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

Public Q&A – Updated as of 3/13/2026

Question #1: We received this message and it looks like an RFP for up to \$35k per award. Or is it for an award of up to \$350,000? Is there a target group you were hoping to connect with these funds? In school youth? We were trying to see if you were looking to supplement existing providers or looking at new, etc.? For \$35k it may be difficult to expand but if it was \$350k we may be interested in applying. Just some clarification questions on the RFP.

Answer: The RFP makes available up to \$350,000 total, and PacMtn anticipates making multiple awards. Individual award amounts will vary depending on the scope proposed, geographic coverage, and demonstrated capacity. Awards are not limited to \$35,000 per organization.

Regarding the target population, this RFP is focused on secondary CTE and postsecondary CTC students who are completing training and transitioning into employment. The primary emphasis is on transition-to-employment services, including paid work-based learning (WEX/OJT), employer engagement, credential attainment, and placement aligned with in-demand sectors. Both in-school and out-of-school youth may be served, depending on program design and eligibility under WIOA Title I.

PacMtn is open to proposals from both existing partners and new applicants. We welcome collaborative or consortium-based models and are particularly interested in approaches that strengthen rural service delivery and employer connection.

We encourage you to review the full RFP and consider how your proposed scope aligns with the stated objectives.

Question #2: We noticed that this RFP was pulled down from the WEBBS RFP listing. Is this still an open RFP? We did notice it's still on your website.

Answer: The original RFP had the incorrect contract amount. It was reuploaded and is open.



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Question #3: We have a question regarding the CTE/CTC Youth Services Transition to Employment RFP. There appears to be no reference to Letters of Support in the RFP. Can you please confirm the following:

1. Are Letters of Support required for this RFP?
2. If they are optional but allowed, should they be submitted as appendices?
3. If included, do Letters of Support count toward the 12-page narrative limit, or are they considered supplemental and excluded from the page count?

Answer: 1.) Letters of Support are optional.

2.) The Letters of Support would be considered attachments

3.) Are not counted towards the 12-page limit.

Question #4: Does the budget have to be detailed and itemized, or can it be submitted as one set number?

Answer: The budget template is itemized. You must:

- Break out administrative and participant costs
- Detail FTEs assigned
- Show wage breakout
- Explain costs in the narrative\
- Indirect may be federally approved rate or 15% de minimis.
- Participant costs must explain what will be done with enrolled youth (OJT, work experience, supportive services, etc.).



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Question #5: Will this meeting be recorded and available later? Will slides be available?

Answer: The meeting was not recorded, but it was transcribed. PacMtn can provide a summary of what was discussed. The RFP includes detailed outline and point structure. Additional written questions may be submitted, and responses will be posted on the website.

Question #6: Can you explain the importance of readiness given the contract start moved to April 15?

Answer: Contract may start as early as April. Contractors must be ready to serve participants immediately. These are federal WIOA funds with strict enrollment and documentation requirements. Improper enrollment may result in disallowed costs that must be repaid. Contractors become subrecipients and are responsible for compliance.

Question #7: Can you elaborate on student qualifications for in-school youth?

Answer: In-school youth must:

- Meet age requirements
- Be enrolled in school
- Meet poverty criteria or qualifying barrier
- Be legally entitled to work
- Meet federal eligibility definitions
- Funds may only be spent on eligible participants.

Question #8: Is this only for disenfranchised or homeless youth, not general students?

Answer: Youth must meet federal WIOA in-school youth eligibility criteria before enrollment. It is not open to all students; qualification is required prior to spending funds.



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Question: #9: Do we need our own tracking systems, or do you provide systems?

Answer: PacMtn provides access to required state case management systems. Contractors will be trained. Documentation should be uploaded to the system. Fiscal tracking must be maintained internally by contractor. LaunchPad (Salesforce-based CRM) will also be used.

Question #10: Since daylight saving time starts March 8, do deadlines follow PST or PDT?

Answer: Deadlines follow whatever the local time is on the due date. No special adjustment required.

Question #11: Do you have an idea of how many students you want served?

Answer: This is a new approach. Open to suggestions. Historically, WIOA youth cost averages range approx. \$3,500–\$7,000 per student (including admin and participant costs). Contractors should propose reasonable numbers supported by narrative and budget.

Question #12: Is the submitted budget flexible if costs shift?

Answer: Initial proposal may be negotiated during contract negotiations. After contract finalization, category totals (admin vs participant) are fixed. Line items within a category may vary. Admin funds cannot increase at the expense of participant funds. Additional funds may be added later if performance is strong and funds are available.

Question #13: Are items like clothing (suit, tie) allowable supportive services?

Answer: Yes. Allowable supportive services may include:

- Work clothing
- Transportation (including tires for cars)
- Other employment-related necessities



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Primary focus should still be OJT training outcomes.

Question #14: What wage rates are expected for WEX or OJT?

Answer: Minimum is minimum wage. No fixed upper limit, but must be reasonable and aligned with employer pay scale. OJT wages are set by employer. Work experience wages paid by contractor must be reasonable.

Question #15: How will PacMtn coordinate multiple contractors if multiple awards are given?

Answer: Coordination structure determined during contract negotiations. Coalitions and collaborative proposals encouraged. Multiple awards are possible.

Question #16: What CRMs or systems are required?

Answer: State database required for enrollment tracking. Contractors must maintain internal fiscal tracking systems. LaunchPad (Salesforce CRM) will be used. Time & effort reporting required for staff charged to grant.

Question #17: How does PacMtn define successful outcomes?

Answer: Federal performance measures include:

- Employment placement
- 2nd & 4th quarter retention
- Measurable skill gains
- Training/certification attainment
- Post-secondary placement

Contract performance will be monitored quarterly.



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Question #18: Must contractor be located within the five counties?

Answer: Services must be delivered within the five-county region. Physical presence outside region would be difficult but not explicitly prohibited. Proposal must clearly demonstrate ability to serve region effectively.

Question #19: I am writing because I have a question regarding the Request for Proposal: Career Technical Education (CTE) and Career Technical College (CTC) Youth Services Transition to Employment released by the Pacific Mountain Workforce Development Council. At Savvas, we are solely a curriculum provider. Our solution meets the need for attainment of industry-recognized credentials and business skills. I have attached an overview of our curriculum. Would we still be able to submit a bid? I appreciate any advice on this matter. Thank you so much.

Answer: This RFP is intended to procure a provider (or provider team) to deliver WIOA Youth transition-to-employment services, which typically includes direct service delivery functions such as participant recruitment and eligibility support, case management and individualized service strategy development, delivery/coordination of program elements, employer engagement/work-based learning coordination, and performance/outcome reporting.

Based on what she described Savvas' curriculum-only offering would not, by itself, align with the full scope of services required under this RFP, so a standalone proposal from Savvas would likely be considered non-responsive.

That said, Savvas' curriculum could be a strong fit as a partner/subcontractor to a prime proposer who is delivering the required WIOA Youth services. If you would like, you are welcome to connect with prospective prime bidders to explore integrating your curriculum into their service model.



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Question #20: Being in touch concerning a project that is active with Pacific Mountain Workforce Development Council; the information I have notes that this will involve Career Tech oriented programs. I am hoping you can assist with a question. I am wondering if the scope of this project will be calling for any fume and dust ventilation equipment. Please note that Movex manufactures fume extraction arms, direct drive fans and vehicle exhaust removal hose reels. Please also note that I am associated with a fabrication company that can fabricate and install steel partition booths for welding and grinding.

Answer: The current Youth Program RFP is focused on the delivery of workforce development services for youth and does not include procurement of equipment or facilities-related components. As such, ventilation systems, fabrication, or related equipment are outside the scope of this RFP.

We recommend reviewing the [RFP](#) document for the full scope of services being solicited.

Question #21: Must high school seniors be enrolled prior to graduation to receive WIOA-funded WEX/OJT?

Answer: No. High school seniors do not need to be enrolled before graduation to participate in WIOA-funded work experience (WEX) or on-the-job training (OJT).

However, their classification depends on their status at the time of enrollment:

- If enrolled before graduation:
 - They are In-School Youth (ISY) because they are still attending secondary school.
- If enrolled after graduation:
 - They are typically Out-of-School Youth (OSY) because they are no longer attending school.

Under WIOA, school status is determined at the time of program enrollment based on whether the youth is attending school under state law.



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Question #22: For WEX/OJT beginning the summer after graduation, when is ISY/OSY determined?

Answer: Classification is determined at enrollment and remains fixed (“locked”) for the duration of participation.

Once eligibility is established:

- ISY or OSY status does not change during participation, even if circumstances change (e.g., graduation, enrolling in school later).
- The participant remains counted in the category determined at enrollment until exit from the program.

Scenario	Enrollment Status	Classification
Enrolled in May before graduation	Attending school	ISY
Enrolled in July after graduation	Not attending school	OSY

Question #23: If a participant enrolls before graduation (ISY) and then graduates, do they automatically transition to OSY?

Answer: No. They do not transition automatically.

Key rule:

- ISY/OSY status remains the same throughout participation once eligibility is determined.

Implications for WEX/OJT

- A youth enrolled as ISY before graduation remains ISY even if:
 - They graduate during the WEX/OJT
 - They are no longer attending school afterward

Service and funding impact

- Eligibility does not need to be re-determined



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- The participant can continue in the same work experience or OJT
- No new eligibility requirements apply simply because they graduate.

Question #24: Graduates accepted to postsecondary programs that have not yet started – ISY or OSY?

Answer: Typically, OSY, unless they are already enrolled and attending.

Under WIOA:

- ISY: must be attending secondary or postsecondary school at enrollment.
- OSY: must be not attending any school at enrollment. ([DOL](#))

Common interpretation used by workforce agencies

Situation	Classification
Accepted to college but term has not started	OSY
Registered/enrolled and attending classes	ISY

Question #25: Does ISY vs OSY classification limit services or funding under WIOA?

Answer: Generally, no for service types, but yes for eligibility rules and program funding priorities.

Services

Both ISY and OSY can receive the 14 WIOA youth program elements, including:

- Work experience (WEX)
- OJT
- Internships
- Occupational training
- Mentoring
- Supportive services
([DOL](#))



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Key differences

Eligibility criteria differ

Category	Key eligibility differences
ISY	Must be low-income and have one barrier
OSY	Age 16-24, not attending school, barrier criteria vary

Funding priority

WIOA requires local areas to spend:

- At least 50% of youth funds on OSY. (PY24 & PY25 – Federal Waiver)

Question #26: Does PacMtn expect a specific ISY vs OSY ratio for contractors?

Answer: Under WIOA statute:

- 50% of youth funds must serve OSY. (PY24 & PY25 – Federal Waiver)

Question #27: I did want to ask a question about allowable costs. In our work with other local WDCs we budget in contracts for employer-partners to help offset the costs of developing apprenticeship pathways, which also go partially to the apprentice wages during training. Are these types of employer incentive payments allowable in this RFP? For context, we are in behavioral and allied health career training, and these payments often go to small health clinics to reduce their direct apprentice expenses.

Answer: Under this RFP, proposers may include partner organizations as subcontractors if those partners are directly providing allowable program services and activities under the scope of work.

However, employer incentive payments or administrative contracts intended to offset an employer’s costs for developing apprenticeship pathways are not allowable under this RFP.



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Likewise, funding cannot be used simply to support partners' administrative or development costs for creating apprenticeship programs.

If a partner organization is providing direct services that are part of the proposed program design, those services may be contracted for as part of the proposal budget. Any such costs must be clearly tied to the delivery of services under the RFP and be necessary, reasonable, and allowable.

Question #28: Is there a template for the budget and required documents, or should we create our own?

Answer: PacMtn provides an Excel budget template that must be used when submitting the proposal. The template and required documents are available on the PacMtn Service Provider Opportunities webpage.

Question #29: Will the contract provide funding upfront to start the program, or will it be reimbursement based?

Answer: The contract will primarily operate on a cost reimbursement basis. Contractors will submit invoices by the 15th of the month following the billing period, and PacMtn will process reimbursement by the end of that month. For organizations with limited cash flow, advance funding may be available, but this is handled on a case-by-case basis.

Question #30: If two organizations are partnered together (for example, one handling employer engagement and another handling education partnerships), do the participant numbers or expectations need to align exactly?

Answer: Participant expectations do not necessarily need to match. If PacMtn facilitates partnerships between organizations after proposals are reviewed, those expectations would be discussed during contract negotiations.



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Organizations may also choose to submit proposals as a consortium or coalition if they plan to work together from the start.

Question #31: The RFP mentions a March 20 submission deadline, but there was discussion about an April start date. Is the submission date still March 20?

Answer: Yes. The proposal submission deadline remains March 20 at 5:00 PM.

If interviews are required, they will occur March 30–31.

Question #32: Would PacMtn prefer a proposal serving many students in a smaller number of school districts or fewer students across multiple districts?

Answer: Neither approach is preferred over the other. Applicants should explain their strategy and rationale in the proposal narrative.

However, proposals should demonstrate regional coverage and strategies to engage rural communities, particularly in Grays Harbor and Pacific Counties.

Question #33: Should the proposal include both in-school youth (ISY) and out-of-school youth (OSY), or focus primarily on in-school youth?

Answer: The primary focus of this RFP is in-school youth participating in CTE and community/technical college programs, as PacMtn already has contractors serving out-of-school youth populations.

Question #34: If an organization can only provide part of the services (such as curriculum or software), can they still submit a proposal?

Answer: Organizations must be able to function as a subrecipient, meaning they must be able to:



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- Enroll participants
- Determine eligibility
- Provide case management
- Deliver program services

If an organization only provides curriculum or software, they would not qualify as a lead contractor, but they could serve as a resource or subcontractor for another applicant.

Question #35: Can PacMtn provide an example showing the required formatting (12-point font, single spacing, 1-inch margins)?

Answer: PacMtn will provide an example page demonstrating the required formatting, which will be posted on the website to help applicants visualize the requirements.

Question #36: Where should applicants submit follow-up questions?

Answer: All written questions must be submitted to: contracts@pacmountain.org

Responses will be posted on the PacMtn Service Provider Opportunities webpage, and those posted responses will serve as the official procurement guidance.

Question #37: To assure receipt of all file uploads, please confirm any file size limitations.

Answer: As currently understood, there are no file size limitations associated with the submission process outlined in the RFP.

Question #38: Please confirm that tables, charts, and graphics may be less than 11-point font, so long as legible.

Answer: Tables, charts, and graphics may use a font size smaller than 11-point, provided that all content remains clear and legible for reviewers.



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Question #39: Please confirm that questions may be truncated, removed, and/or presented in smaller than 11-point font, so long as they remain legible.

Answer: Proposers may truncate the full text of the questions to conserve space; however, the questions should not be completely removed. Maintaining at least a shortened reference to the question helps reviewers follow responses without needing to cross-reference other documents. The response should clearly correspond to the appropriate question number.

Question #40: What type of business entity qualifies?

Answer: Eligible applicants include organizations capable of delivering the services described in this RFP. Entities may include nonprofit organizations, educational institutions, public agencies, or other organizations with the capacity and expertise to implement the proposed activities.

Question #41: If a proposal is technically strong but the budget exceeds the remaining available funds or the committee's allocation for a single partner, will PacMtn consider a partial award or enter into negotiations for a reduced scope, or would the proposal be disqualified?

Answer: If a proposal narrative presents a strong case for proceeding, PacMtn may address budget adjustments during the contract negotiation stage. This may include discussions regarding scope adjustments or funding levels.

Question #42: What specific “cost-per-participant” or “cost-per-credential” benchmarks will be used to determine the reasonableness of the proposed budget?

Answer: There are no established cost-per-participant or cost-per-credential benchmarks for this RFP. The proposal narrative should clearly justify the proposed expenditures and demonstrate how the budget supports the proposed activities and outcomes.



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Question #43: In the event of multiple awards, how does PacMtn envision awardees collaborating across the five-county region to avoid duplication of services?

Answer: Coordination among awardees will be addressed during the contract negotiation stage, assuming individual proposals present strong cases for proceeding. PacMtn will work with selected partners to ensure alignment of services and minimize duplication across the five-county region.

Question #44: The RFP mentions priority for collaborative proposals. If a single entity applies for a significant portion of the total funding to cover multiple counties, is there a preference for that entity to demonstrate formal subcontracting partnerships within the proposal?

Answer: Collaborative proposals are encouraged. If a single entity proposes to serve multiple counties, the proposal should clearly demonstrate the organizational capacity, partnerships, and operational structure necessary to effectively deliver services across the proposed geographic area.

Question #45: Does the RFP allow for the inclusion of “Contingent Partners” in the response?

Answer: If a proposal identifies prospective or contingent partners, those partners should be clearly identified and their roles reflected in the proposal narrative and budget. Each entity may also submit a separate proposal for their portion of the project but should reference one another in their respective submissions.