

1. Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?
Partner4Work (P4W) does not have an incumbent competing for the current project.
2. As the project is an extension of the intermediate strategic plan 2018-2020, we would like to request print or electronically-based information that describes those efforts and their outcomes, including their proposal and budget, if possible.
The intermediate strategic plan was the result of several facilitated conversations of the former CEO's transition committee. The Transition Committee was composed of several P4W Board members and other qualified stakeholders.
3. What is your budget or budget range or how much have you spent on similar work in the past?
While we understand budget ranges will vary, P4W anticipates spending a maximum of \$30,000 on strategic planning pursuant to this RFQ.
4. What is your estimate of the number of individuals who would be involved in the project from Partners4Work? What are their titles? Are you anticipating the selected firm provide individual services, group services, or a mixture of both?
P4W expects a mix of qualified Board members, staff, policymakers, and other stakeholders to be involved in the project. The selected firm will be expected to facilitate group conversations.
5. What is your preferred modality for meetings (in-person, virtual)? Will all meetings be conducted using the same modality?
Meetings will be conducted in a hybrid model (virtual and in-person).
6. If there is a face-to-face facilitator, can there also be a virtual facilitator?
P4W is open to both in-person and virtual facilitators.
7. Why are you choosing to outsource this project rather than staffing it internally?
Limited staff capacity and expertise.
8. Will we be able to learn who the other bidders are?
As a publicly funded organization, and in compliance with The Commonwealth of Pennsylvania's Right to Know Law (RTKL), 65 P. S. §§ 67.101-67.3104, Partner4Work will accept complete and properly submitted RTKL requests submitted on the PA Office of Open Records Standard Right-to-Know Law Request Form. Copies of this form can be found in both PDF and DOCX format on the PA Office of Open Records website.
9. In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

Yes.

10. Is the Letter of Intent, which was due on June 10th, required in order to submit a quote for this project?

While Letters of Intent were requested by June 10, it is not required to submit a quote for this project.

11. Does the cover sheet count as one page toward the 10-page limit?

No.

12. Is there flexibility to go beyond individual section page limits (i.e., the two- and three-page maximums) so long as the overall proposal does not exceed 10 pages total?

Yes.

13. Can we include resumes for proposed project staff in an appendix? The two-page maximum for the Executive Summary section limits the ability to provide much detail regarding proposed staff skills and experience.

Yes.

14. The RFQ describes 4-5 stakeholder meetings (page 2). Is it anticipated that these meetings will be virtual or in-person? Would a combination of virtual and in-person meetings be considered?

P4W expects stakeholder meetings to be conducted in a hybrid model.

15. Does Partner4Work expect that all strategic planning process design, stakeholder outreach and engagement, stakeholder meetings, and strategic plan and supporting documents development will be completed within 12 weeks from contract execution? Is there any flexibility with the 12-week timeline?

P4W prefers to have the project completed within 12 weeks of contract execution.

16. Does Partner4Work envision that the selected consultant will be working with the full Board or an Executive Committee (or other committee) of the full Board for the 4-5 meetings?

P4W envisions the 4-5 stakeholder meetings will be attended by various constituents including the Board, staff, policymakers, and other qualified stakeholders.

17. Does Partner4Work have a strategy in mind for making Board members, staff, and partners available to meet with the selected consultant during the envisioned timeframe to ensure that the work can be completed in 12 weeks?

P4W will provide scheduling and logistical support for meetings and other activities. We anticipate that P4W's current hybrid-model will be sufficiently agile to assist the selected firm in keeping the project on track, as it will decrease location conflicts and is less susceptible to interruption from outside factors, such as COVID-19.

18. Thank you for sharing links to prior and related strategic and local plans and resources, which are very helpful. To what extent does Partner4Work envision that the new strategic planning

work will build off of and leverage this prior work and material? Will previous plans and dashboard information be used as a starting point?

While previous plans and dashboards will provide the baseline for this project, P4W understands that priorities and vision for the organization will change given the change in the Board of Directors, a new CEO and structural changes in senior management.

19. The RFQ describes “a scan of the landscape in which Partner4Work operates” (page 2). Is this envisioned to be a formal environmental scan with a report deliverable?

This is envisioned to be a general understanding of the Pittsburgh area’s philanthropy, business community, community-based organizations, labor market dynamics, and public workforce system.

20. The RFQ describes “Strategic Plan products and...related reports” (page 2) and “[s]upporting documents” (page 3). Could Partner4Work clarify what specific deliverables will be expected in addition to the actual strategic plan document deliverable?

P4W understands approaches would vary by agency; however, examples include summaries of stakeholder meetings, survey results, SWOT analysis, or any other data the consultant gathered to reach the final strategic plan document.

21. The RFQ describes expected stakeholder consultation with “Board members, staff, partners, and policymakers” (page 2). Does Partner4Work have recent, existing customer feedback data or other information, such as customer survey responses, that can also be used to inform this work? If not, will Partner4Work make job seeker and business customers available to participate in the stakeholder consultation effort?

P4W does not have specific survey results or other data to inform the work. P4W will coordinate, schedule, and provide logistical support for stakeholder meetings.

22. Does Partner4Work envision that partner consultation will include community partners, in addition to those WIOA and One-Stop partners that are presumably represented on the Board and/or providing services out of local CareerLink offices?

Yes.

23. Are the interviews with finalists (page 4) expected to be virtual or in-person?

Virtual, in-person or hybrid.

24. The last bullet on page 5 includes a link to Partner4Work contract templates. Of the three templates listed there, will the P4W Vendor Contract Agreement Template–2021 be used for this procurement, or will one of the other templates be used?

The P4W Vendor Contract Agreement will be used.

25. Page 6, Appendix A, Section D “Additional Requirements” notes: “Agree to Use Partner4Work’s Contract Management Software, Parley Pro, for Contract Negotiation.” We are not familiar with Parley Pro software. Is there a cost to procuring Parley Pro? Does Partner4Work have a license for Parley Pro that will allow the selected consultant to use Parley Pro at no cost? Does Parley

Pro allow creation of MS Word files so we can conduct our internal reviews? Additional information about this software and requirements for its use would be appreciated.

Parley Pro is a real-time, browser-based collaborative contract management system used by P4W to draft, negotiate, execute and manage agreements. P4W maintains a license for Parley Pro. The selected firm can use Parley Pro at no cost. Contractors can make edits and comments within Parley Pro as part of the negotiation process. Contract execution will also occur within Parley Pro via interface with DocuSign. P4W will assist the selected firm with basic troubleshooting tips and similar guidance, upon request.

26. Page 4 of the RFP notes that final answers will be given on June 21st. Since Partner4Work's answers to questions will very likely inform proposal approach and budget, and since proposals are due on June 27th, it would be very helpful if Partner4Work could provide answers to questions earlier than June 21st, if possible.

Questions will be answered and posted at www.partner4work.org as received.

27. Confirming this is a 3-month project timeline?

P4W expects the project will be complete within 12 weeks of contract execution.

28. What firm created the most recent strategic plan?

The intermediate strategic plan was the result of several facilitated conversations of the former CEO's transition committee. The Transition Committee was composed of several P4W Board members and other qualified stakeholders. No firm was contracted in this process.

29. Is there a do not exceed amount for budget/and or budget range?

While we understand budget ranges will vary, P4W anticipates spending a maximum of \$30,000 on strategic planning pursuant to this RFQ.

30. Can work be done virtual or in person?

Virtual, in-person or hybrid.

31. The executive summary limit states (2) pages and also lists additional information like client references and resumes. Are the resumes and references included in the (2) page executive summary?

No.

32. Is the format that the 2017-2019 strategic plan was shared the desired approach to sharing the plan? Is more detail desired or is that contained in an annual operational plan?

While previous plans and dashboards provide the baseline for this project, P4W understands that priorities and vision for the organization will change given the change in the Board of Directors, a new CEO and structural changes in senior management.

33. What is the anticipated start date? Is the start date flexible? We noted the 12 weeks to completion timeline but were not sure if there is a defined date when it will need to be approved.

The contract start date will be negotiated with the successful bidder.

34. Has Partner4Work staff and/or board participated in diversity, equity, inclusion, and belonging trainings? If so, which one(s) and how frequently?

P4W staff participated in DEIB training with EnterChange in 2021.

35. Does Partner4Work host DEIB training as a part of any programs?

Not currently.

36. Is there a designated budget for this service?

While we understand budget ranges will vary, P4W anticipates spending a maximum of \$30,000 on strategic planning pursuant to this RFQ.