

## **SECTOR STRATEGY CONVENER RFP QUESTIONS AND ANSWERS**

- 1. Should the proposal budget include meeting costs (food and location venue)? Or would the provider make the arrangements and have Midlands pay caterer?**

There are limited funds in the overall Regional budget for venue and food. Those funds are outside of the funds included in the RFP. However, as a part of the convener's responsibilities, it is the expectation that the convener would coordinate venues for meetings and any necessary refreshments.

It is the expectation that the convener would leverage business partner locations to the extent possible for a venue. Food costs is capped at \$7500 from the project funder.

- 2. If the food costs should be included in the RFP what is the expected number of attendees and number of meetings?**

Food costs do not need to be considered in the proposal.

- 3. What sectors does the Central region support?**

For the purposes of the Sector Strategy project, the Central region is focused on Advanced Manufacturing.

- 4. The RFP uses language that indicates a single consultant would deliver the outcomes outlined. Is this a fair assessment or are you open to receiving proposals from firms?**

We intend to award a single contract to serve as a convener for the project. If that single contract was an organization that intends to approach the project with a cohesive team that is permissible.

- 5. In reviewing the specific responsibilities outlined, we came to the conclusion that the role is logistical/administrative in nature and less about active participation in the facilitation work. Is that a fair assessment?**

While there is a degree of logistical coordination with the work, it is the intent of the RFP to engage the services of a skilled professional to convene the groups of business partners and then help the group guide a discussion leading to action steps and delivery of goals set by the group. There will be some level of administrative support provided outside of the scope of the RFP to assist with maintaining the contact information lists, meeting summaries, etc. The focus of the convener will be to prepare for and facilitate the groups with their meetings.

- 6. Has the Region specified which counties will be located in the Northern geographic subset and which counties will be located in the Southern geographic subset or is the delineation at the discretion of the Convener?**

A list of manufacturers in the Region was compiled using JobsEQ early in the planning process and the manufacturers were mapped to inform the decision of the Northern and Southern subsets. Based on the analysis we envision the subset division around the I-77 and I-20 intersection in the Midlands local

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workforce area. The Northern subset will include the Catawba workforce area and the portion of the Midlands workforce area in Fairfield County and a portion of Richland County. The Southern subset will include the Lower Savannah workforce area along with the portion of the Midlands area to include Lexington County and the balance of Richland County. A flexible division to allow for individual company choice depending on natural partnerships and meeting preferences is intended.

- 7. On page 2 of the RFP under Scope of Work, it mentions “...establishing, managing and facilitating local area partnerships at a minimum of once before the first regional meeting and following the second regional meeting.” Does “local area” refer to the local workforce areas within the region or the North and South sub-sets?**

We intended the meeting schedule requirement to apply to the North and South sub-sets.