



**Navajo County in conjunction with the  
Northeastern Arizona Local Workforce Development Board  
Request for Proposals RFP F18-09-26A  
For Workforce Innovation and Opportunity Act (WIOA)  
One-Stop Operator  
November 15, 2018 TO June 30, 2020**

**Services Solicited**

Navajo County is issuing this Request for Proposals on behalf of The Northeastern Arizona Local Workforce Development Board (hereinafter referred to as the LWDB) for the purpose of selecting a qualified Workforce Innovation and Opportunity Act of 2014 (WIOA) One-Stop Operator for the Local Workforce Development Area. A copy of the WIOA and regulations may be accessed via the U.S. Department of Labor website (<https://www.doleta.gov/WIOA/>).

Competitive sealed proposals for the specified material or service shall be received by the Clerk of the Board of Supervisors' Office, 100 East Code Talkers Drive, Holbrook, Arizona 86025, until the time and date cited. Navajo County takes no responsibility for informing recipients of changes to the original solicitation document. Failure to submit amendments with the solicitation response may be grounds for deeming submittal non-responsive. The county reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal.

All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

Proposals must be in the actual possession of the Clerk of the Board of Supervisors' Office at the location indicated, on or prior to the exact time and date indicated below. Late proposals shall not be considered. The official prevailing clock is in the Clerk of the Board of Supervisors' Office.

Proposals must be submitted in a sealed envelope. The Request for Proposals **number**, **Proposers name and address** should be clearly indicated **on the outside** of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the Procurement Agent listed in this solicitation.

A complete copy of this RFP and possible amendments may be obtained by accessing our County Website: [www.navajocountyaz.gov](http://www.navajocountyaz.gov), e-mailing your request to: [ryan.larson@navajocountyaz.gov](mailto:ryan.larson@navajocountyaz.gov), or by calling (928) 524-4342 Offerors are invited to review the information and to submit their proposal in accordance with the criteria established within this RFP. To allow adequate time to respond, written questions regarding this RFP must be received by the Procurement Office no later than **October 15, 2018 at 5:00 PM**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFP. Questions asked after October 15, 2018 may not receive a response.

There will be a conference call on October 16th @ 10:00 AM Local AZ time to address any questions received an opportunity as well to ask any remaining questions. Answers will also be posted in conjunction to the RFP at <http://www.navajocountyaz.gov/Departments/Finance/Procurement>.

Conference call number – 1-877-820-7831  
Access Code – 1284375#

**RFP NUMBER:** F18-09-26A  
**RFP DUE DATE:** Monday, October 29th, 2018  
3:00 PM Local AZ Time  
**PUBLIC RFP OPENING:** Monday, October 29th, 2018  
3:10 PM Local AZ Time  
**SUBMITTAL LOCATION:** Navajo County Clerk of the  
Board of Supervisors' Office  
100 East Code Talkers Drive  
Holbrook, Arizona 86025

**DIRECT WRITTEN QUESTIONS TO:**  
Navajo County Procurement Office  
Ryan Larson  
[ryan.larson@navajocountyaz.gov](mailto:ryan.larson@navajocountyaz.gov)  
928-524-4342