

# REQUEST FOR PROPOSAL

## Career and Technical Education (CTE) and Career and Technical College (CTC) – Youth Services Transition to Employment

*Released by:*

Pacific Mountain Workforce  
Development Council

Release Date: February 19, 2026

Bidders Conference #1: February 26, 2026

Bidders Conference #2: March 10, 2026

Due Date: March 20, 2026

Proposed Contract Period: April 15, 2026 – June 30, 2027



*building community prosperity*

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Pacific Mountain Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Discrimination in WIOA Title I–financially assisted programs or activities is prohibited by federal law.

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*REVISIONS TO THE RFP. In the event it becomes necessary to revise any part of this RFP, amendments will be posted on Washington's Electronic Bid System (WEBS) at <https://pr-webs-vendor.des.wa.gov/> and the PacMtn website at [Service Provider Opportunities](#).*

*For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on these websites. Interested applicants are responsible for checking the website(s) for any amendments prior to submitting an application. PacMtn reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.*

**Federal Funding Disclosure (Stevens Amendment)**

This project is supported by federal funds through the Workforce Innovation and Opportunity Act (WIOA) Title I programs administered by the U.S. Department of Labor. A total of up to \$350,000 (100%) of the funding for this solicitation is federally funded.

# Section I: Introduction

## Introduction

Pacific Mountain Workforce Development Council (PacMtn) seeks proposals to support secondary Career and Technical Education (CTE) and postsecondary Career and Technical College (CTC) students as they complete training and transition into employment. Funding is provided through WIOA Title I Youth, Adult, and Dislocated Worker programs.

This RFP prioritizes short-term transition activities that connect education to employment. Funded programs will focus on paid work-based learning, employer attachment, career services, and credential attainment aligned with regional labor demand.

## Background & Purpose

PacMtn seeks to ensure students across the region complete training and transition into employment aligned with their chosen career pathway. This investment also aims to create durable connections between regional employers and emerging talent to support continued workforce investment, career advancement, and long-term retention. The service area includes CTE and CTC programs in the Thurston, Grays Harbor, Lewis, Mason, and Pacific Counties. This investment will also serve to create a focus on engagement and outcomes for rural communities, specifically those in Grays Harbor and Pacific Counties, where students face greater barriers and more limited access to resources facilitating pathways to employment.

## Objectives

The primary objectives of this RFP are to:

1. Support completion of CTE and CTC programs
2. Accelerate transition from training to employment
3. Expand access to paid work-based learning
4. Increase placement into On-the-Job Training (OJT) and Registered Apprenticeships
5. Support attainment of industry-recognized credentials
6. Strengthen employer engagement in priority sectors
7. Build long-term talent pipelines within the region

## Eligible Applicants

The ideal applicant is an organization or system partner with demonstrated experience engaging secondary CTE and postsecondary CTC programs to support students in completing training and transitioning into employment through work-based learning.

Applicants must demonstrate the operational capacity to deliver participant-level workforce

services and to coordinate closely with education partners and employers to achieve placement and retention outcomes. Applicants should have familiarity with federal and state Workforce Innovation and Opportunity Act (WIOA) programs, performance measures, and compliance requirements.

### **Qualifications include:**

- CTE and CTC Engagement: Active partnerships with high school CTE programs and/or postsecondary CTC programs, with a track record of supporting student completion and transition to employment.
- Work-Based Learning Delivery: Experience designing, implementing, and managing paid work-based learning opportunities, including internships, work experiences, WEX), on-the-job training (OJT), pre-apprenticeships, and Registered Apprenticeship pathways.
- Participant Enrollment and Eligibility: Capacity to perform participant enrollment, eligibility determination, and documentation functions consistent with federal and state workforce program requirements.
- Case Management and Career Services: Proven ability to provide individualized case management, career planning, and supportive services in coordination to support successful training completion and employment outcomes.
- Employer Engagement and Placement: Demonstrated success engaging employers to develop work-based learning opportunities and transition participants into unsubsidized employment. Applicants will coordinate directly with the PacMtn Sector Led team to ensure alignment with the PacMtn 4-year Strategic Plan and sector strategies.

## **Collaborative and Consortium-Based Proposals**

Priority consideration will be given to applicants who demonstrate the capacity to deliver multiple elements of the Scope of Work either directly or through formal partnerships. PacMtn recognizes that no single organization may possess expertise across all required functions and encourages collaborative or consortium-based proposals.

Applicants with demonstrated expertise in one or more core components of the Scope of Work are encouraged to apply. In such cases, applicants should clearly describe:

- The specific functions they are prepared to lead
- Any existing or proposed partners
- Gaps that would require collaboration
- Their approach to coordination and shared accountability

PacMtn reserves the right to make multiple awards under this RFP to ensure full delivery of the Scope of Work. While PacMtn may, at its discretion, introduce potential partners during the procurement or contracting process, applicants remain responsible for demonstrating how

required services will be delivered in a compliant and coordinated manner. PacMtn does not guarantee that complementary partners will be identified or assigned.

### **Illustrative Examples** (Non-Exhaustive)

#### **Example 1**

An organization specializing in CTE/CTC engagement submits a proposal focused on student outreach, referral coordination, and transition planning. The proposal identifies either existing partnerships or a clear strategy for collaborating with organizations capable of WIOA eligibility, case management, and employer engagement. The applicant demonstrates how coordination and performance accountability would occur.

#### **Example 2**

Two organizations submit a joint or consortium proposal. One leads CTE/CTC engagement and employer development. The other leads WIOA eligibility, enrollment, and case management. The proposal outlines roles, fiscal lead responsibilities, communication structure, and shared performance management.

#### **Example 3**

An organization specializing in eligibility, enrollment, and case management proposes to serve as the participant services lead. The proposal includes either formal partnership agreements or a detailed strategy for collaborating with CTE/CTC and employer engagement partners to ensure work-based learning and placement outcomes.

Note: These examples are illustrative only. Applicants may propose alternative structures provided they clearly demonstrate capacity to meet performance expectations and compliance requirements.

**Note: These examples represent only a partial list of possibilities; applications are not limited to these examples.**

### **Funding Availability**

PacMtn anticipates making multiple awards, potentially totaling up to \$350,000, with funds distributed in smaller amounts to promote local access and strengthen service delivery in rural, coastal, and geographically remote communities across the service area.

# Section II: Procurement Process

## RFP Key Events & Dates

<b>Request for Proposals Issued</b>	<b>Monday, February 19, 2026</b>
Bidder's Conference #1 - <a href="#">Microsoft Teams</a>	Thursday, February 26, 2026, at 9:00 am PST
Bidder's Conference #2 - <a href="#">Microsoft Teams</a>	Tuesday, March 10, 2026, at 11:00 am PST
Deadline for Receipt of Question	Thursday, March 12, 2026, at 5:00 pm PST
<b>Deadline for Receipt of Proposals</b>	<b>Friday, March 20, 2026, at 5:00 pm PST</b>
Formal Review Process of Proposals Begins	March 23-27, 2026
Interviews - should they be deemed necessary	March 30 - 31, 2026
Successful Bidders Posted on Website (Intent to Award)	April 1, 2026
<b>Mandatory Appeals Period (7-days)</b>	<b>April 1 - 8, 2026</b>
<b>Final Award</b>	<b>April 8, 2026</b>
Contract and Budget Negotiations & Execution	April 8-15, 2026
<b>Contract Start Date</b>	<b>April 15, 2026</b>

## Bidders Conference

A bidders' conference will be held as follows; potential bidders are highly encouraged to attend:

### **Bidders Conference #1**

**Date: Thursday, February 26, 2026**

**Time: 9:00 AM PST**

**Location: [Microsoft Teams](#)**

Meeting ID: 297 143 074 679 6

Passcode: bV3Wu7r7

### **Bidders Conference #1**

**Date: March 10, 2026**

**Time: 11:00 AM PST**

**Location: [Microsoft Teams](#)**

Meeting ID: 257 062 735 422 44

Passcode: xX3Pz7sa

## Questions and Answers

Questions asked at the bidders' conference, together with answers to those questions, will be posted on the [Service Provider Opportunities](#) webpage on the PacMtn website.

In addition, questions about the RFP must be sent to [contracts@pacmtn.org](mailto:contracts@pacmtn.org) and may be submitted until Thursday, March 12, 2026, at 5:00 pm PST and will be posted with answers as soon as possible.

It is the responsibility of parties to submit proposals to review the public questions and answers documents.

## Policy of Competition

PacMtn is committed to conducting all procurement processes with **full and open competition**, ensuring transparency and fairness. The RFP process will clearly identify all evaluation factors and their relative importance, providing a level playing field for all bidders.

## Impartiality in Procurement:

PacMtn and its Consortium will oversee the procurement process with complete impartiality. No preferential treatment will be afforded to any bidder, ensuring that all proposals are reviewed fairly and objectively.

This framework ensures that the selection process is robust, transparent, and aligned with PacMtn's mission and values. Let me know if further refinements are needed!

## Section III: Scope of Work

The selected organization will be responsible for one or more of following deliverables, either through their own program or through a collaboration of multiple service providers:

1. Program administration and coordination
2. Outreach and coordination with secondary and postsecondary programs
3. Participant intake, eligibility support, and enrollment
4. Employer recruitment and placement coordination in alignment with six in-demand sectors: Healthcare, Hospitality/Tourism, Specialty Manufacturing/Logistics, Forest/Wood Products, Food Production and IT/Telecommunications.
5. Program management, fiscal oversight, and reporting
6. Alignment with WorkSource system operations and referral processes

Applicants must describe how their programs and services will be implemented in rural and underserved communities within the PacMtn region, with particular emphasis on Grays Harbor and Pacific Counties.

### Definitions:

1. **Work Experience (WEX):** A planned and structured learning activity that takes place in a workplace for a limited period. Activities support career exploration, skill development, and exposure to work expectations. Paid work experience with participant stipends is an allowable use of funds.
2. **On-the-Job Training (OJT):** A form of subsidized employment offering structured occupational training for participants placed with employers. Employers receive reimbursement of up to 50 percent of participant wages for a period of up to six months, consistent with WIOA policy.
3. **Apprenticeship:** Employment whereby a participant receives traditional classroom training combined with work experience. Allowable support includes training-related costs and wage assistance. Both labor-connected and non-labor pre-apprenticeships and Registered Apprenticeships qualify.
4. **Occupational Training and Credential Support:** Proposals are allowed to include additional occupational training that leads to industry-recognized credentials aligned with the targeted career pathway.

# Section IV: Proposal Requirements

Interested organizations must submit a proposal that includes the following:

## A. Cover Sheet and Certification - Required Attachment

## B. Program Narrative

To be completed by all bidders. Limit: 8 pages. Points for each subsection are shown below and summarized in Section V.

### 1. **Organization & local fit (10 points)**

Describe your organization (mission, longevity, core services, service area presence). Explain why you are pursuing this work and how it aligns with your mission. Describe your ability to deliver services in rural and geographically dispersed communities, including staffing, travel/service approach, and local partnerships.

### 2. **CTE/CTC connection plan (15 points)**

Describe how you will coordinate with CTE/CTC programs (secondary and/or community/technical colleges) to identify youth, support completion, and transition participants into work-based learning and employment. Include a simple "flow" from referral → services → placement.

### 3. **Work-based learning model (WEX/OJT) (20 points)**

*Describe how you will deliver Work Experience (WEX) and, if proposed, On-the-Job Training (OJT), including:*

- employer recruitment and retention (aligned with local industries)
- worksite development, supervision, and monitoring (including safety and expectations)
- participant support to ensure success (attendance, coaching, problem-solving)
- high-level approach to timekeeping/payroll for paid WEX (if applicable)

### 4. **Performance approach (not enrollment-driven) (15 points)**

*Describe how you will manage performance and quality, focusing on:*

1. **WEX starts and completions** (in-school/out-of-school, if applicable)
2. **OJT starts/completions** (if applicable)
3. youth outcomes (e.g., measurable skill gains/credentials as applicable)
4. Placement/transition outcomes and retention supports

*Note: You will still estimate **participants served** for budgeting; performance will be managed primarily through **work-based learning outputs and youth outcomes**, not enrollment targets.*

5. **Equity, access, and rural delivery (10 points)**

Describe how you will ensure access and consistent service in rural communities (transportation barriers, limited employer base, distance, seasonal work). Include your supportive services approach and how you will engage employers in rural areas.

6. **Staffing plan (3 points)**

List key roles (employer engagement, participant support/case management, data/compliance, payroll/fiscal). Include qualifications and how you ensure coverage and continuity.

7. **Collaboration and continuity (1 point)**

Describe how you will collaborate with PacMtn staff and partners and how you will maintain continuity of services during start-up and throughout the contract period.

8. **Conflicts of interest (1 point)**

Identify any actual or potential conflicts and how they will be managed.

A. **Program Budget and Readiness (20 points total):** *Detailed budget outlining the use of the \$350,000.00 funding.*

1. **Budget Template (5 points) (Required Attachment)** - *Submit the completed Budget and Participant Template, including:*

- Administrative/Operating costs
- Participant costs
- projected participants served and projected activities

Important: "Participants served" is requested for cost and planning purposes (e.g., average cost per participant). PacMtn will manage contract performance primarily through WEX/OJT outputs and youth outcome measures, not enrollment targets.

2. **Budget Narrative (10 points)**

Limit: 2 pages. The budget narrative must match your template and explain:

a. **Assumptions**

Projected participants served; projected WEX starts/completions (and OJT if applicable); wage rate, average hours/week, average weeks per placement; supportive service assumptions.

b. **Administrative/Operating justification**

Staffing by role/FTE and how those roles support employer engagement, participant support, compliance/reporting, and fiscal controls.

c. **Participant cost build-up and controls**

How participant wages/supportive services/training costs were calculated and what limits/controls will be used.

**d. Unit cost summary**

Average cost per participant served; estimated cost per WEX start (and OJT start if applicable).

**3. Organizational Readiness and Financial Practices (5 points)**

Limit: 2 pages.

Description of the organization’s financial systems and internal controls, including:

- Experience managing public or grant funded programs
- Processes for tracking expenditures and participant level costs
- Staffing capacity to administer and report on program funds
- Approach to ensuring funds are used for allowable and necessary costs

**4. Sustainability and Implementation Considerations**

Identification of potential risks or challenges to implementation and how the organization will address them to ensure timely service delivery and fiscal accountability.

Applicants will be evaluated on the clarity, completeness, and feasibility of the proposed budget and their demonstrated readiness to manage program funds in compliance with program requirements.

**Evaluation of Collaborative or Partial-Capacity Proposals**

Applicants are not required to demonstrate direct capacity across all functional areas of the Scope of Work. Proposals that demonstrate strength in one or more core components will be evaluated based on:

- Clarity of the defined scope the applicant proposes to lead
- Feasibility of the delivery model
- Defined coordination strategy
- Realistic performance accountability structure
- Organizational readiness for the functions proposed

PacMtn may make multiple awards to ensure full delivery of required services. Selection of specialized applicants is contingent upon the overall service model meeting compliance and performance requirements.

## Proposal Submittal

To be considered for review, proposals must follow the instructions in this RFP, provide the information required in the Response Package, and include all of the required attachments (signed and dated) by your organization's authorized representative.

Proposal packet shall include:

The following is required for each proposal submitted:

- 8 1/2" X 11" white bond paper, single-sided
- 1" margins, 12-point font,
- Single Space
- 12 page limit (excluding signed cover sheet and certification form)

**Failure to respond with the length and format restrictions may result in information not being considered.**

**Proposals are due Friday, March 20, 2026, at 5:00 pm PST.**

## Instructions for Submission of Proposals

Due to the size of electronic files, use Drop Box to send proposals by using the following link:  
<https://www.dropbox.com/transfer>

- Click the "Upload Files" button;
- Select the files you would like to upload;
- Click on "Email"
- Enter the following email address: [contracts@pacmtn.org](mailto:contracts@pacmtn.org)
- Add a message: "Organization Name - RFP Title"
- Click "Send Transfer" button
- Login to your Dropbox account or create a free account Click "Send Transfer" button

Uploads should include all indicated appendices formatted as described in Section III. A Microsoft Word version of blank appendices will be available on the PacMtn website at:  
<https://pacmtn.org/investments/service-provider-opportunities/>

Bidders may upload all required documents as single pdf files (labeled appropriately) or as a single pdf at their own discretion.

Proposals not received **electronically** by the due date will be automatically disqualified from competition - **no exceptions. Faxed proposals will not be accepted.**

# **Section V: Proposal Review, Evaluation & Award Process**

## **Evaluation of Proposals & Award of Contract**

The successful proposal(s) will demonstrate the ability to deliver services as proposed while working flexibly toward the value-driven goals within this potentially shifting structure and changing roles, supporting this system as a partner, and helping to assure that customers are served in innovative and effective ways, including exploration of serving customers online and remotely using new technology.

The successful proposal(s) will include demonstration of ability to adjust services to comply with future regulations. Applicants are encouraged to familiarize themselves with the proposed regulations and guidance issued by the Department of Labor.

## **Proposal Review**

### **Evaluation Criteria**

Proposals will be evaluated and scored on a 100-point scale. Points are assigned to the specific proposal of sections listed in Section IV.

#### **1) Program Narrative (75 points total)**

- a) Organization & local fit (10 points)
- b) CTE/CTC connection plan (15 points)
- c) Work-based learning model - WEX/OJT (20 points)
- d) Performance approach (not enrollment-driven) (15 points)
- e) Equity, access, and rural delivery (10 points)
- f) Staffing plan (3 points)
- g) Collaboration and continuity (1 point)
- h) Conflicts of interest (1 point)

#### **2) Budget and Readiness (20 points total)**

- a) Budget Template - completeness and internal consistency (5 points)
- b) Budget Narrative - assumptions, unit costs, and cost controls (10 points)
- c) Organizational Readiness and Financial Practices (5 points)

#### **3) Responsiveness to RFP Requirements (5 points)**

- a) Cover sheet/certification, required attachments, page limits/formatting, and submission instructions.

Following evaluation by the Review Panel, and including any interviews, a recommendation will be forwarded to the PacMtn Council.

Each proposal submitted will be evaluated on its own merit. Interviews with the top applicants may be scheduled at a date to be determined between March 18-19, 2026, if needed to clarify elements in the proposals.

PacMtn reserves the right to reject, or to seek modifications of any proposal offered if in PacMtn's sole discretion the proposal offered does not assist the system in meeting the overall service objectives set forth in this RFP.

PacMtn reserves the right to offer an award to the second highest rated proposal if a contract cannot be successfully negotiated, or to renegotiate or reissue an RFP should an appeal for non-award be upheld.

Proposals that are not funded will not be returned.

## **Determination of Cost/Price Reasonableness**

The proposal(s) should be submitted in the most favorable budgetary, technical, and programmatic terms. To determine if costs are correctly calculated and are reasonable, necessary, allowable, and allocable, the Pacific Mountain Workforce Development Council staff will conduct a comparative analysis that will become part of the evaluation process.

## **Award of Contract**

Submittal of a successful proposal(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 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:

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

It is the responsibility of proposers to check for the publication of successful bidders at the following website: [www.pacmtn.org](http://www.pacmtn.org).

## **Acknowledgements**

1. This Request for Proposals is not in itself an offer of work; it does not commit the

Pacific Mountain Workforce Development Council to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals.

2. Any funding awarded will be subject to the availability of federal funding granted to the Pacific Mountain Workforce Development Council through the State of Washington Employment Security Department and the U.S. Department of Labor. Should the availability of such funding decrease before or following any award to a sub-recipient, the award will be revised accordingly. In addition, if awarded, the contractor must be willing to alter program design based on subsequent direction provided by the state, U.S. Department of Labor or PacMtn.

# Section VI: General Information

## General Terms & Conditions

Read the Contract General Terms and Conditions below. Should your proposal(s) be selected for funding, the next step will be to successfully complete contract negotiations. For a contract to be executed, you must meet certain requirements. Successful proposers will have the opportunity to negotiate some but not all of the contract terms. Federal, state and local laws and/or policies cannot be negotiated. If after negotiations, the proposer cannot accept the terms of the contract clauses, PacMtn reserves the right to retract the award and offer an award to the second highest rated proposal in the same service category and county.

## Commencement of Service Delivery

The schedule provided herein allows one month of transition between contract execution and the beginning of the contract period. All contractors must be able to have the proposed program operational on July 1, 2025.

## Customer Data Systems

Contractors are responsible for entering information into the state-managed WorkSourceWA.com system as prescribed by PacMtn. Before being authorized to have access, the contractor organization must sign a Memorandum of Understanding (MOU) and Data Sharing Agreement. PacMtn is further considering the use of other Customer Relationship Management systems (CRM) and cloud-based systems. Users must be approved for access and will be asked to sign a non-disclosure agreement after receiving training.

## Indemnification, Insurance & Bonding

**Insurance.** All contractors shall provide insurance coverage in adequate quantity to protect against legal liability arising out of contractual activities. Acceptable self-insurance is also permitted. Coverage includes:

- Commercial General Liability Insurance minimum limits each Occurrence - \$1,000,000;
- General Aggregate - \$2,000,000;
- Business Auto Policy - minimum limit of \$1,000,000;
- Professional Liability Insurance minimum limits - \$300,000 per incident, loss or person.

**Bonding.** The Contractor shall ensure that every officer, director or employee who is authorized to act on behalf of the Contractor or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be bonded to provide protection against loss.

## Additional General Contracting Conditions

These requirements include, but are not limited to:

1. This RFP does not commit PacMtn to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to PacMtn and be subject to disclosure under the Freedom of Information Act.
4. PacMtn reserves the right to reject any or all proposals received and to negotiate with all offers on modifications to proposals.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: results of negotiations between selected bidders and PacMtn staff, and continued availability of WIOA funds.
6. Any changes to the WIOA program, funding level or board direction may result in a change in contracting. In such instances, PacMtn will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the WIOA legislation, all applicable federal regulations, State of Washington policies, and PacMtn policies and procedures.
8. Additional funds received by PacMtn may be contracted by expanding existing programs or by consideration of other proposals not initially funded under this RFP. These decisions shall be at the discretion of PacMtn.
9. PacMtn may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of PacMtn, the services proposed are not needed, or the costs are higher than PacMtn finds reasonable in relation to the overall funds available, or if past management concerns lead PacMtn to believe that the bidder has undertaken services that it cannot successfully carry out.
10. PacMtn may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors.
11. PacMtn is required to abide by all WIOA legislation and regulations. Therefore, PacMtn reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
12. Bidders will be expected to adhere to PacMtn procedures to collect and verify data and submit required monthly reports as well as invoices to PacMtn.

13. All bidders must ensure equal opportunity for all individuals. No individual in the PacMtn area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin (including limited English proficiency), age, disability, or political affiliation or belief.
14. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
15. Bidders must accept liability for all aspects of any WIOA program conducted under contract with PacMtn. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
16. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
17. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for three years, beginning on the last day of the program year (29 CFR Part 95).
18. The contract award will not be final until PacMtn and the bidder have executed a mutually satisfactory contractual agreement. PacMtn reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to WDC Board approval of the award and execution of a contractual agreement between the successful bidder and PacMtn.
19. PacMtn reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
20. PacMtn reserves the right to determine both the number and the funding levels of contracts awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
21. The proposal warrants that the costs quoted for services in response to the RFP are not more than those that would be charged by any other individual for the same services performed by the bidder.
22. PacMtn will at its discretion accept proposals with minor clerical errors such as misspellings, incorrect page order or similar inconsequential errors.
23. Bidders must accept liability for all aspects of any WIOA program conducted under contract with PacMtn. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

24. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 2 CFR part 200: OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements: and 29 CFR part 93,37,2, and 98.
25. All contractors must have current fiscal and compliance audits as required by law. If findings have been identified, corrections must be made, or an action plan must be approved by PacMtn prior to funding. For new contractors, a pre-award survey shall be conducted prior to funding.
26. An authorized official of the contracting agency must sign the proposal. All contractors are required to submit resolutions or other corporate actions, authorized by its Board of Directors, that specify name(s) of the person(s) authorized to obligate the contractor and execute contractual documents, sign checks for the disbursement of funds received by PacMtn, and sign monthly reimbursements.
27. All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program of services.

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