



Yuma Private Industry Council, Inc.

3834 W. 16th Street Yuma, AZ 85364 (928) 329-0990 Fax No. (928) 783-0886 TTY (928) 329-6466

Yuma Private Industry Council, Inc. Yuma County's Local Workforce Development Board WORKFORCE INNOVATION AND OPPORTUNITY ACT

Addendum to Request for Proposal

REQUEST FOR PROPOSAL:

One-Stop Operator
Program Year 2016-2020

AMENDMENT NO. 1

Issued: March 14, 2017

ISSUED TO:

All Potential Bidders

ISSUED BY:

Yuma Private Industry Council
Workforce Development Board
3834 W. 16th Street
Yuma, AZ 85364

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. All other terms and conditions of the RFP will remain the same.

CHANGES TO THE RFP

SECTION TEN: PROPOSAL PROCESS, APPEALS AND CONTRACT AWARD

Section C – Appeals (Page 35) **REPLACE** with the following:

<i>Yuma County</i> Yuma Private Industry Council Workforce Development	Subject Protests and Appeals Policy	
	Original Issue Date March 13, 2017	Revision Date
	Authorized by: John Morales, Executive Director	

Purpose: To provide a process for prospective bidder who is allegedly aggrieved in connection with a solicitation or award of a contract to protest to the Executive Director.



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Policy: This policy allows a prospective bidder the opportunity to appeal a solicitation or award of a contract if they feel that there is an alleged grievance. The protest shall be submitted in writing to the Executive Director within five (5) working days after notification of the recommendation of award.

Decision of the Executive Director: The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall:

- (a) State the reason for the action taken;
- (b) Inform the protestant that a request for further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the Workforce Development Board within five (5) working days after the receipt of the decision made by the Executive Director.

Protests and appeals to the Workforce Development Board: The decision of the Executive Director may be appealed to the Workforce Development Board. Protests and appeals to the Workforce Development Board must be filed no later than seven (7) working days after the date of the decision being protested or appealed. Any appeal or protest shall be filed in writing with the Clerk of the Board and shall state, as appropriate the following:

- (a) A determination or interpretation is not in accord with the purpose of these procedures;
- (b) There was an error or abuse of discretion;
- (c) The record includes inaccurate information; or
- (d) A decision is not supported by the record.

In the event of a timely appeal before the Workforce Development Board, the Board shall not proceed further with the solicitation or with the award of the contract until the appeal is resolved, unless the Executive Director makes a written determination that the award of the contract without delay is necessary to protect a substantial interest of the workforce development system.

Protests and appeals Procedure:

- (a) Hearing Date. A hearing before the Board shall be scheduled within thirty days of the Board's receipt of a protest or appeal unless the protestor and County both consent to a later date.
- (b) Notice and Public Hearing. The hearing shall be a public hearing. Notice shall be mailed or delivered to the protestor not later than ten days before the scheduled hearing date.
- (c) Hearing. At the hearing, the Board shall review the record of the process or decision, and hear oral explanations from the protestor and any other interested party.
- (d) Decision and Notice. After the hearing, the Board shall affirm, modify or revise the original decision. When a decision is modified or reversed, the Board shall state the specific reasons for modification or reversal. The Clerk of the Board shall mail notice of the Board decision. Such notice shall be mailed to the protestor within five working days after the date of the decision, and to any other party requesting such notice.
- (e) A decision by the Board shall become final on the date the decision is announced to the public.



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- (f) If the prospective bidder is not satisfied, they may appeal the decision within 15 days to the Department of Economic Security, Department of Employment and Rehabilitation Services, State of Arizona.

END OF ADDENDUM #1