



Developing a thriving
workforce in the
Pittsburgh area.



**PARTNER
A WORK**



2025 Learn & Earn RFP

Q&A Session

During the presentation, please place all questions in the chat.
They will be addressed at the end.



Agenda

Welcome & Introduction

Learn & Earn History

Challenges

What's New

Key Roles & Responsibilities of SUBRECIPIENT

Tiered Framework Overview

Tiers and Service Components

Proposal Requirements

Selection Criteria

Funding & Budget Expectations

Timeline & Key Deadlines

Questions & Answers

Closing Remarks



The History of Learn & Earn

- Learn & Earn Program is a collaboration and Partnership between the Allegheny County, City of Pittsburgh and Partner4Work - with the following goals in mind
 - positive and safe communities for first Jobs
 - enhancing soft skills development
 - create exposure opportunities
 - develop transferable skills
 - build professional and social networks
- Supports low-income youth by offering work-readiness, coaching, and on-the-job training, preparing them for meaningful post-high school employment.
- Engaged nearly 14 thousands participants and paid \$14 millions in wages



Learn & Earn Program Challenges

- Budget
- Placements
- Attendance
- Timesheets
- Lack of county provider coverage
- More Diverse Worksites
- Payroll

What's New?

- Partner4Work will take on payroll & act as the employer of record for all Learn & Earn youth
- Electronic timesheets via ADP
- Placements to end first week in June
- Mandatory orientation week
- Application Support Centers
 - All providers will have the opportunity to provide support
 - Bonuses for completed, eligible applications
- Pay structure
 - Tier 1 - \$10/ hour
 - Tier 2 - \$12/ hour
 - Tier 3 - Proposed



Key Roles & Responsibilities of SUBRECIPIENT (Part 1)

Outreach and Recruitment

- Target Areas: Focus on extreme and high-need communities identified in the Allegheny County Needs Assessment.
- Submit Outreach Plan: Due within two weeks of contract award, including target areas, resources, communication strategies, and community engagement activities.

Data Collection & Financial Empowerment

- Support the collection of demographic data and provide opportunities for financial education (aligned with the CFE Fund's Summer Jobs Connect initiative).

Application & Pre-Employment Support

- Assist youth with applications and ensure they meet eligibility criteria.
- Ensure completion of required pre-employment paperwork (I-9, W-4, etc.) and maintain copies for youth files.

Orientation & Enrollment

- Host orientation sessions for youth (dates specified by Partner4Work).
- Provide support for payroll and direct deposit forms, working closely with Partner4Work for smooth enrollment.

Key Roles & Responsibilities of SUBRECIPIENT (Part 2)

Participant Support & Career Development

- Provide mentorship, training, and career exploration opportunities to ensure successful program transitions.
- Issue weekly bus passes and address participant needs.

Supervision & Compliance

- Ensure at least two adults supervise youth at all times.
- Obtain and maintain required clearances (criminal background checks, child abuse clearances, etc.).

Program & Timesheet Management

- Use Salesforce to track attendance, worksites, and activities.
- Approve timesheets weekly in ADP and monitor hours to meet program guidelines.

Safety & Evaluation

- Ensure compliance with Child Labor Laws and maintain a safe environment.
- Ensure timely completion of all required surveys by youth and staff.

Training & Collaboration

- Attend Partner4Work provider training sessions (March–May 2025).
- Collaborate actively and leverage training materials for program success.



**A Structured Path to Career
Readiness and Advancement**



Tiered Framework Overview

1. **Tier 1 – Work-Readiness and Career Exploration:** For youth ages 14-15, this tier emphasizes career exploration, soft skills, and introductory work-readiness training. Participants engage in a up to 7 -week employment period, gaining exposure to various career paths and building foundational workplace skills.
2. **Tier 2 – Work Experience:** For youth ages 16-18, this tier offers hands-on work experience and career development opportunities with local businesses and organizations. Participants refine their skills, deepen their industry knowledge, and connect with professionals and mentors.
3. **Tier 3 – Work-Based Training:** Designed for young adults ages 18-24, this tier provides intensive career training, including pre-apprenticeships in high-demand fields such as government, technology, and healthcare. This final stage equips participants for full-time employment with advanced skills and industry insights.



Tier 1 – Work-Readiness and Career Exploration: Tier 1 Overview for Youth (Ages 14-15)

1. Objective: Hands-on work readiness training and career exploration.
2. Program Structure:
 - a. Work Readiness: 60 hours of training covering 12 essential competencies.
 - b. Career Exploration & College Prep: 40 hours of structured activities to expose youth to career paths and build skills.



Tier I – Work-Readiness and Career Exploration: Key Responsibilities for Providers

Work Readiness Training

- Deliver 60 hours of interactive, engaging, and enjoyable training.
- Options: Provider-designed curriculum, outsourced, or Partner4Work resources.
- Formats: Virtual, in-person, or hybrid.



Tier I – Work-Readiness and Career Exploration: Career Exploration & College Preparation

40 hours of activities:

1. Career Exploration: Focused on exposing youth to industries, roles, and skills.
2. College Preparation (optional): Activities for youth interested in higher education.

Examples of Activities:

- Job Shadowing
- Career Workshops & Simulations
- Industry Tours
- Skill-Building Projects
- Career Panels & Q&A Sessions
- Job-Related Challenges & Competitions



Tier I – Work-Readiness and Career Exploration: Program Delivery Expectations

1. Flexible Training:
 - a. Conduct training over the course of up to 7 weeks
2. Tools & Support:
 - a. Optional use of SkillUp PA with technical assistance provided by Partner4Work.
3. Interactive Learning:
 - a. Ensure all activities are hands-on, structured, and align with required hours.
 - b. Focus on fostering real-world skills and personal growth.



Tier I – Outcomes

Work Readiness Training & Career Exploration

- Deliver 100 total hours, including work readiness training, career exploration, and work-based learning.
- Achieve at least 90% participant completion.

Career Planning & Portfolio

- 80% of participants will complete their Connect4Work account and create or update their career portfolio.

Financial Education

- 80% of participants will attend age-appropriate workshops on budgeting, saving, and financial goal setting.

Tier II: Work Experience and Skill Application: Opportunities Overview

For Youth Ages 16-18

1. Focus: Gaining meaningful work experience during summer.
2. Work Experience Duration: Up to 140 hours over 7 weeks.
3. Flexible Work Models:
 - a. In-house employment with the provider.
 - b. Traditional worksites with daily supervision.
 - c. Work-study balance with college coursework.
 - d. Entrepreneurship experiences.
 - e. Project-based group work to solve challenges or deliver products.

Tier II: Work Experience and Skill Application: Key Expectations for Providers

- Offer inspiring and tailored work experiences – avoid "one-size-fits-all" models.
- Design programs that are youth-centered and encourage creativity.
- Flexibility in delivery:
 - In-person, virtual, or hybrid work environments.
- Clearly outline opportunities and models in your proposal.



Tier II: Outcomes

Work Experience

- Provide 140 hours of work experience with 80% of participants completing at least 80% of the hours.

Career Planning & Portfolio

- 85% of participants will:
 - Develop a Connect4Work account.
 - Update their professional portfolio (resume and work samples).
 - Conduct a social media clean-up to improve their professional online presence.

Year-Round Program Enrollment

- Share information about workforce year-round programs with 100% of participants.

Financial Education

- 80% of participants will:
 - Attend age-appropriate workshops on budgeting, saving, and financial goal setting.
 - Be provided opportunities to open a bank account if interested.



Tier III - Overview – Work-Based Training

Target Audience: Young adults ages 18-24

- **Focus:** Connecting participants to industry-aligned training and career pathways.
- **Eligibility:** 18-year-olds can be selected to participate in either Tier 2 or 3 based on interest and alignment with long-term goals.
- **Priority:** Programs that recruit recent Career and Technical Education (CTE) graduates and connect them to high-priority industries.



Tier III Work-Based Training - Key Program Elements

Occupational/Industry Experiences:

- Align programs with employer partners or Registered Apprenticeships.
- Facilitate transitions into skill-building and credentialing opportunities.
- Deliver in-person experiences for creativity and youth-centered engagement.

Program Types:

- Pre-Apprenticeships: Linked to Registered Apprenticeships, hands-on training, certifications, mentorship, and wraparound support services.
- Industry-Led Training: In-demand skills, leadership development, hands-on workshops, and business partnerships.
- On-the-Job Training/Preparation: Subsidized training programs with case management, providing real-world work exposure.



Tier III Work-Based Training - Key Requirements for Providers

Pre-Apprenticeship Programs Must:

- Be directly linked to Registered Apprenticeships.
- Include hands-on training, certifications, mentorship, and job placement support.

Industry-Led Training Must:

- Focus on in-demand skills in technology, healthcare, or manufacturing.
- Provide certifications, real-world tasks, and networking opportunities.

Shared Goals:

- Ensure participants gain industry-recognized credentials (e.g., Certified Welder, Certified Medical Laboratory Assistant).
- Collaborate with employers for job placement and career advancement opportunities.



Tier III Outcomes

Industry Credentials

- 80% of participants will access and, where applicable, earn industry-recognized credentials.

Unsubsidized Full-Time Employment or Registered Apprenticeships

- 70% of participants will secure unsubsidized full-time employment or enroll in a Registered Apprenticeship.

Financial Education

- 80% of participants will:
 - workshops on budgeting, saving, and financial goal setting.
 - Be provided opportunities to open a bank account if interested.

PA CareerLink Registration

- 80% of participants will register with PA CareerLink.

Proposal Requirements

<u>Category</u>	<u>Criteria</u>	<u>Points</u>	<u>Focus</u>
Proposal Overview	Complete information, clear summary, and focus on priority demographics.	10 points	Clear and concise overview highlighting priority populations.
Organizational Capacity	Experience in workforce and youth development, recruitment, and alignment with Learn & Earn goals.	10 points	Demonstrated expertise and alignment with program mission.
Program Management	Detailed staffing plan, onboarding, compliance, and performance standards.	30 points	Strong management strategy with clear roles and processes.
Program Offerings	High-quality, inclusive, age-appropriate, experiential learning opportunities aligned with industry relevance.	40 points	Comprehensive and innovative programming aligned with industry needs and youth engagement.
Budget & Narrative	Clear, feasible, and aligned with program goals.	10 points	Transparent and Realistic budget with a strong alignment to LE Stated goals

Tips for a Successful Proposal

- Ensure all requested information is complete and clear.
- Focus on aligning program goals with Learn & Earn priorities.
- Highlight innovative, high-quality, and inclusive program offerings.
- Provide a realistic budget adhering to cost-per-participant guidelines.
- Demonstrate organizational capacity for managing resources and compliance.

Funding & Budget Expectations

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

Timeline & Key Dates

Activity	Dates
Proposals Due	December 16, 2024
Selection & Awards	Late January 2025
Provider Contracts	March 2025 - August 2025
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



Q&A



Next Steps

- Write and submit your proposal!
 - Proposals due December 16, 2024 by 11:59pm
 - Submit to rfp@partner4work.org
- Additional questions?
 - All questions must be submitted to rfp@partner4work.org by [November 26 by 11:59pm](#)
 - Questions and answers will be posted to the Partner4Work website
 - Please do not contact Partner4Work staff about questions related to the RFP



Thank You.