



NAVAJO COUNTY

"Proudly Serving, Continuously Improving"

May 20, 2022

ADDENDA # 1

To all Eligible Bidders and Plan Holders:

RE: Addenda #1 for WIOA Title IB Adult, Dislocated Worker and Youth Career Services Provider, RFP #B22-04-028

The following is a list of questions and answers requested for the above referenced RFP:

- 1) Can we be provided with the current staff salaries for our proposed budget?

Answer: Total current salaries that should be included on the budget for the 4 existing Workforce Specialists that need to be retained is \$153,000.00.

- 2) Can you confirm the number of project leadership and career managers that need to be retained—is it 5.5 FTE?

Answer: There are 4 FTE that need to be retained. There is one additional FTE vacancy that was previously a Workforce Specialist based in the Show Low Job Center but there is flexibility for the bidder to propose a different staffing pattern that may include leveraging that position as a team lead/project manager. There is not currently a permanent program manager. The .5 FTE will be part of a LWDB pilot project with Northland Pioneer College; the funding for that position does not need to be included in the proposal budget but should be considered when determining appropriate staffing levels/patterns as it is intended for that position to manage a participant case load.

- 3) Does a certain percentage of budget need to be allocated to dislocated worker services?

Answer: No.

- 4) Is there a minimum percentage of the budget that needs to be allocated to WEX, Occupational Skills Training, and/or Supportive Services?

Answer: A minimum of \$120,000.00 of youth funding must be spent on WEX activities and a maximum of \$50,000.00 can be spent on Adult and/or DW Transitional Job (WEX) activities. There is flexibility for the bidder to structure a budget that leverages the remaining funding for maximum impact/outcomes.

- 5) Can Adult/Dislocated Worker and Youth WIOA programs be combined in one proposal? Or should there be two separate proposals?

Answer: Adult, DW and Youth budgets can be combined in one proposal.



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- 6) Can Adult/Dislocated Worker and Youth WIOA budgets be combined in one budget? Or should there be two separate budgets?

Answer: Adult, DW and Youth budgets can be combined into one budget.

If you should have any questions, feel free to give me a call at (928) 524-4100 or e-mail: cheryl.hollins@navajocountyaz.gov.

Sincerely,

Cheryl Hollins, Navajo County Procurement Officer