



NAVAJO COUNTY

May 6, 2025

Addendum No. 1

To all Eligible Bidders and Plan Holders:

RE: WIOA TITLE I-B ADULT, DISLOCATED WORKER AND YOUTH CAREER SERVICES PROVIDER, RFP #B25-04-015

The following is a list of questions and answers for this project:

1. According to RFP page 13, the last possible day for addenda to be posted is May 16th by end of day. The proposal deadline is less than 3 business days later. In our experience USPS is very unreliable within such a tight timeframe. Is it possible to hand-deliver our proposal? If so, instead of a PO Box, can you please provide an address and office to which we can hand-deliver our proposal?

Alternatively, if the only delivery option is a PO Box, is it possible to have the timeline adjusted so there is more time between the addenda posting deadline and the proposal deadline?


The RFP does not mandate a specific delivery method for proposal submission. Offerors choosing to submit proposals via the United States Postal Service (USPS) must use the designated PO Box, as USPS does not deliver to our street address. Offerors opting for alternative delivery methods (e.g. FedEx, UPS, courier services, or hand-delivery) should address proposals to the Clerk of the Board of Supervisors' Office at 100 East Code Talkers Drive, Holbrook, AZ 86025. Offerors are encouraged to select a delivery method that ensures their proposal arrives in accordance with the deadlines stated in the RFP.


If you have any questions regarding this Addendum, please contact Kolton Root at (928) 524-4100 or Kolton.Root@navajocountyaz.gov.

Sincerely,

KOLTON ROOT
Senior Procurement Officer, Public Works

 Kolton.Root@navajocountyaz.gov

 928-524-4100

 P.O. Box 668
Holbrook, AZ 86025



May 13, 2025

Addendum No. 2

To all Eligible Bidders and Plan Holders:

RE: WIOA TITLE I-B ADULT, DISLOCATED WORKER AND YOUTH CAREER SERVICES PROVIDER, RFP #B25-04-015

The following is a list of questions and answers for this project:

1. The Budget Response Form (Attachment G) and indirect cost plan are not referenced, but they are in the One-Stop RFP. Are these required elements? Is there a specific format that you want our budget to be in to satisfy RFP page 20, sections 4a, 4c, and 4d?

Specific forms are not provided for the offeror's budget. When responding to Evaluation Criteria, follow the format and number responses to each category and subcategory exactly as they are listed in the RFP.

2. Page 20, section 4 (b) states to include a budget narrative that describes the fund's purpose and to include job descriptions and estimated hours for any staff positions. Can you confirm that the budget narrative doesn't have a page limit? The page limit for Evaluation Criteria can be located on page 18. To allow offerors ample space to provide a budget and respond to Evaluation Criteria, the page limit for Evaluation Criteria has been increased from 10 to 15. Attached to reflect this change is revised page 18 of 44 (Dated May 13, 2025).
3. Page 10 of the RFP says "Costs for these "transitioned" or "inherited" customers must be factored into the costs that are included in the budgets for this proposal." What are the expected carry-over participants? For the last full program year, how many participants were in WEX, ITAs, and OJTs?

There are currently no OJTs or WEXs. Current data for ITA enrollment is below:

Current Enrollments (including new)	Adult	DW	OSY	ISY
Globe	16	1	10	3
Payson	1	0	6	0
Pinetop	13	2	3	0
Winslow	6	0	2	1
Apache County- Veronica	19	0	1	0
Apache County- Carm	11	0	0	0
Total:	66	3	22	4

**WIOA TITLE I-B ADULT, DISLOCATED WORKER AND YOUTH CAREER SERVICES PROVIDER, RFP
#B25-04-015 – ADDENDUM NO. 2**

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4. Is there a prescribed budget template? Please provide.
Please see the response to item 1.
5. Will computers or cell phones be provided by the LWDB or should those be included in the budget?
Offerors do not need to include a computer line item in their budgets. The new consultant will be provided with computers for use under the program. The consultant will be responsible for the cost of repair or replacement should LWDB-provided devices become lost or damaged under the consultant's care. Neither cell phones nor cell phone equipment will be provided by the LWDB.

Additionally, please make note of the following:

1. **RFP Page 11 Revision (Dated May 13, 2025):** The *Locations of Workforce Centers and Current Delivery Methods* table has been revised. Attached is revised page 11 of 44.


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to modify service delivery including utilizing staff that is focused on the delivery of either Adult and Dislocated Worker services or Youth Services.

Service provider will not exceed \$215,000 in salaries and ERE's.

LOCATIONS OF WORKFORCE CENTERS AND CURRENT DELIVERY METHODS

COUNTY/CENTER(S)	DELIVERY SYSTEM	CURRENT STAFFING PROVIDED BY WIOA TITLE PROGRAM FUNDS
Gila County Globe, Payson	(2) Affiliate Centers delivering Career Services and Individualized Services as needed and determined by customer flow	1.0 FT staff to provide delivery of WIOA Title I-B services.
Apache County Mobile Job Center	(1) Mobile Job Center with (1) additional office used as a "home-base" for staff	1.0 FT staff to provide delivery of WIOA Title I-B services.
Navajo County Show Low Pinetop- Lakeside, Winslow; Hotbrook	(1) Comprehensive Center delivering integrated services with other One-Stop Partners and (1) Affiliate Center delivering Career Services and Individualized Services as needed and determined by customer flow + Community College Satellite with a staff whose salary is shared with the community college	1.0 FT staff to provide delivery of WIOA Title I-B services + .5 FT staff to provide delivery of WIOA Title I-B services and College Academic Advising services.

AVAILABILITY OF FUNDS

Navajo County and the LWDB anticipate allocating approximately \$186,750 in Adult funding, \$41,500 in Dislocated Worker funding, and \$186,750 in Youth funding for this contract. Funding during the contract term is subject to change based on WIOA funding levels received by the County.

Please note that the LWDB is and will remain the responsible party for the Infrastructure Funding Agreement (IFA) for the Job Centers in the local area. The LWDB currently pays all IFA costs allocated to Title I-B programming and will continue to pay those costs. The Title I-B Program staff will be provided with hoteling and permanent office/cubicle space as based on the needs of the job center/area served. This space is subject to change as such, occupancy costs should not be included in the budget attached to this proposal.

All contracts are subject to the availability of funds.

VII. REQUEST FOR PROPOSAL (RFP) SUBMITTAL FORMAT AND EVALUATION CRITERIA

All submittals shall include any and all forms provided in this solicitation package. It is permissible to copy these forms as required. The offer form shall be submitted with a signature by the person authorized to sign the submittal. Erasures, interlineations, or other modifications in the submittal should be initialed by the person authorized to sign the submittal. Periods of time, stated as a number of days, shall be in consecutive calendar days. It is the responsibility of all offerors to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before sending in a submittal. Negligence in preparing a submittal confers no right of withdrawal after due date and time.

1. **SUBMITTAL FORMAT:** Submittal for the projects shall be limited to the items listed below. Firms are advised to follow guidelines and submit only the requested information:

PART	FORMAT CONTENT	MAXIMUM POINTS	TOTAL NUMBER OF PAGES
Part A	Executive Summary		1
Part B	Evaluation Criteria: 1. Implementation 2. Organizational Background and Capacity 3. Past Performance History 4. Budget	50 15 15 20	10 15
Part C	Attachments (Required but shall not count toward page limit) 1. Key Personnel Resumes Only: Identified in the proposal (each resume should not exceed 2 pages each) 2. Organizational Chart		
Part D	Proposal Checklist (Attachment A – 1 page) Debarment Certification (Attachment B – 2 pages) Non-Collusion Affidavit (Attachment C – 1 page) Byrd Anti-Lobbying Certification (Attachment D – 1 page) Offer Page (Attachment E – 1 page) Statement of Assurances (Attachment F – 1 page)		1 2 1 1 1 1
	TOTALS	100	18 23



May 13, 2025

Addendum No. 2

To all Eligible Bidders and Plan Holders:

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ONE-STOP OPERATOR, RFP #B25-04-003

The following is a list of questions and answers for this project:

1. The WIOA services RFP has a cap on Employee Related Expenses. Is there a cap on ERE for the One-Stop RFP?
There is no cap.
2. Page 20, section 4 (b) states to include a budget narrative that describes the fund's purpose and to include job descriptions and estimated hours for any staff positions. Can you confirm that the budget narrative doesn't have a page limit?
The page limit for Evaluation Criteria can be located on page 18.
3. Should we include a computer and cell phone in our budget, or would these be provided directly by the LWDB?
Offerors do not need to include a computer line item in their budgets. The new consultant will be provided with computers for use under the program. The consultant will be responsible for the cost of repair or replacement should LWDB-provided devices become lost or damaged under the consultant's care. Neither cell phones nor cell phone equipment will be provided by the LWDB.
4. Can Attachment G be provided in an Excel format?
Attachment G (Excel Version) has been made available on Navajo County's procurement website (<https://www.navajocountyaz.gov/571/Procurement---Solicitations>) as of the publication of this addendum. Offerors may utilize the Excel Version or PDF version located in the RFP package.
5. Can you please verify the center locations? Do One-Stop operations and Service Providers operate out of the exact same locations?
The job center locations are available on pages 5-6 of the RFP. The One-Stop Operator and Title I-B Adult, Dislocated Worker and Youth Career Services Provider operate out of the same locations.

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WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ONE-STOP OPERATOR, RFP #B25-04-003 – ADDENDUM NO. 2


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