



## **CTE–CTC Engagement RFP**

### **Bidders Conference Recap for 3/10/2026**

The second bidder’s conference provided an overview of the RFP requirements, clarified the scope of work, reviewed budget and evaluation expectations, and addressed applicant questions regarding eligibility, partnerships, and timeline.

### **RFP Purpose and Focus**

PacMtn is seeking contractors to support youth transition to employment, specifically focusing on in-school youth engaged in Career and Technical Education (CTE) and Community/Technical College (CTC) programs. This represents a shift from previous youth funding that primarily targeted out-of-school youth. The goal is to connect students with local employers in high-demand sectors and facilitate work-based learning opportunities leading to employment.

Priority industry sectors include:

- Healthcare
- Wood and forest products
- Specialty manufacturing
- Logistics
- Information Technology and Telecommunications
- Food production
- Hospitality and tourism

### **Scope of Work**

Successful applicants are expected to carry out three main activities:

1. **CTE/CTC Engagement**
  - Coordinate with high schools and community/technical colleges.
  - Identify and engage students nearing graduation.
2. **Employer Engagement**
  - Build relationships with employers in priority sectors.
  - Develop work-based learning opportunities such as:
    - Paid internships/work experience (WEX)
    - On-the-job training (OJT)
3. **Case Management and Eligibility**
  - Determine participant eligibility under WIOA youth requirements.
  - Provide case management and support services through employment placement.

PacMtn’s mission is to lead a dynamic regional workforce through collaboration and investment that enhances economic success.



## **Collaboration and Partnerships**

Applicants do not need to perform all functions independently. PacMtn encourages proposals from coalitions of partners, where different organizations may specialize in components such as school engagement, employer outreach, or case management. PacMtn may also facilitate partnerships during contract negotiations if complementary proposals are selected.

## **Geographic Priority**

Proposals should demonstrate outreach to the entire PacMtn region, with particular emphasis on rural communities, especially:

- **Grays Harbor County**
- **Pacific County**

These areas are identified as underserved with fewer existing youth engagement resources.

## **Budget and Payment Structure**

Applicants must submit a budget using the provided Excel template, including:

- Administrative costs
- Participant/program costs
- Estimated participants served

Contracts will operate primarily on a cost reimbursement basis, with invoices submitted monthly. Limited advance funding may be available for organizations with cash-flow constraints.

## **Evaluation Criteria**

Proposals will be evaluated as follows:

- **Program Narrative: 75%**
- **Financial Readiness and Budget: 20%**
- **Responsiveness to RFP Requirements: 5%**

Applications will be reviewed by PacMtn staff and external partners before final approval by the **PacMtn Board**.

## **Youth Eligibility Context**

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Washington State currently has a 50/50 waiver allowing youth enrollment to include up to 50% in-school youth and 50% out-of-school youth, though this RFP is primarily intended to focus on in-school youth engagement because other contractors are serving out-of-school youth populations.

## **Key Timeline**

- **Written Questions Due:** March 12, 2026 – 5:00 PM
- **Proposal Submission Deadline:** March 20, 2026 – 5:00 PM
- **Potential Interviews:** March 30–31, 2026
- **Anticipated Contract Start:** Approximately mid-April (around April 15).

## **Additional Clarifications**

- A budget template and required documents are available on the PacMtn website.
- Only official written responses posted on the website are considered final procurement guidance.
- Questions must be submitted to [contracts@pacmountain.org](mailto:contracts@pacmountain.org).

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