

RFQ QUESTIONS

Introduction and Executive Summary:

- Q1. How many learners to do you expect per topic?
- A1. The number of participants in any training session can range from about 15 to as many as 50, dependent on the topic.
- Q2. The RFQ talks about “..one or several organizations...” – are you looking for one organization to handle all the topics or are you planning on having several organizations?
- A2. Due to the variety of training topics it is possible that an organization may only have the expertise to provide training in a subset of the topics provided or an organization may have expertise in all topics. Therefore, a single organization could be selected for all topics or contracts may be awarded to several organizations for individual training topics.

Overview and Background:

- Q3. Can we see the WIOA Regional Plan now? And the WPMC strategic plan once it's complete?
- A3. While the WIOA Regional Plan can be reviewed at www.workforcepartnersmetrochicago.org, references to the Regional Plan and Strategic Plan were included in this RFQ in error. A revised RFQ has been release and these items have been removed. The revised RFQ can be found at www.workforcepartnersmetrochicago.org.

Eligible Bidders:

- Q4. The RFQ talks about having “...experience in the strategic planning process with public, not-for-profit and for-profit organizations” however we thought this contract is for staff training on all the topics listed. Am I misunderstanding the scope of the work?
- A4. Again, references to the Regional Plan and Strategic Plan were included in this RFQ in error. A revised RFQ has been release and these items have been removed. The revised RFQ can be found at www.workforcepartnersmetrochicago.org.

Scope of Services:

- Q5. Am I right that the word “topics” refers to the bullet points, each one being a topic?
- A5. Yes, that is correct
- Q6. The RFQ talks about “The bidder...will provide information on training sessions on one or more of the ..topics...” – just checking to be sure this means that you're looking for us to design, develop and facilitate the training. Or does “...provide information on...” mean something else?
- A6. Yes, the selected contractor(s) will design, develop, and facilitate the training. The reference to “providing information on training sessions” refers to the narrative and budget for each training topic included in a proposal.
- Q7. Will the training developer have access to a Subject Matter Expert who can help steer the curriculum / learning objectives?
- A7. The Regional Coordinators, Linda Kaiser and Pat Fera, can provide background information and limited subject matter expertise to selected proposer(s). However, it is anticipated that selected proposer(s) will develop the training content without extensive outside assistance.

- Q8. Do you require specific participant training materials to be created for any course(s) or is this up to the recommendation of the training developer? (e.g. quizzes, assessments, manuals, handouts, etc.?)
- A8. This is up to the training developer but the Regional Coordinators will be available to provide input on training materials after contract execution and before training delivery if necessary.
- Q9. It looks like the longest amount of time a topic should take in the formal portion of the learning is a total of 4 hours which could be all in one session or in a few shorter ones that all together equal 4 hour. Is that accurate?
- A9. Yes, that is correct
- Q10. Are these topic repeated or only scheduled once each during the contract period?
- A10. That has not been determined yet. It will depend on the number of staff interested in each training topic and the ability to schedule all who are interested to participate.
- Q11. We assume this is virtual live training with groups, not in-person, but I didn't find that written anywhere so just checking.
- A11. We anticipate training to be virtual at least through the summer of 2021, however, some training may be offered in the Fall and Winter of 2021 so please include costs for both providing training virtually and in-person. This was inadvertently omitted in the original RFQ but has been added in the revised RFQ. The revised RFQ can be found at www.workforcepartnersmetrochicago.org.
- Q12. Assuming this is virtual live – what platform will we be using (and it's capabilities)?
- A12. All training will be offered via the Zoom platform.
- Q13. Will you want to review and approve the learner materials and the facilitator materials before the training is facilitated by our staff?
- A13. Yes, materials will be reviewed prior to training.
- Q14. How soon after the start are you expecting to hold the first training session?
- A14. Some topics may be offered as soon as February 2021 but scheduling of training is somewhat flexible.
- Q15. What is the expected timing of the first course?
- A15. The schedule for training will be developed in conjunction with the selected trainer(s). Some training could begin as early as February 2020.

Project Costs:

- Q16. Everything that's listed after "...outside the contract fee and budget include:..." are items we would we be paying for ourselves, or items you pay for? If the latter, does that mean you don't want the dollars for that put into the Fee Quotation?
- A16. This is standard language that we use in all RFQs. It does not mean that we expected these items included in a proposal, in fact they are things that we do not expect in a proposal.

Q17. One of the things listed is “travel to attend conferences...” – are you expecting that some of these topics will be facilitated at conferences, and in-person?

A17. See response to Q16 above.

Q18. To help us format our price quote appropriately, how will the project be billed? (e.g. will the training developer bill for the development of each course and then bill separately for the training, flat fee per course, etc.).

A18. How training is reimbursed is to be proposed by the trainer.

Q19. Do you have a budget that you can share with bidders (*e.g. cost per each hour of training development/delivery*)?

A19. There is not a set budget for training at this time. The budget is dependent upon the range of topics that proposals cover, the training delivery methods, and the extent of development necessary for the training.

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Q20. In the Total Fee Quotation” does this mean we should just show one dollar amount that is the total of all we’d do for this contract?

A20. Yes, this would be the total but detail for each training component should be included in the budget portion of your proposal.

General:

Q21. Will ownership in the training materials transfer to the Workforce Partners of Metropolitan Chicago?

A21. The Workforce Partners of Metro Chicago will have joint ownership with the selected trainer(s) of any materials developed.

Q22. Who will be reviewing and deciding on what organization gets the contract?

A22. A group representing the Workforce Partners of Metropolitan Chicago and their Regional Coordinators will be reviewing and selecting contractors for the training.

Q23. Once we begin the work who will we be working with?

A23. Contracting and logistics will be handled by Pat Fera and Linda Kaiser, Regional Coordinators for the Workforce Partners of Metropolitan Chicago.