Apprenticeship Building America (ABA) Funding

April 28, 2023

Agenda

CCW Overview

Overview of the RFP

Elements of a Successful Application

Q & A

Investing in Washington's Apprenticeship Community

Career Connect Washington (CCW), the Employment Security Department (ESD), the Department of Labor and Industries (L&I) and our business, labor, and education partners have been working together to create a comprehensive system of Career Connected Learning in Washington. We've invested successfully in expanding apprenticeship over past four years and have grown more than 30 programs across Washington, creating more pathways to middle class jobs through apprenticeship.

CCW, ESD, L&I, and our partners worked together to apply for the Apprenticeship Building America grant (ABA) from US Labor to expand registered apprenticeship and recognized pre-apprenticeship programs in high-growth and high-demand industry sectors. This grant was awarded in 2022 and ESD is issuing this RFP to award $3,751,236.00 to Program Builders ready to build and expand programs statewide.

ABA will strengthen, modernize, expand, and diversify Registered Apprenticeship Programs, (RAP), to enable more workers to earn while they learn and find reliable pathways to the middle class. The ABA grant program aims to increase equity and accessibility in program delivery to apprentices, and to bring the Registered Apprenticeship model to more industries. The ABA grant mission to connect Americans to quality jobs in priority industry sectors aligns with the CCW coalition vision of sector-based strategies to connect youth with career pathways to employment in key industries in Washington.

Goals for expanding registered apprenticeship programs through ABA

In partnership with Career Connect Washington, ESD will work side-by-side with the Department of Labor & Industries, the Workforce Training & Education Coordinating Board, the Washington Student Achievement Council, and other CCW partner agencies to achieve the following goals over the next four years:

- Increase the number of registered apprenticeship and recognized pre-apprenticeship programs in target industries;
- Enroll 300 apprentices in 24 new or expanded registered apprenticeship programs;
- Enroll 400 students in 12 new or expanded recognized pre-apprenticeship programs;
- Increase the diversity of apprentices and pre-apprentices;
- Promote equitable access to high-quality careers for communities furthest from opportunity; and
- Increase employer awareness of and commitment to programs by enlisting 50 new employer sponsors.

P.E.A.R. Framework from WA State Office of Equity

ESD operates with a pro-equity, anti-racist (PEAR) framework. As directed through an executive order, and under the direction of the Washington State Office of Equity, all state agencies will develop PEAR action plans to help achieve the PEAR vision that:

"Everyone in Washington has full access to the opportunities, power and resources they need to flourish and achieve their full potential."

To this end, ESD is undergoing a critical reflection on how all of our programs, processes, and communications align with the PEAR framework and contribute to the vision of flourishing for all. Bidders in competitive procurements can expect to see revisions in this and upcoming competitive procurement processes as ESD undergoes this evolution.

Equity goals and deliverables are woven and integrated throughout this RFP. Equity is not relegated to a specific section or limited to equity statements. Successful RFP applicants must demonstrate concrete commitments and actions to diversifying apprenticeship representation and co-creating pathways to the middle class with communities furthest from opportunity.

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Welcome!

What is Career Connect Washington?

Business, labor, education, and community leaders who are creating work-based and academic programs for young people to explore, learn, and earn money or college level credit.

Over the next five years, our state will have 750,000 new career opportunities that keep us on the leading edge of global innovation and influence. We have the talent right here at home to fill those opportunities.

Career Connect Washington bridges the gap between employers and educators by providing the connection, funding, and support they need to deliver high quality academic and work-based experiences for Washington students, especially those furthest from opportunity.

Career Connect Washington (CCW) is a statewide movement to create a high-quality career connected learning (CCL) system

In May 2017, Governor Inslee charged CCW to find ways for young people to explore, prepare, and participate in "real world" employer-based learning opportunities as a way to increase life fulfilment and self-sufficiency, advance more students past high school with a degree or credential, and improve the state's economy

CCW scope:

- Serve young people through age 29
- Introduce students early (elementary and middle school) to opportunity around them
- Build off of existing great CCL opportunities in K-12, postsecondary (2- and 4-year)
- Learn from and grow Registered Apprenticeships as a critical player in the system

In spring 2019, HB 2158 (WEIA) was passed by the Legislature, which codified our state's 3-step CCL framework, and provided funding to implement CCW statewide through competitive, performance oriented, grants

CCW's Vision is to ensure equitable CCL access and outcomes for Washington students

Every young adult in Washington will have multiple pathways toward economic self-sufficiency and fulfillment, strengthened by a comprehensive state-wide system for career connected learning.

In order for every young adult to succeed, we must intentionally focus on populations furthest from opportunity especially students of color, Indigenous students, low-income students, rural students, and students with disabilities.
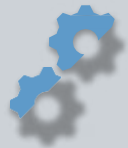
We acknowledge that systemic racism has held students back, especially Black and Indigenous students, and we aspire to build an anti-racist system for career connected learning.

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We will achieve this vision by connecting employers, labor, education, and government to create and scale career connected learning opportunities
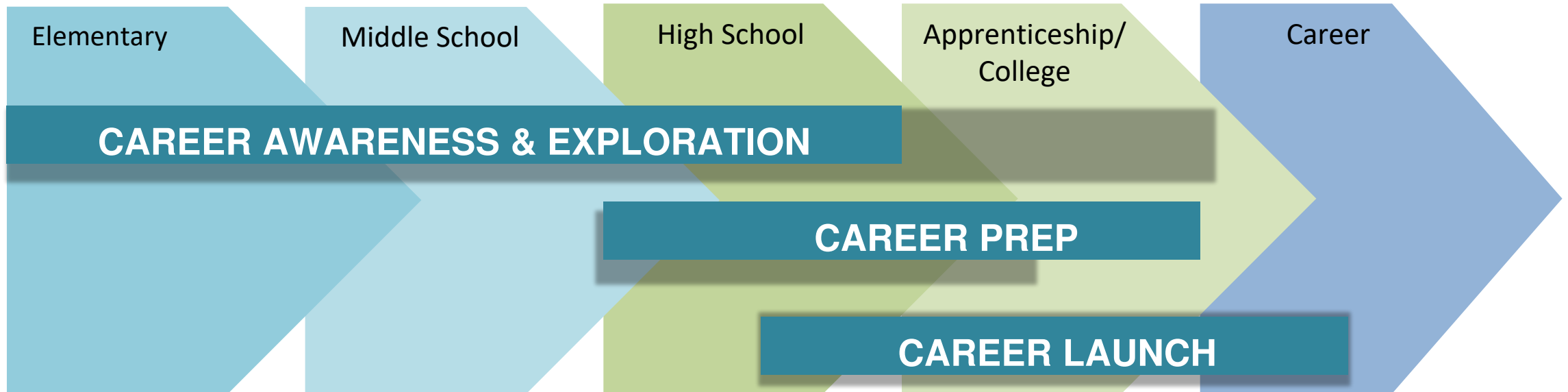
Employment

Education

Government

K-12

Industry

Higher Education

Employers   **Labor**

(incl. CTC, 4-Year)
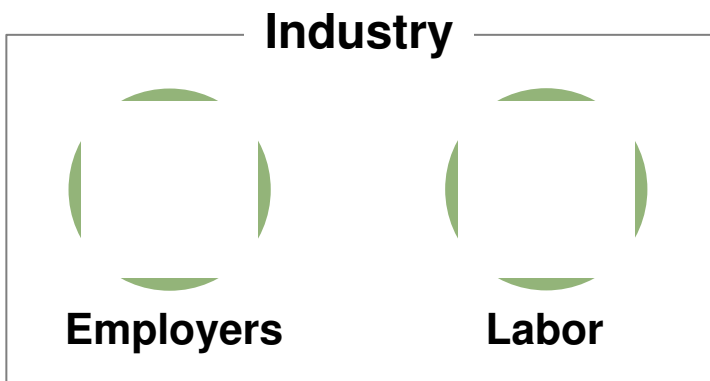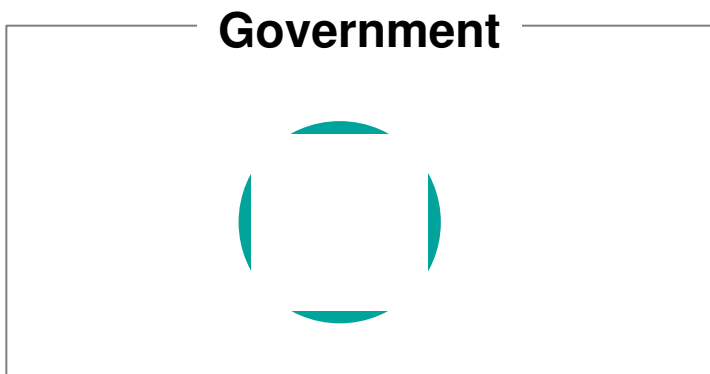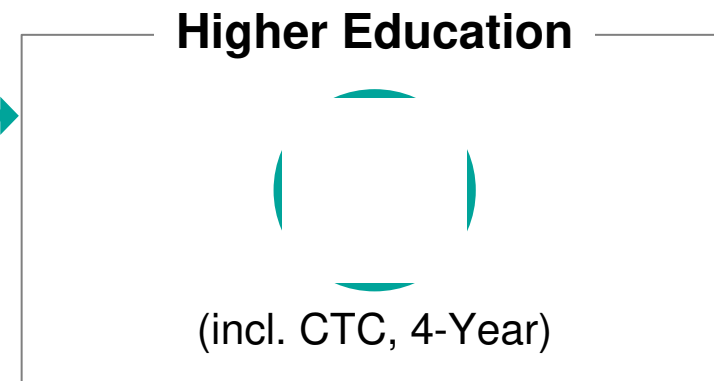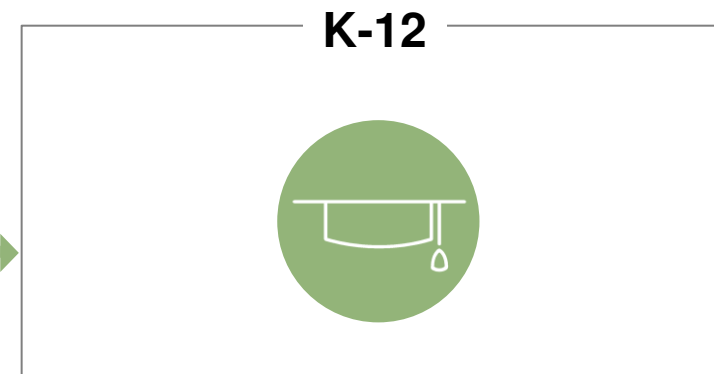
CCW can provide the connective tissue to grow CCL programs state-wide

Career Connected Learning Continuum

Elementary	Middle School	High School	Apprenticeship/ College	Career

CAREER AWARENESS & EXPLORATION

CAREER PREP

CAREER LAUNCH

Awareness & Exploration
- Job shadows
- Career fair
- Worksite tours
- Informational interviews

Career Prep
- Job site industry mentorship
- Pre-apprenticeship
- Internship

Career Launch
- Registered apprenticeship/internship
- Work-based course (dual credit)
- College or industry credential

*Represents the general sequence of CCL components in an education pathway. Exit points in Career Prep and Career Launch may be High School, College, or Apprenticeship.

Apprenticeship Continuum

| Elementary | Middle School | High School | College | Career |

PRE-APPRETICESHIP

REGISTERED APPRENTICESHIP
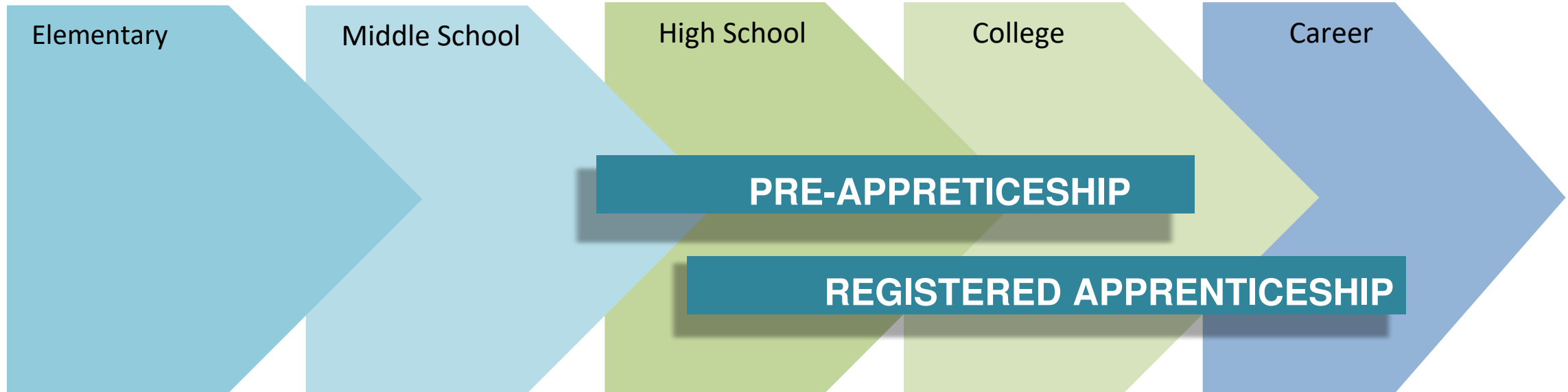
Pre-Apprenticeship

- Preparation for entry into existing RAP
- May or may not include wages or stipend

Registered Apprenticeship

- Paid on-the job training under supervision of journey-level professional
- Related classroom instruction
- Professional credential awarded

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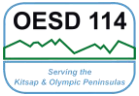# CCW Network of Partners

Employment

Education

Government

K-12

Regional Networks

CCL Coordinators

Industry

Employers

Labor

Sector Intermediaries

Program Builders

Higher education

(incl. CTC, 4-Year)
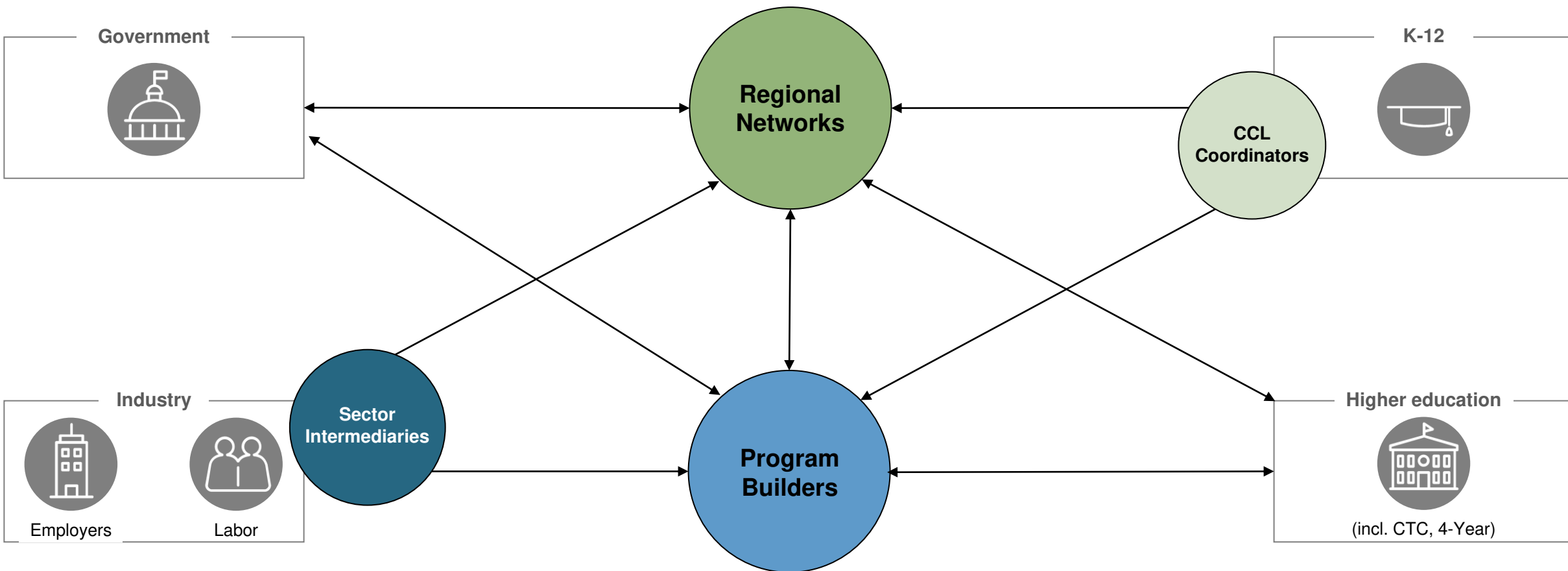
Regional Networks and CCL Coordinators

Network: Kareen Borders borders@skschools.org

CCL Coordinator: Kimberly Hetrick khetrick@oesd114.org

Counties: Clallam, Jefferson, Kitsap, and Mason

Network: John Bonner john@wabsalliance.org

CCL Coordinator: Walter Jackson wjackson@psesd.org

Counties: King and Pierce

Network: Lorie Thompson lthompson@esd113.org

CCL Coordinator: Cecily Kiester ckiester@esd113.org

Counties: Grays Harbor, Lewis, Mason, Pacific, and Thurston

Network: Vickei Hrdina vickei.hrdina@esd112.org

CCL Coordinator: Chad Mullen chad.mullen@esd112.org

Counties: Clark, Cowlitz, Klickitat, Pacific, Skamania, and Wahkiakum

Network: Jenny Veltri jveltri@nwesd.org and Alyssa Jackson alyssaj@snohomishstem.org

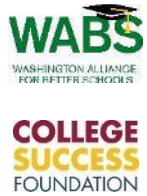**CCL Coordinator:** Sinead Plagge splagge@nwesd.org

Counties: Island, San Juan, Skagit, Snohomish, and Whatcom

Network: Sue Kane suek@ncesd.org and Aaron Parrott aaronp@skillsource.org

CCL Coordinator: Sue Kane suek@ncesd.org

Counties: Chelan, Douglas, Grant, and Okanogan

Network: Cassidy Peterson cpeterson@greaterspokane.org

CCL Coordinator: Jessica Dempsey jdempsey@esd101.net

Counties: Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman

Network: Debra Bowen deb@STEMlearning.org

CCL Coordinator: James Kindle jkindle@esd123.org

Counties: Asotin, Benton, Columbia, Franklin, Garfield, and Walla Walla

Network: Mark Cheney mark.cheney@esd105.org and Hugo Moreno hugo.moreno@esd105.org

CCL Coordinator: Shelly O'Neill shelly.oneill@esd105.org

Counties: Grant, Kittitas, Klickitat, and Yakima

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CCW Sector Intermediaries

Sector	Intermediary	Contact
Advanced Manufacturing & Aerospace	AWB Institute, in partnership with the Aerospace Futures Alliance	Thomas Gill, Program Manager, Thomasg@awbinstitute.org
Agriculture	Agriculture & Natural Resource Center of Excellence	Lindsey Williams, Director, lindsey.williams@wwcc.edu
Clean Technology & Energy	CleanTech Alliance, in partnership with the Pacific NW Center of Excellence for Clean Energy	Gus Williams - Workforce Manager Gus@CleanTechAlliance.org
Construction	AGC Education Foundation	Sarah Patterson, Workforce Development Director, spatterson@agcwa.com
Finance	Washington Bankers Association	Duncan Taylor, SVP, Membership & Programs: duncan@wabankers.com
Education	Professional Educator Standards Board (PESB) in partnership with Center for Strengthening the Teaching Profession	Erica Hernandez-Scott, Ph.D., Interim Executive Dir., erica.hernandez-scott@k12.wa.us Lindsey Stevens, Executive Dir., lindsey@cstp-wa.org
Healthcare	SEIU Healthcare 1199NW Multi-Employer Training and Education Fund	Leigh Christopherson, Healthcare Intermediary Project Director, lchristopherson@healthcareerfund.org
Information Technology & Cybersecurity	Computing for All	Alka Manchanda, Director Program Development, alka@computingforall.org Mandira Virmani, Director Program Development, mandira@computingforall.org
Life Science	Life Science Washington	Marc Cummings, President & CEO, marc@lifesciencewa.org
Maritime	NW Center of Excellence for Marine Manufacturing & Technology	Ann Avary, Director, ann.avary@skagit.edu

Apprenticeship and Pre-apprenticeship Design

We are building the infrastructure to create new, and grow existing, Apprenticeships

Creating/Expanding an Apprenticeship

Life-long learning and work

All registered apprenticeship programs need a sponsor. Sponsors can be employers, unions, employer associations, etc. Sponsors oversee every aspect of a registered apprenticeship program, from development to actual administration.

Sponsor - Apprenticeship Committee

Apprenticeships typically range from two to five years in length, depending on the occupation, with a minimum of 2,000 hours of on-the-job training (OJT).

Employer - Training Agent

A minimum of 144 hours of education is required for each year of the apprenticeship. This can be online courses, classroom instruction, courses at a local college, etc.

Related Supplemental Instruction

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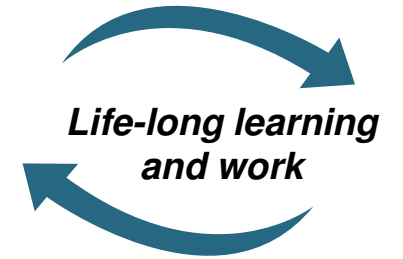
Apprenticeship: Approval process overview

Best Practices for beginning your program design and bid

Offering a Registered Apprenticeship :

1. Identify the program Sponsor and recruit Employer/Training Agents.

2. Identify your geographic area and target populations.

3. Involve potential apprentices, journey people and community members/organizations in co-designing your program.

4. Proactively identify barriers your prospective apprentices might face and community partners who can help provide support.

5. Contact the L&I Apprenticeship Customer Service Line to get connected to an Apprenticeship Consultant, 360-902-5320

6. Create program Standards and develop the Related Supplemental Instruction.

An apprenticeship approved by WSATC is automatically entered as a CCW Career Launch Endorsed Program and added to the program database.

Agenda

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Goals of the RFP

To develop **Build, Expand**, and **Enhance** Registered Apprenticeship and Pre-Apprenticeship Programs statewide.

- **Build** means to develop a new program.
    - The RFP proposal describes the intended program design as well as the employers and educators who will support the project. Grant funds can be used as **start-up** funds to develop curriculum, formalize commitments, embed equity supports, and ultimately get the program ready to accept apprentices.
- **Expand** means to increase the number of apprenticeship slots/occupation(s)/employers/regions served in an existing program.
    - The RFP proposal includes a description of the current program and its partners as well as the steps necessary to make the program available to more students. Grant funds can be used to **scale-up** the program by adding new employers, establishing the program in new counties or regions, adapting curriculum to meet the requirements for new occupations, and increasing the program's overall footprint.
- **Enhance** means to change the design and delivery of a program to be approved as a WSATC Registered Apprenticeship.
    - The RFP proposal includes a description of the current program and its partners as well as the steps necessary to **upgrade** the program to Apprenticeship.

- Funding (Federal, Department of Labor) available is approximately $3,751,236.

- Target award amount for each contract is $100,000 - $150,000, however these estimates are not lower or upper bounds.

- Grants will be awarded to apparent successful bidders in July 2023 and will run 12 – 18 months.

- Funded programs are prepared to stand before WSATC for approval before contract period ends.

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Schedule of Activities:

EVENT	DATES & TIME
All times are local to Washington State, U.S.A.	
RFP Posted to WEBS	April 14, 2023
Bidders Conference	April 28, 2023 - 11:00-12:30 p.m. Join Zoom Meeting https://us02web.zoom.us/j/84441588298?pwd=ZHJ4OTR4cE1IT1Vu WEpEY1lwd3BPZz09 Meeting ID: 844 4158 8298 Passcode: 517566
Deadline to submit questions for RFP Procurement Coordinator	May 3, 2023 - 5:00 p.m.
Answers are posted	May 8, 2023 - 5:00 p.m.
Notice of Intent to Bid	**May 12, 2023 – 5:00 p.m.**
Complaint process ends	May 21, 2023 - 5:00 p.m.
Due Date for Submission of Proposals	**June 09, 2023 – 5:00 p.m.**
THE FOLLOWING DATES ARE ESTIMATES and can change at any time with no notice	
Conduct Evaluations	June 12 – 23, 2023
Written Interview Questions	June 26 - 30, 2023 – if applicable
Notification of Apparent Successful Bidder(s)	July 05, 2023

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Mandatory Deliverables

Establish WA Department of Labor and Industries (L&I) Apprenticeship program standards in consultation with an L&I Apprenticeship Consultant.

An Apprenticeship program sponsor and apprenticeable occupation, (SOC), must be identified prior to the development of the apprenticeship program standards. The following list comprises the sections which must be contained in the apprenticeship program standards per RCW 9.04 and WAC 296-05 (.003):

- Geographic Area covered
- Minimum Qualifications
- Conduct of program under Washington Equal Employment Opportunity Plan
- Term of Apprenticeship
- Initial probationary period
- Ratio of apprentices to journey level workers
- Apprentice wages and wage progression
- Work Processes
- Related/Supplemental Instruction
- Administrative/Disciplinary procedures
- Sponsor – Responsibilities and governing structure

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Expected Deliverables

- Achieve target number of new/expanded participant slots outlined in Appendix B.

- Create descriptions of resources, supports, or other processes to recruit and support individuals from underserved backgrounds.

- Develop procedures for handling complaints(s).

- Develop tool(s) for recording and maintaining data for reporting to LNI & ESD.

- Identify barriers to program access, participation, and completion experienced by participants, design plan(s) to reduce and eliminate those barriers through local partnerships and establish measurable goals that will support determination of success.

- Incorporate youth and young adults into the design or expansion of the program, from ideation, strategy and goal setting, to decision-making, and finally in evaluation and analysis of success against goals.

- Establish letters of commitment from local community-based organization(s) (CBO), agencies, or group partners able to provide direct services to individuals in need through equitable and inclusive service strategies.

- Submit Apprenticeship program standards application to the Washington State Apprenticeship and Training Council by the end of performance period.

- Follow higher education accreditation process, if program providing dual credit to students.

- Establish sustainability plan addressing how program will be supported financially past the period of performance.

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Bidder Qualifications

To be eligible for consideration, a Bidder must be licensed, or able and willing to obtain a license, to do business in the State of Washington.

ESD strongly encourages all applicants to discuss their proposal with an L&I Apprenticeship Consultant. Prior to contacting a consultant, applicants should outline their occupation(s), potential training agent(s), and sponsor(s). Applicants who bring concrete plans to L&I apprenticeship consultants will receive high-quality technical assistance and, as a result, are better positioned to submit responsible and fundable proposals.

Program Builder must develop program in Washington State and serve Washington State Students.

Bidder must also meet the Qualifications noted below. Prior to any award, Bidder may be required to verify in writing, or through oral presentation, how it meets each the following standards:

a. Knowledge of the Registered Apprenticeship framework, including program standards and recognition for both Registered Apprenticeship and pre-apprenticeship programs. Knowledge of CCW framework and program definitions of Career Explore, Prep, and Launch.

b. Demonstrated understanding of current state of CCW Sector strategies and the workforce needs articulated by industry. See CCW Sector Leaders

c. Capability to leverage established connections with employer and education partners to conduct CCW/ABA Program Builder activities and accomplish grant objectives and deliverables.

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Bidder Qualifications

d. Demonstrated commitment letters from all parties necessary to establish an apprenticeship/pre-apprenticeship demonstrating equitable, inclusive, diverse, and accessible engagement and service delivery, including but not limited to:

   a. Employer(s)

   b. L&I Apprenticeship Training Sponsor partners providing related instruction

   c. Sponsoring organization or apprenticeship committee or commitment letter showing approval to join an existing RA as a training agent.

e. Ability to scale program (e.g., articulation, degree pathways, partnerships involving multiple education institution and employers).

f. Demonstrable efforts to achieve equity and promote belonging, including:

   a. Proactive recruitment and support of low-income, housing insecure, foster and/or justice involved, disabled, rural and/or LGBTQIA2S youth and young adults, as well as youth and young adults of color.

   b. Use or planned use of a racial justice impact assessment framework in decision-making, and co-design or integration of living experts in ideation, decision-making, and outcomes assessments.

   c. Current or planned professional development of staff in diversity, equity, inclusion, and access, including but not limited to anti-bias training and equity-centered community design.

   d. Promotion of a quality job environment within the bidding entity, as pursuant to the Departments of Commerce and Labor's determination of [eight (8) key principles of a good job](#)

g. Ability to work within CCW system, including Regional Networks, CCL Coordinators, Sector Intermediaries, and L&I Apprenticeship Consultants.

h. Commitment to sharing best practices with other program builders across the state.

Employer Incentives

Employer incentives to cover cost of starting/expanding RAP, Pre-apprenticeship

Program Builders may use up to 10 percent of grant funds to provide one-time incentives to new employers, joint labor management organizations, or industry associations (or other partners included in a multiemployer partnership) to directly fund new or expand existing RAPs in targeted industries.
Incentives may be paid to defray costs related to:

- Registration of RAPs with WSATC;

- Costs related to design and start-up of RAPs;

- Classroom education or online training for apprentices;

- Train-the-trainer costs or activities;

- Training supplies for apprentices (in consultation with ESD contract manager); and/or

- Curricula development.

All incentive payments must be aligned to the goals and federal award terms of the ABA federal grant issued to the State by USDOL. Program Builders must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided must comply with these organizational policies. Policies and procedures must be approved by the ESD Contract Manager before a Program Builder issues any incentive payments. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Further, Program Builders shall also provide, in quarterly reports to ESD, all recipients of incentive funding, status of activities related to the use of incentive funding, and when feasible, itemized costs related to the use of incentive funding.

Equipment

G. Equipment

In line with the Uniform Guidance, 2 CFR 200.33, ETA defines equipment as any *tangible, personal property (including information technology systems)* that has:

1) A useful life of more than one year; and
2) A per-unit acquisition which equals or exceeds the lesser of the capitalization level established by the non-Federal entity or $5,000.

The acquisition cost of equipment is defined as the *net invoice price* of the equipment *plus* the cost of any modifications, attachments, accessories, or auxiliary apparatus needed to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty, or protective in-transit insurance, are included or excluded from acquisition costs depending on the regular accounting practices of the recipient of the equipment.

Please be aware that **prior written approval** is always required for equipment purchases. To ensure that any planned purchases of equipment can be considered allowable costs, you must obtain specific written approval from your Grant Officer ***in advance*** of purchase. This requirement applies to equipment purchased directly with grant funds, as well as subrecipient purchases with grant funds. Equipment purchases must receive prior written approval in accordance with 2 CFR 200.407 or 2 CFR 2900.16.

*Grant recipients **may not** purchase equipment in the last funded year of performance which is defined as full program service delivery (not follow-up activities), which may not be the same as the last twelve months of the period of performance. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item(s) is rescinded.*
Grantees are prohibited from incurring any costs related to equipment purchases with ETA grant funds until the request to purchase this equipment is approved by the Federal Project Officer.

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Bid Proposals | Mandatory Content | Scored Content

Section B – Identifies and explains the content that **MUST** be include in each Bidder's Proposal.
ESD placed each mandatory requirement in an Appendix.
If a request for information is contained within an Appendix, then it **MUST** be included as part of the Bidder's Proposal.

Omission of mandatory required material may cause the Bidder's overall proposal to be disqualified.

There are five Mandatory Appendices:

| SCORING TABLE	
Evaluation Criteria / Required Material	**Maximum Possible Point Total**
Appendix A - Bidder Profile & Information	Administrative Review
Appendix B – Registered Apprenticeship/Pre-Apprenticeship Proposal	Program Design - 40 Partnerships - 20 Track Record of Success - 15 — 75 Points
Appendix C – Budget Proposal	10 Points
Appendix D – Letters of Support	10 Points
Executive Order 18-03	5 Possible Extra Points
	Total Possible Points: 100

CAREER CONNECT WASHINGTON

Agenda

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Q & A

Funding Purpose: Program Building

Phases of Program Development

Concept Planning and Partnership Development	→	Program Building	→	Program Implementation
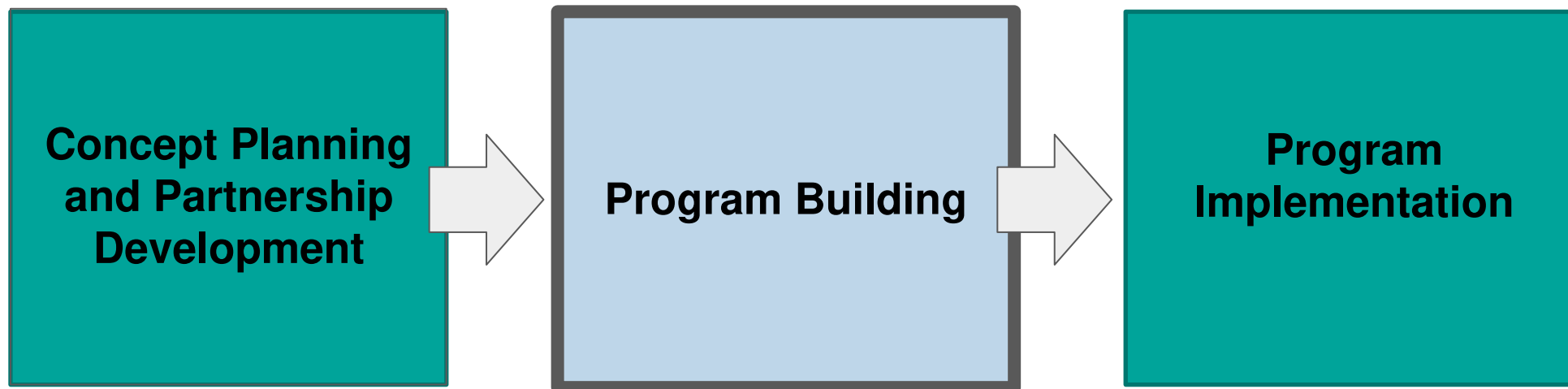
Elements of a Successful Application

Program design:

- Concise description of the program you are seeking to build, expand, or enhance – including demonstration of understanding of how the program aligns with the CCW framework (e.g. need to demonstrate how the Career Connected Learning definitions apply to ALL the elements of the proposed program)

- Clear purpose and outcomes for equity throughout planning and design phase (e.g. how you have or will include co-design, prepare mentors, work with partners to create equitable environments)

- Clear outcome metrics with timelines (e.g. number of slots to be created and by when)

- Demonstrate appropriate scope (tasks can be accomplished during contract's performance period of approximately 18 months and within the proposed budget)

- Applications for program expansion should be to expand to new SOC job codes, geographic areas of the state, and / or with a *significant* increase in student enrollment

- Demonstrate engagement and awareness of proposed program with partners and stakeholder in the proposed region.

- Provide a clear description of the participant experience (e.g. **Who** is providing the instruction , **What** will be instructed for how long , **When** will the instruction take place, **Where** will the instruction take place)

- If program is being proposed to be developed in multiple counties, please provide detail on **How** program will cover a large geographical area. (e.g. Industry and educational partner will be gained in each county)

Partnerships:

- Partner roles are clearly defined

- Diversity of partners represented including business, labor, regional networks, education organizations, etc. (specific stakeholder groups represented will vary by application)

- Strongly encourage description of how you will incorporate Regional Networks, Career Connected Learning Coordinators, Local Workforce Boards, and Registered Apprenticeship Consultants into the development of the proposed program.

- Partners can contribute a variety of services to the development of a program, please provide this detail (e.g. Space, Staff, and/or Expertise)

Track Record of Success:

- Demonstration of success development of program in other states (if applicable)

- Success in other funded related projects

- Can demonstrate consistent growth and results

- Previously success in registration, endorsement, recognition of another program

- Experience delivering impactful programming to high-need communities

Elements of a Successful Application

Equity:

- Details on the specific supports available and how students will be made aware/access these services
- Equity supports provided by partner organizations should be clearly defined (e.g. bus tickets, clothing, hotspots, transportation)
- Clearly define how intended curriculum is aligned with Universal Design for Learning
- Concise plan and strategy for reaching underserved populations. (e.g. partnering/providing program awareness to organizations that serve justice involve, homeless, low-literacy individuals)
- How your program will identify and provide adequate training and support for mentors who will offer identity affirmation and representation within the pre-apprenticeship or RAP program, as one way of promoting inclusion and belonging.

Budget:

- Detailed description for each budget line item
- When using subcontractors, should include details on scope of work and deliverables (e.g. How many subcontracts, dollar amounts, exact service being provided)
- Funding request should be no higher than $250,000
- Equipment and Supplies being requested for funding must be used and benefit all students of the program.
- Technology software cost must be shared with other organization programs. (subscriptions do not qualify for funding)
- Career Connect Washington has developed multiple tools and resources for the utilization of its partners, please do not request funding for activities that already exist (e.g. Marketing toolkit and Program Directory)
- Travel expenses should be necessary, reasonable, allocable, and allowable.
- Align budget categories and funding amounts to program proposal, program status (new, expanding, enhancing) and partnerships.

Letters of Support:

- Customized letters of support that demonstrate the partner's understanding of their role in the program (i.e. general letters commenting on the past performance of the applicant do not qualify as a letter of support for the program proposed)
- Diverse set of partnerships required for the fundamental success of the proposed program
- Provide co-signed letters specific to the type of contributions being provided by partners in the development of the program

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Evaluations

- ESD, at its sole discretion after the above evaluated materials have been scored, may request Bidders to submit written responses to additional questions requested by the evaluation team. Bidders will be required to answer the additional questions about their proposed systems as stated in their RFP proposal. Questions will be emailed directly to the individual identified in Appendix A

- Each evaluator will independently grade and score the Bidder's material based on their own independent judgment. Evaluators will only evaluate the material contained in the respective Appendix and will not incorporate outside material into their determinations. Each evaluator has sole discretion over their final scores. **Bidders should take every precaution to assure that all answers are clear, complete, and directly responsive to each specific requirement.**

- ESD will employ a uniform scoring system to be used by all evaluators on a scale of zero (low) to ten (high). Each prompt in **Appendix B, C and D** will be scored for merit. Each evaluator's score will then be added together and weighted to determine the total applied score. The Apparent Successful Bidders will be the Bidders with the highest total applied score.

- After all initial scores are completed, the evaluators may caucus together to discuss the entire evaluation process, but this step is for clarification purposes and is not to align evaluation scores. Each evaluator has sole discretion over their final scores. Any change in evaluator scores after this caucus is based solely on the independent judgment of the evaluator, based on clarifying information that evaluator received.

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Other considerations

- Bidders must provide their Bid Submission (Proposal) via email as follows:
  - > Email Address: Esdgpbids@esd.wa.gov
  - > Subject line: **RFP #2023-03 – Bid Submission – [Bidders Name]**
- Submissions of the Bidder's Proposal must be received by the date and time noted in the current Procurement Schedule.
- Bidders must submit electronic copies of their proposals in Microsoft Office software or as a PDF.
- Bidders email submission must be all-inclusive and contain all required material in that email transmission.
- It is required that each Bidder submit the respective Appendixes (A-D) as separate independent files, all attached as one email.
- Please do not zip your files
- Please review all the requirements. Failure to properly fill out all the required forms – such as Wage Theft Prevention form, Certifications and Assurances, and Executive Order 18-03 Preference – will result in disqualification.
- If you're not selected as an Apparent Successful Bidder (ASB), do contact ESD for a debrief within 3 business days of the announcement of the ASBs.
- Apparent Successful Bidders will be announced via WEBS (List of winning proposals will be uploaded as an amendment document) and via careerconnectwa.org e-mail list. Separate notifications will go to Regional Networks and Career Connected Learning Coordinators.
- Please check your Junk folder for bounce-back notification (may happen if message is above 30MB in size)

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Agenda

CCW overview

Overview of the RFP

Elements of a Successful Application

Q & A

Questions?

Please direct all questions by 05/03/2023 5 PM to:

Jennifer Watson & Aaron Pittelkau

RFP Coordinators

esdgpbids@esd.wa.gov