



## **CTE–CTC Engagement RFP**

### **Bidders Conference Recap for 2/26/2026**

#### **Welcome and Introductions**

Kellie Hale opened the conference and introduced the PacMtn team: Jeff Bowe, Wil Yeager, Dan Cooling, and Christina Riley. Kellie provided an overview of the agenda and purpose of the session.

#### **RFP Overview and Scope**

Jeff Bowe provided an overview of the RFP, highlighting its focus on engaging in-school youth enrolled in CTE programs and community and technical colleges. The goal is to prepare students for employment through work-based learning experiences and supportive services. This RFP represents a strategic shift to focus more intentionally on in-school youth.

#### **Priority Sectors**

Jeff reviewed the priority industry sectors, including healthcare, hospitality and tourism, wood and forest products, specialty manufacturing, logistics, food production, information technology, and telecommunications.

#### **Outreach and Service Delivery Expectations**

Applicants are expected to conduct outreach and coordination with CTE and CTC programs, provide case management services to youth participants, and recruit employers within priority sectors to support work-based learning placements.

#### **Budget and Submission Requirements**

Wil Yeager reviewed the required budget template, including administrative and participant cost categories. Applicants must submit a detailed budget narrative outlining the use of funds, enrollment targets, and cost per participant.

#### **Proposal Package Components**

Kellie Hale outlined required submission components, including:

- Signed cover sheet
- Program narrative
- Completed budget participant template
- Budget narrative
- Organizational readiness and financial practices documentation

#### **Evaluation Criteria**

Jeff emphasized that proposals will be evaluated based on the strength of the program narrative,

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local partnerships and connections, outreach strategy, understanding of work-based learning models, and demonstrated collaboration capacity.

### **Readiness and Timeline**

Wil reviewed the updated RFP timeline, noting the anticipated April 15 contract start date. Applicants must demonstrate readiness to launch services quickly and show familiarity with WIOA requirements, enrollment criteria, and federal funding guidelines.

### **Student Eligibility Requirements**

Wil Yeager and Dan Cooling reviewed WIOA in-school youth eligibility criteria, including age, income/poverty status, and additional qualifying barriers. WorkforceGPS was recommended as a resource for understanding WIOA eligibility requirements.

### **Technical Assistance and Compliance Support**

Dan confirmed that ongoing technical assistance will be provided, including training on case management systems and documentation requirements to ensure compliance with federal regulations.

### **Employer Engagement Support**

Jeff noted that sector leads will assist with employer engagement efforts and provide labor market information, industry knowledge, and insights into skills and hiring needs within priority sectors.

### **Budget Flexibility and Performance**

Wil explained that while budget categories are fixed after contract negotiations, there is flexibility within those categories. Additional funding opportunities may be considered for contractors who meet or exceed performance goals.

### **Allowable Supportive Services**

Supportive services, including items such as work attire necessary for employment, are allowable expenses under the contract.

### **Rural Community Focus**

Jeff emphasized the importance of serving rural communities, particularly Pacific and Grays Harbor counties, where there is a strong need to connect youth with local employment opportunities.

### **Coordination Among Contractors**

If multiple awards are made, coordination among contractors will be addressed during negotiations. Collaboration and coalition-building are encouraged to ensure comprehensive service delivery.

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### **Successful Outcomes**

Wil outlined expected outcomes, including employment placement, retention, post-secondary enrollment, measurable skill gains, and attainment of industry-recognized credentials.

### **Monitoring and Reporting Requirements**

Quarterly reporting against enrollment and performance targets will be required. Contractors must provide documentation to support expenditures and demonstrate compliance with federal regulations.

### **Proposal Submission Deadlines**

Kellie reviewed deadlines for submitting questions and proposals and directed attendees to the Service Provider Opportunities webpage for updates and posted responses to submitted questions.

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