



## Washington State Department of Transportation

### Workforce Advancement and Vocational Education Statement of Work

This contract aims to provide Workforce Advancement and Vocational Education (WAVE) for underserved populations and those historically underrepresented in the maritime industry. This program will prepare a diverse population with the skillset and credentials required to apply for Washington State Ferries (WSF) employment. Underserved populations and those historically underrepresented in the maritime industry have been identified as individuals such as those previously in foster care, formerly incarcerated, justice-involved youth, housing insecure, women, minorities, tribal members, and veterans.

The vendor agreement will begin on or around July 1, 2025, and will terminate on June 30, 2027. The vendor will develop a program ready to begin outreach, training, career readiness preparation, credentialing, and wrap-around support services on or before October 31, 2025.

The vendor shall provide the services and staff and do all tasks necessary for or incidental to the work performance as set forth below.

The vendor will work with Washington State Department of Transportation (WSDOT) to develop a program that provides adequate training, support, and the associated costs without duplicating what WSF provides for current employees.

The program shall include the following:

- A. Outreach to the target audience
  - Develop marketing materials such as flyers and a webpage
  - Facilitate outreach events in appropriate areas, at least once per quarter
  - Facilitate a program kick-off event
- B. Screen individuals for program eligibility, using the assigned Program Intake Form that is required for each program participant.
- C. Perform a comprehensive needs assessment for each applicant, to deliver the appropriate wrap around support services needed for their success in the program.
- D. Host WSDOT staff for site visits at least quarterly and provide program updates via virtual meeting, at least once a month.
- E. Develop a curriculum and provide maritime-related training on the below topics
  - Customer service
  - Crowd control
  - Punctuality
  - Professionalism (being responsible, ethical, and team-oriented)
  - Communication (being able to communicate effectively orally and in writing)
  - Critical thinking and problem-solving (being able to analyze issues and resolve them quickly)

- Teamwork and collaboration (working well with others)
  - Adaptability and flexibility (being able to adapt to change)
  - Resilience (being able to bounce back from mistakes and failures and keep working towards goals)
- F. Provide pre-employment training
- Resume writing
  - Online job application preparedness
  - Profile creation on the Careers.wa.gov website
  - Interview skills (in person and virtually)
- G. Coaching, support and associated cost of obtain the Transportation Worker Identification Card (TWIC) credentialing through the Transportation Security Administration (TSA) and obtaining all documents associated with preparing to apply for a TWIC
- H. Coaching, support and associated costs of obtaining the Merchant Mariner Credential (MMC) through the United States Coast Guard and all documents associated with preparing program participants to apply for an MMC.
- I. Wrap-around support services will be provided by the vendor based on the comprehensive needs assessment during student enrollment. The Allowable Activities Table below shows the maximum funding available to each student. These funds are available after admission to the program and through program completion.

Wrap-Around Support Services Allowable Activities Table

Services	Activity/Definition	Maximum per individual	Requirements
Transportation (to aid in students getting to class, site visits, or other necessary program-related travel)	Car repairs are done to ensure a vehicle is safely running and moving.	\$1,000.00	A licensed repair shop must complete the repair. Payment is to be issued directly to the repair shop.
	Gas gift cards, transit passes, and parking.	\$500.00	N/A
Housing/Rental Assistance	Mortgage or rental assistance as needed to complete the program.	\$1,500.00	Payment must be issued directly to the landlord or mortgage entity.
Meal Assistance	Meal assistance should be provided on training days or active program days.	\$56 per day	Meal assistance is provided as direct payment to the food vendor or by gift card.
Other barrier removals	Misc expenses related to barrier removals to obtain employment or credentials.	\$1,000.00	N/A

### Billing and Reporting

An assigned Monthly Invoice and Report form is due to WSDOT on the 10<sup>th</sup> of every month and will include services and charges incurred from the previous calendar month. This form is required, even if no services or charges have been incurred. Each invoice must accompany the appropriate Program Intake Forms as back up. The vendor shall submit all documents to [OECRWAVEProgram@wsdot.wa.gov](mailto:OECRWAVEProgram@wsdot.wa.gov). Payment will not be issued for invoices if the vendor is not in compliance with all contract and reporting requirements.