

LaborShed Survey RFP  
RFP 309MD16701  
Questions and Clarifications

1. Proposal are due on August 7, 2020 at 2:00 p.m.

a. Will the IWD building be open for delivering proposals?

**We will be receiving USPS, UPS and Fedex packages. Please mail with plenty of time for delivery.**

b. Or, are we required to make an appointment to deliver our Technical and Cost Proposals?

**See answer to previous question.**

2. 3.2 Technical Proposal – Exhibit 1 Transmittal Letter (Required)

a. With employees/partners working remotely, is it acceptable to insert an electronic signature on the original proposal copy?

**Yes, that will be acceptable.**

3. Section 4 – Specifications and Technical Requirements. Roles of the Agency - Agency will receive completed interviews from Contractor through a secure FTP site.

a. We subscribe to Hightail/OpenText Corp, a secure cloud-based file sharing service. Is Hightail/OpenText acceptable for sharing data files?

**No. If awarded, Contractor's IT Dept. will need to work with Agency's IT Dept. to set-up access to secure FTP site.**

4. 4.1.1 Data Collection – Required surveys

a. 4.1.1.3 Contractor shall complete the assigned number of phone interviews per ZIP code, of residents ages 18-64, for each Campaign. (See Attachment 7 – Column I).

- Per the Attachment 7 spreadsheet, the estimated maximum interviews needed in each zip code (Column I) totals 7,475 surveys for Collection Year #1 and 6,875 surveys for Collection Year #2. The directive in the box states an estimated total of 22,425 required surveys for Collection Year #1 and an estimated total of 20,625 required surveys for Collection Year #2. Can you verify the total number of surveys required in Study FY #1 and how many surveys are required in Study FY #2?

**Rural Laborshed Areas require a total maximum of 405 surveys each. While Metropolitan Laborshed Areas require a total maximum of 600 surveys each (with Des Moines and the Quad Cities each requiring 1,200 max). Collection Year #1 includes 45 (as numbered in Column A) Rural Laborshed Areas (as indicated in Column D) @ a maximum required surveys of 18,225 (405x45); and 6 (as numbered in Column A) Metropolitan Laborshed areas (as indicated in Column D) @ a maximum required surveys of 4,200 (5x600+1200). For an estimated total of 22,425 required surveys. Collection Year #2 includes 45 (as numbered in Column A) Rural Laborshed Areas (as indicated in Column D) @ a maximum required**

surveys of 18,225 (45x405); and 3 (as indicated in Column A) Metropolitan Laborshed areas (as indicated in Column D) @ a maximum required surveys of 2,400 (2x600+1200). For an estimated total of 20,625 required surveys. Column I represents the total number of surveys needed for only the largest employment community within each laborshed area. Example – Laborshed area #1 Allamakee County needs a total of 405 surveys with the community of Waukon needing 135 surveys of the total 405. Contract must meet the number of surveys as indicated in Column I.

5. 4.1.1.3 – Data collection – Collection

- a. Since the data will be collected over two years, Collection Year #1 and Collection Year #2, do you prefer that we provide two costs (costs for each collection year), or one cost incorporating FY #1 and FY #2?

**No. Cost per completed interview.**

6. Contract term

- a. Is it the expectation of IWD to collect survey data for Collection Year #1 and the rolling statewide campaign data during the initial contract term, September 1, 2020 – August 31, 2021?

**We have already collected data for FY1 and we are approximately half way through collecting data for FY2. It is the expectation of the Agency that the Contractor will start at a point in FY2 as directed by the Agency. Contractor will finish collecting FY2 data and then cycle back through FY1.**

- b. Collection Year #2 data would then be collected September 1, 2021 – August 31, 2022?

**See answer above.**

7. 4.2.6 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.**