

LaborShed Survey RFP  
RFP 309MD16701  
**Questions and Clarifications**

1. Data collection – Toll free number

- a. Within the first round of Questions and Clarifications, it was noted that the Agency conducts a mailing to residential addresses asking them to take the survey online in addition to the phone survey. The Agency would like to include the inbound phone number in the Agency mailing. It also states that the Agency will continue to collect data with the Laborshed questionnaire online in tandem with the phone surveying.

- i. Is the online survey and phone survey the same questionnaire?

**Yes.**

- ii. If the Contractor randomly calls a resident who has previously completed the survey online, is the resident disqualified from the phone survey?

**Online survey asks residents for their phone numbers. Agency will give the Contractor a list of phone numbers for surveys already collected. Contract will remove these phone numbers from their list.**

- iii. How has the online survey impacted the telephone response rates?

**Agency knows of no impact on telephone response rates.**

2. Data collection - Call dispositions

- a. You are requiring the Contractor to provide a full list of call dispositions quarterly for response rate calculations. Can you provide a copy of the most current call dispositions or least the number of contacts, volume of sample, response rates?

**Agency assumes this is a standard metric that the Contractor collects for themselves. Agency will use the Contractor already existing report.**

3. Scored Requirements

- a. 4.2.4 – Multi language interviews – the agency will provide the questionnaire.

- i. Will the agency also provide the questionnaire in Spanish?

**Yes.**

- ii. For all surveys completed in Spanish, is the Contractor required to translate all verbatim responses within the survey back to English in the final data file?

**Yes. Any additional cost for multi language interviews will need to be detailed in cost proposal.**

4. Member of AAPOR

- a. We are a member of the Insights Association, formed by the merger of the Council of American Survey Research Organization (CASRO) and the Marketing Research Association (MRA). Are we disqualified if we are not members of AAPOR?

**No. A Respondent will not be disqualified for not being a member of AAPOR.**

- b. The Code of Ethics are very similar between the Insights Association and AAPOR. Is the Contractor able to join AAPOR, upon contract award?

**Yes.**

5. Attachment 7 – Campaign by Year

- a. The estimated populations in several zip codes is quite small. Historically, are the targets you have assigned for the estimated MAX interviews in each zip code being met?

**No. These are the Agency's expectation of the new Contractor.**

6. Are the questionnaires for all of the 10 regional campaigns the same? Are they the same as the statewide campaign questionnaire?

**Yes.**

7. We currently do not accept credit card payments. Per pp. 22-23, you would be using the State of Iowa PCard to pay invoices. Would you consider alternative payment methods or is the use of PCard non-negotiable?

**Yes.**

The initial term of the contract is 1 year. The regional campaigns are to be conducted on a rotating schedule (FY1 and FY2). When the study starts in September, which fiscal year will we be in: FY1 or FY2 (i.e., which campaign surveys should we expect to conduct)?

**FY2.**

Just to confirm, there will be approximately 6,000 statewide campaign surveys per year (roughly 1,500 per quarter) PLUS 20,625-22,425 regional campaign surveys per year?

**Yes.**

The statewide and the regional campaigns will run concurrently - if the questionnaires are the same, will the regional surveys count into the statewide quota?

**No.**

Or are we to complete 6,000 statewide surveys on top of the 20,625-22,425 regional surveys?

**Yes.**

On p. 16 you refer to Attachment 7 (paragraph 4.1.1.1 and 4.1.1.3) and to Attachment 8 (paragraph 4.1.1.2 and 4.1.1.4). However, the RFP package does not include such Attachments. Where can we access them?

<https://bidopportunities.iowa.gov/> Search for Agency: Workforce Development, the attachments have an name of RFP on each of them, please review all of them.