

Talent Development Services RFP #0238A – Q&A

1. (Reference: General RFP)

Based on our experience we have been able to successfully map current content to client curricula. Would you be open to this approach to maximize cost-savings regarding pure development of curricula for this initiative? For example, we can map the competencies and core values to our content.

Yes. Consultants previously developed intellectual property may be used to support this work.

2. (Reference: General RFP)

This is an important and visible initiative. Can you share the expected or estimated talent development investment and budget?

Investment and budget will be determined for each task order as we anticipate the needs to vary by task.

3. (Reference: General RFP)

Do you anticipate awarding the business to one or multiple vendor partners?

We intend to issue the contract to a single firm for services requested under this RFP.

4. (Reference: Section 3: Approach, page 2)

Could EGPAF kindly confirm that this will be a single-award master task order contract?

We intend to issue the contract to a single firm for services requested under this RFP.

5. (Reference: Section 8: Evaluation Criteria & Submission Requirements, page 4)

The RFP indicates a maximum of 15 pages for the written proposal and also indicates 1-3 pages for the Sample Task Order response. Could EGPAF confirm that the 15-page requirement is for the Process and Approach section of Evaluation Criteria 1, and that the Sample Task Order response can be 1-3 pages in addition to the 15-page response?

The request for a 1-3 page Sample Task Order response was intended to be included in the 15-page proposal addressing process and approach. However, the Foundation is open to receiving the 1-3 page Sample Task Order Response in addition to the proposal.

Additionally, could EGPAF confirm that the Cover page, table of contents, and the responses to Evaluation criteria 2 are not included in the 15-page limitation.

The Cover page, Table of Contents, and response to Evaluation Criteria #2 (Cost) may be in addition to the 15-page proposal addressing process and approach.

6. (Reference: Attachment #1 – Sample Task Order)

Has EGPAF already selected a 360-degree leadership assessment tool or should the contractor plan on presenting the tool options to EGPAF in addition to including the cost of the tool itself?

EGPAF does not have a pre-selected 360-degree leadership assessment tool and we are open to options for the variety of assessments described in the RFP. Per Section 7: Key Contract Terms of the RFP, the Consultant is responsible for providing equipment and/or supplies required to perform the services.

7. (Reference: Attachment #1 – Sample Task Order)

Could EGPAF please specify the number of hours needed for individual leadership coaching.

- How many hours per week and/or per month for each Director/Sr. Director?
Please propose your recommendation based on the information provided.
- How many hours per week and/or per month for each Manager/Sr. Manager?
Please propose your recommendation based on the information provided.

Additionally, will these coaching sessions be held in person or virtually? If in person, could EGPAF kindly specify the location of each individual.

For the purposes of the Sample Task Order, Consultant should assume that coaching sessions will be delivered in person and virtually with consideration to Consultant's resources and locations of the individuals to be coached, as described in Attachment #1.

8. (Reference: Attachment #1 – Sample Task Order)

Could EGPAF please specify the length of the "intercultural competence and communication leadership workshop".

Using the information provided in Attachment #1, please propose your recommendation based on Consultant's expertise and the content/materials you plan to use.

Additionally, will the contractor be responsible for communication with participants in addition to management of the logistics (i.e., reserving a room, tracking registrations)

Since the workshop described in the sample task order will take place in EGPAF's Washington, DC office, please assume that EGPAF will manage logistics. Communication may be handled in partnership between EGPAF Talent Development SMEs and Consultant, depending on proposed workshop solution.

9. (Reference: Attachment #1 – Sample Task Order)

Does EGPAF intend on printing any of the material developed by the contractor and if so, should the contractor be prepared to take on the responsibility of printing and shipment of material?

For the purpose of the Sample Task Order in Attachment #1, you may assume that Consultant will provide the requested materials which includes printing and shipping as per Section 7: Key Contract Terms of the RFP, Consultant is responsible for providing equipment and/or supplies required to perform the services.

10. (Reference: Attachment #1 – Sample Task Order)

Could EGPAF kindly specify the range of hours needed per week and/or per month per individual, for the Executive/C-Suite coaching.

For the purpose of the Attachment #1 - Sample Task Order, Consultant may assume 2-4 hours per month per individual over a 3-month period.