

4 Year Strategic Plan Q&A

The contract was not attached to the RFQ and will be emailed to the proposer that would be selected by the panel reviewing all the proposals.

A copy of the last Strategic Plan and a PowerPoint presentation on WIOA (The Workforce Innovation and Opportunity Act) are now posted on our website for your information.

Q1: What are the roles & responsibilities of the WIB?

A1: During the process of writing the 4 Year Strategic Plan, the WIB will provide guidance and feedback.

Q2: Given your past experience, what is the timeframe (e.g., number of weeks or months) of this project?

A2: Approximately 12 weeks

Q3: Given your past experience, how long does each public hearing last?

A3: Approximately 90 minutes

Q4: Please explain the process of advertising, running and closing public comments / public hearings. What rules or procedures apply? Who places and pays for those ads?

A4: Our office handles this aspect of the project

Q5: The RFQ indicates that respondents must submit a two page written, 12pt font single space proposal. What sections of the proposal are covered by this constraint (e.g. B-F)? Are Schedule A-Cover page and the cover letter not counted against this constraint?

A5: The two pages should be a summary describing how you intend to write the Strategic Plan. Attachments are not included in the two page summary. The answer to part two of your questions is NO.

Q6: How should we order the final submittal (e.g. cover page, cover letter, section B, etc.)?

A6: All required elements should be included in your proposal but preferably in the order they are mentioned in the RFQ.

Q7: Can we include E. Cost Information in the body of the proposal or do we need to include it as a separate attachment with signature?

A7: You should include a budget specifying/detailing the cost of the project. The total amount should be included in the body of your proposal (the two page summary).

Q8: Has a steering committee been formed for the Strategic Plan? If so, what entities are represented?

A8: The panel is not yet formed but it will be made up of three independent individuals (That have no connection to this project).

Q9: What is the not to exceed project budget?

A9: You need to indicate in your proposal how much it would cost to complete the project. There is no NTE amount.

Q10: Is only one hard copy of the submittal required?

A10: We need 4 hard copies

Q11: Can we submit our electronic version of the proposal on a flash drive or does it have to be on a CD?

A11: Either form is acceptable.