



## **Pre-Apprenticeship and Support Services Grant Program Statement of Work**

Washington State Department of Transportation's (WSDOT) Pre-Apprenticeship Support Services (PASS) Grant Program is seeking vendors to assist in growing and supporting the diversity of WSDOT's highway construction workforce. Vendors will target outreach toward socially disadvantaged individuals including but not limited to, individuals aging out of foster care, young adults who have left the Juvenile Rehabilitation system, unhoused individuals and other disadvantaged individuals. Vendors will conduct individual assessments, provide pre-employment assistance, and assist in barrier removal. Vendors will also offer pre-apprenticeship highway construction training programs that effectively prepare individuals to enter the highway construction workforce. Applicants must be not for profit organizations, including but not limited to local Native American tribes, churches, and other community-based organizations. These programs will assist the target populations in gaining access to careers in the highway construction trades. This solicitation is seeking vendors that can clearly present their project approach for one of the Service Levels outlined within, and strategies for how they will conduct outreach, assessment, training, support services, mentorship, and place socially disadvantaged individuals onto WSDOT highway construction projects.

Vendors must demonstrate competency working with diverse communities and communicating in a culturally competent fashion. Provide examples of how your organization has successfully supported diverse communities at each of the Service Levels.

Vendors must also demonstrate the ability to manage projects, to include contract management, tracking, data management, and reporting. Provide examples of how your organization has or will successfully manage(d) public agency grants and contracts, track(ed) multiple individuals, provide(d) management of internal data and timely provided complete(d) reports to the granting entity.

### ***Service Level I:***

#### **Outreach, Assessment and Pre-Employment Preparation, Support Services (Pre and Post Training), Reporting**

##### **Outreach:**

Successful vendors will conduct outreach in their local communities primarily directed toward individuals who are unhoused at the time of outreach and others on a case-by-case basis. Outreach methods should utilize existing networks in these communities.

A minimum of one (1) outreach event will be held per quarter. Totalling eight (8) for the 2025-2027 contract period.

##### **Assessment and Pre-Employment Preparation:**

Vendors should articulate how they are best suited to assess targeted individuals for highway construction pre-apprenticeship training and employment readiness and what methods they will use to assist individuals with any barriers that become evident through the assessment process. Pre-employment preparation assistance can include but is not limited to the following: pre-employment highway construction trades counseling, resume and interviewing skill building, driver's license reinstatement assistance, and other barrier removal.

### **Support Services:**

Successful vendors will have a robust support services network available to its participants. They will coordinate and deliver resources to ensure program participants are supported in order to complete their pre-apprenticeship training program. Funds awarded will be used to remove material barriers that may prevent pre-apprentices from being able to complete training and/or participate in and complete a pre-apprentice program, such as work clothes, boots, safety glasses, transportation assistance, car repairs to address safety concerns, relicensing, and basic hand tools specific to their chosen trade.

Vendors will have clear guidelines in their proposal describing how program participants will be made aware of funds, eligibility requirements, and how they will administer and track support services for their program participants.

Vendors will provide an amount for support services that is appropriate to these goals. See **Exhibit B for PASS 25-27 Allowable Activities.**

Vendors will provide an amount for support services that is appropriate to these goals, in the **Exhibit A, PASS Service Level I Application.**

### **Pre-Apprenticeship Training:**

Successful vendors will provide highway construction training and education to individuals currently suffering the hardships of being unhoused through their Pre-Apprenticeship training programs. Training methods should utilize a multi-craft curriculum approach to expose program participants to the various trade options and include one or more of the top seven trades for WSDOT: Laborers, Operating Engineers, Iron Workers, Electricians, Carpenters, Cement Masons, and Truck Drivers. The training must be based on industry standards and prepare individuals with the skills and competencies needed to enter the highway construction trades industry. The training program should include comprehensive career development services and assistance in developing a career plan identifying the needs and strengths of the individual.

The proposal must describe the training strategies and methods used to promote long-term success for the targeted groups, and how many individuals will be trained during the contract cycle.

### **Reporting:**

Vendors shall provide the required monthly **WSDOT PASS 25-27 Monthly Program Tracking & Reporting Form, Exhibit D** to WSDOT, even if there is nothing to report. This report is due on the 10<sup>th</sup> of each month following the activities reported. WSDOT reserves the right to amend this reporting list and

format at any time during the contracting cycle to ensure that the objectives and deliverables of this Proposal are being met.

Completed **PASS 25-27 Program Intake Form(s)**, attached and labeled **Exhibit C**, shall be submitted to WSDOT monthly for all individuals before any reimbursement for invoiced services.

Invoices will not be processed or paid unless the vendors are following all reporting requirements.

### ***Service Level II:***

#### **Outreach, Assessment and Pre-Employment Preparation, Assessment, Support Services (Pre and Post Training), Pre-Apprenticeship Training, Apprenticeship Placement, Reporting**

##### **Outreach:**

Successful vendors will conduct outreach in their local communities primarily directed towards socially disadvantage individuals, including veterans, formerly incarcerated, Juvenile Rehabilitation and Foster Care communities, and others on a case-by-case basis. Outreach methods should utilize existing networks into these communities.

At least one (1) outreach event will be held per quarter. Totaling eight (8) for the 2025-2027 Contract period.

##### **Assessment and Pre-Employment Preparation:**

Vendors should articulate how they are best suited to assess targeted individuals for highway construction pre-apprenticeship training and employment readiness and what methods they will use to assist individuals with any barriers that become evident through the assessment process. Pre-employment preparation assistance can include but is not limited to the following: pre-employment highway construction trades counseling, field trips to pre-apprenticeship training provider facilities, resume and interviewing skill building, driver's license reinstatement assistance, and other barrier removal.

##### **Support Services:**

Successful vendors will have a robust support services network available to its participants. They will coordinate and deliver resources to ensure program participants are supported and successfully complete their pre-apprenticeship training program. Additionally, the program should facilitate access to appropriate support services during the Registered Apprenticeship Program. Funds awarded will be used to remove material barriers that may prevent pre- apprentices from being able to complete training and/or participate in and successfully complete an apprentice program. Such barrier(s) as, work clothes, boots, safety glasses, transportation assistance, car repairs to address safety concerns, relicensing, and basic hand tools specific to their chosen trade as indicated in **Exhibit B, PASS 25-27 Allowable Activities**.

Vendors will have clear guidelines in their proposal describing how program participants will be made aware of funds, eligibility requirements, and how they will administer and track support services for their program participants.

Vendors will provide an amount for support services that is appropriate to these goals. See **Exhibit B for PASS 25-27 Allowable Activities.**

Vendors will provide an amount for support services that is appropriate to these goals, in the **Exhibit A, PASS Service Level II Application.**

### **Pre-Apprenticeship Training:**

Successful vendors will provide highway construction training and education to socially disadvantaged individuals through their Pre-Apprenticeship training programs. Training methods should utilize a multi-craft curriculum approach to expose program participants to the various trade options and include one or more of the top seven trades for WSDOT: Laborers, Operating Engineers, Iron Workers, Electricians, Carpenters, Cement Masons, and Truck Drivers. The training must be based on industry standards and prepare individuals with the skills and competencies needed to enter one or more Labor and Industries recognized Registered Apprenticeship Programs. The training program should include comprehensive career development services and assistance in developing a career plan identifying the needs and strengths of the individual.

The proposal must describe the training strategies and methods used to promote long-term success for the targeted groups, and how many individuals will be trained during the contract cycle.

FORMAL AGREEMENT WITH REGISTERED APPRENTICESHIP PROGRAM(S) also referred to as an Articulation Agreement. Such an agreement, between the Washington State Apprenticeship Training Council (WSATC) recognized Pre-Apprenticeship Training Program representative and one or more local apprenticeship sponsors.

Vendors shall provide their Pre-Apprenticeship Recognition with WSATC and an Articulation Agreement with their proposal or one must be acquired and turned into WSDOT within 6 months of agreement start date. Failure to submit formal recognition and Articulation Agreement may result in loss of contract.

The Articulation Agreement details how the student will be prepared to meet/exceed minimum qualifications and compete for or receive direct entry into the registered apprenticeship program.

### **Apprenticeship Placement:**

Successful vendors will have a proven track record or detailed strategy for placing program graduates into Labor and Industries recognized Registered Apprenticeship Programs. Proposals should clearly outline the steps the program will take to assist graduates in securing a highway construction career on WSDOT projects.

Vendors should have existing relationships with WSDOT's prime highway construction contractor community, the Union Apprenticeship Programs, and other partners, and be engaged in expanding the above networks. These relationships should enhance the successful placement of graduates. Proposals should clearly outline the steps the program will take to track the long-term outcomes of each graduate.

### **Reporting:**

Vendors shall provide the required monthly **WSDOT PASS 25-27 Monthly Program Tracking & Reporting Form, Exhibit D** to WSDOT, even if there is nothing to report. This report is due the 10<sup>th</sup> of each month following the activities reported. WSDOT reserves the right to amend this reporting list and format at any time during the contracting cycle to ensure that the objectives and deliverables of this Proposal are being met.

Completed **PASS 25-27 Program Intake Form(s)**, attached and labeled as **Exhibit C** shall be submitted to WSDOT monthly for all individuals prior to any reimbursement for invoiced services.

Invoices will not be processed or paid unless the vendors are following all reporting requirements.

### ***Service Level III:***

#### **Outreach, Assessment and Pre-Employment Preparation, Support Services (Pre and Post Training), Direct Entry Pre-Apprenticeship Training, Apprenticeship Placement, Reporting**

### **Outreach:**

Successful vendors will conduct outreach in their local communities primarily directed toward socially disadvantaged individuals, including veterans, formerly incarcerated, Juvenile Rehabilitation and Foster Care communities, and others on a case-by-case basis. Outreach methods should utilize existing networks into these communities.

A minimum of one (1) outreach event will be held per quarter. Totaling eight (8) for the 2025-2027 Contract period.

### **Assessment and Pre-Employment Preparation:**

Vendors should articulate how they are best suited to assess targeted individuals for highway construction pre-apprenticeship training and employment readiness and what methods they will use to assist individuals with any barriers that become evident through the assessment process. Pre-employment preparation assistance can include but is not limited to the following: pre-employment highway construction trades counseling, resume and interviewing skill building, driver's license reinstatement assistance, and other barrier removal.

Successful vendors will assess individuals, and track basic information with WSDOT provided forms, to determine readiness for Pre-Apprenticeship highway construction training and careers.

## **Support Services:**

Successful vendors will have a robust support services network available to its participants. They will coordinate and deliver resources to ensure program participants are supported and successfully complete their pre-apprenticeship training program. Additionally, the program should facilitate access to appropriate support services during the Registered Apprenticeship Program. Funds awarded will be used to remove material barriers that may prevent pre-apprentices from being able to complete training and/or participate in and successfully complete an apprentice program. Such as work clothes, boots, safety glasses, transportation assistance, car repairs to address safety concerns, relicensing, and basic hand tools specific to their chosen trade.

Vendors will have clear guidelines in their proposal describing how program participants will be made aware of funds, eligibility requirements, and how they will administer and track support services for their program participants.

Vendors will provide an amount for support services that is appropriate to these goals. See **Exhibit B for PASS 25-27 Allowable Activities.**

Vendors will provide an amount for support services that is appropriate to these goals, in the **Exhibit A, PASS Service Level III Application.**

## **Direct Entry Pre-Apprenticeship Training:**

Successful vendors will provide highway construction training and education to socially disadvantaged individuals through their Pre-Apprenticeship training programs. The training should be specific to one direct entry trade for WSDOT: Laborers, Operating Engineers, Iron Workers, Electricians, Carpenters, Cement Masons, and Truck Drivers. The training must be based on industry standards and prepare individuals with the skills and competencies needed to enter one or more Labor and Industries recognized Registered Apprenticeship Programs. The training program should include comprehensive career development services and assistance in developing a career plan identifying the needs and strengths of the individual.

The proposal must describe the training strategies and methods used to promote long-term success for the targeted groups, and how many individuals will be trained during the contract cycle.

FORMAL AGREEMENT WITH REGISTERED APPRENTICESHIP PROGRAM(S) also referred to as an Articulation Agreement. Such an agreement, between the Washington State Apprenticeship Training Council (WSATC) recognized Pre-Apprenticeship Training Program representative and one or more local apprenticeship sponsors.

**Vendors shall provide their Pre-Apprenticeship Recognition with WSATC and an Articulation Agreement with their proposal or one must be acquired and turned into WSDOT no later than June 30, 2025. Failure to submit formal recognition and Articulation Agreement may result in loss of contract.**

The Articulation Agreement details how the student will be prepared to meet/exceed minimum qualifications and compete for or receive direct entry into the registered apprenticeship program.

### **Apprenticeship Placement:**

Successful vendors will have a proven track record or detailed strategy for placing program graduates into Labor and Industries recognized Registered Apprenticeship Programs. Proposals should clearly outline the steps the program will take to assist graduates in securing a highway construction career on WSDOT projects.

Vendors should have existing relationships with WSDOT's prime highway construction contractor community, the Union Apprenticeship Programs, and other partners, and be engaged in expanding the above networks. These relationships should enhance the successful placement of graduates. Proposals should clearly outline the steps the program will take to track the long-term outcomes of each graduate.

The program shall utilize the **WSDOT provided PASS 25-27 Monthly Program Tracking & Reporting Form** labeled **Exhibit D**, to track long-term outcomes of each graduate(s) of the program, at six months, one year, and two years, post-graduation.

### **Reporting:**

Vendors shall provide the required monthly **WSDOT PASS 25-27 Monthly Program Tracking & Reporting Form, Exhibit D** to WSDOT, even if there is nothing to report. This report is due the 10<sup>th</sup> of each month following the activities reported. WSDOT reserves the right to amend this reporting list and format at any time during the contracting cycle to ensure that the objectives and deliverables of this Proposal are being met.

Completed **PASS 25-27 Program Intake Form(s)**, attached and labeled as **Exhibit C** shall be submitted to WSDOT monthly for all individuals prior to any reimbursement for invoiced services.

Invoices will not be processed or paid unless the vendors are following all reporting requirements.

