

2026 Path to Trades Non-Colleges Request for Proposal

Information Session

Families, Education, Preschool and Promise Levy

Seattle Department of Education & Early Learning

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Before We Get Started

- RFP Overview document
- Application Questions word document – Final application must be via Submittable
- Note your questions throughout the presentation and submit to DEELFunding@seattle.gov with subject line: “Question: Path to Trades Non-Colleges RFP”

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Agenda

Path to Trades Non-Colleges RFP Overview

Service Area and Eligibility

Application Sections and Scoring

How to Apply

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Path to Trades Non-Colleges Overview

RFP Overview: Page 2

- Offers a pathway to alternative postsecondary opportunity and increase trades training and career opportunities for Seattle public high school students
- Increase student awareness of trades career opportunities, access to trades career pathways, and the number of youth in living-wage trades careers
- Funded by the Every Child Ready – Family, Education, Preschool, and Promise (FEPP) Levy

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Funding Amount and Duration

RFP Overview: Page 2

- Total funding available: $627,666*
- Contract term: February 16, 2027 – August 31, 2028
- Funding amount per provider: Determined based on proposals and contract negotiations

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RFP Timeline and Key Dates



RFP Opens

Question & Answer Period Closes

Application Deadline

Awards Announced

Contracts Begin

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Eligibility and Partnership Requirements

RFP Overview: Page 2

Provider Eligibility:

- Meet city and state insurance, licensing, privacy, confidentiality, and regulatory requirements

- Provides support for entry to trades career pathways at one of the following institutions:
  - Washington state-accredited educational institutions
  - Washington state-registered apprenticeship programs
  - Washington state-accredited training providers

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Participant Eligibility Requirements

RFP Overview: Page 2

Participant Eligibility:

- Seattle public high school 11th and 12th grade students
- High school students enrolled in Path to Trades Non-Colleges programs funded by this RFP may continue to participate in the program after graduation.

SPS Partnership Requirements

- Prospective applicants interested in partnering with Seattle Public Schools (SPS) to serve SPS students through this grant should contact Brian Day, Director of K-12 STEM and Career and Technical Education for SPS at bgday@seattleschools.org

Funded Services

RFP Overview: Pages 1-5

- **The RFP funds two types of services:**
  - **Career preparation, outreach, and completion support:** Instruction and training, professional skill building, certifications, pre-apprenticeships, and/or apprenticeship programs; Outreach, youth engagement, field trips; Advising, mentorship, and/or competency readiness
  - **Financial support:** Scholarships up to $1,500 for tools, supplies, or other required program or professional items; Other financial support such as stipends, tuition or fees

- **Modality:** Services may be offered in-person or through a combination of in-person and virtual formats. Fully virtual or remote programs are not eligible for funding.

Priority Student Populations

RFP Overview: Pages 1-5

- **Priority Populations** for this investment based on the needs assessment are:
  - Black, Indigenous, and people of color (BIPOC) students
  - Students who would be the first in their family to enter a trades career (first-generation trades career professionals)
  - Women and people with gender identities underrepresented in trades professions

Contracting Requirements

RFP Overview: Pages 6-8

- **Pre-contracting**: Must be able to meet all City contracting requirements prior to contract start including business licensing and registration, insurance requirements, etc. (see Appendix A for detailed requirements).
- **Reporting:** Required data reporting on implementation, service quality, and outcomes on a bi-annual and quarterly basis. Including:
  - Participants served and demographics
  - Program quality and outcomes, including participant survey and measures of program completion and employment outcomes
- **Continuous Quality Improvement (CQI)** activities including site visits, data reflection & benchmark review, service delivery and quality review, and planned levy evaluations
- **Performance-Based Contracting:** 90% Base Pay + 10% Performance Pay (up to five performance payment measures over the contract term)

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Application Sections



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Scoring Criteria Overview

RFP Overview: Page 10

- Scoring criteria emphasizes:
  - programs that have evidence of student benefit from services
  - programs that lead to living-wage trade occupation
  - programs that have direct connection/partnerships with apprenticeships or employers
  - programs that serve the named priority populations

Scoring Category	Points
Experience & Program Model	20
Living Wage	10
Career Pathways	20
Data Collection Capacity	10
Participants and Equity Strategy	20
Evidence of Service Quality & Outcomes	20
Total Points	**100**

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Budget

- Applicants must
  - Submit the required DEEL budget template with their application
  - Identify the projected number of students served
  - Complete the budget table aligned to your proposed program model and staffing structure

Section 1: Experience and Program Model

RFP Application Word Template: Page 1

- Describe your experience delivering services, your proposed service model, and how the program uses evidence-based practices

- Strong applicants will:
  - Clearly describe model that results in access to career exploration, skill building, and career connection.
  - Describe outreach and engagement plan that includes additional partners (SPS, charter schools, CBOs, other partnerships)
  - Link to evidence-based practices

- Prioritization proposals that initiate service delivery before the start of the 2027-28 school year

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Section 2: Living Wage Career Training

RFP Application Word Template: Page 2

- Describe the average median wage for the trade careers and occupations connected to your proposed program and how they compare to the living wage in King County.

- Strong applicants will demonstrate living wage for trained workers in occupation or industry via public or internal industry data sources

Section 3: Career Pathways

RFP Application Word Template: Page 2

- Describe formal agreements, partnerships, or connections the program has that provide priority status for participants as they seek additional training or career opportunities including expanded access to City of Seattle jobs.

- Describe career supports and how program supports students navigating and securing career opportunities in trades

- Strong applicants will:
  - Have prioritized access and selection for registered apprenticeship program(s)
  - Have direct connection and partnership with employer(s)
  - Expand access to City of Seattle job opportunities

Section 4: Data Collection

RFP Application Word Template: Page 3

- Describe systems, tools, and processes you plan to use to meet DEEL reporting requirements including qualitative and quantitative data collection, data analysis, and data management.

- Strong applicants will demonstrate existing data capacity and/or plans to increase capacity to collect data from participants and meet DEEL reporting requirements.

Section 5: Participants and Equity Strategy

RFP Application Word Template: Page 3

- Describe priority populations your organization is best positioned to serve:
  - Why these populations are a focus for your organization?
  - How does your existing relationships/trust with these populations and communities inform program delivery and design?
  - How your model addresses identified barriers

- Strong applications will:
  - Show how program model plans to close an identified inequity or opportunity gap through specific and intentional services and supports
  - Describe priority populations positioned to serve and existing relationship with priority populations
  - Describe specific results from previous work and programming with priority populations

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Section 6: Evidence of Service Quality & Outcomes

RFP Application Word Template: Page 3

- Describe specific results or outcomes form previous work with priority populations and how those outcomes demonstrate effectiveness in supporting priority populations.

- Describe employment opportunities for workers in the trade occupation/industry connected to your proposed program.

- Strong applications:
  - provide evidence prior impact showing how students benefit from services
  - provide evidence of ability to maintain sustained relationships with students for duration of program

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Section 7: Budget

RFP Application Word Template: Page 4

- Describe how your budget supports your service model and the number of students you plan to serve.
- Include funding amount requested as well if other revenue sources are leveraged to fund your proposed program.
- Attach budget using the linked budget template

How to Apply: Using the Online Application Form

Important: Application form must be submitted using an online portal (Submittable)

Watch a demo video here.

1

Create a Submittable account

- Are you a new user to Submittable? You need to create an account. It's quick and free!
- Are you an existing user? You need to sign in.
- Sign up/Sign in link

2

Fill in the application form

- Application can be saved along the way
- (Optional) An offline word template of the application is available for internal collaboration only

3

Submit the form

- Submittable portal automatically closes on November 17, 2026, at 11:59 pm
- Expect to receive an email confirmation that the application was submitted successfully

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1 How to Create a Submittable Account

- **How do I access the online form?** If you are a new user, your organization must sign up for an account.
- **Who from my organization should sign up? Why is this important?** We recommend an organization designates an individual to sign up for Submittable. This individual will submit the online form. The email linked to the Submittable account is the primary contact receiving updates on the organization's submission.
- **How do I sign up?** Sign up/Sign in Link Fill in an email, password and name. Then, verify the email entered – you will receive a confirmation request by email from notifications@email.submittable.com.
- **What if I have a question about Submittable?** Check out the Submitter Resource Center. If question is not answered, contact Submittable (open ticket with Submittable Customer Support) and DEEL (email to DEELFunding@seattle.gov with "Question: Path to Trades Non-Colleges RFP" in the subject line).

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2 How to Fill in the Application Form

- **Can I save progress on the application form?** Yes. To save an application so it can be completed later, click the Save Draft button at the bottom of the application form.
- **What if I forget to submit the draft application form before the deadline?** Any saved but unsubmitted drafts will not be considered. Once the deadline passes, access to the draft will be lost in Submittable. Make sure to submit the draft before the deadline!
- **How can my organization collaborate on the application form?** An optional word version of the application form is posted on the Path to Trades RFP DEEL website page dedicated for an organization to use for internal purposes only. The word version will not be accepted as an official application. Draft responses may be copied/pasted into the Submittable online application form prior to the application deadline.

3 How to Submit the Application Form

- **What if I do not submit the application form before the deadline?** To submit the application, click the "Submit" button at the bottom of the application form before the cutoff time, Tuesday, November 17, 2026 by 11:59 pm. The Submittable online portal will automatically close at the deadline, late applications will not be accepted.
- **I just submitted. What's next?** A confirmation email from notifications@email.submittable.com will be sent to the email address provided during sign up. This email is proof of an organization's submission. If an email confirmation is not received, email DEELFunding@seattle.gov ASAP with "Question: Path to Trades Non-Colleges RFP" in the subject line.
- **How can I save a copy of the submitted application?** To save a copy of the submitted application, log in to the Submittable account to download a PDF copy for your records.

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Questions

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