

**EXHIBIT A – SERVICE LEVEL I APPLICATION**

Grant Solicitation:	<b>Office of Equity and Civil Rights Pre-Apprenticeship and Support Services Grant Program</b>
Applicant:	<div><div></div><div>Type/print full legal name of bidder company</div></div>

**Instructions:**

Applicants submitting a proposal must **complete and submit an Exhibit A** for evaluation purposes.

To ensure fair and impartial evaluations and contract award selections, WSDOT’s OECR program coordinator(s) and others representing the highway construction industry will singly 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 five (5) 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)

Please limit your answer the questions relevant to the specific service level you are applying for. Each bidder will normally apply for only a single service level. If you are applying for more than a single service level, please limit your answers to only those specific service levels.

**Performance Requirements:** Applicant must respond to each requirement as noted in the instructions below.

- 1. Review all requirements, priorities and provided 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.**

REQ ID	Performance Requirement and Stated Business Need	Points Available	Written Response
1.	<b>Outreach:</b> <ul style="list-style-type: none"><li>a. Describe how your organization will conduct outreach in your local community, and detail how you will reach individuals currently experiencing homelessness.</li><li>b. Describe your existing networks in these communities and how you will leverage these relationships to conduct outreach.</li><li>c. Please describe what an outreach event would look like and how you will measure success, for instance, by the number attended or individuals moving to the assessment phase.</li><li>d. 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.</li></ul>	10 Points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement.

REQ ID	Performance Requirement and Stated Business Need	Points Available	Written Response
2.	<p><b>Assessment and Pre-employment Preparation:</b></p> <ul style="list-style-type: none"><li>a. Describe how your organization is best suited to assess targeted individuals for highway construction pre-apprenticeship training.</li><li>b. Detail how your organization will review, measure, and, when necessary, work to improve a student’s digital literacy, resume building, and/or overall employment preparation.</li><li>c. Describe how your organization will provide employment readiness preparation and what methods you will use to assist individuals with any barriers that become evident through the assessment process.</li><li>d. Include past projects completed with a similar scope of work. When possible, include data to illustrate your past achievements.</li></ul>	15 Points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement.
3.	<p><b>Support Services:</b></p> <ul style="list-style-type: none"><li>a. Describe how you will coordinate and deliver resources to ensure program participants complete their training program.</li><li>b. Detail the guidelines and strategies referencing how program participants will be made aware of funds, eligibility requirements, and how you will administer support services.</li><li>c. Describe a typical outreach to a pre-apprentice trainee and how you plan to assess their current situation and provide material assistance.</li><li>d. Detail any support you provide directly and/or partnerships you have developed with other support organizations.</li></ul>	15 Points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement.

REQ ID	Performance Requirement and Stated Business Need	Points Available	Written Response
4.	<p><b>Pre-Apprenticeship Training:</b></p> <ul style="list-style-type: none"><li>a. Describe your highway construction training curriculum and multi-craft approach and how you ensure your training meets current industry standards.</li><li>b. Detail how you will expose program participants to various highway trade options to ensure that the training meets the diverse needs of the students.</li><li>c. Describe your networks within the local highway construction union and the contracting community along.</li><li>d. Using the networks noted above, describe how your program assists program graduates in securing active apprenticeship openings and/or employment on an active job site.</li><li>e. Include descriptions of past project completed with a similar scope to illustrate your success in pre-apprenticeship training and/or apprenticeship placement.</li></ul>	20 Points	Written Response Required. If unable to perform services at this time, please provide an explanation detailing a plan to implement.
5.	<p><b>Project Approach:</b></p> <p>Describe the results you expect to achieve if you were awarded a contract for the 2025-27 biennium.</p> <ul style="list-style-type: none"><li>a. Number of individuals contacted for outreach (5 pts).</li><li>b. Number of individuals assessed and provided pre-employment preparation (5 pts).</li><li>c. Number of individuals placed into pre-apprenticeship training or directly onto a road construction jobsite. (10 points)</li></ul>	20 Points	Written Response Required
6.	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	Written Response Required

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 solicitation.
- 3. Vendors must enter estimated cost per individual to perform the services as described in the solicitation.

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

Service Level I	# of Individuals Served	Cost Per Individual	Total Cost
Conduct outreach and assess targeted individuals for highway construction pre-apprenticeship training, as detailed in the 2025-2027 PASS Statement of Work.			
Provide a support services network as detailed in the 2025-2027 PASS Statement of Work. See attached PASS 25-27 Program Allowable Activities for detailed expenditure limits.			
Provide highway/WSF construction training and education to targeted individuals as detailed in the 2025-2027 PASS Statement of Work			
Provide all administrative and program management necessary to implement the program as detailed in the 2025-2027 PASS Statement of Work successfully.			
		Total Cost:	

Return this exhibit to Grant Coordinator at:  
[OECRPASSProgram@wsdot.wa.gov](mailto:OECRPASSProgram@wsdot.wa.gov)