



Request for Proposals

Learn & Earn Summer Youth Employment Program

Tier 3: Work-Based Training

For the period of March 1, 2026 – August 31, 2026

With possibility for annual renewal contracts

RFP Release Date:

December 19, 2025

Proposal Deadline:

January 23, 2026 at 11:59pm ET

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1. General Information

This section provides the general and background information needed to understand the purpose and context of this RFP. It also describes important details regarding the services and stakeholders related to this RFP, as well as basic characteristics of any agreements that may result from this RFP.

The Learn & Earn Summer Youth Employment Program introduced a three-tiered model in 2025 to provide youth with a more intentional and structured trajectory through the program. Tier 3 represents the highest level of this model and is centered on connecting young adults to high-quality pre-apprenticeship opportunities. For the 2026 program year, we are seeking proposals from organizations that offer established pre-apprenticeship programs for youth ages 20–23. These programs should equip participants with industry-aligned training, hands-on experience, and a clear pathway into registered apprenticeships or other long-term career opportunities.

About Partner4Work

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

Helping businesses find and prepare the talent they need to thrive

As a non-profit organization, Partner4Work offers a wide variety of no-cost services to help regional employers attract the talent they need to thrive. From customized labor market data to assistance with finding diverse talent, Partner4Work is the resource to deliver customized employment solutions for any business.

Breaking down barriers to career opportunities

Partner4Work helps provide adult and young adult job seekers with the opportunities to find meaningful employment. Through our providers, we provide access to career training and exploration programs; employment assistance; job search help; and a robust summer jobs program. Partner4Work opens the door to career opportunities.

Providing community organizations with resources to make an impact

Partner4Work proudly partners with more than 80 organizations in Pittsburgh and Allegheny County to provide opportunities for job seekers and businesses alike. We partner with community-based organizations, economic development agencies, training providers, businesses and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the Workforce Development Board (WDB) for Pittsburgh and Allegheny County, Partner4Work has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Pittsburgh and Allegheny County. Partner4Work also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify qualified service providers to deliver Tier 3 Learn & Earn participants with high-quality pre-apprenticeship experiences that bridge the gap between education and the workforce. Tier 3 focuses on preparing young adults ages 20–23 for entry into long-term, sustainable careers by offering structured training, mentorship, career planning, and hands-on, work-based learning. We are particularly interested in partners who can deliver pre-apprenticeship programs aligned with priority sectors such as Healthcare, Technology, Manufacturing, Construction, Financial Services, Clean Energy, and Government. Proposals that offer clear, industry-aligned pathways into registered apprenticeships or related career tracks within these fields will be given priority. We aim to partner with organizations that have the expertise and capacity to provide a comprehensive pre-apprenticeship program that effectively engages young adults while also meeting the needs of employers.

Contracts resulting from this RFP are expected to begin on March 1, 2026, and end on August 31, 2026, with the option to renew for up to two additional years. The Tier 3 program period runs from June through August, and providers may design their own program schedules within this window, so long as they deliver up to 150 hours of programming and all activities fall within the June–August timeframe.

See Statement of Work below for a more detailed description of the work required by the successful bidder.

Organizations that were selected as Tier 3 providers through a previous Partner4Work procurement, and who still have contract renewal options, are not required to submit a proposal in response to this RFP to continue delivering the previously approved Tier 3 services, subject to continued funding availability, satisfactory performance, and Partner4Work's decision to exercise the renewal option. However, existing Tier 3 providers are welcome to submit a proposal under this RFP if they wish to propose a different model, scope of services, or approach from what was previously approved. Any such proposals will be reviewed in accordance with the evaluation criteria outlined in this RFP.

Anticipated Awards

As a result of this RFP, Partner4Work expects to award one or more cost-reimbursement contracts (see Cost Reimbursement section below) to support the Tier 3 component of the Summer Learn & Earn program. Anticipated individual contract values range from \$15,000 to \$75,000 for an annual Learn & Earn program period, based on a contract minimum of 5 youth and maximum of 20 youth.

Partner4Work expects to make awards for the 2026 Learn & Earn program year, with an expected period of performance from March 1, 2026 through August 31, 2026. While the Tier 3 program activities occur primarily during the summer months (June through August), contracted providers are expected to begin preparatory and program-related activities in advance of the summer period.

Partner4Work may also, at its discretion, consider proposals submitted in response to this RFP for future program periods, contingent upon funding availability, programmatic needs, and organizational priorities. Partner4Work may include the option to renew contracts resulting from this RFP on an annual basis, extending through 2028.

The actual amount of each award will depend on proposed budgets, the availability of funds, and standards governing the use of public funds. All costs must be reasonable, necessary to carry out the planned activities, allowable under applicable regulations, and allocable to the appropriate grant or cost categories.

Partner4Work is unable to specify the total amount of funding that may ultimately be awarded through this RFP. Final funding decisions will be based on available allocations, proposal quality, organizational priorities, and other relevant considerations, at the sole discretion of Partner4Work.

Partner4Work reserves the right to modify the terms of any contract resulting from this RFP—including funding levels, scope of work, performance standards, and the contract period (whether shortened or extended)—as deemed necessary and in the best interests of Partner4Work.

Funding

Partner4Work’s Learn & Earn Program is partially funded by Temporary Assistance for Needy Families Youth Development Funding provided by the US Department of Health & Human Services (USHHS) via the Pennsylvania Department of Labor and Industry (PA L&I), Community Development Block Grant funding provided through the U.S. Department of Housing and Urban Development, and other non-federal sources. CFDA #: 93.558 and 14.218, respectively. Any agreements resulting from this RFP may be funded partially by Partner4Work through the TANF grant provided by USHHS and PA L&I. The Learn & Earn program is funded by \$900,000 or 25% federal funds and \$2,650,000 or 75% non-federal funds.

Partner4Work recognizes and complies with The Stevens Amendment, PUBLIC LAW 101-166, SECTION 511. More information about The Stevens Amendment as it applies to Partner4Work can be found on Partner4Work’s website at: <https://www.partner4work.org/about/stevens-amendment/>.

Period of Performance

Initial agreements resulting from this RFP are estimated to begin on or around March 1, 2026, and extend until August 31, 2026. Partner4Work may renew awarded agreements beyond August 31, 2026 for up to two additional contract periods, as shown in the table below, with the second and third contract periods renewable at the discretion of Partner4Work, based on the performance of selected applicants and funds available. Partner4Work reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the third 12-month period.

<i>Anticipated Program Dates and Contract Periods</i>		
<i>Contract period 1 (base)</i>	<i>March 1, 2026 – August 31, 2026</i>	<i>Base contract award</i>
<i>Contract period 2 (option)</i>	<i>March 1, 2027 – August 31, 2027</i>	<i>Renewable by Partner4Work</i>
<i>Contract period 3 (option)</i>	<i>March 1, 2028 – August 31, 2028</i>	<i>Renewable by Partner4Work</i>

Disclaimers

- Executive Order 2021-06, Worker Protection and Investment must be followed throughout this RFP.
- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.

- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>

Program Cost Reimbursement

Learn & Earn is a cost reimbursement program, meaning your organization must have the financial capacity to cover all program expenses up front. Reimbursement will be provided once an invoice, proof of expenses, and required documentation have been submitted. Partner4Work will only reimburse for actual expenses incurred that are allowable per 2 CFR 200 in the OMB Uniform Guidance. The reimbursement timeline will be finalized during contract negotiations. Historically, there has been a delay of several months between the end of the program and the time of reimbursement.

The maximum reimbursable cost per Learn & Earn young adult is a per participant cost. The cost-per-participant includes transportation (i.e., weekly bus passes) and program and administrative costs. Expenses should generally align with the categories outlined in the cost-per-participant breakdown below. While the cost categories are predefined, any adjustments between categories must be reviewed and approved to ensure alignment with program goals. Participant wages will be paid directly to the young people by Partner4Work, therefore they are not included below in the per participant cost calculations for reimbursement.

We recognize that the per person costs associated with the different types of work-based training may vary and may include, but not be limited to training materials, staff, facilities, transportation, uniforms, industry credentials, and clearances, in addition to administrative expenses. Bidders may propose a cost breakdown that is most conducive to the type of opportunity with a total not to exceed \$3,500 per participant.

Proposals should follow the cost-per-participant breakdown below that is also described more fully in Appendix C and prioritize cost-effective strategies that maintain high-quality outcomes. This ensures transparency and supports effective evaluation of your proposal.

Budget Item

	Work-Based Training
Participant Transportation (1)	Proposed
Program and Admin Costs (2)	Proposed
Total Cost per Learn & Earn Participant	\$3,500

- (1) This line item covers the cost of bus passes for the duration of the program. While primarily budgeted for transportation, if the work is fully virtual, these funds may be reallocated toward technology solutions for youth. Any modifications to this line item should be approved to ensure alignment with program goals.
- (2) This line item represents all other program and administrative costs associated with the Learn & Earn program. Program costs may include materials that youth need in order to participate in the program or digital programs you intend to implement as part of your program offerings. These expenses can include organizational program and administrative costs, as well as any indirect costs. Indirect costs charged to the grant under this line item must be consistent with the organization's Indirect Cost Allocation and Uniform Guidance. All costs charged to this category must be supported with appropriate supporting documentation. Administrative costs cannot exceed 10%. This applies for both in-person and virtual work. See Appendix C for further guidance.

Background

Learn & Earn has been the Summer Youth Employment Program for the City of Pittsburgh and Allegheny County for the past 11 years. Throughout its evolution, Learn & Earn has demonstrated a clear impact on workforce development and educational attainment for youth in Pittsburgh and Allegheny County, particularly Black and Brown youth and those from low-income communities. The program has served over 13,000 young adults. Each year, approximately 80% of youth are African American, and the vast majority of the Learn & Earn participants and their families meet state poverty guidelines.

As a significant portion of the region's workforce, particularly in the trades, approaches retirement age, the demand for skilled tradespeople is higher than ever. With too few young people entering these fields, Pittsburgh faces a potential gap in sectors such as construction, manufacturing, and transportation, where workers are urgently needed. Learn & Earn provides opportunities for young people in Allegheny County to learn more about these careers and how they can enter in demand career pathways.

The Learn & Earn Summer Youth Employment Program plays a crucial role in preparing local youth to meet future workforce needs, providing them with essential training, work experience, career and trade exploration, and building their financial acumen. As Pittsburgh's labor market evolves, it is vital that young people from underserved communities are equipped with the skills and opportunities to succeed in high-growth, high-demand sectors. Ways in which we can grow the program are to offer more time for career exploration in industries that are lesser known or where worksites may not be feasible. Healthcare and manufacturing, for example, offer a variety of career paths outside of the typical ones in areas where it may not be lawful for youth to work on site. There are ways to use technology and simulations that would enable youth to learn experientially, and opportunities for job shadowing or career mentoring that could provide a firsthand perspective on what it's like to work in emerging fields. Additionally, young adults who would be looking to enter the workforce after the program would benefit from a more intentional bridge opportunity to connect to the opportunity occupations we know exist that can be great starting points for their adult careers. A specific group of young adults to include would be graduates of our local Career and Technical Education programs.

Learn & Earn is more than just a summer employment program; it is a strategic investment in the future workforce of Pittsburgh and Allegheny County. As our economy grows and evolves, so should Learn & Earn. By providing youth with the skills, experiences, and networks needed to thrive in emerging sectors, the program helps ensure that the region remains competitive in a rapidly changing economy. Continued investment in Learn & Earn will help secure a brighter economic future for Pittsburgh, empowering the next generation of workers to succeed in high-growth industries and contribute meaningfully to the region's prosperity.

2. Statement of Work

This Statement of Work (SOW) describes the programmatic and administrative requirements applicable to any contract resulting from this RFP, referred to as “Agreement” below. The successful bidder, referred to as “SUBRECIPIENT” below, will be required to comply with all standards described in the SOW. Partner4Work has applied its best efforts to create a descriptive SOW that reflects requirements likely to appear in an agreement; however, the final SOW for an awarded proposal may vary, based on bidder proposals and discussions, or other factors at the discretion of Partner4Work.

The goal of providers is to empower youth in their career exploration and development and help advance the following program objectives:

- **Enhance Workforce Development:** Deliver structured learning and career exploration, and career pathway opportunities for youth aged 20-23 in the City of Pittsburgh and Allegheny County.
- **Expand Employment Opportunities:** Provide meaningful, productive work experiences that align with participants' developmental stages and career interests.
- **Support Youth Development:** Offer comprehensive support through mentoring, case management, and work-readiness training to foster personal and professional growth.
- **Facilitate Community Engagement:** Involve youth in community service projects, volunteer opportunities, and networking sessions to build connections and strengthen ties to their community.

Tier 3 Opportunities: Work-Based Training

Tier 3 opportunities are intended for young adults ages 20-23. Priority will be given to applicants with outreach and recruitment plans that detail how they will recruit recent Career and Technical Education graduates and focus on providing them with connections to local employers, particularly those in high priority industries. Below are the key responsibilities and expectations for providers under Tier 3.

Occupational/Industry Experiences

Proposals should ensure that their programs are aligned with employer partners or registered apprenticeship programs. These partnerships are vital for providing Tier 3 youth with direct access to industry-led training and occupational development. Employers should have strong connections to pre-apprenticeship or training programs, facilitating smooth transitions into skill-building and credentialing opportunities. Demonstrating these alignments will be a key factor in evaluating the proposal's effectiveness.

Definitions:

- **Pre-apprenticeships:** Structured training programs that prepare individuals for formal apprenticeships by teaching essential skills and knowledge for the trade or industry.
 - **Example:** A pre-apprenticeship program for the construction industry may provide hands-on training in basic carpentry, electrical work, or plumbing, along with safety certifications like OSHA 10, preparing participants for entry into a formal union apprenticeship.
- **Industry-Led Training:** Programs that offer hands-on workshops, seminars, and projects designed to develop professional skills, leadership, and innovation.
 - **Example:** An industry-led training program in advanced manufacturing may offer workshops on CNC machine operation, lean manufacturing principles, and leadership skills, preparing participants to lead teams or work in specialized roles within the industry.
- **On the Job Training or Preparation:** Programs that utilize the Learn & Earn subsidy and case management support to support onboarding or preparation for new employees.

- **Example:** A training program with a healthcare employer that allows a participant to gain work experience and training in a variety of departments within a hospital setting before committing to pursuing a position in a specific department.
- **Example:** A program that connects Career and Technical Education graduates with opportunities to apply their knowledge and credentials in an employment setting as an extended job interview or preparation.

All work experience must be in-person for creativity and a youth-centered experience. Providers should outline the specific opportunities and program model in their proposal.

All Pre-Apprenticeship and Industry-Led Training Programs Must:

For Pre-Apprenticeships:

- Be directly linked to a Registered Apprenticeship program, providing participants with a clear pathway for advancement.
- Offer hands-on training that covers foundational skills specific to the trade or industry.
- Include industry-recognized certifications (example of but not limited to; industry-recognized credentials include Certified Information Systems Security Professional, Certified Welder, Certified Medical Laboratory Assistant, and Certified Foodservice Management Professional or other relevant credentials).
- Provide access to mentorship from experienced professionals in the field.
- Ensure wraparound support services (e.g., career counseling, transportation assistance, financial literacy) to help participants succeed.
- Collaborate with local unions, trade organizations, or employers to facilitate **job placement** upon completion.

For Industry-Led Training Programs:

- Focus on in-demand skills that align with current and future industry needs, such as technology, healthcare, or manufacturing.
- Incorporate leadership development and soft skills training, such as communication, teamwork, and problem-solving.
- Provide hands-on workshops and practical experience, simulating real-world tasks and environments.
- Partner with local businesses or industry associations to ensure relevance and create potential employment opportunities for participants.
- Offer opportunities for continued education or advanced certifications to promote career growth.
- Include industry-recognized certifications (example of but not limited to; industry-recognized credentials include: Certified Information Systems Security Professional, Certified Welder, Certified Medical Laboratory Assistant, and Certified Foodservice Management Professional or other relevant credentials).
- Include networking opportunities with industry professionals, guest speakers, or mentors to help participants build connections.

These elements will help ensure that both pre-apprenticeship and industry-led training programs offer meaningful, career-building experiences for youth participants.

Tier 3 Outcomes: Regardless of the type of experience offered, such as training programs, pre-apprenticeships, work-based learning, or any other approved model, SUBRECIPIENTS are required to meet all stated program outcomes and performance expectations. These requirements apply uniformly across all program formats and must be fully achieved to remain in compliance with Learn & Earn standards.

1. Industry Credentials:
 - 80% of participants will have access to and, where applicable, earn industry-recognized credentials.
2. Unsubsidized Full-Time Employment or enter Registered Apprenticeships:

- 70% of participants will either secure unsubsidized full-time employment or enroll in a Registered Apprenticeship program.
3. Financial Education:
 - Ensure at least 80% of participants attend age-appropriate financial education workshops that cover budgeting, saving, and financial goal setting. Additionally, provide opportunities for participants interested in opening a bank account to do so.
 4. 80% of participants will register with PA CareerLink®

Program Management and Compliance

SUBRECIPIENTS are responsible for ensuring youth safety, maintaining accurate records, and collecting data to support program growth. As such program management responsibilities shall include:

- **Application Support:** SUBRECIPIENT is responsible for knowing the eligibility criteria for youth and providing basic support in completing the application or directing youth and families to resources for support.
- **Pre-Employment Paperwork:** SUBRECIPIENT is responsible for ensuring that participants complete all required Learn & Earn pre-employment paperwork. Partner4Work shall supply all necessary forms. Copies of the completed paperwork should be maintained in youth files at the provider's location.
 - Please note: All Participants will be employed by Partner4Work, which will serve as the employer of record, ensuring the coverage of wages and payroll processing for the duration of the program.
- **Managing Youth Placed:** Partner4Work shall assign youth to your organization based on provider requests, youth interest, geography and slots available. SUBRECIPIENTS are responsible for following up with youth placed with their organization, scheduling orientation, and confirming their interest in participation. If the young person is no longer interested, SUBRECIPIENT will communicate as soon as possible with Partner4Work.
 - Please note: Partner4Work permits providers to submit a list of potential summer participants during the application period; however, the Learn & Earn program operates on a first-come, first-served basis. Partner4Work reserves the right to assign participants to organizations as appropriate and will determine the timeframe for providers to submit their requests.
- **Orientation:** SUBRECIPIENT shall host youth orientation(s) according to SUBRECIPIENT's program timeline, as approved by Partner4Work, and within the open period of the Learn & Earn Program. SUBRECIPIENT must notify Partner4Work of the scheduled date, time, and location. During orientation, SUBRECIPIENTS must also ensure there is adequate opportunity for program enrollment, including the opportunity to open a bank account for participants interested or in need of one.
- **Program Enrollment:** SUBRECIPIENTS are responsible for ensuring that all participants complete the required onboarding paperwork, including but not limited to: the I-9, W-4, Equal Employment Opportunity form, grievance policy acknowledgement, emergency contact information, and the Learn & Earn photo release. Partner4Work will provide all required documents, which must be fully completed before a participant's first day of work.
- SUBRECIPIENTS must support youth in completing all payroll-related forms, including direct deposit forms (if applicable), and collaborate closely with Partner4Work staff to ensure a smooth and timely payroll enrollment process for all youth and young adults.
- **Note:** Partner4Work will serve as the employer of record and will complete the official participant enrollment in ADP. SUBRECIPIENTS are responsible for guiding and assisting youth throughout the onboarding and payroll enrollment process.
- **Participant Support and Development:** Throughout the program, the SUBRECIPIENT shall provide participants with additional services, as appropriate, to ensure successful transitions into growth opportunities after the program. This includes offering training, mentorship, career guidance, planning, valuable work experiences, and meaningful career exploration opportunities for youth and young adults in the Learn & Earn program. Additionally, SUBRECIPIENTS are responsible for issuing weekly bus passes, if needed, and providing any other support necessary to ensure participants can fully engage in the program.

- **Provide Tier 3 Opportunities:** SUBRECIPIENT is responsible for providing Tier 3 opportunities efficiently and in compliance with the parameters below.
 - **Supervision:** Whether youth are onsite participating in activities or offsite at a worksite, SUBRECIPIENT will ensure there are at least two adults who will supervise youth at all times (one primary supervisor and one alternate supervisor). and train worksite supervisors on Learn & Earn program goals, policies, and procedures.
 - **Clearances:** SUBRECIPIENTS will ensure that all provider personnel who directly supervise youth attain the following background clearances prior to the start of the summer program: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. In the event that youth will be supervising other youth as part of their employment, you will also be responsible for ensuring that they have the appropriate clearances. SUBRECIPIENTS will provide copies of all clearances to Partner4Work upon request.
 - **Regular Use of Online Database:** SUBRECIPIENTS will use the Learn & Earn online database, Salesforce, to track program activities, worksite information, youth attendance, and other required documents.
 - **Timesheet Management and Verification:** SUBRECIPIENTS are responsible for holding youth accountable for completing their timesheet and for approving their hours in the ADP system on a weekly basis. SUBRECIPIENTS must keep track of each participant's ADP username and password, and Partner4Work will provide a tracking form for this purpose. SUBRECIPIENT must communicate regularly with Partner4Work if issues arise regarding payroll processing. **NOTE: Timesheets must be completed and submitted no later than 10:00 A.M. on the Monday before each payday. Youth are responsible for accurately documenting their hours worked in ADP, and supervisors must verify these hours.**
 - Failure to submit timesheets on time will result in youth not receiving their wages on the scheduled payday. In such cases, the SUBRECIPIENT, in coordination with Partner4Work, should ensure that both the youth and their parents are informed if there is a delay in receiving checks. It's important to note that the completion and timely submission of timesheets is a shared responsibility between the participants, the SUBRECIPIENT, and Partner4Work.
 - **Tracking Hours:** SUBRECIPIENTS will monitor the hours worked by program participants to ensure they fall within contractual guidelines and meet program outcomes.
- **Evaluation:** SUBRECIPIENT will make sure that youth and provider staff complete all required program surveys.
- **Maintain Youth Safety:** SUBRECIPIENT will ensure that all jobs comply with Child Labor Laws and all applicable county, state and federal guidance concerning public health and safety.
- **Attend Provider Training:** SUBRECIPIENT will attend provider training sessions in March, April and May 2026 led by Partner4Work. SUBRECIPIENTS are required to have at least one staff member, who is directly involved in program implementation, attend these sessions. All training will be held in-person to encourage active engagement and collaboration. After the training, all materials and presentations will be made available for reference and further review.

3. Proposal Requirements and Process

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and respondent characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by January 23, 2026 at 11:59pm ET to RFP@partner4work.org. Emails must have the subject line “*Learn & Earn Tier 3 Proposal [Organization name]*.” Late or incomplete proposals may not be considered. Proposals must be submitted in 11-point, Calibri font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order presented. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and design needed to meet the required standards and goals.

Your proposal, including all appendices, must not exceed 16 pages. Templates for the required appendices are linked below.

1. **Cover Sheet:** See **Appendix A**.

A. Please complete the separate copy provided on the webpage for this RFP.

2. **Executive Summary** - Include each of the following: (maximum 1 page)

A. Overview: Overview of the organization’s qualifications and alignment with this RFP.

B. Summary of model: Concise explanation of proposed Tier 3 model for the Learn & Earn program.

C. Costs and funding requested. Total amount of funding requested, and brief description of costs.

3. **Proposal Narrative** (maximum 8 pages)

Format your narrative to have the following 3 headings: Organization Description, Program Management and Compliance and Proposed Opportunities. For each, respond to the questions below in narrative form.

A. **Organization Description**

1. What is your organization’s mission?

2. What programs and services do you offer?

3. What is your experience in workforce and youth development?

4. Providers may request specific eligible youth to be placed with their organization. To what extent do you anticipate having specific youth in mind for placement? Describe your recruitment methods and how you will ensure they submit completed applications. Proposals that include outreach and recruitment strategies specifically targeting youth from extreme and high-need communities, as identified in the [Allegheny County Needs Assessment](#), will be given priority consideration.

Note: Partner4Work makes placements based on multiple factors, and no youth placements are guaranteed.

B. **Program Management and Compliance**

1. How many youth do you plan to host?

2. What are your tentative dates, times, and locations for orientation and onboarding?

3. What is your staffing plan for the program? Provide the names and titles of those responsible for the program's administration.

4. How many staff members will be overseeing youth directly and providing case management? Specify if these will be permanent or temporary staff.

5. How will you ensure that all employment paperwork is completed before youth begin work?
6. Who will be responsible for updating Partner4Work's online database with accurate youth placement information, worksite details, and other documentation?
7. How will you track progress towards meeting program outcomes?
8. How will you meet the program's performance standards? If you were a past provider and did not meet standards, what steps will you take to ensure compliance in 2026?
9. For returning applicants, how will you improve your program or expand its practices?
10. To what extent do you intend to provide application support?

C. Proposed Opportunities - Tier 3 (20-23 year olds)

1. How many young people do you have the capacity to support this Tier? Do you have a city/county preference?
2. What type of work-based training do you plan to offer?
3. In which industries will your work-based training opportunities be offered?
4. Who are your employer partners that have hired your graduates in the past?
5. What is the employment outlook for young adults who finish your program?

4. Budget & Narrative (maximum 3 pages)

Draft a budget and include a narrative that meets the criteria described in **Appendix C**. In the narrative, include responses to the following:

- A. How will you ensure that staff time spent on Learn & Earn is tracked and appropriately billed?
- B. What is the source of the match funding you will use to support up-front costs?
- C. What is your process for managing cash flow, including invoicing Partner4Work and receiving reimbursements?

5. Letters of Support

Provide at least two letters of support from worksites or partners engaged for the 2026 program year.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the work and meet the standards and objectives of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other Partner4Work staff.

The selected applicant(s) will be invited to negotiate a contract based on the selected proposal(s) and stipulations of the funding source. Final contracts are subject to successful negotiation, availability of funding, and other factors.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
<i>1 & 2. Cover Sheet and Executive Summary</i>	<i>Required, but not directly scored</i>
<i>3. Proposal Narrative</i>	<i>70 points</i>
<i>4. Budget & Budget Narrative</i>	<i>20 points</i>
<i>5. Letters of Support</i>	<i>10 points</i>
Total points available	100 points

Review and Selection Timeline

All dates below are subject to change at Partner4Work's discretion. Timeframes for proposal evaluation, possible bidder presentations and discussions, and notification of results are estimations provided for informational purposes only and may change without notification to bidders.

Release of RFP	December 19, 2025
Due date – all questions regarding this RFP	January 9, 2026, at 11:59pm ET
Due date – proposal submission	January 23, 2026, at 11:59pm ET
Proposal evaluation timeframe (estimated)	January-February 2026
Notification of results (estimated)	February 2026

Questions

All questions or requests for additional information regarding this RFP must be made in writing to RFP@partner4work.org by January 9, 2026, at 11:59pm ET. Emails must have the subject line “Learn & Earn T3 Questions [Organization name].” Answers will be posted publicly at www.partner4work.org. Interested parties are encouraged to check the website frequently for updates. Partner4Work may not answer questions received after January 9, 2026, at 11:59pm ET.

Appendix A – RFP Cover Sheet

Name of RFP for this Proposal:

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

Use title of RFP on Partner4Work Website

Lead Applicant: Enter text here.

A. Contact Information

Organization Name: Enter text here.

Address: Enter text here.

City: Enter text here. State: Enter text here. Zip Code: Enter text here.

Principal Contact Person: Enter text here. Title: Enter text here.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text here.

Fiscal Contact Person: Enter text here. Title: Enter text here.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text here.

Executive Director: Enter text here.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Enter text here.

B. Legal Information

Type of organization (place a check mark (X) in the left column to indicate the type of your organization):

Select	Type of Organization
	For-profit
	Non-profit
	Government
	Educational institution

Please provide your current:

Federal Employer Identification Number ([FEIN](#)): Enter text here.

Unique Entity ID ([UEI](#)): Enter text here.

Commercial and Government Entity ([CAGE](#)): Enter text here.

C. Certifications and Assurances

Please carefully review the below certifications and assurances. Place a check mark (X) in the left column to acknowledge the statements in the right column and complete the signature section to certify your responses.

If your proposal includes partner organizations, please understand that the below certifications and assurances may also apply to each partner. As the lead applicant, your responses should reflect the understanding and acknowledgment of each partner agency.

By submitting this proposal and signing below, I certify and represent to Partner4Work the following:	
Check	Certifications and Assurances
	AUTHORIZATION. The above-named organization is legally authorized to submit this proposal.
	ACCURACY. All submitted proposal materials are true and accurate to the best of my knowledge.
	COMPLIANCE. My organization intends to accept and comply with the terms, conditions, requirements and payment provisions described in this RFP, if our proposal is selected and we are offered a contract.
	CONTRACT MANAGEMENT. My organization will use Partner4Work’s Contract Management Software for contract negotiation and administration, if our proposal is selected and we are offered a contract. Contract templates that may be used for agreements resulting from this RFP can be found at www.partner4work.org/document/partner4work-contract-templates/ .
	CONTRACTOR INTEGRITY. My organization is compliant with the following PA state integrity policy . If not, please submit along with your proposal a written explanation of why such certification cannot be made.
	SYSTEM FOR AWARD MANAGEMENT (SAM). My organization has a valid UEI obtained from the System for Award Management (SAM). If not, I am not aware of any impediment that would prevent my organization from successfully obtaining a valid UEI.
	RISK ASSESSMENT. Upon request by Partner4Work, my organization can complete a pre-award risk assessment that collects information regarding our organizational experience, overall staffing, subcontracting arrangements (if applicable), complaints or incidents, lawsuits, administrative systems, funding streams, and financial standing.
	INSURANCE. Upon request by Partner4Work, my organization can submit proof of insurance evidencing the types and amounts of insurance described below, and name Partner4Work as a certificate holder and additional insured, if our proposal is selected and we are offered a contract. Comprehensive Commercial General Liability Insurance with limits not less than \$1,000,000 per occurrence and Aggregate not less than \$2,000,000. Automobile Liability Insurance with limits not less than \$1,000,000 per occurrence, combined single limit for bodily injury (including death) and property damage liability covering all owned, non-owned, and hired vehicles. Privacy/Cyber Liability Security Insurance with limits of not less than \$1,000,000. Worker’s Compensation Insurance as required by the Commonwealth of Pennsylvania.
	FINANCIAL AUDIT. Upon request by Partner4Work, my organization can submit our most recent financial audits, including a Single Audit (2 CFR 200.501), as applicable, if our proposal is selected and we are offered a contract.
	FORM W-9. Upon request by Partner4Work, my organization can submit a completed Form W-9 (Request for Taxpayer Identification Number and Certification), if our proposal is selected and we are offered a contract.

SIGNATURE REQUIRED ON NEXT PAGE

D. Signature of Authorized Representative

By signing below, I certify that I am legally authorized by the organization named herein to submit this proposal and represent the above certifications and assurances on behalf of the organization named herein. I understand

that Partner4Work is relying on this representation to effectively conduct the procurement process and develop any agreements that may result from this RFP.

Name of Authorized Representative: Enter text here.

Title of Authorized Representative: Enter text here.

Phone: Enter text here. Email: Enter text here.

Signature of Authorized Representative:

Date: Enter text here.

Appendix B – Administrative Requirements

Overview of Administrative Requirements

At a minimum, all subrecipient organizations must meet the standards for uniform administrative requirements, cost principles, and audit requirements found at 2 CFR 200 (Uniform Guidance), as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e., Partner4Work).
2. Fiscal reporting on an accrual basis. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.328 Financial Reporting and 200.329 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis (2 CFR 200.302) from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
3. Maintaining documentation supporting all spending and assets. Records that identify adequately the source and application of funds for federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest, and be supported by source documentation.
4. Maintaining internal controls that ensure compliance with all funding regulations. Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See 2 CFR 200.303 Internal Controls.
5. Producing a budget-to-actual report. Comparison of expenditures with budget amounts for each Federal award.
6. Processing payments on a reimbursement basis. Written procedures to implement the requirements of 2 CFR 200.305 Payment.
7. Budgeting and spending funds in allowable cost categories (i.e., direct, indirect, program, and admin costs). Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles and the terms and conditions of the Federal award.

Links to Relevant Fiscal and Program Policies and Regulations

- [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [Pennsylvania's workforce system policies](#) – PA Department of Labor and Industry
 - See Administration > Financial Management > WORKFORCE SYSTEM POLICY (WSP) No. 03-2015
- [Pennsylvania Solicitation of Funds for Charitable Purposes Act](#)
- [Workforce Innovation and Opportunity Act](#)
- [Advisories from the USDOL's Employment and Training Administration \(ETA\)](#)

Appendix C – Budget Narrative Instructions

Budget Instructions

Provide a breakdown of the anticipated expenses to support your proposed program offerings. Funds are allocable across four categories; Personnel, Fringe Benefits, Indirect Costs and Other. Personnel includes the provider staff who support the direct implementation or administration of the program. Budget should not exceed a per person cost of \$3,500.00.

Participant wages will be paid directly by Partner4Work and should not be reflected in provider budgets.

If your total projected expenses exceed the proposed budget total listed above, provide an explanation of the additional resources you intend to leverage to support your proposed expenses.

Please include the following in the budget narrative:

- *Personnel*: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time and salary devoted to the project, and the total personnel cost for the period of performance.
- *Fringe Benefits*: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- *Other*: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.
- *Indirect Costs*: If you include indirect costs in the budget, then include one of the following:
 - a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.
 - Or*
 - b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost.

2 CFR 200.75 Participant Support Cost means direct costs for items such as travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: <https://www.dol.gov/oasam/boc/dcd/index.htm>