

Addendum #1

DATE: May 19, 2017

TO: All prospective bidders for Coconino County RFP 2017-109
Coconino County Workforce Development Board One Stop Operator

FROM: Scott Richardson, CPPO, Purchasing Manager

RE: Clarification of Specifications

Please use the following information when preparing your bid for Coconino County **RFP 2017-109**:

To clarify the roles of the operator and the One Stop location; the operator is the convener of partners, helps to identify new partners, and help schedule and coordinate One Stop activities. That is distinct from the One Stop location. There is no intention to move the One Stop location from the DES location. DES will provide the site manager.

1. How large is the one-stop- sq. Ft, or Would it be at Goodwill once again if we received the bid?

The Comprehensive One Stop is at DES and the location will not change with a new Operator. The Square footage can be provided to you by DES.

2. How many partners are currently in the one-stop?

Co-located partners are at the Comprehensive One Stop: DES/Wagner Peyser, Vocational Rehabilitation, Veterans Services, and Career Center/WIOA Title 1. Other partners are itinerant, and that information can be sought from DES.

3. Will the management of the one-stop require a full-time manager? If so, what is the salary?

The Site Manager is provided at no cost by DES. The Manager does not report to the Operator, and is DES staff. As such, the Manager will work with the Operator, and all partners.

4. Will the one-stop manager be responsible for securing three new partners or will the responsibility be assigned to another person within the organization?

The Comprehensive One Stop Manager will not be responsible for securing new partners. That task is part of the Scope of Work for the new Operator.

5. Will the board fund any the start-up cost – equipment and supplies?

There is no intent that the Workforce Development Board or the Board of Supervisors will fund anything beyond what is identified in the RFP.

6. Are there separate funds allocated by the board to pay occupancy cost, electricity, phone, internet, etc.?

No. The Comprehensive One Stop at DES charges for occupancy of partners.

7. Who will be the designated person to meet with the Coconino County Board quarterly and report out on the metrics?

The quarterly report is part of the Scope of Work for the Operator RFP. The Operator will assign a staff to present their report to the County Workforce Development Board.

8. I assume the partners will provide the services and we are only applying as an operator?

Your assumption is correct that Job Seeker and Employer services will continue to be provided by the partners. Services to be provided by the Operator are listed in the RFP.

This addendum is hereby made part of RFP 2017-109, and shall be considered a part of the RFP specifications for all purposes including RFP preparation and evaluation.

For any questions, contact Scott Richardson at the Coconino County Purchasing Department, 219 E. Cherry Ave., Flagstaff, Arizona 86001. E-Mail srichardson@coconino.az.gov

This addendum must be signed by an authorized person and submitted with the RFP. I have read this addendum and understand the information stated above.

Authorized Signature

Date

Print or Type Name of Authorized Person