



Request for Proposals

TANF Youth Development Program Services

Youth and Young Adult Career Services

For the period of July 1, 2027 – June 30, 2028

With possibility for up to three annual renewal contracts

RFP Release Date:

September 28, 2026

Proposal Deadline:

December 4, 2026 at 11:59pm ET

Proposal Submission: Partner4Work Submittable Portal

partner4work.submittable.com/submit

Partner4Work

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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.

About Partner4Work

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Allegheny County and Pittsburgh. With a budget of nearly \$30 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.

As the Workforce Development Board (WDB) for Allegheny County and Pittsburgh, Partner4Work has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in the workforce development areas of Allegheny County and Pittsburgh. Partner4Work also oversees TANF-funded employment and training programs in Allegheny County, including the TANF Youth Development Program (TANF YDP) procured through this RFP.

Background

The Temporary Assistance for Needy Families Youth Development Program (TANF YDP), funded by the PA Department of Human Services (PA DHS) and administered by the PA Department of Labor and Industry (L&I), is intended to augment and expand youth workforce development funds and activities supported by the Workforce Innovation and Opportunity Act (WIOA). TANF YDP programs provide workforce services for youth and young adults focused on employment and education experiences and the development of essential workplace skills. All interested parties should review the TANF YDP Manual; successful bidders must comply with all applicable rules and regulations. <https://www.partner4work.org/document/2025-tanf-youth-policy-guide/>

This RFP's three-phase model, phase-specific outcome expectations, and required through-line to WIOA Youth and PA CareerLink® are designed to help the network build on its scale and convert more of that engagement into workforce outcomes for young people.

About the TANF Youth Network

Partner4Work currently contracts with a network of TANF YDP providers to serve youth and young adults across Allegheny County and the City of Pittsburgh, with up to \$2.2 million available for this procurement period. Across the current portfolio, thousands of young people participate in work-based learning activities each year, and hundreds complete them. The network's strength is clear: providers are successfully engaging youth and delivering meaningful career exploration, mentorship, and skill-building experiences.

This RFP is designed to build on that engagement and strengthen the pathway from participation to workforce outcomes. The three-phase structure formalizes a developmental continuum that has not previously been a structural requirement, and it opens the door for providers with strong employer relationships and placement experience to play a leading role, particularly in Phase 3.

Schools are a core partner across this network as well, particularly for Phase 1 and Phase 2 programming, and providers with established school relationships, or the capacity to build them, are well positioned to contribute to this continuum.

New and prospective providers are encouraged to consider not only which phase(s) align with their organizational strengths, but how their program design will connect participants to the next stage of the continuum, consistent with the network accountability expectations described later in this RFP.

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify providers to deliver Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) services to youth and young adults in Allegheny County and the City of Pittsburgh.

This RFP establishes a three-phase, grade-banded continuum:

Phase 1: Exploration (ages 12–14, typically grades 6–8) Introduces youth to career options, industries, and the connection between education, interests, and future employment.

Phase 2: Job Readiness and Academic Support (ages 14–16, typically grades 9–10) Builds foundational academic and workplace skills that prepare youth for success in school and early employment opportunities, including part-time and entry-level jobs.

Phase 3: Postsecondary and Career Readiness (Ages 16–24 typically grades 11–12 and beyond). Prepares youth for successful transition after high school through programming focused on either continued education or employment. Partner4Work believes young people benefit from a practical understanding of paid work in a setting where they can make a real contribution.

For that reason, career-focused programming must include a work experience that places youth with an employer and builds skills and experience connected to employment that supports long-term economic stability, with paid work experience as the expected standard. Partner4Work also recognizes the value of internships, including unpaid internships that earn school credit, as a way for young people to explore and shape their career paths.

Providers may include such internships as part of a participant's plan when they are structured, supervised by the employer, tied to the participant's Individual Service Strategy, and give the participant meaningful work to contribute. Well-structured, credit-bearing internships that meet these standards may count toward the work experience requirement; however, Partner4Work will prioritize proposals that place participants in paid work experiences.

Bidders may propose programming for one, two, or all three phases described in the Statement of Work below and must demonstrate a proven program model appropriate to each phase proposed.

This procurement seeks providers to move the TANF youth portfolio from a focus on activity volume toward measurable workforce outcomes, and to establish a required through-line of accountability connecting TANF Youth programming to WIOA Youth services and PA CareerLink®. Providers at every phase must demonstrate in their proposals how they will hand off participants, share data, and support young people's progression to the next phase, rather than relying on an assumed or passive referral.

About PA CareerLink®

PA CareerLink® is Pennsylvania's branded name for the "one-stop" career center system established under the Workforce Innovation and Opportunity Act (WIOA). In Allegheny County and the City of Pittsburgh, PA CareerLink® operates two comprehensive centers, PA CareerLink® Downtown Pittsburgh and PA CareerLink®

Allegheny East, where job seekers of all ages can access career counseling, job search assistance, training resources, and connections to employers. For older TANF YDP participants and youth transitioning into WIOA Youth services, PA CareerLink® is often the next stop in their career navigation after they age out of or complete youth programming. Familiarity with PA CareerLink® and a real working relationship with its staff, not just awareness that it exists, is what the network accountability expectations below are designed to build.

Anticipated Awards

As a result of this RFP, Partner4Work expects to award multiple cost-reimbursement contracts for the delivery of TANF Youth Development Program (YDP) services. Partner4Work anticipates making approximately 6 to 12 awards across all three phases. Partner4Work anticipates making available up to \$2.2 million in TANF YDP funding for the period of July 1, 2027, through June 30, 2028. Award amounts will vary based on the phase(s) proposed, the number of youth to be served, proposed budgets, and the availability of funds. Partner4Work is unable to define with certainty the TANF allocation (administrative and programmatic funds) that will be made available for any agreement resulting from this RFP; final funding awards will be based on TANF funding allocations, Partner4Work priorities, and other factors at the discretion of Partner4Work.

Partner4Work reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of Partner4Work.

The Stevens Amendment

The Stevens Amendment, Public Law 101-166, Section 511, is an appropriations provision that requires grantees of the Department of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds.

Temporary Assistance for Needy Families (TANF) Youth Development Programs (YDP) are supported with federal funds from the U.S. Department of Health and Human Services (HHS), administered through the Pennsylvania Department of Labor & Industry, as part of a federal financial assistance award to Partner4Work totaling \$3,726,382.22, with 100% funded by HHS and \$0 (0%) funded by non-governmental sources.

Period of Performance

Initial agreements resulting from this RFP are estimated to begin on July 1, 2027, and end on June 30, 2028. Partner4Work may renew awarded agreements for up to three additional 12-month contract periods, 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. Agreements are not renewable after the fourth 12-month period.

Agreement Period	Dates	Status
Agreement period 1 (base)	July 1, 2027 - June 30, 2028	Base agreement award
Agreement period 2 (option)	July 1, 2028 - June 30, 2029	Renewable by Partner4Work
Agreement period 3 (option)	July 1, 2029 - June 30, 2030	Renewable by Partner4Work
Agreement period 4 (option)	July 1, 2030 - June 30, 2031	Renewable by Partner4Work

RFP Terms, Conditions, & Notices

Reference the appended RFP Terms, Conditions, and Notices, all of which apply to this RFP.

Populations to be Served

Eligible participants must be between the ages of 12 (and have completed the 5th grade) and 24 at the time of enrollment, and must fall within the grade/age band of the phase(s) for which a bidder proposes to deliver services: Phase 1 (grades 6–8, approximate ages 12–14), Phase 2 (grades 9–10, approximate ages 14–16), or Phase 3 (grades 11–12, approximate ages 16+). Age and grade cutoffs align with the Pittsburgh Public Schools' September 30 cutoff date.

Eligibility for TANF Youth Development Program (YDP) funding is determined at the family level. Eligible participants must have family income that does not exceed 235% of the Federal Poverty Income Guidelines (FPIG), consistent with the Family Size and Family Income (FSFI) standard. This represents a shift from prior TANF youth procurement cycles, which assessed eligibility based on the individual youth's income; bidders should describe their organization's capacity to verify and document eligibility at the family level. In addition to income, eligible participants must have proof of Social Security Number, be a U.S. citizen or TANF-eligible non-citizen and be a Pennsylvania resident. Full verification requirements are described in the Partner4Work Youth Eligibility Policy and the TANF YDP Manual. Additional details may be found on our website and the policy is linked here: <https://www.partner4work.org/document/2025-tanf-youth-policy-guide/>

Bidders are not required to serve the entire eligible population and may specialize in serving specific demographic groups, grade bands, or communities within the eligible population.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost-reimbursement basis. Successful bidders must have the financial capacity to pay program costs up front. Partner4Work will require an invoice, proof of expenses, and required documentation to process a reimbursement, and will only reimburse actual expenses incurred during the effective dates of the contract. Allowable costs will be determined by all applicable federal, state, and local regulations, including the Uniform Guidance and TANF YDP regulations.

Work experience costs, including participant wages, stipends, or incentives, are the responsibility of the awarded provider and should be included in the proposed program budget. Staff time spent developing and managing work experience placements is an allowable work experience cost and may also be included. Providers retain responsibility for building and managing employer relationships and deciding on placements, consistent with Partner4Work's cost-reimbursement model described above.

Who Can Apply?

Eligible applicants may include nonprofit and for-profit organizations, educational institutions, community-based organizations, public or private entities, and other legally organized entities capable of providing the services described in this RFP.

To be eligible to apply, an applicant must:

- Be a legally organized entity that has been in continuous operation for at least three years as of the proposal submission deadline;
- Be eligible to receive public funds and not be suspended, debarred, excluded, or otherwise declared ineligible to participate in applicable federal, state, or local programs; and

- Be able to satisfy all applicable pre-award requirements associated with the funding source and resulting agreement, including required insurance, registrations, identifiers, and other documentation.

Applicants may submit proposals independently or as part of a partnership or consortium. When two or more entities propose jointly, one organization must be identified as the lead applicant and fiscal agent. Partner4Work will enter into an agreement with the lead entity, which will be responsible for performance under the agreement and for oversight of participating subcontractors or partners, as applicable.

Applicants must demonstrate sufficient programmatic, administrative, fiscal, and organizational capacity to successfully perform the work described in this RFP. This includes as applicable, relevant experience and expertise; qualified staff; appropriate financial resources and stability; adequate administrative and fiscal systems; internal controls and monitoring capacity; and the ability to comply with applicable federal, state, local, and Partner4Work requirements.

Partner4Work will evaluate these qualifications as part of the proposal review process and may conduct additional responsibility, risk, and pre-award assessments before making an award. A prospective awardee may be required to provide additional documentation demonstrating its capacity and eligibility before an agreement is executed.

For-Profit Awardees

Where permitted by applicable funding requirements, Partner4Work may negotiate a reasonable profit amount with a for-profit organization selected for award. Any approved profit will be separately identified from reimbursable program costs and incorporated into the final agreement and approved budget. The amount and treatment of profit will be determined during contract negotiation and will be subject to applicable federal, state, funding-source, and Partner4Work requirements.

Partner4Work may condition payment of a portion of an approved profit amount on the awardee's achievement of specified performance requirements. Under such an arrangement, a portion of negotiated profit may be withheld during the agreement period and become payable, in whole or in part, following an assessment of performance against contract-specific measures. The percentage withheld, applicable performance measures and thresholds, calculation methodology, and timing of any final payment will be established in the executed agreement. Inclusion of profit in a proposed or negotiated budget does not guarantee that the full amount will be earned or paid.

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.

Program Model: Three-Phase Structure

TANF Youth Development Program (YDP) services will be delivered through a three-phase, grade-banded continuum. Bidders may propose a program for one phase, two phases, or all three phases, but must demonstrate a proven program model for each phase proposed. Regardless of the phase(s) proposed, every

provider must describe its role within the network and how it connects participants to the next phase in the continuum. This through-line is required, not assumed.

Phase	Grades / Ages	Focus	Intention
Phase 1	Grades 6–8	Exploration	Helps youth begin connecting their interests, strengths, education, and future career opportunities. Programming should emphasize career awareness and exploration, exposure to local industries, and occupations. Activities may include job shadowing/workplace visits, career speakers, project-based learning, and leadership development.
Phase 2	Grades 9–10	Job Readiness and Academic Support	Prepares youth to succeed academically while developing the foundational skills necessary to obtain and retain early employment opportunities, such as part-time, summer, or entry-level jobs. Programming should combine academic support with practical workplace preparation and opportunities for youth to apply employability skills. Activities may include tutoring, study skills development, mentoring, job shadowing, and career counseling. Youth in this phase should be able to successfully navigate an initial job experience while beginning to identify longer-term education and career goals.
Phase 3	Grades 11–12	Postsecondary and Career Readiness	Prepares youth to transition successfully from high school into postsecondary education, training, or employment leading toward long-term economic self-sufficiency. Postsecondary-focused activities may include exploration of colleges, technical and occupational training programs, registered apprenticeships and other postsecondary options; assistance with applications, financial aid and scholarships; academic preparation; and support transitioning into and persisting in postsecondary education or training. Career-focused activities should move beyond general job readiness and prepare youth for employment connected to a longer-term career trajectory. Programming should include career counseling and labor market information, occupational or industry-specific skill development, preparation for recognized credentials when appropriate, and paid work experience through placement with an employer. Work experiences should allow youth to apply skills in a workplace,

			receive employer feedback and mentoring, develop industry-specific knowledge, and build experience that supports progression toward quality employment and economic self-sufficiency.
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How the Network Fits Together

The TANF YDP network is designed to work as one connected system rather than a set of separate programs. Each phase builds from the one before it, and each provider is responsible for a specific stage of a young person's development. A young person may enter the network at any phase, depending on their age and grade at enrollment, and may be served by more than one provider over time. The goal is that by the time a young person finishes high school, they have moved from early career exploration to foundational job and academic skills, to a concrete next step in postsecondary education, training, or employment.

Providers are not expected to serve youth across all three phases. A provider that focuses on a single phase is a full and valued part of the network, as long as it prepares participants for the next phase and connects them to it.

Connections Beyond TANF YDP

TANF YDP is the first stage of a broader youth workforce system. For many participants, the next step after TANF YDP programming is WIOA Youth services, which serve youth and young adults ages 14-24, followed by PA CareerLink® and Title I Adult programming. Providers at every phase should understand where these programs fit and help participants see them as part of their path. Requirements for this engagement are described under PA CareerLink® Engagement and Network Accountability.

What Travels with the Participant

When a young person moves between phases or providers, their progress should move with them so they are not reassessed from zero. At a minimum, this includes the participant's Individual Service Strategy (ISS), which is the written plan a participant develops with their case manager that sets education and career goals and the steps to reach them, along with career plan history and a record of completed work-based learning experiences. Providers must describe how they will receive this information from the previous phase and how they will pass it on at transition.

Expectations by Provider Type

Single-phase providers must describe how they will connect participants to providers in the next phase. This could include referral agreements with other network providers, joint events or activities, shared school partnerships, or a named staff role responsible for transitions. Multi-phase providers must describe how participants move between phases within their own program. They must also explain how they will connect participants to the next phase, or to WIOA Youth services and PA CareerLink® after Phase 3.

Providers are responsible for building and maintaining their own working relationships with other network providers. Proposals should name any existing relationships with providers in the phase before or after their own. If no relationships exist yet, proposals should describe a concrete plan to establish them during the contract period.

Role of Schools and Employers

Schools are a core partner across the network, particularly in Phases 1 and 2, where much of the programming may happen during or alongside the school day. Employers play a growing role as youth move through the continuum. In Phase 1 they provide exposure through workplace visits and career speakers. In Phase 2 they offer job shadowing and mentoring. In Phase 3, they provide paid work experience for career-focused participants.

Pennsylvania schools are already required to provide career exploration and readiness activities under the state's Career Education and Work standards and Chapter 339, and they report student progress through the Future Ready PA Index. TANF YDP programming should strengthen that work, not duplicate it or compete with it. Providers working with school partners are expected to align activities with the school's existing career readiness plan, help students complete career readiness activities and artifacts that count toward the school's requirements where possible, and coordinate schedules and communication with school counselors and staff. The goal is one coordinated experience for the young person, not a separate program running alongside the school day.

Terms of Participation

Participant enrollment may occur between July 1 and December 31. Once eligibility is established, participants may receive program services for up to 12 months from the date of eligibility determination. When a participant's 12-month service period extends beyond the end of an agreement period, services may continue under the provider's renewed agreement, and costs must be charged to the agreement period in which they are incurred. If an agreement is not renewed, the provider must work with Partner4Work to transition participants to other services before the agreement ends. Providers must coordinate with Partner4Work prior to continuing services for any participant beyond the 12-month service period. Continued participation beyond 12 months is subject to Partner4Work review and approval. Participants may be served as part of a formal school experience or through involvement in a community-based program or activity, consistent with the phase and age band proposed.

Data Entry and Case Management

Case management is the ongoing, one-on-one support a provider gives each participant to assess needs, set goals, connect to services, and track progress from enrollment through transition to the next step. Case managers may work with a caseload of youth individually or as a cohort and are responsible for data entry and maintaining case files consistent with L&I's system of record for TANF programs. Additional requirements and processes may be determined by L&I and would subsequently apply to providers as applicable. At a minimum, case management includes: completing applications and enrollments in CWDS; verifying and documenting eligibility; developing an Individual Service Strategy (ISS) with every enrolled participant and updating it as goals are met or change; maintaining regular contact with each participant and documenting it in weekly case progress notes; connecting participants to supportive services and referral partners as needs arise; recording participation in WIOA service elements and progress toward performance measures; and coordinating the participant's transition to the next phase, WIOA Youth, PA CareerLink®, or another next step before their service period ends.

WIOA 14 Service Elements

A TANF-funded program must support the provision of the 14 WIOA Service Elements. It is not expected that every provider delivers all 14 elements directly; elements not delivered directly must be available to youth through referral partnerships. Providers must document each service element a participant receives, whether delivered directly or through a referral partner, in the participant's case file and in CWDS as required. For referrals, providers must record the partner, the date of referral, and whether the participant received the

service. Partner4Work will use this information in monitoring and may request element-level reporting on a schedule set in the agreement.

Number	WIOA Element	Partner4Work Expectations
1	Alternative secondary school services, as appropriate	Services that help youth who are struggling in, at risk of leaving, or have left traditional secondary school to stay on track or re-engage. These may include credit recovery, basic skills instruction, counseling, and educational plan development, and they are most relevant for older Phase 2 participants and Phase 3 participants, including those who are out of school. Providers serving younger participants may meet this element through referral to school-based or community resources.
2	Tutoring, study skills training, and instruction leading to the completion of secondary school, including dropout prevention strategies	These services focus on academic support, assisting with learning obstacles, and can be provided one-on-one, in a group setting, or through resources and workshops.
3	Paid and unpaid work experience that links academic and occupational education	Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period. Work experience may be paid or unpaid, and may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable State law.
4	Occupational skills training, as appropriate	Occupational skills training is defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training must: (1) Be outcome-oriented and focused on an occupational goal specified in the participant's individual service strategy; (2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and (3) Lead to the attainment of a recognized postsecondary credential.
5	Education offered concurrently with workforce preparation activities	This program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
6	Leadership development opportunities	Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: (a) Exposure to postsecondary educational possibilities; (b) Community and service learning projects; (c) Peer-centered activities, including peer mentoring and tutoring; (d) Organizational and team work training, including team leadership training; (e) Training in decision-making, including determining

		priorities and problem solving; (f) Citizenship training, including life skills training such as parenting and work behavior training; (g) Civic engagement activities which promote the quality of life in a community; and (h) Other leadership activities that place youth in a leadership role.
7	Supportive services	Supportive services can be essential to the success of youth enrolled in workforce investment programming. TANF YDP providers are strongly encouraged to make supportive services available when they are necessary to enable an individual to participate in authorized TANF YDP activities; these services include transportation, childcare, housing, health/mental health care, educational testing, and work-related tools (e.g., eyewear, program uniform, etc.).
8	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	(a) Adult mentoring for youth must: (1) Last at least 12 months and may take place both during the program and following exit from the program; (2) Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and (3) While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. (b) Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.
9	Follow-up services for not less than 12 months after the completion of participation, as appropriate	Follow-up services are provided for at least 12 months after a youth exits a program to support success in employment, postsecondary education, or training, and may include regular contact with the participant and their employer. TANF YDP funds may not be used to provide follow-up services. Providers meet this element by co-enrolling eligible participants in WIOA Youth or connecting them to PA CareerLink® before their TANF YDP service period ends, so that follow-up can be provided with WIOA funds.
10	Comprehensive guidance and counseling	“Comprehensive guidance and counseling” provide individualized counseling to participants. In addition to drug and alcohol abuse counseling, this may include mental health counseling, or a coordinated referral to an appropriate partner. If referred, coordination between provider and agency is necessary for continuity of service.
11	Financial literacy education	Activities included in this program element may support the ability to create budgets, initiate checking and savings accounts at banks, manage spending, and teach participants about the significance of credit scores.
12	Entrepreneurial skills training	Entrepreneurial skills training provides the basics of starting and operating a small business. Skills associated with

		entrepreneurship may include: 1) Taking initiative 2) Creatively seeking out and identifying business opportunities and 3) Developing budgets.
13	Services that provide labor market information such as career awareness, counseling, and exploration	"Labor market information" includes the identification and/or analysis of topics such as employment, unemployment, local employment dynamics, and occupational projections.
14	Activities that help youth prepare for and transition to post-secondary education and training	"Preparing for post-secondary education and training" may include SAT/ACT test preparation, explore education options including technical training schools and community colleges, or provide support with financial aid applications.

Types of Work-Based Learning Opportunities by Phase

Work-based learning is the thread that connects the three phases. Each phase moves a young person one step closer to the workplace: from seeing what work looks like in Phase 1, to practicing workplace skills and trying an initial job experience in Phase 2, to a real work experience or a field-connected learning experience in Phase 3. Every phase includes direct contact with employers. Each phase builds on whatever career exploration a participant brings, whether from an earlier phase, school, or another program. Participants do not need to have completed an earlier phase to enroll in a later one.

Phase 1: Exploration (ages 12–14)

Work-based learning in Phase 1 focuses on career awareness through direct exposure to employers and workplaces. Activities include job shadowing, workplace tours and visits, career mentoring, informational interviews, and employer panels or career speakers, aligned with the Phase 1 goals described below. Providers are encouraged to use and contribute to Career Ready Allegheny, including sharing their career exploration opportunities on the platform, so that young people, families, and schools can find them alongside other opportunities in the region.

Phase 2: Job Readiness and Academic Support (ages 14–16)

Work-based learning in Phase 2 moves from observing work to practicing it. Activities include workplace mentoring with an employer or employee, extended job shadowing, project-based or service learning with an employer partner, and initial work experience such as a summer, part-time, or entry-level job. Structured mentoring relationships and continued career exploration help participants apply employability skills in real settings and prepare for Phase 3.

Phase 3: Postsecondary and Career Readiness (ages 16–24)

Work-based learning in Phase 3 connects directly to each participant's next step after high school. Providers may offer one or both of the following focus areas:

Postsecondary focus: work-based learning connected to the participant's intended field of study or training, such as internships, job shadowing, or pre-apprenticeship experiences in that field, alongside activities that support postsecondary enrollment and FAFSA completion.

Career focus: work experience with an employer, with paid work experience as the expected standard, as described in the Purpose of this RFP. Well-structured, credit-bearing internships that meet the standards described there may count toward this requirement.

Performance Measures

Outcome expectations for this RFP center on four core measures: retention, Individual Service Strategy (ISS) goal completion, industry exposure, and financial literacy. Phase-specific goals translate these expectations into scoreable targets, described below. Partner4Work reserves the right to add or modify performance measures in each year's contract negotiation.

Phase	Goals
Phase 1: Exploration (ages 12–14)	- Job shadow or Career Exploration (75%): 3 distinct experiences/year minimum, across 2+ distinct occupational areas, with pre/post debrief on file, 100% linked to the ISS/career plan - ISS/career plan completion: 75% - Retention: 85%
Phase 2: Job Readiness and Academic Support (ages 14–16)	- Mentorship: 6-month minimum relationship duration, 1 documented contact/month (6+/year) - Career exploration: continues, 3 activities/year minimum - ISS goal completion: 85% - Financial literacy: 85% completion of a defined curriculum/module - Retention: 85%
Phase 3: Postsecondary focus (ages 16–24)	- Work experience placement: 85% of participants are placed in a work experience with an employer, either a paid work experience or a qualifying credit-bearing internship as described in the Purpose of this RFP - Paid work experience: at least 75% of work experience placements are paid - Employer evaluation: 100% of work experience placements include a completed employer evaluation of the participant's performance, and each placement is connected to the goals in the participant's Individual Service Strategy (ISS) 85% retention
Phase 3: Career focus (ages 16–24)	100% of placements ISS-linked with completed employer evaluation 85% placement rate

Partnerships

A single organization is not expected to directly provide all 14 elements of WIOA; bidders must propose service delivery through a variety of partners, as applicable to the phase(s) proposed.

Partnerships that must be included and verified with a letter of commitment:

- Referral partners to assist with recruitment and reaching target populations and communities
- Employer partners committed to providing work-based learning experiences for young people (required for Phase 3 career focus proposals).

Partnerships that may also be included, depending on internal capacity and program design:

- Human service providers or in-house partners addressing barriers to employment or human service needs
- Training partners offering education, training, or occupational skills training resulting in industry-recognized credentials
- Administrative or fiscal partners or vendors

PA CareerLink® Engagement and Network Accountability

TANF YDP is an entry point for many young people in the public workforce system. For participants whose career navigation includes progression toward WIOA Youth services and PA CareerLink®, that through-line is intentional rather than assumed. Bidders must describe how their proposed program prepares and connects participants for that next phase when appropriate, including transitions to WIOA Youth services and PA CareerLink®.

In practice, this means proposals should go beyond a referral relationship. Providers are expected to describe structured, recurring engagement with PA CareerLink®, meaning regular touchpoints on a defined schedule, not a one-time handoff when a participant ages out or exits. This includes giving PA CareerLink® staff direct exposure to youth before transition, through activities like PA CareerLink® Youth Days, mock interview sessions, and industry exposure events, so the relationship is already established by the time a young person moves into adult services. Proposals should name the specific PA CareerLink® contact(s) or points of coordination the provider works with and describe how often and in what form that contact occurs.

For participants who transition, proposals should clearly explain how they will be referred, how relevant information and data, ISS content, and career plan history, will be shared so participants are not reassessed from zero at the point of transition, and how the provider will support a seamless experience as youth move between programs and services. This accountability runs in both directions: WIOA Adult/DW providers are held to a parallel expectation of building an active, welcoming connection back to youth providers, so the through-line functions as a two-way relationship rather than a one-way expectation on the youth side alone.

Work Experience Funding

Work experience costs, including participant wages, stipends, or incentives, are the responsibility of the awarded provider as part of their proposed program budget, consistent with Partner4Work's cost-reimbursement model. In practice, this means the provider, not the school or partnering site hosting the work experience pays these costs directly and is later reimbursed by Partner4Work upon submission of documented expenses; the school is not expected to front or absorb any of these costs. Providers are responsible for building and managing employer relationships and determining placements for participants. Staff time spent developing and managing work experience placements is an allowable work experience cost.

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 a complete proposal through Partner4Work's Submittable portal by December 4, 2026, at 11:59pm ET. The submission portal can be accessed through the Partner4Work webpage for this RFP, or directly through the following link: <https://partner4work.submittable.com/submit>. Proposals submitted by email, mail, or any other method will not be accepted. Partner4Work reserves the right, in its sole discretion, to reject a late or incomplete proposal as non-responsive.

Applicants must complete all required fields and upload all required documents to the locations provided in Submittable. Detailed instructions regarding account access, saving drafts, uploading materials, and submitting proposals are provided within Submittable. Once submitted, a proposal is final and may not be edited, replaced, or supplemented unless Partner4Work specifically authorizes or requests additional information.

Your proposal must address all criteria below, presented in the same general order. 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.

Narrative proposal documents uploaded to Submittable 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.

Proposal Elements

1. **Executive Summary:** Include each of the following (*maximum 2 pages*):
 - a. Overview: Overview of the organization's qualifications and alignment with this RFP.
 - b. Summary of proposed program: Concise description of the proposed program, including the phase(s) proposed and the age/grade band(s) to be served.
 - c. Costs and funding requested: The proposed number of youth served per phase, and the total amount of funding requested.
2. **Organization Description:** Describe each of the following for your organization (*maximum 2 pages*):
 - a. Organizational description, including but not limited to year established, legal status, mission, principal programs and services, executive leadership, annual budget, and number of full-time staff.
 - b. Experience managing quality youth workforce development programs, especially those similar to the programs sought by this RFP, including related performance outcomes. Provide contact information for at least two past or current funders (other than Partner4Work).
 - c. Administrative and fiscal capacity, including your organization's capacity to verify and document participant eligibility at the family level under the Family Size and Family Income (FSFI) standard.
3. **Program Narrative:** Describe your proposed program for each phase proposed. Strong responses will clearly demonstrate how the applicant will effectively meet the standards, expectations, and desired outcomes found in this RFP (*maximum 6 pages*):
 - a. Phase(s) proposed and program model for each, including the grade/age band served and a description of your organization's experience delivering a similar model.
 - b. Terms of participation and eligibility determination process, including your approach to verifying family-level (FSFI) eligibility.
 - c. Types of work-based learning opportunities to be provided, consistent with the phase-specific requirements described in the Statement of Work.

- d. Which of the 14 WIOA Elements your organization will provide directly, through partnership, or through referral.
 - e. Performance goals specific to the phase(s) proposed, aligned with the phase goals described in the Statement of Work.
 - f. Network connection and through-line: how the program connects participants to the next phase and, where applicable, to WIOA Youth and PA CareerLink®, including how your organization will carry out the structured PA CareerLink® engagement described in the Statement of Work.
 - g. Partnerships, including referral and employer partners (as applicable) and any other functional partners. For programs serving youth in school, describe your school partnerships and how your programming will align with and strengthen the school's existing career readiness requirements rather than duplicate them.
 - h. Staffing plan for key positions supporting your proposed program, including titles, basic roles, responsibilities, and level of effort.
 - i. Any other factors Partner4Work should consider in evaluating the strength of the proposed program.
4. **Budget & Budget Narrative:** Use the required budget template (available on the Partner4Work webpage for this RFP) to submit a budget for the period of July 1, 2027 – June 30, 2028. experience, which may include staff time to develop and manage work experience opportunities. Provide a narrative describing the purpose of each budget line item and justifying the need for all proposed costs, per the instructions in Appendix C provide a cost rate for the proposed program, a breakdown of the cost components thereof, and a narrative describing the purpose of each cost component. All costs must be allowable according to applicable federal, state, and local regulations, including the Uniform Guidance and TANF regulations, and allocable to the proposed program.
- Include projected work experience costs, including participant wages, stipends, or incentives, in your proposed budget. Staff time spent developing and managing work experience placements is an allowable work experience cost.
- If proposing more than one phase, please only submit one budget. In your narrative, clearly identify how the budget is allocated across the phases
5. **Attachments: (not included in page limits)**
- a. At least three letters of commitment (one referral partner, one employer partner for Phase 3 career focus proposals, and one additional program partner) and contact information for at least two past or current funders (see Organization Description). Attachments will not count toward the page limitations established above.
 - b. Program organizational chart; and
 - c. Key staff resumes or minimum qualifications.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance with this RFP. 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. Applicants may review Partner4Work's subrecipient agreement template on the Partner4work website at: <https://www.partner4work.org/document/partner4work-contract-templates/>

Pre-Award Assessment: As part of the procurement process, Partner4Work conducts a pre-award review of each applicant's organizational, fiscal, and administrative capacity to ensure readiness to manage public funds and perform the work described in this RFP. Pre-award risk considerations may influence award decisions, contract negotiations, funding levels, or the inclusion of special conditions in any resulting agreement.

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

Proposal Review Scoring Rubric	Points
1. Executive Summary	Required, but not directly scored
2. Organization Description	15 points
3. Program Narrative	55 points
4. Budget	20 points
5. Attachments	10 points
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	September 28, 2026
Due date – questions for bidder's conference	October 12, 2026, 11:59pm ET
Due date – registration for bidder's conference	October 12, 2026, 11:59pm ET
Bidder's conference	October 14, 2026, 9:30 am ET
Due date – all questions regarding this RFP	November 11, 2026, 11:59pm ET
Due date – proposal submission	December 4, 2026, 11:59pm ET
Proposal evaluation timeframe (estimated)	December 2026-January 2027
Possible bidder presentations and discussions (estimated)	January-February 2027

Notification of results (estimated)	March 2027
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Questions

All questions or requests for additional information regarding this RFP must be made in writing to rfp@partner4work.org by November 11, 2026, 11:59pm ET. Emails must have the subject line "TANF Youth 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 the date above.

Technical assistance with creating or accessing a Submittable account, uploading files, or using the submission platform should be obtained through the Submittable support resources identified within the submission portal.

Bidder's Conference

Partner4Work will hold a joint bidders' conference for all three Fall 2026 procurements (TANF Youth, WIOA Youth, and WIOA Adult/Dislocated Worker) on Wednesday, October 14, 2026, at 9:30 a.m. ET. All interested applicants are highly encouraged to attend. The conference will be held via Zoom, and advance registration is required. Attendees must register no later than Monday, October 12, 2026, at 11:59 p.m. ET at <https://us02web.zoom.us/meeting/register/5NdLVdMATA-rVd2lhsXKsQ>. After registering, attendees will receive a confirmation email with information on how to join the conference.

Conference details and instructions will be sent to attendees upon registration. Questions may be posed during the bidder's conference, but complete answers may not be available until a question/answer document is released following the conference.

Appendix A — RFP Terms, Conditions, & Notices

Reservation of Rights

- No obligation to award. This Request for Proposals (RFP) does not commit Partner4Work to make an award, to pay any costs incurred in the preparation of a proposal, or to procure or contract for any services or supplies.
- Right to reject, cancel, amend, or reissue. Partner4Work reserves the right, at any time and in its sole discretion, to reject any or all proposals in whole or in part; waive minor, non-material irregularities; cancel this RFP; amend this RFP; issue addenda; extend deadlines; request revised proposals; reissue this RFP; issue additional solicitations for the same or similar services; or take any other action Partner4Work deems to be in its best interest and consistent with applicable law and funding requirements.
- Clarifications, discussions, and presentations. Partner4Work may request additional information from any Offeror, request clarifications, require oral presentations, conduct interviews, conduct site visits, request best and final offers or proposal revisions, and engage in discussions or negotiations with one or more Offerors, as Partner4Work determines appropriate.
- Award without discussions. Partner4Work may make an award based on initial proposals received, without discussions. Accordingly, each proposal should be submitted on the most favorable terms, from both a technical and price standpoint, that the Offeror can submit.
- Whole, partial, multiple, or no award. Partner4Work reserves the right to make one award, multiple awards, a partial award, or no award. Partner4Work may fund all, some, or none of a proposal; may remove, reduce, or negotiate individual components of a proposal; and may later consider for funding a proposal not initially selected, if doing so is consistent with available funding, program needs, and applicable requirements.
- Funding, approvals, and contract execution. Any notice of selection or intent to award is conditional. No award shall be final unless and until Partner4Work has completed all required reviews and approvals and the parties have executed a mutually satisfactory written agreement. No work may begin, and no costs may be incurred or charged to Partner4Work, before full approval and execution of the agreement and, if required by Partner4Work, issuance of a written notice to proceed.
- Availability of funds. Any resulting award is subject to the availability of funds, continued authorization of the underlying program, satisfactory negotiations, contractor responsibility, and all applicable federal, state, local, and funding-source requirements.

Proposal and Award Conditions

- Fair and open competition. This RFP and any resulting award are subject to applicable federal, state, local, and funding-source requirements. Partner4Work intends to conduct this procurement in a manner that provides full and open competition and to make award, if any, to the responsible Offeror whose proposal is determined to be most advantageous to Partner4Work, considering price and other stated factors.
- Responsibility and eligibility. Before award, Partner4Work may require the apparent successful Offeror to demonstrate responsibility and eligibility, including financial capacity, technical capability, staffing, performance record, integrity, business ethics, legal authority, and ability to comply with the required delivery or performance schedule.

- Required contract terms. Any resulting agreement will incorporate Partner4Work's applicable contract template and other terms required by law, regulation, funding source, or Partner4Work policy. Submission of a proposal constitutes the Offeror's acknowledgment that it must be willing and able to enter into a written agreement containing such terms.

Public Records, Confidentiality, and Ownership

- Proposal materials. All proposals, attachments, and other materials submitted in response to this RFP become records retained by Partner4Work and will not be returned.
- Confidential/proprietary information. If an Offeror believes that any portion of its proposal contains trade secrets or confidential proprietary information, the Offeror must clearly identify those portions and label them accordingly. An Offeror may also be required, upon request, to provide a redacted version suitable for release. Marking material as confidential does not, by itself, bind Partner4Work or guarantee that the material will be withheld from disclosure.
- Possible disclosure. Offerors are advised that records in Partner4Work's possession may be subject to disclosure under applicable law, funding conditions, audit requirements, monitoring, governmental oversight, or records requests made to Partner4Work or to a governmental entity with access to the records. Partner4Work will handle proposal materials in a manner consistent with applicable law and will not knowingly disclose information that is prohibited from disclosure or exempt from release.
- Deliverables and work product. Ownership, license rights, access rights, and permitted uses relating to reports, data, materials, documentation, and other work product created or provided under any resulting agreement will be governed by the terms of the executed agreement. Offerors must be willing to accept the applicable provisions in Partner4Work's contract templates regarding those matters.

Equal Opportunity and Accessibility Notice. All programs and activities are equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Persons who need assistance obtaining access to this RFP or related procurement information should contact Partner4Work using the contact information provided in this solicitation.

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.
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 2 CFR 200.328 and 200.329.
3. Maintaining documentation supporting all spending and assets. Records that identify adequately the source and application of funds for federally funded activities.
4. Maintaining internal controls that ensure compliance with all funding regulations. Control over, and accountability for, all funds, property, and other assets. See 2 CFR 200.303.
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.
7. Budgeting and spending funds in allowable cost categories. 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 (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

The budget narrative must provide a description of costs associated with each line item on the budget template. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

Use the following guidance for preparing the budget narrative:

Personnel (1): List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

Fringe Benefits (2): Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Other Program Costs (3): Detail out other program expenditures, such as materials and supplies, technology, travel, etc., broken down between three categories: program; work experience; training.

Direct Admin Costs (4): Provide type of direct administrative cost being charged directly to the grant along with amount.

Work Experience: (5): Participant work experience wages, stipends, or incentives should be included under Other Program Costs (3), broken out in the "work experience" category. Staff time spent developing and managing work experience placements is an allowable cost and may be included under Personnel (1).

Indirect Costs (6): If you include indirect costs in the budget, provide a Negotiated Indirect Cost Rate Agreement (NICRA) explanation, or confirm use of the de minimis rate consistent with 2 CFR 200.414(f).

Other (7): Provide clear and specific detail, including costs, for each item so that Partner4Work is able to determine whether the costs are necessary, reasonable, and allocable.

For-profit applicants: Any proposed profit must be separately identified in the proposed budget and budget narrative. Any profit ultimately approved by Partner4Work will be subject to negotiation, applicable funding requirements, and the terms of the resulting agreement, which may include performance-based withholding as described in Section 1 of this RFP.