2025 Learn and Earn RFP Q&A
Updated on 12.4.2024

Q: Tier 2 Opportunities: Work Experience states, "Youth can work up to 140 hours over 7 weeks". Can students work less than that? What are the minimum hours/number of weeks?

A. *Yes, youth can work fewer than 140 total hours. However, one of the outcomes we aim for is that youth complete at least 80% of the available hours. There is no set minimum number of hours or weeks, but providers should encourage participation to meet this benchmark.*

Q: What does Partner4Work's administrative and case management structure look like to support providers? Will there be 1 case manager per provider? Can you give a sense of their weekly hours and wages? What costs have been allocated to support program management and administration?

A. *Partner4Work provides overall administrative support for the Learn and Earn program. Providers can reach out to Partner4Work directly with any administrative questions. However, Partner4Work does not provide case management; this responsibility lies with the providers. To support administrative costs, the RFP includes an allocation of $600 per participant, which providers can use to offset expenses. Information regarding weekly hours and wages for case managers should be determined by the provider, as Partner4Work does not set these specifics*.

Q: Do providers have the ability to select a bi-weekly paycycle? Or to negotiate on a pay structure that works best for their organization's need? Preparing pay each week would be incredibly difficult and onerous for providers and work sites.

A. *Since Partner4Work manages payroll, providers do not need to handle pay cycles. However, providers are responsible for ensuring that timesheets are accurate and properly maintained within the ADP system. The pay cycle structure will follow Partner4Work's established system and is not negotiable.*

Q: How can providers be more involved in the process for building iterations of learn and earn? Are there opportunities for providers to be more involved in decisions before they are made?

A. *At the end of each summer, Partner4Work conducts a debriefing session where all providers can participate and discuss potential program enhancements. Additionally, Partner4Work is considering including a provider representative on the Learn and Earn Committee to offer more involvement in decision-making before changes are implemented.*

Q: We typically host 6-8 mandatory orientation sessions for participants and a caregiver across 5 locations over the course of 2-3 weeks to accommodate families and schedules. How might P4W support this effort if the orientations are consolidated into one week?

A. *Since Partner4Work is responsible for payroll, it is critical that orientations are scheduled in advance to allow P4W staff to collect necessary payroll information. If orientations are consolidated into one week, Partner4Work is open to discussing strategies with the provider to ensure the process runs smoothly, should the provider be awarded the opportunity.*

Q: Didn't P4W try a tier program in the past? I heard it didn't work??

A. *While a tiered approach may have been attempted in the past, the current model is designed with intentional pathways to address previous challenges. Tier 1 focuses on exposure, while Tier 2 emphasizes work experience. Unlike before, Tier 2 participants will not receive work readiness training unless deemed necessary by the provider. This new structure ensures each tier has a clear and distinct purpose, making the approach more effective and targeted.*

Q: Is there any flexibility on age ranges for the Tiers? I can think of a lot of reasons why a 16 or 17 year old may not be ready for a more traditional work site. For example, a 17 year old who is still learning English may benefit more from a Tier 1 program where additional support and interpretation could more easily be provided.

A. *No, the age ranges are fixed to allow us to use Salesforce to group participants into appropriate tiers. However, if a provider encounters a young adult who isn't ready for the next level, they should inform Partner4Work immediately. If the provider is managing both Tier 1 and Tier 2 programs, they have the flexibility to place the young adult in Tier 1 if it better suits their needs.*

Q: From a budget perspective, what does it mean that P4W takes over the employer of record?

A. *With P4W serving as the Employer of Record, providers will no longer be responsible for processing youth wages or handling payroll taxes. Instead, providers will focus on program delivery and receive $600 per youth to cover program-related costs and support during Learn & Earn.*

Q: What are the requirements for job shadowing? Is there a minimum of hours?

A. *Job shadowing is one of the activities that can count toward Career Exploration. While there is no specific minimum requirement for job shadowing alone, youth are expected to complete a total of 40 hours of Career Exploration activities, which can include job shadowing.*

Q: I am having a hard time visualizing what the actual program will look like. Is each organization only choosing one tier to address?

A. *Providers have the flexibility to choose one or multiple tiers to serve, depending on their organizational capacity. Partner4Work has outlined the expectations in the proposal, but* *it is up to each respondent to design their program while keeping P4W's priorities and requirements in mind*

Q: In terms of P4W taking on payroll for participants, will P4W honor payment through CashApp, as many of our youth use that platform.

A. *Yes, P4W can honor payments through CashApp if the participant provides their account and routing numbers for direct deposit during the signup process.*

Q: How will distribution of paychecks work for youth who aren't able to do direct deposit? Will P4W give providers checks to distribute? Mail them to participants?

A. *For youth who cannot use direct deposit, P4W will provide paper checks to providers in advance of payday for distribution. During the application process, youth will indicate their preferred payment method.*

Q: For ADP time entry, will the participants punch in/out or will the provider enter times into ADP? ADP does have geolocation options so a participant may not be able to clock in unless they are physically at the worksite or their workday may start at a different location than their assigned location depending on the program.

A. *Participants will enter their time into ADP, and providers will be responsible for reviewing and ensuring the accuracy of the submitted times.*

Q: Is there any negotiation with Partner4Work being the Employer of Record? And can providers give their own paperwork such as medical forms and waivers to participants?

A. *Providers can still distribute their own necessary forms, such as medical forms and waivers, to participants and should follow their organization's policies and procedures as they would for their own staff. However, Partner4Work will remain the Employer of Record for youth payroll, and this is non-negotiable.*

Q: In the RFP, the orientation indicates that a bank may need to be present at those orientations. The statement in the RFP is a little vague. Does a bank rep need to be at orientations in 2025?

A. *Having a bank representative present at orientation is helpful for participants who wish to open a bank account, but it is not explicitly required. This can provide valuable support for youth without existing accounts.*

Q: If we are only applying for tier 2, and receive a participant who is in need of what tier 1 offers, are we able to reassign members? I hear you saying that we have the option to provide more remedial skills if necessary, but are we required to develop a tier 1 program if we find ourselves in this situation?

A. *Yes, if a provider receives a young adult who isn't ready for Tier 2, they should notify Partner4Work immediately, and we will do our best to reassign the participant to a Tier 1 program. If the provider also offers Tier 1 programming, they may transition the participant to that tier. However, it is important to inform the participant of this change* *beforehand. In any case, we encourage providers to first attempt to work with the young person to address their challenges before requesting reassignment.*

Q: Will we receive a provider training on ADP?

A. *Yes! All provider staff will be trained by Partner4Work on ADP.*

Q: Will a provider staff be listed as the supervisor in ADP? With our experience with ADP, you can only assign one supervisor per person and in order for a provider staff to approve time and or make adjustments (ie a participant forgot to punch in) the provider staff would have to be the assigned supervisor. This may mean that provider staff would somehow have to be connected to P4W's ADP.

A. *Yes, provider staff will be listed in ADP as supervisors to approve all youth timesheets. This setup allows provider staff to review, approve, and make necessary adjustments, such as correcting missed punches. Partner4Work will ensure that provider staff are appropriately connected to P4W's ADP system to fulfill this role.*

Q: How are the students placed at the L&E sites?

A. *The Learn & Earn team places youth based on multiple criteria: location, job interests, and age. Additionally, youth are able to both request to be placed with an organization and to be requested by an organization. We do our best to honor all placement requests, although there are times that, due to space or organization location, we are not able to place a youth in a requested location. Youth are placed on a first come first serve basis.*

Q: Can an agency apply to be a Tier 1 and Tier site, but phase in students to Tier 2 over the subsequent years?

A. *Yes, agencies can apply to be both Tier 1 and Tier 2 sites. It is our hope that youth continue to grow into new opportunities and tiers year after year.*

Q: Can a provider contract with Learn and Earn for SCA to be the employer of record for all participants that we are providing work experiences for, under Tier 2?

A. *No, because Partner4Work will be handling payroll in 2025, they will need to be listed as the Employer of Record for all youth.*

Q: If the employer of record is non-negotiable, SCA will need to have all participants complete additional onboarding paperwork through SCA including but not limited to, waivers, medical forms, photo releases, and other legal documents to ensure that we can conduct our program to our national safety standards. Learn and Earn would also need

to secure additional waivers and releases from participants' guardians that cover SCA and name SCA as additional insured under Learn and Earn's insurance policies.

A. *Providers are still able to have youth complete any of their own onboarding paperwork that their organization requires.*

Q: Can we set more than one orientation date? Can these occur before and after the week of June 9th?

A. *Orientations can be held between June 9 - June 20. All orientations must be scheduled in advance, and made aware to Partner4Work.*

Q: Must all orientation days include a Learn and Earn representative?

A. *Yes, Partner4Work staff must attend orientation in order to collect payroll documentation*

Q: The RFP states the provider is responsible for ensuring at least 85% of participants complete a social media clean-up and improve their professional online presence.

A. *While we would like to make it a requirement, we will include it in the contract as a strong recommendation. Specifically, we are asking that young adults be provided with resources to support their professional development in relation to social media. This ensures they have the tools and knowledge to navigate and leverage social media effectively in a professional context.*

Q: Our program introduces youth to hands-on conservation workforce development and includes an overnight camping component to either the Allegheny National Forest or Raccoon Creek State Park. This camping component trains youth in outdoor living and leadership skills that are invaluable for conservation careers. In years past, Learn and Earn has declined reimbursement on expenses related to these trips. In service of creative and innovative workforce development programs requested in this RFP, will Learn and Earn allow camping program expenses this season?

A. *Unfortunately, overnight camping components are not reimbursable under the Learn and Earn program.*

Q: Learn and Earn funds a fraction of our summer job readiness program. In past years, our programs have provided youth the ability to participate in up to 180 work hours. Additional hours were paid by other funders who have their own metrics. In order to maintain our grant requirements with other funders, is it possible to have youth work greater than 140 hours and reimburse Learn and Earn for the cost of wages incurred?

A. *Youth are able to work more than 140 hours, however Partner4Work will only be paying youth wages for 140 hours over the course of Learn & Earn.*

Q: What is involved with Connect 4 Work?

A. *Connect4Work is a user-friendly digital platform where high school students can find job opportunities tailored to their needs. Providers have minimal responsibilities, as the* *platform is easy to manage. Students can create an account effortlessly, similar to signing up for social media platforms like Facebook or Instagram. Partner4Work will distribute the platform link to providers and serve as the primary point of contact for any questions or assistance young people may require.*

Q: Providers have to log in to each individual ADP account every week? Will there be a master list for providers?

A. *No, each provider will have a single login to ADP, granting access to all their assigned participants within that account.*

Q: How will the Tiers be differentiated in Salesforce?

A. Providers will see the tier youth are placed in on the placement listview in Salesforce.

Q: With Tier 3 targeting CTE students, will many of the past Corporate Learn and Earn providers (who are mostly looking for college students) be irrelevant?

A. In the past, we've only had one provider for the Corporate Learn and Earn program, and they will have the opportunity to apply as a Tier 3 provider. Employers who have previously participated in Corporate Learn and Earn and are primarily looking for college students will now be connected to our Tier 2 providers, making them relevant in supporting students at that level.

Q: What trades are being offered to Tier 3 participants? How will recruitment look for Tier 3?

A. *Respondents can propose how they plan to connect young adults to trades, including offering intensive career training and pre-apprenticeships in high-demand fields such as government, technology, and healthcare. Recruitment strategies will be determined by the provider, but Partner4Work aims to build strong relationships with CTE programs to facilitate and streamline the recruitment process.*

Q: Since Partner 4 Work is the employer of record, what will the responsibilities of the providers look like?

A. Partner4Work will serve as the Employer of Record to manage payroll. However, providers will remain responsible for key duties, including orientation, supervision, timesheet management, and verification. Partner4Work will supply an employer handbook for both providers and participants to support these responsibilities.

Q: We could not find in the RFP the max hours for Tier 3. Also wanted to know if these hours can be done in any time frame within the program period or are the participants locked in to a certain number per week.

A. Respondents can propose the number of hours as part of their program design. Hours can be scheduled flexibly within the program period.

Q: Why are we shifting Learn and Earn payroll in-house?

A. *We have decided to take learn and earn payroll in-house to ease the burden that floating the participant payroll has on provider cash flow. This will allow smaller providers to participate around the city and county.*

Q: How will the County Budget impact Learn and Earn Programs?

A. *We are hoping the budget passes with an increase to learn and earn, if there are cuts to Learn and Earn funds, it will impact the program.*

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Q: For Tier 1, would our Student Youth Coordinators need to focus on career exploration, soft skills, and introductory work readiness throughout the summer for 8 hours a day rather than through providing them internships or presentations on these subject-matters?

A. *Tier 1 youth are expected to complete a total of 100 hours of work readiness training and career exploration over a 7-week period. Providers have the flexibility to structure these hours to best suit their program, such as scheduling 20 hours per week for 5 weeks or 15 hours per week for the full 7 weeks. The Tier 1 experience should include:*
   - *60 hours dedicated to work readiness training, covering the 12 competencies outlined the RFP.*
   - *40 hours focused on career exploration activities, which may include guest speakers, job shadowing, industry field trips, and other immersive experiences.*

Q: We had 70 kids last time, will we have much less now that they will separate some kids by age?

A. *No, you can still request the same number of youth in years past, and Partner4Work will continue to honor those requests as best as we can. Final contract numbers are going to be based on the total number of providers and eligible applications.*

Q: Can kids and their families still request to work with the BGC?

A. *Yes! Youth will still have the option to select the provider they choose to work with. Providers will also be able to submit youth request lists.*

Q: We are an Application Support Center and Providers, will that change?

A. *There will be no contracts for Application Support Centers in 2025. In years past, many of our providers were providing application support to youth and families without being a contracted ASC. Because so many providers are already doing the work, all providers will have the opportunity to provide application support and receive a monetary bonus based on the number of completed, eligible applications they support.*