



Walmart Foundation National Retail Initiative

Evaluator Request for Proposals



QUESTIONS & ANSWERS

Question #1: Are the participants multi-lingual and what languages can we expect to hear?

Answer: These nationwide participants will be diverse. We do not have a breakdown of languages spoken by participants, however, we expect the evaluator to be able to include the participation of individuals with multiple languages.

Question #2: If there are non-English speaking participants, is the consultant responsible for providing and compensating interpreters through the project?

Answer: Yes.

Question #3: Will the 10 WDBs have current contact information for participants and employers? And will this information be available for the vendor?

Answer: Each workforce development board has current contact information for participants and employers which will be made available to the evaluator.

Question #4: When was the grant funding distributed to the 10 WDBs? Have the 10 WDBs completed their work according to the grant funding they received? What was the timeline from end to end (conception, implementation, completion)?

Answer: Grant funding was awarded to the participating workforce development boards on April 1, 2016 for two years of programming which ended on March 31, 2018. All ten workforce boards have been given funds to continue the peer-to-peer learning, facilitate participation with an evaluator, provide for travel to convenings, promote attendance at conferences, and contribution to a sustainability plan. In addition, four of the ten workforce boards have received year-long grants to pilot innovative projects that emerged from the first two years of funding.

Question #5: What metrics are available from 10 WDBs? And in what format?

Answer: Each workforce development board has information on enrollments, training participation, job placement, wages, job retention, career advancement, employer engagement, success stories and best practices. This information can be made available via excel spreadsheet and written reports.

Question #6: How available will staff from Chicago Cook Workforce Partnership be to the provider throughout this project? What is the scope of the role of this agency in the project?

Answer: The Partnership will collaborate with the evaluator to refine the scope of work and final deliverables as well as facilitate contact with all workforce development boards and provide technical assistance as needed. The Partnership will also review and approve the final product. The Partnership's Director of Retail Initiatives will be the point of contact and will be available throughout the process.

Question #7: Per the instructions on page 6 of the RFP, the electronic copy provided on USB flash drive or CD the Narrative must be provided separately from the Budget and Organizational Statements. Would The Partnership also prefer the Narrative to be separated in the hard copies?

Answer: Hard copies of the Narrative do not need to be separated from the Budget and Organizational Statements.

Question #8: What are expectations for the length of the final report? Should there be a separate “how-to” kit as described on the bidders’ conference webinar?

Answer: The formatting of the final report will be discussed and developed with The Partnership after the evaluator has had initial discussions with workforce development boards, reviewed data availability and develops an evaluation plan for the project. It is the goal of this project to provide a product that can be disseminated to workforce boards across the country who are interested in increasing their involvement in the retail sector.

Question #9: Does Chicago Cook Workforce Partnership have a written in-direct cost policy?

Answer: While Chicago Cook Workforce Partnership does not have a formal indirect cost rate policy, it adheres to the Code of Federal Regulations (2 CRF 200, Appendix IV) and the State of Illinois’ grant Accountability and Transparency Act (GATA).

Question #10: What are the exact dates for Program Year 1 and Program Year 2? When did the grant officially start and when does it officially end? When were the sites selected?

Answer: Program year one ran from April 1, 2016 to March 31, 2017. Program year two ran from April 1, 2017 to March 31, 2018. Workforce development board sites were selected prior to the commencement of the agreements which was April 1, 2016.

Question #11: Can we access a list of the organizations who participated in the webinar bidder’s conference?

Answer: Organizations who participated in the webinar include:

Millennia Consulting
MKM Consultants
National Center on Education & the Economy
New Ways to Work
Policy Planning Partners
Public Policy Associates
Robbin and Associates
RTI International
Thomas P. Miller & Associates
University of Chicago Survey Lab
Work Systems
Workforce Enterprise Service

Question #12: Is the vision of the final report based on any other similar work done or reports produced in the past?

Answer: The formatting of the final report will be discussed and developed with The Partnership after the evaluator has had initial discussions with workforce development boards, reviewed data availability and develops an evaluation plan for the project. It is the goal of this project to provide a product that can be

disseminated to workforce boards across the country who is interested in increasing their involvement in the retail sector.

Question #13: What outcome data is available? (I.e. program participant data including number of pre-assessments done, placements, wages, retention, and so forth). What format is the data in? Is the format similar across the different sites?

Answer: Each workforce development board has information on enrollments, training participation, job placement, wages, job retention, career advancement, employer engagement, success stories and best practices. This information can be made available via excel spreadsheet and written reports.

Question #14: Are the programs at each WDB one model design or was it left up to WDB discretion?

Answer: Each workforce development board used its discretion to design programming that was appropriate for their geographic and demographic market. However, there were some common themes and program model elements that emerged across the workforce boards.

Question #15: What is the 10th WDB site? There are only 9 listed on the RFP but Metro North Regional Employment Board, Cambridge, MA was included in original press releases.

Answer: The 10 participating workforce development boards are:
Anne Arundel Workforce Development Corporation, Linthicum, MD
Central Minnesota Jobs & Training Services, Inc., Monticello, MN
Denver Workforce Board, Denver, CO
City of Los Angeles Economic Development Department, Los Angeles, CA
Metro North Regional Employment Board, Cambridge, MA
Northwest Indiana Workforce Board, Valparaiso, IN
Philadelphia Works, Philadelphia, PA
The Workplace, Bridgeport, CT
San Diego Workforce Partnership, San Diego, CA
Workforce Snohomish, Everett, WA

Question #16: The RFP lists 9 workforce boards on pages 2 and 3 but also states that research will be conducted with 10 markets where the initiative was implemented. Can you confirm that Chicago Cook Workforce Partnership is the 10th board participating.

Answer: The 10 participating workforce development boards are:
Anne Arundel Workforce Development Corporation, Linthicum, MD
Central Minnesota Jobs & Training Services, Inc., Monticello, MN
Denver Workforce Board, Denver, CO
City of Los Angeles Economic Development Department, Los Angeles, CA
Metro North Regional Employment Board, Cambridge, MA
Northwest Indiana Workforce Board, Valparaiso, IN
Philadelphia Works, Philadelphia, PA
The Workplace, Bridgeport, CT
San Diego Workforce Partnership, San Diego, CA
Workforce Snohomish, Everett, WA

Question #17: On Page 3, under deliverables, what specific “report components” does the partnership have in mind?

Answer: The formatting of the final report will be discussed and developed with The Partnership after the evaluator has had initial discussions with workforce development boards, reviewed data availability and has a more concrete approach and plan to the project.

Question #18: Also on Page 3, second paragraph, where it states “synthesize project documents”. Can you provide an example of these documents?

Answer: Project documents may include but are not limited to: budgets, proposals, Retail Advisory Board meeting notes and rosters, communications, marketing collateral, media coverage, PowerPoint presentations and slide decks, client files, and success story summaries.

Question #19: Will each workforce board provide contacts for their stakeholders and grantees?

Answer: Each workforce development board has current contact information for participants and employers which will be made available to the evaluator.

Question #20: Is it fair to assume that all participating workforce boards have staff with email access?

Answer: Yes, the workforce boards have staff with email access. In some special circumstances, due to staff turnover or staff who were grant funded, staff may no longer be employed with the workforce board. The Partnership will work with the evaluator to contact individuals in this situation.

Question #21: Besides what is listed on page 5, under Proposal Review, are there any other evaluation criteria?

Answer: No.

Question #22: Is there any preference for minority or woman-owned firms in this procurement process?

Answer: The Partnership’s policy is to follow federal Uniform Guidance rules to encourage minority and/or woman-owned firms to submit to this procurement process. Any relevant points awarded would be within the “Technical” score.

Question #23: Is there some flexibility to provide a mid-summary report by the September date for the qualitative data, with a final report delivered by December 2018? We believe this would allow us to collect high-quality interview data and provide a stronger detailed analysis that would strengthen our entire deliverable.

Answer: The Partnership established the September 2018 date to keep us on a timeline with our funder’s deliverables. If you believe there is a compelling reason that the timeline should be extended please present justification in your narrative as we target an evaluator award date of June 1, 2018.

Question #24: Is there any information about if quantitative data was collected before/during/after the initiative that would be available for the evaluation? If so, would this information be available to applicants?

Answer: Each workforce development board has information on enrollments, training participation, job placement, wages, job retention, career advancement, employer engagement, success stories and best

practices. This information can be made available via excel spreadsheet and written reports. This information will be made available to the selected evaluator once we have a signed contract.

Question #25: How many people were invited to reply to the RFP?

Answer: The RFP is posted to the public. There is no invitation process.

Question #26: How many people attended the bidders' conference?

Answer: Organizations who participated in the webinar include:

Millennia Consulting

MKM Consultants

National Center on Education & the Economy

New Ways to Work

Policy Planning Partners

Public Policy Associates

Robbin and Associates

RTI International

Thomas P. Miller & Associates

University of Chicago Survey Lab

Work Systems

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