

Public Notice ad

**Pima County Community Services, Employment and Training (CSET)
Pima Vocational High School (PVHS)**

REQUEST FOR PROPOSAL (RFP)

RFP Title: Substitute Teaching

RFP No.: RFP-CSET-PVHS-2018-05

Program Year: 2018-2022

RFP Issue Date: Thursday, January 25, 2018, 10 a.m. Mountain Standard Time (MST)

RFP Available for Pick Up: Pima Vocational High School, 175 W. Irvington, Tucson, AZ 85714

RFP Available Online: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and <http://webcms.pima.gov/government/procurement/>

Proposal Drop Off Location: Pima Vocational High School
ATTN: Michele Ray
175 W. Irvington
Tucson, AZ 85714

Publish Date: Thursday, January 25, 2018, Daily Territorial,
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>, and <http://webcms.pima.gov/government/procurement/>.

RFP Contact: Michele Ray at 520-724-9737 or michele.ray@pima.gov.

QUESTIONS may be sent to michele.ray@pima.gov. All questions and answers will be posted at the above website. The last day that questions will be accepted is Wednesday, February 7, 2018, 3 p.m., MST.

A **TECHNICAL ASSISTANCE SESSION** will be held for the purpose of clarifying requirements, answering prospective respondent questions and provide any updated information. Any changes to the RFP, as well as all questions and answers, will be posted on the CSET website referenced above. It is the responsibility of prospective respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional, but encouraged.

Technical Assistance Session: Friday, February 2, 2018, 3 p.m., MST
Pima Vocational High School
175 W. Irvington
Tucson, AZ 85714

Proposal Deadline: Friday, February 9, 2018, 12 p.m., MST

Opening of Proposals: Friday, February 9, 2018, 12:15 p.m., MST

Contract Recommendations: Friday, March 2, 2018

SOLICITATION

In accordance with Pima County Board of Supervisors Policy (“Selection and Contracting of Professional Services”), PVHS is requesting proposals from respondents who are qualified, responsible, and willing to provide fee for services in compliance with all specifications and requirements contained in the RFP. Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. County reserves the right to extend contracts for up to four (4) one-year periods.

The RFP may be picked up between 10 a.m. and 4 p.m., Monday through Friday, at the Pima Vocational High School, 175 W. Irvington, Tucson, Arizona, starting at 10 a.m. on Thursday, January 25, 2018. Please call (520) 724–9745 for access to the building. A copy of the RFP may be downloaded at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

INTRODUCTION

PVHS is seeking a qualified vendor to provide substitute teaching services on an as-needed basis in the academic areas of Mathematics, English, Social Studies and Elective.

Proposals must be submitted in accordance with the RFP instructions. Failure to do so may be cause for the proposal to be rejected as non-responsive.