



Taking Care of Business Training Provider RFP Briefing

August 7, 2025

Welcome



Agenda

Welcome & Introductions

Taking Care of Business Program Overview

Scope & Responsibilities

Proposal & Application Details

Submission Process

Appendices & Contact Info

Q&A

Slide Deck



QR Code

Welcome & Introductions

Commerce TCB Team

Denis Murphy, Deputy Commerce Director

Terrine C. Datts, Senior Director & Contracts Manager

Roxana Taginya, Project Director

Gennifer Rollins, Senior Manager

Samuel Hall, Senior Manager

Kate Sabato, Senior Manager

Erika Kelley, Workforce Training Project Manager

Marissa Donohue, Manager

Opening Activity

Please share:

- Your **name**
- Your **organization**
- One thing you hope to **learn or take away** from today's briefing

Taking Care of Business

Program Overview

Safest, Cleanest, & Greenest Big City



Background – Taking Care of Business (TCB)

- Citywide initiative supporting clean commercial corridors
- Funded through Mayor Parker's One Philly Budget
- Boosts small businesses, economic vitality, and employment

Size & Scope of TCB Program

- 51 organizations provide cleaning services
- 28 of those organizations hire their own staff
- 23 of those organizations subcontract with a cleaning subcontractor who employs the Cleaning Ambassadors
- Typical cleaning crew size is 6-10 workers
- Program serves 155 commercial corridors throughout Philadelphia

Core Program Goals

- Keep Philly's neighborhood corridors clean
- Promote small business success in cleaned commercial corridors
- Create employment for residents
- Strengthen local business and nonprofit capacity

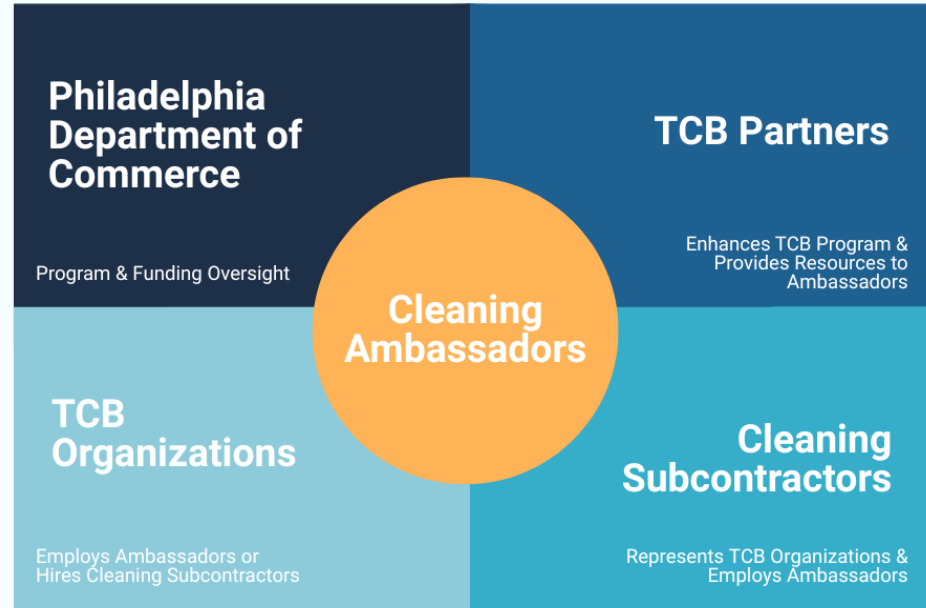
Managed by the City of Philadelphia Department of Commerce



Collaborative Network

Taking Care of Business (TCB)

Clean Corridors Program



TCB Cleaning Ambassadors

- 410 Individuals working across the program
- 68% age 36+
- 46% previously incarcerated
- 88% BIPOC
- 85% no college/vocational training
- 8% ELLs (Mandarin or Spanish primary)

TCB Cleaning Ambassadors

- Typical work hours: 26-32 hours per week
- Minimum program wage: \$16.82
- Experienced workers and supervisors make more than minimum wage
- Some supervisor roles are FT with benefits

Workforce Training Goals



TCB Training Activities & Participation

Training Activities to Date:

- OSHA-10 CareerSafe Certification (191 participants)
- Tree Care & Landscaping Trainings (122 participants)
- Ongoing Safety & Mental Health Programs

Training Impacts

- Stronger **Relational Intelligence**
- **Credential Attainment** for employability
- Enhanced **Team Cohesion** & trust-building

Scope & Responsibilities

Overview of Scope

- Partnership between Training Provider and Philadelphia Department of Commerce
- Four 6-8 week cohorts designed to build workplace skills
- Includes curriculum design, facilitation, logistics, and reporting
- Tailored support aligned with TCB Clean Corridors workforce development goals

Role of the Workforce Navigation Partner

- Central resource for job prep and career advancement
- One-on-one coaching and consistent follow-up
- Connections to services: housing, mental health, education, training
- Aligns wraparound supports with workplace expectations
- Provides insights for program strategy and continuous improvement

Deliverables Snapshot

- Final curriculum and schedule with clear learning objectives
- Four fully facilitated training cohorts
- Documentation: enrollment, attendance, engagement
- Participant feedback collected mid-series and at end
- Post-cohort reports and cumulative final report
- Coordinated logistics and accessibility services (including meals)

Training Provider Core Responsibilities

- Co-create curriculum and schedule with Commerce Project Team
- Coordinate guest speakers and instructional content
- Partner with Workforce Navigation for holistic support
- Manage cohort enrollment and communication
- Ensure accessibility (language interpretation, meals, participant engagement)
- Track attendance, collect feedback, and submit reports post-training

Total Budget Available: Up to \$90K

Breakdown of Allowable Cost Categories:

- Personnel
- Curriculum Development
- Program Materials
- Partner Coordination
- Training Facilitation
- Data Collection and Reporting
- Participant Meals & Snacks
- Other

Project Timeline: Phase 1

Phase 1: Pre-Launch Milestones

- **Jul 28** – RFP Released
- **Aug 7** – Optional RFP Briefing @ Commerce Office
- **Aug 14** – Deadline to Submit Questions
- **Aug 18** – Responses to Questions Published Online
- **Aug 27** – Proposal Submission Due
- **Sept 15** – Award Notification
- **Sept 30** – Kickoff Meeting
- **Sept 15-Oct 10** – Participant Enrollment

Project Timeline: Phase 2

Phase 2: Cohort Implementation

Cohort	Start Date	End Date	Report Due
Cohort 1	Oct 28, 2025	Dec 22, 2025	Dec 29, 2025
Cohort 2	Jan 5, 2026	Feb 28, 2026	Mar 6, 2026
Cohort 3	Mar 9, 2026	May 1, 2026	May 8, 2026
Cohort 4	May 11, 2026	Jul 3, 2026	Jul 10, 2026

Final Closeout & Debrief: Jul 17, 2026

Proposal & Application Details

Proposal Requirements

Applicants Must Include (Max 15 pages):

- Experience and background
- Curriculum Approach
- Training Strategy

Training Schedule Requirements

Draft Training Schedule Must Cover:

- Cohort Structure
- Delivery & Facilitation
- Participant Timeline
- Internal Coordination
- Reporting Alignment

Data & Budget Expectations

Applicants Must Also Provide:

- Detailed budget covering all anticipated costs
- Plan for tracking attendance, satisfaction, and skills gained
- Two references with a short description of relevant work

Evaluation Process

How Proposals Will Be Reviewed:

- Evaluated by the TCB team at the Department of Commerce
- Selection based on best fit, not lowest cost
- Notification via email; virtual interviews may be requested

Selection Criteria

Strong Proposals Will Demonstrate:

- Proven Capability
- Curriculum Strength
- Track Record
- Operational Efficiency
- Equity & Compliance

Submission Process

How to Submit Your Proposal

- Submit online via Formstack
- Required info on the form: Organization/applicant name, Contact information, Proposed project budget, References
- Response to Section 10 proposal requirements (max 15 pages)
- **Format:** PDF only

Deadline: August 27, 2025, by 11:59 PM EST

Note: Email submissions **will not** be accepted

RFP Questions

Contact for Questions

Email: Erika Kelley — erika.kelley@phila.gov

Deadline to submit questions: August 14, 2025, by 5 PM EST

RFP Questions

Response Process

- City will respond to appropriate questions of broad interest
- Responses shared via email with briefing attendees and posted on the PIDC website
- Today's slide deck will also be posted on the PIDC website
- City may revise posted answers at its discretion
- **Verbal responses are not binding**

Appendices & Contact Information

Appendices

- Cleaning Ambassador Job Description
- Training Topics Survey Results

Contact Information

Erika Kelley

Workforce Training Project Manager

Philadelphia Department of Commerce

1515 Arch St., 12th Floor, Philadelphia, PA 19102

Email: erika.kelley@phila.gov

Questions & Answers

Additional Questions

For any other questions, please contact Erika Kelley,
erika.kelley@phila.gov before August 14, 2025.

Feedback Survey

Survey Link:

<https://forms.office.com/g/62X4KBuuSA>

QR Code:



A high-angle, wide shot of the Philadelphia skyline, featuring prominent skyscrapers like the Comcast Center and the Liberty Bell Center, along with the historic Independence Hall in the foreground. The image is overlaid with a semi-transparent white rectangle.

Thank You
