

June 30, 2023

To: All Potential Respondents

From: Anna Lensing, IEDA Issuing Officer

Subject: 269-286 Comprehensive Workforce Strategy for Iowa's Targeted Industry Clusters

Addendum One Answers to Questions

Q1. Can companies outside the United States apply for this project? (Ex. India or Canada)

A1. Preference will be given to vendors located in the United States.

Q2. Can companies perform tasks related to the RFP outside the United States?

A2. Preference will be given to vendors located in the United States.

Q3. Can proposals be submitted via email?

A3. Refer to section 1.3 of the RFP, "Contractors will be required to submit their proposals electronically to the email address provided on the cover page."

Q4. Does the contractor need to visit Iowa for the proposed project?

A4. Yes, IEDA has an expectation that the contractor will host in-person focus groups during the qualitative data collection task, and present findings in-person to the Iowa Innovation Council, and other key stakeholders as part of task 5 outlined in section 2.2 of the RFP. A timeline and work plan will be developed and agreed upon by all parties during the contracting process following proposal selection.

Q5. The RFP mentions establishment of a Project Advisory Committee. Have members of this committee already been identified? Who is or should be represented on this committee?

A5. IEDA, IWD and the selected contractor will establish the Project Advisory Committee and determine who should be represented during task 1 outlined in section 2.2 of the RFP.

Q6. Was a consultant hired to identify the state's target industry clusters? Who was this consultant and when was this work completed?

A6. IEDA identified the Advanced Manufacturing, Bioscience and Information Technology clusters as being significant to our economy in 2005 and contracted with Battelle at that time to provide IEDA with a roadmap to further develop these targeted industries.

Q7. The RFP requests "summary findings from the Iowa industry cluster hiring survey". Has this survey already been developed and administered, or is this part of the requested scope of work?

A7. The Iowa Industry Cluster Hiring Survey is part of the request scope of work, in collaboration with IEDA and IWD leadership.

Q8. As part of qualitative data collection, does the state prefer that stakeholder engagement take place in person, virtually, or a combination?

A8. IEDA requests a combination of both in-person and virtual stakeholder engagement.

Q9. Can the state provide contact information for stakeholders and/or meeting support (venue, coordination) if necessary?

A9. Yes, IEDA and IWD will provide stakeholder contact information, as well as coordination of meetings as appropriate.

Q10. Has the state (or its partners) conducted any previous comprehensive workforce studies? When were those completed and by whom?

A10. IEDA has not previously completed any comprehensive workforce studies.

Q11. What is the source of funding for this project?

A11. Source of funding will be determined once a contractor and project cost proposal has been selected.

Q12. Is the total expected cost between \$170,000 and \$190,000 as noted on page 22? If not, what is the expected price range?

A12. Total cost as shown on page 22 is for illustrative purposes. Project budget will be finalized based on selected cost proposal to be submitted by contractor as part of formal proposal.

Q13. Who is the audience for the final deliverable? (State office, Legislators, Industry partners, etc.)

A13. The final deliverable will be publicly accessible on the IEDA website. Key stakeholders include but are not limited to targeted industry partners, the Iowa Innovation Council, legislators, IWD leadership, IEDA leadership, state universities, community colleges, and the Office of the Governor.

Q14. Iowa workforce development (IWD) has an abundance of labor market information (LMI) data available on its public website. Will the selected team be able to work with the IWD LMI team to access this data in support of the project?

A14. Yes, IWD and IEDA are collaborating on this project, and IWD will make data accessible as appropriate.

Q15. Section 2.2.3.a (pg.5) states “Summary findings from the *Iowa industry cluster hiring survey and situational assessment based on company interviews presented to the Project Advisory Committee and to IEDA and IWD leadership.*” Could you elaborate on the source of the Iowa industry cluster hiring

survey? Has this survey been developed and results available? If available, can you provide a link to this survey? If not, is this a requested requirement for this project?

A15. Please see answer to question 7.

Q16. Are there any in-person meetings expected?

A16. Please see answer to question 4.

Q17. Is the area of analysis only statewide, or is there a regional component? Are there typical regions of the state used for analysis?

A17. IEDA intends for this report to be a statewide analysis.

Q18. In section 2.3 on page 5, there is a mention of an industry cluster hiring survey—is this the same as the [Workforce Needs Assessment](#)? Is the respondent firm intended to analyze this survey, create a separate survey, or both?

A18. Please see answer to question 7.

Q19. Does IEDA have a list of firms and contact information that can be used for surveying and interviews, or is the respondent firm expected to obtain contacts?

A19. Yes, IEDA and IWD will work with selected contractor to develop a list with contact information for surveying and interview purposes.

Q20. Is there a preference for meetings and interviews to be held in person or virtually?

A20. IEDA expects a combination of in-person and virtual meetings as mutually agreed upon during the contracting process.

Q21. What is the preferred timeline for the project? Start and end dates.

A21. Start Date: Mid-July 2023, End Date, April 2024