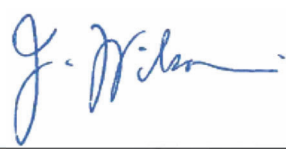


		CONTRACT AMENDMENT		Page		of		Pages	
				1		8			
1. AMENDMENT NUMBER:		2. CONTRACT NUMBER		3. CONTRACT TITLE					
4		P-00320638		Employment Center Management and Workforce Development Services					
4. NAME AND ADDRESS OF CONSULTANT:				5. ISSUED BY:					
Office of Port Jobs Harbor Marina Corporate Center 1001 SW Klickitat Way, Suite 200A Seattle, WA 98134				Port of Seattle PO Box 1209 Seattle, WA 98111					
6A. Original Contract Value:		6B. Previous Contract Value:		6C. Value of this Amendment:		6D. Contract Value with this Amendment:			
\$9,990,000		\$10,634,994		\$250,000		\$10,884,994			
7A. Original Contract End Date:		7B. Previous Contract End Date:		7C. Duration Extended by this Amendment:		7D. Amended Contract End Date:			
1/1/2027		1/1/2027		0 days		1/1/2027			
8. Description of Amendment:									
In accordance with Section V. Changes, the purpose of this amendment is to: <u>Section III. Compensation</u> Increase the contract value by \$250,000 for additional scope being added to the agreement. REMOVE in its entirety: Attachment B – Milestone Schedule, Amendment 2 and Attachment D – Company Information, Amendment 2 REPLACE with: Attachment B – Milestone Schedule, Amendment 4 and Attachment D – Company Information, Amendment 4 <u>Attachment A-1 – Scope of Work Additions, Amendment 4</u> Add new Tasks and Deliverables under Section 2 and correct the numbering sequence for Tasks listed under Section 3 <u>Attachments:</u> Attachment A-1 – Scope of Work Additions, Amendment 4 Attachment B – Milestone Schedule, Amendment 4 Attachment D – Company Information, Amendment 4									
Except as provided herein, the above referenced contract remains unchanged and in full force and effect.									
9A. CONSULTANT: NAME AND TITLE OF SIGNER (Type or Print)				10A. PORT OF SEATTLE: NAME AND TITLE OF SIGNER (Type or Print)					
Heather Worthley Executive Director				Josephine Wilson Interim Supervisor CPO Service Agreements					
9B. CONSULTANT SIGNATURE		9C. DATE		10B. PORT OF SEATTLE SIGNATURE		10C. DATE			
		5/1/25				5/1/2025			
(Signature of person authorized to sign)				(Signature of person authorized to sign)					

Attachment A-1
Scope of Work Additions
Amendment 4

Section 3: Task 5 and Task 6 corrected to Task 1 and Task 2

ADD: Scope of Work Background and Description for Childcare Navigator Program

ADD: Tasks (and Deliverables) 4, 5, 6 under Section 2. Contract Tasks Funded with Non-Airport Funds

ADD: Assumptions 7, 8, 9, 10, 11

Background

Over the last two years, the Port of Seattle has examined ways to address the impact of lack of affordable, accessible, flexible childcare on the successful recruitment, hiring, advancement, and retention of the airport workforce at Seattle-Tacoma International Airport (SEA).

As part of this effort, the Port of Seattle (Port) has identified several strategies – including the provision of multilingual, culturally appropriate, hands-on technical assistance to help SEA workers identify available childcare solutions that support continued employment at SEA as well as additional resources that can help individuals afford and access these opportunities. To that end, Consultant will act as a technical assistance provider to offer these “Childcare Navigator” services to those employees at SEA who voluntarily seek such support.

The overarching goal of this program is to ensure that SEA has access to a robust workforce that can help the airport succeed in its effort to be a world-class aviation facility. The Port believes strongly, based on its research, that improved awareness of and access to affordable, accessible, flexible childcare will improve airport workforce recruitment and retention. In addition – given that many existing childcare initiatives are not accessible to all families, particularly those who are not comfortable navigating technology or systems in English – the Childcare Navigator (Consultant) will have the added benefit of increasing equity for families by supporting them to search for, and connect to, services in their preferred language.

Of note, this scope of work is one strategy that is part of a suite of strategies that the airport is employing to ensure that childcare access does not serve as a barrier to the recruitment and retention of a skilled workforce. While the Childcare Navigator program will operate independently, the Consultant will be apprised of, and actively connect with and share promising practices and challenges with partners offering related services to avoid duplication and ensure coordination.

Scope of Work Description

Create a Childcare Navigator program within the Port’s Aviation Division to provide multilingual, culturally appropriate, hands-on technical assistance to SEA workers with children aged 0 (including prenatal) to 5 years old to help them identify available childcare slots, existing childcare subsidies, and other resources and opportunities that support continued employment at SEA. The Consultant will also gather data about SEA workers’ number of K-8 school-aged children, for future Port child care program consideration.

SECTION 2. CONTRACT TASKS FUNDED WITH NON-AIRPORT FUNDS

4. Program Development

- 4.1. Develop a Childcare Navigator Program Design Plan to identify and document key aspects of the Childcare Navigator Program, including what navigation services will be offered, how those services will be delivered, when they will be offered (to accommodate shift workers outside traditional daytime hours) and how the availability of this service will be communicated to SEA workers.

4.1.1. Present draft Childcare Navigator Program Design Plan to Port for feedback and finalize Childcare Navigator Program Design Plan addressing feedback received.

4.2. Continuously update the list of services and resources, including by capturing, to the extent reasonably possible, the changing availability of individual childcare openings that support continued employment at SEA, changes to eligibility for subsidies and other state and local support, factors affecting childcare availability, and new information about childcare applications and waitlists.

Deliverables

- A. Additional data collection, including compilation of available childcare resources (such as, but not limited to information from the Washington State Department of Children, Youth & Families, the City of SeaTac's family day care home initiative, BrightSpark, Child Care Aware of Washington Carefinder, and the Puget Sound Educational Service District Early Head Start, Head Start, and Early Childhood Education and Assistance Programs), and any supplemental airport employer and/or employee feedback on how a Navigator can most effectively support employee childcare needs Due: One month from execution of Amendment 4.
- B. Draft Childcare Navigator Program Design Plan for Port feedback. Due: Six weeks after execution of Amendment 4.
- C. Final Childcare Navigator Program Design Plan incorporating feedback received. Due: Two months after execution of Amendment 4.

5. Materials Development

- 5.1. Create any needed airport specific, culturally relevant and language accessible marketing/communication materials (i.e. – website, flyers) for outreach to SEA workers to make them aware of this new service. Materials should include:
 - 5.1.1. Virtual and/or physical materials to share information about the existence of the Childcare Navigator program
 - 5.1.2. Virtual and/or physical materials (i.e. – website page, information packets) to use in the provision of Navigator services to share information about available and upcoming childcare offerings, such as open enrollment opportunities and subsidy applications.
 - 5.1.3. Develop an initial satisfaction survey and a follow-up survey per Subtask 8.3 below.
- 5.2. Present draft materials to Port for feedback and finalize materials addressing feedback received.

Deliverables

- A. All virtual and/or physical material drafts to also include initial satisfaction survey and follow-up survey for Port feedback. Due: Within two months after execution of Amendment 4
- B. All virtual and/or physical final materials to also include final initial satisfaction survey and follow-up survey incorporating feedback received. Due: Within 2.5 months after execution of Amendment 4

6. Program Implementation

- 6.1. Conduct outreach to SEA employees and SEA employers as part of the pilot program in alignment with the Childcare Navigator Program Design Plan in order to understand any unique aspects of SEA employee childcare needs and the existence of any available childcare supports already provided by their employer. Additionally, include childcare findings emerging from SEA workers engaged in Port Jobs Retention and Navigation project, a project conducted separately from this contract, already underway.
- 6.2. Provide services to a minimum of 170 SEA employees in 2025 and 250 employees in 2026 tailored to language and digital literacy needs with cultural sensitivity.
- 6.3. Evaluate services provided, including a satisfaction survey following the first contact with the client to assess the clarity, accessibility and effectiveness of the support, as well as a follow up survey to

assess whether the employee was able to obtain childcare, their level of satisfaction with the childcare, and whether they need additional assistance.

6.3.1. Provide this information regularly to Port staff to be used in their overall program evaluation efforts.

Deliverables

- A. 170 SEA employees served in 2025, and 250 SEA employees served in 2026. The Port may request ad hoc reports on a more frequent basis. Due: Annually, 30 days after year end, or as directed by Port Project Manager (PM)
- B. Reports on employees served, including services provided and outcomes. Due: Monthly, 30 days after end of each month
- C. Report on evaluation outcomes. Due: Annually, 30 days after year end, or as directed by Port PM

SECTION 3. OTHER GENERAL TASKS

1. Engagement with Community Based Organizations and Support Services Entities

- 1.1. Maintain linkages and relationships with community based organizations serving underrepresented communities, and public and non public entities to ensure that diverse communities (including near-Airport residents) are informed about opportunities for employment at SEA Airport.
- 1.2. Maintain relationships with community based organizations, public and non public entities that provide services and support to communities and provide referrals to SEA Airport job seekers and incumbent workers, as appropriate.

2. Refugees Workforce Development Assistance

- 2.1. Assist asylum seekers in becoming familiar with the job application, hiring processes, and worker rights.
- 2.2. Collect data and other relevant feedback associated with barriers encountered by asylum seekers in applying and securing jobs in port related sectors.

Deliverables

- A. Provide in person information and virtual information referral services. Due: Ongoing Always accessible
- B. Provide a work plan coordinating with up to three subconsultants to:
 - i. Hire interpreters to facilitate support services for asylum seekers.
 - ii. Assess referred persons to develop career and referral plans.
 - iii. Describe the job application, hiring process, and worker rights.
 - iv. Develop and review with people Career Preparation Plan.
 - v. Consider referrals where appropriate to places like ANEW and AJAC for additional career exploration in airport-related manufacturing and construction
 - vi. Do tours of airport and focus on describing the entry level jobs and other opportunities
 - vii. Introduce individuals to aviation career pathways programs

Consultant may request updates to the work plan with approval by the Port's Project Manager.

Consultant is authorized to utilize the contingency fund to charge for the 4% sub-consultant markup.

Due: Draft work plan: 11/15/2023

Final work plan: 12/15/2023

Assumptions

7. The Port will provide all materials developed to-date on this topic, including reports, employee surveys, and best practices collected from other outreach.¹
8. The Port will help communicate the availability of any services to potentially interested SEA workers.
9. The Port will coordinate with the Consultant to determine key aspects of the program design, and to facilitate direct access to interested SEA workers.
10. The Port will provide meeting space for any required in-person activities as available, beyond Port Jobs' capacity
11. The Port will assist – if requested and as available – with conducting any survey work, in coordination with the Consultant.

¹ Supplemental materials to be provided include The Imagine Institute's final report and presentation, all employee childcare survey results, and the Commission Childcare Order.

Attachment B
Milestone Schedule
Amendment 4

Task #	Description	Amount per year	Total Contract Value (Years 1-5)	Total Contract Value (Option Years 6-7)	Subtotal
TASKS FUNDED WITH AIRPORT FUNDS					
1	Employer Services and Engagement Years 1-5	\$174,908	\$874,540		\$874,540
	Option Years 6-7	\$174,795		\$349,590	\$349,590
	Job Seeker Services: Years 1-5	\$174,908	\$874,540		\$874,540
2	Option Years 6-7	\$174,795		\$349,590	\$349,590
	Screen / Refer Qualified Applicants Years 1-5	\$174,907	\$874,535		\$874,535
3	Option Years 6-7	\$174,795		\$349,590	\$349,590
	Training Services: Pre-Employment and Job Search Years 1-5	\$174,907	\$874,535		\$874,535
4	Option Years 6-7	\$174,795		\$349,590	\$349,590
	Job Seekers Services Years 1-5	\$56,467	\$282,335		\$282,335
TASKS FUNDED WITH NON-AIRPORT FUNDS			\$1,555,555	\$341,320	\$1,896,875
1	Option Years 6-7	\$56,317		\$112,634	\$112,634
	Training Services Years 1-5	\$56,465	\$282,325		\$282,325
	Option Years 6-7	\$56,317		\$112,634	\$112,634
2	Option Years 6-7	\$56,317		\$112,634	\$112,634
	Aviation Career Pathway Training Services plus navigation and retention services per Amendment 1 Years 1-5	\$148,179	\$740,895		\$740,895
	Option Years 6-7	\$58,026		\$116,052	\$116,052
4 (AM 4)	Program Development Year 4	\$22,400	\$22,400		\$22,400
5 (AM 4)	Materials Development Year 4	\$22,400	\$22,400		\$22,400
6 (AM 4)	Program Implementation Year 4	\$80,200	\$205,200		\$205,200
	Program Implementation Year 5	\$125,000			

OTHER GENERAL TASKS		\$2,933,935	\$1,112,674	\$4,046,609
1	Engagement with Community Based Organizations and Support Services Entities	\$556,787	\$2,783,935	\$2,783,936
	Years 1-5			
	Option Years 6-7	\$556,337		\$1,112,674
2	Refugees' workforce development assistance			
	50% Due upon receipt of First Draft Plan	\$150,000	\$150,000	\$150,000
	50% Due upon receipt of Final Plan			
Contingency				\$45,000
Value of Amendment 4				\$250,000
Total Not-to-Exceed Amount				\$10,884,994

Attachment D Company Information Sheet Amendment 4

Port of Seattle Solicitation Information

Legend: Prime enters information Name of Field Automatically Generated/Calculated Field

Contract No.:	00320638
Contract Title:	Employment Center Management and Workforce Development
Contract Value:	\$10,884,994

Summary of Company Information and Diversity in Contracting

Instructions: The areas in green automatically calculate based on the values entered in the detail sheet for each company. If the calculations seem incorrect to you, please return to the individual detail sheet to make changes there. Please note that rows cannot be deleted once added. For unneeded rows, the % of work column can be left to 0 and a note added to the scope of work.

Companies

	Company Name	Scope of Work	% of Work	Small & Diverse Business Credentials										Is WMBE?	Est. Dollar Value
				OBE	CBE	MBE	WBE	MBBE	VDB	LGBTQBE	SBE	SCS	HSP		
Prime	Office of Port JOBS	Manage Airport Employment Center	89%										X	No	\$9,687,645
Subcontractor	Business Government Community	Consulting Retention & Childcare	2%			X								Yes	\$217,700
Subcontractor	Wayne Enterprises	cleaning & janitorial tasks	2%					X						Yes	\$217,700
Subcontractor	One America	See Amendment 2 - Task 6	0%										X	No	\$0
Subcontractor	Congolese Integration Network	See Amendment 2 - Task 6	0.46%										X	No	\$49,962
Subcontractor	Partners In Employment	See Amendment 2 - Task 6	0.46%										X	No	\$49,962
Subcontractor	Asian Counseling & Ref Serv.	See Amendment 2 - Task 6	0.46%										X	No	\$49,962
Subcontractor	Minar and Northey LLP		1%				X				X			Yes	\$108,850
Subcontractor	Cold Coast Accounting		1%				X				X			Yes	\$108,850
Subcontractor	Adams Interpreting Services LLC		2%					X			X			Yes	\$217,700
Subcontractor	BF Foods		2%					X						Yes	\$217,700

100%

Number of Firms		1	2	4		4	5
Participation %		2%	2%	6%		4%	90%
Est. Dollar Value of Participation		\$ 217,699.88	\$ 217,699.88	\$ 653,099.64		\$ 435,399.76	\$ 9,837,531.03

Prime WMBE Participation	0%
Subcontractor WMBE Participation	10%
Total WMBE Participation	10%