experience (in which a real product or service is produced for an external entity). The goal of the program is to provide high school-aged youth with what might be their first work experience.

PHENND/Promise Corps will recruit youth for the program, drawing from our existing school partners (West Philadelphia High School, Sayre High School, School of the Future, and Robeson High School). Participants will be identified by June 1, 2024. We will aim to recruit participants who have expressed interest in the specific field/industry represented by the provider; however, providers should expect the youth to have minimal experience.

* Note, because the youth participants will be on Penn payroll, they will have access to certain software provided to all Penn employees such as Adobe Creative Suite, Qualtrics, and Zoom.

Term

The term of the contract is expected to start on or about June 1, 2024 and conclude by August 16, 2024.

Compensation

Compensation shall not exceed a total of \$18,000 per award.

Activities should incorporate a project-based learning deliverable at the close of the program that demonstrates the development of skills and core competencies outlined herein.

Criminal and child abuse background checks are required for any staff who will work directly with youth participants.

To apply:

Please provide a 2-3 page narrative description of your program. It should cover

- What the youth will learn and do
- The qualifications of the staff running the program
- The timeline and setting/location for the program
- A general budget with a breakdown of major costs
- Any other information you feel would be relevant

Please email the requested narrative to hillarya@phennd.org no later than Friday, April 26, 2024. Please put "2024 Summer Youth Internship" in the subject header.