

Date: January 6, 2023

Publication of Questions and Answers Received to Date for Allegany County's RFP for Strategic Planning Services

QUESTIONS & ANSWERS:

1. The RFP requests a minimum of "three (3) reference with contact names and phone numbers where the contractor has completed projects similar in nature in New York State". Is it acceptable for these projects and references to be outside of NY state but in regional proximity? e.g., northern PA. **References need not be exclusively from New York State. We will accept references from projects with similar demographics.**
2. The RFP indicates the expectation for an onsite presence. Will the County provide office space for the consultant during periods of onsite data gathering? **The county has the ability to provide office space if so desired.**
3. The RFP requests meetings and strategic planning interviews with key stakeholders and the community. Can you elaborate on your expectations for this engagement? Do you expect meetings to happen in person, virtually, or a combination? **Meetings would preferably be in person, but it would be acceptable for a combination of the previously stated options.** Can the consultant engage with board members and staff during regularly scheduled meetings in 2023? **Yes.**
4. Will the County provide contact information for key stakeholders and board members? **Yes.**
5. The RFP indicates a project period of 12 months. Is the County open to an expedited timeline? **Yes.**
6. The RFP requests strategy for organizational framework. Is this referring to the County's Economic Development Department? **Yes, but not exclusively.**
7. Does the County currently have a system to measure economic development outcomes? Do these metrics align with those used by ACIDA and ACCRC? **No.**
8. What is the source of funding for this project? **Funding for this effort will be provided through a dedicated fund balance allocation.**
9. What is the total project budget? **The total project budget is undetermined at this point in time.**
10. Do the project references have to be exclusively in New York state, or can they be similar regions? **References need not be exclusively from New York State. We would accept references from projects with similar demographics**

11. Given the size of the county, do you have a sense of how many public meetings you expect and whether these are should be in-person, virtual, or a mix? **We are divided into five (5) governing districts with varying degrees of need. Our minimum expectation would that each district would be evaluated on two levels.**
12. Do you have a deadline for completion of the project or is it flexible? **We are looking for the initial assessment/report to be completed within one year with options to extend the project to a total maximum of five (5) years.**
13. Do you have a budget range? **The budget range is undetermined at this point.**
14. Will the proposal be considered if the emailed PDF arrives by the deadline but the mailed version does not? We have experienced issues with delays from FedEx, UPS and the Post Office. **The county is willing to acknowledge a PDF submittal with the understanding that mailed version may be delayed.**
15. Are you answering the individual questions from each consultant, or will all of the answers be posted in advance of the due date? **Our intent is to refer potential vendors to our website for the responses to all posed questions.**
16. What is the County's anticipated budget or budget range for this work? **The budget range is undetermined at this point.**
17. Is any portion of this work funded by a grant? If so, what is the amount and source of this grant? **No, this initiative is funded through a dedicated fund balance allocation.**
18. When does the County anticipate that its Economic Development Director position will be filled? **We anticipate having a candidate identified by January 15, 2023 with a start date be determined.**
19. Is it the County's intention to begin work prior to filling that position? **We anticipate that the Economic Development Director will be identified prior to the contract being awarded.**
20. For the local address, is this a formality to have a local service office or is it that you require a person in NYS? If you do require a person in NYS, does that person need to be a principal or can it be an associate? **This is a formality.**
21. Is there a public list of additional questions from other responders that is available for review? **Responses have been forwarded to vendor inquiries and will be posted on the website at <https://www.alleganyco.gov>.**

Submitted by: Carissa M. Knapp, County Administrator

Allegany County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and New York State Labor Law; Article 8 - Public Work, Section 220e hereby notifies all contractors that it will affirmatively ensure that any contracts awarded as a result of this proposal solicitation will be awarded without discrimination on the grounds of race, color, sex or national origin.

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