



**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 45811, Olympia WA 98504-5811**

DATE: 04,13, 2026

TO: RFQQ #2513-885 – Pre-Employment Transition Services

FROM: Brandon Sheldon, Solicitation Coordinator  
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 1 – Answers to Bidder Conference Questions,  
Questions Received to Date, Bidder Conference Presentation

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DSHS amends RFQQ #2513-885 to provide guidance and answers to the questions received before the Bidder Conference, to questions received at the Bidder Conference held on March 18, 2026, to questions received by the solicitation coordinator as of the close of business on March 30, 2026, and to provide the presentation that was given during the Bidder Conference.

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**Question #1:**

**Q:** Does submitting a Bid for the Pre-ETS solicitation automatically qualify me as a contractor or Apparent Successful Bidder?

**A:** No, each bid will be evaluated by DSHS-DVR once it has been submitted. All bids will be evaluated as described within section E: "Evaluation of Responses" of the Solicitation Document.

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**Question #2:**

**Q:** Attachment D1, Bidders Solution and Proposed Approach, says in the first sentence: Bidder shall complete the following questions, *within a separate attachment*, for each Educational Service District (ESD)/Region in which the Bidder wishes to provide Pre-ETS services.

I don't understand what's meant by "within a separate attachment". Do we use Attachment D1 as the form to submit our answers to the question? Or does it mean that if we're serving more than one ESD, each ESD needs its own Attachment D1?

On pages 17-18 of the RFQQ, section 5 says bidders who have never provided services as a contractor for DSHS must complete Attachment F. It further states that those who have, complete

Attachment G. How do we acknowledge that we are a current contractor? By simply submitting ONLY Attachment G? I want to ensure there's nothing we need to mark/acknowledge so the review committee won't dock us points. It's basically an either/or, but not both.

**A:** The first sentence of Solicitation Attachment D1 States the following:

“Bidder shall complete the following questions, *within a separate attachment*, for each Educational Service District (ESD)/Region in which the Bidder wishes to provide Pre-ETS services. Bidders who do not respond to the questions below with answers that are specific to the ESD/Region specified within Attachment D may be ***automatically disqualified***” (p.1).

These two sentences create a requirement for any Pre-ETS Solicitation Bidder to complete a separate attachment D1 for each Educational Service District (ESD) or ESD region in which the Bidder would like to provide services. For example if a Bidder wishes to provide services within ESDs 101 and 113, the Bidder would need to complete a separate attachment D1 for both ESD 101 and ESD 113; ensuring that each attachment is fully and accurately completed.

By accurately completing question 1 of attachment D1, a Bidder will have correctly indicated which ESD the D1 Attachment will be addressing. Question 1 of Attachment D1 is not scored, and as a result a Bidder will not lose points if it is not filled out correctly. Question 1 is the only question on attachment D1 that is not scored by DSHS-DVR.

Lastly, Attachments D and D1 together comprise the Bidder Response Form. This means that Bidders will need to utilize the form as described within section D3 of the Pre-ETS solicitation on pages 16 and 17.

Now lets cover the other solicitation attachments in this question. Attachments F and G are used in the ways in which they are described in the solicitation document. These attachments are not for the purpose of bidder acknowledgement of past or current contractual relationships with DSHS-DVR. Bidder acknowledgement of past or current contractual relationships with the State of Washington are covered within the Administrative Response (Section 1g) of Attachment D Bidder Response form (p.3).

Attachments F, G and the portion of Attachment D referenced above are not scored and, therefore, a bidder will not lose points when being evaluated.

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### **Question #3:**

**Q:** How will a potential Bidder know if they will be considered responsive to this solicitation?

**A:** A potential Bidder will need to review the Pre-ETS Solicitation Document's Bidder Minimum Qualifications section to ascertain whether it can meet the minimum qualifications described (Solicitation 2513-885, A4, p.7-8).

It will be up to the potential bidder as to whether or not it will submit a response to this Solicitation. The Bidder must also ensure that its Bid Response is complete and accurate.

The Solicitation Coordinator will complete the Administrative Review process outlined for determining Bid Responsiveness (Solicitation 2513-885, Section E1, p. 20).

**Question #4:**

**Q:** Can a vendor utilize virtual delivery for students?

**A:** The Pre-ETS contract does not allow a contractor to utilize virtual services. The Pre-ETS contract specifically states the following within the Contract's General Requirements section:

*"Provide all Pre-ETS services in-person. Pre-ETS services shall not be provided in a virtual manner" (p. 17).*

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**Question #5:**

**Q:** Approximately how many students receive Pre-ETS each year?

**A:** This may vary, as of today about 7,100 statewide.

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**Question #6:**

**Q:** What is the process and timeline for students to be authorized to receive Pre-ETS?

**A:** The timeline can range from a few days to a few weeks. Once a school is established and authorized in coordination with the Regional Transition Consultant (RTC), student approval forms are distributed. The school must also complete and sign the disability attestation. The overall timing then depends on how quickly signed forms are returned by the student or parent/guardian to the schools. After receipt, the RTC processes the approval documentation.

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**Question #7:**

**Q:** Does the state assign vendors to work with districts for potentially eligible services?

**A:** Vendors are assigned through the Pre-ETS process based on contractual agreements. Regional Transition Consultants (RTCs) assess local needs and distribute services accordingly, taking into account the number of contractors available. They coordinate with school districts to connect them with contracted providers in their areas who are authorized to deliver services within their designated regions, as outlined in their contracts.

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**Question #8:**

**Q:** Does the state directly assign VR eligible students to vendors?

**A:** If an Eligible Student chooses to receive a Pre-ETS service in a group setting or workshop they will be assigned to the contractor that is serving the Educational Service District (ESD) where the student's school district is located.

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**Question #9:**

**Q:** Does the state have any requirements for curriculum utilized or training provided?

**A:** Yes. All curriculum and training materials used for Pre-ETS contracted services must be vetted and approved by the Program Manager and coordinated with the Regional Transition Consultant (RTC) to ensure alignment with program requirements and contractual expectations.

The approved curriculum for the Pre-ETS contract can be found under contract exhibit C.

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**Question #10:**

**Q:** If we adopt a certain pre-approved curriculum, but make modifications to it to accommodate the needs of the students... I am assuming that this is okay? What kinds of latitude do we have with this?

**A:** DVR will accept the use of modified curriculum by contractors under the Pre-ETS contract. Modifications to approved curriculum may only be made to meet an individual student's needs, and any modifications made cannot alter the pre-approved format or subject matter.

If the integrity of the core curriculum is altered by the modifications, an additional review and approval will be needed from the Pre-ETS Program Manager.

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**Question #11:**

**Q:** Approximately how many students utilize Pre ETS in the summer?

**A:** This varies each year. Based on the most recent data, approximately 450 students participated in Pre-ETS services during the summer.

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**Question #12:**

**Q:** Is the payment for work-based learning directly paid to students from VR or Vendor?

**A:** Payments for Work-Based Learning Paid Internships for individual students are made by the contractor. The contractor pays the student directly and is then reimbursed through DVR billing for the wages, plus the allowable 15% payroll overhead.

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**Question #13:**

**Q:** Is funding or stipends available to reimburse students for participation in programs such as summer workshops or work-based learning?

**A:** Stipends are not available for any of the DVR Pre-ETS services. Contractor reimbursement is also not available for Work Based Learning experiences provided in a group setting. Contractor reimbursement is available only for Work-Based Learning Paid Internships where students receive wages based on hours of work performed, and contractors are then reimbursed for these student hours.

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**Question #14:**

**Q:** Would the state be interested in using authorized Pre-ETS funds for a statewide curriculum for use by all vendors?

**A:** No. Pre-ETS already has an extensive list of vetted and approved curricula available for use statewide, which provides consistency while still allowing flexibility to meet local needs. This extensive list is included as Exhibit C: WA-DVR Pre-Employment Transition Services Approved Curriculum.

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**Question #15:**

**Q:** Do Pre-ETS service providers need to be involved in assessing, procuring, and/or providing any adaptive equipment and/or ACC devices as needed... or does a different department take care of this? And what are the logistics to assure that this takes place?

**A:** No, for potentially eligible students receiving Group- Pre-ETS, service providers are not required to assess or provide adaptive equipment.

Those responsibilities typically fall to the school to assess student needs of which many other channels can be utilized to access it. DVR involvement in funding or providing such supports, if needed, would occur once a student is 18 and an eligible student receiving individualized VR services under an approved plan.

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**Question #16:**

**Q:** Are students who participate in the Washington Open Doors program able to receive Pre-ETS services? Can a provider within the Open Doors program provide Pre-ETS services?

**A:** Yes—students in the Washington Open Doors program can receive Pre-ETS as long as they meet standard eligibility (ages 14–22, enrolled in a recognized education program or Local Educational Agency (LEA), and have an IEP, 504 plan, or documented disability).

Pre-ETS can be provided by a contractor if they hold an active DVR Pre-ETS contract and provide services that are coordinated/approved through the DVR Regional Transition Consultant (RTC); simply being an Open Doors provider does not authorize delivery of Pre-ETS on its own.

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**Question #17:**

**Q:** Does the Paid Work-Based Learning Internship wage reimbursement amount paid to a contractor come out of a contractor's total consideration allocation?

**A:** Yes—wage reimbursement is included within a contractor's total consideration allocation. While Payment for the Work-Based Learning Paid internship is structured as a reimbursement to the contractor, in part, the reimbursement still represents a cost to DVR and is reduced from the total consideration amount within a contract.

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**Question #18:**

**Q;** Does the Pre-ETS contract allow for subcontracting? Does DSHS encourage subcontracting partnerships under this solicitation or is a single prime vendor model preferred for full service delivery?

**A:** Yes, the Pre-ETS contract allows for subcontracting. For reference, please see the following contract language:

*“ DVR reserves the right to approve or deny the Contractor staff, and any Subcontractor(s) the Contractor assigns or contracts with, to perform the work required under the terms of this Contract. The Contractor must have DVR approval before subcontracting”*. (General Terms and Conditions, Section 25.

- a. *“The Contractor shall submit the following documentation to DVR for review and approval before engaging in subcontracts for the services described in this Contract:*
  - (1) A completed Exhibit F—DSHS Checklist Request for Approval to Subcontract form, DSHS 17-265 (01/2019);*
  - (2) A copy of the proposed subcontract;*
  - (3) Proof of the Subcontractor’s insurance, showing compliance with Special Terms and Conditions, Section 14, of this contract; and*
  - (4) A copy of the Subcontractor’s valid Washington State Business License.*
- b. *The Contractor shall submit all required documentation for approval to:*  
*Pre-ETS Program Manager*  
*DSHS/DVR*  
*PO Box 45340*  
*Olympia WA 98504-5340*  
*Or by email to:*
- c. *Subcontractors approved to provide services under this contract are subject to all terms and conditions of this contract.*
- d. *The Contractor shall be responsible for ensuring Subcontractors comply with reporting requirements, background check requirements, and Exhibits as specified in this contract”* (Special Terms and Conditions Section 9, p. 30).

DVR prefers prime vendor models over models that use sub-contracting.

A contractor who has a single prime vendor model may receive higher scores based on the answers it provides to the questions listed within Attachment D1: Bidder Response Form.

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**Question #19:**

**Q:** What types of things does DVR Pay for through the Pre-ETS Contract? Can a contractor use DVR funds to fund contractor staffing?

**A:** DVR only pays for the services outlined within the Pre-Employment Transition Services (Pre-ETS) contract, once they have been completed and the contractor completes all required reports.

DVR does not pay for staffing through the Pre-ETS contract.

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**Question #20:**

**Q:** Do Pre-ETS contractors work directly with the student to determine who can participate or receive Pre-ETS services? What is the correct way to ensure a student can receive services?

**A:** No, Pre-ETS contractors do not determine whether or not a Student can participate or receive Pre-ETS services. The RTC is responsible for determining whether a Student may participate in DVR Pre-ETS services.

A contractor will need to coordinate with the RTC as described in the Pre-ETS contract, to ensure DVR can assess a Student's eligibility for services (Special Terms and Conditions, 3a(3),p.17).

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**Question #21:**

**Q:** What is the difference between a Work-Based Learning Experience and a Paid Work-Based Learning Internship?

**A:** The main difference between these services is the way in which the service is to be provided.

**Work-Based Learning Experience**

Within a Work-Based Learning Experience (WBLE), the contractor is required to provide the service in a group setting or a workshop using curriculum that has been approved by the Pre-ETS program manager.

A workshop can be provided in either the classroom or community setting. WBLE is a group service and is paid at a group rate. See **Exhibit D Pre-Employment Transition Services Fee Schedule** for more information about rates.

**Work-Based Learning Paid Internships**

Within a Work-Based Learning Paid Internship or "Paid Internship" a contractor is expected to engage in Worksite Development. This means that for a Paid Internship a contractor is expected to locate a business entity or non-profit organization within the community that will host the Student for the purpose of placement into a Work-Based Learning Paid Internship (Pre-ETS Contract, Special Terms and Conditions, 1bb, p.16).

The Paid Internship service is defined below:

"Work-Based Learning Paid Internship" means activities where a DVR Eligible or DVR-Potentially Eligible Student is placed into a competitive, integrated, real work setting, outside of the traditional school setting where they get paid at or above the state prevailing minimum wage for a minimum of five (5) hours a week, to perform a non-permanent job at an employer's worksite in accordance with Washington State Teen Worker Rules established by the State Department of Labor and Industries. For Students aged 16-22..." (Pre-ETS Contract, Special Terms and Conditions, 1z, p.16).

It is also important to point out that the business entity or non-profit who is engaged in Worksite Development cannot place a student at their place of business or "Contractor Site" (1z, p.16). The definition of Contractor Site can be found within the Definitions specific to the Special Terms on

p.14.

Lastly, a Paid Internship is provided to Students on an individual basis. As a result, the fee paid to the contractor differs from the group service in both the amount and its structure.

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**Question #22:**

**Q:** Will DVR accept joint proposals for the Pre-ETS solicitation? Are there additional requirements for this type of submission?

**A:** DVR will accept joint proposals as a part of solicitation 2513-885. The additional requirements that apply to Bidders that submit a joint proposal are outlined within section C 18:

*“If Bidders submit a joint Response with one or more other persons or entities, these persons or entities must designate a prime Bidder. The prime Bidder will be DSHS’s sole point of contact through the Procurement process. If selected as the Apparent Successful Bidder, the prime Bidder shall sign the Contract and any amendments and will be liable and responsible to DSHS for all performance under the Contract”* (Solicitation Document, p.14).

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**Question #23:**

**Q:** Could you explain the group size requirements outlined within the Pre-ETS contract?

**A:** The Group Pre-ETS contract outlines the following ratios between supervising adults and students:

*“When serving Students in a group setting within the community, the Contractor shall not exceed a ratio of one (1) supervising adult per five (5) Students (1:5). When serving Students in a group setting on school premises, the Contractor shall not exceed a ratio of one (1) supervising adult per fifteen (15) Students (1:15)”* (Special Terms and Conditions, General Requirements, p.18).

The language above means that a contractor must have at least one (1) supervising adult for up to five (5) students in a group setting occurring within the community. This is the minimum requirement and the ratio must stay balanced when additional students are added to a group.

Please see the **community setting** ratio examples below:

1. Supervising Adult: 1 Number of Students: 2-5
2. Supervising Adult: 2 Number of Students: 2-10
3. Supervising Adult: 3 Number of Students: 2-15
4. Supervising Adult: 4 Number of Students: 2-20

In addition, the italicized contract language used above for the school setting means that a contractor must have at least one (1) supervising adult for up to five (15) students in a group setting. This is the minimum requirement and the ratio must stay balanced when additional students are added to a group.

Please see the **school setting** ratio examples below:

1. Supervising Adult: 1 Number of Students: 2-15

2. Supervising Adult: 2 Number of Students: 2-30
  3. Supervising Adult: 3 Number of Students: 2-45
  4. Supervising Adult: 4 Number of Students: 2-60
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**Question #24:**

**Q:** Are Contractors able to pay youth peer mentors more than minimum wage?

**A:** DVR does not reimburse contractors for any wages paid to a peer mentor who is receiving peer mentoring as a part of Self-Advocacy Training.

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**Question #25:**

**Q:** If a contractor only has the capability to provide three of the services described in the example contract can they still become a contractor?. Is it possible to only provide the other three categories?

**A:** No, a contractor must have the capability to provide all 5 of the required activities or services. If a Bidder cannot provide all 5 of the required activities outlined in the Statement of Work, any bid submitted by them would not meet the minimum qualifications and the Bid would be considered non-responsive.

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**Question #26:**

**Q:** When asked in the Bidders Q&A if a vendor has to provide all 5 services, the answer was that the vendor only had to show proof that they have the capacity to provide all 5 services. Can you please clarify?

**A:** Any contractor who wishes to receive a Pre-ETS contract must have the capability to provide all 5 of the required activities described in the statement of work.

A contractor must show that they have the experience and qualifications to perform these services in the Experience and Qualifications section of the Bidder Response form: Attachment(s) D and D1.

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**Question #27:**

**Q:** According to the contract there is a maximum of 40 hours. Does that mean 40 hours in each category (totaling 190 hours) or 40 hours total for all 5 categories within 12 months?

**A:** Each service in the Pre-ETS contract has a maximum number of service hours. This means that a Pre-ETS contractor cannot provide more than the maximum number of service hours to a Student for each Pre-ETS Service.

When a contractor provides one of the following services:

1. Job Exploration Counseling (40 hours);
2. Work-Based Learning Experiences (Group) (30 Hours);

3. Work-Based Learning Paid Internships (80 Hours);
4. Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational Programs at Institutions of Higher Education (40 Hours);
5. Workplace Readiness Training (40 Hours);
6. Instruction in Self-Advocacy (40 Hours).

The contractor is limited to the maximum total number of hours per service. Contractors cannot use the subcategories of each service to obtain additional service hours above the service maximum.

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**Question #28:**

**Q:** How does a bidder make a request for an exception or revision to the sample contract(s) within Attachment A of this solicitation?

**A:** If your agency is requesting an exception or revision to the sample contract, you'll make that request in accordance with Attachment D: Bidder Response Form. This request will be made and submitted with your Bid.

The section of the Bidder Response Form that needs to be completed in order for DVR to consider an exception to sample contract language is section 1d. This requirement is outlined within the Solicitation Document in Section C: Explanation of Solicitation Process (Subsection 17, p. 14). The Solicitation language is excerpted below for your convenience:

*"...Bidders may request that DSHS consider exceptions and/or revisions to the sample contract language found in Attachment A as part of their response in the Bidder Response form. DSHS shall be under no obligation to agree to any requested changes and will not consider changes to contract language or negotiate any new language not identified in response to this question" (Acceptance of Solicitation Terms).*

The remaining portion of this section may be relevant to your exception or revision request so please read subsection 17 in its entirety.

DSHS-DVR will consider your request for exceptions or revisions to sample contract language once it has been properly received on the Bidder Response form.

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**Question #29:**

**Q:** On page 2 of The Pre-ETS contract fee schedule Exhibit D: Pre-Employment Transition Services Fee Schedule says there is a maximum of 80 hours, yet # 2.a states, "A Contractor may be reimbursed compensation for the amount of wages paid to a student, plus a flat fee of 15.0% for payroll taxes and related personnel costs paid by the Contractor for up to a maximum of 100 hours."

Is it 80 or 100? So, no more 120 hour internships?

**A:** The Billing and Payment section of the Pre-ETS contract will state the following:

1. *"The Contractor shall not bill, and DVR will not pay for any services that exceed the contract's maximum funding consideration.*

2. *The Contractor shall not bill and DVR will not pay the hourly rate for WBL Paid Internship hours greater than the eighty (80) hour maximum.*
  - a. *The Contractor may bill for the reimbursement of Student wages after the eighty (80) hour maximum has been reached.*
  - b. *Contractor may bill for the reimbursement of Student wages up to a maximum of one hundred (100) hours.*
  - c. *Insufficient documentation or delay in the receipt of an invoice and/or reports will result in a delay of payment to the Contractor.*
  - d. *The Contractor shall submit the invoice and reports via email to the Pre-ETS Program Manager or designee.*
    - i. *The Contractor is responsible for ensuring the completeness and mathematical accuracy of an invoice prior to submission so that services are aligned in accordance with the agreed upon deliverables and consideration amount.*
3. *DVR will not pay for Pre-ETS services provided in a virtual manner” (Special Terms and Conditions, p.31).*

Sections 2 and 2a above are intentionally complementary. First, a vendor will be able to bill for both the hourly fee **and** for the reimbursement stated in Exhibit D for up to 80 hours. Second, after a contractor reaches (80) eighty hours, it can only bill DVR for the reimbursement described.

From the eighty first and one hundredth hour of service provided to a student (**81-100**), DVR will only reimburse the contractor as described. The contractor will not be paid the \$35 dollar an hour fee within this range of hours.

The maximum hours of service provided by a contractor to a single student within the Work-Based Learning Paid Internship is 100 hours. The existing maximum of 120 hours will not be applicable at the start of the new Pre-ETS contract.

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**Question #30:**

**Q:** On page one of Exhibit-D it says the rate for 2-15 students is \$70/hr. We often are in classes with many more than 15 students. Teachers and paras are also in the room when we do workshops. If so, can we only have 15? What if there are 23 or 30+ students in the class?

Would page 12: 1.v.2 of RFQQ#2513-885\_AttA1\_SampleContract\_Interlocal.docx apply and the teacher would count as a supervising adult?

**A:** The supervising adult to student ratio must remain at a level that is consistent with 1 supervising adult for up to every 5 students in a community setting, and 1 supervising adult for every 15 students in a classroom setting. Please see *question 23* above for more information.

In addition, Special Terms and Conditions section 1v(2) (the Definition of Supervising Adult) of the Pre-ETS Contract is applicable to Teachers and Paraeducators. This section states:

““Supervising Adult” means:

(1) A member of the Contractor’s personnel (Board member, staff person, or intern) who is present at all times when Students are served in a group setting within the community or at the Contractor’s site to facilitate active Student engagement and ensure Student safety; and

(2) A member of the Contractor’s personnel (Board member, staff person, or intern) who is present at all times when Students are served in a group setting on school premises to facilitate active Student engagement and ensure Student safety; **this may be in combination with school personnel (teacher or teacher’s aide) who is also present at all times”** (p. 12, 13).

The provision of school staff is at the school’s discretion and if they are not available a contractor must provide staff, as defined above.

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**Question #31:**

**Q:** Same question for Community based job shadows and tours, It says 2-5 students. Schools always require district chaperones via career counselors, paras or teachers. Can we only have 5 students attend? The heavy lift it takes to have a business partner and school to make a tour happen (close down part of a job site, school has to go through lots of paperwork and processes for field trips) would not be worth it for them or us to have only 2-5 students. Schools often tell us there are many more students interested in the companies we tour. If we limited it to only a handful of students, the schools would not want to take part.

Would page 12: 1.v.2 of RFQQ#2513-885\_AttA1\_SampleContract\_Interlocal.docx apply and the teacher would count as a supervising adult?

**A:** Yes, the referenced section of the contract may apply. Please see the answers to questions 23 and 30 for a complete response.

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**Question #32:**

**Q:** This is a two year contract. Does that mean that the award amount is per year and can only be used in that contract year (October 1 to Sept 30) or can the amount be used all in the first year, or the opposite, can unused funds from year 1 be used in year two?

**A:** The maximum funding consideration and the period of performance for its use will be delineated by contract year within section 8 of the Pre-ETS contract (Special Terms and Conditions p. 30).

The period of performance under which funds will be spent will follow the cycle stated above (October 1- September 30<sup>th</sup>) for each contract year outlined within the agreement. DVR will apply a contract’s maximum consideration amount on a contract year basis.

The maximum consideration amount will not be aggregated into a single amount applicable to more than 1 contract year at a time. The maximum consideration amount will be applicable only within the timeframe stated in the consideration section.

**Question #33:**

**Q:** The RFQQ says that the contractor must be able to provide all 5 Pre-ETS service categories. What will be used to measure whether a contractor can provide those? What is stopping a contractor from just saying they can provide all five just so they can be awarded a contract?

Some have not been always required, for example, career exploration. Some areas have always been a part of the contract, and many have stated that they "have the ability to provide" paid internships or job-site tours. What if they have attested to that same requirement in the past but never provided internships or tours? How will DVR screen for those who can provide services?

**A:** DVR will evaluate vendors as described within Solicitation Section E: Evaluation of Responses (RFQQ 2513-885, p. 20-24).

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**Question #34:**

**Q:** For the apparent successful bidder(s), does this RFQ result just in a contract that demonstrates inclusion in a pool of organizations that a given ESD may select to provide services, as needed? Or is the contract for delivery of the project scope throughout the full life of the contract period?

**A:** The intent of this solicitation is to determine which vendors will become Apparent Successful Bidders (ASB) who then may become contractors for the Division of Vocational Rehabilitation (DVR).

The ASB will become a contractor for DVR upon contract execution and will deliver services according to the contract during the stated period of performance.

This solicitation may create a pool of qualified vendors, but DVR will only select 48 vendors who will receive a fully executed contract

Additionally, in the Solicitation document "DSHS-DVR reserves the right to select additional Apparent Successful Bidders or to reduce the number of Apparent Successful Bidders selected within an ESD or ESD region" (Solicitation 2513-885, p.21).

Lastly, Educational Service Districts (ESD) do not make vendor selections and have no ability to award a contract or to reduce the vendors selected for a designated service area. ESDs are used only to denote the service area where contracted services are to be provided by a DVR Pre-ETS contractor.

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**Question #35:**

**Q:** What types of changes to the solicitation requirements will be accepted before May 30th?

**A:** Requests for changes to Solicitation requirements or written complaints are not required to be made, or accepted, by DSHS-DVR. DSHS-DVR must consider the request or complaint as outlined in the Solicitation Document sections C 13 and 14 (p. 13).

DSHS-DVR will consider all solicitation written requests for change in Solicitation requirements

submitted by March 30<sup>th</sup> 2026.

In addition, DSHS-DVR will consider complaints submitted by May 1<sup>st</sup> 2026.

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**Question #36:**

**Q:** If the answers released on April 13<sup>th</sup> do not clarify how a bidder should respond in the Bidder Response form, is there a way to get clarification beyond the March 30<sup>th</sup> deadline?

Can we still reach out to ask a follow-up question if our question was not answered?

**A:** No, there is no formal way to get clarification beyond the March 30<sup>th</sup> deadline. The solicitation coordinator will not provide clarification to bidder questions after the March 30<sup>th</sup> deadline.

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**Question #37:**

**Q:** With the two-year term (2026-2028) of this contract, will the award amount be spread out over the two years, or will there be a specific amount allocated for EACH year that must be spent in that Oct-Sept year?

**A:** Please see the answer to question 32 above.

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**Question #38:**

**Q:** If the term of the contract is extended 1 time for 1 year, does that mean a new funding amount will be allocated, or will it be a repeat of the allocation from the 10/1/26-9/30/28 contract?

**A:** DSHS-DVR cannot project future contract consideration amounts, as all funding provided by DVR is subject to availability.

See the Sample Pre-ETS contract: Special Terms and Conditions Section 8, Consideration (a)(b) and General Terms and Conditions, Section 17.

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**Question #39:**

**Q:** What is considered a redline or alteration of solicitation terms or requirements that would result in disqualification, according to section 17? Is this just referring to how a change is made?

And if the exception request changes how we complete attachment D, will we be penalized for adding information that may not be accepted if the exception is rejected?

**A:** The Solicitation Document refers to “alterations” or “redlines” as follows:

*“... Bidders may not alter or redline the solicitation terms or requirements in their Response. Submitting altered or redlined solicitation terms or requirements in the Bidder Response may result in bidder disqualification... (Section C 17, p. 14).*

Section 17 creates the requirement that a bidder accept all of the Solicitation terms. The quoted

portion above clarifies that as a part of accepting the terms of the solicitation, the bidder also accepts Attachment A and that it cannot alter the terms of Attachment A in a unilateral manner.

The Solicitation provides a Bidder with the opportunity to request revisions or exceptions to the sample contract as a part of their response, within Attachment D: Bidder Response form. Please see *question 28* for more information.

The Solicitation also gives Bidders the opportunity to request changes in solicitation requirements. Please see *question 35* for additional information on this process.

In sum, when a bidder makes a unilateral change to the solicitation requirements or to Attachment A and does not make the request using the processes outlined, the solicitation coordinator may consider this an alteration which could result in disqualification.

Adding additional information to a Bidder's submission will not lead to a penalty. However, responses to the questions on the Bidder Response Form must directly address the questions asked. If the answers provided don't, then a bidder will receive a lower score when being evaluated.

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**Question #40:**

**Q:** If there is a disqualification error in our submission, if the submission is done before the deadline, would we be alerted if there is an error? And would we be allowed to correct to avoid disqualification?

**A:** The Solicitation Document does not define or use the term "disqualification error". However, the Solicitation does list out a set of actions that, if taken by a Bidder, will lead to automatic disqualification. These actions are as follows:

1. Failure to meet the Response deadline;
2. Bidders may not mark their entire Response proprietary. Doing so will not be honored and will disqualify your Response from further consideration;
3. Bidders may not include any DSHS client information in their Responses. Doing so will result in disqualification of the Response from further consideration.

In addition, if a Bidder has submitted a response, it has also agreed to all terms of the Solicitation Document including the following:

*"Bidders are responsible for all errors or omissions contained in their Responses. Bidders will not be allowed to alter Response documents after the deadline for Response submissions.*

*DSHS reserves the right to contact any Bidder for clarification of Response contents. In those cases where it is unclear to what extent a requirement has been addressed, the evaluation panel may, in their discretion and acting through the Coordinator, contact a Bidder to clarify specific matters in the submitted Response.*

*DSHS reserves the right to waive minor administrative irregularities contained in any Bidder Response" (Section E2, p. 20).*

If necessary, DVR will follow the process for the clarification of response contents outlined in the Solicitation Document.

**Question #41:**

**Q:** If we currently provide individual Pre-ETS through our existing DVR contract, do we need to apply for this solicitation to continue doing so?

**A:** If an agency is currently providing Individual Pre-ETS through the CRP-IL contract, it is not required to participate in this Solicitation in order to continue providing individual Pre-ETS.

Current contractors for individual Pre-ETS who do not seek to provide group services are unaffected by this Solicitation.

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**Question #42:**

**Q:** I noticed that Pre-ETS providers are responsible for providing any interpretation services needed (into any language) for the services they are providing. Are there any resources available for this, and how frequently are providers able to be granted an “exception” to where DVR pays for these services if it becomes cost prohibitive?

**A:** The contract requires the following for interpretation services into other languages:

*“Provide and be responsible for the cost of providing services through alternative formats, methods, and languages, as needed, for Students who have Limited English Proficiency (LEP) as per the Civil Rights Act of 1964” (Pre-ETS Contract, General Requirements” (3e(3), p.18).*

There are no exceptions to the contract language above. If the alternative language is American Sign Language (ASL), a contractor must follow the process outlined within section 3e(2) of the contract.

The process outlined within 3e(2) of the contract is not an exception process and DVR follows the steps outlined within DSHS Administrative Policy 7.02, to determine whether an Undue Burden exists.

Even if DVR finds that an Undue Burden exists, DVR *may* pay for sign language interpreter services only and it is not required to do so.

Requests for an Undue Burden review must be made to the Pre-ETS Program Manager.

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Attendees at the March 18, 2026 Bidder Conference included the following:

1. Brandon Sheldon, DSHS
2. Sam Blazina, DSHS
3. Anthony Contreras-Sanchez, Wise
4. Brother Rashad, Relevant Engagement LLC
5. Jennifer Romer, Disability Empowerment Center
6. Ruth Bacha, Inclusive Technology of Washington
7. Christine Katon, Education Service District 112
8. Brandee Ganz, Dynamic Workforce Solutions
9. Diana Ro, Edmonds College
10. Natalie Bafus
11. Eden Huthmacher, Integrated Technology Solutions
12. Brandy Gerdes-Schutz, Dungarvin
13. Katie Rivers, Vadis
14. Linh Nguyen, Real Estate Linh
15. Heather Woodruff, TC Futures
16. Troy Ironmonger, AJAC
17. Anna Demsky, Advanced Employment Group
18. Andrei Moskalev, Integrated Technology Solutions
19. Monet Craton, Workforce Central
20. Ryan Lamphere, Northwest Center
21. Ashley Curtin, North Central: Educational Service District 171
22. Rob Long, Train for Life LLC
23. Donna Hendrickson, SkillSource
24. Brittaney Colon, Seans Consulting Service
25. Joshua Jones
26. Jeb Bolton, A Better Track LLC
27. Kristin Nguyen, Cascade Connections
28. Doug Webster, Apprenticeship and Non-Traditional Employment for Women
29. Josh Glandon, Vadis
30. Meranda Smith, South Central Workforce Council
31. Alex Diseth, Northwest Center
32. Jensie Rosenow, South Central Workforce Council
33. Eddie Mazariegos, Future Gen XYZ Inc.
34. Ashlee Wiley, Service Alternatives
35. Brian McClay, Educational Service District 189
36. Jared Bradshaw, The Arc of Spokane
37. Toby Broemmeling, Tessera
38. Jeff Liggett, Center for Independence
39. Abdi Ahmed, Fair Work Center
40. Katherine Bournelis, UW Employment Program
41. Alicia Nathan, Summit Community Center
42. Erin Kinucan, Center for Independence
43. Peter Capomacchio, Public Consulting Group
44. Kayci Loftus, Career Path Services
45. Matt Hertzog, Center for Independence
46. Jim Corey, Wise
47. Stacy Sage, Open Doors for Multicultural Families
48. Jaimie Laitinen, Wise
49. Allie Bair, AJAC

50. Martin Garibay, People for People
51. Leslie Howle, Computing For All
52. Mandira Virmani, Computing for All
53. Dan Davis
54. NIGEL-ANDREW, King County YouthSource
55. Connor McCroskey, Washougal School District
56. Israel Cervantes, People For People
57. Ken Kulk, Washougal School District
58. Faith Brown, Center for Independence
59. Rachel Kelly, Soup n Ladle
60. Christanna's Fatty, Edmonds College
61. Stacy O, Kidd, DSHS
62. Ashley Schweiger, DSHS
63. Michell Wood, DSHS
64. Rosa Quiroz, DSHS
65. Jamie Lawrence, DSHS
66. Sandra Duron, DSHS
67. Joy Kramer, DSHS
68. Nicholas Harris, DSHS
69. Buxbaum, Maria, DSHS
70. Reyes, Alisha, DSHS
71. Amanda Kipfer, DSHS
72. Mary Crago, DSHS
73. David Stewart, DSHS

All other terms and conditions in this Solicitation remain the same.