

## Questions Submitted

### **RFP for Professional Services to Provide Analysis of Workforce Development Efforts and Workforce Policy Development Assistance Issued by the Office of the Governor and the Department of Labor**

#### **SECTION II. Scope of Services**

- ❖ Section II - Text: *"The selected vendor will work with the Office of the Governor, the Delaware Department of Labor, and other state government entities to develop strategies to expand and target workforce development opportunities for Delawareans. The selected vendor will be expected to review current job creation and training programs and economic development programs, evaluate new proposals, and consider how the State might leverage available federal funding and programmatic assistance. The selected vendor will evaluate systems or processes to align workforce development efforts with economic development strategies. The selected vendor will also provide advice and assistance on the implementation of such proposals. The selected vendor may also be asked to assist with development of other policy initiatives, including work not limited to workforce development and economic development."*

**Question:**

Could you please provide more detail on the deliverables expected of the contractor as a result of these activities?

**The deliverables for the project will be determined in discussion with the successful vendor and remain subject to the discretion of the Office of the Governor and Delaware Department of Labor. It is presently anticipated that the selected vendor will prepare an evaluation of the efficacy of current Delaware programs for job creation and employment training, consider new proposals, and identify opportunities to leverage grants and other support.**

**Question:**

Could you please share 3-5 priorities or key challenges which the Office of the Governor and others have identified as primary targets and which the contractor would likely be expected to support?

**The vendor will develop the key priorities as part of its work, but the Request for Proposal is designed to gather needed information from workforce experts on current trends, demand occupations, and current Delaware initiatives to better align workforce development efforts with strategies for job creation in the state.**

**Question:**

Can you provide a list of the current job creation and training and economic development programs in Delaware?

**No comprehensive list is presently available. Vendors should consult Delaware.gov and federal resources for a list of programs.**

**Question:**

Can you provide a list of recent grants awarded to Delaware by the federal government in the area of workforce development?

**No comprehensive list is presently available. More information can be found on [www.usaspending.gov](http://www.usaspending.gov). It is anticipated that the selected vendor will research grant opportunities and offer strategies for coordination and/or collaboration once identified.**

***Question:***

Have the Office of the Governor and the Delaware Department of Labor received similar assistance to that being requested in this solicitation during the past year?

**Neither the Office of the Governor nor the Delaware Department of Labor has received assistance as solicited in the Request for Proposals. The Workforce Investment Board, which is administered by the Delaware Department of Labor, has received assistance on strategic planning for workforce development issues. The Office of the Governor and the Delaware Economic Development Office have received assistance on job creation and economic development initiatives.**

***Question:***

Are there reports or white papers that speak to the goals/priorities of Delaware in the workforce development and economic development arena that you could provide for our review?

**There is no report or white paper that identifies the specific goals and priorities of Delaware in workforce development and economic development in a comprehensive fashion. Specific discussion on this subject will likely be held with the successful vendor.**

***Question:***

Can you provide a list of the other agencies that will be interacting with vendors beyond the Office of the Governor and the Department of Labor?

**The vendor may also work with the Delaware Economic Development Office and the Workforce Investment Board.**

***Question:***

Will the Office of the Governor or other agencies help the vendor selected engage with stakeholders in the community? We find that a facilitated engagement is much more fruitful than one initiated in a cold-call manner.

**The selected vendor will be expected to undertake its own community engagement. The Delaware Department of Labor or Office of the Governor will provide cross-agency coordination and implementation, and may facilitate community engagement to the extent they deem appropriate. The selected vendor should not expect facilitation of community engagement for purposes of the request for proposal.**

**SECTION III. Required Information**

- ❖ Section III, Paragraph B. General Evaluation Requirements.

***Question:***

Please provide an idea of what you would like in the three categories of: 1) Experience and Reputation, 2) Expertise, 4) Demonstrated Ability, and 5) Familiarity with public work, grant applications processes and requirements. These all seem to ask about experience in similar projects. Any guidance you can give to differentiate among these would be helpful.

**Question:**

Please explain what is meant by "6) Distribution of work to individuals and firms or economic considerations."

**The specific information to be provided in response to the request is at the discretion of the respondent. By means of example, and without limiting the scope of responses that would be accepted in response to the request, the following examples are provided:**

**"Experience and Reputation" – Indications of the prior experiences of the respondent or its employees that support the respondent's ability to complete the project in a satisfactory manner, including details of prior work or third-party commentary on the work of the respondent.**

**"Expertise" – Indications of the respondent's subject matter knowledge in the areas requested, which may include education, professional certifications or other indicia that the respondent has a demonstrated proficiency in the subject matter.**

**"Demonstrated ability" – Indications of the respondent's history with similar engagements that have been successfully undertaken and/or concluded.**

**"Familiarity with public work, grant applications processes and requirement" – Indications of the respondent's prior history with work on behalf of public bodies or governments and familiarity with responding to grants from the federal government, private foundations, or other sources in the areas requested.**

**"Distribution of work to individuals and firms or economic considerations" – The respondent's proposed staffing of the project, including whether the project would be completed with particular persons or subcontractors, and whether the respondent has any economic restrictions or limitations on completion of the project.**

**Question:** In order to determine capacity, I need a better idea of the anticipated time requirements. Is it anticipated that this would be full-time work or is there an estimate of hours involved in completing the project?

**The time requirements for the project will be discussed with the successful vendor and remain subject to the discretion of the Office of the Governor and Delaware Department of Labor. It is presently anticipated that the project would require work be undertaken on a full-time or close to full-time basis for a limited period of time at the outset of the engagement, with further work dependent on the specific needs.**

❖ Section III, Paragraph B. 7., Price

**Question:** Is it anticipated that this would be quoted as an hourly rate? If not, could you provide more detail about the specific goals and/or objectives of the program, so that I could provide a more educated estimate?

**Yes, it is expected that the work would be quoted as an hourly rate or rates.**

**Question:**

Is there a price range that the State of Delaware is looking for in this RFP? At the very least, a range will assist us in scoping the services requested to the appropriate level.

**Question:**

Again, to properly price out this project, what is the expected number of hours expected from the vendor from week to week, monthly, or the duration of the project?

**Question:**

Also, nowhere in the RFP does it indicate the expected number of hours needed for this project. Are the hours on a weekly basis; if so is the work part time or full time type of hours? Or do you have a total number of hours expected overall or per month? This is needed in order to price out the work.

**It is expected that the work would be quoted as an hourly rate or rates. The time requirements for the project will be determined in consultation with the successful vendor and remain subject to the discretion of the Office of the Governor and Delaware Department of Labor. It is presently anticipated that the project would require work be undertaken on a full-time or close to full-time basis for a limited period of time at the outset of the engagement, with further work dependent on the specific needs.**

**SECTION IV. Professional Services RFP Administrative Information**

- ❖ Section IV, Paragraph D.1.d., Text: *"The State of Delaware's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations."*

**Question:** Would you please explain the anticipated workforce development efforts that would require a software license, support/maintenance and source code escrow agreements?

**In the event that any respondent intends to utilize proprietary software in connection with the work undertaken on the project, the selected vendor or vendors may be required to enter separate, supplemental agreements for use of such software. It is not presently anticipated that work done by the selected vendor would require particular software or specialized computer resources to complete.**

- ❖ Section IV, Paragraph D.5.a., Text: *"It may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period. The State of Delaware shall provide working space and sufficient supplies and material to augment the Contractor's services."*

**Question:**

Is the contractor(s) expected to work onsite during the duration of this project? If so, is the office location expected to be in New Castle, Kent, or Sussex County?

**The contractor is not expected to work onsite during the duration of the project. If onsite work is needed for a discrete period of time, the State shall provide working space and sufficient supplies and materials.**

❖ Section IV, Paragraph D.5. f.2.,Text: “*workman’s compensation insurance*”

**Question:**

I have a limited liability company that has two members, my wife (who is not active in the company) and me. We have no employees. I have elected not to carry workman’s compensation insurance on myself. Will the absence of workman’s compensation coverage on myself disqualify me from consideration?

**No, the absence of workers' compensation coverage on yourself is not disqualifying.**

**Question:**

I plan to submit a proposal with my company as the prime contractor, in partnership with three other consultants who are entities independent of me and who will act as subcontractors in the event that my company receives a contract under this proposal. Am I correct in assuming that I do not have to carry workman’s compensation coverage on these individuals?

**You are correct. The selected vendor would not be required to carry workers' compensation coverage on subcontractors.**

❖ Section IV, Paragraph D.5.f.3. and 4, Text:

*"3) During the term of this contract, the vendor shall, at its own expense, carry insurance minimum limits as follows....*

*4) The vendor shall provide a certificate of insurance as proof that the vendor has the required insurance".*

**Question:**

My company has an Errors and Omissions policy with the required limits as indicated in Row (b) of the table. I do not have a comprehensive general liability policy. Do I need both? In Section III, paragraph A-2, page 3, the minimum insurance coverage is indicated as simply \$1,000,000 professional liability coverage. Can I qualify for consideration based on the coverage that I have?

**You should submit a certificate of insurance with your proposal so that it can be reviewed by the State's insurance personnel.**

**Question:**

The RFP does not specify insurance requirements for subcontractors. Are there any?

**Subcontractors would be expected to carry the same insurance coverage required of the selected vendor.**

**Question:**

To purchase this insurance prior to contact acceptance is costly. Can we ask for an exception stating the required insurance shall be obtained upon project win and contract acceptance?

**Yes, however the vendor will be required to provide evidence of the required insurance before entry of a contract.**

- ❖ Section IV, Paragraph D.5.i., Text: "*The State of Delaware will require a payment schedule based on defined and measurable milestones*".

**Question:**

Could you please provide guidance on the preferred format and structure for the budget in the response (e.g., fixed fee by suggested deliverables/measurable milestones, estimates according to level of effort for activities with hourly or daily rates, program budget)?

**It is expected that the work would quoted as an hourly rate or rates. The time requirements for the project will be discussed with the successful vendor and remain subject to the discretion of the Office of the Governor and Delaware Department of Labor. It is presently anticipated that the project would require work be undertaken on a full-time or close to full-time basis for a limited period of time at the outset of the engagement, with further work dependent on the specific needs.**

- ❖ Section IV, Paragraph D.5.s.1., Text: "*Status Reporting – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones....*"

**Question:**

How often would these meetings take place and where would the location of these meetings be (address or city)?

**The meetings would occur as needed and would depend on the needs of the project, but would not be expected to occur more than once per week. The location of the meetings would be either Wilmington or Dover, Delaware.**