



**Imperial County Workforce Development Board
Valley Works Lithium Valley Workforce and
Economic Development
Needs Assessment
Request for Proposals**



Proposers' Questions and ICWDB Answers

February 23, 2024 Q&A Publication

Q.41 For the proposal narrative, I understand it has a 20-page limit, but do we need to write it following form B? More precisely, do we need to format our narrative as answering the 13 questions therein? I am just wondering since we usually use our own template for proposals and I want to make sure I am abiding by the requirements.

A.41 Section X.B of the RFP states the following:

Use RFP Form B to complete your proposal narrative. Key in your responses directly following each question on Form B. The narrative must not exceed 20 pages. Use a 12-point font, single line spacing, and 1-inch margins.

Proposers must use Form B and provide individual narrative responses to the 13 questions as presented.

Q.42 Regarding the RFP above, the project/grant performance period is listed as 14 months. Is the county accepting proposals with a project duration of less than 14 months? Or, is 14 months the required project duration?

A.42 Proposers can submit projects with a duration less than 14 months if all the proposed activities and deliverables meet the minimum required services, outcomes, and deliverables described in RFP Section II, "Project Design and Deliverables." Additionally, Form E, "Proposer's Work Plan," must clearly and concisely describe the activities and deliverables to be completed within the proposed timeframe.

Q.43 Question 3: The RFP mentions a 14-month timeline - would the Imperial County WDB be open to a shorter timeline, like 8 months, or are there certain milestones, events, etc. that necessitate the 14-month timeline?

A. 43 Proposers can submit projects with a duration less than 14 months if all the proposed activities and deliverables meet the minimum required services, outcomes, and deliverables described in RFP Section II, "Project Design and Deliverables." Additionally, Form E, "Proposer's Work Plan," must clearly and concisely describe the activities and deliverables to be completed within the proposed timeframe.

Q.44 Regarding Q13 from Form B: “How will your organization or firm promote the product to stakeholders upon its publication? How will you communicate its utility and optimal ways for transforming recommendations into actions?” To what extent will the consultant be expected to actively promote the product beyond presentation of findings to stakeholder groups? Should proposers anticipate needing to complete promotion activities during June, 2025 and, if so, that the final report would need to be published by May, 2025?

A.44 Section 2.C.4 of the RFP describes the following project deliverable:

A presentation to the ICWDB and other local workforce and economic development stakeholders on the results of the Valley Works Lithium Valley Workforce and Economic Needs Assessment, along with a plan for promoting the Need Assessments report and its recommendations to communities, organizations, and individuals throughout Imperial County.

In response to Question 13 of Form B, proposers should describe the ways in which the Needs Assessment report and its recommendations will be promoted by the proposer, (initially during the presentation to the ICWDB and stakeholders) and, subsequently, by the ICWDB on an ongoing basis to groups and individuals throughout Imperial County. The contractor’s presentation to the ICWDB and stakeholders would likely occur during the final month of the project, following the publication of the report.

This response should describe how the proposer will address development of a “plan for promoting the Need Assessments report and its recommendations to communities, organizations, and individuals throughout Imperial County.” Based on the proposer’s recommendations, this plan can direct the ICWDB on how to conduct this promotion.

Q.45 Answer A.38 to the February Q/A summary notes a project end date of June 1, 2025. Can you confirm whether this is a typo and that the project end date is actually June 30, 2025 as specified in the RFP?

A.45 The June 1, 2025 project end date was written in error. The correct project end date is June 30, 2025.

Also Note: Four addenda to the RFP have been posted on the ICWDB website. These can be found at <https://www.ivworkforce.com/funding-opportunities> under the heading Lithium Valley Workforce and Economic Development Needs Assessment.