

## **RFQ Pre-Proposal Conference**

**January 23, 2017**

### **ADDENDA to Workforce Development RFQ**

**Q: Anticipated budget?**

**A:** A figure of \$50,000 was discussed as a starting point. Since a project of this scope has never been undertaken, consultant feedback regarding expected and reasonable costs are necessary. Funding partners (municipalities and utilities) will need to be consulted regarding budget proposals and projections.

**Q: Anticipated timeline for project to begin?**

**A:** The expected date for the project to begin is within 3-4 weeks after close of submissions.

**Q: Point(s) of contact for project interaction?**

**A:** For Administrative matters, contact: Kimberly Jordan, Business Operations Manager-WESTMARC. For subject matter, contact: Kirsten Hall, City of Peoria. (Contact information will be provided).

**Q: Will the Project Management Team that collected the data to date and wrote the initial SWOT be working with the project consultant on this project?**

**A:** A full data package will be provided. Team members will be available for clarification. (Contact information will be provided).

**Q: Will WESTMARC be able to reserve and rent meeting rooms for focus groups and arrange for refreshments at those meetings?**

**A:** Yes

**Q: For task 1. Data Analysis, what data is currently available? If possible, can links be provided to past applicable reports?**

**A:** Will be included in data package. Trip data from MAG, and census data available immediately. ASU data, should be available within a month.

**Q: What kind of data gaps does WESTMARC anticipate?**

**A:** Need to assess. Requires Consultant input.

**Q: Can Appendix A be made available in Excel format:**

**A:** Yes. (posted with Addenda)

#### **Summation:**

- Project is leading with an economic development rather than a workforce development focus.
- Focus groups (industry and education) have already been completed. Notes and feedback will be made available.
- MAG has compiled the data and ASU will be providing the suitability index.
- Next steps need to be identified and gap analysis of workforce needs to be completed.
- Consultant final analysis, recommendations and lasting strategy are required.