



## Questions and Answers for:

### Mini-Bid Request: Technical Assistance to Support the Equity Workforce Training Planning Grants

Posting Date: September 26, 2022

- **MassCEC anticipates up to \$100,000 in resources – Is this the total amount for the two potential TA providers or is it \$100,000 each?**

Based on available funds, MassCEC has some capacity to contract two providers who cumulatively exceed \$100,000. For example, if the best combination of proposals to meet the objectives were two separate providers, each proposing \$60,000 or \$70,000 worth of services, we could explore that option. We do not have sufficient resources to consider solutions that go significantly beyond these examples.

- **Should our budget proposal include costs associated with the convenings – space, food, etc.?**

The only costs related to convenings that the budget needs to cover are the provider's labor for planning and facilitating the convening. MassCEC will secure the space and provide the food and any materials needed.

- **The RFP specifies that applicants should plan to develop two (2) to three (3) custom tools to support best practices relevant to the Planning Grant goals. Could you elaborate on what you mean by "custom tools"?**

We anticipate that for these convenings to be productive, providers may need to design content to support the interactions and learning objectives. For example, if one of the goals was to get grantees to strengthen their design for support services relative to anticipated participant needs, it might be helpful to design a tool that captures some best practices for workforce programming support services and include a graphic organizer to help grantees chart and discuss their planned support services and potential gaps. This example is strictly for illustrative purposes; the actual tools might be quite different and are likely to be determined based on the needs and progress of grantees.

- **Given that there is a project tracking document as a deliverable, could you speak to your expectations for a meeting cadence with the TA provider?**

For meetings with grantees, we would expect the provider to have a touchpoint with most grantees at least once a month. In a month, there is a convening that could easily serve as the touch point for most of the grantees. TA providers should consistently be aware of which grantees may need an extra meeting or communication each month and should work within the bounds of the agreed-upon budget and scope of work to support grantees. If some grantees require support that exceeds the scope of work, the TA providers must communicate that to MassCEC staff so that we can provide additional

support as needed. MassCEC staff anticipates needing to have at least a monthly check-in with TA providers, but we are open to additional meetings and communications to support the successful completion of the work.

- **When will grantees need to be prepared to apply for implementation funding?**

We anticipate the deadline for implementation funding will be March or early April at the very latest. Our goal is for most grantees to be ready to apply for these funds. There may be a few instances of grantees who need additional support through June, and we anticipate having an additional procurement opportunity around that time as well. Grantees are required to submit two deliverables to MassCEC related to the implementation funding – the Plan Outline at the 3-month planning mark and the final Implementation Plan at the 6-month planning mark. The Implementation Plan should be ready for submission to the implementation funding solicitation. The TA providers will be expected to review both deliverables at the respective 3-month and 6-month marks.