



**WORKFORCE SOLUTIONS CAPITAL AREA WORKFORCE BOARD
REQUEST FOR PROPOSALS FOR THE
REGIONAL WORKFORCE PLANNING ALIGNED WITH ECONOMIC DEVELOPMENT**

- Who is currently provided the services outlined in the attached RFP?
 - *Response: Currently Board staff at the various workforce development boards are working independently on this project. Our expectation is that the chosen proposer will work with the Boards on a concerted effort.*
- How many providers are providing the services outlined in the attached RFP?
 - *Response: Currently Board staff at the various workforce development boards are working independently on this project. Our expectation is that the chosen proposer will work with the Boards on a concerted effort.*
- Given that this is a collaboration across 3 boards, is the geographic focus the full region, just the Capital Area or possibly the full State on some issues?
 - *Response: The 3 workforce boards geographic region.*
- Are you interested in hiring individual facilitator(s) to support this planning effort or a single firm to manage the full project?
 - *Response: Proposals may be submitted by individual facilitators and/or firms to provide the services requested. Based on the proposals received and the evaluation of those proposals, we will then determine which proposer(s) to negotiate for contracting.*
- Can you clarify how long this planning process is expected to take – through year end, or only a maximum of 8-9 months?
 - *Response: Please refer to the RFP Deliverables for this information.*
- Can you provide an available budget for this project?
 - *Response: This is part of the information we are seeking with this RFP.*
- Given that our level of effort will depend on the number of meetings and outreach to local partners, are you comfortable with us providing a budget range for some tasks?
 - *Response: Yes, a budget range is acceptable. Submitted budget will be incorporated into the contract(s) resulting from this Request for Proposals. Submitted budgets should be adequate to successfully perform the requested functions.*

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- Given that your answers to questions will be delivered 3 days before proposal due date, would you consider extending the due date?
 - *Response: Not at this time.*
- Is the consultant just a person to develop the overarching project and lead, train and engage key partners and workforce staff in accordance with the goals listed in Step 1?
 - *Response: An individual person and/or firm.*
- Is the consultant expected to deliver on all the outcomes? Are they responsible for the day-to-day activities of workforce?
 - *Response: Successful proposer will be expected to deliver on all the outcomes outlined in the RFP document. Successful proposer will NOT be responsible for the day-to-day activities of workforce.*
- Is the consultant solely responsible for: Business Objectives of Project: Create an Action Plan for the State's Public Workforce System consistent with the Goals listed above?
 - *Response: Successful proposer will be expected to deliver on all the outcomes outlined in the RFP document.*
- For the purposes of streamlining contractual management, the Capital Area will serve as the primary point of contact for the selected proposer. Does this mean Austin?
 - *Response: Yes. Workforce Solutions Capital Area in Austin will act as the lead agency for the 3 workforce boards in this project.*
- Who owns the workforce locations in Austin? Will the locations be accessible for services?
 - *Response: Workforce locations in Austin are located in leased space. All locations are accessible for services.*
- Will these services be required to be provided on a statewide level?
 - *Response: Please refer to section B – Background information for this question.*
- Is there a sample budget format you would like for us to use?
 - *Response: Budget information may be submitted in a form of the proposers choosing.*
- The RFP indicates a predetermined Advisory Group. Who is represented in this group? Has this group previously convened?
 - *Response: The membership of the Advisory Group will be provided to the successful proposer upon contract execution. Members represent workforce and economic development from across the state. Please refer to section B – Background information for this question.*

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- The RFP mentions a possible summit and trainings. Do you expect these engagements to take place in-person, virtually, or a combination?
 - *Response: That information is to be determined.*
- What is the term of the project? Anticipated start and end dates?
 - *Response: Please refer to the “Procurement Schedule” and the “Contract Information” sections of the RFP for this information.*
- What is the budget for the project? Is there a do not exceed amount?
 - *Response: This is part of the information we are seeking with this RFP.*
- The RFP offers estimated time to complete each area of the scope. Do you have a preferred hourly rate for this work? What is the budget for all requested activities?
 - *Response: This is part of the information we are seeking with this RFP.*
- Do you anticipate this work being done on-site, virtually, or a combination?
 - *Response: This information should be included in your workplan within the proposal.*
- Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?
 - *Response: This project is part of a broader effort in the public workforce system related to systems’ improvements. More details will be shared with the successful proposer upon contract execution.*
- Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?
 - *Response: There is no incumbent service provider.*
- What is your budget or budget range or how much have you spent on similar work in the past? Is travel included in this budget? If not, what is the travel budget?
 - *Response: This is part of the information we are seeking with this RFP. Submitted budgets should be adequate to successfully perform the requested functions.*
- Do you have a preference for local individuals and entities to perform this work?
 - *Response: All responsive proposals will be evaluated.*

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- What is your preferred modality for meetings (in-person, virtual)? Will all meetings be conducted using the same modality?
 - *Response: This information should be included in your workplan within the proposal.*
- If there is a face-to-face individual, can there also be a virtual individual?
 - *Response: This information should be included in your workplan within the proposal.*
- Why are you choosing to outsource this project rather than staffing it internally?
 - *Response: External sourcing allows for staff extension, diversity of experience and perspective, and a neutral convener/facilitator.*
- Will we be able to learn who the other bidders are?
 - *Response: Yes, by following the Open Records Process.*

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