



Request for Proposals

For the period: March 2025 - August 2025

Learn & Earn Summer Youth Employment Program

Proposals Due:
December 16, 2024

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222
rfp@partner4work.org

RFP Release Date:
November 12, 2024

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

Partner4Work (TRWIB, Inc.) is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

Table of Contents

General Information	3
Who We Are	3
About Learn and Earn	3
Learn & Earn 2025	4
Purpose of RFP	4
How Can You Partner With Us	5
Program Funding and Capacity	6
Program Dates (all dates are subject to change)	6
Who Can Apply?	7
Scope of Work: Learn and Earn Summer Youth Employment Program	7
SUBRECIPIENT Responsibilities	8
Program Management and Compliance	8
Additional Application Support:	10
Program Opportunities	11
Tier 1 Opportunities: Work-Readiness and Career Exploration	12
Tier 1 Outcomes:	13
Tier 2 Opportunities: Work Experience	13
Tier 2 Outcomes:	14
Tier 3 Opportunities: Work-Based Training	15
Tier 3 Outcomes:	16
Program Costs and Budget Considerations	17
Work-Based Training Costs	17
How to Apply	17
Review and Selection Process	20
Questions or Requests	21
Disclaimers	21
Appendix A: Learn & Earn 2025 Proposal Cover Sheet	22
Appendix B: Learn & Earn 2025 Program Overview	25
Appendix C: Learn & Earn 2025 Budget & Narrative Instructions	27
Budget Instructions	27
Appendix D: Overview of Administrative and Budget Requirements	29
Personally Identifiable Information Compliance	30

General Information

Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$30 million in public and private workforce funds, Partner4Work has a comprehensive portfolio of programs and initiatives for adults and youth to ensure that the current and future needs of employers, job seekers, underemployed workers, and reentry individuals are met.

Partner4Work acts as the administrative and implementation partner for Learn & Earn Program. Partner4Work intends to make awards through this procurement that will establish contracts between successful bidders and Partner4Work.

To learn more about Partner4Work visit www.partner4work.org.

About Learn and Earn

Learn & Earn has been the Summer Youth Employment Program for the City of Pittsburgh and Allegheny County for the past 10 years. Throughout its evolution, Learn & Earn has demonstrated a clear impact on workforce development and educational attainment for youth in Pittsburgh and Allegheny County- particularly Black and Brown youth and those from low-income communities. The program has served over 13,000 young adults. Each year, approximately 79% of youth are African American, and the vast majority of the Learn & Earn participants and their families meet state poverty guidelines.

Over the course of the program, more than \$13 million has been earned by young people. Between 2016 and 2023, 75.3% of program participants were engaged in the labor force following their participation in Learn & Earn, surpassing the 73.8% labor force participation rate for their peers in the county. In addition to fostering workforce readiness, Learn & Earn has had a measurable impact on participants' educational outcomes. The program is effective because participants learn the behaviors and strategies of productive employees by working in an environment that can also offer coaching, training and a supportive environment for young workers. The opportunities offered by past providers were made relevant for career pathways that required college degrees and those that may not, and many young people were able to complete college coursework that complemented their work experiences.

This success highlights the program's role in helping to fill critical talent gaps. The Pittsburgh region is undergoing significant economic transformation, with key sectors such as clean energy, technology, healthcare, and advanced manufacturing projected to experience growth over the coming decade. The healthcare industry alone employs 7.4% of our current workforce, which exceeds the national average of 6.1%. With clean energy jobs projected to grow by 7% by 2032, and significant growth expected in sectors like arts and entertainment (17.4%) and management of companies (10.6%), Learn & Earn offers an opportunity to educate youth about new and emerging jobs as well as the ones we know will continue to exist.

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

Partner4Work has also identified opportunity occupations that are in demand across a variety of industries. Opportunity Occupations are jobs that pay at least an area's median earnings, and do not require a bachelor's degree. They may require a post-secondary credential, some experience, or on-the-job training. There are an estimated 127,902

opportunity jobs in Allegheny in 2024, making up 18% of the jobs available. Between January and May of 2024, there were 14,289 opportunity jobs posted. The median advertised salary for those positions was \$58,644, compared to Allegheny County's median annual earnings which were \$46,064 a year in 2022 according to the U.S. Census Bureau¹.

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

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

The Learn & Earn Advisory Committee is the governing body of the program and made up of representatives from the Allegheny County, City of Pittsburgh, and Partner4Work. The Advisory Committee role is to provide advice on the overall strategy and annual goals for the Learn & Earn Program. Partner4Work has been designated as the administrator for program funds and subsequent subcontracting of services.

Learn & Earn 2025

To build off of the strengths of the past program and fill important gaps for the future, the 2025 program model is a transformative 3-Tiered program model designed to empower youth in their career exploration and development. Tier 1 will focus on work-readiness and career exploration. Participants ages 14-15 will engage in discovery activities that help them uncover their interests and the diverse career opportunities available to them. This foundational phase fosters self-awareness and inspiration, setting the stage for informed decision-making. It also allows young people to learn about careers and workplaces that may not have been possible to include as a worksite in the past. Tier 2 will focus on work-experience and be most similar to the way Learn & Earn has traditionally connected youth to worksites. Participants ages 16-18 will gain valuable work experience through internships and mentorships that align with their career aspirations, providing practical skills and insights into the professional world. The final Tier will be specifically for young adults ages 18-24 who intend to enter the workforce following their participation. This Tier will provide work-based training that may include pre-apprenticeships, on the job training or preparation or training that results in industry recognized credentials. Participants will complete the program with specific skills and certifications needed for full-time employment. This holistic approach not only enhances individual career trajectories but also strengthens our workforce by ensuring that young people are prepared to meet the demands of the job market.

Purpose of RFP

We are seeking organizations to bridge the gap between education and the workforce, empowering youth to make informed decisions about their future careers. We are looking for partners to offer training, mentorship, career guidance,

¹ <https://www.partner4work.org/research/opportunity-occupations-q1-2024/>

planning, valuable work experiences, and meaningful career exploration opportunities for youth and young adults in the Learn & Earn program. We are specifically focused on strengthening career pathways in the following sectors: Healthcare, Technology, Manufacturing, Construction, Financial Services, Clean Energy, and Government through work-based training. Proposals that emphasize pathways in these industries will be given priority. We want to partner with organizations that have the drive, expertise, and capacity to run a comprehensive program that will successfully engage both young adults and businesses.

How Can You Partner With Us

Partner4Work invites organizations to propose summer opportunities for youth that would fit into at least one of the following Tiers, each focused on providing high-quality workforce and skill development to participants in the Learn & Earn program. **Organizations may propose programming in one or more of the following Tiers based on their capacity and interest.**

1. **Tier 1: Work-readiness and Career Exploration**

Tier 1 helps youth aged 14-15 explore careers and build basic work-readiness skills. Providers must offer activities that introduce participants to the world of work, focusing on career exploration and building soft skills like communication, teamwork, and problem-solving. These activities should include interactive workshops, hands-on learning experiences, and mentorship. The goal of Tier 1 is to inspire youth to begin thinking about their future career pathways while equipping them with the basic skills and knowledge necessary for their next steps in the workforce.

2. **Tier 2: Work Experience**

Tier 2 offers meaningful work experience and job training for youth aged 16-18. Providers develop work opportunities or recruit interested employers to host youth to gain work experience. The goal of Tier 2 is for young people to experience workplaces, connect with professionals and mentors and progress in their career development planning.

3. **Tier 3: Work-based Training**

Tier 3 provides intensive career development for post-high school and out of school youth aged 18-24, including pre-apprenticeships and industry training. Providers must offer or place participants in programs that prepare them for apprenticeships or full-time jobs in high-demand fields. Applicants should offer targeted, skill-based training that aligns with industry standards and certification processes. Additionally, they must facilitate access to mentors, professional development workshops, and supportive services to help participants overcome barriers to employment. Applicants are expected to guide participants through their transition from training to permanent employment. The overall goal of Tier 3 is to help young adults advance from entry-level positions to sustainable career pathways priority will be given to proposals with a focus on the following industries: government/ municipal jobs, technology jobs, or healthcare.

Applicants may propose programming for any Tier, or more than one based on their expertise and capacity. Partner4Work, the City of Pittsburgh, and Allegheny County reserve the right to reject any proposal, in whole or in part, at their discretion.

Learn & Earn 2025 will serve residents of Allegheny County and the City of Pittsburgh who meet specific age, income and eligibility requirements. **Please Note: Allegheny County, City of Pittsburgh, and Panter4work set Learn & Earn eligibility using a combination of regulations. The annual income eligibility is set using TANF and CDBG income guidelines from the previous year.** Interested youth must complete an online application. As the designated program administrator, Partner4Work manages the application process for all youth and young adults with the support of staff from the City of Pittsburgh's Partnership Department.

Youth who have completed the application and are verified to be eligible will be placed with a Learn & Earn provider by Partner4Work. Youth placements will be made based on age, the type of programming available (Tier 1, 2 or 3) and the number of slots available per provider contracts. Other factors that will be taken into consideration are youth or provider preferences, geographic location, sibling preferences. Placements for Tier 3 opportunities, in particular, will be made specifically in support of the young adult’s career interest.

For all youth placed, Partner4Work will serve as the employer of record and payroll provider. Each Learn & Earn provider will work closely with Partner4Work to manage and support a cohort of youth or young adults throughout the summer program in accordance with the scope of work outlined in this RFP.

Program Funding and Capacity

We anticipate having approximately \$2 million in funding to support the 2025 Learn & Earn program. Of this, around \$800,000 will be awarded in provider contracts, while the remaining \$1.2 million will be allocated to support youth wages. With this funding, we expect to serve up to 930 young adults across the three proposed Tiers outlined in this RFP, with no more than 25 young adults participating in work-based training.

Tier	No. of Youth to Serve
Tier 1	560
Tier 2	335
Tier 3	25

Multiple awards will be given on a per participant basis, with no contract serving fewer than 15 participants. Contracts will be awarded for a number of slots within specific Tiers of programming. Contracts will be awarded for a single term beginning March 2025 and concluding September 30, 2025. At its discretion and given the availability of funds, ongoing need, contractor performance, and other relevant factors, Partner4Work may choose to exercise up to three additional option years of funding for successful programs.

Please note: These figures are projections and may change. Both the total funding amount and the number of young adults served are subject to adjustment.

Program Dates (all dates are subject to change)

Activity	Dates
Application Period	March 2025 - June 2025
Youth Placements	April 1, 2025 - June 13, 2025
Orientation	Tier 1 and 2: June 16 - June 20 (specific date determined by Provider) Tier 3: Determined By Provider
Participation	Tier 1 and 2: June 23, 2025 - August 8, 2025

	Tier 3: June 2, 2025 - August 31, 2025
--	--

Please note: For Tier 1 and Tier 2, orientation will be provided on a rolling basis for any youth who begin work after the official program start date. We maintain a waitlist of eligible youth and will backfill positions as they become available.

Who Can Apply?

Through this RFP, we are looking for providers that make meaningful contributions in their community and cover diverse geographic areas within the County. We want to ensure that youth have access to opportunities for summer employment close to where they live. Priority will be given to proposals serving the following traditionally underserved areas, which are identified as community of high needs defined by the [Allegheny Community Index](#) in the [City of Pittsburgh](#): The West End (CharTiers City, Sheraden, Elliott), select portions of the South Hills (Mount Oliver, Knoxville), Lincoln-Lemington-Belmar, Homewood, East Hills, Garfield, upper Northside neighborhoods (Perry South, Perry North, Brighton Heights, Northview Heights and Marshall-Shadeland), the Greater Hazelwood Area (Glen Hazel, Hazelwood), the Hill District Neighborhoods; and [Allegheny County](#) Municipalities including Baldwin, Whitehall, West Mifflin, Duquesne, Turtle Creek, Penn Hills, Braddock, North Braddock, McKeesport, Wilkinsburg, Clairton and Sto-Rox.

Eligible applicants include non-profit organizations, private sector entities, public school districts, community colleges, trade associations or unions, and pre-apprenticeship programs. Applicants must be an incorporated organization. **Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a Unique Entity ID (UEI).** Eligible applicants must be registered in the System for Award Management (www.SAM.gov) in order to receive federal funds. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work are ineligible to apply. See [Appendix D: Overview of Administrative and Budget Requirements](#) for more information on the Administrative Requirements for successful bidders. Successful applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP.

Scope of Work: Learn and Earn Summer Youth Employment Program

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

- **Enhance Workforce Development:** Deliver structured learning and career exploration, and career pathway opportunities for youth aged 14-24 in the City of Pittsburgh and Allegheny County.
- **Expand Employment Opportunities:** Provide meaningful, productive work experiences that align with participants' developmental stages and career interests.
- **Support Youth Development:** Offer comprehensive support through mentoring, case management, and work-readiness training to foster personal and professional growth.
- **Facilitate Community Engagement:** Involve youth in community service projects, volunteer opportunities, and networking sessions to build connections and strengthen ties to their community.

Throughout the remainder of this section, program providers will be referred to as "SUBRECIPIENT".

SUBRECIPIENT Responsibilities

Program Management and Compliance

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

- **Outreach and Recruitment:** The SUBRECIPIENT shall conduct outreach and recruitment efforts targeting youth from extreme and high-need communities as identified in the Allegheny County Needs Assessment. Within two weeks of the contract award, the SUBRECIPIENT must submit an Outreach and Recruitment Plan to Partner4Work. This plan can be submitted in any format that best suits the organization but must include the following:
 1. **Target Areas:**
 - A list of neighborhoods, communities, and school districts where the SUBRECIPIENT has the strongest connections and deepest reach.
 2. **Allocated Resources:**
 - A detailed outline of resources the SUBRECIPIENT will dedicate to outreach and recruitment, including staff, time, and materials.
 3. **Strategic Communication Plan:**
 - A strategy specifically focused on encouraging youth from extreme and high-need neighborhoods, as identified in the Allegheny County Needs Assessment, to apply for the summer Learn & Earn program.
 4. **Community Engagement:**
 - A schedule of anticipated events, open houses, and/or community engagement activities that the SUBRECIPIENT plans to host or participate in during the Learn & Earn application submission period (March–June 2025).
- **Data collection for Summer Jobs Connect:** To ensure compliance with the Cities for Financial Empowerment (CFE) Fund's Summer Jobs Connect initiative, all Learn & Earn providers must support the collection of demographic data and provide opportunities for financial empowerment. The initiative leverages the scale of Summer Youth Employment Programs to offer banking access and financial education, transforming summer jobs into pathways to financial inclusion.
 - SUBRECIPIENTS must collect and report the following data:
 - Total number of youth served for the first time
 - Number of youth who received financial education
 - Age breakdown of participants
 - Gender breakdown of participants
 - Racial breakdown of participants
 - Number of youth who indicated whether they have a bank account
- **Application Support:** SUBRECIPIENT is responsible for knowing the eligibility criteria for youth and providing basic support in completing the application or directing youth and families to resources for support.
- **Pre-Employment Paperwork:** SUBRECIPIENT is responsible for ensuring that participants complete all required Learn & Earn pre-employment paperwork. Partner4Work shall supply all necessary forms. Copies of the completed paperwork should be maintained in youth files at the provider's location.

- **Please note: All Participants will be employed by Partner4Work, which will serve as the employer of record, ensuring the coverage of wages and payroll processing for the duration of the program.**
- **Managing Youth Placed:** Partner4Work shall assign youth to your organization based on provider requests, youth interest, geography and slots available. SUBRECIPIENTS are responsible for following up with youth placed with their organization, scheduling orientation and confirming their interest in participation. If the young person is no longer interested, SUBRECIPIENT will communicate as soon as possible with Partner4Work.
 - **Please note: Partner4Work permits providers to submit a list of potential summer participants during the application period; however, the Learn & Earn program operates on a first-come, first-served basis. Partner4Work reserves the right to assign participants to organizations as appropriate and will determine the timeframe for providers to submit their requests.**
- **Orientation:** SUBRECIPIENT shall host youth orientation(s) between June 9 - June 13 (dates subject to change) for Tiers 1 and 2 and the end of April for Tier 3. SUBRECIPIENT must notify Partner4Work of the scheduled date, time, and location. During orientation, SUBRECIPIENTS must also ensure there is adequate opportunity for program enrollment, including the opportunity to open a bank account for participants interested or in need of one.
- **Program Enrollment:** SUBRECIPIENTS are responsible for ensuring participants complete all required paperwork including but not limited to: I-9, W-4, Equal Opportunity Employment form, grievance policy, emergency contact information, and Learn & Earn photo release. SUBRECIPIENT will support youth in completing forms needed for payroll and direct deposit (if applicable), and work closely with Partner4Work staff to ensure a seamless payroll enrollment for youth and young adults. **Note: Partner4Work will be the employer of record and will be responsible for the actual enrollment of participants into ADP, SUBRECIPIENTS are responsible for supporting youth in the process.**
- **Participant Support and Development:** Throughout the program, the SUBRECIPIENT shall provide participants with additional services, as appropriate, to ensure successful transitions into growth opportunities after the program. This includes offering training, mentorship, career guidance, planning, valuable work experiences, and meaningful career exploration opportunities for youth and young adults in the Learn & Earn program. Additionally, SUBRECIPIENTS are responsible for issuing weekly bus passes, if needed, and providing any other support necessary to ensure participants can fully engage in the program. **Provide Tier 1, 2 or 3 Opportunities:** SUBRECIPIENT is responsible for providing Tier 1, 2 or 3 opportunities efficiently and in compliance with the parameters below.
- **Supervision:** Whether youth are onsite participating in activities or offsite at a worksite, SUBRECIPIENT will ensure there are at least two adults who will supervise youth at all times (one primary supervisor and one alternate supervisor). and train worksite supervisors on Learn & Earn program goals, policies, and procedures.
- **Clearances:** SUBRECIPIENTS will ensure that all provider personnel who directly supervise youth attain the following background clearances prior to the start of the summer program: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. In the event that youth will be supervising other youth as part of their employment, you will also be responsible for ensuring that they have the appropriate clearances. SUBRECIPIENTS will provide copies of all clearances to Partner4Work upon request.
- **Regular Use of Online Database:** SUBRECIPIENTS will use the Learn & Earn online database, Salesforce, to track program activities, worksite information, youth attendance, and other required documents.
- **Timesheet Management and Verification:** SUBRECIPIENTS are responsible for holding youth accountable for completing their timesheet and for approving their hours in the ADP system on a weekly basis. SUBRECIPIENTS must keep track of each participant's ADP username and password, and Partner4Work will provide a tracking form for this purpose. SUBRECIPIENT must communicate regularly with Partner4Work if issues arise regarding payroll processing. **NOTE: Timesheets must be completed and submitted no later than 10:00 A.M. on the Monday before each payday. Youth are responsible for accurately documenting their hours worked in ADP, and supervisors must verify these hours.**

- Failure to submit timesheets on time will result in youth not receiving their wages on the scheduled payday. In such cases, the SUBRECIPIENT, in coordination with Partner4Work, should ensure that both the youth and their parents are informed if there is a delay in receiving checks. It's important to note that the completion and timely submission of timesheets is a shared responsibility between the participant, the SUBRECIPIENT, and Partner4Work.
- **Tracking Hours:** SUBRECIPIENTS will monitor the hours worked by program participants to ensure they fall within contractual guidelines and meet program outcomes.
- **Evaluation:** SUBRECIPIENT will make sure that youth and provider staff complete all required program surveys.
- **Maintain Youth Safety:** SUBRECIPIENT will ensure that all jobs comply with Child Labor Laws and all applicable county, state and federal guidance concerning public health and safety..
- **Attend Provider Training:** SUBRECIPIENT will attend provider training sessions in **March, April and May 2025 led by Partner4Work**. SUBRECIPIENTS are required to have at least one staff member, who is directly involved in program implementation, attend these sessions. All training will be held in-person to encourage active engagement and collaboration. After the training, all materials and presentations will be made available for reference and further review.

Additional Application Support:

Bidders may also propose to be considered an Application Support Center for the Learn & Earn program. While this service is not required, subrecipients who wish to be identified as a specific support center will be eligible for a bonus based on the number of completed, eligible applications processed at their location(s). The bonus structure is outlined below.

SUBRECIPIENTS who choose to participate are expected to:

- I. Offer a secure and safe environment with access to computers, scanners, and a high-speed internet connection during the application period.
- II. Assist in recruiting youth to apply for the program.
- III. Be knowledgeable about program requirements and eligibility criteria to guide youth through the application process.
- IV. Help youth determine their eligibility for the program.
- V. Assist youth in setting up an online account and completing their application, including submitting all required eligibility documents.
- VI. Follow up with youth to ensure they stay on track with their applications. If documentation is missing, reach out and encourage them to complete the process.
- VII. Provide application status updates to young adults who have completed their applications through your organization.
- VIII. Collaborate with Partner4Work to schedule and execute pop-up enrollment events, especially in school districts with the highest volume of Learn & Earn applicants.

The application for the Learn & Earn Summer Youth Employment Program 2025 is expected to open on **March 3, 2025, and will remain open for 17 weeks, closing on June 6, 2025**. SUBRECIPIENTS should be prepared to begin assisting applicants starting March 3, 2025. **(Dates subject to change)**

Please Note: Application opening and closing are subjected to change.

SUBRECIPIENTS who offer this support will be compensated based on the number of completed, eligible applications processed by their staff. An eligible application must be fully and correctly completed, include all necessary documentation, and pass eligibility verification. Payments will be made according to a sliding scale (listed below), with a maximum possible payment of \$6,500. To receive payments, SUBRECIPIENT must submit an invoice along with an Outreach Reporting Form, detailing the outreach activities used during the contract period. Partner4Work will verify the number of eligible applications and issue final payment at the conclusion of the application period.

Eligible applications processed	Payment
5-24	\$1,000
25-49	\$1,500
50-99	\$2,000
100-149	\$2,500
150-199	\$3,000
200-249	\$3,500
250-299	\$4,000
300-349	\$4,500
350-399	\$5,000
400-449	\$5,500
450-499	\$6,000
500+	\$6,500

Program Opportunities

Bidders may choose to propose opportunities at any or all of the Tiers below based on their organizational expertise and capacity. Organizations with experience in youth career exploration should consider applying for Tier 1, while those with strong employer partnerships and hands-on training expertise may find Tier 2 more suitable. Tier 3 opportunities should be highly likely to result in unsubsidized employment during or following participation. An overview of each Tier is in the chart below with additional details to follow.

Tiers	Age Range	Goal	Key Activities	Program Duration
1. Work Readiness	14-15	Introduce various career paths, helping youth understand their interests and strengths.	Work-readiness training, career exploration, job shadows, workplace tours, attend exploratory events,	Up to 7 weeks
2. Work Experience	16-18	Provide hands-on experience in specific industries to deepen understanding and develop skills.	Hands-on work experience, Internships, work-study, project-based work experience	Up to 7 weeks
3. Work-Based Training	18+	Connect young adults with registered apprenticeship or industry-recognized	Pre-apprenticeships, job training, Industry certification	Proposed

		credential programs that lead to full-time employment.		
--	--	--	--	--

Tier 1 Opportunities: Work-Readiness and Career Exploration

Tier 1 is intended for youth ages 14-15 to participate in hands-on work readiness training and career exploration. Below are the key responsibilities and expectations for providers under Tier 1.

Work Readiness

Providers are responsible for delivering 60 hours work-readiness training to all participating youth. This training can be based on a curriculum created by the provider, outsourced, or provided by Partner4Work. The curriculum must cover 12 essential competencies (listed below) and be engaging, interactive, and enjoyable to maintain youth interest and motivation. Training can be offered virtually, in-person, or through a combination of both, and we encourage innovative and interactive approaches.

Required Work Readiness Competencies:

1. **Communication Skills:** Clear verbal, non-verbal, and written communication, including active listening and audience adaptation.
2. **Time Management:** Efficiently prioritizing tasks, setting goals, and managing schedules to meet deadlines.
3. **Problem-Solving:** Using critical thinking and creativity to analyze and resolve issues.
4. **Teamwork & Collaboration:** Working effectively with others, respecting diverse viewpoints, and contributing to group goals.
5. **Critical Thinking:** Objectively analyzing information to make reasoned decisions.
6. **Professionalism:** Maintaining appropriate conduct, reliability, and ethical behavior in the workplace.
7. **Job Search & Resume Writing:** Developing resumes, cover letters, and job-seeking strategies tailored to relevant skills and opportunities.
8. **Technology:** Utilizing relevant digital tools and software to improve job efficiency.
9. **Work Ethic:** Demonstrating dedication, responsibility, and commitment to achieving goals.
10. **Adaptability:** Flexibly adjusting to new challenges and changes in the workplace.
11. **Entrepreneurial Skills:** Identifying opportunities and taking initiative through creativity and strategic thinking.
12. **Networking:** Building and maintaining professional relationships for career growth and opportunities.

Delivery of trainings

Training can be completed all at once at the beginning of the program or distributed throughout the six-week period. Note: [SkillUp](#) is an optional platform that providers will gain access to and Partner4Work will provide technical assistance to support provider usage of SkillUp Pa.

Providers must ensure that all aspects of the training meet these requirements, with a focus on interactive, fun, and practical learning experiences for the youth.

Career Exploration & College Preparation

Providers are expected to offer a total of 40 hours of training, which can be made up of a combination of Career Exploration and College and Career Preparation activities.

For youth ages 14-15, Career Exploration is key. Providers should deliver structured and engaging activities that expose participants to different career paths, helping them discover their interests and strengths. This builds confidence, decision-making skills, and prepares them for future educational and career opportunities.

In addition, providers can offer College Preparation activities for those interested in pursuing higher education, or Work Readiness training for youth who need additional support before entering the workforce. While these activities are optional, they provide valuable opportunities to enhance participants' development. By offering a combination of these options, providers can customize their programs to meet the diverse needs of the youth, helping them reach their career and educational goals."

Career Exploration Examples

Providers must ensure that each participant completes 40 hours of career exploration activities. These activities should give youth real-world exposure to diverse industries and professions, helping bridge the gap between academic learning and career aspirations. Examples of hands-on activities include:

- **Job Shadowing:** Allowing youth to observe professionals in action, gaining insight into daily job responsibilities.
- **Career Workshops & Simulations:** Engaging participants in mock interviews, real-world problem-solving, or business plan creation.
- **Industry Tours:** Organizing visits to workplaces, where participants can observe work environments and engage with professionals.
- **Skill-Building Projects:** Involving participants in real-world tasks such as designing websites, creating marketing materials, or developing prototypes to build practical skills.
- **Career Panels & Q&A Sessions:** Bringing professionals from various fields to interact with youth and answer their career-related questions.

Job-Related Challenges & Competitions: Stimulating participants' interest through competitions like coding, business pitches, or art challenges that mimic industry-specific tasks. Providers must ensure that all activities are interactive, align with the 40-hour requirement, and contribute to participants' overall personal and professional growth. Structured, well-planned activities are critical to making the program engaging and effective for youth.

Tier 1 Outcomes:

1. Work Readiness Training and Career Exploration:
 - Provide a total of 100 hours that includes the following (work readiness training/ career exploration/ work-based learning) with at least 90% participant completion
2. Career Planning and Portfolio:
 - Connect 80% of participants will complete their Connect4Work account and begin or add to an existing career portfolio
3. Financial Education:
 - Provide 80% of participants will attend age-appropriate financial education workshops, covering budgeting, saving, and financial goal setting.

Tier 2 Opportunities: Work Experience

Tier 2 is intended for youth ages 16-18 to gain meaningful work experience. Below are the key responsibilities and expectations for providers under Tier 2.

Work Experience Types

We prioritize connecting young people to meaningful and inspiring summer employment experiences, avoiding a "one-size-fits-all" approach. Youth can work up to 140 hours over 7 weeks, with various options including:

- **In-house Employment:** Youth work directly for the provider, who also serves as their worksite.
- **Traditional Worksites:** Youth are assigned to a job and report daily to a supervisor.
- **Work-Study:** Youth balance job hours with college coursework at a local institution.
- **Entrepreneurship:** Youth explore entrepreneurship through apprenticeships, launching businesses, or creating products.
- **Project-Based Work:** Youth collaborate in small groups to solve challenges or deliver products.

These experiences can be in-person, virtual, or hybrid. Providers are encouraged to be creative and design youth-centered programs. The proposal should outline the specific opportunities and models offered.

All summer jobs must:

- Provide meaningful training and work experiences.
- Support youth through mentorship, job shadowing, and services if needed.
- Offer more than traditional camp or clean-up work, exposing youth to a variety of activities.
- Be accessible via public transportation.
- Introduce youth to growing career fields over the next 5-10 years.

Jobs cannot:

- Replace displaced workers.
- Involve power tools or dangerous environments.
- Violate Child Labor Laws or youth safety standards.

For more details on Child Labor Laws and prohibited activities, visit:

[PA Child Labor Laws](#)

College Preparation & Work Readiness Activities

Providers have the flexibility to offer college preparation activities for youth interested in higher education, as well as work readiness training for those needing additional support before entering the workforce. While these activities are optional, they provide valuable opportunities to enhance participants' development. By integrating these options with youth work experiences, providers can better tailor their programs to meet the individual needs of participants, helping them achieve their educational and career goals more effectively.

Tier 2 Outcomes:

1. Work Experience:
 - Provide 140 hours of work experience with 80% of participants completing at least 80% of the hours.
2. Career Planning and Portfolio:
 - Ensure at least 85% of participants complete their Connect4Work account and update their professional portfolio, including resume and work samples.
 - Ensure at least 85% of participants complete a social media clean-up and improve their professional online presence.
3. Year-Round Program Enrollment:

- Provide information about workforce year-round programs to 100% of participants .
- 4. Financial Education:
 - Ensure at least 80% of participants attend age-appropriate financial education workshops that cover budgeting, saving, and financial goal setting. Additionally, provide opportunities for participants interested in opening a bank account to do so.

Tier 3 Opportunities: Work-Based Training

Tier 3 opportunities are intended for young adults ages 18-24. An 18 year old could participate in either Tier 2 or 3, depending on how interested they are in the industries connected to the opportunities and their interest in a permanent job following their participation. Priority will be given to applicants with outreach and recruitment plans that detail how they will recruit recent Career and Technical Education graduates and focus on providing them with connections to local employers, particularly those in high priority industries. Below are the key responsibilities and expectations for providers under Tier 3.

Occupational/Industry Experiences

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

Definitions:

- **Pre-apprenticeships:** Structured training programs that prepare individuals for formal apprenticeships by teaching essential skills and knowledge for the trade or industry.
 - **Example:** A pre-apprenticeship program for the construction industry may provide hands-on training in basic carpentry, electrical work, or plumbing, along with safety certifications like OSHA 10, preparing participants for entry into a formal union apprenticeship.
- **Industry-Led Training:** Programs that offer hands-on workshops, seminars, and projects designed to develop professional skills, leadership, and innovation.
 - **Example:** An industry-led training program in advanced manufacturing may offer workshops on CNC machine operation, lean manufacturing principles, and leadership skills, preparing participants to lead teams or work in specialized roles within the industry.
- **On the Job Training or Preparation:** Programs that utilize the Learn & Earn subsidy and case management support to support onboarding or preparation for new employees.
 - **Example:** A training program with a healthcare employer that allows for a participant to gain work experience and training in a variety of departments within a hospital setting before committing to pursuing a position in a specific department.
 - **Example:** A program that connects Career and Technical Education graduates with opportunities to apply their knowledge and credentials in an employment setting as an extended job interview or preparation.

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

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

For Pre-Apprenticeships:

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

For Industry-Led Training Programs:

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

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

Tier 3 Outcomes:

1. Industry Credentials:
 - 80% of participants will have access to and, where applicable, earn industry-recognized credentials.
2. Unsubsidized Full-Time Employment or enter into Registered Apprenticeships:
 - 70% of participants will either secure unsubsidized full-time employment or enroll in a Registered Apprenticeship program.
3. Financial Education:
 - Ensure at least 80% of participants attend age-appropriate financial education workshops that cover budgeting, saving, and financial goal setting. Additionally, provide opportunities for participants interested in opening a bank account to do so.
4. 80% of participants will register with PA CareerLink[®]

Program Costs and Budget Considerations

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

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

Work-Based Training Costs

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

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

Budget Item	Max Per Participant Cost	
	Work Readiness/Work Experience	Work-Based Training
Participant Transportation (1)	\$175.00	Proposed
Program and Admin Costs (2)	\$600.00	Proposed
Total Cost per Learn & Earn Participant	\$775.00	\$3,500

- (1) This line item covers the cost of bus passes for the 6-week (Tier 1) and 7-week (Tier 2) programs. While primarily budgeted for transportation, if the work is fully virtual, these funds may be reallocated toward technology solutions for youth. Any modifications to this line item should be approved to ensure alignment with program goals.
- (2) This line item represents all other program and administrative costs associated with the Learn & Earn program. Program costs may include materials that youth need in order to participate in the program or digital programs you intend to implement as part of your program offerings. These expenses can include organizational program and administrative costs, as well as any indirect costs. Indirect costs charged to the grant under this line item must be consistent with the organization's Indirect Cost Allocation and Uniform Guidance. All costs charged to this category must be supported with appropriate supporting documentation. Administrative costs cannot exceed 10%. This applies for both in-person and virtual work. See Appendix C for further guidance.

How to Apply

Proposal Submission Guidelines:

Submit your proposal by **December 16, 2024, at 11:59 PM EST** to rfp@partner4work.org. Late or incomplete submissions will not be considered. The email subject line must read: “[Organization Name] Learn & Earn Provider Proposal.”

In your cover sheet, please clearly state whether you are proposing to be a **Tier 1, Tier 2, or Tier 3** Learn & Earn provider, or if you are applying for any combination of these Tiers.

Proposal Requirements:

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

- I. **Cover Sheet:** Complete **Appendix A**.
- II. **Program Overview:** Complete **Appendix B**.
- III. **Proposal Narrative** (maximum 8 pages)

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

 - A. **Organization Description**
 1. What is your organization’s mission?
 2. What programs and services do you offer?
 3. What is your experience in workforce and youth development?
 4. Providers may request specific eligible youth to be placed with their organization. To what extent do you anticipate having specific youth in mind for placement? Describe your recruitment methods and how you will ensure they submit completed applications. Proposals that include outreach and recruitment strategies specifically targeting youth from extreme and high-need communities, as identified in the [Allegheny County Needs Assessment](#), will be given priority consideration.

Note: Partner4Work makes placements based on multiple factors, and no youth placements are guaranteed.
 - B. **Program Management and Compliance**
 1. How many youth do you plan to host? How many in each age range?
 2. What are your tentative dates, times, and locations for orientation and onboarding?
 3. What is your staffing plan for the program? Provide the names and titles of those responsible for the program's administration.
 4. How many staff members will be overseeing youth directly and providing case management? Specify if these will be permanent or temporary staff.
 5. How will you ensure that all employment paperwork is completed before youth begin work?
 6. Who will be responsible for updating Partner4Work's online database with accurate youth placement information, worksite details, and other documentation?
 7. How will you track progress towards meeting program outcomes?
 8. How will you meet the program's performance standards? If you were a past provider and did not meet standards, what steps will you take to ensure compliance in 2025?
 9. For returning applicants, how will you improve your program or expand its practices?
 10. To what extent do you intend to provide application support?
 - C. **Proposed Opportunities-** You may propose opportunities for Tiers 1, 2 or 3 or multiple Tiers. Be as clear as possible as to which Tier your programming fits.
 1. **Tier 1-Work Readiness Training and Career Exploration (for 14-15 year olds) - if applicable**

- a) How many young people do you have the capacity to support in this Tier? Do you have a city/county preference?
- b) What’s the scope and sequence of the training you plan to offer? What curriculum do you intend to use or adapt?
- c) What types of career exploration opportunities will young people participate in?
- d) How will your training engage diverse learners and appeal to multiple learning styles?
- e) Will training be delivered virtually, in-person, or a combination of both?
- f) If virtual training is offered, how will you ensure that youth have the necessary technology and access?
- g) How will you ensure that the learning is experiential and doesn’t feel like school?

2. Tier 2-Work Experience (for 16-18 year olds)- if applicable

- How many young people do you have the capacity to support in this Tier? Do you have a city/county preference?
- In which industries will your work experience opportunities be offered? How will you assign youth to specific worksites?
- Who are your worksite partners? List businesses that will serve as worksites, including their locations and industries. Indicate which partnerships are confirmed and which are pending.

Note: All worksite partners must be finalized and submitted to Partner4Work by April 1, 2025.

- What additional partners, if any, will support the program in areas such as training or mentoring?
- Which of your worksites, if any, are located in historically underserved areas targeted by this RFP?
- Describe the types of work experiences you will provide (e.g., in-house employment, traditional in-person worksites, project-based work, work-study, or entrepreneurship). Include a brief description of what youth will do for each type of experience that applies.
- Will you offer virtual work experiences? If so, how will you ensure that youth have the necessary technology and access?
- How will you accommodate work experience opportunities for young people with disabilities?

3. Tier 3-Work-Based Training (18-24 year olds) - if applicable

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

IV. Budget & Narrative (maximum 3 pages)

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

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

V. **Letters of Support**

Provide at least two letters of support from worksites or partners engaged for the 2025 program year.

Review and Selection Process

The Learn & Earn Review Committee will score proposals based on the requirements outlined above. The number of proposals selected will depend on the availability of funding. Successful bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources.

Proposals will be evaluated based on specific categories, with a maximum score of **100 points**. To maximize your potential score, ensure that your proposal thoroughly addresses the scope of work described in this RFP with priorities given to the items below:

1. **Proposal Overview- Maximum 10 points**

All requested information is provided, proposal meets all requirements, Appendix A and B are complete and provide a clear and concise summary of the proposal. Proposed opportunities reach priority demographic groups.

2. **Proposal Narrative – Maximum 80 points**

This section will be evaluated according to the strength and feasibility of the program plan, the quality of the offerings and alignment with Learn & Earn goals. Points will be awarded based on:

- **Organizational Capacity (10 points):** Experience in workforce and youth development, mission alignment, and ability to recruit and place youth.
- **Program Management (30 points):** Comprehensive staffing plan, orientation/onboarding details, and ability to meet compliance and performance standards. For applicants with multiple program offerings, proposals must clearly describe how multiple offerings will be managed efficiently.
- **Program Offerings (40 points):** Offerings are age-appropriate, high quality, inclusive, and allow for virtual and/or in person engagement. Opportunities offer variety, experiential learning, and industry relevance. Offerings provide opportunities to young people in underserved areas. If applicable, work-based training opportunities result in likely permanent jobs following their participation.

3. **Budget & Narrative – Maximum 10 points**

Points will be awarded based on the clarity, feasibility, and alignment of the proposed budget and narrative with the program’s goals. Criteria include:

- Budget is clear and adheres to cost-per-participant guidelines described in Appendix C. Expenses are justified and aligned with program activities and goals. The organization has the financial capacity to pay up front program costs and manage financial resources effectively.

Contracts will be awarded for a number of slots within specific Tier(s). Proposals may be accepted in part or in full and contracts will be awarded based on the relative strength of the proposals, the reach of the proposed offerings and the balance of Tiered opportunities we intend to provide.

Review Timeline:

Release of RFP:	November 12, 2024
Questions due to Partner4Work:	November 26, 2024 by 11:59 PM EST
Proposals Due Date:	December 16, 2024 by 11:59 PM EST
Provider Discussion (If applicable)	December, 2025

Selection of Providers: January 2025
Start of Application Process for Youth: March 3, 2025 (Subject to change)

Questions or Requests

All questions or requests for additional information must be made in writing to rfp@partner4work.org by **November 26, 2024 by 11:59 PM EST**. Answers will be posted publicly at www.partner4work.org. Bidders are encouraged to check the website frequently for updates. Questions received after **November 26, 2024 by 11:59 PM EST** will not be answered.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFP.
- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

Appendix A: Learn & Earn 2025 Proposal Cover Sheet

Lead Applicant: Enter text here.

A. Contact Information

Organization Name: Enter text here.

Address: Enter text here.

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

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

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

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

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

Executive Director: Enter text here.

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

B. Legal Information

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

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

Please provide your current:

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

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

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

C. Additional Requirements

- Program Overview- Appendix B
- Program Narrative
- Budget- Appendix C
- Budget Narrative
- 2 Letters of Support

D. Certifications and Assurances

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

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

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

	(Request for Taxpayer Identification Number and Certification), if our proposal is selected and we are offered a contract.
--	--

SIGNATURE REQUIRED ON NEXT PAGE

E. Signature of Authorized Representative

By signing below, I certify that I am legally authorized by the organization named herein to submit this proposal and represent the above certifications and assurances on behalf of the organization named herein. I understand that Partner4Work is relying on this representation to effectively conduct the procurement process and develop any agreements that may result from this RFP.

Name of Authorized Representative: Enter text here.

Title of Authorized Representative: Enter text here.

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

Signature of Authorized Representative:

Date: Enter text here.

Appendix B: Learn & Earn 2025 Program Overview

Provider Name:

Proposed Number of Youth/ Young Adults: Give the total number of youth or young adults you propose to serve at each age range. You may choose 1, 2 and/or 3 ranges below. Note: Partner4Work reserves the right to make the final decision on the age range and total number of youth placed with each provider.

Total Young People: _____ 14-15 year olds (Tier 1): _____ 16-18 year olds (Tier 2): _____ 18-24 year olds (Tier 3): _____

City/ County Residential Preference:

- Mainly City residents
- Mainly County residents
- Mix of Both
- No Preference

Demographic Groups You are Best Positioned to Serve: Specify the neighborhoods or communities where you have the deepest reach or the most worksites. If you have a particularly strong capacity for a specific age range or population, describe why here.

Program Offerings: Summarize the opportunities for each age range that young people would gain by being placed with your organization. You are not required to offer more than one type of opportunity.. If you plan to offer work experiences, approximate the number of youth you anticipate having each type of experience and mark whether it would be done in-person, virtually or both.

Work-Readiness: Describe in a few sentences the types of career exploration and work-readiness training you intend to offer.

Check all that apply.

Proposed Number of Youth

Format: (Mark 1 or both)

Work Experience (16-17 year olds):

<input type="checkbox"/> Host Youth In-House		<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person
--	--	---

<input type="checkbox"/> Traditional Worksites	In-person		<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person
<input type="checkbox"/> Work-Study			<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person
<input type="checkbox"/> Entrepreneurship			<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person
<input type="checkbox"/> Project Based Experience	Work		<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person
<input type="checkbox"/> Internship			<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person

Work-based Training: Describe in a few sentences the opportunities for work-based training that leads to employment that you intend to offer young adults ages 18-24.

Application Support: Are you electing to provide application support services? Yes: No: If yes, complete the section below.

Proposed Location of Application Support Center:

Address: [Click here to enter text.](#)
 City: [Click here to enter text.](#) Zip Code: xxxxx

Additional Location (if applicable):

Address: [Click here to enter text.](#)
 City: [Click here to enter text.](#) Zip Code: xxxxx

Proposed Budget:

*Your proposed budget total is calculated by multiplying the per person costs listed for each Tier by the number of young people you propose to serve. in their corresponding Tier. If awarded a contract, the total amount of funds available for reimbursement will be based on the actual number of participants placed at your organization who work at least 1 hour.

	Work Readiness/Work Experience	Work-Based Training
Cost per Participant <i>(do not edit)</i>	\$750	\$3,500
Proposed Number of Participants		
Total Proposed Budget		

Appendix C: Learn & Earn 2025 Budget & Narrative Instructions

Budget Instructions

Provide a breakdown of the anticipated expenses to support your proposed program offerings. For Work-readiness and Work Experience opportunities, \$150.00 per person is to be allocated towards participant transportation. The remaining \$600.00 per participant is allocable across four categories; Personnel, Fringe Benefits, Indirect Costs and Other. Personnel includes the provider staff who support the direct implementation or administration of the program. Because the cost categories associated with Work-based Training can vary widely, providers may propose a budget that should not exceed a per person cost of **\$3,500**.

For all offerings, participant wages will be paid directly by Partner4Work and should not be reflected in provider budgets.

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

Please include the following in the budget narrative:

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

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

Other: Provide clear and specific detail, including costs, for each item so that Partner4Work can determine whether the costs are necessary, reasonable and allocable. List any item not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

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

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

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

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

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

Appendix D: Overview of Administrative and Budget Requirements

Overview of Administrative Requirements

At a minimum, all subrecipient organizations must meet the Standards for Financial and Program Management found at 2 CFR 200 in the OMB Uniform Guidance, as well as any regulatory requirements related to the funds. Your organization's financial management system must provide for the following:

1. Tracking spending on multiple individual funding streams

Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal Agency, and name of the pass-through entity (i.e. Partner4Work).

2. Fiscal reporting on an accrual basis

Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR 200.327 Financial Reporting and 200.328 Monitoring and Reporting Program Performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient may develop accrual data for its reports based on an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports based on an analysis of the documentation on hand.

3. Maintaining documentation supporting all spending and assets

Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligation, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

4. Maintaining internal controls that ensure compliance with all funding regulations

Control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303 Internal controls.

5. Producing a budget to actual report

Comparison of expenditures with budget amounts for each Federal award.

6. Processing payments on a reimbursement basis

Written procedures to implement the requirements of § 200.305 Payment.

7. Budgeting and spending funds in allowable cost categories (i.e. direct, indirect, program, and admin costs)

Written procedures for determining the allowability of costs in accordance with Subpart E - Cost Principles of this part and the terms and conditions of the Federal award.

Record Retention

The selected applicant(s) must retain, secure and ensure the accuracy of all program files and records, whether related to job seekers, businesses or general operations, in compliance with WIOA and/or TANF requirements, related federal and state regulations, and Partner4Work's record retention requirements. Case files are the property of Partner4Work and must contain a variety of documentation including, but not limited to: program eligibility, suitability, and assessment data; Individual Service Strategies (ISSs); regular customer contacts and updates; progress reports, time and attendance

sheets (training services); and case notes. Files must be retained for seven years after Partner4Work reports final expenditures to the funding source. The selected applicant(s) must allow Partner4Work and representatives of other regulatory authorities access to all WIOA and/or TANF records, program materials, staff, and participants.

Personally Identifiable Information Compliance

The selected applicant(s) are responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and P4W policies. Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. The selected applicant(s) acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected applicant(s) may have access to this information only on a “need to know” basis. The selected applicant(s) must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.