

7/27/2026

Dear Prospective Provider,

Partner4Work (P4W) is pleased to release this Request for Interest (RFI) to eligible youth-serving providers currently funded by Partner4Work who are interested in delivering Year-Round Learn & Earn (L&E) programming for program year 2026.

ABOUT THE PROGRAM

The City of Pittsburgh's Learn & Earn program has long provided teens from families with low incomes, the opportunity to explore future careers and get paid while they do it. Thanks to a \$1 million foundation grant and a matching \$1 million commitment from Mayor Corey O'Connor and the City of Pittsburgh, the program is expanding beyond summer into a year-round initiative in collaboration with Partner4Work.

Research shows that Learn & Earn programs make a meaningful difference in the lives of young people, supporting greater economic mobility and creating opportunities right here in Pittsburgh. Year-Round Learn & Earn builds on that foundation by offering structured, paid work experiences across two distinct tracks designed to meet participants where they are in their workforce journey.

PROGRAM STRUCTURE

Track 1 – Traditional Labor & Employment (Ages 16–17)

- Target enrollment: 200 youth
- Focus: Developing early workforce identity and foundational skills, professional conduct, time management, communication, and exposure to diverse occupational environments
- Up to 12 hours per week | \$12/hour
- Maximum of 192 hours per participant
- Youth-appropriate worksite placements

Track 2 – Pathway-Driven, Credential-Based (Ages 18–23)

- Target enrollment: 150 young adults
- Focus: Direct skill application for participants who have already earned an industry-recognized credential, placed with worksites aligned to their credential area. Participants without industry-recognized credentials shall be placed in employment opportunities aligned with their skillset and experience.
- Up to 20 hours per week | \$15/hour
- Maximum of 320 hours per participant
- Employers commit to hosting participants for the duration of the program up to the max allotted hours; providing strong consideration for unsubsidized employment upon successful completion, based on performance and business needs.

Combined, this initiative will serve 350 city youth across both tracks.

PARTICIPANT ELIGIBILITY

Year-Round L&E is available only to youth and young adults who reside within the City of Pittsburgh and who have either completed at least one year of Summer Learn & Earn in the past or are a current or past participant in the TANF Youth Development Program (YDP), and who are deemed eligible via the applicable application process. Track assignment is based on the participant's age as of September 10, 2026. The program will run from September 14, 2026, through March 31, 2027, with youth able to begin any time after September 14, 2026, and required to complete by March 31, 2027. For full participant eligibility details, please see the attached Year-Round Learn & Earn Participant FAQ.

ELIGIBILITY

This Letter of Interest is open exclusively to youth-serving organizations that were awarded 2026 Summer Learn & Earn contracts. Organizations that were not awarded a 2026 Summer Learn & Earn contract are not eligible to apply currently.

WHAT WE ARE LOOKING FOR

P4W is seeking providers with the capacity, community relationships, and employer networks to deliver high-quality year-round programming that expands access and opportunity for Pittsburgh youth. Interested providers must address all four of the following areas in their response:

- 1. Program Model & Job Placement Coordination**

Within the parameters of the program guard rails governing Year-Round Learn & Earn, please submit information on a program model that explains how your organization would coordinate job placement services for participants under Track 1, Track 2, or both. Clearly articulate what makes your Year-Round L&E approach new, complementary, or otherwise distinct, particularly with respect to how job placement services will be delivered and coordinated within your proposed track(s).

- 2. Track Selection & Proposed Enrollment**

Identify whether your organization proposes to serve Track 1, Track 2, or both, and provide a proposed number of participants you commit to enrolling and supporting through program completion.

- 3. Program Plan**

Present a clear and detailed program narrative that includes:

- Your service delivery model and worksite recruitment strategy
- Participant recruitment, screening, and retention approach
- Staffing plan and organizational capacity
- How your model meets the hours, duration, wage, and placement requirements for your proposed track(s)
- For Track 2: how you will verify and align participants' industry-recognized credentials to worksite placements, and how you will place participants without an industry-recognized credential in worksite opportunities aligned with their existing skills, experience, and career interests.

- 4. Employer Engagement & Job Opportunity Commitment**

Providers must demonstrate a concrete plan and commitment to securing a minimum of 25 employment opportunities for program participants. Your response should describe:

- Existing employer relationships and any confirmed worksite partners
- Your strategy for recruiting and retaining employer partners throughout the program year
- How you will support employers in meeting their commitment to host participants for the full program cycle
- Your approach to facilitating post-program hiring for Track 2 participants

PROVIDER FUNDING

Selected providers will receive up to \$600 per enrolled participant to support recruitment, enrollment, placement coordination, participant support, and other program-related activities, plus a separate allocation for participant transportation assistance. For additional details, please see the attached Provider FAQ.

SUBMISSION REQUIREMENTS

Responses shall be no more than [5] pages and must include:

- Organization name, contact information, and brief organizational overview
- Confirmation of 2026 Summer Learn & Earn contract award
- Track(s) of interest and proposed number of participants
- Program narrative addressing all four areas outlined above
- Description of any P4W-funded and non-P4W funded programs where you anticipate co-enrollment. Describe the process.

Response must be submitted to Kiara Higgins at khiggins@partner4work.org no later than Monday, August 10, 2026, 11:59PM, EST.

Questions may be directed to Stephanie Bales sbales@partner4work.org or 412-745-0260.

AWARD OVERVIEW PROCESS

Following the submission deadline, Partner4Work will conduct a structured review process to select providers for Year-Round Learn & Earn programming. The anticipated timeline is as follows:

- Eligibility & Completeness Review (week of August 10, 2026): P4W staff will confirm that submissions are complete and that applicants meet the eligibility requirement of having been awarded a 2026 Summer Learn & Earn contract.
- Programmatic Review (week of August 17, 2026): An internal review committee will evaluate program narratives against the four core areas outlined in this RFI- Program Model & Job Placement Coordination, track selection & enrollment, program plan, and employer engagement & job opportunity commitment.
- Clarification & Follow-Up (as needed): P4W may request additional information or schedule follow-up conversations with applicants to clarify aspects of their submission.
- Award Determination (week of August 24, 2026): P4W will finalize award decisions based on program quality, organizational capacity, geographic coverage, equity of access, and available funding.
- Notification (by August 28, 2026): All applicants will be notified in writing of P4W's decision, regardless of outcome.
- Contract Development: Selected providers will begin contract negotiation and onboarding in preparation for program launch.

P4W reserves the right to adjust this timeline as needed and will communicate any changes to applicants in a timely manner.

RFI TERMS & CONDITIONS

This RFI is intended to identify qualified providers interested in delivering Year-Round Learn & Earn services. Issuance of this RFI does not obligate Partner4Work to enter into a contract, make an award, or fund any proposed activity. P4W reserves the right to request additional information, conduct follow-up interviews, and determine final award decisions based on program quality, geographic coverage, equity of access, and available funding. Submission of a Letter of Interest does not guarantee funding or a contract award.

We are excited to grow this initiative and look forward to collaborating with committed providers to bring year-round opportunity to 350 more Pittsburgh young people.

Sincerely,

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