

# PARTNER WORK

## **RFP Questions & Answers**

### **Learn & Earn Summer Youth Program - Tier 3: Work-Based Training**

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Q1. Could you please clarify the expectations regarding staffing ratios and the level of case management intensity expected for Tier 3 participants? Specifically, is there guidance around recommended staff-to-youth ratios, frequency of contact, or minimum case management standards organizations should plan for?

A1. Providers must maintain at least a 1:10 staff-to-youth ratio at all times. A designated worksite supervisor must be on site whenever youth are present and should have daily contact and ongoing communication with participants throughout their work experience. For safety and accountability, a worksite supervisor should never be left alone with any participant.

There is no formal case management model required for Learn & Earn Tier 3 participants. However, providers are expected to monitor participant engagement and workplace behavior and to respond appropriately if issues arise. When concerns, incidents, or significant challenges occur, providers are encouraged to contact Partner4Work staff promptly and submit an incident report in Salesforce, when appropriate.

Q2. Since Partner4Work will serve as the employer of record, we would appreciate clarification on which onboarding responsibilities fall under Partner4Work versus those assigned to the provider. For example, should providers anticipate handling document collection, payroll assistance, eligibility verification, or other specific onboarding steps, and which elements will Partner4Work manage directly?

#### **A2. Eligibility & Employment Verification**

Providers are not responsible for verifying or collecting youth eligibility documentation. However, providers are strongly encouraged to support youth with eligibility documentation, particularly when the youth is being recruited directly into the provider's program. Partner4Work staff will lead and support the official eligibility review process and will assist with the collection and completion of I-9 employment verification documents.

#### **Youth Paperwork & Program Forms**

Providers are responsible for collecting and assisting youth with all other required program-specific paperwork, including but not limited to emergency contact forms, media/photo releases, and any additional documents required by the provider or worksite.

#### **Timekeeping & Payroll**

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Providers are responsible for reviewing and approving youth timesheets in ADP. Partner4Work will manage payroll processing and will issue payment directly to youth via direct deposit or Wisely pay cards. Paper checks are not issued.

Q3. What is the hourly rate that youth participants will be paid?

A3. \$15.00 per hour for Tier 3 participants.

Q4. Is there a budget template that should be used for the proposal?

A4. We do not have a specific budget template that needs to be used. Interested providers are able to send their own budget template.

Q5. Does the cover sheet count as part of the 16 page limit?

A5. Yes.

Q6. Will P4W accept our NICRA for indirect costs? (page 7 of the proposal indicates that administrative costs cannot exceed 10%, but Appendix C discusses requirements for using NICRA)

A6. Yes, but the administrative costs still cannot exceed 10%

Q7. Do applicants need to propose a pre-apprenticeship program? Are grantees required to provide a registered apprenticeship pathway for participants? The RFP states under General Information that the opportunity is for organizations that offer established pre-apprenticeship programs. However, the Statement of Work outlines two program models: Pre-Apprenticeships and Industry-Led Training Programs. Could you please clarify?

A7. Applicants are not required to propose a registered pre-apprenticeship program of their own. Providers must either connect youth to an established pre-apprenticeship program or offer industry-recognized training and/or credentials aligned with in-demand occupations. While grantees are not required to provide a registered apprenticeship pathway themselves, the goal of Tier 3 is to ensure that youth complete the program prepared for full-time employment or are connected to a registered apprenticeship upon program completion.

Q8. Will Partner4Work provide participant referrals, or will grantees be responsible for recruitment?

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A8. Youth apply to Learn & Earn, and those who are eligible are placed with providers that align with the youth's profile and provider offerings. Providers may also recruit and request their own participants. However, all youth participating in Learn & Earn must meet all program eligibility requirements.

Q9. The Program Cost Reimbursement section indicates that cost-per-participant includes transportation in the form of weekly bus passes. Is it fair to assume then that most potential participants do not have driver's licenses and/or access to cars?

A9. Yes. As this program serves low-income youth in Allegheny County, many participants do not have a driver's license and/or access to a personal vehicle. For this reason, transportation support is typically provided in the form of weekly bus passes. In cases where a participant does have access to a car and drives themselves to the worksite instead of using public transportation, a \$25 weekly gas card may be issued. Documentation is required, including a receipt for the gas purchase and participant sign-off confirming receipt of the gas card.

Q10. Is it allowable for apprenticeship and employment opportunities to take place outside of Allegheny County?

A10. Experiences may technically take place outside of Allegheny County; however, this is not preferred. The program strongly encourages that all experiences occur within Allegheny County, as participants are provided with bus passes that are valid only on Allegheny County public transit. Locating experiences within the county helps ensure accessibility, consistency, and equitable participation for all youth.

Q11. Are there guidelines for the location of summer training? Can it be remote? Does Partner4Work offer a location to host trainings?

A11. Providers are responsible for identifying and providing worksite locations. Participants may work remotely; however, for Tier 3, hands-on experience and in-person training are preferred. Providers are also responsible for delivering the work experience and training directly or through partnerships with local organizations to offer training and/or pre-apprenticeship programming.