

SOLICITATION NUMBER AND TITLE: November 19, 2007 - Workforce System Study
OPENING DATE: November 19, 2007
AMENDMENT NUMBER: 1
DATE AMENDMENT ISSUED: December 5, 2007

Section 1.03 of the above-referenced solicitation established a deadline for receipt of questions. The responses to questions timely received are provided as addenda to the solicitation. The following eight questions have been received in a timely manner and do not require amendment of the solicitation.

1. Q: Is there an allocated amount of money and/or not to exceed amount for the RFP?
A: 2007 House Bill No. 1018 provided a \$50,000 appropriation to the Department of Commerce for the purpose of funding all of the department's costs associated with the workforce system study. The department has several duties associated with the study and the cost associated with paying the consultant is only one type of expense the department will incur in assisting with this study.

2. Q: The scoring criteria states that 30% of the scoring is based on cost. Does this mean the proposal with the lowest cost will receive 30 points?
A: If a proposal comes in over \$50,000 the proposal will receive 0 points for purposes of costs. The proposal with the lowest cost, less than \$50,000, would get the full 30 points.

3. Q: Focus Groups are scheduled for January 23 and 24, February 5 and 6 and possibly February 7th. Each are slotted for different locations. Are there more than one focus group happening per day?
A: During the previous two interims, the Business Climate Initiative activities provided for half-day focus groups. However, a proposal may provide for up to a full day for a focus group. We do not intend on having more than one focus group per location per day.

4. Q: Are the focus groups centered on industry clusters (health care)?
A: The general focus groups will not be centered on an industry cluster. In addition to the committee members and representatives of the Department of Commerce, the invited participants will include local business leaders. The concept of holding a health care focus group is still tentative and the proposal costs should reflect an option of the health care focus group taking place and an option of the health care focus group not taking place.

5. Q: Twenty percent of the proposal scoring is based on the "proposed design of the final report, Workforce Congress Summary and follow-up services". I assume that is in broad strokes as the findings often shape the particular way one puts together a report in order to highlight significant findings.
A: Correct. The proposal should include the costs associated with preparing and presenting the final report and Workforce Congress summary. The report and summary portion of the proposal is very important to ensure the consultant will be providing an analysis of the focus group and Workforce Congress activities. For purposes of the followup services, it is anticipated there may be telephone consultations during the legislative session as the legislative package makes its way through the legislative process.

6. Q: "Assist in development of a legislative package." It is difficult to quantify this for purposes of projecting professional services. It seems this service is expected to be available through the 61st legislative session. Is that approximately April 30, 2009? Is there any additional information of expected on call services – amount of time or other measurement which would help in estimating allocation of resources for the selected firm?

A: It is anticipated the development of a legislative package would take place following the Workforce Congress and before the November 2008 Legislative Council meeting. It is expected the consultant will work with professionals from the Department of Commerce, representatives of relevant agencies, and the Legislative Council legal staff in assisting in developing the legislative package. Although the Legislative Council staff will take the lead role in preparing the final bill drafts for presentation to the committee, it is expected the consultant will be a valuable resource and will have knowledge relating to best practices to assist in providing recommendations during the drafting process. As stated in the answer to question No. 5, for purposes of the followup services, it is anticipated there may be telephone consultations during the legislative session as the legislative package makes its way through the legislative process.

7. Q: How detail is the budget? Professional services is to be broken out? If so, in what fashion? Do you want a detail breakdown of travel costs; airfare, car rental, hotel, food, etc.?

A: It is expected that, at a minimum, the details of the proposal budget should include the professional expenses and estimated expense, including travel, lodging, meals, and incidentals.

8. Q: Any further clarity you can offer is most appreciated.

A: A vendor may submit more than one proposal for evaluation.

Any questions regarding this amendment must be submitted in writing to the undersigned Procurement Officer:

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