

WORKFORCE ADVANCEMENT AND VOCATIONAL EDUCATION (WAVE) APPLICATION

Grant Solicitation:	Office of Equity and Civil Rights Workforce Advancement and Vocational Education Grant Program		
Applicant:	_____	_____	_____
	Type/print full legal name of bidder company	Type/print applicant contact name	Type/print applicant contact phone number

Applicants submitting a proposal must complete this application for evaluation purposes. Applicants must respond to each requirement as noted in the instructions below.

To ensure fair and impartial evaluations and contract award selections, WSDOT’s OECR program coordinator(s) and others representing the maritime industry will individually evaluate and score vendor proposals and other submitted materials based on the responses to the questions in this section and how well these responses meet the needs outlined in the Scope of Work.

Please limit your response to ten (10) pages.

Answers will be scored by the following method: (Percentage of total points per question)

- 0% – Incomplete
- 10% – 30% Poor (lacking basic details or unclear, does not fully answer the question)
- 40% – 70% Average (lacking advanced detail but clearly answers question)
- 80% – 100% Above average (detailed, clearly answers full question, may include specific examples)

Table 1 – Performance Requirements

Instructions:

1. Review all requirements, priorities and provide definitions.
2. Applicant must respond in the **Written Response** column for every requirement that indicates a “Written Response Required.” Written responses must not reference any material present elsewhere. The written response shall be considered complete and stand on its own merits or may be deemed non-responsive.

	Performance Requirement and Stated Business Need	Points	
1.	Describe how your organization will conduct outreach in your local community, and detail how you will reach socially disadvantaged populations including but not limited to individuals aging out of foster care, young adults who have left the Juvenile Rehabilitation system, unhoused individuals and other socially disadvantaged populations across the state of Washington. Describe your existing networks into these communities and how you will leverage these relationships to conduct outreach. Please describe what an outreach event would look like, and how you will measure success, for instance by number attended, or individuals moving to the assessment phase. Include descriptions of past projects completed (outreach and events) with a similar scope of work, including work with the target populations identified. In describing past projects, include data to illustrate your achievements.	15 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>
2.	Describe your organization’s experience working with socially disadvantaged populations. Describe methods for assessing students need for support services, eligibility to work in a maritime career and commitment to the training.	20 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>
3.	Provide the experience that your organization has with developing a maritime and pre-employment training curriculum. Describe any previous agreements, graduation rates and other program successes.	20 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>

	Performance Requirement and Stated Business Need	Points	
5.	Provide the years of combined staff experience in coaching students through obtaining a Transportation Worker Identification Card (TWIC) and a Merchant Mariner Credential (MMC). Describe the framework created to track credential applications, your existing relationship with the Transportation Security Administration and United States Coast Guard. Include any experience in obtaining the documents needed prior to applying for these credentials.	15 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>
6.	Describe the support services your organization will provide to ensure the success and retention of your program participants. Describe how you will coordinate and deliver resources to ensure program participants are supported and successfully complete their training program. Detail the guidelines and strategies describing how program participants will be made aware of funds, eligibility requirements, and how you will administer support services. Detail any support you currently provide directly and partnerships you have developed with other support organizations.	20 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>
7.	Describe your understanding of contractual reporting requirements and how your organization plans to track programmatic details and costs.	5 points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement. <div></div>

	Performance Requirement and Stated Business Need	Points	
8.	Provide at least three (3) non-vendor owned customer references for whom the vendor has provided similar services during the past thirty-six months preceding the bid due date.	5 points	

Table 2 – Estimated Cost Proposal

Instructions:

- 1. Vendors must complete all columns in table below.
- 2. Vendors must enter an estimated number of individuals to perform the services as outlined in the WAVE 25-27 Statement of Work.
- 3. Vendors must enter estimated cost per individual to perform the services as described in the WAVE 25-27 Statement of Work.

Columns left blank may be deemed nonresponsive and will not continue further in the process.

1.	Conduct outreach and assess targeted individuals for population listed in the WAVE 25-27 Statement of Work.			
2.	Provide a support services network as detailed in the statement of work. See attached WAVE 25-27 Statement of Work for detailed expenditure limits.			

3.	Provide basic maritime training, state and federally required credentials, and career readiness preparation to women, minorities, and other disadvantaged individuals as detailed in the WAVE 25-27 Statement of Work.			
4.	Provide all administrative support, program development and management necessary to implement the program.			
5.	Overall Total			