

## **RFP – Fairfield County Business Support Analysis and Grant Writing for Local Townships and Villages**

### **Question to RFP – Posted 9/15/2021**

Question: Section 1.3.1.A (Scope of Services – Business Support Analysis):

1. The RFP request business support for at least 6 businesses. Have any businesses, or business types been identified for this assistance? (i.e. industry sector, business size, business location). If not, how do you expect to select for assistance?

Answer: Businesses above 20 employees located in Fairfield County. No retail or restaurants. Focused on manufacturing but not limited to.

We expect the service to include analyzing and making recommendations regarding recruitment and retention of employees at the business – especially in areas of high turnover or high vacancy. This could include wages, benefits, recruitment methods (including geography), barriers to employment or retention of employees, HR staff, training programs (and opportunities with local workforce partners to offer training), SWOT analysis of working at the company (including interviews of employees), and creation of a value proposition on why people want to work for the company.

2. Do you expect on site presence for business support and/or grant writing? Is there office space available for this person or team? If so, where is it located?

Answer: We could provide office space at the Workforce Center, 4465 Coonpath Rd. NW, Carroll, OH 43112

3. How much time can a business support analyst expect to spend “on the ground” in Fairfield County?

Answer: The business support analyst would need to meet in person with businesses and employees. It will differ based on company but we estimate 60 hours minimum with each company.

4. Are grant writing services specific to federal government funding opportunities?

Answer: No. While that’s a focus, there may be other grants available to villages and townships.

5. Is there a current process in place through the FCEWD office (or other county/regional office, i.e. One Columbus) for selection of applicants that need assistance in development of funding proposals?

Answer: There is not a process in place. Fairfield County Economic and Workforce Development would ask the winning bidder to present at Regional Planning Meetings, Township Association Meetings, and Village Mayor meetings to share their services and ask the winning bidder to set up follow up meetings with individual townships or villages (in person or remote).

Question: Section 2.2.2 of the RFP states the following:

2.2.2. Audits To demonstrate fiscal integrity, the respondent must include copies of its two (2) most recent independent annual audit reports, if available, as well as a statement of cash flow for the 2019 calendar year. For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year-end balance sheet and income statement. If no audited statements are available, respondent must supply equivalent financial statements certified by Consultant(s) to fairly and accurately reflect the respondent's financial status. Respondent's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. Any confidential information, such as Tax ID Numbers, should be redacted.

Answer to Section 2.2.2: It has been determined that proposals can include alternative financial information and that should suffice.

Question: In section 4.9 on page 15 of the RFP, provides a brief explanation of the proposal selection process. Our question is:

- 1) Is the Selection Committee considering including any interview process to allow the committee to better know the candidate(s) and also allow the finalists to ask questions to the committee regarding needs and expectations?

Answer: We will interview the finalists to make sure everyone is comfortable with the expectations and ability to meet those expectations.