



**Bidder's Conference**  
**WIOA One-Stop Operator Services**  
**PA CareerLink® Pittsburgh and Allegheny County**

**August 2025**



# Agenda

- **Introduction**
- **Bidder's conference overview**
- **Context**
  - Partner4Work
  - WIOA and PA CareerLink®
- **RFP and proposals**
  - RFP overview
  - Proposal considerations
  - Questions



# Bidder's Conference

- **Purpose**
  - Provide information to interested parties
  - Provide an opportunity to ask questions
- **Questions**
  - Ask questions during the conference using chat
  - Submit questions after the conference to Partner4Work via email - [RFP@partner4work.org](mailto:RFP@partner4work.org)
- **RFP information**
  - The RFP and related documents provide the official record
- **Presentation slides to be posted**



# Partner4Work

- **Partner4Work is the Workforce Development Board for Pittsburgh and Allegheny County**
  - Dedicated to developing a thriving workforce in the Pittsburgh area
  - We design, fund, and support a portfolio of workforce programs and initiatives for adults and youth to meet the needs of employers, job seekers, and workers
- **Functions of a workforce development board**
  - Direct federal, state, and local funding to workforce development programs
  - Provide oversight and coordination of local workforce services
  - Provide oversight and coordination of operations and services at PA CareerLink®
  - Develop local and regional workforce strategies
  - Conduct and publish research on needs of the regional economy



# The Workforce Innovation and Opportunity Act (WIOA)

- **Signed into law on July 22, 2014**
- **Helps job seekers access employment, education, training, and support services to succeed in the labor market**
- **Helps employers find the skilled workers they need to compete in the global economy**
- **Requires states to align their workforce programs and coordinate the needs of job seekers and employers**
- **Charges workforce development boards to shape vision for the workforce system and lead implementation of WIOA**



# PA CareerLink<sup>®</sup>

- **WIOA requires comprehensive one-stop centers**
  - A physical location where job seekers and employers can access the programs, services, and activities of required one-stop partners ... must provide access to (1) career services; (2) training services; (3) employment and training activities; (4) programs carried out by one-stop partners; and (5) labor market information
- **PA CareerLink<sup>®</sup>**
  - Registered trademarked name of PA's one-stop service-delivery system, including each one-stop center and public facing aspects of the online job matching system
  - Designed to provide a full range of assistance to job seekers under one roof; training referrals, career counseling, job listings, and employment-related services



# PA CareerLink<sup>®</sup> & Partner4Work

- **Administer WIOA funding**
- **Establish local workforce development policies**
- **Develop and manage the budget with partners**
- **Facilitate the One-Stop Partner MOU**
- **Conduct PA CareerLink<sup>®</sup> certification**
- **Foster connections with employers, partners, and others**
- **Provide labor market information, program data, and analysis**

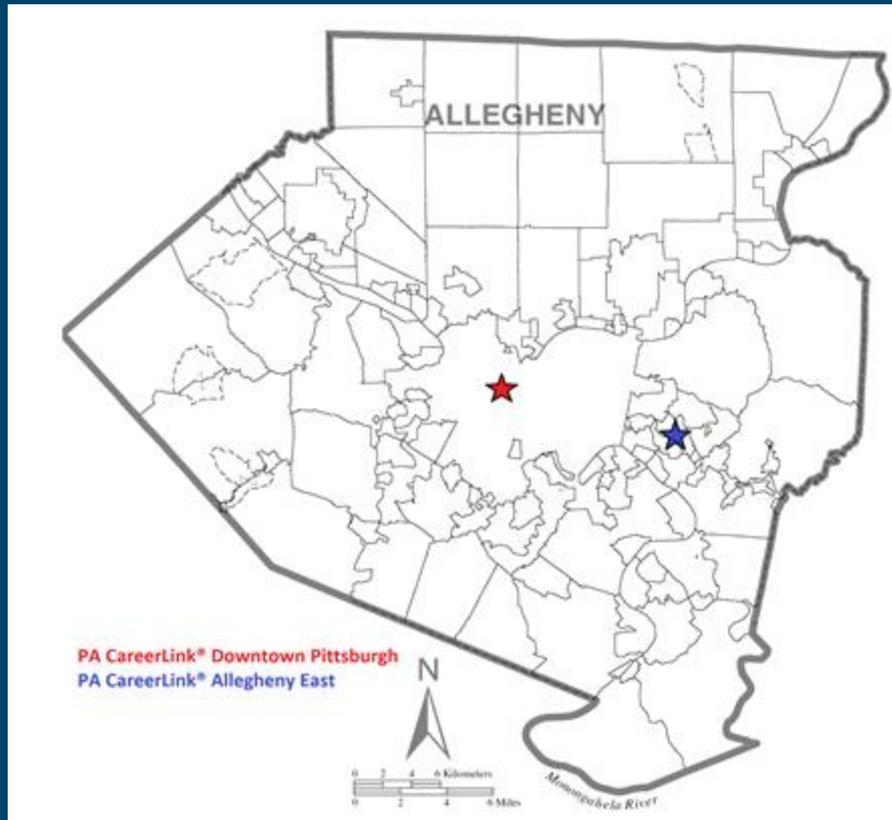
# PA CareerLink® Center Locations

## Downtown Pittsburgh

- 914 Penn Avenue  
Pittsburgh, PA 15222

## Allegheny East

- 300 Penn Center Blvd.  
Suite #800  
Pittsburgh, PA 15235





# PA CareerLink<sup>®</sup> Downtown Pittsburgh



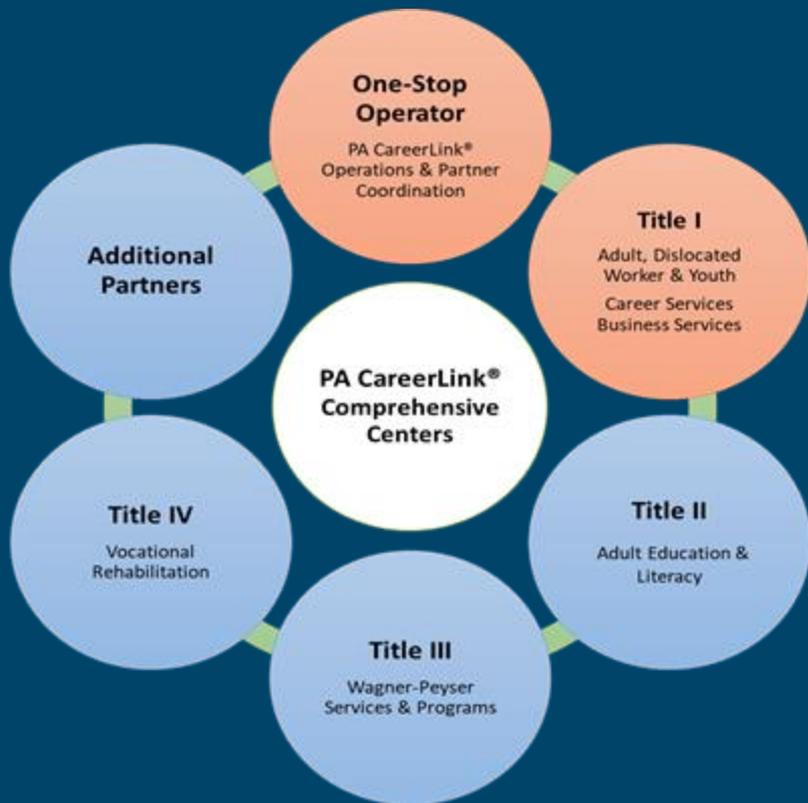
- **914 Penn Avenue**
- **Renovated for relocation**
- **New furniture and technology**
- **Monthly foot traffic: 500+ clients, 200 for UC**
- **35 to 40 staff members**

# PA CareerLink® Allegheny East



- **300 Penn Center Blvd. Bldg. 3,  
Suite #800  
Pittsburgh, PA 15235**
- **Relocated from Ardmore Blvd  
location July 2024**
- **Monthly Foot traffic: 400 clients,  
150 for UC**
- **30 staff**

# One-Stop Partners



| Required Department of Labor programs   |  |
|---|--|
| Adult (WIOA title I formula)  | Senior Community Service Employment Program (title V of the Older Americans Act of 1965)   |
| Dislocated Worker (WIOA title I formula)  | Trade Adjustment Assistance activities (Trade Act of 1974, as amended)   |
| Youth (WIOA title I formula)  | Jobs for Veterans State Grants (Chapter 41 of title 38)  |
| YouthBuild (WIOA title I)   | Unemployment Compensation programs   |
| Indian and Native American Programs (WIOA title I)  | Wagner-Peyser Act ES, as authorized under the Wagner-Peyser Act, as amended by WIOA title III  |
| National Farmworker Jobs Programs (NFJP)/Migrant and Seasonal Farmworker Programs (WIOA title I)          | Reentry Employment Opportunities (REO) program (formerly referred to as the Reintegration of Ex-Offenders (ReXO) program) (Section 212 of the Second Chance Act of 2007 and WIOA sec. 169) |
| Job Corps (WIOA title I)  |  |
| Required Department of Education programs   |  |
| AEFLA program (WIOA title II)   | Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006  |
| State VR program, authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV |  |
| Required Department of Health and Human Services programs   |  |
| Programs authorized under the Social Security Act title IV, part A (TANF) <sup>1</sup>                    | Community Services Block Grant Employment and Training activities (Community Services Block Grant Act)   |
| Required Department of Housing and Urban Development (HUD) program  |  |
| Employment and training programs  |  |



# The System Challenge

- **Integration of EARN and WR programs**
- **Strengthen and streamline services to all job seekers**
- **Business Services coordination**
- **Data Reporting**
- **Promotion of Workforce Development initiative and PA CareerLink® services**



# Partner4Work RFPs

- **WIOA One-Stop Operator Services**
- **Partner4work.org > Public Documents > Procurement**
  - <https://www.partner4work.org/document/request-for-proposals-one-stop-operator-services/>
- **Official proposal communications**
  - [RFP@partner4work.org](mailto:RFP@partner4work.org)



# RFP for One-Stop Operator Services

- **Partner4Work RFPs are generally arranged in three sections**
  - General information
    - Information needed to understand the programmatic and regulatory context
    - Potential characteristics of resulting agreements
  - Statement of Work
    - Programmatic and administrative requirements
    - Services, tasks, and activities required through any resulting agreement
  - Proposal process and requirements
    - How to submit a proposal, ask questions, and find more information
    - Important dates and timeline, proposal related events, and evaluation criteria



# One-Stop Operator Services

- **PA CareerLink® and the One-Stop Delivery System**
  - Vision: To create a modern, responsive, and integrated PA CareerLink® system that delivers seamless, customer-centered workforce services.
- **Key Work requirements (SOW)**
  - System Leadership and Coordination
  - Operational Oversight and Continuous Improvement
  - Communication and Community Engagement
  - Performance Management and Data Reporting
  - Governance and Accountability
  - Functional Supervision and Operational Oversight



# Additional Considerations

- **Close coordination with Partner4Work and existing PA CareerLink® partners**
- **Integration and partnership**
- **Common model for PA CareerLink® service delivery**
- **Customer experience and quality of services**
- **Special projects**
- **Outreach and community-based services**
- **Administrative and fiscal capacity**
- **One-stop budgeting, resource sharing, and purchasing**
- **Existing staffing model**



# Anticipated Agreements

- **Potential award**

- Partner4Work intends to award a single contract as the result of this procurement. The initial contract period will span January 1 through June 30, 2026. The maximum annual contract value shall not exceed \$500,000, depending on proposals received and funding available.

- **Periods of performance**

- One base year contract (PY25, Jan 1- June 30); three optional renewals (PY26, PY27 and PY28)

- **Program costs**

- Reasonable and necessary, allowable, and allocable
- Shared one-stop resources and costs

- **Method of payment - cost reimbursement**

- **Partner4Work contract templates**

- Subrecipient agreement - [www.partner4work.org/documents/contract-templates/](http://www.partner4work.org/documents/contract-templates/)



# How to Apply

- **September 19, 2025, at 5:00pm ET**
- **RFP@partner4work.org**
- **“Proposal, CareerLink Operator Services [Organization name]”**
- **Formatting and organization**
- **General structure of a proposal**
  - Cover sheet and executive summary
  - Organization description
  - Proposed Operational Model
  - Program Costs
  - Attachments



# Proposal Review and Selection

- **Initially reviewed for completeness and compliance**
- **Full review by internal and external evaluators**
  - Confidentiality and conflict of interest
- **See the proposal review scoring rubric**
- **Presentations or discussions with selected bidders**
- **Recommendations to Partner4Work leaders and board members**
- **Selection for award subject to contract negotiations**



# Important dates

- **RFP Release Date – Aug. 1, 2025.**
- **Bidder's Conference – Aug. 12, 2025.**
- **Question Due Date - Sept. 10, 2025**
- **Proposal Due Date – Sept. 19, 2025.**
- **Proposal Review – September- November (estimated)**
- **Potential Discussions – October and November (estimated)**
- **Notification to Bidders – December 2025**
- **Contract Start Date – January 1, 2026.**

A construction worker wearing a hard hat and safety glasses is leaning over a table, working with various materials and tools. The scene is dimly lit with a blue tint. In the background, there are ladders and other construction equipment. An orange horizontal bar is located in the upper left quadrant of the image.

# Questions



  
**Thank you!**