**RFP Submission requirement**

1. The instructions state an electronic copy be sent to your email address prior to 10/19/2023 at Noon. Would a PDF version be acceptable?

Yes.

1. Do you need proof of insurance coverage (page 8) along with the RFP response?

Yes.

**Required Meetings**

1. There is a requirement for Quarterly meetings with each local area (Waccamaw, Pee Dee, and Santee Lynches) and then there are two regional meetings. Given the three areas, will there be a preference for the two regional locations?

There is no set location, however, holding meetings in an accessible area for all three local areas would be preferable.

1. The convener has the role to coordinate meeting locations, food, and any other logistics associated with quarterly/regional meetings. Does the fixed price of $75,000 include the cost of food, meeting supplies, and possible facility fees? Will there be preferred vendors to use for food?

Funding for meeting locations, food and any other logistics will be covered by a different portion of the grant. To clarify, those costs will not come out of the convener’s $75,000 budget.

1. The RFP states that the GPDSR will begin with a smaller partnership identified by the WDB at the local level. (page 2 under Vision) Has this already been identified or will this take place at the launch of the sector strategies in November? With this question, will each local WDB provide their list of contacts of partnerships and diversified manufacturers or is that the role of the convener to create this database for each WDB?

The smaller partnerships have not yet been identified. Diversified manufacturers from each local partnership will be identified through local stakeholders such as economic development directors, chambers of commerce, etc. To clarify, some contacts will be provided by business services staff of each local area.

**Award and Budget**

1. The Basis of Selection (page 4) states the award of the contract will be within 60 days of the proposal due date, which would be up to December 19. Will the timeline be adjusted based on the awarded date since the RFP states November 1, 2023 to March 1, 2025?

Yes. The timeline will be adjusted if applicable.

1. The budget details (after page 5) shows an allocation of travel at $6,000 with a set mileage amount monthly. Is this a guideline for travel expectations?

The mileage reimbursement rate will be applied at 65.5 cents per mile which is the IRS federal rate for 2023. The mileage per month is flexible and will be based on scheduling and meetings.

1. The convener contractual services show 24 months, which is longer than the contracted time of 17 months (11/23 to 3/25).

The budget was established as an estimate. The contract will be based on start date and will end in March 2025.

**Reporting Requirements**

1. The GPDSR is required to create a Comprehensive 4-year plan for the Governor based on WIOA. (page 1, 2nd paragraph)  Has this plan been established or are the sector strategies for manufacturing a part of the development of the 4-year plan?

The Pee Dee Regional Plan was modified this past year to include diversified manufacturing as the next sector partnership. The convener is not responsible for the plan.

2) Is there a monthly activity report requirement along with invoices for reimbursement? Will there be a template or guidelines provided to ensure the convener is capturing the monthly information needed for the LWDA and SCDEW?

Yes. Once the convener is under contract a template along with forms will be provided for monthly reimbursements.