

New York State Department of Labor (NYSDOL)
Sector Partnership NEG (SP-NEG)
Regional Sector Partnership Development (RSPD)
Questions and Answers Pertaining to the Request for Qualifications (RFQ)

(Updated 8/26/16. New questions and answers are added at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://labor.ny.gov/businessservices/funding.shtm>.

Q #1) It is noted that the term end date on the grant will be 6/31/17. There is a requirement to submit a FINAL Report due on 3/31/17. How are we to report on the final outcomes at end of March 2017, when the grant term end date is at end of June 2017? Can project services be provided and costs be covered up to the term end of June 2017?

A #1) Section IV. B., Project Deliverables, indicates as one of the minimum requirements to the sector partnership program design for the applicant to develop written and present oral reports to the State Workforce Investment Board (SWIB) with a final presentation in March 2017. This required deliverable aligns with the SWIB's meeting schedule. The Board does not meet in the summer and thus, no report is expected. The project services and costs can continue up until the close of the performance period, June 30, 2107.

Q #2) The attachments include an icon for e-signature. If we are unable to sign electronically, how should we present the original signature documents? Should we follow-up a/ hard copy USPS mailing of the actual original signature documents? Will Adobe PDF scans of original signature documents be acceptable?

A #2) All required attachments have been provided in a fill-able form format. This includes the option of using an e-signature. If e-signatures are not applicable to your organization, a PDF scan of an original signature is acceptable. All hard copies must be maintained with the organization and may be requested as part of contracting process.

New Questions as of 8/26/16 start below:

Q #3) Is the submission of our RSPD plan to be entirely articulated on the Template in Attachment 1 of RFQ SP-5 (completing that form provides the information adequately); or a separate 10 page word document is requested for that purpose?

A #3) Adequately answering all questions within the template provided in Attachment 1 would meet the submission requirements as indicated in Section V.A. (SOQ Content). Should additional space be required, applicants may utilize a different document format as long as all submission requirements are met and the document remains in the 10 page submission limit.

Q #4) What is required for question 3 of the Template in Attachment 1, concerning existing sector partnerships? (i.e. Is the applicant required to list by name (throughout the region) all businesses, business intermediaries, education providers, community based organizations, economic

development agencies, etc. that they have worked with in the recent past -- or those that exist who will be invited to partner in this RFP?)

A #4) Section VI.B. (Evaluation Criteria) indicates 15 points may be awarded for SOQs that, using REDC regional data, describe an existing sector partnership within the region. The description of an existing sector partnership should include composition and activity details. This detail may include membership, industry area, frequency and/or types of meetings, and/or accomplishments of the existing sector partnership. The existing sector partnership description may be of an existing sector partnership to which the proposed regional sector partnership project will be modeled or an existing sector partnership that this RSPD project will expand/enhance. The more detail provided by the applicant will reflect in the points awarded.

Q #5) Attachment 1 requires the signature of an official of the Local Workforce Development Board. For an incorporated LWDB, would the Official be the Board Chair – (or would it be the Executive Director)?

A #5) As noted in Section VII.C. (General Requirements), “the successful statement and portions of the RFQ deemed applicable by NYSDOL will be made part of the agreement; therefore, an official authorized to commit the Lead LWDB to an agreement with NYSDOL must sign the statement documents.” This could be either the Board Chair or the Executive Director.

Q #6) For our response, how broad or specific does our industry selection need to be? Are you looking for us to identify a general industry to focus on (e.g. - manufacturing), or a more specific sub-sector (e.g. - medical device manufacturing)?

A #6) The industry requirement is only the identification of at least one priority industry as identified by the Regional Economic Development Councils (REDCs). As long as a connection can be made to the REDCs priority industries, the flexibility in the sector partnership design rests with the regional LWDBs.

Q #7) It does not appear that we need to identify specific businesses to partner with at the time of submission? If not, will it increase approval potential by doing so or will that not be a factor?

A #7) Statement of Qualifications (SOQ) must include the regional LWDB staff or partners that will ensure sector partnership plan implementation and reporting (bullet 6 of Section V.A.). The strength of the sector partnership’s implementation ability will likely depend on the initial commitment of partnership representatives to the project, which must include (1) workforce and labor organizations, (2) business and industry, and (3) training and education providers. A total of 15 points are available in the SOQ scoring for applicants that can demonstrate successful sector partnership plan implementation and reporting.

Q #8) When identifying existing sector partnerships in the SOQ, can any sector partnerships be chosen, or just those related to the industry, sector partnerships that the WDBs are involved in or any sector partnership that exists locally?

A #8) The existing sector partnership description may be of an existing sector partnership to which the proposed regional sector partnership project will be modeled or an existing sector partnership that this RSPD project will expand/enhance.

Q #9) Regarding the requirement to convene at least two regional stakeholder meetings of each of the partnership representatives on page 8, is this intended to be joint meetings of all the representatives or separate meetings of each of the stated representatives?

A #9) The requirement for regional stakeholder meetings is to bring all required stakeholders together at least twice.

Q #10) Regarding the required state workforce representatives at regional stakeholder meetings, who do you have in mind for that role to be involved with the meetings?

A #10) This bullet item should read “Convening, coordinating and facilitating at least two regional stakeholder meetings of each of the partnership representatives: (1) workforce and labor organizations, (2) business and industry, and (3) training and education providers.” The word “state” was inadvertently included. Regional workforce representations can include regional NYSDOL representatives but this is not a requirement.

Q #11) Can staff and travel costs incurred by the WDB staff be charged to the grant as well?

A #11) Please note there is an allowance for a 10% administrative allocation for costs, including staff and travel costs, incurred by the LWDB associated with this RFQ. As noted in Section II.B.1., the allowable costs include the securing of expert speakers, group facilitation, career pathway template development, meeting logistics and supplies required for regional sector partnership and priority industry career pathway template. It is expected that funds will be used for the procurement of services from an organization(s) with expertise in the allowable costs as indicated.

Q #12) Is it allowable to purchase software to allow for mapping career pathways in a given industry?

A #12) While the purchase of operational software is a disallowed item, specialized career mapping software may be allowed as part of the supplies requested for career pathway template development. A detailed description of the proposed software must be included as part of the sector partnership plan in the Statement of Qualifications as well as the cost detail in the Cost Projection document. The final determination of whether the proposed software is an allowable item will be completed by NYSDOL during the award process and NOA agreement negotiations (Section VI.B.).