Proposer Questions & Answers to LCEDIR RFP – Business Competitiveness & SWOT Analysis

1. For the purposes of RFP response structure, should the technical approach section also include the cost approach, or should the cost approach be included as its own section?
The cost approach can be included in a different section or its own section, whichever you prefer, but it will be important to clearly identify the cost approach as it will be part of the scoring metric for evaluating written proposals.

2. Will the management of the advisory and staff workgroups fall under the responsibilities of the contractor?
It will be the responsibility of the Office of the Lieutenant Governor (OLG) to identify the members of the work groups as a resource for the contractor. The contractor will be responsible for coordinating meetings of the groups, with assistance from the OLG, and soliciting input from work group members, as needed.

3. Is there any public outreach needed in addition to the workgroups?
The RFP asks for the deliverables to be provided “using…an advisory group, staff group, and local input.” Including local communities, governments, or economic development groups in the process would likely provide some regional insights but the level to which that outreach is done will vary depending on the methodology used by the selected Bidder to complete the report. Legislative Committee on Economic Development and International Relations meetings will require outreach to the general public but that will be handled by the Office of the Lieutenant Governor (OLG) and nonpartisan Legislative staff.

4. For the advisory Workgroup, have representatives of communities of color and those traditionally economically underprivileged already been selected?
The OLG is still in the identifying phase and have not confirmed specific members representing “communities of color and those traditionally economically underprivileged” at this time. We have been working with the Washington State Office of Minority and Women Business Enterprises and they have committed to aiding in this process.

5. Can we assume that workgroups will meet virtually?
Virtual meetings are the norm in today’s environment but the OLG would like to remain as flexible as possible and not preemptively remove other meeting options.

6. Is LCEDIR seeking a single report covering 1) the state of the state’s economy; 2) the state’s business competitiveness, and 3) a SWOT analysis, or three separate reports covering each topic individually?
The Office of the Lieutenant Governor (OLG) and the Legislative Committee on Economic Development and International Relations (LCEDIR) are looking for a single report composed of sections detailing the state of the state’s economy, the state’s business competitiveness, and a SWOT analysis as detailed by the Scope of Work in the RFP.
7. Is LCEDIR seeking specific recommendations to address threats and opportunities identified in the SWOT analysis?
We are looking for analysis on where some of the state’s opportunities and threats may lie and are seeking high-level policy direction but not looking for specific policy recommendations in this report. For example, if this report was done 5+ years ago, lack of access to broadband might have constituted a threat to the economy. The report would have highlighted how lack of access would limit growth, but the report would not have included specific recommendations about how that access should be increased.

8. Does LCEDIR prefer that specific boundaries be used to define different regions of the state for the purpose of regional economic analysis?
The OLG does not have preset boundaries, and we (OLG and Bidder) would review available data and the methodology of the approach to determine what regional boundaries make the most sense once a Bidder is selected. For example, regions other state agencies have used include Central WA, Eastern WA, Northwest WA, Southwest WA, Olympic Peninsula, and Central/South Puget Sound. Another example of state agency regional subdivision is Olympic Peninsula, Northwest (including Puget Sound), Southwest, South Central, North Central, and Eastern.

9. Does LCEDIR expect the selected consultant to participate in LCEDIR meetings remotely or in person?
Participation in Legislative meetings will be remote in 2021 and in person in 2022.

10. The “Timeline and Deliverables” section on p. 4 states that the final draft report will be due at the January 2022 LCEDIR meeting and that a “final report of tasks to be completed” will be due January 15, 2022. Can you provide additional detail about what this “report of tasks” entails and what the deadline is for the finalized report?
The deadline for the final report is January 15, 2022. The January LCEDIR meeting will occur in January prior to the 15th; the OLG realizes there may be edits or additions in the time between the January LCEDIR meeting draft final and the final due by January 15th.
The “report of tasks” references the “Tasks to be Completed” composing the final report and includes:
• the State of the State of Washington’s Economy, focusing on trends;
• Business Competitiveness, and how are state ranks nationally and with comparable regions using key areas of comparison; and
• a SWOT exercise focusing on Opportunity and Threat gap analysis.
11. How frequently do you anticipate that the selected consultant will meet with Advisory Workgroup and Staff Workgroup?
The work groups are there as a resource for the consultant. It is the expectation that “[t]he consultant will work...with the [work groups] continually through the process by soliciting input and providing draft materials for comment prior to publicizing.” The number of work group meetings, as well as size of meetings, will vary depending on items like methodology, topics needing additional information or clarification, and number or timing of draft materials prepared for comment.

12. Which entity will be the primary point of contact for the selected consultant?
The OLG will be the primary point of contact.

13. Should each firm belonging to a bidding team submit a project example, or is this limited to one per team? Multiple project examples may be included but one example is all that is required.

14. Does the firm information, e.g., UBI, EIN, need to be provided for all participating subcontracting firms, or just the prime?
The firm information is only required for the prime.