

Request for Proposals

WIOA Career & Business Services **WIOA Title I-B: Adult and Dislocated Worker Programs**

For the period of July 1, 2027 – June 30, 2028
With possibility for up to three annual renewal contracts

Three bidding options available — see General Information, Bidding Options

RFP Release Date:

September 28, 2026

Proposal Deadline:

December 4, 2026, at 11:59pm ET
Proposal Submission: Partner4Work Submittable Portal
partner4work.submittable.com/submit

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1. General Information

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as 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. 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 employment and training programs for recipients of Temporary Assistance for Needy Families (TANF) and the Supplemental Nutrition Assistance Program (SNAP) in Allegheny County.

To find out more about Partner4Work: www.partner4work.org

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify qualified service provider(s) to deliver **Adult and Dislocated Worker** services within the One-Stop Career System in Allegheny County and Pittsburgh, in accordance with the Workforce Innovation and Opportunity Act (WIOA), including but not limited to career services, supportive services, training services, and business services. This RFP covers WIOA Adult and Dislocated Worker Services only. WIOA Youth and TANF Youth Services are procured under separate, concurrent RFPs as part of Partner4Work’s Fall 2026 procurement cycle.

Partner4Work’s priority for this procurement is good jobs. The goal is not employment alone, but employment that allows participants to support themselves and their families. Partner4Work expects providers to focus placement efforts on jobs that meet or exceed Partner4Work’s self-sufficiency wage, offer benefits, and provide a pathway for advancement. This expectation shapes every part of this RFP, from how career and training services are planned to how proposals are scored and how performance is monitored. Our policy and guidance can be found here: <https://www.partner4work.org/document/self-sufficiency-policy/>.

Unlike the 2022 WIOA Title 1-B RFP, which required a single bidder to deliver combined Adult, Dislocated Worker, and Youth services at both PA CareerLink® centers, this RFP is structured around three distinct bidding options so that Partner4Work can award to one organization, or to a combination of organizations with complementary strengths. See Bidding Options, below, and Proposal Requirements & Process for how to indicate which option(s) you are bidding on.

Bidders should review WIOA Title I-B and other sources of guidance referenced throughout this RFP for a deeper understanding of the services sought by this RFP. The period of performance will include a base contract year beginning July 1, 2027, and ending June 30, 2028, with three subsequent option years, exercised at the full discretion of Partner4Work.

Bidding Options

This RFP invites proposals under three separate bidding options. A bidder may submit a proposal for one option or for more than one; each option requires its own proposal narrative and budget, submitted as described in

Proposal Requirements & Process. Regardless of the number of options selected, each bidder should submit a single proposal package.

Option	Scope	Approximate Funding
Option 1 Full T1-B Service	Option 1 is Partner4Work's comprehensive Adult and Dislocated Worker service model. The Option 1 provider delivers the full range of WIOA Title I-B services, including career, training, supportive, follow-up, and business services, at both PA CareerLink® comprehensive centers, PA CareerLink® Downtown Pittsburgh and PA CareerLink® Allegheny East. Business services are a core part of this model, and the Option 1 provider is expected to engage employers to create job opportunities for Adult and Dislocated Worker participants.	Up to \$2,500,000
Option 2 Dislocated Worker Only	Option 2 is a narrower model focused on Dislocated Workers. The Option 2 provider delivers the full range of career, training, supportive, and follow-up services to Dislocated Worker participants, and provides business services only to the extent needed to support the Dislocated Worker population, such as responding to layoffs and connecting participants to employers hiring for their skills. Option 2 does not include an Adult caseload.	Up to \$300,000
Option 3 Business Services Only	Option 3 is a specialized business services model. The Option 3 provider works directly with employers to identify hiring needs, develop job opportunities, and connect employers to qualified candidates from across the PA CareerLink® system. Option 3 does not include participant case management or career services responsibilities.	Up to \$500,000

Requirements for All Options

Regardless of option, all awarded providers are required to:

- Collaborate with one another and with PA CareerLink® partners so that jobseekers and employers experience one coordinated system, not separate programs. This includes sharing job opportunities, coordinating employer outreach, and referring participants and employers to the provider best positioned to serve them.
- Demonstrate the capacity to serve all residents of Allegheny County and Pittsburgh, including individuals who face systemic barriers to employment.
- Work in close partnership with Partner4Work's Business Engagement Office to build quality talent pipelines and engage employers on job quality.

Bidders should address each of these requirements in their proposal narrative, as described in Proposal Requirements & Process.

Overview: WIOA and One-Stop Centers

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers, and other stakeholders in the United States, primarily administered by the US Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Please visit the USDOL website at www.dol.gov/agencies/eta/wioa for a more thorough overview of WIOA. All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of WIOA and

all its implementing guidelines; the selected bidder must follow and comply with all rules and regulations therein.

In many ways, the cornerstone of WIOA is a one-stop service delivery system that meets the needs of dual customers: the job seeker and the employer. One-stop centers, also known as American Job Centers, include a collection of agencies responsible for providing seamless service delivery to job seekers and employers. In Pennsylvania, the one-stop system is branded and referred to as “PA CareerLink®.” The PA CareerLink® system is measured by its effectiveness, accessibility, and continuous improvement, demonstrated by its ability to achieve negotiated performance goals, integrate available services, and meet the workforce development and employment needs of local employers and job seekers.

There are two comprehensive one-stop centers in the Pittsburgh area – PA CareerLink® Downtown Pittsburgh and PA CareerLink® Allegheny East – offering the full range of PA CareerLink® services and seeking to ensure a prosperous region with a fully employed workforce. In addition to the one-stop centers, PA CareerLink® provides a basic level of assistance and services to customers virtually and in community-based settings, through partner agencies that provide access to host locations for staff of PA CareerLink®. The Option 1 provider will deliver services at both PA CareerLink® centers. All awarded providers, regardless of option, must deliver services in a highly collaborative way within the PA CareerLink® system, including virtually and in community-based settings throughout Allegheny County and Pittsburgh.

PA CareerLink® Pittsburgh/Allegheny County

Partner4Work oversees two workforce development areas, Allegheny County and Pittsburgh. Where two comprehensive one-stop centers exist, both offer the full range of PA CareerLink® services. The purpose of the centers is to provide accessible, seamless, customer-driven services to job seekers, employers, and other stakeholders. Residents of Allegheny County may participate in services at either center, regardless of whether they live in or outside the City of Pittsburgh. Partner4Work expects the one-stop centers to be welcoming places that offer exceptional customer service and valuable opportunities to a broad range of businesses and job seekers. The centers provide help and guidance to individuals of all skill levels and work experience, utilizing services for a variety of reasons related to their job search. Some users engage solely in self-directed activities with the help of technological tools and informational resources while others may participate in more comprehensive, individualized career and training services. All individuals are welcome to come to PA CareerLink® for support and guidance. Please review Partner4Work’s WIOA One-Stop Partner MOU for a more comprehensive overview of the system and one-stop services -

<https://www.partner4work.org/document/workforce-innovation-opportunity-act-one-stop-partner-memorandum-understanding-city-pittsburgh-allegheny-county/>

Described below are basic features of the current operational model at PA CareerLink® Pittsburgh/Allegheny County, offered for context and general reference. Bidders may propose arrangements conducive to the success of their proposed model, as allowed and appropriate, even if such arrangements differ from those described in this RFP. Locations and hours of operation for the comprehensive centers are provided below, which are subject to change at any time throughout the contract period. See Appendix F for further descriptions of each center. Partner4Work has site control, maintains the leases and/or pays facility costs at both centers.

- ✧ PA CareerLink® Downtown Pittsburgh
914 Penn Avenue
Pittsburgh, PA 15222
Hours: 8:30am to 4:00pm
- ✧ PA CareerLink® Allegheny East
300 Penn Center Blvd., BLDG 3
Pittsburgh, PA 15235

Hours: 8:30am to 4:00pm

The spectrum of basic and individualized services offered to job seekers and businesses at PA CareerLink® centers in Allegheny County and Pittsburgh is delivered by core partners of the one-stop system defined by WIOA, in close coordination, including Title I: Workforce Development Activities (Title I-B Adult, Dislocated Worker Services); Title II: Adult Education and Literacy Act programs administered by the Department of Education (DoED); Title III: Wagner-Peyser Act employment services administered by the Department of Labor (DOL); and Title IV: Rehabilitation Act Title I programs administered by DoED. In addition to the core partners, PA CareerLink centers are host to numerous other partner agencies who enrich the centers with valuable career, educational and related resources. The selected bidder must work closely with staff of all partner agencies to recruit, enroll, assess and effectively serve PA CareerLink® customers through multiple programs and services. See WIOA 121(b) for more information on required and additional partner programs.

Both PA CareerLink® locations offer orientations and workshops, led by multiple staff members of PA CareerLink® partner agencies, covering topics such as job searching, soft skills, interviewing techniques, resume preparation, networking, effective communications skills, conflict resolution, computer literacy, job readiness training, civil service positions, getting a job as a reentrant, and job retention strategies. The Option 1 provider must offer and collaborate on orientations and workshops at both PA CareerLink® locations. Option 2 providers are expected to contribute to orientations and workshops relevant to Dislocated Workers.

To effectively manage and coordinate partners and services at PA CareerLink®, WIOA establishes the role of the One-Stop Operator. Among other tasks, the Operator facilitates regular meetings and communication between core partners of the PA CareerLink® system to discuss critical issues related to operations, service delivery and performance. In addition, the Operator oversees the Site Administrator responsible for managing the day-to-day operations of the PA CareerLink® locations, including general customer service and oversight of the Career Resource Center (CRC). Each PA CareerLink® center maintains a CRC equipped with computers, informational resources, phones and printers available to the public for job search purposes, mainly overseen by staff of the One-Stop Operator. These staff members are available to assist customers with their job search and provide customers with additional information about all services offered at the PA CareerLink®. The selected bidder must assist and coordinate efforts with the Operator, Site Administrator, and staff within the CRC frequently.

Both PA CareerLink® locations also host representatives of the Unemployment Compensation (UC) Office, who are available to provide basic assistance to claimants and potential claimants through scheduled appointments. The selected bidder may need to assist PA CareerLink® customers in utilizing the support provided by Unemployment Compensation and other basic resources available at PA CareerLink® centers in Pittsburgh/Allegheny County. However, PA CareerLink® does not process unemployment claims, nor can PA CareerLink® provide aid or information specific to claims.

Populations to Be Served

The one-stop service delivery system is designed to provide all job seekers and businesses with access to a broad range of information, services, and career opportunities. Job seekers come to PA CareerLink® with differing levels of experience, skills, abilities, and barriers to employment, seeking career opportunities in various occupations. The successful bidder(s) will have demonstrated experience in delivering workforce development services to a similarly diverse population on a comparable scale.

Dislocated Worker Eligibility (relevant to Option 1 and Option 2)

An individual is eligible to participate as a Dislocated Worker if they meet the definition in WIOA Sec. 3(15) and Partner4Work's Adult/Dislocated Worker Eligibility Policy. In general, this includes individuals who fall into one of the following categories:

- Terminated or laid off (or have received notice), are eligible for or have exhausted unemployment compensation, or have a demonstrated attachment to the workforce, and are unlikely to return to their previous industry or occupation.
- Terminated or laid off from a permanent closure or substantial layoff at a plant, facility, or enterprise, or employed at a facility where the employer has announced closure within 180 days.
- Formerly self-employed (including farming, ranching, or fishing) and currently unemployed due to general economic conditions or natural disaster.
- A displaced homemaker, an individual who has provided unpaid services to family members in the home and is now unemployed or underemployed and no longer supported by another family member's income.
- The spouse of a member of the Armed Forces on active duty who has lost employment due to a permanent change of duty station, or who is unemployed or underemployed as a result.

The selected bidder(s) will be responsible for collecting documentation to verify Dislocated Worker status, consistent with Partner4Work's Adult and Dislocated Worker Eligibility Policy.

<https://www.partner4work.org/document/wioa-title-i-adult-and-dislocated-worker-policy-guide-py25/>

Anticipated Awards & Funding Sources

As a result of this RFP, Partner4Work expects to award one or more cost reimbursement contracts for the services sought. Funding availability and eligibility of participants will determine actual funding by source. Partner4Work reserves the right to vary or change the terms of any contract executed because of this RFP, including funding levels, scope of work, performance standards, and contract period, as it deems necessary and in the best interests of Partner4Work.

Option 1 (Full T1-B Service): Partner4Work anticipates a total contract value up to \$2,500,000 for the base contract period. This range is informational only and does not commit Partner4Work to a specific award amount.

Option 2 (Dislocated Worker Only): Partner4Work anticipates making up to \$300,000 available for this option, consistent with the funding level used in the FY25 standalone Dislocated Worker RFP, if Partner4Work chooses to make any awards in this category.

Option 3 (Business Services Only): Partner4Work anticipates making up to \$500,000 available for this option, if Partner4Work chooses to make any awards in this category.

Workforce Development Areas (WDA): Partner4Work oversees two Workforce Development Areas (WDAs), Allegheny County and Pittsburgh. Each WDA is supported by separate WIOA funding streams, which the selected bidder(s) must allocate to residents of each WDA appropriately. Regardless of whether an individual resides in the Pittsburgh or Allegheny County WDA, they may participate in services in either WDA, although residency must be tracked so costs can be allocated to the proper funding stream.

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.

WIOA Adult and Dislocated Worker programs are supported with federal funds from the U.S. Department of Labor (USDOL), administered through the Pennsylvania Department of Labor & Industry, as part of a federal

financial assistance award to Partner4Work totaling \$4,963,745.25, with 100% funded by USDOL and \$0 (0%) funded by non-governmental sources.

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 WIOA regulations.

Period of Performance

Initial agreements resulting from this RFP are estimated to begin on or around July 1, 2027, and extend until June 30, 2028. Partner4Work may renew awarded agreements for up to three additional 12-month contract periods, through June 30, 2031, at the discretion of Partner4Work, based on performance 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.

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

The following STATEMENT OF WORK 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 herein. Requirements apply to SUBRECIPIENT's awarded option(s); sections that apply only to a specific option are labeled accordingly.

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.

1. Summary

SUBRECIPIENT will implement an innovative and proven workforce development model, driven by the needs of employers and availability of career opportunities, to deliver WIOA Adult and Dislocated Worker Services (Option 1 and Option 2) and/or Business Services (Option 3) in support of PA CareerLink® in Allegheny County and Pittsburgh.

The proposed model must align with the principles and requirements of WIOA and the PARTNER4WORK vision of a collaborative, world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of jobseekers, helping businesses thrive and creating viable career pathways for residents of Allegheny County and Pittsburgh.

As a primary provider of WIOA Title I-B Services in Allegheny County and Pittsburgh, SUBRECIPIENT will actively participate with PARTNER4WORK in shaping and informing the local workforce development system, maintaining current knowledge of and expertise in federal, state, and local policies; evidence-based workforce development practices; local social service agencies and related resources; and local labor market information.

- A workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment
- Employer engagement to determine human capital needs and match with skills and abilities
- Comprehensive outreach and recruitment strategies to engage a diverse range of jobseekers
- Virtual service delivery options that enable participants to fully participate remotely
- Strong command of data and information systems, including CWDS, the Commonwealth Workforce Development System
- A demonstrated, working connection to the youth workforce system; see Section 10, Meaningful Engagement with Youth Providers
- Intentional engagement of Partner4Work's priority populations, with clear strategies to connect them to PA CareerLink®, training, and employment
- Close coordination with Partner4Work's Business Engagement Office to build quality talent pipelines and advance job quality with employers

2. Outreach & Recruitment

SUBRECIPIENT will collaborate with PA CareerLink® partners to conduct broad outreach, communication, and recruitment activities on a regular basis, raising awareness of and increasing participation in PA CareerLink®, WIOA Title I-B Services, and the larger workforce development system. SUBRECIPIENT must ensure such activities are coordinated with the plans and activities of other PA CareerLink® partners and adhere to statewide and local PA CareerLink® guidelines.

SUBRECIPIENT will focus outreach and recruitment activities on creating and maintaining a steady and diverse pipeline of customers utilizing the PA CareerLink® system adequate to meet the needs of employers seeking to utilize PA CareerLink® for candidate sourcing.

SUBRECIPIENT will develop targeted outreach and recruitment strategies to engage Partner4Work's WIOA specificized prioritized populations. Strategies should go beyond general awareness and include partnerships with community organizations that already serve these populations, so that priority populations are connected to PA CareerLink® as an ongoing part of the system and not only as one-time referrals.

3. Remote & Community-Based Services

PARTNER4WORK is committed to increasing access for jobseekers and bringing PA CareerLink® and WIOA Title I-B Services and resources to locations beyond the one-stop centers. SUBRECIPIENT will work closely with PARTNER4WORK to determine strategies for providing information, general assistance, and services in neighborhood-based locations and through virtual mediums. SUBRECIPIENT will employ virtual methods of participant contact and engagement, available during non-traditional working days and hours via phone call, text, or email.

4. Enrollment & Orientation *(not applicable for Option 3)*

SUBRECIPIENT will enroll individuals in WIOA Title I-B Services, as appropriate and according to the enrollment goals defined in this Agreement. SUBRECIPIENT must follow WIOA guidelines, state regulations, and PARTNER4WORK policies in making eligibility determinations and facilitating the enrollment process.

Newly Activated Participants: This cycle, Partner4Work is standardizing intake terminology across its youth and adult portfolios. “Newly Activated Participants” replaces “new registrations” as the primary intake measure and is defined as the number of WIOA Adult/DW participants whose case status changed from “Eligible” to “Participating” in CWDS during the current program year, due to the provision of a triggering service by SUBRECIPIENT. This is a person-level count, not a case-level count, and uses the same definition applied on the WIOA Youth side.

SUBRECIPIENT will conduct orientation activities regularly to ensure potential and newly enrolled participants are aware of all services and opportunities available through PA CareerLink®, including use of virtual platforms to conduct orientation. SUBRECIPIENT will comply with all federal, state, and local guidance and regulations regarding priority of service and track the number of individuals served that meet each criterion for priority service.

5. Career Services *(not applicable for Option 3)*

SUBRECIPIENT will deliver high-quality WIOA Title I-B Services that create opportunities for economic and career success, and connect jobseekers with employer-driven placement, education, and training options. SUBRECIPIENT will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their individual skills and needs, providing basic, individualized, and follow-up career services.

Basic Career Services

Basic career services are universally accessible and must be made available to all individuals seeking employment and training services at PA CareerLink®, including eligibility determinations; outreach, intake and orientation; initial skill assessments; labor exchange services; and program referrals.

Individualized Career Services

Individualized career services must be provided when staff determine that such services are required to retain or obtain employment, including comprehensive assessments, in-depth interviewing, customized career counseling, and development of an Individual Employment Plan (IEP).

Follow-up Career Services

SUBRECIPIENT must provide follow-up services for WIOA participants placed in unsubsidized employment for up to 12 months after the first day of employment, including contact to determine work status, additional career planning, and referral to supportive services.

6. Training Services *(not applicable for Option 3)*

SUBRECIPIENT is responsible for implementing an approach to training services in close coordination and consultation with PARTNER4WORK that is driven by the needs of local employers and aligned with viable career pathways. SUBRECIPIENT will not directly provide occupational skills training but will advise participants on available opportunities and assist participants in applying to, enrolling in, and completing training programs, focusing on facilitating Individual Training Accounts (ITAs).

ITA Expansion (Option 1 and Option 2): The Individual Training Account (ITA) process, previously used only by select Adult/DW subrecipients, is being expanded to apply across all Adult/DW bidders under this RFP. Bidders without prior ITA experience are expected to bid on this expanded scope. As part of the proposal, bidders must

outline their plan for assessing participant's suitability for ITA-funded training, consistent with TEGL 19-16 and Partner4Work's ITA policy.

Training supported by ITAs must be conducted by providers with programs included on the Eligible Training Provider List (ETPL). PARTNER4WORK will act as the fiscal agent for all occupational and work-based training activities, holding all training funds and directly executing and administering agreements for training, including ITA, OJT, CJT, and IWT. Bidders should not include the cost of ITAs, OJT, CJT, or IWT in their proposed budgets. This includes tuition, fees, and employer wage reimbursements. Bidders should budget for the staff time needed to support training activities, such as assessment, career planning, training referrals, and ongoing case management of participants enrolled in training

7. Supportive Services (*not applicable for Option 3*)

SUBRECIPIENT will provide supportive services in accordance with the PARTNER4WORK supportive services section of the WIOA Title I Adult/Dislocated Worker Policy Guide <https://www.partner4work.org/document/wioa-title-i-adult-and-dislocated-worker-policy-guide-py25/> when the participant is registered and receiving WIOA Title I-B career or training services, supportive services are necessary to enable participation, and the participant is unable to obtain similar services from another source. SUBRECIPIENT will build and maintain an effective referral network of service agencies, including but not limited to childcare, transportation, housing assistance, and behavioral health services.

8. Dislocated Workers

SUBRECIPIENT will develop strategies and employ practices for recruiting and effectively serving dislocated workers, as defined by WIOA Sec. 3(15) and Partner4Work's Adult/Dislocated Worker Eligibility Policy (see General Information, Population to be Served for the five eligibility categories). Such strategies and practices must consider the distinct experiences of dislocated workers and customize career, training, and supportive services appropriately.

SUBRECIPIENT will actively participate in Rapid Response Services to assist employers and workers affected by permanent or substantial layoffs or business closures. Upon notification of a forthcoming layoff or plant closure (WARN notice), SUBRECIPIENT will begin coordinating efforts with PARTNER4WORK and partner agencies to provide information and services to those affected, and report to PARTNER4WORK monthly on efforts to transition displaced workers.

Bidders proposing under Option 2 (Dislocated Worker Only) should describe, in their proposal, how they will deliver the full continuum of career, supportive, and follow-up services described in Sections 5–7 above to Dislocated Worker participants without a companion adult caseload, including how referral pathways to adult services will be handled for individuals who do not meet Dislocated Worker eligibility.

Bidders should also describe their strategy for identifying and recruiting Dislocated Workers, including how they will coordinate with Rapid Response and PA CareerLink® partners, respond to WARN notices and other layoff events, reach Unemployment Compensation claimants, and connect with employers, unions, and community organizations. The strategy should explain how the bidder will maintain a steady flow of eligible participants throughout the contract period, including during periods with few large-scale layoffs.

9. Business Services (Option 1 and Option 3)

SUBRECIPIENTS (for Options 1 and 3) will provide business services through a demand-driven and highly collaborative WIOA model, to better connect jobseekers with employment opportunities and sustainable careers.

SUBRECIPIENT will work in close partnership with Partner4Work's Business Engagement Office to build quality talent pipelines that connect employers to candidates from across the PA CareerLink® system, including priority populations. As part of this work, SUBRECIPIENT will support Partner4Work's efforts to engage employers on job quality, including wages, benefits, scheduling, advancement opportunities, and inclusive hiring and retention practices. SUBRECIPIENT should prioritize employer partnerships that offer quality jobs and clear pathways for advancement.

SUBRECIPIENT will work closely with PARTNER4WORK and other PA CareerLink® partners and stakeholders to develop, deliver, and coordinate quality business services that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.

SUBRECIPIENT will align all business service activities with PARTNER4WORK's employer engagement efforts and the PA CareerLink® Business Service Team (BST).

- Establish strategic relationships with employers that lead to increased use of PA CareerLink® as a complete end-to-end recruiting service.
- Identify potential employers to partner with PA CareerLink® through data analysis and market research.
- Develop and promote employer job openings to jobseekers throughout the PA CareerLink® system.
- Develop work-based training opportunities in partnership with businesses, as allowable and appropriate.
- Facilitate access to space for employers to conduct interviews, recruitment events, and other meetings.
- Partner with Partner4Work's Business Engagement Office to build quality talent pipelines and engage employers on job quality practices

Partner4Work is considering a single, coordinated business services model across the PA CareerLink® system, rather than the partner-by-partner approach that has characterized employer engagement to date. This shift responds directly to the 2024 systemwide employer engagement review, which identified inconsistent job seeker-to-employer matching, uneven PA CareerLink® brand recognition, and an underdeveloped Business Services Team (BST) structure as core gaps in the system.

Business Services Team (BST) Contract Measures

All Option 1, 2, and 3 bidders must build a BST model into their proposed approach to business services, and the KPIs below apply to all three options as proposed. Numeric program-year targets are still being finalized and will be confirmed at contract negotiation.

Measure	Goal / What It Captures
New Employer Partners	Number of employers newly engaged during the contract period that agree to actively participate in program activities, interviewing or hiring participants, hosting work experiences, or participating in employer-related events.
Candidates Referred to Job Opportunities	Number of participants formally referred to a specific employment opportunity with an employer.

Candidates Hired	Number of participants who accept an offer of unsubsidized employment during the contract period.
Employer/Job Related Events	Number of events conducted or coordinated during the contract period that directly connect youth with employers or employment opportunities, including hiring events, job fairs, employer information sessions, recruitment events, and employer-led career events.
Employer Satisfaction	Employer-reported satisfaction with business services received
Instances of Employment	All instances of verifiable employment for participants of A/DW Services during the contract period; multiple placements for one individual or case may be included
Non-WIOA Instances of Employment	Number of reported placements for individuals working with the BST who are not participating in WIOA programs

Note: If Partner4Work awards a sole contract for Option 3, these measures and the BST coordination model will be reevaluated for Option 1 and Option 2 SUBRECIPIENTS to reflect the coordinating role that Optional Award provider will play.

10. Meaningful Engagement with Youth Providers (Option 1 and Option 2)

This is a new system-integration requirement, added to close the loop on the through-line Partner4Work is building from TANF Youth into WIOA Youth and into PA CareerLink® and Adult/DW services. On the youth side, providers are already required to show a real, demonstrated connection to PA CareerLink® and Adult/DW, not just a referral log. This requirement is the other half of that expectation: SUBRECIPIENT must show it is doing the same work in the other direction.

Component	What it looks like
Demonstrated collaboration, not duplication	Co-serving participants without duplicating enrollment or intake processes youth providers have already completed.
Built relationships with youth providers	Documented, ongoing contact with youth providers, not a one-time introduction. Structured, two-way engagement, not blanket referrals in either direction.
PACL centers made welcoming to young people	Concrete steps to make PA CareerLink® centers a place young people are comfortable walking into, ahead of their own program exit.
Seamless transition of services	Where a youth participant's services overlap with Adult/DW eligibility, the handoff should not require the young person to restart intake from zero.
Support for the youth-to-adult pipeline	SUBRECIPIENT shows, in its proposal, what it is doing to help build a pipeline from Youth and Young Adult programs into adult services.

11. Site Administration & Operations (Option 1)

SUBRECIPIENT will coordinate closely with the One-Stop Operator, Site Administrator, and related staff, providing full support to the Operator's efforts as defined in the WIOA One-Stop Partner MOU for the Allegheny County and City of Pittsburgh SUBRECIPIENT will make every attempt to accommodate the needs of customers utilizing PA CareerLink® centers, creating flexible operations that address common barriers to participation.

12. Career Resource Centers (Option 1)

The two PA CareerLink® comprehensive centers each maintain a Career Resource Center (CRC) that provides access to computer workstations, self-directed career guidance, and information on job listings, labor market trends, and training opportunities. SUBRECIPIENT must provide staff to assist customers within the CRCs, working with the Operator to ensure adequate coverage.

13. Partner Collaboration & Coordination

SUBRECIPIENT will make every effort to embrace, prioritize, and contribute to PARTNER4WORK's vision of an integrated system of workforce development in Allegheny County and Pittsburgh, sharing information and best practices, coordinating service delivery to reduce duplication, and assisting PARTNER4WORK in developing strategies for co-enrollment with partner programs.

14. Referrals

SUBRECIPIENT must build and maintain a robust referral network and procedures to facilitate and track referrals, utilizing the referral tool in CWDS to the maximum extent possible. SUBRECIPIENT will track, monitor, and report on referrals made to and received from partner agencies, identifying trends and opportunities for system improvements.

15. System Improvements

SUBRECIPIENT will proactively inform and make recommendations to PARTNER4WORK regarding opportunities for continuous improvement of services described in this STATEMENT OF WORK, leveraging existing knowledge as well as observations and analysis gained through performing this STATEMENT OF WORK.

16. Staff Qualifications & Development

SUBRECIPIENT must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by PARTNER4WORK and must maintain current knowledge and expertise in career counseling, CWDS, labor market information, and culturally competent service delivery.

17. Performance Indicators & Goals

SUBRECIPIENT must meet or exceed the goals described below. PARTNER4WORK reserves the right to re-evaluate and adjust these goals throughout the term of this Agreement and for any renewal periods, in consultation with SUBRECIPIENT.

As stated in Purpose of this RFP, the self-sufficiency wage expectation is a central measure of success. SUBRECIPIENT is expected to meet or exceed the Self-Sufficiency Rate at Exit and Self-Sufficiency Wage goals below, and PARTNER4WORK will give these measures significant weight in monitoring performance. Placements in jobs below the self-sufficiency wage should be the exception, and SUBRECIPIENT should be able to explain how those placements fit a participant's plan to reach self-sufficiency.

WIOA Primary Indicators of Performance (*All subject to renegotiation during the option years*)

These are federal WIOA Primary Indicators of Performance, negotiated with the PA Department of Labor & Industry. Performance will be evaluated according to definitions, calculations, and guidance from the U.S. Department of Labor, including TEGL 10-16 and related directives.

Measure	Adult Goal	Dislocated Worker Goal	Definition
Employment, 2nd Quarter After Exit	77%	80%	Percentage of participants employed in the second quarter after exiting the program.
Employment, 4th Quarter After Exit	75%	78%	Percentage of participants employed in the fourth quarter after exiting the program.
Median Earnings, 2nd Quarter After Exit	\$7,100	\$10,000	Median earnings of participants in unsubsidized employment during the second quarter after exit.
Credential Attainment	75%	75%	Percentage of participants who attain a recognized postsecondary credential or equivalent.
Measurable Skill Gains (MSG)	75%	75%	Percentage of participants who achieve documented academic, technical, or occupational progress.

Additional Performance Indicators

Measure	Definition / Goal
Newly Activated Participants	Person-level count of new individuals with a participating status during the period; case status changes from 'Eligible' to 'Participating' in CWDS due to a triggering service. <i>Same definition as WIOA Youth, for a consistent intake measure across programs.</i>
Instances of Employment	All instances of verifiable employment for participants during the contract period; multiple placements for one individual or case may be included. Goal: 80% of program exits.
Training-Related Placements	Instances of employment are directly related to the participant's completed training or credentials. Numeric targets to be set at contract negotiation.
Self-Sufficiency Wage	Percentage of participants exited to an unsubsidized employment outcome that meets or exceeds Partner4Work's self-sufficiency wage (subject to change). https://www.partner4work.org/document/self-sufficiency-policy/ . Goal: 80%
Employment Rate at Exit	Percentage of participants exited an unsubsidized employment outcome during the contract period. Goal: 80%.

18. Data Management & Reporting

SUBRECIPIENT must regularly track and monitor data related to outreach, participation, and outcomes, using CWDS as the exclusive information system of record. Possible reporting criteria include outreach activities, newly activated participants, active participants, training participation, program exits, instances of employment, credentials attained, partner referrals, and customer satisfaction rates.

19. Commonwealth Workforce Development System (CWDS)

SUBRECIPIENT will be required to utilize CWDS as the information system of record for all participant and employer communication, service provision, and other program activity, ensuring all data is entered accurately and in a timely manner. Staff must be fully competent in utilizing CWDS, including querying and producing reports.

20. Records & Documentation

SUBRECIPIENT must retain, secure, and ensure the accuracy of all program files and records in compliance with WIOA requirements and related federal and state regulations. Files must be retained for seven (7) years after PARTNER4WORK reports final expenditures to the funding source.

21. Contract Oversight & Evaluation

PARTNER4WORK is responsible for all levels of program monitoring, compliance, and evaluation for WIOA Title I-B activities. SUBRECIPIENT will permit PARTNER4WORK, its authorized representatives, or federal or state agencies to carry out monitoring, audit, and evaluation activities.

22. Health & Safety Planning

SUBRECIPIENT must follow all federal, state, and local regulations regarding health and safety, and must establish and maintain a plan to address operational and programmatic considerations related to public health emergencies or other outbreaks, including preventative measures and protections for vulnerable populations.

23. Transition

In the event SUBRECIPIENT does not receive a continuation of contract, SUBRECIPIENT will work with PARTNER4WORK to ensure a smooth transition for customers and partners, including submitting all requested information and providing it to the new provider of the relevant services.

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** (maximum 2 pages)
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.
 - c. Organization's philosophy and approach to workforce development programs and services.
 - d. The amount of funding requested for the period of July 1, 2027, to June 30, 2028. See *General Information, Anticipated Award & Funding Sources* for guidance regarding possible contract values.
2. **Organization Description** (maximum 3 pages)
 - a. Basic 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. Past experience in managing quality training and workforce development programs, especially those similar to the requirements described in this procurement, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes.
 - c. If your organization is performing or has performed work within the past 2 years similar to the work described in this RFP, that is or has been subject to official corrective action or another type of performance or compliance-related remediation, please describe the nature of the services provided. Be sure to include the specific contracts involved, names of programs and funders, factors leading to corrective action or remediation, and whether and how deficiencies were corrected.
 - d. What makes your organization uniquely qualified to provide WIOA Adult/Dislocated Worker Services in Allegheny County and/or the City of Pittsburgh, and your experience with and commitment to serving marginalized and historically underrepresented communities.
3. **Program Narrative** (maximum 8 pages)
 - a. Staffing Plan: Describe your proposed staffing plan to support the programmatic, administrative, and executive components of the program. You should propose a staffing structure you deem most effective to meet the requirements described herein. Use this section of the narrative to clearly describe the organizational chart, including brief job descriptions for key positions, and indicate which positions will be dedicated to PA CareerLink® Downtown Pittsburgh, PA CareerLink® Allegheny East, or both. *Staffing at PA CareerLink® locations only applies to option 1.*
 - b. Outreach: Describe your proposed strategies, technologies, and partnerships for outreach and recruitment, ensuring strong participation of jobseekers, employers, and other stakeholders in WIOA Title I-B Services and PA CareerLink® activities. Address how you will build and maintain a pipeline of jobseekers, including participants of WIOA Adult, Dislocated Worker Services in both workforce development areas (Allegheny County and City of Pittsburgh), as described in this RFP, to adequately meet the needs of employers seeking to utilize PA CareerLink® for candidate sourcing. Describe your specific strategies for engaging Partner4Work's priority populations, including the community partners you will work with and how you will connect these individuals to PA CareerLink® as an ongoing part of the system rather than through one-time referrals. Include how you will coordinate outreach efforts with other PA CareerLink® partners and incorporate community-based approaches, including working collaboratively with PA CareerLink® host locations.
 - c. Service Delivery - Jobseekers: Describe your proposed model for effectively delivering career services, training services, supportive services, and follow-up services, as defined in the Statement of Work for this RFP. Strong responses will illustrate a comprehensive, effective, and logical model that aligns these services in a customer-centered approach, driven by the goal of connecting participants to quality career opportunities. Describe how your model will ensure priority populations move through training and into

employment at the same rate as other participants, and how you will coordinate with Partner4Work's Business Engagement Office to align training and placement with quality talent pipelines and employers offering quality jobs. Attach a flow chart depicting the experience of jobseekers within your proposed model, including but not limited to program entry, participation, progress, and exit that clearly connects your model to desired outcomes described in this RFP.

- d. ITA Model: Describe how you will assess participants' suitability for ITA-funded training, consistent with TEGL 19-16 and Partner4Work's ITA policy. Explain how you will help participants select training on the ETPL that leads to in-demand jobs paying at or above Partner4Work's self-sufficiency wage, and how you will support them through training completion and into employment. If your organization has not managed ITAs before, describe how you will build this capacity
- e. Service Delivery - Businesses: Describe your proposed model for effectively delivering business services, as defined in the Statement of Work for this RFP, toward the goal of assisting employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. Strong responses will demonstrate how your approach aligns with the broader services and activities defined in this RFP, and in your proposal, to provide value for businesses engaged or seeking to engage with PA CareerLink®. Be sure to address how you will coordinate your efforts with the business engagement activities of Partner4Work, PA CareerLink® partners, and others within the workforce development system, including the PA CareerLink® Business Service Team (BST).
- f. Dislocated Worker Recruitment Strategy: Describe how you will identify and recruit Dislocated Workers. Address coordination with Rapid Response and PA CareerLink® partners, response to WARN notices and other layoff events, outreach to Unemployment Compensation claimants, and connections with employers, unions, and community organizations. Explain how you will maintain a steady flow of eligible participants during periods with few large-scale layoffs. Option 2 bidders should also describe how they will deliver the full range of career, training, supportive, and follow-up services, including how individuals who do not meet Dislocated Worker eligibility will be referred to Adult services.
- g. Youth Engagement: (Options 1 and 2): Describe how you will build ongoing, two-way relationships with WIOA Youth and TANF Youth providers, as described in Statement of Work, Section 10. Include how you will make PA CareerLink® centers welcoming to young people and how you will coordinate handoffs for youth who become eligible for Adult or Dislocated Worker services, so they don't need to restart intake.
- h. Partnership & Integration: Describe how you will operate a program that realizes the vision of a fully integrated, highly collaborative workforce system held by Partner4work and PA CareerLink®. Strong responses will acknowledge and provide plans for close coordination and cooperation with key partners of the workforce development system in Allegheny County and Pittsburgh, including but not limited to other PA CareerLink® programs, the One-Stop Operator, and initiatives funded or supported by Partner4Work. Be sure to address how you will build, maintain, and actively use referral relationships within and beyond the workforce development system.
- i. Performance: Describe the strategies and mechanisms you will use to ensure success and meet or exceed the performance goals described in the Statement of Work for this RFP, especially the *WIOA Primary Indicators of Performance* and *Additional Performance Indicators and Goals*. If you are a provider who has not met performance goals of any prior Partner4Work contracts, address how you will ensure goals are met for this program.
- j. Other Factors (optional): Describe any other factors Partner4Work should consider in evaluating the strength of your proposal, in terms of its value to jobseekers, businesses, PA CareerLink® partners, or the broader workforce development system in Allegheny County and Pittsburgh. Examples include but are not limited to additional services or benefits available to participants, leveraged resources, key partnerships, or technologies that could enhance programming. These and other factors may also be included in other sections of your proposal, depending on their relevance.

- k. Transition Plan (if applicable): Should the outcome of this RFP result in a change to the current provider of WIOA Title I-B Services at PA CareerLink® in Allegheny County and Pittsburgh, Partner4Work reserves the right to negotiate a transition period during which incoming and outgoing providers work concurrently to ensure a smooth transition and minimize disruptions to jobseekers and employers. In the event of such a transition, Partner4Work expects all parties involved to work together to ensure services and customers are not negatively affected, prioritizing stability and continuity within the PA CareerLink® system. If you are not currently providing WIOA Title I-B Services through PA CareerLink® in Allegheny County and Pittsburgh, describe how you would handle a transition if your proposal is selected, including but not limited to establishing relationships with PA CareerLink® stakeholders, potential employment of existing staff members, and transfer of important data and documentation. The selected bidder will be required to fully serve participants already enrolled in WIOA Title I-B Services as of July 1, 2027. Partner4Work also requests, in the event of a transition, that the successful bidder give first consideration in employment to staff of the outgoing provider already working within the PA CareerLink® system.

4. Budget & Budget Narrative (2 pages maximum)

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. 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.

5. Attachments (not included in page limits)

- a. At least three letters of commitment from partners (one referral partner, one employer partner, one additional program partner);
- 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 & Narrative	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.

Action Item	Date
RFP Release	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
Proposals Due	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
Anticipated New Contract Start	July 1, 2027

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 **"WIOA Career & Business Services 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 deadline 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 products. Ownership, license rights, access rights, and permitted uses relating to reports, data, materials, documentation, and other work products 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.