

Path to Trades

Request for Proposal

This is a competitive Request for Proposal (RFP) from the City of Seattle Department of Education and Early Learning (DEEL).

Funding Contingency

DEEL reserves the right to modify, delay, or cancel awards based on Council action or changes to available funding. DEEL will not provide individual notice of changes, and applicants are responsible for regularly checking the DEEL funding webpage for updates, clarifications, or amendments.

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Summary of Opportunity

Purpose

This RFP seeks proposals from providers to increase trades training and career opportunities for Seattle public high school students. The Path to Trades investment is designed to increase student awareness of trades career opportunities, access to trades career pathways, and the number of youth in living-wage trades careers. This investment is funded by the Every Child Ready—Families, Education, Preschool, and Promise (FEPP) Levy.

Funding Amount

- Total funding available: \$627,666
- Expected number of awards: Determined based on qualified proposals received
- Funding amount per provider: Determined based on qualified proposals received
- Contract length: January 26, 2027 – December 14, 2028

Funded Services

- Career awareness and exploration: Outreach, youth engagement, field trips, etc.
- Career preparation: Instruction and training, professional skill building, certifications, pre-apprenticeships, and/or apprenticeship programs
- Persistence and completion support: 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

Provider Eligibility

- 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

Participant Eligibility

- Seattle public high school students

Outcomes

- Increase number of students in living-wage trades careers
- Increase number of students completing trades career training or degrees
- Increase number of students participating in trades certificate, credential, pre-apprenticeship, or apprenticeship programs
- Increase number of students prepared for trades career pathways
- Increase financial supports for students to access trades career pathways
- Increase student knowledge of trades career pathways

Service Target

- To be proposed by applicant

Timeline

- RFP opens: October 13, 2026

- Application deadline: November 2, 2026
- Award notification: December 11, 2026
- Contract start: January 26, 2027

Application and Questions

- Apply via Submittable Link: [Apply Here](#)
- Questions: Send to DEELFunding@seattle.gov with subject line: “Question: Path to Trades RFP” before October 27, 2026

1. Investment Purpose

The Every Child Ready—FEPP Levy, Ready to Launch domain funds investment strategies designed to contribute to increase access to and utilization of postsecondary opportunities that promote attainment of a certificate, credential or degree for Seattle students and youth. The Path to Trades RFP is a Career Pathways investment within the Ready to Launch domain.

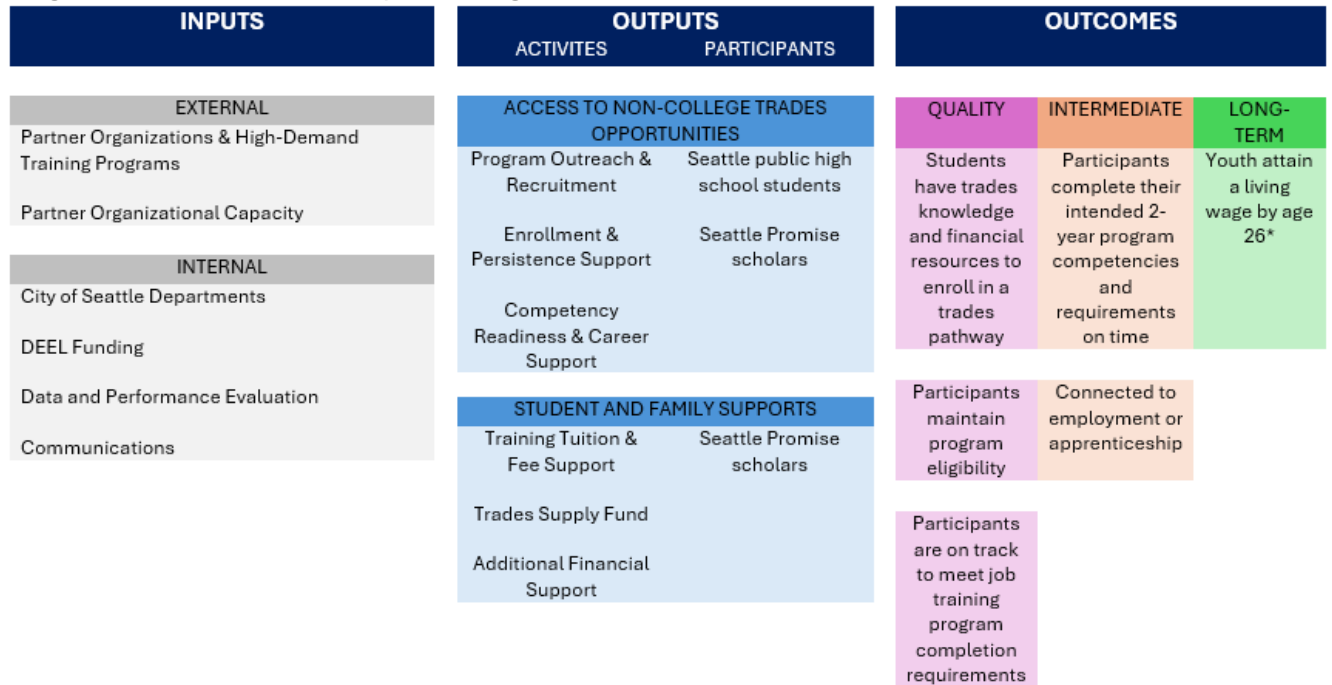
Analysis and stakeholder engagement conducted by DEEL identified inequities in the college and career sector that significantly impact students' ability to earn a certificate, degree, or credential. Key findings include: (1) Formal credentials, such as certifications and apprenticeships, consistently raise earnings by 50-100%; (2) trades careers have low percentages of Black/African American workers and professionals in leadership positions; (3) Youth exploring trades career pathways frequently encounter barriers such as low trades competency readiness, high start-up costs for materials, and systemic hiring inequities. For additional information, please review the [Path to Trades Racial Equity Toolkit](#) and [Stakeholder Engagement Report](#) completed as part of the Every Child Ready-FEPP Levy renewal legislative process.

For this RFP, a trades career is defined as an occupation that requires specialized training and an industry-recognized credential that is developed through structured applied learning opportunities and awarded by an accredited or state-registered provider.

As shown in the Theory of Change below, the intended long-term outcome of the Path to Trades RFP is to increase the number of youth in living-wage careers. Programs must positively impact one or more quality or intermediate outcomes:

- Knowledge of trades career pathways
- Financial support to enter trades career pathways
- Participation in trades career pathway such as training, certificate, credential, degree, pre-apprenticeship, or apprenticeship
- Persistence and completion of trades career pathway
- Trades career employment

Image 1. Path to Trades Theory of Change



*Ready to Launch investments may serve students and youth up to age 24, but outcome indicators will measure up to age 26.

2. Funded Services

The Path to Trades investment requires funded organizations to provide access to trades career pathways through a variety of services; providers are not required to provide all activities.

This RFP investments in four types of services:

1. Career awareness and exploration: Outreach, youth engagement, field trips, etc.
2. Career preparation: Instruction and training, professional skill building, certifications, pre-apprenticeships, and/or apprenticeship programs
3. Persistence and completion support: Advising, mentorship, and/or competency readiness
4. 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

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.

This RFP will prioritize training programs that lead to high demand careers, providers who offer prioritized access and selection to apprenticeship placements after completion of program, providers who have direct connection with trades employers, and providers who operate Washington state-accredited trades training programs.

High demand trades programs may be defined by selecting an occupation from the Washington State Occupations in Demand (OID) data table (see Appendix C) or from data provided by the provider using other publicly available data sources or self-reported data.

3. Provider Eligibility

Providers must support participant 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

Washington state-accredited educational institutions are accredited in Washington through a third-party accreditor. Washington state-registered apprenticeship programs are apprenticeships, pre-apprenticeships, and apprenticeship prep programs registered and approved through [WA Labor and Industries \(LNI\)](#). Washington state-accredited training providers must provide proof of accreditation from accredited agencies or WA state-registered trades training providers, including but not limited to those approved by one of the following:

- [Workforce Training & Coordinating Board](#)
- [Washington Student Achievement Council](#)
- [State Board for Community and Technical Colleges](#)
- [Federal Aviation Administration](#)
- [Department of Licensing](#)
- [Seattle King County WDC - ETPL](#)
- [Career Bridge - ETPL](#)
- [Career Connect Washington- Career Launch Program](#)
- [OSPI](#)

Providers will be asked to specify which funded services they will offer as part of the Path to Trades RFP. The program model must demonstrate how funded activities are connected to investment outcomes. Providers offering financial and academic support must clearly state how funds will be used and distributed.

Applicants to this RFP must address the following funding requirements:

- Articulate their engagement strategy to reach eligible program participants
- Demonstrate how the program or services connect youth to appropriate and low barrier trades career pathways services
- Describe student support during program, including how the program will increase access, retention, completion, and/or address existing disparities in access to trades career pathways
- Demonstrate how the program connects or prepares students for employment in the trades or to qualify for additional training, apprenticeship, pre-apprenticeship, or apprenticeship opportunities

This RFP will prioritize providers that offer apprenticeship or employment placements after program completion. If applicable, applicants must demonstrate how the program is connected to an apprenticeship or employer, as well as how those connections or partnerships will lead to youth employment after program completion.

4. Participant Eligibility

Providers must serve Seattle public high school students. High school students enrolled in Path to Trades programs funded by this RFP may continue to participate in the program after graduation. Providers are encouraged to partner with community-based organizations, Seattle Public Schools (SPS), and/or other organizations that serve youth as part of a student outreach and recruitment strategy and training service model.

To address inequities and close opportunity gaps in access to trades pathways and employment, applications with a demonstrated history of effectively serving the following priority populations are encouraged to apply:

- 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

5. Contracting Requirements and Ongoing Responsibilities

If selected, funding will be provided through a contract that includes the following requirements.

5.1 Pre-contract Requirements

Selected providers 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).

5.2 Reporting

Contracted providers will be required to report data on implementation, service quality, and outcomes on a bi-annual and quarterly basis, including measures in the following categories:

- Participants served and demographics
- Provider demographics
- Program quality and outcomes, including participant survey and measures of program completion and employment outcomes

See Appendix B for detailed requirements.

5.3 Program Monitoring and Continuous Quality Improvement

DEEL uses a Continuous Quality Improvement (CQI) process to support early problem-solving, clear expectations and shared learning with providers. CQI means that DEEL and providers set goals together and regularly review progress to make sure services stay strong and improve over time.

CQI Approach

Upon contracting, selected providers will work with DEEL to establish implementation and performance targets. Sample performance indicators may include:

- Total number of program participants served in Year 1

- Percent and/or total number of completers connected to employment or apprenticeship within six months of completion

During the implementation period, providers will participate in the following engagement and reflection activities with DEEL to support shared problem solving as needed to maintain progress toward goals:

- Host a minimum of two DEEL site visits annually
- Participate in a minimum of two data reflection meetings with DEEL annually. Data reflections include discussing progress on key implementation and performance benchmarks, addressing any implementation barriers, and developing CQI goals or performance improvement plans as applicable
- Use data to improve service delivery and quality according to targets and CQI goals developed with DEEL
- Participate in planned levy evaluations during contracted years conducted by either DEEL or third-party consultants

Provider Engagement & Supports

DEEL will support providers to strengthen outreach, coordination, and service delivery through structured systems and ongoing engagement. DEEL will work with providers to:

- Provide guidance on career connection and networking strategies for youth, improving connection to City of Seattle careers, regional employers, and workforce development initiatives
- Provide guidance on outreach and engagement strategies, including improving access points and reaching priority populations
- Implement CQI support, including regular check-ins, data review, and problem-solving to address access, engagement, and service delivery challenges

6. Funding and Payment

Approximately \$628,000 is available through 2028 and will be awarded for programming that occurs January 2027 through December 2028. Successful applicants will receive two (2) years of funding for programming. Awards and contract execution depend on Council action and available funding. DEEL may modify, delay, or cancel awards if funding changes. Applicants must check the DEEL funding webpage for updates, clarifications, and amendments.

- Total funding available: \$627,666
- Expected number of awards: Determined based on qualified proposals received
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- Contract length: January 26, 2027 – December 14, 2028

6.1 Performance-Based Contracting

DEEL uses performance-based contracting to ensure that public dollars are directly tied to measurable improvements in the lives of families and youth. Rather than focusing solely on compliance or outputs, DEEL's contracts prioritize outcomes, such as increased access to high-quality preschool, improved academic achievement, or stronger family supports, that reflect the

communities' priorities and values. By linking funding to demonstrated results, performance-based contracting creates accountability, encourages innovation among providers, and helps ensure that public investments lead to meaningful, equitable change for children, youth, and families across the city. Contracts with DEEL may include base payment and performance payment.

This RFP will include base payment and two to five performance payment measures over the contract term, not to exceed 10% of the total contract award.

- Base payment is the minimum payment a provider will receive and is typically most of the contract payment. Base pay is tied directly to reporting and continuous quality improvement as well as achieving minimum service standards.
- Performance pay is payment tied to demonstrated progress toward investment outcomes. Performance pay measures typically focus on outcomes but in some cases, outputs depending on provider reporting capacity and service implementation.

7. Evaluation and Scoring

7.1. Evaluation Process

Eligibility Review

Applicants are responsible for reviewing the eligibility criteria (see Section 3, page 6) before applying and must indicate that they meet all criteria at submission. DEEL will review applications to confirm that eligibility requirements are met. Applications that DEEL determines do not meet the eligibility criteria will not proceed to further review. If DEEL determines an application does not meet the eligibility criteria, the proposer will be notified in writing.

Review Panel

Eligible applications will be reviewed by a review panel. Proposals will be assessed through the lens of the priority criteria. The review panel will score and rank proposals from highest to lowest. Application scores and review panel discussions will inform review panel recommendations for funding awards.

Final Decision

DEEL will consider standardized scoring based on application of the scoring rubric, review panel recommendations, FEPP Levy investment alignment, and other department priorities such as applicant capacity, performance, and alignment with levy outcomes. Final decisions regarding selection of proposals will be made by the DEEL Director based on these factors. DEEL will notify each applicant of the decision. Applicants may appeal the decision as outlined in Appendix D within four (4) business days of award status notification. Notice of selection does not guarantee funding or award of agreements. Funding is conditioned upon successful completion of contract negotiation as outlined in Section 5 and compliance with the requirements in Appendix A.

Contract Negotiation

If a proposal is selected for funding, the authoring organization should be prepared to collaborate with DEEL to finalize a workplan based on their submitted proposal, which will be incorporated into the final contract. These aspects include, but are not limited to, the amount of funding, proposed programming and/or services, program participation, and performance measures.

DEEL Reserved Rights

DEEL reserves all rights not expressly stated in the RFP, including the right to reject all proposals and cancel the RFP, award partial funding, and negotiate with any proposers regarding the amount of funding and other terms of any contract resulting from this RFP. DEEL also reserves the right, but not the obligation, to waive immaterial defects in any proposal and to seek clarification from a proposer. If DEEL and any funding candidate selected under this RFP are unable to come to agreement on a final contract, DEEL may, in its discretion, choose not to provide funding or choose to select the next highest ranked candidate for contract negotiation.

7.2. Scoring Criteria for Review Panel Consideration

The scoring categories, points, and strong applicant criteria will be leveraged by a funding panel to review applicants to the RFP.

Table 1. Path to Trades RFP Scoring Categories and Points	
Scoring Category	Points
Experience & Program Model	20
High Demand/Living Wage Career Training	15
Career Pathways	15
Data Collection Capacity	10
Participants and Equity Strategy	25
Evidence of Service Quality & Outcomes	15
Total Points	100

Table 2. Path to Trades RFP Scoring Details		
Category	Points	What a strong applicant looks like
Experience & Program Model	20	- Describes a clear existing or planned model(s) of access to trades opportunities and student supports that result in youth career exploration, skill building, and career connection - Describes youth outreach and engagement plan including existing relationship with SPS or other schools, community-based organizations, or other youth engagement partnerships. - Model links strategies to evidence-based practices - Model meets Path to Trades RFP minimum standards - Applicant demonstrates strong evidence of experience providing supports related to trades careers - Prioritization for services that can be delivered before the 27-28 SY
High Demand/Living Wage Career Training	15	Demonstrates high demand for trained workers in this trade occupation or industry via regional/state data (see Appendix C) and/or industry/occupation/employer/provider level data)

		Demonstrates living wage for trained workers in trade occupation or industry via publicly available or internal industry data source
Career Pathways	15	- Provides prioritized access and selection for registered apprenticeship program(s) - Demonstrates direct connection and partnership with an employer/employers leading to career attainment for youth - Expands access to City of Seattle job opportunities in the trades - Demonstrates provider is a Washington state-accredited training provider (see Section 3, page 6)
Data Collection Capacity	10	Demonstrates existing capacity and/or plans to increase capacity to collect quantitative and qualitative data from participants and meet DEEL reporting requirements
Participants and Equity Strategy	25	- Describes how program model will close an identified inequity or opportunity gap through specific and intentional services and supports - Describes specific priority population(s) that provider is positioned to serve and demonstrates relationship with priority populations served - Describes specific results from previous work and programming with priority populations
Evidence of Service Quality & Outcomes	15	- Provides data or evidence showing youth benefit from services - Evidence of ability to maintain sustained relationships with youth for duration of program
Total Points	100	

8. Application Process

Submit your application through Submittable: [Apply Here](#)

Important notes

- By applying, you are confirming that you have reviewed the entire RFP and understand its contents. Questions or concerns about the RFP content, scoring, or award process must be submitted to DEEL by the Deadline for Questions in section 8 below.
- Applications must be submitted by the deadline. Late applications will not be accepted as Submittable portal automatically closes.
- Questions must be submitted via email to DEELfunding@seattle.gov. Include “Question: Path to Trades RFP” in the subject line by October 27, 2026.

Information Sessions

You can join two (2) Information Sessions to help you understand this RFP and apply using the application portal Submittable; see Table 3 for detailed timeline dates below.

All materials and updates will be posted on [DEEL's Funding Opportunities webpage](#). Please check the webpage regularly for updates or changes.

Table 3. Path to Trades RFP Detailed Timeline	
Event	Date(s)
RFP opens	October 13, 2026
RFP Information Sessions	October 21, 2026 October 26, 2026
Question and Answer Period	October 13 – 27, 2026
Last Day to Submit Questions	October 27, 2026
Application Deadline	November 2, 2026 at 11:59 pm
Application Review, Scoring, and Deliberation Period	November 3 – December 4, 2026
Award Notification	December 11, 2026
Contract Start	January 26, 2027

Appendices

Appendix A – Requirement to Contract with the City

Contracting Readiness

Selected providers must meet all City of Seattle contracting requirements before a contract can begin. Common barriers for new providers include Sexual Abuse and Molestation insurance. Please review Appendix A before applying. Failure to meet these requirements two weeks before contract start date (anticipated to be January 2027) may delay or prevent contracting.

Successful applicants will enter a contract for services with the City of Seattle and will need to adhere to the following contractual conditions. Conditions may be amended, or additional requirements may be included during the contract negotiation process.

Documentation

Applicants selected for funding **must** submit the following documents to DEEL:

- **Business license numbers.** The contracting organization must meet all licensing requirements that apply to its organization. The contracting organization must license, report and pay revenue taxes for the Washington State Business License (UBL#) and Seattle Business License, if they are required by the laws of those jurisdictions. For more information: [Business Licenses - City Finance | seattle.gov](https://seattle.gov/finance/business-licenses)
- **Recently signed W-9 form.** The contracting organization must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider. Link to form - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **An ACORD certificate of insurance and Additional Insured Endorsement** or Blanket Policy Wording showing the City of Seattle as an additional insured.
- **Maintain the following insurance coverage**, at a minimum:
 - a. **Commercial General Liability (CGL)** or equivalent insurance including coverage for: Premises/Operations, Products/Completed Operations, Personal/Advertising Injury, Contractual and Stop Gap/Employers Liability (coverage may be provided under a separate policy). Minimum limit of liability shall be:
 - i. \$1,000,000 each occurrence Combined Single Limit bodily injury and property damage (“CSL”)
 - ii. \$2,000,000 Products/Completed Operations Aggregate
 - iii. \$2,000,000 General Aggregate
 - iv. \$1,000,000 each accident/disease—policy limit/disease—each employee stop gap/Employer’s Liability
 - v. \$1,000,000 Abuse and Molestation required if working with children ages 0-17
 - b. **Automobile Liability insurance** for owned, non-owned, leased or hired vehicles, as applicable, written on a form CA 00 01 or equivalent with minimum limits of liability of \$1,000,000 CSL.
 - c. **Worker's Compensation insurance** for Washington State as required by Title 51 RCW.
- **Maintain financial and program records, documents, and other evidence** directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have

access to such books, records and documents for inspection, audit, and copying for a period of six (6) years after completion of work.

Appendix B – Data Reporting Requirements

Provider Reporting Requirements

Data Reporting

Providers are required to submit data quarterly. Quarterly reporting of participant data and narrative reporting is due two weeks after the end of each quarter; quarters are based on the calendar year. Bi-annual reporting (Quarter 2 and Quarter 4) will include provider data, program quality, and program outcomes.

Table 4. Quarterly and Bi-Annual Reporting Due Dates	
Quarter: Service Period	Provider Reporting
Q1: January-March	April 15
Q2: April-June	July 15
Q3: July-September	October 15
Q4: October-December	January 15

Table 5. Path to Trades Grantee Reporting Requirements		
Reporting Category	Measures	Data Source
Participant Data		
Participant Enrollment	# of new participants enrolled per reporting period	Provider administrative data (aggregate)
Eligibility	# Participants maintaining program eligibility per reporting period	
Participant & Eligibility Demographic Characteristics	Participant Enrollment & Eligibility by the following subgroups - Race/ethnicity - Gender - Age - Primary language spoken at home - Zip code - High School enrolled in or graduated from (as applicable)	
Provider Data		
Demographic characteristics of staff	# of staff in the following categories - BIPOC - Gender - Other demographics determined in contracting	Provider administrative data (aggregate)
Program Quality and Outcome Data		
Participant Satisfaction and perceptions of program quality	% of participants satisfied with the program % of participants responding positively to questions about program training, staffing, competency readiness, and career supports - Participant self-reported outcomes/benefit from program services	Participant Survey
Program Tuition, Fees, and Supplies	# served \$ Average costs	Provider administrative data (aggregate)
Retention	# Participants on track to meet job training program requirements or successfully completed training by Year 1	
Program Completion	% Completing Program	
Employment	# Employed in their field of apprenticeship within 1 year of completion - Median \$ earnings of completers	
Retention, Program Completion, Employment Demographic Characteristics	Participant Retention, Program Completion, and Employment by the following subgroups - Race/ethnicity - Gender - Age - Primary language spoken at home	

	• Zip code • High School graduated from (as applicable)	
Connection to Employment	• # Connected to Employment, Apprenticeships or continuing training	
Program Exits	• # of participants exiting without completing • # of participants exiting without completing and employed	

Narrative Reporting

Providers will be asked to submit quarterly narrative reports. Reporting topics may include but are not limited to the following:

- Reflection on general implementation progress and challenges
- Documentation of outreach and engagement activities

Appendix C – Washington State in Demand Occupations list, King County

If applicable, use the list below to identify your high demand trade(s) program offerings. List has been filtered to show all high demand occupations in King County, not just trades occupations.

In-Demand Occupations in King County WA per WA Employment Security Department as
of March 5, 2026

<https://esd.wa.gov/jobs-and-training/labor-market-information/learn-about-occupation>

Demand	SOC	Detailed Occupation Title	County
In demand	11-2021	Marketing Managers	King County
In demand	11-2030	Public Relations and Fundraising Managers	King County
In demand	11-3010	Administrative Services and Facilities Managers	King County
In demand	11-3031	Financial Managers	King County
In demand	11-3071	Transportation, Storage, and Distribution Managers	King County
In demand	11-3121	Human Resources Managers	King County
In demand	11-9032	Education Administrators, Kindergarten through Secondary	King County
In demand	11-9041	Architectural and Engineering Managers	King County
In demand	11-9051	Food Service Managers	King County
In demand	11-9111	Medical and Health Services Managers	King County
In demand	11-9121	Natural Sciences Managers	King County
In demand	11-9141	Property, Real Estate, and Community Association Managers	King County
In demand	11-9151	Social and Community Service Managers	King County
In demand	13-1020	Buyers and Purchasing Agents	King County
In demand	13-1041	Compliance Officers	King County
In demand	13-1071	Human Resources Specialists	King County
In demand	13-1081	Logisticians	King County
In demand	13-1111	Management Analysts	King County
In demand	13-1121	Meeting, Convention, and Event Planners	King County
In demand	13-1131	Fundraisers	King County
In demand	13-1151	Training and Development Specialists	King County
In demand	13-1161	Market Research Analysts and Marketing Specialists	King County
In demand	13-1199	Business Operations Specialists, All Other	King County
In demand	13-2011	Accountants and Auditors	King County
In demand	13-2052	Personal Financial Advisors	King County
In demand	13-2099	Financial Specialists, All Other	King County
In demand	15-1211	Computer Systems Analysts	King County
In demand	15-1212	Information Security Analysts	King County
In demand	15-1221	Computer and Information Research Scientists	King County
In demand	15-1231	Computer Network Support Specialists	King County
In demand	15-1232	Computer User Support Specialists	King County
In demand	15-1241	Computer Network Architects	King County
In demand	15-1242	Database Administrators	King County
In demand	15-1244	Network and Computer Systems Administrators	King County
In demand	15-1252	Software Developers	King County
In demand	15-1254	Web Developers	King County
In demand	15-1299	Computer Occupations, All Other	King County

In demand	15-2051	Data Scientists	King County
In demand	17-2051	Civil Engineers	King County
In demand	17-2112	Industrial Engineers	King County
In demand	19-1042	Medical Scientists, Except Epidemiologists	King County
In demand	19-2041	Environmental Scientists and Specialists, Including Health	King County
In demand	19-3039	Psychologists, All Other	King County
In demand	19-4021	Biological Technicians	King County
In demand	19-5000	Occupational Health and Safety Specialists and Technicians	King County
In demand	19-5011	Occupational Health and Safety Specialists	King County
In demand	21-1012	Educational, Guidance, and Career Counselors and Advisors	King County
In demand	21-1019	Counselors, All Other	King County
In demand	21-1021	Child, Family, and School Social Workers	King County
In demand	21-1022	Healthcare Social Workers	King County
In demand	21-1093	Social and Human Service Assistants	King County
In demand	21-1094	Community Health Workers	King County
In demand	21-1099	Community and Social Service Specialists, All Other	King County
In demand	25-1071	Health Specialties Teachers, Postsecondary	King County
In demand	25-2011	Preschool Teachers, Except Special Education	King County
In demand	25-2021	Elementary School Teachers, Except Special Education	King County
In demand	25-2022	Middle School Teachers, Except Special and Career/Technical Education	King County
In demand	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	King County
In demand	25-3021	Self-Enrichment Teachers	King County
In demand	25-3099	Teachers and Instructors, All Other	King County
In demand	25-4020	Librarians and Media Collections Specialists	King County
In demand	25-9049	Teaching Assistants, All Other	King County
In demand	27-1026	Merchandise Displayers and Window Trimmers	King County
In demand	27-2022	Coaches and Scouts	King County
In demand	27-3031	Public Relations Specialists	King County
In demand	27-3043	Writers and Authors	King County
In demand	29-1021	Dentists, General	King County
In demand	29-1051	Pharmacists	King County
In demand	29-1071	Physician Assistants	King County
In demand	29-1122	Occupational Therapists	King County
In demand	29-1123	Physical Therapists	King County
In demand	29-1141	Registered Nurses	King County
In demand	29-1171	Nurse Practitioners	King County
In demand	29-1229	Physicians, All Other	King County
In demand	29-1292	Dental Hygienists	King County
In demand	29-2010	Clinical Laboratory Technologists and Technicians	King County
In demand	29-2034	Radiologic Technologists and Technicians	King County
In demand	29-2052	Pharmacy Technicians	King County

In demand	29-2061	Licensed Practical and Licensed Vocational Nurses	King County
In demand	29-9099	Healthcare Practitioners and Technical Workers, All Other	King County
In demand	31-1120	Home Health and Personal Care Aides	King County
In demand	31-1131	Nursing Assistants	King County
In demand	31-9011	Massage Therapists	King County
In demand	31-9091	Dental Assistants	King County
In demand	31-9092	Medical Assistants	King County
In demand	31-9094	Medical Transcriptionists	King County
In demand	31-9096	Veterinary Assistants and Laboratory Animal Caretakers	King County
In demand	33-1090	Miscellaneous First-Line Supervisors, Protective Service Workers	King County
In demand	33-9021	Private Detectives and Investigators	King County
In demand	33-9032	Security Guards	King County
In demand	35-1011	Chefs and Head Cooks	King County
In demand	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	King County
In demand	35-2011	Cooks, Fast Food	King County
In demand	35-2012	Cooks, Institution and Cafeteria	King County
In demand	35-2014	Cooks, Restaurant	King County
In demand	35-2015	Cooks, Short Order	King County
In demand	35-3011	Bartenders	King County
In demand	35-3023	Fast Food and Counter Workers	King County
In demand	35-3031	Waiters and Waitresses	King County
In demand	35-3041	Food Servers, Nonrestaurant	King County
In demand	35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	King County
In demand	35-9021	Dishwashers	King County
In demand	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	King County
In demand	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	King County
In demand	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	King County
In demand	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	King County
In demand	37-2012	Maids and Housekeeping Cleaners	King County
In demand	37-3011	Landscaping and Groundskeeping Workers	King County
In demand	39-1022	First-Line Supervisors of Personal Service Workers	King County
In demand	39-2021	Animal Caretakers	King County
In demand	39-3091	Amusement and Recreation Attendants	King County
In demand	39-6012	Concierges	King County
In demand	39-9031	Exercise Trainers and Group Fitness Instructors	King County
In demand	39-9032	Recreation Workers	King County
In demand	39-9099	Personal Care and Service Workers, All Other	King County
In demand	41-1011	First-Line Supervisors of Retail Sales Workers	King County
In demand	41-2021	Counter and Rental Clerks	King County
In demand	41-2031	Retail Salespersons	King County
In demand	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	King County

In demand	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	King County
In demand	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	King County
In demand	41-9011	Demonstrators and Product Promoters	King County
In demand	41-9022	Real Estate Sales Agents	King County
In demand	41-9041	Telemarketers	King County
In demand	43-1011	First-Line Supervisors of Office and Administrative Support Workers	King County
In demand	43-3021	Billing and Posting Clerks	King County
In demand	43-3031	Bookkeeping, Accounting, and Auditing Clerks	King County
In demand	43-3051	Payroll and Timekeeping Clerks	King County
In demand	43-4081	Hotel, Motel, and Resort Desk Clerks	King County
In demand	43-4171	Receptionists and Information Clerks	King County
In demand	43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	King County
In demand	43-5021	Couriers and Messengers	King County
In demand	43-5061	Production, Planning, and Expediting Clerks	King County
In demand	43-6011	Executive Secretaries and Executive Administrative Assistants	King County
In demand	43-6013	Medical Secretaries and Administrative Assistants	King County
In demand	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	King County
In demand	43-9199	Office and Administrative Support Workers, All Other	King County
In demand	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	King County
In demand	49-2091	Avionics Technicians	King County
In demand	49-2098	Security and Fire Alarm Systems Installers	King County
In demand	49-3011	Aircraft Mechanics and Service Technicians	King County
In demand	49-3023	Automotive Service Technicians and Mechanics	King County
In demand	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	King County
In demand	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	King County
In demand	49-9041	Industrial Machinery Mechanics	King County
In demand	49-9071	Maintenance and Repair Workers, General	King County
In demand	49-9098	Helpers--Installation, Maintenance, and Repair Workers	King County
In demand	51-6011	Laundry and Dry-Cleaning Workers	King County
In demand	53-2011	Airline Pilots, Copilots, and Flight Engineers	King County
In demand	53-2031	Flight Attendants	King County
In demand	53-3033	Light Truck Drivers	King County
In demand	53-3099	Motor Vehicle Operators, All Other	King County
In demand	53-6021	Parking Attendants	King County
In demand	53-7065	Stockers and Order Fillers	King County

Appendix D – Appeals Process and Public Records

Appeals Process

The Seattle Department of Education and Early Learning (DEEL) will notify applicants in writing of the outcome of the applicant's proposal submission. Written notification will be sent via email to the email address specified in your application. Any applicant wishing to appeal the decision, including a decision that the proposal does not meet eligibility requirements, must do so in writing within four (4) business days of the email notification of DEEL's decision. An appeal must clearly state a rationale based on one (or more) of the following criteria only:

- Violation of policies or guidelines established in the RFP process
- Failure to adhere to published criteria and/or procedures in carrying out the RFP process

Appeal Limitations:

- Disagreeing with the outcome alone is not a valid reason to appeal the decision and will not be considered.
- Any appeal that is based on a concern or alleged flaw with the scoring or content of the RFP will be rejected unless the concern is raised by the applicant before the last day to submit questions.
- Failure to appeal within the time required waives the right to appeal.

How to submit an appeal:

- Send your appeal by email to: DEELFunding@seattle.gov with the Subject line: Path to Trades RFP Appeal

What happens next:

- The DEEL Director (or designee) will review the written appeal. We may request additional information from you if needed. You will receive a written decision from the DEEL Director (or designee) and this decision is final. If DEEL receives a timely appeal of its award decision, DEEL will wait at least one business day after the Director's final decision before executing a contract.

Public Records

PUBLIC RECORDS The City is a public agency subject to the requirements of the Washington State Public Records Act (RCW Chapter 42.56, the "Act"). Under the Act, applications and documents submitted to the City in response to this RFP, including documents submitted electronically, are public records. If the City receives a request for public records submitted in response to this RFP, DEEL will release the records unless DEEL determines, in its discretion, that an exemption applies.

DEEL requests that proposers refrain from requesting proposal documents until DEEL provides notice of funding decisions. This is intended to protect the fairness of the evaluation process. With this preference stated, the City will continue to respond to requests in the manner required under the Act. For more information, see the Washington State Legislature's website at Chapter 42.56 RCW: PUBLIC RECORDS ACT (wa.gov). You may also contact DEELFunding@seattle.gov.

Marking Your Records Exempt from Disclosure

If you believe that any of the records you are submitting to DEEL as part of your proposal are exempt from disclosure under the Act, you may request that DEEL notify you before releasing the document(s). To do so you must very clearly identify each document that you believe is exempt and provide the reason at the time you submit the document to DEEL. If DEEL receives a public disclosure request for any records you have clearly marked as exempt, DEEL will notify you in writing of the request. While it is not a legal obligation, DEEL will, as a courtesy, allow you up to ten business days to obtain a court injunction to prevent the City from releasing the records (see RCW 42.56.540). If you fail to obtain a court order within the ten days, the City may release the documents.

Appendix E – Application Questions

SECTION 1: EXPERIENCE & PROGRAM MODEL

Scoring Points Possible: 20 points

1. Organizational Experience: (500 word maximum)

What evidence can you provide that demonstrates your organization’s experience delivering effective services related to trades careers for youth? How will that experience guide your approach in this proposed model? Include mission, core services, populations served, and your role in the trades industry and community.

2. Service Model (1000 word maximum)

Describe your proposed program model. How will your program provide access to trades training opportunities and student supports (see Image 1, page 5) which ensure youth receive meaningful experiences such as career exploration, skill building, and connection to careers in the trades?

3. Evidence-Based Practices (500 word maximum)

Describe how your proposed program model uses evidence-based practices in your service strategies to reach your intended program outcomes.

SECTION 2: HIGH DEMAND/LIVING WAGE CAREER TRAINING

Scoring Points Possible: 15 points

4. Living Wage (500 word maximum)

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. DEEL is aligned to the King County living wage of \$30.60 per hour based on the [MIT calculator](https://www.mit.edu/~econ/calculator/). Please include data and sources for current median wages. Living wage data may be demonstrated by various sources, including but not limited to:

- O*Net occupational data based on King County or Seattle-Tacoma-Bellevue Metropolitan Statistical Area (MSA): <https://www.onetonline.org/>
- Internal industry or employer data
- Additional sources or publications

5. Career and Industry Demand (500 word maximum)

Describe demand for workers in the trade occupation/industry connected to your proposed program. Please include data and evidence demonstrating current and future demand and sources. Occupation and Industry demand may be demonstrated by various sources including but not limited to:

- WA ESD Occupation In-Demand list (Appendix C)
- Internal industry or employer data
- Additional sources or publications

Applicants are invited to, but not required to, submit additional data supporting occupation demand/living wage in table/graph format via attachment. Narrative format documents uploaded will not be used in application evaluation. Maximum 1 page PDF.

SECTION 3: CAREER PATHWAYS

Scoring Points Possible: 15 points

6. Apprenticeship & Career Connection (1000 words maximum)

Describe any formal agreements, partnerships, or connections your program has to ensure program participants have a preferred or priority status in their next training or career opportunity. Please include the following:

- Prioritized access and selection for registered apprenticeship programs and any strategies or agreements that support this pathway for participating youth.
- Direct employer partnerships and how these relationships lead to tangible career opportunities for youth program participants.

7. City of Seattle Career Opportunities (500 word maximum)

Describe if/how your proposed program model expands access to City of Seattle job opportunities in the trades.

8. Career Supports (500 word maximum):

Describe how your program model supports youth in navigating and securing career opportunities in the trades.

SECTION 4: DATA COLLECTION CAPACITY

Scoring Points Possible: 10 points

9. Reporting Requirements (500 word maximum)

Describe what systems, tools, or processes you currently use or plan to implement to ensure accurate, timely, and consistent program reporting that meets DEEL requirements, including:

- Qualitative and quantitative data collection
- Data analysis and management

SECTION 5: PARTICIPANTS AND EQUITY STRATEGY

Scoring Points Possible: 25 points

10. Priority Populations (1000 word max)

Describe priority population(s) (see Section 4, page 7) your organization is best positioned to serve. Include:

- Why these populations are a focus for your organization
- How your existing relationships or established trust with these communities inform your program design and delivery
- How your model addresses identified barriers
- Population specific service approach

SECTION 6: EVIDENCE OF SERVICE QUALITY & OUTCOMES

11. Evidence and Outcomes (500 word max)**Scoring Points Possible: 15 points**

Describe specific results or outcomes from previous work with priority populations, and how those outcomes demonstrate your organization's effectiveness in supporting priority youth populations.

SECTION 6: BUDGET**12. Budget Proposal (500 word max):**

Briefly explain how your budget supports your service model and the number of youth you plan to serve. Please include funding amount requested.

Attach your budget using the required format/template.

Number of youth you plan to serve (required)

[Number]

Funding Amount Requested (required)

[Number]

Please attach your budget using the required format

[Acceptable files: pdf or.xlsx]