

September 9, 2026

TO: PLAN HOLDERS LIST

SUBJECT: CONTRACT NO. 072026-1050
WORKFORCE DEVELOPMENT SERVICES

ADDENDUM NUMBER 02

This addendum is issued to amend the following:

Updating Scoring to Correct Amount

Original:

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

3. 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.

Updated:

INITIAL EVALUATION PHASE

5. Specialized Knowledge & Experience 30 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)

6. 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)
- A detailed written project plan for placing individuals in jobs in the maritime, logistics, manufacturing, and/or construction trades. (15 PTS)

7. 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

8. 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.

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All rates quoted shall be:

- e) Fixed, fully burdened, including, but not limited to, per diem, administrative overhead, travel, lodging, and transportation (all direct/indirect expenses included).
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- g) Full cost inclusive of sales tax and other government fees, taxes and charges; and
- h) Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing.