

Westchester/Putnam WIB

RFQ for Sector Manager Q&A

Q1. How much funding is available for this project?

\$70,000.

Q2. Is the Sector Partnership Manager assumed to be single a full time person? Or can a Partnership Manager be identified as the point person, with collateral resources from an organization to back up that person?

This can be a full-time or part-time position for an employee on the company.

Q3. Is the Sector Partnership Manager expected to work on-site at the One-Stop Employment Center? If so, to what extent? If not, can the Sector Manager work from a location outside of the County or does the contracted entity need to have a physical presence (i.e., office) within the County?

The Sector Manger will be located at One Stop Center in White Plains.

Q4. Green jobs, healthcare and financial services are listed as examples of target sectors. Are there, or will there be, other target sectors for which sector partnerships need to be developed under this contract?

These are the thress sectors, but the partnership may develop other sector as the parterhip grows.

Q5. Which, if any, sector partnerships are already in place?

Green jobs, healthcare and financial services.

Q6. The RFP states that membership to a sector partnership is for business representatives only (page 5). Later, on that same page, the RFP states that the Sector Partner Manager will organize stakeholders such as unions and education providers. Are these stakeholders not considered formal members of the sector partnerships? If not, what is their role? Please explain.

The Sector members are businesses, but the Sector Manger will have to engange other stakeholders to address the training needs of the businesses.

Q7. The RFP states that the page limit for Part I of the proposal, Program Narrative, is two pages. There is no stated page limit for Part II, Experience. Is the Experience section included in the two page limit for the Program Narrative? If not, what is the page limit for the Experience section?

The program narrative should be two pages, one page for the references and one for the budget.

Q8. As you increase the number of sectors will the money increase.

No.

Q9. Can an individual or consultant apply?

No, the county will only approve a contract with an agency company that is incorporated.

Q10. What expenses are included in the budget?

Cost for staff (fringe) and travel.

Q11. Can more than one person manage the sectors?

You can assign more than one staff person, but there should be only one point of contact between the agency and the WIB.

Q12. Can the contract be sub-contracted?

No

Q13. Will travel outside the County be required?

Much of the work will be done in Westchester County, but if the need arises travel to other counties may be required.

Q14. What are the deliverables of the contract?

The Sector Manager will be responsible for recruitment of new businesses, arranging meetings, agenda, minutes and labor market analysis.

Q15. Can we come up with our own deliverables?

Yes