



Workforce Strategy Development Consulting Services Request For Proposals

Release Date: May 11, 2022

The following is a list of responses to questions submitted by prospective respondents to Workforce Strategy Development Consulting Services RFP. A copy of the RFP is available at:

https://esd.ny.gov/doing-business-ny/requests-proposals/workforce-strategy-development-consulting-services-request

Workforce Strategy Development Consulting Services - Responses to Questions

Table with 3 columns: No., Question, Answer. Contains 4 rows of Q&A.



No.	Question	Answer
5	Bullet 2 (organizational structure) and bullet 5 (support staff) in Section B. "Firm Experience" seem to be more relevant for Section C. "Staff Experience and Qualifications." Please clarify whether Offerors should address Items 2 and 5 in their response to Section C, or Section B?	Respondents should address requirements of both Sections B and C. Responses in Section B will demonstrate the Firm's experience and Section C will demonstrate the experience of the specific staff that will be dedicated to the project by the Firm.
6	Please confirm that Offerors are only required to provide references for the Firm's relevant work as part of our response to Section B. "Firm Experience," and not for Section C. "Staff Experience and Qualifications."	See response to Question 5.
7	Is there an expectation that the work under this contract will intersect with the REDC workforce development strategy vendors? If so, what is the expected intersection and collaboration?	The two separate contracts will not intersect. The REDC strategies will be completed in three months while this contract is expected to run longer.
8	Some vendors may be able to offer an expedited timeline to complete the full scope within a shorter duration than 12 months. Does ESD favor a shorter timeline than 12 months?	ESD is seeking a contract no longer than 12 months. Respondents can propose a timeline that best fits their ability to complete the scope of work in the most appropriate amount of time.
9	The RFP instructs Respondents to "raise any concerns present prior to submission of their proposal." Please clarify when Respondents should submit their redlines/exceptions to Schedule A.	Concerns could be submitted as soon as possible. However, this will only be addressed if your entity is the preferred bidder.
10	Can you please provide a time range for the estimated contract start date? If this is not possible, can you share the key milestones you are hoping to work towards?	ESD seeks to begin this work as soon as a contract has been agreed to between ESD and the selected consultant.
11	The RFP indicates "targeted economic sectors" in each region. Have these sectors already been identified?	Regional tradable sectors have been established by each REDC in their strategic plans that were originally developed in 2011. This information can be found on each region's REDC website.

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12	How many sectors have been (or will be identified) per region? How many statewide?	Regional tradable sectors have been established by each REDC in their strategic plans that were originally developed in 2011. This information can be found on each region’s REDC website. For the purposes of the new Office of Strategic Workforce Development, ESD has not yet established preferred sectors and seeks to do with the help of this Consultant.
13	The RFP indicates a project period of no more than 12 months. What is the preferred start date for the project?	See response to Question #10.
14	Has a steering committee been formed for the project? Who is represented on that committee?	There is no steering committee for this project. The Consultant will report in to the VP & Director of the Office of Strategic Workforce Development.
15	Have statewide stakeholders been identified for input in the project?	No stakeholders have been predetermined. They will be identified in collaboration between ESD and the Consultant and will include members of ESD’s staff from around the state.
16	The RFP mentions ESD Leadership and “internal” stakeholders. Who are those internal stakeholders?	See response to Questions #15.
17	Does the ESD prefer that engagement (i.e., meetings with internal departments) take place in person? Virtually? Or, a combination?	ESD does not have a stated preference and will determine with the selected Respondent.
18	Can you explain how this project aligns to the recent RFP for REDC workforce strategy planning?	While through a previous RFP ESD sought to obtain assistance for the REDCs to develop regional workforce strategies, this procurement focuses on ensuring all of ESD, its regional offices, and the Regional Economic Development Councils are working towards a collective vision for ESD’s workforce development initiatives and uniform metrics/measurements of success.

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19	Will the consultant be working with consultants hired for the regional planning initiative?	See response to Question #7.
20	<p>The RFP mentions “branding/marketing” .</p> <p>Does the ESD seek brand development and marketing strategy as part of this project?</p> <p>Does that include graphic elements and multi-media communication strategy?</p>	See response to Question #1.
21	What is the budget for this project? Is there a do-not-exceed amount?	See response to Question #3.
22	What are the key milestone dates for this project?	There have been no milestone dates established. It is expected targeted milestones will be discussed as ESD enters into a contract with the selected Respondent.
23	Understanding the OSDW is new, have any analyses been conducted to date by the ESD or other state agencies that could provide additional historical context?	ESD has not conducted any prior analysis.
24	Could ESD provide any insights on how has success been measured in the past?	ESD has not previously established metrics for measuring success in workforce development as this is a new division of the Organization.
25	<p>When calculating the hourly rate, does the ESD prefer a standard 8 hr. Or elongated 9 hr. Day?</p> <p>What is the appetite for overtime?</p>	Entities submitting a proposal should disclose their fully loaded hourly and estimated number of hours to complete the project per task.



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26	How would you characterize the internal decision making process throughout your past projects? Centralized or by committee?	OSWD is a new division at ESD and has therefore not had any past decision-making experience. Each department has the ability to oversee and implement its own projects, as is the case for this RFP. However, decisions will be made in consultation with ESD leadership.
27	Will access be provided to the sister agencies' visions, strategies, and prioritized initiatives for comparison?	ESD will work with other state agencies to attempt to facilitate conversations and analyses as requested.