

PARTNER4WORK

Joint Bidders Conference

TANF Youth Development
WIOA Youth Career Services
WIOA Career & Business Services

October 14, 2026 | 9:30 a.m. ET

Program year 2027-2028 procurements

Agenda

01 Overview

02 TANF Youth Development

03 WIOA Youth Career Services

04 Career & Business Services

05 Proposals, budgets and review

06 Questions and next steps



About this Bidder's Conference

Understand the opportunity

- Review the services and outcomes being procured.
- Compare the program models and bidding options.
- Understand what a complete proposal must include.

Ask questions

- Questions raised during this meeting may not be answered right away but will be recorded and included in the public Q&A.
- Send written questions to rfp@partner4work.org.
- Complete answers may follow in the public Q&A.

One connected workforce system

Partner4Work is the Workforce Development Board for Pittsburgh and Allegheny County.

TANF Youth

Career exploration, academic support, job readiness and preparation for the next step.

WIOA Youth

Work experience, education and training connected to credentials, employment and continued education.

PA CareerLink®

Adult and Dislocated Worker services, employer connections and continued career support.

Participant progress should carry forward through active, two-way partnerships.

TANF RFP, PDF pp. 3-4, 15 | WIOA Youth RFP, PDF pp. 4, 7, 12 | Career & Business RFP, PDF p. 15

Three separate procurements

TANF Youth Development

Up to $2.2M

- Multiple awards anticipated.
- One, two or all three phases may be proposed.
- Youth and young adults, ages 12-24; phase-specific grade bands.

WIOA Youth Career Services

Up to $2.3M

- Multiple awards anticipated.
- Three mandatory program elements.
- In-school youth ages 14-21; out-of-school youth ages 16-24.

Career & Business Services

Up to $2.5M

- Full Title I-B: up to $2.5M.
- Dislocated Worker only: up to $300,000.
- Business Services only: up to $500,000.

Separate RFPs and application requirements; funding and final awards are not guaranteed.

TANF RFP, PDF pp. 3-5 | WIOA Youth RFP, PDF pp. 4-5 | Career & Business RFP, PDF pp. 4-5

Key procurement dates

Milestone	Date and time
RFPs released	September 28, 2026
All written questions due	November 11, 2026 | 11:59 p.m. ET
Proposals due	**December 4, 2026 | 11:59 p.m. ET**

Submit proposals through Submittable only. Dates are subject to change by Partner4Work.

TANF RFP, PDF p. 18 | WIOA Youth RFP, PDF p. 17 | Career & Business RFP, PDF p. 22

Who can apply?

Eligible organizations

- Nonprofit, for-profit, educational, community-based, public or private entities.
- Legally organized and in continuous operation for at least three years by the deadline.
- Eligible to receive public funds; not suspended or debarred.

Capacity to perform

- Qualified staff and relevant service experience.
- Financial resources, internal controls and administrative systems.
- Ability to meet insurance, registration and pre-award requirements.

Partnership proposals

- One lead applicant and fiscal agent must be identified.
- The lead entity holds the agreement and is responsible for performance.
- Describe partner and subcontractor roles and oversight.

TANF RFP, PDF pp. 6-7 | WIOA Youth RFP, PDF pp. 6-7 | Career & Business RFP, PDF pp. 8-9

Anticipated agreements

Period	Anticipated dates	Status
Base year	July 1, 2027-June 30, 2028	Initial agreement
Option year 1	July 1, 2028-June 30, 2029	Renewal at P4W discretion
Option year 2	July 1, 2029-June 30, 2030	Renewal at P4W discretion
Option year 3	July 1, 2030-June 30, 2031	Renewal at P4W discretion

- Cost reimbursement: providers must be able to pay program costs up front.
- Reimbursement requires actual allowable expenses, invoices and supporting documentation.
- Renewals depend on performance and available funding; they are not guaranteed.

All three RFPs: period of performance, cost reimbursement and for-profit awardees

TANF Youth Development Program



Up to $2.2M

Approximately 6-12 awards

- Three-phase, grade-banded program design.
- Direct employer contact in every phase.
- Connect youth to their next phase in career navigation.

TANF RFP, PDF pp. 3-5, 13-15

TANF: three phases

Phase 1 | Exploration

Grades 6-8 | About ages 12-14

Explore occupations and workplaces through tours, job shadows, speakers and other employer exposure.

Phase 2 | Job readiness

Grades 9-10 | About ages 14-16

Job Readiness and Academic Support: academic skills, mentoring, employability and preparation for early jobs.

Phase 3 | Next steps

Grades 11-12 and beyond | Ages 16-24

Postsecondary and Career Readiness: continued education or career preparation with field-connected work-based learning.

Youth may enter an appropriate later phase without having completed the earlier phases.

TANF RFP, PDF pp. 4, 7-9, 13-14

TANF Phase 3: two focus areas

Postsecondary focus

- Work-based learning connects to the intended field of study or training.
- Examples include internships, job shadowing and pre-apprenticeship experiences.
- Pair experiences with postsecondary enrollment and FAFSA support.

Career focus

- Place youth with an employer for work experience connected to career goals.
- Paid work experience is the expected standard and is prioritized.
- Qualifying credit-bearing internships may count when structured, employer-supervised, ISS-linked and meaningful.

Providers may offer one or both focus areas within Phase 3.

TANF RFP, PDF pp. 4, 13-14

TANF: eligibility and enrollment

Verify family eligibility

235% FPIG

- Family income cannot exceed 235% of the Federal Poverty Income Guidelines.
- Use the Family Size and Family Income (FSFI) standard, not individual youth income.
- Verify SSN, citizenship/eligible noncitizen status and Pennsylvania residency.

Confirm age and phase

Ages 12-24

- A 12-year-old must have completed fifth grade.
- Participants must fit the proposed phase's grade/age band.
- Verify eligibility before services; maintain supporting documents.

Plan the service period

12 months

- Enroll between July 1 and December 31.
- Up to 12 months of services from eligibility determination.
- Services beyond 12 months require coordination with and approval by Partner4Work.

Family-level income verification is a change from prior TANF youth procurement cycles.

TANF RFP, PDF pp. 6, 9-10

TANF: what delivery must include

1

A working career plan

An Individual Service Strategy (ISS) for each youth; keep goals, services and progress current.

2

Documented case management

Enter services in CWDS, maintain eligibility and case files, and document case progress weekly.

3

Work-based learning tied to the next step

Employer contact in every phase. In Phase 3 career focused, employer work experience is required; paid work is the expected standard.

Provide access to all 14 youth service elements through direct services and appropriate partners.

TANF: Phase 1 and Phase 2 targets

Phase 1 | Exploration

75%: job shadow or career exploration
Minimum 3 distinct experiences per year across 2+ occupational areas; debriefs on file and 100% ISS-linked.

75%: ISS/career plan completion

85%: retention

Phase 2 | Job readiness & academic support

Mentorship: minimum 6 months, with one documented contact per month.

Career exploration: minimum 3 activities per year.

85%: ISS goal completion
85%: financial literacy curriculum completion
85%: retention

TANF: Phase 3 targets

Postsecondary focus

85% of participants placed in employer work experience.

At least 75% of work experience placements are paid.

100% of placements are ISS-linked and have an employer evaluation.

85% retention.

Career focus

100% of placements are ISS-linked and have a completed employer evaluation.

85% placement rate.

Use the published RFP and written Q&A for the requirements that apply to the proposed focus.

TANF RFP, PDF p. 14 | Focus labels and targets are shown as published

TANF: proposal and budget priorities

Explain the program

- Identify each phase and demonstrate the model for that phase.
- Describe family-level eligibility verification and recruitment.
- Show employer contact, ISS-linked services, goals and planned transitions.

Show the partnerships

- School connections, particularly in Phases 1 and 2. Employer connections for Phase 3.
- Referral partners and employer relationships appropriate to the proposed phase.
- Recurring PA CareerLink® engagement, named contacts and a defined schedule.

Build one TANF budget

- Use the required budget template for the base year.
- Include participant wages, stipends or incentives and placement-management staff time.
- For multiple phases, use one budget and explain allocations across phases.

TANF RFP, PDF pp. 6, 15-17, 22-23

WIOA Youth Career Services



Up to $2.3M

Multiple cost-reimbursement awards

- Three mandatory program elements, delivered directly or through partners.
- Training and work experience connected to employment and education outcomes.
- A working connection to PA CareerLink® and Title I Adult before exit.

WIOA Youth RFP, PDF pp. 4-5, 7-9, 12

WIOA Youth: participant eligibility

In-school youth

Ages 14-21

- Meet the in-school status criteria.
- Low income and at least one qualifying barrier to employment.
- Use the full eligibility policy to verify and document the applicable category.

Out-of-school youth

Ages 16-24

- Not currently enrolled in school.
- Meet a qualifying WIOA barrier/category.
- Income rules depend on the eligibility category; do not apply one blanket rule.

All participants: local residency, authorization to work in the U.S. and Selective Service requirements when applicable.

WIOA Youth: three mandatory elements

Work experience

- Paid or unpaid employer placement.
- Document the placement and link it to the ISS.
- Include an employer evaluation.
- Spend at least 25% of WIOA Youth funds on work experience time and costs.

Occupational skills training

- Use an Individual Training Account (ITA) or a pre-approved credential program.
- Training leads to an industry-recognized credential tied to a state High-Priority Occupation.

Alternative education

- Connect youth who need alternative education to an approved provider.
- Use existing education and network partners.
- This requirement responds to participant need; it is not a requirement that every youth complete alternative education.

Deliver these elements directly or through referral partnerships; all 14 service elements must be accessible.

WIOA Youth: from intake through follow-up

1

Assess and plan

Use objective assessments and an ISS; incorporate relevant prior TANF plans and accomplishments.

2

Keep CWDS current

Record eligibility, assessments, services, case notes and outcomes; update at least every 30 days.

3

Build the adult-system connection before exit

Use recurring joint activities and staff-to-staff relationships, not a referral log alone.

Provide follow-up services for at least 12 months after program exit.

WIOA Youth: training and work experience

Measure	Published goal
Training completions	**80%**
Training-related placements	**66%**
Work experience completion: at least 100 hours	**80%**
Hired by the same work experience employer	**66%**
Measurable Skill Gain (MSG)	**85%**
Credential attainment	**85%**

Newly Activated Participants, Training Starts and Work Experience Starts: goals are TBD in the RFP.

WIOA Youth RFP, PDF pp. 12-13

WIOA Youth: employment and education

Measure	Published goal
Programmatic retention	**90%**
Employment or postsecondary education/training upon exit	**85%**
Employment or postsecondary education/training, Q2 after exit	**75%**
Median earnings, Q2 after exit	**$3,500**
Employment or postsecondary education/training, Q4 after exit	**65%**

Plan for retention, verified outcomes and continued contact after services end.

WIOA Youth RFP, PDF p. 13

WIOA Youth: employer and referral partners

Partnerships to demonstrate

- Referral partners that reach the proposed target population.
- Employers offering work-based learning and hiring consideration for employment-ready graduates.
- Training, supportive-service and administrative partners as needed.

Business services KPIs

- New Employer Partners.
- Candidates Referred to Job Opportunities.
- Candidates Hired.
- Employer/Job Related Events.

The RFP defines these business measures but does not assign numeric targets in the table.

WIOA Youth RFP, PDF pp. 12-14

Career & Business Services: three options

Option 1 | Full Title I-B

Up to $2.5M

- Adult and Dislocated Worker services.
- Career, training, supportive, follow-up and business services.
- Delivery at both PA CareerLink® comprehensive centers.

Option 2 | DW only

Up to $300K

- Full participant services for Dislocated Workers.
- Business services tied to Dislocated Worker needs.
- No Adult caseload.

Option 3 | Business only

Up to $500K

- Employer hiring needs, job opportunities and candidate connections.
- Connect employers across the PA CareerLink® system.
- No participant case management or career services.

Bid on one or more options: one proposal package, with a separate narrative and budget for each option.

Jobseeker services and center delivery

Participant services | 1 & 2

- Outreach, eligibility, orientation, assessments and career planning.
- Individual Employment Plan (IEP), training coordination and job placement.
- Supportive services when needed and unavailable from other sources.
- Follow-up for up to 12 months after the first day of unsubsidized employment.

Center operations | Option 1

- PA CareerLink® Downtown Pittsburgh: 914 Penn Avenue.
- PA CareerLink® Allegheny East: 300 Penn Center Boulevard, Building 3.
- Coordinate with the One-Stop Operator and Site Administrator; staff Career Resource Centers.
- Also plan accessible virtual and community-based services.

Career & Business Services RFP, PDF pp. 6, 10-12, 15-16

Dislocated Workers: a deliberate strategy

Verify Dislocated Worker eligibility

- Use the applicable qualifying category and supporting documentation.
- Categories include qualifying layoffs/closures, certain formerly self-employed workers, displaced homemakers and eligible military spouses.
- Refer people who do not qualify for DW services to appropriate Adult services.

Build a reliable recruitment pipeline

- Coordinate with Rapid Response and PA CareerLink® partners.
- Respond to WARN notices and other layoff events.
- Reach unemployment claimants through employers, unions and community organizations.
- Maintain recruitment even when few large layoffs occur.

Career & Business Services RFP, PDF pp. 7-8, 13, 20

Training services: who pays for what?

Provider responsibilities

- Assess training suitability and help participants select appropriate programs.
- Support the ITA process and training on the Eligible Training Provider List (ETPL).
- Coordinate training, case management, completion and employment.
- Budget for staff time to perform these functions.

Partner4Work responsibilities

- Hold and administer training funds.
- Execute ITA, OJT, CJT and IWT funding arrangements directly.
- Training funds are not included in the provider's proposed service budget.

Exclude ITA/OJT/CJT/IWT tuition, fees and employer wage reimbursements from these proposal budgets.

Career & Business Services RFP, PDF pp. 11-12, 20-21

Business services are part of the system

Engage employers

- Understand hiring needs and develop job opportunities.
- Prioritize job quality: wages, benefits, stability and advancement.
- Coordinate with Partner4Work's Business Engagement Office.

Connect jobseekers

- Share openings and match qualified candidates across providers.
- Coordinate recruitment, hiring events and work-based training opportunities.
- Option 2 business services focus on Dislocated Worker needs.

Use the BST model

- Participate in coordinated Business Services Team activity.
- Track outreach, referrals, hiring, events and employer satisfaction.
- Numeric targets are established through contract negotiation.

All options require collaboration; Option 3 does not take on participant case management.

Career & Business Services RFP, PDF pp. 5, 12-15

Adult and DW: primary performance goals

Measure	Adult	Dislocated Worker
Employment, Q2 after exit	**77%**	**80%**
Employment, Q4 after exit	**75%**	**78%**
Median earnings, Q2 after exit	**$7,100**	**$10,000**
Credential attainment	**75%**	**75%**
Measurable Skill Gains (MSG)	**75%**	**75%**

Apply the relevant population goals to participant-serving options; these are published targets, not prior-year actuals.

Adult and DW: additional measures

Measure	RFP definition / goal
Newly Activated Participants	Person-level count; CWDS moves from Eligible to Participating through a triggering service.
Instances of Employment	Verified employment instances; multiple placements may count. Goal: 80% of program exits.
Training-Related Placements	Employment related to completed training/credentials; numeric targets negotiated.
Self-Sufficiency Wage	80% of exits to unsubsidized employment meet or exceed the P4W self-sufficiency wage.
Employment Rate at Exit	80% of participants exit to an unsubsidized employment outcome.

Career & Business Services RFP, PDF pp. 14, 17

Make two-way engagement visible

1

Name the people and the schedule

Identify responsible staff and recurring joint activities.

2

Connect before a program ends

Create welcoming center visits, youth events and direct staff contact.

3

Carry progress forward

Share relevant plans and service history; coordinate handoffs and avoid duplicated intake.



Budget rules are not interchangeable

TANF Youth

- Include youth wages, stipends/incentives and work experience staff costs.
- Use one budget for all proposed phases.
- Explain how costs are allocated across those phases.
- TANF funds cannot pay for follow-up services.

WIOA Youth

- Budget at least 25% of WIOA Youth funds for work experience time and costs.
- Use the required youth budget template.
- Connect staffing and costs to the proposed services, volume and outcomes.

Career & Business Services

- A separate budget for each proposed option.
- Include service-delivery and training-coordination staff costs.
- Exclude direct ITA/OJT/CJT/IWT training funds administered by P4W.

For every RFP: use its required template, justify each cost and budget for July 1, 2027-June 30, 2028.

TANF RFP, PDF pp. 6, 17 | WIOA Youth RFP, PDF pp. 9, 16 | Career & Business RFP, PDF pp. 11-12, 21

How to apply

December 4, 2026

11:59 p.m. Eastern Time

1 **Choose the correct procurement application**

Use the Partner4Work Submittable portal and the documents for that RFP.

2 **Complete all fields and upload all required documents**

Email, mail and other submission methods are not accepted.

Open the Partner4Work Submittable portal

What happens after submission?

1

December 2026-January 2027

Proposal evaluation and review.

2

January-February 2027

Possible bidder presentations and discussions.

3

March 2027

Estimated notification of results.

Anticipated contract start: July 1, 2027. Review timeframes are estimates and may change.

Questions: use the correct subject line

rfp@partner4work.org

Procurement	Required email subject line
TANF Youth	TANF Youth Questions [Organization Name]
WIOA Youth	WIOA Youth Questions [Organization Name]
Career & Business Services	WIOA Career & Business Services Questions [Organization Name]

All written questions are due November 11, 2026, at 11:59 p.m. ET.

TANF RFP, PDF p. 19 | WIOA Youth RFP, PDF p. 18 | Career & Business RFP, PDF pp. 22-23

Before you submit

Correct scope

- The correct RFP application.
- Every proposed TANF phase or Adult/DW option is clearly identified.
- Services, eligibility and partners match that scope.

Complete and credible

- Required sections, letters, staffing documents and budget files.
- Targets, staffing, service volume and costs align.
- Page limits and applicable formatting rules are met.

Ready to be final

- Read the latest public Q&A and written updates.
- Check every required field and attachment.
- Submit the complete package by December 4 at 11:59 p.m. ET.

After submission, changes require a Partner4Work request or authorization.

Checklist derived from the three RFPs: proposal requirements, budgets and review criteria










THANK YOU

Questions?

rfp@partner4work.org

Written questions: November 11, 2026
Proposals: December 4, 2026
Both deadlines are 11:59 p.m. ET.

Proposal sections and published page limits

Section	TANF Youth	WIOA Youth	Career & Business
Executive summary	2 pages	2 pages	2 pages
Organization description	2 pages	3 pages	3 pages
Program narrative	6 pages	8 pages	8 pages
Budget & budget narrative	No cap stated	No cap stated	2 pages
Attachments	Excluded	Excluded	Excluded

TANF and Career & Business: 11-point Calibri, double-spaced, 1-inch margins.

WIOA Youth does not specify those formatting rules in the published PDF. Follow the applicable RFP and portal instructions.

TANF RFP, PDF pp. 16-17 | WIOA Youth RFP, PDF pp. 14-16 | Career & Business RFP, PDF pp. 18-21

What the program narrative should show

TANF Youth

- Proven phase-specific model and family eligibility process.
- Academic support, employer contact and work-based learning.
- ISS-linked services and phase outcomes.
- Schools, partners and next-phase transitions.

WIOA Youth

- Recruitment, eligibility, assessments and individualized services.
- All three mandatory elements and access to all 14.
- Staffing, work experience and training-to-placement strategy.
- Two-way PA CareerLink® engagement and 12-month follow-up.

Career & Business Services

- An option-specific service and staffing model.
- Jobseeker flow, ITA process and DW recruitment as applicable.
- Business services, job quality and coordinated employer outreach.
- Performance, integration and transition planning.

TANF RFP, PDF pp. 16-17 | WIOA Youth RFP, PDF pp. 15-16 | Career & Business RFP, PDF pp. 19-21

Required supporting documents

Across all three RFPs

- At least three partner commitment letters.
- Program organizational chart.
- Key staff resumes or minimum qualifications.
- Required budget template and budget narrative.

Check the RFP-specific details

- TANF: two current or past non-P4W funder contacts; employer letter requirement is tied to Phase 3 career focus.
- WIOA Youth: MOUs for all proposed partners.
- Career & Business: jobseeker service-flow chart where applicable to the proposed model.

For WIOA Youth and Career & Business: letters include a referral partner, employer and additional program partner.

TANF RFP, PDF p. 17 | WIOA Youth RFP, PDF pp. 15-16 | Career & Business RFP, PDF pp. 20-21

How proposals will be reviewed

Scored section	Points
Organization description	**15**
Program narrative	**55**
Budget and narrative	**20**
Attachments	**10**
Total available	**100**

The executive summary is required but is not directly scored.

TANF RFP, PDF pp. 17-18 | WIOA Youth RFP, PDF pp. 16-17 | Career & Business RFP, PDF pp. 21-22

Appendix: the 14 youth service elements

1. Tutoring, study skills and dropout prevention
2. Alternative secondary school / dropout recovery
3. Paid and unpaid work experience
4. Occupational skills training
5. Education offered with workforce preparation and training
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. Labor market information, career awareness and exploration
14. Preparation for postsecondary education and training

Appendix: Dislocated Worker categories

Category	RFP eligibility summary
Layoff / notice of termination	Qualifying unemployment-compensation or workforce-attachment criteria and unlikely to return to the previous industry/occupation.
Plant closure / substantial layoff	Qualifying closure or substantial layoff, including specified announced closures within 180 days.
Formerly self-employed	Unemployed because of economic conditions in the community or a natural disaster.
Displaced homemaker	Meets the RFP definition and needs assistance to enter or reenter employment.
Military spouse	Qualifying loss of employment due to a duty-station change, or other qualifying unemployment/underemployment.

Appendix: Business Services Team measures

Measure	What it captures
New Employer Partners	New employers agreeing to active program participation, hiring, work experiences or events.
Candidates Referred to Job Opportunities	Formal referrals to a specific employer job opportunity.
Candidates Hired	Participants accepting an offer of unsubsidized employment.
Employer/Job Related Events	Events that directly connect youth with employers or employment opportunities, as worded in the RFP.
Employer Satisfaction	Employer-reported satisfaction with business services.
Instances of Employment	Verified Adult/DW employment instances; multiple placements may count.
Non-WIOA Instances of Employment	Reported placements for people working with the BST who are not WIOA participants.

Numeric targets are finalized at contract negotiation; the Option 3 award configuration may change coordination for Options 1 and 2.

Career & Business Services RFP, PDF pp. 14-15