



Request for Proposals

WIOA Youth 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

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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.

Background

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 a proposal 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.

Purpose of this RFP

Partner4Work is issuing this Request for Proposals (RFP) to identify providers to deliver WIOA Youth Program services to eligible youth and young adults ages 14-24 in Allegheny County and Pittsburgh.

This procurement is part of a broader effort to build a connected provider network with a clear through-line from TANF Youth programming to WIOA Youth services to PA CareerLink® (PACL) and Title I Adult programming, so that a young person's progress carries forward instead of resetting each time they move between programs. Selected providers will be expected to deliver the three mandatory program elements described in the Statement of Work, meet an expanded performance measures framework focused on training-to-placement conversion, and demonstrate active, two-way engagement with PA CareerLink® and Title I Adult programming.

Bidders should review WIOA Title I-B and the guidance referenced throughout this RFP for a full understanding of the program and funding requirements described herein. Successful bidders awarded WIOA funding must follow and comply with all applicable rules and regulations.

Anticipated Awards

Through this RFP, Partner4Work expects to award multiple cost-reimbursement contracts to provide WIOA Youth Program services in Allegheny County and the City of Pittsburgh. Partner4Work anticipates making

available up to \$2.3M in WIOA Youth funding for the period of July 1, 2027, through June 30, 2028. The actual amount of total and individual awards will be based on the proposed budgets, availability of funds, and standards for the use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories).

The federal government allocates WIOA Youth Program funds annually each spring; Partner4Work is therefore unable to define with certainty the WIOA Youth allocation that will be made available for agreements resulting from this RFP. Final funding awards will be based on WIOA 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, and to shift the funding source for a given project in subsequent option years, as it deems necessary and in the best interest 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.

WIOA Youth 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 \$2,969,772.79, with 100% funded by USDOL and \$0 (0%) funded by non-governmental sources.

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 beyond June 30, 2028, for up to three additional contract periods, as shown in the table below, with the second, third, and fourth contract periods renewable at the discretion of Partner4Work, based on the performance of selected applicants and funds available. Partner4Work reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the fourth 12-month period.

Anticipated Program Dates and Contract Periods	Dates	Status
Contract period 1 (base)	July 1, 2027 – June 30, 2028	Base contract award
Contract period 2 (option)	July 1, 2028 – June 30, 2029	Renewable by Partner4Work
Contract period 3 (option)	July 1, 2029 – June 30, 2030	Renewable by Partner4Work
Contract period 4 (option)	July 1, 2030 – June 30, 2031	Renewable by Partner4Work

RFP Terms, Conditions, & Notices

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

Populations to be Served

The WIOA Youth Program serves youth and young adults ages 14-24 who meet WIOA Title I-B eligibility criteria <https://www.partner4work.org/document/wioa-youth-policy-guide-py25/> and fall into at least one of the following categories:

- Current high school or college students with barriers to employment who need assistance with career planning and preparing for post-secondary education or employment;
- Young people who have dropped out of high school who need their high school diploma or GED along with career guidance and transition support;
- Young adults with a high school diploma or its equivalent who need occupational skills training and/or academic remediation to connect with the workforce or education;
- Young adults with a number of college credits who are younger than 25 and in need of assistance maintaining enrollment or finding employment; and
- Young adults with barriers to employment who may be currently unemployed or underemployed and need guidance toward career-level employment.

Priority will be given to bidders that demonstrate past success serving youth who face systemic barriers to employment such as housing insecurity, involvement in the foster care or justice system, physical or invisible disabilities, English language learner status, pregnant or parenting status, having an incarcerated parent, or living in a high-need community with limited transportation access. Full eligibility criteria for in-school and out-of-school youth are provided under Statement of Work, Eligible Population and Eligibility Determination.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. This means your organization must have the financial capacity to pay all program costs up front. Partner4Work will require an invoice, proof of expenses, and required documentation to process a reimbursement. Partner4Work will only reimburse the provider for actual expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during contract negotiation. Allowable costs will be determined by all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

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 Overview and Model

The WIOA Youth Program is the middle link in Partner4Work's youth workforce system, not an end point. It is meant to receive young people coming out of TANF Youth programming and hand them off to PA CareerLink® for adult-system retention support, not close the file at program exit. This through-line is a requirement, not an assumption: providers must show in their proposals how they will receive a participant's prior Individualized Service Strategy (ISS) without reassessing from scratch, and how they will build a real, working connection to PA CareerLink® and Title I Adult programming before a participant exits.

Selected providers will implement a program model organized around three mandatory elements (see below), an expanded performance measures framework centered on conversion to placement, and a demonstrated, two-way engagement relationship with PA CareerLink®/Title I Adult. Providers are not expected to deliver every element of the program in-house; a network of partnerships is expected and required (see Partnerships, below).

Eligible Population and Eligibility Determination

Every participant must be verified as eligible before receiving services. Eligibility criteria must be verified per the Partner4Work Youth Eligibility Policy, WIOA, and all applicable regulations; verification documents must be kept in case files and are subject to audit by Partner4Work, PA L&I, or USDOL. WIOA Youth eligibility criteria broadly include:

- Be a citizen or noncitizen authorized to work in the U.S.;
- Meet selective service registration requirements (males 18 and over only);
- Be a resident of Allegheny County or the City of Pittsburgh; and
- Meet the school status criteria of in-school youth (ages 14-21) or out-of-school youth (ages 16-24), as defined below.

In-school youth must be low income and have at least one barrier to employment, which may include basic skills deficiency, English language skills, justice system experience, homelessness, foster care involvement, being pregnant or parenting, having a disability, or needing additional assistance.

Out-of-school youth must not be currently enrolled in school and must meet at least one of the following: dropped out of school; holds a diploma or GED and is low income and either basic skills deficient or an English language learner; justice system experience; experienced homelessness; foster care involvement; pregnant or parenting; having a disability; or needing additional assistance. Partner4Work is required by law to spend at least 75% of its WIOA Youth allocation on programs serving out-of-school youth.

Respondents are not required to serve an entire eligible population and may specialize in serving specific demographic groups within those eligible, as described in their proposal.

Data Entry and Case Management

Once a participant is verified eligible, they must be entered into the Commonwealth Workforce Development System (CWDS), the official system of record for WIOA youth programs in Pennsylvania. Successful bidders agree to have all case managers and other relevant staff trained in CWDS data entry and management and agree that all WIOA program data will be entered and maintained therein. All case notes, assessment results, service plans, and participant accomplishments must be recorded in CWDS with regular entries and updates occurring at least every 30 days.

Assessment-Based Career Planning and the Individualized Service Strategy (ISS)

WIOA youth services must be highly responsive to the needs of young people and require the use of objective assessments during enrollment to understand each participant's academic level, skill level, and service needs. Career assessments should also uncover participants' strengths, areas of interest, and other qualities useful in driving career planning. Assessment results and conversations with participants must inform a documented service plan for each young person. The Individualized Service Strategy (ISS), built into CWDS, outlining goals,

roles, responsibilities, services, and action steps toward placement in post-secondary education or employment. All services provided must be linked to the participant's career goals and documented in the ISS.

Mandatory Program Elements

This RFP introduces a new requirement: selected providers must deliver all three of the following program elements, either directly or through referral partnerships. Providers are not being asked to build new infrastructure. Each element is anchored in a system or process Partner4Work already operates, and providers are expected to use it consistently.

This shift is designed to strengthen consistency and connection across the network. By anchoring every provider to the same three elements, Partner4Work can build a clearer, shared picture of participant progress across the portfolio, and connect WIOA Youth participants more reliably to the training, work experience, and readiness infrastructure Partner4Work already operates. The goal is a more connected system where every provider is contributing to the same measurable outcomes and the same through-line toward employment, regardless of which organization a young person participates.

Element	What It Requires
Paid/Unpaid Work Experience	Providers must support participants in a documented work experience placement (paid or unpaid), linked to the participant's ISS, with employer evaluation. At least 25% of WIOA Youth funds must be spent on the time and costs necessary to provide paid or unpaid work experience.
Occupational Skills Training (OST), Individual Training Account (ITA) or a Pre-Approved Credential Program	Training must result in an industry-recognized credential on the state High-Priority Occupation (HPO) list.
Alternative Education (Alt Ed)	Providers must connect participants needing alternative education to an approved provider (e.g., Literacy Pittsburgh, Community College Allegheny County (CCAC), or an existing network partner).

WIOA 14 Service Elements

Providers should be able to make all 14 WIOA service elements available to youth participants, through direct service or referral partnerships. It is not expected that every provider will deliver all 14 elements directly; however, the three mandatory elements described above (work experience, OST, and Alternative Education information) must be available as a baseline in every proposed program.

Number	WIOA Element	Partner4Work Expectations
1	Alternative secondary school services, as appropriate	Services attempting to reengage students, who may have dropped out, through credit recovery, counseling, and educational plan development.
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 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 such as serving on youth leadership committees, such as a Standing Youth Committee.
7	Supportive services	Supportive services can be essential to the success of youth enrolled in workforce investment programming. WIOA Youth providers are strongly encouraged to make supportive services available when they are necessary to enable an individual to participate in authorized WIOA Youth 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	WIOA describes “follow-up services” as critical services provided for at least 12 months following a youth’s exit from the program to help ensure that youth is successful in employment and/or postsecondary education and training; follow-up services may include regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise.
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 counseling for mental health, 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.
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Demonstrated Engagement with PA CareerLink® / Title I Adult

Providers must demonstrate an active, working relationship with PA CareerLink® and Title I Adult programming, not a one-directional referral pathway. A stream of referrals to PA CareerLink® or a referral log alone does not satisfy this requirement. Providers must show a working relationship with Title I Adult through means such as: youth attending PA CareerLink® center activities and PA CareerLink® Youth Days; joint programming; Title I Adult staff engaging directly with youth and families at provider sites; mock interview sessions; industry exposure activities; financial literacy presentations; employer panels; or comparable structured, two-way contact.

Providers with an existing relationship should describe the specific, verifiable activities already in place and how they will continue or expand in the coming contract period. Providers without an existing relationship, including new or first-time WIOA Youth providers, should instead describe a concrete plan for establishing one: which of the activities above they intend to pursue, a proposed timeline for initial contact and first joint activity within the contract period, and the staff role responsible for building and maintaining the connection. Partner4Work will evaluate these proposals on the credibility and specificity of the plan, not on whether a relationship already exists at the time of application.

Performance Measures

Providers will be evaluated across the WIOA Primary Indicators of Performance (marked with an asterisk below), as well as an expanded set of measures aligned with the WIOA Adult/Dislocated Worker portfolio to create a consistent, cross-program way of assessing conversion from activity to outcome. Reporting terminology has been standardized across the youth and adult portfolios: "Newly Activated Participants" replaces enrollment/registration as the reporting term, and registration will not count as a standalone KPI; "Instances of Employment" replaces employment/placement terminology; "Training-Related Placements" is a new, distinct measure.

WIOA Performance Measures

Measure	What It Captures	Goal
Newly Activated Participants	New youth enrolled in the WIOA Youth services during the contract period	TBD
Training Starts	Number of youth that begin an approved occupational skills training during the contract period	TBD
Training Completions	Number of youth that complete an approved training program with accompanied certificate and/or credential during the contract period	80%
Training-Related Placements (new measure)	Number of youth placed in employment connected to the field they completed during the contract period	66%
Work Experience Starts	Number of youth that begin a documented, ISS-linked work experience placement during the contract period.	TBD
Work Experience Completion Benchmark	Number of youth that complete at least 100 hours of work experience placement during the contract period	80%

Work Experience-Related Placements (new measure)	Number of youth hired by the same employer where they completed their work experience.	66%
Measurable Skill Gain (MSG)*	Program participants who, during a program year , are in an education or training program that leads to a recognized postsecondary credential or employment and who have achieved a measurable skills gain toward such a credential or employment. Note: Participants enrolled in an education or training program in multiple program years must demonstrate a measurable skill gain each program year.	85%
Credential Attainment*	Participants who have attained a diploma, high school equivalency, or industry recognized credentials within one year after exiting the program. In the case of individuals who obtain a high school diploma or its recognized equivalent, the individual must also have obtained or retained employment or must be enrolled in an education or training program leading to a recognized postsecondary credential within one year after program exit.	85%
Programmatic Retention	90% of participants who begin the program complete it.	90%
Instance of Employment or Enrollment in Post-Secondary Education Upon Exit*	Participants who are placed into employment (including the military), enrolled in post-secondary education and/or advanced training/occupational skills training.	85%
Instance of Employment or Enrollment, 2nd Quarter After Exit*	Participants who are employed (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training during the 2nd quarter after the exit quarter	75%
Median Earnings, 2nd Quarter After Exit*	Median earnings of participants who are in unsubsidized employment during the 2 nd quarter after program exit.	\$3,500
Instance of Employment or Enrollment, 4th Quarter After Exit*	Participants who are employed (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training during the 4th quarter after the exit quarter.	65%
Business Services KPIs	See new measures and definitions below.	

*WIOA Primary Indicator of Performance.

Business Services KPI

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 youth formally referred to a specific employment opportunity with an employer.
Candidates Hired	Number of youth 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.
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Partner4Work reserves the right to add or modify performance measures in each year's contract negotiation. Respondents may propose additional measures that speak to the specific goals of their proposed program.

Partnerships

A single organization is not expected to directly provide all facets of a WIOA Youth program; bidders are required to propose service delivery through a combination of direct service and partnerships. Partnerships that must be included and verified with a letter of commitment are:

- Referral partners to assist with recruitment and reaching target populations; and
- Employer partners committed to providing work-based learning experiences and, for program graduates ready for employment, hiring consideration or employment at self-sustaining wages.

Partnerships that may also be included, depending on internal capacity and program design, include human service or in-house partners addressing barriers to employment; training partners offering education or occupational skills training resulting in industry-recognized credentials; administrative partners or vendors adding fiscal or HR management capacity; and eligibility determination partners. Programs serving young people must establish a functional, working relationship with PA CareerLink® staff, as described above under Demonstrated Engagement with PA CareerLink®/Title I Adult.

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.

Proposal Elements

1. Executive Summary (2 pages maximum)

- a. Overview of the organization's qualifications and alignment with this RFP, including years of experience delivering workforce or youth services in southwest Pennsylvania;
- b. Administrative capacity: strategies for maintaining program and fiscal compliance, overseeing case management and CWDS data entry, producing timely and accurate reports, and engaging regularly with Partner4Work staff;
- c. If submitting as a partnership or collaboration, identify all key partners and the lead entity;
- d. A concise description of the proposed program, including the community to be served, the proposed number of youth to be served, and the requested amount of WIOA Youth funding; and the proposed outcomes of the program.

2. Organization Description and Capacity (3 pages maximum)

- a. Basic organizational description, including legal status, governance structure, executive leadership, mission, key programs and services, annual budget, and number of full-time staff. If part of a partnership, identify all partners and subcontractors, their roles, and rationale for participation. Attach MOUs for all partners (not included in page limits);
- b. Past experience managing quality workforce development programs, especially those similar in size and scope to this RFP, including contracted and actual outcomes on every workforce development grant your organization has held in Allegheny County and/or Pennsylvania within the past three years;
- c. If your organization has been subject to corrective action or performance/compliance remediation on similar work within the past two years, describe the circumstances and how deficiencies were corrected;
- d. Location of your facilities and resources available at each, including access to public transportation, hours of operation, and ADA accessibility features; and
- e. What makes your organization uniquely qualified to provide WIOA Youth 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 (8 pages maximum)

Describe each of the following for your proposed program:

- a. Staffing plan: proposed staffing for programmatic, administrative, and executive functions, including case manager caseloads. Attach an organizational chart and resumes or minimum qualifications for key director-level positions;
- b. Eligibility determination and enrollment: your process for recruitment, selection, and eligibility verification, and referral pathways for youth not verified as eligible;
- c. Assessment and the ISS: your approach to objective assessment, career planning, and building the Individualized Service Strategy, including how you will receive and apply a participant's prior ISS information for youth transitioning from a TANF Youth program;
- d. Mandatory elements: how your program will deliver each of the three mandatory elements (work experience, OST via ITA or a pre-approved credential program, and Alternative Education, including which will be provided directly and which through referral partnerships);
- e. WIOA 14 Elements: Describe which of the 14 WIOA service elements your organization will provide on-site through program staff, on-site through partnerships, or through referral to other agencies. Note that three of the 14 elements, paid/unpaid work experience, occupational skills training via ITA, and alternative education are mandatory program elements under this RFP (see Mandatory Program Elements above) and must be addressed specifically in your response, including whether each will be delivered directly or through a named referral partnership.

- f. Training and credentialing: the types of training available to youth (academic, foundational, occupational skills/credentialing), how OST and ITA-funded training will be delivered, and how you will ensure at least 25% of WIOA Youth funds support paid or unpaid work experience;
- g. Demonstrated engagement with PA CareerLink®/Title I Adult: the specific, verifiable activities you will use to build a working, two-way relationship with PA CareerLink® and Title I Adult programming.
- h. Pathways to employment and retention: the employment trajectory for program graduates, including target occupations and starting wages, historical hire rates where available, and your strategy for follow-up services supporting employment or enrollment retention for at least 12 months after exit;
- i. Program outcomes: how you will measure success against the performance measures described in the Statement of Work and any additional measures specific to your program; and
- j. Partnerships and program accessibility: referral and employer partners (with letters of commitment attached), any additional program partners, and how your program will be accessible to youth needing virtual participation or disability, language, or scheduling accommodations.

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. At least 25% of WIOA Youth funds must be allocated to paid or unpaid work 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.

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 & 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, 9:30am 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 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 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 and label those portions. 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:

- 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.
- 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.
- Maintaining documentation supporting all spending and assets. Records that identify adequately the source and application of funds for federally funded activities.
- 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.
- Producing a budget-to-actual report. Comparison of expenditures with budget amounts for each Federal award.
- Processing payments on a reimbursement basis. Written procedures to implement the requirements of 2 CFR 200.305.
- Budgeting and spending funds in allowable cost categories. Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles.

Links to Relevant Fiscal and Program Policies and Regulations:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Pennsylvania's workforce system policies – PA Department of Labor and Industry (see Administration > Financial Management > 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 details, 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.

Appendix D – Terms and Definitions

The following WIOA-specific terms are used throughout this RFP.

- **Barriers to Employment:** Conditions that may make securing employment, completing credential/training programs, or other job training/post-secondary programs difficult for certain individuals.
- **Basic Skills Deficient:** When an individual's English reading, writing, or computing skills are at or below the 8th grade level on a generally accepted standardized test, or the individual is unable to compute, solve problems, read, write, or speak English at a level necessary to function on the job, in the family, or in society.
- **Case Manager/Career Coach:** Program staff member who collaboratively works with participants to create career development plans leading to credential attainment, post-secondary enrollment, and/or employment.
- **Commonwealth Workforce Development System (CWDS):** Pennsylvania's internet-based record system for workforce development programs, used to track and manage a client's progress through PA CareerLink® and WIOA Title I services.
- **Credential:** A nationally recognized degree or certificate, or state-recognized credential, including a high school diploma, GED or equivalent, post-secondary degree/certificate, recognized skill standard, or industry-recognized license or certificate.
- **Exit:** The point after which a participant who has received services has completed the services associated with the program.
- **Follow-Up Services:** Services provided after a youth's exit from the program to help ensure success in employment and/or postsecondary education and training, offered for a minimum of 12 months unless declined by the participant.
- **Individual Service Strategy (ISS):** The individualized service plan for each enrolled participant, including educational status, job history, barriers, educational/employment goals, and the services needed to attain those goals; completed at enrollment and updated throughout the program.
- **Job Retention:** The period an individual remains in unsubsidized employment following placement, as determined in accordance with WIOA.
- **Participant:** An individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an Individual Service Strategy.
- **Supportive Services:** Services rendered to participants to assist in overcoming barriers to secure credentials, employment, or placement into a post-secondary or training program.
- **Unsubsidized Employment:** Employment in the private or public sector for which the employer does not receive a subsidy from public funds to offset all or part of the wages and costs of employing an individual.
- **Work Experience:** A planned, structured learning experience taking place in a workplace for a limited period of time. May be paid or unpaid, as appropriate and consistent with the Fair Labor Standards Act, and may be arranged within the private for-profit, nonprofit, or public sector.

- **Workforce Innovation and Opportunity Act (WIOA):** Federal law, signed July 22, 2014, that governs the funding and provision of workforce development services to job seekers, employers, and other stakeholders, and supersedes the Workforce Investment Act of 1998.