PARTNER 4 WORK
The Workforce Development Board for the Pittsburgh Area

Questions & Answers, 2nd Edition
Request For Proposals: WIOA Youth Career Services 2026
Updated: 11/6/26

Q6. For FY26-27 please provide the total projected number of WIOA Youth program participants and the projected number of participants enrolled in work experience & occupational skills training.
A6. Partner4Work does not have projected participant numbers for WIOA Youth enrollment, work experience, or occupational skills training. Applicants should propose realistic targets based on their program model, the population served, and their capacity to deliver services and meet required outcomes. Targets for the new contract period will be finalized during contract development.

Q7. Please provide the current staffing levels by position for WIOA Youth?
A7. Partner4Work relies on applicants to determine appropriate staffing levels based on their proposed program model and participant volume. Staffing plans should demonstrate sufficient capacity to deliver the required services, manage program operations, and meet performance expectations. Partner4Work does expect proposed staff compensation to meet or exceed the MIT Living Wage for Pennsylvania, which is currently $48,515 annually.

Q8. For FY26-27 what is the projected expenditure rate for occupational skills training?
Q9. For F26-Y27 what is the projected expenditure rate for supportive services?
A8-9. Partner4Work does not have a projected expenditure rate. Applicants are responsible for determining and justifying the training costs necessary to support their proposed program model, meet participant needs, and achieve required outcomes.

Q10. The provided Budget Guidance does not give any instructions about budgeting for Occupational Skills Training (OST), Individual Training Account (ITA) or a Pre-Approved Credential Program, where as page 9 of the RFP lists them as mandatory program elements. Please confirm that these items should not be included in the proposer's budget per the additional budget guidance document.
Q11. Per the Budget Guidance document, bidders should not include one-stop operating costs shared by partners of PA CareerLink in our proposed budget. Please confirm this is correct for the WIOA Youth proposal.
Q12. During the bidder's conference slide 31 stated that the budget rules are not interchangeable. Should the Budget Guidance document provided for this RFP be exactly the same as what was provided with WIOA Career & Business Services? If not, can you please provide updated Guidance for WIOA Youth Career Services?
Q13. For team members that are assigned to both the Downtown Pittsburgh office and the Allegheny East office, please confirm that you will allow mileage reimbursement when traveling between offices.
Q14. Please confirm that we should budget for computer equipment for team members.
A10-14. The Budget Guidance document previously posted on the WIOA Youth Career Services RFP webpage was posted in error and does not apply to this procurement. Partner4Work apologizes for any confusion this may have caused. The document has been removed from the WIOA Youth RFP webpage.

Applicants should prepare their budgets based on the WIOA Youth Career Services RFP, the required Budget Template, Appendix C – Budget Narrative Instructions, and published Questions & Answers.

Accordingly:

- Applicants should not use the mistakenly posted Budget Guidance to exclude Occupational Skills Training, credential-training, or other costs associated with the WIOA Youth program. Proposed budgets should reflect the reasonable and necessary costs of the applicant's proposed program model, consistent with the RFP and applicable requirements.
- The one-stop operating cost and shared-resource instructions contained in that document do not apply to the WIOA Youth RFP.
- The WIOA Youth RFP does not require applicants to assign staff to PA CareerLink® Downtown Pittsburgh or PA CareerLink® Allegheny East. Applicants may budget reasonable and necessary travel associated with their proposed program, as applicable.
- Applicants should include reasonable and necessary technology, equipment, supplies, and similar operating costs needed to implement their proposed program, to the extent those costs are not otherwise provided and are allowable under applicable requirements.

Partner4Work is not issuing separate additional Budget Guidance for the WIOA Youth RFP at this time.

Q15. Will the contractor awarded the Career & Business Services contract be responsible for covering business services to the WIOA youth provider?
A15. No. If Partner4Work awards a dedicated Business Services provider under the WIOA Career & Business Services RFP, that provider will not assume the business services-related responsibilities of WIOA Youth providers. WIOA Youth awardees should follow the WIOA Youth Career Services RFP for the business services and employer-engagement requirements applicable to that procurement.

Q16. Thank you for the specific instructions about the quantity and type of files allowed to be uploaded in the Submission Portal under "3. Proposal Uploads." In our experience, some portals have a maximum allowed file size. If your portal has such a limit, can you please provide?
A16. Please refer to Submittable's Help Center for current information regarding platform file upload size limits: https://submittable.help/en/. The application form will also identify any requirements applicable to individual upload fields, including the number of files that may be uploaded and the accepted file types. Applicants should follow the requirements displayed in the application form when preparing and uploading their materials.

Q17. Are there specific enrollment, service, or funding expectations for In-School Youth versus Out-of-School Youth beyond applicable WIOA requirements?
A17. Partner4Work has not established separate enrollment or service targets for In-School Youth and Out-of-School Youth. Applicants may propose serving one or both populations based on their program model and capacity. Applicants should account for the WIOA Youth expenditure requirement that at least 75% of program funds must be spent on Out-of-School Youth, meaning no more than 25% may be spent on In-School Youth.

Q18. Does Partner4Work have a minimum wage, target wage, or other job-quality expectations for paid WIOA Youth Work Experience placements? Are there different expectations based on industry, occupation, or type of work experience?
A18. Partner4Work has not established a program-specific minimum or target wage for WIOA Youth work experience placements beyond applicable federal and state wage and labor requirements. Wage levels should be reasonable and appropriate for the position, industry, participant experience, and type of work experience. The RFP establishes a benchmark of at least 100 hours of work experience, with a goal of 80% of participants meeting that benchmark.

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Q19. Please clarify the MOU requirements referenced in the RFP and how they differ from the three required partner commitment letters. Is the MOU requirement only refencing a subrecipient?
A19. Applicants are required to submit the three partner commitment letters identified in the RFP. These letters should demonstrate credible partnerships that support the proposed program model and include the required referral, employer, and additional program partner commitments, as applicable. Applicants should refer to the Attachments section of the WIOA Youth RFP for the specific commitment letter requirements.

Q20. The Youth RFP identifies section page limits but does not appear to specify formatting requirements comparable to the Adult/Dislocated Worker RFP. Please confirm whether there are required font, font size, spacing, or margin requirements, and whether tables, charts, graphics, and exhibits are permitted within the applicable page limits.
A20. Partner4Work has not established specific font, font size, spacing, or margin requirements beyond the page limits identified in the RFP. Tables, charts, graphics, and exhibits may be included within the applicable page limits as long as the proposal remains legible and responsive to the requested elements. Required attachments do not count toward the applicable narrative page limits.