

REQUEST FOR PROPOSALS

Project Management Services Delivered to the City of Philadelphia

Office of Community Empowerment and Opportunity

Issued by:

The Mayor's Fund for Philadelphia

On behalf of The City of Philadelphia-Office of Community Empowerment and Opportunity

Applications must be received no later than 5 pm Philadelphia, PA, local time, on November 16, 2017. A pdf version of the proposal must be emailed to: mayorsfund@phila.gov and Christie Balka at ARunningStartPhila@gmail.com.

Introduction- Statement of Purpose

The Mayor's Fund for Philadelphia (the Fund) and the Office of Community Empowerment and Opportunity (OCEO) seek an experienced Project Manager to coordinate planning, building and rollout of a digital system that will enable families of children from birth to age five to access high-quality, publicly funded early care and education. The objectives of the new system are to streamline the application, eligibility verification and enrollment processes across multiple public funding sources and intermediaries; and to increase the transparency of the enrollment process for service providers. This system will collect data from families, send it to relevant funding agencies and receive data verifying parents' eligibility and the availability of services.

OCEO's institutional partners in this effort are the Commonwealth of Pennsylvania; Child Care Information Services, quasi-public agencies that administer child care subsidy on behalf of the state; the School District of Philadelphia; the Mayor's Office of Education; Public Health Management Corporation; and federal Head Start/Early Head Start grantees.

The successful applicant will lead a six-month planning process, with the expectation that this opportunity would extend through an additional two-year implementation process, subject to available funding.

The Fund and OCEO seek a qualified consultant to serve as internal Project Manager. With a planning and implementation budget exceeding \$2 million, the Project Manager will be responsible for ensuring that the project is delivered on time, within scope and within budget.

Department Overview

OCEO strengthens and coordinates the City's anti-poverty efforts on behalf of its most vulnerable citizens and communities. Its agency-wide initiative, *Shared Prosperity Philadelphia: Our Plan to Fight Poverty*, focuses its work in five areas to help alleviate the worst effects of poverty, expand opportunity, and prevent the continuation of intergenerational poverty. Early Learning is one of OCEO's five priority areas. This work is guided by a citywide plan called *A Running Start-Early Learning*.

The Mayor's Fund for Philadelphia 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. The Office of Community Empowerment and Opportunity (OCEO) will serve as the project manager for this effort on behalf of the Fund.

General Disclaimer of the City

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.

Term and Anticipated Time Commitment

The Fund and OCEO seeks to engage an internal Project Manager to lead planning activities from December 2017 through June 2018. The expected time-commitment to this project is roughly 20 hours per week.

Subject to available funding OCEO expects to extend a contract with the Project Manager for an additional two years during the implementation phase, presently scheduled to begin in Summer 2018. The expected time commitment during the implementation phase is roughly 40 hours per week.

Services and Work Products

The Project Manager will be expected to deliver the following services:

Task Management

- Keep project participants including institutional stakeholders, vendor and relevant third parties informed of all timelines, roles and responsibilities, and deadlines
- Continuously monitor and celebrate progress of all parties
- Anticipate obstacles to meeting deadlines in advance and work with institutional stakeholders to prevent these

Communication

- Serve as first point of contact for the external vendor and members of the Advisory Board, comprised of the institutional partners described above
- Play a key role in translating technical issues for non-technical stakeholders and early learning systems needs for technical experts
- Schedule, facilitate meetings and communicate decisions of the Advisory Board internally to all members and externally to the vendor and third parties
- In conjunction with the Early Learning Specialist, develop civic engagement strategies to involve 80 stakeholders in addition to the Advisory Board and ongoing communication strategies to keep them informed of progress

Financial Management

- Closely monitor spending to ensure project is delivered within budget
- Monitor cash flow and provide City agencies and with regular cash flow projections
- Review all invoices and authorize payments
- Review and negotiate any requested budgetary changes
- Provide regular financial reports for OCEO, other City agencies and external funders

Negotiation

- Frame decisions for institutional partners based on the needs of the project. Develop consensus among institutional partners and negotiate compromises as needed
- Negotiate with vendor to meet the needs of the City of Philadelphia and institutional partners
- Execute agreements, including MOUs and project charter with institutional partners. Contribute to overall team effort by accomplishing related results as needed

Qualifications

The Project Manager should have at least 5 years of experience with the development of large-scale, complex IT projects involving multiple partners. In addition, the Project Manager must possess the following skills:

- Leadership: ability to develop and refine the vision for the project with the Advisory Board, OCEO staff and others, and to operationalize the vision. Ability to communicate the vision to others in ways that inspire them to act
- Communication: superior oral and written communication skills, including the ability to translate complex ideas into simple concepts and explain them to various stakeholder groups
- IT Project Management: Excellent project management skills, including experience managing the full lifecycle of complex public sector IT projects
- Experience using RAPID Decision Making or a similar framework
- Financial Management: demonstrated ability to monitor product development budgets and forecast cash flow needs
- Ability to establish good interpersonal relationships and work across organizational boundaries
- Superior analytic and problem-solving skills
- Strategic planning experience
- Ability to juggle multiple priorities simultaneously

Experience with nonprofit or public sector social service systems and with participatory design are preferred. Familiarity with the early childhood education sector is highly desirable.

Budget

The estimated budget for the Project Manager’s services during the December 2017 – June 2018 term is \$47,500-\$55,000.

Timetable

Milestone	Date
Proposals received	November 16, 2017
Interviews Conducted	November 27-28, 2017
Final Selection	November 30, 2017
Planning Phase Begins	Early December 2017
Planning Phase Commences	June 2018

Hours and Location of Work

The Project Manager will be expected to devote roughly 20 hours per week to this project. Services shall be performed primarily at 1234 Market Street, 16th floor.

Monitoring/ Security

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, and with all security policies and requirements of the City.

Reporting Requirements

The successful Applicant shall report to the Director of Children and Youth Strategies, OCEO, on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, submittals as well as the Consultant’s invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration. Upon review and approval of deliverables by the Director of Children and Youth Strategies, OCEO, the invoice will be submitted for payment by the Fund.

Insurance Requirements

As a contractor of the Mayor’s Fund for Philadelphia, Project Manager will be required to

maintain insurance. Specific policies and minimum limit(s) will be commensurate with the scope of work to be performed, and will be determined with the Project Manager once selected. The Project Manager may be required to provide proof of insurance at the Fund's discretion.

Submission Requirements:

- 1. 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. A resume should be included in Applicant's proposal. Experience with "like" projects should be cited.

The Applicant should state the number of days following the Fund's authorization to proceed by which the will be ready to start the work, including any mobilization time.

- 2. Deadline for Submission:**

Responses to this RFP must be emailed as a single pdf by November 16, 2017 at COB to ARunningStartPhila@gmail.com and mayorsfund@phila.gov.

Proposal Review and Selection Process:

It is expected that proposals will be reviewed and a limited number of in person interviews will be held on November 27-28, 2017.

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