



P.O. Box 100620  
Anchorage, AK 99510-0620

# Request for Proposals (RFP)

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## Solicitation Overview

**Issue Date:** December 23, 2025

**Project Name:** 25-001 Covenant House Alaska (CHA) Work Ready Alaska (WRA)- Program Evaluation Services

**Important Notice:** If you received this solicitation online, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

Kirsten Kolb  
Chief Operating Officer/Procurement Officer  
Covenant House Alaska  
907-339-4405  
[kkolb@covenanthouseak.org](mailto:kkolb@covenanthouseak.org)

## Section One: Introductions and Instructions

### 1.01 Return Mailing Address, Contact Person, Telephone and Deadline for Receipt of Proposals

Offerors must submit their proposal, in writing, electronically to the procurement officer at [kkolb@covenanthouseak.org](mailto:kkolb@covenanthouseak.org), referencing the RFP Number: 25-001 CHA WRA – Program Evaluation Services.

Proposals must be received no later than 4:00 PM, AKST on January 13, 2026.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be accepted for evaluation.

### 1.02 Contract Term and Work Schedule

The contract term and work schedule set out herein represents CHA's best estimate of the schedule that will be followed.

The length of the contract will be from the date of award, approximately January 22, 2026 until December 31, 2026. The contract may be extended pending future funding.

The approximate contract schedule is as follows:

- Issue RFP: December 23, 2025
- Open Proposals: January 14, 2026
- Proposal Evaluation Committee complete evaluation by January 16, 2026
- CHA issues Notice of Intent to Award a Contract: January 16, 2026
- CHA issues Contract: January 22, 2026
- WRA Baseline v. 6-month outcomes initial study complete and mid-year learning memo drafted: May 31, 2026
- First Draft Final Evaluation delivered to CHA: November 20, 2026
- Final Written Evaluation delivered to CHA: November 30, 2026
- Presentation to CHA, DOT and Partners: TBD December, 2026



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## **1.03 Purpose of the RFP**

CHA is seeking external evaluation services for the contract awarded by the State of Alaska Department of Transportation to Covenant House Alaska to implement Work Ready Alaska. Evaluation of this program will provide information on the impact of the program for participants, lessons learned, and adjustments/changes made to the program. An annual report to DOT and CHA will be used to further advise and assist CHA on how to implement changes to the program. This evaluation will run from time of contract execution approx. January 22, 2026 through December 31, 2026.

## **1.04 Budget**

CHA estimates a budget not to exceed \$150,000.

## **1.05 Location of Work**

The majority of the evaluation work will take place in the contractor's own workspace. A workspace at Covey Academy (755 A Street, Anchorage AK) will be provided for the contractor to conduct the Youth Focus Groups and Youth/Partners Roundtable. Temporary office/meeting space at Covey Academy may be available to the contractor for collaboration with the CHA Data and Program teams.

## **1.06 Amendments**

If an amendment is issued, it will be provided to all who were emailed a copy of the RFP and those who have registered with the procurement officer as having downloaded the RFP from Covenant House Alaska's website.

## **1.07 Right of Rejection**

Offerors must comply with all the terms of the RFP, the State Procurement Code (AS 36.30), Federal Highway Administration (FHWA) Federal Provisions, and all applicable local, state and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all the material and substantial terms, conditions and performance requirements of the RFP.

Minor informalities that:

- Do not affect responsiveness;
  - Are merely a matter of form or format;
  - Do not change the relative standing or otherwise prejudice other offers;
  - Do not change the meaning or scope of the RFP;
  - Are trivial, negligible, or immaterial in nature;
  - Do not reflect a material change in the work; or
  - Do not constitute a substantial reservation against a requirement or provision;
- may be waived by the procurement officer. CHA reserves the right to refrain from making an award if it determines that to be in its best interest. A proposal from a debarred or suspended offeror shall be rejected.



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## **1.08 Offeror's Certification**

By signature on the proposal, offerors certify that they comply with the following:

- (a) The laws of the State of Alaska;
- (b) The applicable portion of the Federal Civil Rights Act of 1964;
- (c) The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) That programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
- (e) The Federal Highway Administration (FHWA) Federal Provisions;
- (f) Covenant House Alaska Covey Code, Child Protection Policies, and Confidentiality policies; and
- (g) All terms and conditions set out in this RFP.

## **1.09 Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g. currently employed by CHA or DOT) and, if so, the nature of that conflict. The Chief Executive Officer reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The CEO's determination regarding any questions of conflict of interest shall be final.

## **1.10 Solicitation Advertising**

Public notice has been provided in accordance with 2 AAC 12.220.

## **1.11 Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

## **1.12 Disputes**

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska.

## **1.13 Severability**

If any provisions of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## **1.24 Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.



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## **Section Two: Standard Proposal Information**

### **2.01 Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90 days from the opening date.

### **2.02 Clarification of Offers**

To determine if a proposal is reasonably susceptible for award, communications by the procurement officer are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the proposal evaluation committee may be adjusted as a result of a clarification under this section.

### **2.03 Evaluation of Proposals**

An evaluation committee made up of at least three CHA employees will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section Seven of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

### **2.04 Contract Negotiation**

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

### **2.05 Notice of Intent to Award (NIA) – Offeror Notification of Selection**

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will be sent out the names of all offerors and identify the proposal selected for award.

### **2.06 Protest**

AS.36.30.560 provides that an interested party may protest the award of a contract or the proposed award of a contract. An interested party is defined in 2 AAC 12.990(a)(7) as “an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract.”

Offerors may submit a written complaint regarding this RFP within 5 business days of the award decision. Complaints must include vendor name, RFP number, description of the issue, and supporting documentation. CHA will acknowledge receipt of the complaint within 2 business days and assign a case reference number. Complaints will be reviewed by the



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Procurement Review Committee, and a written decision will be issued within 10 business days.

If the vendor disagrees with the decision, a written appeal may be filed within 5 business days. Appeals will be reviewed by the Chief Executive Officer or designated Appeals Committee, and a final decision will be issued within 20 business days. The appeal decision is final and binding.

## **Section Three: Standard Contract Information**

### **3.01 Contract Type**

This contract is a Time and Materials contract not to exceed \$150,000.

### **3.02 Contract Approval**

This RFP does not, by itself, obligate CHA. CHA's obligation will commence when the contract is approved by the Chief Executive Officer or designee. Upon written notice to the contractor, CHA may set a different starting date for the contract. CHA will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date.

### **3.03 Additional Terms and Conditions**

CHA reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### **3.04 Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval. The successful offeror must secure the insurance coverage required of CHA by the State of Alaska. The coverage must be satisfactory to the State of Alaska Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract. Proposals must include a written statement confirming the offeror's ability to obtain all required insurance coverage prior to contract award.

### **3.05 Contract Funding**

Payment for the contract is subject to funds contracted from the State of Alaska, Department of Transportation. Contract funding for future renewal options will be contingent upon renewal of CHA's contract.

### **3.06 Proposed Payment Procedures**

CHA will make monthly payments at the end of the month for work performed in the previous month. Each monthly billing must consist of an invoice and project completion status report. The contractor shall submit invoices with clear reference to the Contract Number to [accounting@covenanthouseak.org](mailto:accounting@covenanthouseak.org) no later than thirty (30) days after the end of



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the month for which the service was completed. CHA will pay all invoices within 30 days of invoice approval.

### **3.07 Contract Changes – Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the Project Manager will provide the contractor a written description of the additional work and request the contractor to submit a time schedule for accomplishing the additional work. The contractor will not commence additional work until the Project Manager has secured any approvals necessary for the amendment and issued a written contract amendment.

### **3.08 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. “Reasonable care” means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify CHA in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by CHA or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified as confidential by CHA.

Additional information that the contractor shall hold as confidential during the performance of services under this contract include participant names and other personal information, such as address, birth date, etc.

Mid-year and final evaluation reports will not include specific participant information but may be deidentified or addressed with a pseudonym.

## **Section Four: Background Information**

### **4.01 Background Information**

The purpose of this contract is to evaluate the Work Ready Alaska initiative, a workforce-readiness program contractually funded by the Federal Highway Administration (FHWA) and administered by DOT&PF, to prepare youth experiencing homelessness and instability for careers aligned with Alaska’s transportation and construction industries. Covenant House Alaska (CHA) is the sole authorized provider in the State of Alaska of the Covenant House International (CHI) Program Model of Care ©, a proprietary and evidence-informed



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framework for engaging and empowering at-risk youth. CHA integrates its Work Ready Alaska curriculum within this Model of Care to provide relationship-centered, trauma-informed, and evidence-based vocational training supported by wraparound housing, health, and case-management services. This project will leverage CHA's established Covey Academy workforce-training hub, industry-grade simulators, and statewide partner network to ensure effective, scalable, and high-fidelity delivery of DOT-funded training.

CHA's obligation to DOT under this Contract includes, but is not limited to, the following major components:

- a. Program Delivery – CHA shall implement Work Ready Alaska individualized and group training tracks integrating life-skills instruction, simulation-based vocational training, and individualized coaching through Success Navigators. Training shall utilize CHA's Covey Academy facilities and exclusive simulators, including Caterpillar G4 hydraulic excavator and dozer simulators, TranSim 7 truck-driving simulator, and other OEM-licensed equipment.
- b. Participant Engagement and Support – CHA shall recruit, enroll, and support youth participants ages 16 to 24 statewide, prioritizing homeless or disadvantaged individuals. CHA shall provide continuous case management, housing, and behavioral-health supports necessary for participant retention and successful program completion.
- c. Partnership Coordination – CHA shall coordinate with educational, industry, and agency partners including, but not limited to, Nine Star Education & Employment Services, the University of Alaska Anchorage, Alaska General Contractors, Alaska Works Partnership, and the Alaska Department of Labor. Coordination shall ensure alignment of training with industry credentialing and employment pipelines.
- d. Data and Performance Evaluation – CHA shall collect and report program data through its Efforts to Outcomes (ETO) system in accordance with FHWA and DOT&PF reporting requirements. Data collection shall include participant demographics, training completion, certification, employability skills, and employment outcomes. CHA shall participate in DOT&PF performance reviews and federal reporting as required.
- e. Compliance and Accountability – CHA shall maintain compliance with all applicable federal and state regulations, including FHWA and DOT&PF reporting, nondiscrimination, accessibility, and audit requirements. All proprietary elements of the CHI Program Model of Care © remain the intellectual property of CHA and CHI; however, CHA shall make all training content and data required for contract compliance available to DOT&PF and FHWA.



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## **Section Five: Scope of Work**

### **5.01 Scope of Work**

CHA seeks a qualified contractor to design and conduct an evaluation of Work Ready Alaska, a statewide workforce development initiative serving youth ages 16–24. The evaluator will assess program implementation, participant outcomes, and the effectiveness of Work Ready Alaska in preparing participants for entry into industry-recognized certifications in high-demand fields such as transportation, construction, and heavy equipment. A key component of the evaluation will be the intentional incorporation of youth voice, ensuring that the perspectives and lived experiences of participating young people meaningfully inform evaluation findings and recommendations.

The evaluation shall include both process and outcome components and be designed to generate actionable findings that support program improvement, accountability to funders, and future replication or scaling. There will be an emphasis on implementation quality, early outcomes, and continuous quality improvement. The contractor will work collaboratively with CHA staff to align the evaluation design with existing program data, milestones, reporting requirements and to ensure evaluation activities are responsive to program needs.

At a minimum, CHA's Scope of Work includes:

### **Evaluation Design**

Develop an evaluation framework aligned with Work Ready Alaska's goals, activities, and intended outcomes. The framework shall incorporate mechanisms for gathering and elevating youth perspectives throughout the evaluation period.

Identify key evaluation questions related to workforce readiness, skill acquisition, participant engagement, and transitions to employment or training.

Define performance indicators and data sources using existing program documentation and data systems.

### **Data Collection and Analysis**

Analyze program administrative data related to enrollment, completion, certifications earned, and participant demographics, including rural participation.

Assess participant outcomes related to employability skill development and post-program placement or transitions.



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Incorporate qualitative data collection methods, including youth focus groups, interviews, or other feedback mechanisms, to capture participant experiences, perceptions of program effectiveness, and recommendations for improvement.

Ensure data validation, quality assurance, and confidentiality protocols are implemented in accordance with CHA requirements.

## **Implementation Assessment**

Evaluate program fidelity, delivery model, and alignment with employer-identified workforce needs.

Assess curriculum implementation and participant engagement, including a mid-project review to identify opportunities for continuous quality improvement.

Identify strengths, challenges, and opportunities for improvement, including statewide and rural implementation considerations, informed by both staff and youth feedback.

## **Reporting and Use of Findings**

Synthesize findings into clear, accessible reports for partners and internal program use.

Participate in meetings with CHA staff to review findings and discuss recommendations. All evaluation activities will adhere to strict confidentiality and data security standards, and all evaluation materials and findings produced under this contract shall become the sole property of CHA.

## **Deliverables and Milestones**

The contractor will be required to provide the following deliverables:

- Evaluation Plan
- Design Phase support, including data design, capture, and compliance analysis
- Youth focus groups convened and documented to inform program design and gather participant feedback on early implementation
- Quarterly progress briefs providing real-time insights to CHA leadership
- Mid-Year Report, including:
  - Client Outcome Analysis
  - Curriculum Review
  - Client Perspective and Youth Feedback Summary
- Youth and employer roundtables convened and documented to review program outcomes, capture participant perspectives, and provide recommendations for future program development
- Final Evaluation Report that includes:



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- Project and Client Outcome Analysis
- Characteristics of successful participants and identified barriers to success
- Recommendations for future program development
- Any additional areas as identified by CHA's Data Team, to be determined.
- Presentation of findings to CHA and partners following finalization of the Final Evaluation Report in December 2026.

## **Section Six: Proposal Format and Content**

### **6.01 Proposal Format and Content**

CHA discourages overly lengthy and costly proposals, however, in order for CHA to evaluate proposals fairly and completely, offerors must follow the format set out in the RFP and provide all information requested. Offerors must include a written statement disclosing any actual, potential, or perceived conflicts of interest as required in Section One. If no conflicts exist, the offeror must provide a statement affirming that none are known

### **6.02 Introduction**

Proposals must include the complete name and address of the offeror's firm and the name, mailing address, and telephone number of the person CHA should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP and must be signed by a company officer empowered to bind the company.

### **6.03 Understanding the Project**

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

### **6.04 Methodology Used for the Project**

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet CHA's project schedule.

### **6.05 Management Plan for the Project**

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet CHA's projected schedule.

### **6.06 Experience, Qualifications and References**

The offeror must demonstrate documented experience providing services to populations reflective of Covenant House youth, including individuals who are underserved, homeless, marginalized, or facing significant barriers to employment.

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the



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individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- Title
- Resume
- Number of estimated hours for each individual named above

Offerors must provide 3 reference names and email addresses for similar projects the offeror's firm has completed, with a brief description of the project.

## **6.07 Cost Proposal**

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract including: total number of hours, by team member, with hourly rates, for each project deliverable. Include direct expenses, materials and supplies fees. Exclude youth compensation or incentives for participation, as those will be covered by CHA at our pre-established amounts.

## **6.08 Evaluation Criteria**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section Seven.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions required to comply with applicable civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Executive Order 11246.

## **Section Seven: Evaluation Criteria and Contractor Selection**

The total number of points used to score this proposal is 100.

### **7.01 Understanding of the Project (20%)**

Proposals will be evaluated against the questions set out below:

- How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- To what degree has the offeror demonstrated an understanding of the deliverables CHA expects it to provide?

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- Has the offeror demonstrated an understanding of CHA's time schedule and can meet it?

## 7.02 Methodology Used for the Project (10%)

Proposals will be evaluated against the questions set out below:

- How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- How well does the methodology match and achieve the objectives set out in the RFP?
- Does the methodology interface with the time schedule in the RFP?

## 7.03 Management Plan for the Project (20%)

Proposals will be evaluated against the questions set out below:

- How well does the management plan support the project requirements and logically lead to the deliverables required in the RFP?
- Is the organization of the project team clear and accountability defined?
- To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- Does it appear that the offeror can meet the schedule set out in the RFP?
- Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- To what degree is the proposal practical and feasible?
- To what extent has the offeror identified any potential problems?

## 7.04 Experience and Qualifications (20%)

Proposals will be evaluated against the questions set out below:

- Do the individuals assigned to the project have experience on similar projects?
- Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- How well has the firm demonstrated experience in completing similar projects on time and budget?
- Has the firm provided references for similar projects?

## 7.05 Contract Cost (30%)

Proposals will be evaluated against the questions set out below:

- Overall, 30% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced in 2.04.
- Converting Cost to Points – the lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be converted to points using this formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$



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## Q&A Addendum

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**Issue Date:** January 5, 2026

**Project Name:** 25-001 Covenant House Alaska (CHA) Work Ready Alaska (WRA)– Program Evaluation Services

### **Purpose of the Addendum**

This Addendum is issued to provide responses to questions submitted by prospective vendors regarding the above referenced RFP. The information contained in this Addendum is hereby incorporated into the RFP and becomes part of the official solicitation.

### **Questions and Answers**

#### **1. Program Implementation and evaluation timeline:**

The RFP indicates that the evaluation contract is expected to begin in late January 2026, with key early deliverables due by May 31, 2026. Could you clarify the anticipated timing of participant enrollment relative to the evaluation start date, including when the first participants are expected to enroll (or are they already enrolled?) and the approximate period over which enrollment is expected to continue to occur?

***CHA intends to enroll our first participants in Work Ready Alaska (WRA) by mid-February. The DOT milestone requires 20 cumulative students be enrolled in WRA by Month 5 (April 2026).***

#### **2. Evaluation sample and enrollment phasing:**

Is enrollment anticipated to continue on a rolling basis? If so, for the evaluation outcome report due in Month 12, it seems the full participant sample would not be included in the outcomes analysis so clarification on the enrollment timeline/plan are appreciated.

***The full participant sample would not be included in the Month 12 outcomes analysis, because some participants are finishing that month. Enrollment is rolling and targeted numbers of enrollments are cumulative. From the DOT milestones:***

***Month 5 – 20 enrolled (20 cumulative) 60% of participants complete baseline requirements***

***Month 6 – 20 enrolled (40 cumulative) 70% of participants complete baseline requirements***

***Month 7 – 40 enrolled (80 cumulative)***

***Month 8 – 20 enrolled (100 cumulative)***

***Month 9- 20 enrolled (120 cumulative) 60 participants complete WRA (60 cumulative)***



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## Q&A Addendum

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***Month 10- 20 participants complete WRA (80 cumulative)***

***Month 11 - 20 participants complete WRA (100 cumulative)***

***Month 12 - 20 participants complete WRA (120 cumulative)***

### **3. Baseline vs. 6-month outcomes analysis:**

The RFP references a "baseline vs. 6-month outcomes initial study" to be completed by May 31. Will participants reach six months of program participation by this date, and can you confirm whether this deliverable is intended as a plan or framework for a baseline-to-6-month analysis to be conducted later, once sufficient data are available?

***Participants will not have been enrolled for the full 6 months by May 31. The evaluation would be an assessment of the enrollment process and early outcomes to determine whether programmatic changes may be necessary to meet the targeted number of successful participants.***

### **4. Mid-project review and CQI expectations:**

The RFP calls for a mid-project review (~June 2026) to assess curriculum implementation and participant engagement, and to identify opportunities for CQI. Depending on the timeline for implementation, this may potentially occur relatively early in the program's rollout. Is the expectation that implementation and fidelity monitoring occur primarily in the early phase of implementation, with recommendations for improvement extending into subsequent months?

***During Month 8, (June 2026) the deliverable is to utilize the 6-month review to make program adjustments and engage partners & stakeholders. Implementation and fidelity monitoring would occur in the early phases and the recommendations would be made at this point and ongoing into the subsequent months.***

### **5. In-person vs remote youth and employer engagement:**

The RFP notes youth focus groups, likely convened early in the project, and youth and employer roundtables likely towards the end of the study to review outcomes and capture participant perspectives. Is there an expectation that these activities be conducted in person, or would virtual or alternative engagement methods be acceptable?

***We have found that in person focus groups tend to be the most effective with the target population. The expectation would be that these activities are conducted in person, but alternative engagement methods may be acceptable.***

### **6. Design phase support and collaboration:**



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House**  
Alaska

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The RFP states the contractor will provide "Design Phase support, including data design, capture, and compliance analysis". Should we anticipate direct engagement with the implementation team as part of this design phase support?

***The Evaluation contractor would have direct engagement with the Data team as well as the Program team. The Data team are responsible for database architecture and administration and reporting, while the Program team are responsible for data collection and input.***

### **7. Evaluation prioritization:**

Given the contract schedule, is the focus for the contract period on implementation support and early process evaluation? How should evaluation efforts be prioritized across implementation support, early learning, CQI insights, and interim outcome indicators relative to longer-term participant outcomes in Year 1 reporting?

***In Year One, the emphasis for the Evaluation contractor is on implementation support and early learning, while assisting with infrastructure development to capture longer-term participant outcomes.***