

# Request for Proposals

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## Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery DWG:

Released by:

**Pacific Mountain Workforce Development**

Release Date: Tuesday, March 7, 2023

Due Date: Sunday, April 9, 2023 at 11:59 PM  
PST

Proposed Contract Term: May 1, 2023 to  
June 30, 2024

201 5th Ave SW STE 401  
Olympia, WA 98501  
Phone: 360-515-5134

[Contracts@pacmtn.org](mailto:Contracts@pacmtn.org)

[www.pacmtn.org](http://www.pacmtn.org)



PACIFIC MOUNTAIN  
**WORKFORCE**  
DEVELOPMENT

*building community prosperity*

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## RFP Checklist

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### The most critical things to keep in mind when responding to and RFP for Pacific Mountain Workforce Development (PacMtn):

1.  Read the entire document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).
2.  Note the procedures for communication with the PacMtn during the RFP process. All communication during the RFP process must be in writing. Respondents should not contact PacMtn personnel outside of the opportunity provided in the document.
3.  Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify PacMtn of any uncertainties, inconsistencies, or errors in the RFP.
4.  Take advantage of the “question and answer” period. Submit your questions to the buyer by the due date listed in the “applicable dates” sections and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the PacMtn’s website and will include all questions asked and answered concerning the RFP.
5.  Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6.  Provide complete answers/descriptions. Read and answer all questions and requirements. Don’t assume PacMtn or the evaluation committee will know what your company’s capabilities are or what items/services you can provide, even if you have previously contracted with PacMtn. The proposals are evaluated based solely on the information and materials provided in your response.
7.  Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
8.  Submit your response on time. Note all the dates and times listed in the key events and dates table and be sure to submit all required items on time. Late proposal responses are never accepted.

**Note: This checklist is provided for assistance only and should not be submitted with Bidder’s Response.**

## Section I. Request

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### Introduction

Pacific Mountain Workforce Development (PacMtn) is the federally designated, strategic workforce development agency serving Grays Harbor, Lewis, Mason, Pacific, and Thurston counties. PacMtn focuses on finding appropriate workforce solutions for both employers and those in need of jobs and careers.

The 2014 Workforce Innovation and Opportunity Act (WIOA) Section 107.3.i, enacts local Workforce Development Boards to implement innovative programs and strategies designed to meet the needs of all employers (including small employers) in the [Region and alignment with the State], which programs and strategies may include incumbent worker training programs, customized training, sectoral and industry cluster strategies and implementation of industry or sector partnerships, career pathway programs, microenterprise and entrepreneurial training and support programs, utilization of effective business intermediaries, layoff aversion strategies, activities to improve linkages between the [WorkSource] one-stop delivery system in the [Region and State] and all employers (including small employers) in the [Region and State], and other business services and strategies that better engage employers in workforce investment activities and make the workforce development system more relevant to the needs of State and local businesses.

Additionally, Section 169, Evaluations and Research, allows for studies of the effectiveness of workforce development systems in meeting business needs. Using funds available to carry out this subsection jointly with funds available to the Secretary of Commerce, the Administrator of the Small Business Administration, and the Secretary of Education, the Secretary of Labor, in coordination with the Secretary of Commerce, the Administrator of the Small Business Administration, and the Secretary of Education, may conduct a study of the effectiveness of the workforce development system in meeting the needs of business, such as through the use of industry or sector partnerships, with particular attention to the needs of small business, including in assisting workers to obtain the skills needed to utilize emerging technologies. Local evaluations are imperative to continuous quality improvement and responding through strategic planning that drives workforce solutions that meet business needs.

In July of 2022, the Employment and Training Administration of the U.S. Department of Labor announced the availability of funding for Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants and Washington state workforce development partners were successful in bidding for these funds. These funds will enhance the public workforce system's ongoing efforts to empower America's unemployed and underemployed workers through worker and business engagement, elevate equity, and connect job seekers with high-quality jobs. These funds are to advance efforts and allow grantees to create a resilient, skilled workforce in critical, in-demand industry sectors in the region, and support those impacted by Covid.

***PacMtn seeks applications*** from non-profit and for-profit entities who specialize in economic development, including: Chambers of Commerce, Economic Development Councils, Indian tribal governments, industry associations, merchant groups, and Visitor Bureaus. As well as education and training providers, including; K12, post-secondary, higher education, and Eligible Training Providers as listed on [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov) that enhance existing local projects or support the development of new regional efforts to implement programs and strategies designed to meet the needs of employers in the following sectors:

- Food & Accommodations (Hospitality)
- Food Production (Key occupations related to Hospitality, crop production, livestock production, and meat production)
- Specialty Manufacturing

## Definitions

**Sector Partnership** means a workforce collaborative, convened by or acting in partnership with a local workforce Board that organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster.

**Employer engagement** develops and implements proven promising strategies for meeting the employment and skill needs of workers and employers, including sector partnership), that provide the skilled workforce needed by employers in the region, that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors and occupations.

**Career Pathways** the local workforce board with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways in the region to develop and implement career pathways by aligning the employment, training, education, and supports needed by adults and youth.

**Career Connected Learning** is an all-immersive experience that prepares career builders for careers and connects employers to potential – and capable – workers. This experience involves various methods, including career and technical education (CTE), work-based learning (WBL), and career exploration.

**Consortium** is defined as 2 or more entities whom are implementing projects that serve the entire region.

**High-quality employers are** committed to an approach aimed at creating high-quality employment, “good jobs” characterized by family-sustaining, living wages, comprehensive benefits, and opportunity for career advancement.

**Regional Clusters** [https://pacmtn.org/wp-content/uploads/2022/07/PacMtn\\_Industry-Cluster\\_Report\\_Review-Final\\_12-6-19-1.pdf](https://pacmtn.org/wp-content/uploads/2022/07/PacMtn_Industry-Cluster_Report_Review-Final_12-6-19-1.pdf)

**State Clusters** <http://choosewashingtonstate.com/why-washington/our-key-sectors/>

## Roles and Scope of Work

1. How will your project develop or expand strategic partnerships with organizations that serve, train, and hire individuals from underserved and marginalized communities most impacted by the COVID-19 pandemic?
2. How will your project expand partnership with business or industry associations hiring workers into quality jobs?
3. How will your project support the development of formal sector partnerships with the identified sectors and high-quality employers?
4. How will your project develop long-term relationships with the employer community with an emphasis on expanding high quality jobs?

5. How will your project provide business voice of the customer with direction on how to provide solutions to the needs of individual employers, industry associations, or other groups to identify and address current or emerging skills needs; develop sector-based approaches; provide information on the services available through the workforce system; develop and scale career pathway models?
6. Does your project include a planning process that aligns regional demand sectors listed in this procurement with the identified State sectors? If so, how will your project address items 1-5?

## Eligibility

- Non-profit
- For-profit
- Economic development organizations, including: Chambers of Commerce, Economic Development Councils, Indian tribal governments, merchant groups, and Visitor Bureaus.
- Education and training providers, including: k12, post-secondary, higher education, and Eligible Training Providers as listed on [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov).
- Regional collaborations are encouraged.
- Current WIOA Title I.b. Business Services Contractor is not eligible.
- Funding is not available for capital projects.

PacMtn will award \$300,000 in total, single organizations are eligible to apply, but consortiums are preferred. Maximum awards for single organizations are \$10,000, maximum awards for consortiums is \$100,000. PacMtn anticipates awarding a wide range of projects. Service delivery will begin May of 2023 and will complete June 30, 2024.

## Section II. Background Information

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### Background Information

PacMtn is a Washington State 501 (c) (3) nonprofit corporation responsible for the administration and finances of the federal Workforce Innovation and Opportunities Act programs. PacMtn operates within Grays Harbor, Lewis, Mason, Pacific, and Thurston counties. The administrative offices are located at Heritage Bank at 201 5th Ave SW STE 401, Olympia, WA 98501. Additional information on PacMtn is available on our website at <http://www.pacmtn.org/our-mission/>.

### Policy of Competition

Pacific Mountain Workforce Development conducts all procurement transactions in a manner providing full and open competition consistent with PacMtn Procurement Policy 3060R3 and 2 CFR 200.320. Additionally, the processes shall align with and follow the most current minimum federal and state regulations and guidance that pertain to utilizing the funds.

The RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical, financial and organizational evaluations will be made of all proposals received found to be responsive to the RFP.

Pacific Mountain Workforce Development will carry out the procurement review responsibilities with complete impartiality and without preferential treatment to any response.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals will be excluded from competing for such procurements.

Additionally, PacMtn does not restrict competition to include but not limited to the situations identified:

- Place unreasonable requirements on firms in order for them to qualify to do business;
- Require unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Ensure that all prequalified lists of persons, firms, or products that are used in acquiring goods and services, are current and include enough qualified sources to ensure maximum open and free competition

## Questions and Answers

Questions regarding this RFP can be sent to the email address: [contracts@pacmtn.org](mailto:contracts@pacmtn.org). Please specify this RFP by its title when submitting questions. Questions and the answers will be posted on our website so every Bidder can review. Questions will be accepted through Friday, March 31, 2023 at 12:00 PM PST.

Bidders Conference/Virtual Information Session will occur on Wednesday, March 15, 2023 at 11:00 AM PST. [Click here to join the meeting](#)

## Key Dates and Events

Request for Proposals Issued	March 7, 2023
Virtual Information Session	January 18, 2023, 11:00 AM – 12:00 PM PST
Bidders Conference/ Virtual Information Session	March 15, 2023 at 11:00 AM PST to 12:00 PM PST
Deadline to Submit Questions	March 31, 2023 at 12:00 PM PST
Deadline to Submit Proposals	April 9, 2023 at 11:59 PM PST
Formal Review Process Begins	April 10, 2023
Announcement for Successful Proposals	April 17, 2023
Appeals Window	April 17-24, 2023
Contract Start Date	May 1, 2023



## Evaluation and Selection Criteria

Proposals will be based on the following criteria:

- Cover Letter 15%
- Proposal Narrative 30%
- Project Plan 30%
- Budget 25%

## Award of Contract

Submittal of a successful qualification(s) does not constitute a contract with PacMtn. The contract award will not be final until PacMtn and the successful proposer have executed a mutually satisfactory contractual agreement.

## Appeal Process

Any appeal of the final vendor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful vendor(s) to:

William Westmoreland, CEO  
Pacific Mountain Workforce  
Development 201 5<sup>th</sup> Ave SW Ste.  
401  
Olympia, WA 98501  
[contracts@PacMtn.org](mailto:contracts@PacMtn.org)

It is the responsibility of qualifiers to check for the publication of successful applicants at the following website: [www.pacmtn.org](http://www.pacmtn.org). Information on the appeals process will be available on the PacMtn website listed with other resources for this RFP.

## Submission Format

- Cover Letter that includes eligibility and committed partners/stakeholders
- 1-page project narrative
- 1-page project plan that includes: objectives, outcomes, activities, and expected delivery dates
- Budget template (See Attachment A for template)

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