Request for Quote

Released by:
Pacific Mountain Workforce Development

Release Date: March 12, 2024
Due Date: March 25, 2024 at 11:59 PM PST
Proposed Contract Period: April 1, 2024 to August 30, 2024

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

Contracts@pacmtn.org
www.pacmtn.org

The Pacific Mountain Workforce Development is an Equal Opportunity Employer and provider of employment and training services. Auxiliary aids and services are available upon request by persons of disability.
Washington Relay Service 7-1-1.
RFQ Checklist

The most critical things to keep in mind when responding to an RFQ 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 RFQ process. All communication during the RFQ 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 RFQ.

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 RFQ. All addenda issued for an RFQ are posted on the PacMtn’s website and will include all questions asked and answered concerning the RFQ.

5. ☐ Follow the format required in the RFQ 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 RFQ 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.
**Background Information**

PacMtn seeks quotes from qualified providers to support the relaunch of our Workforce Innovation and Opportunity Act (WIOA) Youth Program. PacMtn plans to launch a large-scale Request for Proposal (RFP) in November of 2024. In preparation of this RFP, PacMtn needs assistance with the development of an asset map that identifies providers of Youth Programming in the region, and projects that could leverage WIOA Youth funding. Additionally, PacMtn needs assistance with a demonstration project that will inform the November RFP.

**Roles and Scope of Work**

The selected service provider will be responsible for the following deliverables:

1. **Detailed List of Providers:** Develop a comprehensive list of organizations providing youth services in the PacMtn region, including organizational information, key contacts, and programming capabilities.

2. **Project Mapping:** Identify and document projects amongst the identified providers that encompass some or all of the following elements of youth ages 16-24:
   - Demonstrated experience in delivering youth-focuses programs and services. WIOA experience is ideal, however, it is not required as technical assistance will be available for organizations that lack sub-recipient expertise.
   - Expertise in providing aspects of comprehensive career counseling, including assessments, goal setting, individualized career planning, and selecting a career or occupation.
   - Ability to coordinate work-based learning experiences such as internships, apprenticeships, and job shadowing.
   - Experiences in providing supportive services to address barriers to employment, such as transportation, childcare, and housing assistance.
   - Strong partnerships with local employers, educational institutions, community organizations, and other stakeholders within the WorkSource system to enhance program outcomes.
   - Track record of successfully meeting program performance goals and outcomes, including placement and retention rates.

3. **Data Tracking:** Utilize PacMtn’s Launchpad CRM to track data and information related to youth service providers and their projects. Licenses and training will be provided by PacMtn to the awardee.

4. **Demonstration of RFP Support:** Once the Provider List and Project Map are compiled, awardee will support The Demonstration RFP in the following ways:
   - Provide supplemental technical support for potential RFP respondents. Support includes:
     - WIOA technical assistance and aligning exiting programs to RFP.
   - Participate in the evaluation of RFP responses.
   - Assist RFP awardee launch their programs and leverage technical assistance.
   - Provide awardee implementation and ongoing support (through September 30, 2024) in
partnerships with PacMtn’s Quality Assurance Team.

5. Reporting: Track support for organizations in Launchpad and provide closeout report:
   a. Services provided to RFP awardees, tracked in Launchpad.
   b. Evaluations of RFP awardees impact related to the funded projects.

**Project Timeline:**

- **Contract Start Date:** April 1, 2024
- **Provider List and Project Map Due Date:** April 19, 2024
- **Demonstration RFP Release Date:** April 22, 2024*
- **Demonstration RFP Response Due:** May 17, 2024*
- **Monitoring of Demonstration Awardees:** June 1, 2024 (or as contracts commence) – September 30, 2024
- **Closeout Report:** October 1, 2024

*Note: For reference only as these are PacMtn staff activities

**Budget to not exceed $24,000.00**

We encourage all interested parties to attend a pre-submission conference to learn more about our program requirements and ask any questions regarding the RFQ process. Details regarding the pre-submission conference can be found in the RFQ document.

The deadline for submission of quote is Monday, March 2024, at 11:59 PM PST. Late submissions will not be accepted.

Interested organizations are invited to submit their quote in accordance with the guidelines outlined in the RFQ document. The RFQ includes detailed instructions on the submission process, evaluation criteria, and timeline.

**Key Events and Dates**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Quote released</td>
<td>March 12, 2024</td>
</tr>
<tr>
<td>Pre-Submission Conference – Information Session</td>
<td>March 20, 2024 at 9:00 am PST</td>
</tr>
<tr>
<td>Microsoft Teams Meeting: <a href="#">Click here to join the meeting</a></td>
<td></td>
</tr>
</tbody>
</table>

### Deadline for questions and requests for additional information
*To ask clarifying questions regarding this solicitation, please email contracts@pacmtn.org.*

| Deadline for questions and requests for additional information | March 21, 2024 |

### Qualifications submission deadline for priority consideration
*Additional RFQ submissions will be considered after the priority deadline as long as funding remains available*

| Qualifications submission deadline for priority consideration | March 25, 2024 at 11:59 PM PST |

### Selected applicants announced

| Selected applicants announced | March 29, 2024 |

### Appeals Window for applications received by the priority deadline
*The Appeals Window for applications received after the priority deadline will be seven (7) calendar days following the date of announcement of award.*

| Appeals Window for applications received by the priority deadline | April 1, 2024 to April 8, 2024 |

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### Submission Instructions

Qualifications must be submitted by electronic mail by (insert date and time)). Due to the size of electronic files, use Drop Box to send proposals by using the following link: [https://www.dropbox.com/transfer](https://www.dropbox.com/transfer)

1. **Click the “Upload Files” button**
2. **Select the files you would like to upload;**
3. **Click on “Email”**
4. **Enter the following email address: contracts@pacmtn.org**
5. **Add a message: “Organization Name – RFQ Youth Support Services Bid”**
6. **Click “Send Transfer” button**
7. **Login to your Dropbox account or create a free account Click “Send Transfer” button**

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1. **Format Requirements:** All submissions must be typed, using a standard font such as Times New Roman or Arial, with a font size no smaller than 11 points. Submissions should be in PDF format unless otherwise specified. Submission should not exceed 2-3 pages (cover page not included).

2. **Cover Page:** Include a cover page with the following information:
   a. Title: "RFQ Submission - Asset Mapping of Youth Service Providers in the PacMtn Region"
   b. Name of the submitting organization
   c. Contact person's name, title, email address, and phone number
   d. Date of submission

3. **Submission Content:** The proposal should include the following sections:
   a. **Introduction:** Brief introduction of your company, including its background, and relevant expertise.
   b. **Scope of Work/Specification:** Detailed description of the scope of work, specifications, and any requirements outlined in the RFQ
   c. **Experience:** Description of relevant experience in conducting similar projects, particularly
related to asset mapping or youth service provision.
d. Budget: Itemized budget for the project, including any anticipated expenses such as travel, software licensing fees, or personnel costs.

Submission Deadline: Submissions must be received by Monday, March 25, 2024 at 11:59 PM PST. Late submissions will not be accepted.

Confirmation of Receipt: Upon submission, you will receive a confirmation email acknowledging receipt of your submission. If you do not receive confirmation within 24 hours, please follow up to ensure your submission was received.

Inquiries: For any questions or clarification regarding the RFQ or submission process, please contact PacMtn at Contracts@pacmtn.org.

Note: Ensure that all submitted documents are free from errors and accurately reflect the capabilities and qualifications of your organization. Late submissions or incomplete proposals may result in disqualification from consideration. Thank you for your interest in partnering with us on this important initiative. We look forward to reviewing your proposal.

Meeting the minimum qualifications does not guarantee selection. Proposals will be evaluated holistically based on the above criteria, with emphasis on the organization's capacity to meet project objectives effectively and efficiently.

**Evaluation/Criteria**

1. Price: Compare prices to ensure they are reasonable and within budget.
2. Experience: Check for relevant experience in similar projects.
3. Compliance: Ensure submissions meet all specified requirements.
4. Quality: Assess the quality of products or services offered.
5. Capacity: Verify if the company has the resources to handle the project.
7. Fit: Evaluate how well the company aligns with your needs and values.

**Appeal Process**

Upon contract award any appeal of the final contractor(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 contractor(s) to:

William Westmoreland, CEO  
Pacific Mountain Workforce Development Council  
201 5th AVE SW STE. 401  
Olympia, WA 98501  
contracts@PacMtn.org
Section II. 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 RFQ 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 RFQ.

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;
- 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.

Definitions

In-School Youth
Individuals must meet the following eligibility guidelines to be In-School youth:

- U.S. citizen, or otherwise legally entitled to work in the U.S.;
- Attending school, as defined by state law;
- Age 14-21;
- Selective Service Registration (males 18 or older, and born on or after January 1, 1960);
- Low-income individual (at 70% of the Lower Living Standard Income Level Guidelines for the current program year); and
- One or more of the following:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Basic skills deficient</th>
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<tbody>
<tr>
<td>Category 2</td>
<td>An English language learner</td>
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<tr>
<td>Category 3</td>
<td>An offender</td>
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<tr>
<td>Category 4</td>
<td>A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement</td>
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<tr>
<td>Category 5</td>
<td>An individual in foster care or has aged out of foster care system or who has attained the age of 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677) or in an out of home placement</td>
</tr>
<tr>
<td>Category 6</td>
<td>Pregnant or parenting</td>
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<tr>
<td>Category 7</td>
<td>A youth who is an individual with a disability</td>
</tr>
<tr>
<td>Category 8</td>
<td>An individual who requires additional assistance to complete an educational program or to secure or hold employment</td>
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</tbody>
</table>

1 Per proposed 20 CFR 681.300, PacMtn has established a local policy to define criteria for “requires additional assistance” and documentation requirements.

**Out-of-School Youth**

Individuals must meet the following eligibility guidelines to be Out-of-School youth:

- U.S. citizen, or otherwise legally entitled to work in the U.S.;
- Not attending school, as defined by state law;  
- Age 16-24;
- Selective Service Registration (males 18 or older, and born on or after January 1, 1960); and
- One or more of the following:

| Category 1 | A school dropout |

1
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year or calendar quarter.</td>
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<tr>
<td>3</td>
<td>A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner.</td>
</tr>
<tr>
<td>4</td>
<td>An individual who is subject to the juvenile or adult justice system.</td>
</tr>
<tr>
<td>5</td>
<td>A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement</td>
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<td>Category 6 An individual in foster care or has aged out of foster care system or who has attained the age of 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677) or in an out of home placement</td>
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<td>A youth who is an individual with a disability</td>
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<tr>
<td>9</td>
<td>A low-income (at 70% of the Lower Living Standard Income Level Guidelines for the current program year) individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment</td>
</tr>
</tbody>
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**On-The-Job Training (OJT)**

Provides work experience to assist individuals in establishing a work history, demonstrate success in the workplace, and develop skills that lead to stable employment.

WIOA Youth identifies **four categories** of work experience:
(1) Summer employment opportunities and other employment opportunities available throughout the school year;
(2) Pre-apprenticeship programs;
(3) Internships and job shadowing; and
(4) On-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700.

**Apprenticeship**

Pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program) and includes the following elements:
(a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
(b) Access to educational and career counseling and other supportive services, directly or indirectly;
(c) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
(d) Opportunities to attain at least one industry-recognized credential; and
(e) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Career connected learning

Career Connect Learning is a series of skill-based programs that help young people connect directly to educating, credentials, and career opportunities.

Programs such as career fairs, career and technical education courses (CET), recognized pre-apprenticeships, internships, and Registered Apprenticeships offer reliable ways to learn about different careers through a combination of in-the-classroom and on-the-job experiences.

Work Experience

Work experience refers to the practical knowledge, skills, and insights gained by an individual through their employment or involvement in professional activities within a specific field or industry. It encompasses the hands-on application of theoretical knowledge acquired through education or training, providing individuals with firsthand exposure to real-world challenges, tasks, and responsibilities relevant to their chosen career path. Work experience can include internships, part-time or full-time employment, volunteer work, apprenticeships, and any other forms of engagement that contribute to the development of one's expertise, proficiency, and understanding within a particular job or profession.