

BUSINESS DEVELOPMENT AND CONTRACT COMPLIANCE
Apprenticeship Utilization Reduction Request Form
Incomplete forms will be rejected.

Contract No.: _____ Project Name: _____

Prime Contractor: _____

Requestor: _____ Email: _____ Phone Number: _____

Required Apprenticeship Utilization Rate:	Requested Reduced Utilization Rate:	Percent of Contract Complete: (Must be at 90% completion)
_____ %	_____ %	_____ %

Select all check boxes that apply.

Is this request due to a King County Change Order in the Scope of Work?

☐ **Yes.** Attach documentation.

☐ **No.** Select the appropriate reason(s) below.

☐ **The shortfall is related to a lack of available apprentices enrolled in a Washington State Apprenticeship and Training Council (WSATC) program.** Attach documentation of communication with the appropriate union or non-union training program.

☐ **Your company made efforts to coordinate with a training program to contact other recruitment or referral agencies.** Check the boxes for the programs where Best Efforts were made and attach documentation. *"Best Efforts"* means the strongest possible efforts that the contractor and its subcontractors can reasonably make to meet the established apprentice requirement, priority hiring requirement, and other hiring goals.

☐ Apprenticeship and Nontraditional Employment for Women (ANEW)

☐ Seattle Central College Pre-Apprenticeship Construction Training Program (PACT)

☐ Tulalip Tribes TERO Vocational Training Center (TVTC)

☐ YouthBuild

☐ Other (must be a WSATC approved program) _____

☐ **Your company sponsored an apprentice candidate for entry into a WSATC approved apprenticeship program.** Attach documentation.

☐ **The shortfall is related to a reason or concern other than those identified above.** Attach a written explanation and supporting documentation.

IMPORTANT: The contractor is required to submit documentation of its Best Efforts along with this form. Examples of acceptable Best Efforts documentation include union dispatch slips, craft worker utilization forms, and email communications from local unions or training programs that provide additional information explaining any shortfalls.

All signatures must be obtained before this request is submitted.

Prime Contractor Signature

Date

King County PR or PM Signature

Date

FOR BDCC USE ONLY

Request is: ☐ Approved to _____% ☐ Denied

BDCC Representative: _____

Signature: _____

Date: _____

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INSTRUCTIONS

THE CONTRACTOR/REQUESTOR MUST COMPLETE THE FORM IN ITS ENTIRETY AND SHALL PROVIDE BEST EFFORTS DOCUMENTATION WITH THE SUBMITTAL OF THIS FORM.

In this form, the terms contractor and subcontractor are synonymous with consultant and subconsultant, respectively.

Before submitting this form to BDCC at opportunity@kingcounty.gov, complete the following actions:

- Ensure Certified Payroll Reports for all applicable contractors and subcontractors are up to date in [LCP Tracker](#).
- Obtain the King County Project Representative (PR) or Project Manager (PM) signature
- Compile Best Efforts and supporting documentation

For a complete listing of approved Washington State Apprenticeship and Training Council (WSATC) programs, visit [WSATC programs](#).