



**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**REQUEST FOR PROPOSALS NO. 24-DHS-RFPLW-601**

**ADDENDUM NO. 1**

Arlington County Request for Proposals No. 24-DHS-RFPLW-601 for WIOA Adult and Dislocated Worker Program Services is amended as follows:

**I. RESPOND TO QUESTIONS RECEIVED THROUGH VENDOR REGISTRY BY THE DEADLINE:**

**Question 1: Can you confirm the contract term is one year with four (4) renewal options?**

**Answer 1:** Confirmed

**Question 2: How many career coaches are currently working in the WIOA program?**

**Answer 2:** Currently the AEC has three career coaches who support the WIOA Adult and Dislocated Worker Program for the Department of Human Services, as part of their overall caseload.

**Question 3: Can you elaborate on what is meant by "supplies" in regards to what the contractor is required to provide?**

**Answer 3:** AEC will provide office space, utilities, custodial/janitorial services, internet services, and basic office equipment such as computers, desk phones, printers, and copiers. Other supplies (anything other than what is provided to implement the WIOA program that AEC isn't providing) and staff mobile devices must be provided by the Contractor.

**Question 4: Is there a requirement for the number of career coaches?**

**Answer 4:** The contractor must provide at least one career coach for this contract.

**Question 5: Does the AEC track disability status for the WIOA program? If so, do you know the percentage of participants with a disability served in the program?**

**Answer 5:** Yes, the AEC tracks the status of customers who disclose their disability status. The AEC served 12 WIOA participants who disclosed a disability, approximately 9% of all participants, during FY23.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_