



**Employ Prince George's Office of Administration
on behalf of the
Prince George's Local Workforce Development Board**

**ADDENDUM I TO THE REQUEST FOR PROPOSAL
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
REQUEST FOR PROPOSAL
FY 2022: YOUTH CAREER CENTER/ ONE STOP OPERATOR
RFP#: WDBRFP-002**

The following will serve as Addendum Number I to RFP#: WDBRFP-002.

Important Dates

RFP Release Date: Tuesday, October 19, 2021

Virtual Bidder's Conference: Monday, November 1, 2021 | 3:00 - 5:00 PM EST

Proposal Due Date: Wednesday, December 1, 2021 | 5:00 PM EST

Proposals must be submitted via our online grant application portal no later than Friday, Wednesday, December 1, 2021, which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 5:00 PM EASTERN STANDARD TIME (EST) ON WEDNESDAY, DECEMBER,1 2021 WILL NOT BE ACCEPTED.** The Board is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) will not be accepted.

**BIDDER'S QUESTIONS, COMMUNICATIONS AND CLARIFICATION
PROCEDURES**

Please submit all questions to regarding this RFP by email ATTN to the Director, Contracts & Operations Ericka Stevens at RFPSubmissions@co.pg.md.us (with the subject line "RFP #WDB WDBRFP-002 Questions") prior to the Virtual Bidder's Conference as all questions will be reviewed and discussed only during this time. Answers furnished during the conference will not

be official until EPG has published them, in writing as an addendum to the RFP by **Wednesday, November 3, 2021 by 5:00 p.m. EST.**

From the issue date of this RFP until the LWDB selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFP. The primary mode of communication between the Issuing Office and potential bidders will occur on EPG website: www.pgcajc.com.

Interested parties can download the Request for Proposals and additional documents from this website beginning **Tuesday, October 19, 2021**. This RFP is being made available electronically. If a Bidder electronically accepts the RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Bidder’s possession and the Issuing Office’s version of the RFP, the Issuing Office’s version shall govern.

SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	Tuesday, October 19, 2021
Deadline to submit Technical Questions and Non-Technical Questions via email Ericka Stevens at RFPSubmissions@co.pg.md.us (with the subject line “ RFP# WDBRFP-002 Questions ”)	Potential Bidders	Friday, October 22, 2021 at 5:00 PM EST <i>*No questions will be accepted after the close of Bidder’s Conference</i>
Pre- Proposal Virtual Bidder’s Conference Virtual EVENT – Link to Bidders Conference Microsoft Office Teams	Issuing Office/Potential Bidders	Monday, November 1, 2021 from 3:00-5:00 PM EST
Answers to Potential Bidders questions posted to EPG website www.pgcajc.com on or around	Issuing Office	Wednesday, November 3, 2021 5:00 PM EST
Deadline to submit Proposal	Potential Bidders	Wednesday, December 1, 2021 5:00 PM EST
Selection of Successful Bidder on or around	Issuing Office	Thursday, December 30, 2021
Program operations to begin NO LATER THAN	Successful Bidder	Wednesday, January 5, 2022
Two-Day Mandatory WIOA OSY Provider Training Virtual EVENT	Issuing Office/Awarded Sub-Recipient	Monday, January 10, 2022 TIME TBD

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