



**Pima County Workforce Investment Board
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

REQUEST FOR PROPOSAL (RFP) NUMBER: RFP-CSET-WS-2015-09

RFP TITLE: WORKSHOPS

RFP PROGRAM YEAR: 2016-2017

RFP ISSUE DATE: Tuesday, December 29, 2015
10:00 a.m., Mountain Standard Time (MST)

RFP available for pick up at: Kino Service Center, 3rd Floor Reception Desk
Community Services, Employment and
Training (CSET)
2797 E. Ajo Way
Tucson, Arizona 85713

RFP also available on CSET website:
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

RFP PROPOSAL DEADLINE: Tuesday, January 19, 2016, 3:00 p.m., MST

Proposal must be submitted in a sealed envelope and addressed to: Kino Service Center, 3rd Floor Reception Desk
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, Arizona 85713

The envelope should be clearly marked on the outside with RFP information: Number, Title, Due Date and Time and
Proposing Organization or Individual's Name.

OPENING OF PROPOSALS: Tuesday, January 19, 2016, 3:15 p.m., MST

Proposal Drop Off Location: Kino Service Center, 3rd Floor Reception Desk
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, Arizona 85713

TECHNICAL ASSISTANCE SESSION: Tuesday, January 5, 2016, 3:00-5:00 p.m., MST
Session Location: Kino Service Center , 2797 E. Ajo Way
Tucson, Arizona 85713

Please email questions to Anna.Cunes@pima.gov.

Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Addendums and Questions and Answers will be posted at <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

If you download this RFP please notify Anna.Cunes@pima.gov via email to register for updates.

PUBLISH: Daily Territorial, www.pima.gov, www.azgrants.com

REVIEW AND RFP COMMITTEE

RECOMMENDATIONS RELEASED:

On or before February 5, 2016, 3:00 p.m., MST

RFP CONTACT:

Anna M. Cunes, 520.724.6766
Anna.Cunes@pima.gov

I. Introduction

Pima County Community Services, Employment and Training Department (CSET) is requesting proposals from any private for-profit business entity, private non-profit corporation, public entity, or individual who has not been debarred or suspended to provide workforce services under this RFP. The contract period shall be July 1, 2016 to June 30, 2017. County reserves the right to extend contracts for up to four (4) one-year periods.

This solicitation is based on the Workforce Innovation and Opportunity Act (WIOA) Title I. WIOA serves employers and job seekers. Proposers should understand WIOA and the customers it serves and they should understand that the customer mix changes as the economy changes.

Under WIOA, local areas are required to subcontract for Youth Services but are not required to do so for Adult or Dislocated Worker (DW) Services. While this RFP is based on funding from the WIOA, the County may use responses to award contracts that may include funding from Health and Human Services, Housing and Urban Development (HUD), Pima County's General Fund, other Department of Labor grants, and other workforce program grants obtained by the County.

This RFP is one of several being released in support of the County's One-Stop System, which is a part of America's Job Centers.

II. Timeline (subject to change; check CSET website for updates)

RFP Release Date and Time:	Tuesday, December 29, 2015, 10 a.m., MST
Questions and Answers Posted on CSET website:	Tuesday, December 30, 2015 to Tuesday, January 19, 2016
Technical Assistance Q and A Session: MST	Tuesday, January 5, 2016, 3:00 p.m., MST
Questions No Longer Accepted: MST	Tuesday, January 12, 2016, 3:00 p.m., MST
Proposals Deadline: MST	Tuesday, January 19, 2016, 3:00 p.m., MST
Proposal Review Period:	January 20 to 29, 2016
Committee Recommendations Due:	Between February 1 and 5, 2016
Committee Recommendations to WIB:	Friday, February 12, 2016
Recommendations to Board of Supervisors:	Scheduled for early March 2016

III. The Workforce Investment Board (WIB)

The Pima County Workforce Investment Board (WIB), whose composition is established under WIOA, is made up of public and private sector representatives who provide general oversight for the One-Stop Workforce Program. The WIB's vision is *Quality Jobs; Qualified Workers*.

Employers are a major customer under WIOA, and local areas are expected to identify industry sectors that will benefit local economic development efforts. The WIB's current target sectors, which are periodically reviewed and modified, are Aerospace and Defense, Logistics, Health and Bioscience, Emerging Technologies, Infrastructure, and Natural and Renewable Resources.

The WIB expects that all activities throughout the One-Stop Career Center System emphasize basic work etiquette, often referred to as work ethic or soft skills. For example, workshop participants are expected to treat the workshop like a job—they should be punctual and call in if they are late or absent.

IV. Workforce Innovations and Opportunities Act (WIOA)

WIOA consists of four Titles. County WIOA funds available under this RFP are from Title I and are used for WIOA eligible youth, adults, and dislocated workers. WIOA participants in workshops may be youth, adults, or dislocated workers. Under each category or

subcategory of eligibility, Veterans are given preference service. Eligibility is determined by the One-Stop.

WIOA identifies two types of youth: In-School and Out-of-School. In-School Youth are ages 14-21 and will have been determined eligible by Pima County based on their income and other factors required under WIOA.

Out-of-School Youth are ages 16-24 and will have been determined eligible by Pima County based on specified characteristics under WIOA.

WIOA sets three priorities for Adults who are ages 18 and older. The first priority is public assistance recipients; the second is those who are low income; and the third is those who are basic skills deficient.

Dislocated workers have lost a job through no fault of their own. In many cases they have not had to look for a job in many years. When they enter a workshop setting they may be anxious, angry, and stressed. They often have a good work ethic, but find that their job-seeking skills and resume are not up to date.

Additional Title I programs are Job Corps, Native American Programs, and Migrant and Seasonal Farmworkers, who are partners in the One-Stop System but operate their own programs. WIOA designates additional partners including HUD Employment and Training programs, Community Service Block Grants Employment and Training programs, Temporary Assistance for Needy Families (TANF), Community Colleges, Trade Adjustment Assistance, Unemployment Insurance, and several others.

WIOA Titles II, III, and IV are partners to the One-Stop System. Title II is the Adult Education System, Title III is the State Employment Service Office under Wagner-Peyser (D.E.S. Employment Administration), and Title IV is the Vocational Rehabilitation System. Each of these partners operate their own programs, but each has staff located at Pima County's two Comprehensive One-Stop Centers. Under WIOA all four titles will use the same performance measure formulas and develop a unified plan.

The State Employment Service (Title III) operates Arizona Job Connection (AJC), which is a statewide database for employers to post job orders and is used by WIOA Title III State Employment Service and WIOA Title I Youth, Adult, and Dislocated Worker programs to track job-seekers. All job seekers are expected to have an electronic resume in AJC. This database is used by the state to generate performance measure reports. State Employment Service staff are housed at the two Comprehensive One-Stop Centers and work with job-seekers before they apply for the Adult or Dislocated Worker program.

V. The Local One-Stop

Pima County CSET operates the One-Stop Career Center System, which is part of America's Job Centers and is funded through various federal, state and local sources to provide workforce services to residents of Pima County. The One-Stop provides employment and training services through a number of programs to clients who range in skill from first-time job seekers, those with significant barriers to employment, to advanced-degree professionals who are seeking career changes.

VI. This Workshop RFP

This RFP is seeking trainers to provide workshops, labs, seminars, and other group activities for County One-Stop customers. These sessions will be used to prepare job-seekers to enter/re-enter training or a job, teach soft skills to new entrants into the workforce, help job-seekers and employers prepare the workforce.

Workshop training providers selected through this process shall provide workshops at the request of the One-Stop Career Center Director or designee. One-Stop shall arrange for the location of the workshop at a One-Stop, subcontracted agency, community site, or employer site. One-Stop will schedule participants for the workshop.

Workshops prepare people to enter or reenter the workforce. One Stop job-seekers who participate may include a person who has been out of the job market for a length of time, a youth who has never worked, a chronically unemployed adult, and members of the disabled and ex-offender communities.

Workshops are a high volume, low cost part of the workforce delivery system that help prepare job-seekers for employers and assist the One-Stop System in meeting performance requirements.

An evaluation of a participant's satisfaction of the workshop and evaluation of the participant's attainment of workshop objectives shall be conducted and the results compiled and submitted to a One-Stop representative.

Job-seekers will be referred to any workshop by the One-Stop System. County may use one of more contractor in each Workshop Category or County may not select a provider in all Categories. The activities in many categories are expected to be short, and in many cases may not be frequent.

VII. Cost Considerations

In most cases One-Stop pays the cost for delivered instruction on a per Workshop basis. If the demand for a Workshop is very heavy, County reserves the right to re-negotiate for a cost-reimbursement contract.

Contract awards are expected to be in the \$5,000-\$60,000 range. Several contracts may be awarded in each category. Contracts will be awarded "up to" an award amount that is not a guarantee of revenue to the contractor. If a proposer has negotiated a cost with another County agency or a state agency for the service being proposed through another competitive process, proposer may not state a higher cost here.

A contract may be extended for up to four (4) years and proposer should state a proposed cost for each subsequent year (second, third, fourth, and fifth), should the contract be renewed.

VIII. Workshop Categories

Category: Youth Entrepreneurial

For WIOA Youth - that takes into consideration the elements discussed in WIOA 681.560. This could be offered classroom style or as a hands-on, project-based workshop to introduce young adults to the process of brainstorming, formulating, testing, developing and prototyping innovative ideas based on the behaviors, needs or desires of potential customers, and cover the essential steps from concept to launch of starting a new venture. One-Stop expects to offer this once a quarter for youth. While it is a required service offering for WIOA Youth, One-Stop may ask the successful proposer to provide the same type of training for WIOA Adults or Dislocated Workers

Category: Entrepreneurial Introduction

Introductory sessions for people considering to start a business or becoming self-employed.

Category: Business Start-Up

Hands-on sessions to assist potential entrepreneurs in generating and testing or refining their business idea; understanding their customer; determining what type of business plan they need in order to launch, and developing plan components; determining their financing needs and strategies; developing a marketing strategy, structuring and registering their business, obtaining applicable licenses and permits, understanding regulatory environment and legal resources.

Category: Self-Employment

To develop or clearly define a self-employment plan for prospective independent contractors or sole proprietorships, that may include issues such as up-front requirements and costs; income tax reporting, business and professional licenses; legal issues and insurance; projected expenses and revenues; reaching, cultivating and retaining customers; operations plans, such as facilities, equipment, tools, supplies, and schedules.

Category: Youth Leadership

(Refer to WIOA Notice of Proposed Rule Making (NPRM) § 681.520)

A strategic activity that encourages development and confidence in individuals' strengths, responsible decision-making, problem solving, employability, self-determination and other positive social behaviors.

Category: Youth Financial (Refer to WIOA NPRM § 681.500)

An activity that helps prepare youth to make good judgments for the money they receive from their work. It should also help them understand the paycheck, various monetary instruments, basic budgeting and saving.

Category: Employability Skills

One-Stop is looking for instruction of Employability Skills for WIOA Adults, Dislocated Workers, Youth, Homeless, and Older Workers. Depending on the target population, classes generally range from 15 to 60 hours.

Category: Basic Computer Skills for Job Seekers

One-Stop is seeking workshops for people entering with different skill levels. Three possible modules for job seekers:

Basic Computers -- Introducing rudimentary use of computers for the novice: understanding and usage of desktop/laptop, keyboard, mouse operations, folders, documents, saving, deleting, and printing.

Methods of Online Job Searching --- Navigating job search through the Web; using email and social media; knowing how to attach resume; and knowledge and awareness related to cyber security.

Word Processing and Basic Spreadsheets --- text, editing, rows and columns, click cells and type, and basic formulas.

Category: Resume Writing Lab

A hands-on approach to using an established computer software program to assist job seekers with basic computer skills in developing an effective competitive functional resume for the employment search, including use of open source and proprietary systems with respect to job search, resumes, and covers letters.

Category: Researching Career Pathways

Provides an exploration of career and personality interest inventories to survey interests, aptitudes, and preferences and compares the results to occupations in career paths that are best for the individual for gaining employment, retention, and promotion.

Category: Defining Career Pathways for Industry

Tools to help businesses identify the skill set ladders in their company, and how they can articulate those skill set needs to job seekers and to training institutions in order to attract candidate and see curriculum written that helps prepare job seekers for jobs in career paths in their industry.

Category: Understanding What Employers Want

Group discussion that focuses on employer expectations of their employees.

Category: Navigating Online Applications and Resumes for Employers

Understanding how different job search systems operate and how they are linked. The strengths and weaknesses of using key word searches.

IX. General Instructions and Application

- A. Complete the Proposer Summary Form (One Copy).
- B. Prepare one (1) original proposal and provide six (6) copies for each Workshop Category you are proposing to provide:
 - 1) Proposed Service Details for a Workshop Proposal.
 - 2) For each Workshop Category you are proposing under, prepare a Narrative that addresses Experience and Credentials, Understanding Employer Needs, and Workshop Content and Methodology.
 - 3) For each Workshop Category you are proposing under, prepare the budget detail form and a budget narrative for the delivery of one workshop.
- C. Do not bind the original proposal nor the six copies. Use paper or binder clips.
- D. Three-hole punch the original proposal and copies on left hand side.
- E. Place original proposal and copies in a sealed envelope or box. The box or envelope must be clearly labeled with the RFP Number, Title, Due Date and Time and Proposing Organization or Individual's Name.
- F. Proposer should be prepared, if requested, to present a portion of a curriculum to a panel that will evaluate the effectiveness, style, clarity, etc. of the presentation.
- G. Proposals must be complete and accurate and must comply with WIOA Regulations. Responses must appear in their proper order. Deadlines will be enforced fully, and failure to comply with any requirements of this RFP may result in the proposal's disqualification and removal from any further consideration.

X. Evaluation Criteria and Selection Process

Proposals will be evaluated by a Committee consisting of WIB members, community representatives and CSET staff. The Committee will use the criteria and scoring system below and provide recommendations to the WIB for approval. Once approved, the recommendations are forwarded to the Board of Supervisors for approval.

A. Experience and Credentials (20 points)

Areas to be evaluated include credentials of delivery staff; success of curriculum; experience with workforce programs; this and similar activities; meeting performance objectives; and working with specific job seeking populations.

B. Understanding Employer Needs (15 points)

Areas to be evaluated include preparation for work and careers; WIB priorities; and issues faced by employers.

C. Workshop Content and Methodology (40 points)

Areas to be evaluated include reasonableness of time needed; style of delivery; ability to engage participants; and relevance of curriculum.

D. Cost (25 points)

Areas to be evaluated include reasonableness of cost.

If a proposer submits a proposal for more than one Workshop Category, proposer may use the same response for parts of each proposal. Each Workshop may be reviewed by a different team, that is, one team may review Computer Fundamentals proposals and another may review Entrepreneurial proposals.

XI. Proposer Summary Form

2016-2017 Workforce Innovation and Opportunity Act Program Proposal	
Legal Name of the entity submitting this proposal:	
Address: (street, city, state, zip code)	
Incorporated? Yes <input type="checkbox"/> Year _____ No <input type="checkbox"/>	
Contact Name:	
Contact Email:	
Contact Office Phone:	Fax:
Mission Statement:	
<p>Please attach the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Conflict of Interest Policy<input type="checkbox"/> Auditor's Opinion and Management Letter from your last audit<input type="checkbox"/> Fingerprint Clearance (card) and Federal Central Registry Background Check Procedure.<input type="checkbox"/> Drug-free Workplace Policy<input type="checkbox"/> Lobbying Statement <p>Please answer the following:</p> <p>Has your organization had prior contracts with Pima County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was the last one?</p> <p>_____</p> <p>Has your organization provided services for federally-funded grant programs in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you had fiscal or program monitoring findings? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the resolution?</p>	

Who was the monitor?

If you answer yes to any of the following, please provide a brief description:

- **Has your organization obtained a new procurement system in the last three years?** Yes No

- **Has your organization obtained a new accounting system in the last three years?** Yes No

- **Has your organization obtained a new management information system in the last three years?** Yes No

- **Has your organization had key personnel changes in the last three years?** Yes No

Pima County invoice payment policy is a net-30 days after receipt. Will you be able to provide uninterrupted delivery of services under this payment schedule? Yes No

On no more than one page, please respond to the following:

1. **What safeguards do you have in place to protect confidential client data?**
2. **What safeguards do you have in place to guard against unauthorized access of email communications with One-Stop?**
3. **What safeguards do you have in place to guard against unauthorized access to One-Stop information that is processed and/or stored on your computers?**

For Pima County staff use only - If the proposer is a corporation is it:

- In Good Standing with the Arizona Corporation Commission**
- Been Suspended or Debarred**

To the best of my knowledge and belief, all of the information in this proposal is true and correct. The document has been authorized by the governing body of the proposer and the proposer will comply with the attached assurances if funding is awarded.

**Printed name of President
or Chief Executive Officer:**

**Signature of President
or Chief Executive Officer:**

Date:

XII. Proposed Service Details for a Workshop Proposal

Workshop Category: _____
(should match the RFP categories)

Legal name of the entity submitting this proposal:	
Contact Name for this proposal:	
Contact Email:	
Contact Office Phone:	Fax:
Name of Workshop:	
Total # of Hours for Workshop:	
Target Audience(s):	
Optimal # of Job Seekers:	
Acceptable Range for Job Seekers Per Session:	
Cost of Delivered Workshop at a County Designated Site: \$	
Cost of Delivered Workshop at Your Site: \$	
Hardware Requirements:	
Internet Requirements:	
Software Requirements:	
(The following is not applicable to proposers for the Basic Computer Skills workshop) Are job-seekers required to have a basic understanding of and basic navigation skills with respect to hardware, software and Internet? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Scheduling Notice Requirements: How much lead time do you need to schedule a workshop?	
Cancellation Notice Requirements: How much lead time do you need if this workshop is to be cancelled?	

How often can you offer this workshop?
Do you offer this workshop in Spanish? Yes <input type="checkbox"/> No <input type="checkbox"/> If you offer this workshop in another language, indicate here: _____
Do you have a requirement for Reading skill levels? Yes <input type="checkbox"/> _____ No <input type="checkbox"/>
Do you have a requirement for Computational skill levels? Yes <input type="checkbox"/> _____ No <input type="checkbox"/>

XIII. Budget for One (1) Workshop

- _____ Personnel
 - _____ Staff Development
 - _____ Travel
 - _____ Equipment
 - _____ Supplies
 - _____ Communications
 - _____ Contractual
 - _____ Operating costs
 - _____ Total Cost for One (1) Workshop
-

Indicate Total Cost for 2016-17: \$

- Cost for 2017-18 = \$
 - Cost for 2018-19 = \$
 - Cost for 2019-20 = \$
 - Cost for 2020-21 = \$
-

XIV. Budget Narrative

Briefly discuss any of the following listed in your Budget.

Personnel: Indicate salary and fringe benefits to be paid for one sample full-time equivalent staff who will deliver services. Include programmatic supervision and/or staff support costs, if any, by detailing the cost and FTE portion of

supervision and staff support. For fringe benefits indicate the rate and amount of fringe benefits. Explain what expenses make up employee benefit costs.

Staff Development: Indicate estimated costs for training and education of staff involved in the project.

Travel-mileage: Indicate the amount requested for staff travel. Pima County will not reimburse mileage costs in excess of the County-approved rate (currently \$0.445/mile).

Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$1,000 or more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

Supplies: Include the cost of consumable supplies and materials to be used during the program period. Describe types of supply items to be purchased and justify the need for the items. All purchases should be made through competitive bid, state or local award or established purchasing procedures.

Communications: Budgeted costs of phone use by the staff person.

Contractual: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes evaluation services and should include who will be performing the evaluation, the type of work to be performed and how the rates are determined.

Space: If workshop is held at your site, break out the rent, utilities, security, and janitorial costs.

Operating Costs: Operating costs may include direct charges for financial, accounting, auditing, contracting or general legal services; internal evaluation, including overall organization's management improvement costs; and general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. If you use an indirect cost, state here and provide the letter.

XV. Supplementary Information INSURANCE REQUIREMENTS

Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Awardee from liabilities that might arise out of the performance of the work under this Contract by the Awardee, its agents, representatives, employees or subcontractors, and Awardee is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: Awardee will provide coverage with limits of liability not less than those stated below.

Commercial General Liability – Occurrence Form

Policy must include bodily injury, property damage, personal injury and broad form contractual liability.

General Aggregate	\$2,000,000.00
Products – Completed Operations Aggregate	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Blanket Contractual Liability – Written and Oral	\$1,000,000.00
Fire Legal Liability	\$ 50,000.00
Each Occurrence	\$1,000,000.00

Policy must be endorsed to **include coverage for sexual abuse and molestation.**

Policy must be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor.”**

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Automobile Liability

Policy must include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000.00
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Policy must be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”**

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers,

officials, agents, and employees for losses arising from work performed by or on behalf of the Awardee.

Worker's Compensation and Employers' Liability

Workers' Compensation As required by law

Employers' Liability:

Each Accident	\$ 500,000.00
Disease – Each Employee	\$ 500,000.00
Disease – Policy Limit	\$1,000,000.00

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Awardee.

This requirement will not apply to Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements: All policies must contain, or be endorsed to contain, the following provisions:

Pima County, wherever additional insured status is required, will be covered to the full limits of liability purchased by Awardee, even if those limits of liability are in excess of those required by this Contract.

The Awardee's insurance coverage will be primary insurance and non-contributory with respect to all other available sources.

Coverage provided by Awardee will not be limited to the liability assumed under the indemnification provisions of this Contract.

The Project Name, Contract Number and project description must be noted on the Certificate of Insurance.

Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract must provide the required coverage and must not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to Pima County. Such notice must be sent by certified mail with return receipt requested and mailed directly to the **CSET Director, Kino Service Center, 3rd Floor, 2797 E. Ajo Way, Tucson, AZ 85713.**

Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona and County in no way warrant that the above-required minimum insurer rating is sufficient to protect the Awardee

from potential insurer insolvency. All Certificates of Insurance are to be received and approved by Pima County before work commences.

Approval and Modifications: Pima County Risk Management reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

XVI. Contract Award Process

A. Selection of Providers

Recommendations will be made by the Review Committee and forwarded to the Workforce Investment Board. Awards will be made by the Pima County Board of Supervisors and Pima County reserves the right to:

1. Renew contract(s) for four (4) subsequent one-year periods if contractor's performance is good and County determines that it is in County's best interest to renew.
2. Award monies from the City of Tucson, Pima County, State of Arizona and Federal programs and other sources to contractors receiving funding under this RFP.
3. Accept or reject any or all of the applications received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
4. Make no award.
5. Negotiate necessary adjustments in proposed costs and program activities in order to meet available funding.
6. Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
7. Direct vendors to implement changes in accordance with state or federal directives made to comply with Pima County, Workforce Innovation and Opportunity Act, OMB circulars, and applicable regulations.
8. Request a Best and Final Offer from proposers.

B. Procurement Process

The Pima County procurement process complies with applicable State and Federal requirements. This RFP incorporates Pima County Standard Terms and Conditions. Contracts for funding awarded under this RFP shall be executed between the applicant and Pima County. Contracts shall be fee-for-service, "not-to-exceed" contracts or cost-reimbursement contracts.