



POT

REQUEST FOR PROPOSALS

NO. 072026-1050

WORKFORCE DEVELOPMENT SERVICES

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFP INFORMATION	
Contact:	Axa Turney, Sr Contracts Administrator
Email Addresses:	procurement@portoftacoma.com
Phone:	253-888-4768
Submittal Date	September 9, 2026 @ 2PM
Questions Due Date	August 26, 2026 @ 2PM

**SUBMIT ALL QUESTIONS AND PROPOSALS VIA THE PROCUREMENT PORTAL.
(LINK LOCATED ON THE LEFT SIDE OF THE PROCUREMENT WEB PAGE)**

POT
Request for Proposals (RFP) 072026-1050
Workforce Development Services

A. PURPOSE

The POT is soliciting proposals from entities interested in providing occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational education programs associated with the maritime, logistics, manufacturing, and construction trades. The POT anticipates awarding one or more contract(s). The period of performance of the contract is one (1) year from the execution of the contract, with options for renewal at the sole discretion of the POT, for a possible total of three (3) years. The accumulative contracts will not exceed a total of **\$260,000.00** per year.

The successful respondent may be precluded from competing for, or participating in, subsequent contracts that are the direct result of or primarily generated by, the work performed under the contract resulting from this procurement.

Interlocal Cooperation Act-RCW 39.34 allows cooperative purchasing between public agencies and other political subdivisions. If a public agency files or has filed an Intergovernmental Cooperative Purchasing Agreement with the POT, those agencies are eligible to purchase from Contracts established by the POT. Such agencies may ask POT Contractors to accept orders from the agency, citing the POT contract as the basis for the order. The Contractor may accept or decline such orders. If the Contractor accepts an order from another public agency using the POT contract as the basis, the Contractor agrees to sell additional items at the contract prices, terms, and conditions. The POT accepts no responsibility for the payment of the purchase price by other governmental agencies.

B. BACKGROUND

Created by Pierce County citizens in 1918, the Port of Tacoma is a major center for container cargo, bulk, break-bulk, autos and heavy-lift cargo. To learn more about the POT, visit www.portoftacoma.com.

The POT's Standard Terms and Conditions are included in Attachment B to this RFP. By submitting a proposal, the Proposer represents that it has carefully read and agrees to be bound by the POT's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the POT's best interests to adopt the alternative language.

Proposals submitted with altered or conditioned Terms and Conditions without prior written agreement from the POT will be considered non-responsive and not considered for evaluation.

Proposers submit proposals understanding all contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The POT reserves the right to negotiate changes to submitted proposals and to

change the POT's otherwise mandatory Contract form during negotiations. If the Proposer is awarded a contract and refuses to sign the attached Contract form, the POT may reject the Proposer from this and future solicitations for the same work. Under no circumstances shall Proposer submit its own boilerplate of terms and conditions.

C. SCOPE OF SERVICES

The service provider is to provide occupational job training and placement, job advancement and job retention training, pre-apprenticeship training, occupational education or internship programs associated with the maritime, logistics, manufacturing, and/or construction trades.

QUALIFICATIONS:

The Port is seeking an aggressive, proactive, creative partner that has read the Port's Workforce Development Strategic Plan and who has:

- Experience in recruiting and providing training and/or internship opportunities to individuals in the maritime, logistics, manufacturing, and/or construction trades.
- Demonstrated ability to develop positive working relationships with employers and placing individuals in jobs.
- Relationships with key stakeholders important in the success of a workforce development strategy.

Proposals may be submitted by individual service providers who intend to perform the entirety of the proposed work, or by a team of service providers working in partnership.

D. DELIVERABLES:

- An annual written report due January 15 providing annual quantitative information on program outcomes, including:
 - The number of workers recruited, trained, placed in jobs, and/or retained.
 - The types of jobs and range of compensation.
 - The number and types of businesses that are served; and
 - Any other tangible benefits realized by the port, the workers, businesses, and the public.
- Bi-monthly telephone calls with the contract manager to provide updates on the service provider's efforts. Documentation of phone calls and what was discussed to be sent via email to all parties on call.
- Documentation of efforts submitted with monthly invoices.
- A semi-annual call with the contract manager summarizing:
 - The number of workers recruited, trained, placed in jobs, and retained.
 - The types of jobs and range of compensation.
 - The number and types of businesses that are served; and
 - Any other tangible benefits realized by the port, the workers, businesses, and the public.

E. PROPOSAL ELEMENTS & EVALUATION CRITERIA:

Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing Vendor (to include the

prime, key team members and major sub-consultants) and the team's ability to meet the requirements and provide the requested services of this RFP. Emphasis will be on completeness of content. The written proposals should be prepared in the same sequential order of proposal criteria as outlined below.

Proposals are limited to 8 numbered pages (8 ½ by 11 inch) **excluding** the cover letter, compensation information and all appendices. All pages shall be in portrait orientation with 1-inch (1") margins. Font size shall be 10 point or larger. Proposals that do not follow this format may be rejected. Submittals need to be limited to **9 MB** in total size.

The cover letter shall include the RFP Number & Title in the subject line, the Name, Title, Email Address, Phone Number and current Address of the submitting team's main contact and include the following information (even if the answer is none):

- Describe any **claim** submitted by any client against the prime firm within the past two (2) years related to the professional services provided by the firm or its key personnel. For purposes of this request, claim means a sum of money in dispute in excess of 10% of the firm's fee for the services provided.
- Any real or perceived **conflicts** of interest for team members, inclusive of the prime, sub-consultants and key team members.

Proposals are to address, and will be evaluated upon, the following criteria:

INITIAL EVALUATION PHASE

1. Specialized Knowledge & Experience..... 20 PTS

Identify the proposed team and demonstrate the team's experience in performing the requested services by describing the following:

- Demonstrated experience in providing training opportunities to individuals in the maritime, logistics, manufacturing, and construction trades. (7 PTS)
- Demonstrated experience in recruiting individuals for said programs. (6 PTS)
- Demonstrated ability to develop positive working relationships with employers and placing individuals in jobs in the maritime, logistics, manufacturing, and construction trades. (7 PTS)

2. Project Approach Narrative 50 PTS

Proposals should clearly outline the team's recommended approach and methodology for accomplishing the Scope of Services by describing the following:

- A detailed written project plan to identify and recruit individuals to participate in the program. (15 PTS)
- A detailed written project plan to provide occupational job training, job advancement and job retention, pre-apprenticeship training, or occupational education programs associated with the maritime, logistics, manufacturing, and/or construction trades. Please include an estimate of the number of individuals you intend to train annually through this contract and how this figure compares to the number of individuals already served by your organization. (20 PTS)

3. A detailed written project plan for placing individuals in jobs in the maritime, logistics, manufacturing, and/or construction trades. (15 PTS) **Communications 10 PTS**

The Port will evaluate the proposal as an example of the team's ability to provide clear, concise, and accurate communications to the Port, businesses and strategic partners and individuals served

4. Compensation 10 PTS

While organizations can request up to \$260,000 per year, they should not feel obligated to request the entire amount. Because the Port is prepared to award one or more contracts, it would like to understand how organizations might scale their projects. As such:

- If you were awarded 100% of the amount you requested, please provide an estimate of:
 - the number of individuals to whom you plan to provide occupational job training, job advancement and job retention, pre-apprenticeship training, or occupational education programs.
 -
 - The number of individuals to whom you plan to place in jobs
- If you were awarded 75% of the amount you requested, please provide an estimate of:
 - the number of individuals to whom you plan to provide occupational job training, job advancement and job retention, pre-apprenticeship training, or occupational education programs.
 - The number of individuals to whom you plan to place in jobs
- If you were awarded 50% of the amount you requested, please provide an estimate of:
 - the number of individuals to whom you plan to provide occupational job training, job advancement and job retention, pre-apprenticeship training, or occupational education programs.
 - The number of individuals to whom you plan to place in jobs

While applicants are encouraged to provide a response to as many of the dollar ranges as possible to provide the Port with an understanding of scalability, please list "Not applicable" if you do not wish to apply for or cannot deliver your proposed scope of work within an identified percentage range.

Compensation information MUST be provided separately from the proposal, in an individual PDF document.

All rates quoted shall be:

- a) Fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included).
- b) Quoted in US Dollars.
- c) Full cost inclusive of sales tax and other government fees, taxes and charges; and

- d) Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.

FINAL EVALUATION PHASE (if applicable)

1. Oral Presentations (if requested) 100 PTS

Oral Presentations will be conducted with the top-ranked Vendors. Failure to participate in the process will result in the Vendor's disqualification from further consideration. Oral Presentations will be conducted by online video meeting.

2. References (if requested).....Pass/Fail

Reference checks may be performed on the selected firm, if based directly on the proposals received, or on shortlisted firms if Oral Presentations are being requested. The POT may evaluate the reference checks to assess the proposed Vendor's overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the proposal.

LIST OF ATTACHMENTS:

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING (ATTACHED TO RFP)

ATTACHMENT B – PERSONAL SERVICES CONTRACT TEMPLATE & TERMS AND CONDITIONS (ATTACHED TO RFP)

ATTACHMENT C – COST BREAKDOWN-OFFER TEMPLATE (SEPARATE ATTACHMENT)

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

This is the procurement schedule for this RFP. The dates shown below are estimated, are provided for information only, and are subject to change at the sole discretion of the POT.

Issuance of RFP	August 12, 2026
**Bidder's Conference	August 19, 2026
*Last Day To Submit Questions	August 26, 2026 @ 2PM
*Proposal packets due	September 9, 2026 @ 2PM
Review/Shortlist	September 16, 2026
*Oral Presentations (if required) *	September 21-26, 2026
*Final Selection	September 29, 2026
*Execute Contract	October 30, 2026

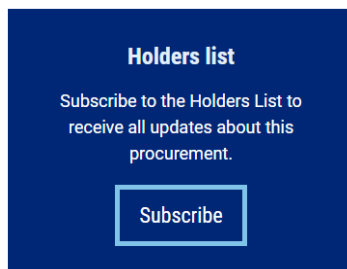
*Dates are tentative and may be subject to change.

** Proposers wishing to attend the Bidder's Conference shall submit a request via email to procurement@portoftacoma.com. A Microsoft Teams meeting invitation will be provided upon receipt of the request. All status updates on the above solicitation timeline will be announced on the POT's website for this solicitation.

VENDOR OBLIGATION

The Northwest Seaport Alliance (**NWSA**) and Port of Tacoma's (**PORT**) Invitation to Bid, Request for Proposals and Request for Qualifications can be accessed on the following websites, www.portoftacoma.com (**PORT**) under 'Business -> Contracting -> Procurement' or <https://www.nwseaportalliance.com/> (**NWSA**) under 'Resources -> Procurement.'

When viewing the details page for this procurement on the POT's Website firms have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

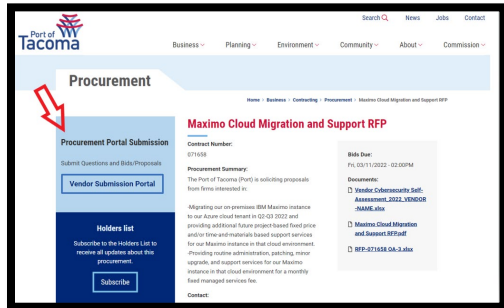
***Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, until a firm is selected.**

COMMUNICATION / INQUIRES

All communications is to be sent through Axa Turney, Sr Contracts Administrator.

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the NWSA or the PORT, other than the Procurement Representative listed on the solicitation may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department via the Procurement Portal (Portal link is accessible via these specific procurements website. See left side of page.).



Proposers who may have questions about provisions of these documents are to submit their questions by the date listed on the solicitation. The POT will respond to all written questions submitted by this deadline, and responses will be posted on the corresponding procurements website.

ADDENDA

The POT may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the POT changes, revises, deletes, increases, or otherwise modifies the Solicitation, the POT will issue a written Addendum to the Solicitation. Addenda will be posted to the POT's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

SUBMITTAL PROCESS

Electronic Submittal:

PROPOSALS must be received via the procurement portal on or before the date and time outlined on the front page of this RFQ.

Procurement Submission Portal Instructions:

Navigate to this procurement's web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#) or [Procurement | Northwest Seaport Alliance](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Full instructions on how to utilize the submission portal can be found on the POT's Procurement website.

Please submit PROPOSAL, including all separate attachments and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total size**. **It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided.**

***Late PROPOSALS will not be accepted by the POT. PROPOSALS received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All PROPOSALS submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

EVALUATION AND AWARD PROCESS

An evaluation team, using the point method of award, will review each PROPOSAL and evaluate all responses received based upon the criteria listed herein. The POT may request clarifications or additional information, if needed. After the evaluation team individually scores each PROPOSAL, the scores are tallied, and the firms are ranked based on the scores.

A selection may be made based on the PROPOSALS and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short-listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short-listed firm's initial evaluation scores. Final selection will be based on the accumulative score.

The POT intends to select the Proposer who represents the best value to the POT.

The POT reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the POT may require. The POT reserves the right to reject any or all PROPOSALS submitted as non-responsive or non-responsible.

PROCEDURE WHEN ONLY ONE PROPOSAL IS RECEIVED

If a single responsive PROPOSAL is received, the Proposer shall provide any additional data required by the POT to analyze the PROPOSAL. The POT reserves the right to reject such PROPOSALS for any reason.

GENERAL INFORMATION

News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the POT.

COSTS BORNE BY PROPOSERS

All costs incurred in the preparation of a PROPOSAL and participation in this RFQ and negotiation process shall be borne by the proposing firms.

PROTEST PROCESS

A Bidder protesting for any reason the Bidding Documents, a Bidding procedure, the POT's objection to a Bidder or a person or entity proposed by the Bidder, including but not limited to a finding of non-Responsibility, the Award of the Contract or any other aspect arising from or relating in any way to the Bidding shall cause a written protest to be filed with the POT within two (2) business days of the event giving rise to the protest. (Intermediate Saturdays, Sundays, and legal holidays are not counted as business days.)

The written protest shall include the name of the protesting Bidder, the bid solicitation number and title under which the protest is submitted, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, evidence that the apparent low bidder has been given notice of the protest, and the specific relief requested. The written protest shall be sent by email to procurement@portoftacoma.com.

Consideration. Upon receipt of the written protest, the POT will consider the protest. The POT may, within three (3) business days of the POT's receipt of the protest, provide any other affected Bidder(s) the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement of the protesting Bidder and the POT, the Contracts Director of the POT or his or her designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidder(s) within six (6) business days of the POT's receipt of the protest. (If more than one (1) protest is filed, the POT's decision will be provided within three (3), but no more than six (6) business days of the POT's receipt of the last protest.) If no reply is received from the POT during the six (6) business-day period, the protest will be deemed rejected.

Waiver. Failure to comply with these protest procedures will render a protest waived. **Condition Precedent.** Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Tacoma encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

PROPOSALS submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the POT and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request is made for disclosure of such portion, the POT will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such

protective order is obtained and provided to the POT by the stated deadline, the POT will release the requested portions of the PROPOSAL. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the POT on account of actions taken under such procedure.

ATTACHMENT D – TASK ORDER TEMPLATE

PERSONAL SERVICES AGREEMENT NO. [CONTRACTNO]

TITLE: Workforce Development Services

Consultant: [VENDOR], [VENDORADD]

CONTRACT OWNER: [PM] _____ PROJECT NO./G/L NO.: [PROJECTNO]/[G/L]

THIS AGREEMENT is made and entered into by and between the [ENTITY] (*hereinafter referred to as the **POT***) and [VENDOR] (*hereinafter referred to as the **Consultant***) for the furnishing of [DESCRIPTION] (*hereinafter referred to as the **Project***).

The Port and Consultant mutually agree as follows:

SCOPE OF WORK

[SOW]

DELIVERABLES

[DELIVERABLES]

COMPENSATION

[\$[AMOUNT]]...

TERM

The term of the Agreement shall be from the date of execution through...

AGREED

This agreement is expressly conditioned upon the Terms and Conditions attached ...

[ENTITY]

[CONSULTANT]

By

By

[CM]

Date

[CMTITLE]

[VENDORSIGN]

Date

[VENDORTITLE]