



REQUEST FOR Proposals (RFP)

Regional Economic Development Council Workforce Development Strategy Planning

Release Date: April 14, 2022

Regional Economic Development Council Workforce Development Strategy Planning

Q&A

No.	Question	Answer
1	<p>Requesting an electronic copy of the specifications or any other documents associated with this project:</p> <p>Project Title: Regional Economic Development Council Workforce Development Strategy Planning - Request for Proposals Bid Number: Unknown Posting Date: 4/14/2022</p> <p>If a fee is required, please inform me beforehand.</p>	<p>No fee is required. Any interested party can submit a proposal.</p>
2	<p>Could you please confirm that our company is pre-qualified for this opportunity?</p>	<p>This is a separate RFP and does not involve any existing ESD Pre-Qualified List. Interested parties are encouraged to submit their proposals irrespective of status on any Pre-Qualified List.</p>
3	<p>Will consulting teams play a role in selecting and convening the REDC work groups, or will ESD and REDC leadership lead this effort with consultant support on staffing and facilitation?</p>	<p>The ESD Regional Office and REDC will lead the effort to convene the appropriate work group(s) and the consultant will support by leading facilitation of the meetings as well as any note taking and follow up, especially as it pertains to the workforce strategy development.</p>
4	<p>Will consulting teams have access to the raw data and live spreadsheets used to complete Tasks C and D?</p>	<p>All of the information provided to the REDCs to complete Task C will be shared with the consultant assigned to that REDC. Task D is expected to be conducted in parallel to the process under this procurement.</p>

No.	Question	Answer
5	Does ESD anticipate any public or community meetings as part of the strategy development process, in addition to work group convenings and stakeholder conversations?	There is no requirement to hold public or community meetings for information gathering as part of this project, just the collaborations with the REDC work groups and stakeholders as outlined.
6	If academic or nonprofit organizations partner with a consulting team, would they be precluded from seeking funding for workforce programs emerging from the regional strategies on which they worked?	It is expected that the work groups will produce a workforce strategy that addresses the technical and soft skills needs of a particular industry that will serve as a framework for training programs to reference. As such, the framework should not benefit any one particular organization and therefore would not preclude any groups involved as stakeholders in the framework development from later applying for grant funding to implement a training program.
7	If nonprofit/academic organizations play a significant role on a consulting team, will ESD consider counting their fee toward MWBE targets or applying the % target only to the fee not allocated to a nonprofit?	Unless an entity is an NYS certified MWBE or an NYS certified SDVOB , it can't be included as part of the Diversity goals.
8	Would a nonprofit in which the CEO is a woman be considered towards the MWBE target?	A business must be a NYS certified MWBE to be included towards the MWBE goal.
9	Section IV – D At what point do we have to specify the number of sectors we have for each REDC?	REDCs, ESD Regional Offices and their consultant are expected to make this decision together. REDCs will be completing a Regional Workforce Inventory prior to beginning their engagement with the Consultant. From this list it is likely they will have a suggested number of sectors for which they want to develop a strategy. It is up to the consultant, ESD Regional Office and REDC to determine what is feasible in the timeframe and funding allowed.
10	Section-V To Confirm: Should we be planning a 12-week effort based on your dates from July to October?	Yes.
11	Section VI If a vendor was not pre-qualified based on the 2021 RFP, are they still eligible to respond?	See answer to question #2.



No.	Question	Answer
12	<p>Can ESD confirm that the deadline for submissions is 5/16/22? Please note on page 12 of the document</p> <p>under “Submission of a Complete Two-Part Proposal” the deadline is listed as 5/6/22 by 8PM EST.</p>	<p>The correct submission date is 5/16/22. This has been addressed in addendum II.</p>
13	<p>The RFP lists two submission deadlines, 5/16/22 and 5/6/22. Which date should we be adhering to?</p>	<p>See response to question #12.</p>
14	<p>The RFP notes that payments will be tied to the successful completion of tasks and deliverables?</p>	<p>Yes. Consultants should indicate in their fee schedule the anticipated fees for each task, and payment will be made accordingly.</p>
15	<p>Is there any additionally publicly available information that details the payment process and timeline?</p>	<p>No</p>
16	<p>Will EDS and the REDCs support the consultant in convening employers, trade organizations, and key community stakeholders during the sector-based workforce development strategy phase of the work?</p>	<p>See response to question #3.</p>
17	<p>Can local REDCs manage all logistics around focus group setup and attendee invitations, or do we need to include this in our budget?</p>	<p>See response to question #3.</p>
18	<p>Given the short project timeline, can we expect that REDCs have good contact lists to immediately send out invitations to focus groups when the project starts?</p>	<p>See response to question #3.</p>
19	<p>Given the short timeline, do you expect to include outreach (surveys, open houses) to workers, including disengaged workers, or do you believe focus groups with the non-profits that serve workers will be a best approach?</p>	<p>NYSDOL issued a job seeker survey in March 2022 and will be providing the data from that survey to the REDCs. In addition, a business survey was released in April 2022 which will also be available to REDCs.</p>



No.	Question	Answer
20	<p>Can we provide optional services that each region could pick from a la carte, allowing them to get to their total \$150,000 budget available? For example, if one region wants more data analysis but another region prefers more stakeholder engagement, would regions prefer to devise a custom scope to reach their budget?</p>	<p>Consultants will be paired with REDCs after the consultant selection process through this RFP. As such, they would not have the ability to converse with REDCs to determine the menu of services. A consultant can propose a fee schedule in response to this RFP that is flexible based on the services it ends up providing, as reimbursement for services by ESD will be made upon completion of tasks and deliverables, as referenced in the RFP.</p>
21	<p>Can you give some indication of local REDCs' preferences for in-person or virtual meetings?</p>	<p>REDCs have resumed meeting in person since Fall 2021 but on occasion do conduct virtual meetings as well. In the interest of time it may be pertinent to convene more virtual meetings with occasional in-person sessions.</p>
22	<p>So that consultants can best tailor their responses (particularly scope and staffing), can you share the budget range that has been established for this project?</p>	<p>Each REDC will be provided up to \$150,000 for consultant services.</p>
23	<p>The RFP indicates that each workforce development strategy should be designed to train a specific underserved population. Can you elaborate on this?</p> <p>Do you expect to see multiple strategies per region that align to specific populations (e.g. working poor, re-entry populations, veterans, etc.)?</p> <p>Or, a comprehensive strategy per region that addresses the needs of the collective underserved?</p>	<p>Prior to beginning engagement with the consultants, the REDCs will be reviewing regional labor force and employer needs data that will be developed into a Regional Workforce Inventory as detailed in Section IV, Task C. As part of this, they will assess unemployment information in the region and make a determination of which populations it should seek to prioritize workforce training for, in order to provide new opportunity. The workforce development strategy/strategies developed as part of this RFP are expected to identify ways to serve these in-need populations. It is up to the region to determine how they want to do that – whether through a specific program for one target population or a more comprehensive strategy that can serve the underserved.</p>
24	<p>The RFP requires experience in management/coordination of subconsultants and subcontractors. Does the state expect to hire additional consultants to work at the direction of the prime consultant for subject specific areas (e.g., social services, career pathways, etc.)?</p>	<p>If a consultant team is being formed as part of this procurement then it is expected that the prime will have demonstrated experience in managing subconsultants. The state will not be hiring additional consultants outside of what is being sought in this RFP to work on this project.</p>



No.	Question	Answer
25	Are consultants encouraged to present qualifications that align to specific regions and/or assume that a bid is good for any region as determined by the state?	The consultant should demonstrate its experience and qualifications for working in any of the regions it expresses interest in serving.
26	The RFP indicates meeting frequency over a three-month period. Is this the project period in total to be completed by October of 2022.	As outlined in Section V, the engagement with the REDCs is expected to be completed in October 2022.
27	In addition to standard metrics will there be a standard framework for planning in each region, e.g. committee make up, planning benchmarks, regular statewide reporting, pre-determined statewide meetings?	Guidance for completing the workforce strategy process will be provided to the REDCs and shared with the consultants. Frequency of meetings, committee makeup, and process schedules will be at the discretion of each REDC.
28	If the bidding consultant proposes partnership with a subcontractor – what forms must be completed by the subcontractor?	Prime is responsible to complete and submit all the contractual requirements at the time the bid is submitted.
29	Is MBE and WBE participation a factor in scoring for bidding firms? If so, what is the scoring weight for participation, for both primary contractor and subcontractor	Please see Section VIII.