

# REQUEST FOR PROPOSALS



**Workforce Development Area 14  
Athens, Meigs & Perry Counties**

A proud partner of the American Job Center Network

**OhioMeansJobs (OMJ) Center  
Operator, Adult and Dislocated  
Worker Services, and  
and Youth Services**

**Workforce Innovation and  
Opportunity Act (WIOA)**

**Addendum #1 to RFP  
Published on March 1, 2024**

## **Addendum to Section 4.3 – Proposal Submission**

### **4.3 Proposal Submission**

~~All proposals must be sent by certified/registered/signature required mail, delivered at the following location:~~

Proposals can be submitted directly to the Workforce Development Board Director in-person, or via certified/registered/signature required mail, delivered at the following address:

Area 14 Workforce Development Board  
340 West State Street, Unit 35  
Athens, Ohio 45701

All proposals must be packaged, sealed and show the following information on the outside of the package:

- \* Respondent's name and address (return address)
- \* Area 14 RFP for WIOA Funded OMJ Center Operator, Adult and Dislocated Worker Services, and Youth Services)

Within the package, each respondent must submit:

- one (1) original signed copy of Narrative Proposal
- one (1) original (signed as needed) copy of all Required attachments
- one (1) original Cost Proposal
- three (3) copies of Narrative Proposal
- three (3) copies of all Required Attachments
- three (3) copies of Cost Proposal
- one (1) USB drive that includes one (1) Portable Document Format (.pdf) copy of the submitted Narrative Proposal, Required Attachments, and Cost Proposal

Proposals must be received no later than the specified date and time stated in this RFP. Any proposal that is received after that time will be returned to the respondent. ~~Submissions must be sent via certified/registered/signature required mail, and respondent is responsible for requesting proof of delivery date and time from their chosen carrier if needed.~~ Submissions must be hand-delivered to the Area 14 Workforce Development Board Director in-person or sent via certified/registered/signature-required mail, and respondent is responsible for requesting proof of delivery date and time from their carrier. When submitting proposals in person, respondents will receive a receipt of submission from the Workforce Development Board Director. A signed copy of the receipt of submission shall remain with the submitted proposal.

Respondents should note the Area 14 Workforce Development Board office is not always manned, due to out-of-office events and meetings. The Area 14 Workforce Development Board will not be responsible for failed attempts to submit proposals in-person. Respondents submitting proposals will be responsible for ensuring their proposals are received by the submission deadline.