PARTNER 4 WORK
The Workforce Development Board for the Pittsburgh Area

Questions & Answers, 2nd Edition
Request for Proposals: TANF Youth Development Program Services 2026
Updated: 11/6/26

Q49. In the budget narrative, is the fringe benefit question asking for us to detail the exact cost of each respective fringe benefit for each person or to state what all is included and a total cost of the fringe benefits per that respective person?
A49. Applicants do not need to provide the exact cost of each individual fringe benefit for each staff person. The budget narrative should explain what makes up the total fringe percentage shown on the Fringe Benefits tab, such as health insurance, payroll taxes, workers' compensation, dental/vision, retirement, and any other applicable benefits.

Q50. With space being at a premium in the proposal elements, for the executive summary letter c, do you want the name of the two funders and a contact person and a phone number and an email address or what specifically for "contact information"?
A50. For each of at least two past or current funders other than Partner4Work, please provide the funder organization name and a primary contact's name, title, phone number, and email address. This requirement appears under Organization Description, item 2(b) of the RFP.

Q51. The RFP lists financial literacy as a core measure (85 percent completion of a defined curriculum or module) and allows it to be delivered directly, by partner, or by referral. May a single financial literacy curriculum partner be named by more than one applicant, and would that have any bearing on how those proposals are scored?
A51. Yes. A financial literacy curriculum partner may work with and be named by more than one applicant. The use of the same partner by multiple applicants will not, by itself, positively or negatively affect scoring. Applicants should demonstrate how the partnership fits within their proposed program model and how they will ensure participants complete the required financial literacy curriculum or module.

Q52. If a provider names an outside curriculum partner for the financial literacy element, should that partner's cost sit inside the provider's program budget as a subcontract or vendor line, and are there any requirements on documenting completion data from that partner?
A52. If an outside curriculum partner will be used to deliver the financial literacy element, that cost should be identified in the budget as a subcontract and the proposed partner should be named. The selected organization remains responsible for the performance, oversight, and monitoring of its subrecipient, including ensuring required participant completion data and supporting documentation are collected and maintained.

Q53. For FY26-27 please provide the total projected number of Phase 3 TANF Youth Development Program participants and the projected number of participants enrolled in work experience & occupational skills training.
A53. Partner4Work does not have projected participant numbers for Phase 3 TANF YDP, work experience, or occupational skills training. Applicants should propose realistic participant volumes based on their program model, the population they intend to serve, their organizational capacity, and their ability to meet the required Phase 3 outcomes.

Q54. For FY26-27 what is the projected expenditure rate for participant Work Experience, internships, apprenticeships to include wages, stipends and incentives.
Q56. For FY26-27 what is the projected expenditure rate for occupational skills training?

Q57. For F26-Y27 what is the projected expenditure rate for supportive services?
A54, 56-57. Partner4Work does not have a projected expenditure rate. Applicants are responsible for determining and justifying the costs necessary to support their proposed program model and meet the required outcomes. All anticipated work experience costs should be included in the proposed program budget.

Q55. Please provide the current staffing levels by position for Phase 3 TANF Youth?
A55. Partner4Work does not have a prescribed staffing structure or staffing level by position for Phase 3 TANF YDP. Staffing varies across the current provider network, and applicants should propose staffing levels appropriate to their program model, anticipated participant volume, and capacity to deliver services and meet required outcomes. Partner4Work does expect proposed staff compensation to meet or exceed the MIT Living Wage for Pennsylvania, which is currently $48,515 annually.

Q58. Will subrecipient staff be located within PA CareerLink office(s)?
A58. No. TANF YDP providers are not required to locate staff within PA CareerLink® offices. Providers are, however, expected to establish structured and recurring engagement with PA CareerLink® and describe how participants will be introduced and connected to the system as appropriate. Please refer to PA CareerLink® Engagement and Network Accountability (page 14) of the TANF YDP RFP.

Q59. Regarding the FY26-27 budget template, the indirect costs tab does not have a 15% Deminimus option in the Indirect Cost Plan section drop down.
A59. Applicants should enter the indirect cost percentage they intend to use in cell E3 of the Indirect Costs tab. Once the percentage is entered, the template will calculate the allowable indirect cost amount based on the applicable cost base.

Q60. Could you advise whether a Canadian for-profit provider can participate as a subcontractor to an eligible Pennsylvania-based prime, and whether there is an approved process for prospective delivery partners to connect with interested bidders?
A60. The RFP does not prohibit a Canadian organization from serving as a proposed subcontractor to an eligible lead applicant. Any such arrangement would be subject to applicable funding, legal, contracting, and pre-award requirements, and the lead applicant would remain responsible for performance and oversight of its subcontractors. Partner4Work does not maintain a formal teaming list or facilitate introductions between prospective partners and bidders during an open procurement. Prospective partners may identify and contact interested applicants independently.

Q61. Are established, out-of-state LLCs eligible to apply as the primary contractor?
A61. Yes. The RFP does not exclude established out-of-state LLCs from applying as the primary contractor. Applicants must demonstrate the organizational capacity and experience necessary to deliver services in Pittsburgh and Allegheny County and meet all requirements of the RFP.

Q62. Can an organization headquartered in Michigan serve youth in Pittsburgh and Allegheny County through locally hired staff and community partnerships?
A62. Yes. An organization headquartered outside Pennsylvania may serve youth in Pittsburgh and Allegheny County through locally hired staff and community partnerships, provided the proposed model demonstrates sufficient local capacity to deliver services and meet required outcomes.

Q63. Would a permanent physical office in Pennsylvania be required before submitting a proposal or receiving an award?

A63. No. A permanent physical office in Pennsylvania is not required at the time of proposal submission. Applicants should demonstrate how they will maintain an appropriate local presence and accessible service delivery model if selected for an award.

Q64. Are letters of commitment from prospective Pittsburgh community partners required at submission, and may these commitments be conditional upon receiving the contract?
A64. Yes. The TANF YDP RFP requires letters of commitment from proposed partners. Applicants should provide the required letters identified in the Attachments section (page 16), including letters from relevant referral, employer, and program partners as applicable to the proposed model. Letters may indicate that the partnership is contingent upon the applicant receiving an award.