

## Central Iowa Workforce Development Board

### Strategic Planning Request For Quote (RFQ)

#### Question and Answers

1. Who will the contractor work with directly on a regular basis?
  - a. The Executive Director will be the primary contact. However, the contractor will also interact with the Board Chair, Board Members, and Core Partner Service Providers.
2. Do you currently have any strategic planning software in place (like [ClearPath](#) for example)? If not, are you interested in such a tool?
  - a. No current software. We are interested in using software.
3. Can you share the criteria you will be using for evaluating quotes?
  - a. Applicable Experience/Resume in doing similar work – 25 points
  - b. Quality of References – 25 points
  - c. High Level Summary of Methods/Tactics that will be utilized – 20 points
  - d. Iowa Based Business – 10 points
  - e. Ability to support all 4 project phases – 10 points
  - f. Budget/Cost Basis Provided – 10 points
4. What is the planned budget for this project?
  - a. All quotes will be considered up to a total project cost of \$50,000.
5. Do you have a projection of the time requirements you will be seeking from the contractor?
  - a. No. We prefer an hourly wage costs basis. We would like feedback from the applicant on how much time they believe the project would take according to their methods. Contract negotiation will occur once a selection is made.
6. Are there set time commitments (standing days and times of meetings) that will be required and can be shared at this time?
  - a. No.
7. Will you consider breaking the project into multiple phases, or can an applicant quote for just one phase?
  - a. Yes.