

**One-Stop Operator Services RFP
RFP-CED25-OSO
Addendum #1
Issued March 28, 2025**

Per the Phoenix Business and Workforce Development Board (Board) Meeting on March 27, 2025, the Board approved the recommended closure of the North Job Center by June 30, 2025. This addendum reflects the recommended closure in the RFP.

1. RFP – Scope of Work

Please replace the following paragraph from **Section II (B) (2) (a)** on Page 9:

a. Comprehensive Job Centers

South Job Center

4635 South Central Avenue, Phoenix, Arizona 85040

West Job Center

3406 North 51st Avenue, Phoenix, Arizona 85031

2. RFP – Scope of Work

Please replace the following paragraph from **Section II (C) (2) (I)** on Page 14:

- I. In compliance with WIOA, the successful proposer must reduce the prorated cost of leasing any exclusive space at the Comprehensive Job Centers from its monthly invoices to the City. Exclusive space is, for example, a cubicle or workstation that is exclusively used by the one-stop operator and does not include the welcome function area. Based on the exclusive space usage by the current one-stop operator, the projected annual costs are below.

South Job Center \$2,430.00

West Job Center \$1,384.00

CITY OF PHOENIX
Community & Economic Development Department
ONE-STOP OPERATOR SERVICES RFP (RFP-CED25-OSO)

3. RFP – Attachment E

Please replace the following items from Attachment E (11) on Page E-3:

11. NOT BILLED BY CONTRACTOR OR REIMBURSED BY THE CITY					
ITEM		Projected Costs			
South Job Center Space		\$2,430 annually	\$	2,430.00	
West Job Center Space		\$1,384 annually	\$	1,384.00	
Computer Equipment		\$45 ea per month x 12 months x # of Staff*	\$	-	
Total City of Phoenix Costs				\$	3,814.00
TOTAL OSO Costs				\$	3,814.00
*Note: Should be based on proposed staff working at the Comprehensive Job Centers					

The Microsoft Excel version of Attachment E has also been replaced on the RFP Website as “Revised Attachment E – Proposed Budget – OSO.xlsx” with the changes above.