

RFI 0119 Facilitation, Communications, and Strategy Development

1. What is the budget allocation for this project?

A: The allocation is yet to be determined.

2. Is the focus of the communications plan to explain the planning process and development of the new State Combined Plan? Or is the communications plan to be focused on soliciting feedback on the plan once it is developed?

A: The focus is to explain the planning process and goals for the new State Combined Plan.

3. The RFI mentions "implementation of a State Combined Plan." Has a draft State Combined Plan already been developed (which now needs input from stakeholders and then implementation)? Or is this RFI an early step before developing the new State Combined Plan collaboratively with the Cabinet's partners?

A: A Unified Plan is currently in place. No draft of a State Combined Plan has been developed.

This work will be prior to and during the development of a draft.

4. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A: Yes companies from outside USA can apply.

5. Whether we need to come over there for meetings?

A: The meetings must be held in Indiana.

6. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: No. Tasks need to be performed in Indiana.

7. Can we submit the proposals via email?

A: Responses may be submitted via email.

8. Regarding RFI 0119 for “Facilitation, Communications, and Strategy Development for WIOA State Combined Plan,” it appears as though the Cabinet is requesting that interested parties submit materials that are equivalent to a full proposal (including approach, cost, resumes, references, etc.) — but that these proposal-level responses will only be regarded as informational to help the Cabinet develop an RFP. Will non-respondents to this RFI be eligible to respond to a subsequent RFP, or will proposals be accepted only from parties that respond to this RFI?

A: It is NOT a requirement to respond to the RFI in order to be eligible for a subsequent RFP.

9. What is the end result you are looking for in December 2019—a completed combined plan? Or outreach, communication, and strategy around the writing of the plan only, with the plan being written afterwards in the first quarter of 2020?

A: The Cabinet will draft the Plan according to the strategy outlined by the Governor, Cabinet, and community stakeholders with input from the communications strategy and process outlined by the consultant/contractor.

10. Which partners are you planning to add to the unified plan to make it a combined plan?

A:

Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)

Temporary Assistance for Needy Families program (42 U.S.C. 601 et seq.)

Employment and Training programs under the Supplemental Nutrition Assistance Program (programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4)))

Work programs authorized under section 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(o))

Trade Adjustment Assistance for Workers programs (Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))

Jobs for Veterans State Grants Program (programs authorized under 38, U.S.C. 4100 et seq.)

Senior Community Service Employment program (programs authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))

Reintegration of Ex-Offenders program (programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532))

11. Has the IGWC established any workgroups or subcommittees that will be charged with overseeing the development of the plan?

A: Not at this time, but with the Cabinet approval, there may be a WIOA taskforce a few weeks from today.

12. Does the IGWC envision the meetings referenced within the RFI taking place at locations throughout the state? If so, will the consultant be responsible for arranging meeting space and any associated costs for doing so?

A: Meetings will occur statewide. Meeting space and reservations will be arranged by the Cabinet but travel will be the responsibility of the consultant/contractor.

13. Does the State of IN currently have a platform/system by which contact information and initiatives are visible by the various partners. For example, is there currently a customer relationship management (CRM) tool that is being (or could be) used by the State for this effort?

A: No.

14. Does the State envision the partnerships to be memorialized by memoranda of understanding or other legal agreements?

A: The Combined plan will be the document produced to solidify the partnerships.

15. Is there a list of current agreements (formal and informal) that the State has in place with other organizations?

A: Please refer to Indiana Department of Administration for a list of any agreements in place with other organizations.

16. The RFI mentions the “U.S. Department of Labor that outlines a four-year strategy for the State’s workforce development system.” When does that four-year period officially begin? If it has already begun, what was the start date?

A: The work requested in the RFI will go towards the four-year period that will begin spring of 2020 upon the submission of the Combined Plan.

17. Will the State accept joint proposals where by multiple vendors combine their expertise for a comprehensive solution?

Yes.

18. Will there be a smaller Steering Committee (subset of the Cabinet) established for this project?

A: With the Cabinet approval, there may be a WIOA taskforce established as well as other committees that may contribute to the work.

19. Is it anticipated that all stakeholders will be engaged through the structure of the Governors Workforce Cabinet (Cabinet), or is it anticipated that other meetings should be held with other ad hoc groups comprised of different stakeholders assembled for this specific purpose?

A: It is anticipated other meetings will develop throughout the stakeholder engagement process.

20. Is it desired to conduct meetings at regional sites with regional boards? If so, how many?

A: There are 12 boards. It could be structured as meetings at each site or a joint meeting depending on the strategic plan.

21. The estimated required meeting range of 3-10 is quite broad. What are the variables or assumptions that will determine the necessary number of meetings?

A: It is anticipated that at least 3 meetings will be set with agencies, regional stakeholders, and the general public at a minimum. Additional meetings would allow for added stakeholder input.

22. Has the process/stakeholder engagement plan for developing the WIOA Combined plan been defined, with the purpose of this engagement to orient stakeholders to set the stage for engagement in said process? Or, is part of this engagement to develop a stakeholder engagement strategy for developing the WIOA Combined plan?

A: The Cabinet discussed the move to a Combined plan at its last two meetings and staff provided overview to the Cabinet. There will still be a necessary engagement component from

the contractor/consultant to explain the Combined plan process and advantages it will bring to the State.

23. Will State staff be available to implement stakeholder communications and other logistics to support this project, or should that support be scoped by the contractor?

A: Yes.

24. Is it possible to outsource/award this project to separate areas to include Facilitation, Communication and Strategic Development companies as collective sub-contractors or should all of these components be necessary services for one business?

A: Components of the project may be separated but must be submitted as a holistic plan from one lead applicant/contractor.

25. Is this project currently in place and being utilized? If so, can you share the strengths and weaknesses of the program to understand what has prompted the outreach for information?

A: The State currently has a WIOA Unified Plan that can be found on the Department of Workforce Development Website. This would be the first Plan that would add new partner programs.

26. Are the facilitation sessions to collect information through March to December 2019? If so, are there any parameters on implementing recommendations to include a timeline?

A: The facilitation sessions will be utilized to deliver information and generate further support and collaboration for the Combined Plan through December 2019.

27. Is the cost section just to conduct facilitation sessions? Are there dates and location details of the mentioned sessions?

A: There are no dates and locations for the mentioned sessions in the RFI. The cost is for the entirety of the plan.

28. Has results been identified for goals and milestones for success?

Partner programs and stakeholders understanding the benefits of the Combined plan and an informed WIOA Combined Plan.

