



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

REQUEST FOR PROPOSAL (RFP)

RFP Title: Academic Program Development

RFP No.: RFP-CSET-PVHS-2020-01

Program Year: 2020-2021

RFP Issue Date: Tuesday, February 18, 2020, 1:00 p.m. Mountain Standard Time (MST)

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

RFP Available Online: **RFP Available Online:**
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> and at
<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: Tuesday, February 18, 2020, Daily Territorial and at
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

RFP Contact: Michele Ray at 520-724-9740 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 Friday, March 20, 2020 4:00 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, March 13, 2020 at 10:00 a.m. (MST)
Pima Vocational High School
175 W. Irvington
Tucson, AZ 85714

Proposal Deadline: Friday, March 20, 2020, 10:00 a.m., MST

Opening of Proposals: Tuesday, February 18, 2020, 1:00 p.m., MST

SOLICITATION

In accordance with Pima County Board of Supervisors Policy (“Selection and Contracting of Professional Services”), Pima Vocational High School within Pima County Community Services, Employment and Training (CSET) 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 Request for Proposal (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 1:00 p.m. on Tuesday, February 18, 2020. Please call (520) 724-9740 for access to the building. You may download a copy of this RFP at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

INTRODUCTION

Pima Vocational High School within Pima County CSET is requesting a qualified vendor to provide training for administrators and staff to meet Arizona Department of Education and Arizona Charter School Board requirements for substantial student progress in areas of academic achievement and vocational skills, including AzMERIT or other state standardized tests. Vendor will develop materials for training in best practices for teachers serving formerly out-of-school youth ages 16-21.

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.