

RFP - Change Management Consultant: Question(s) and Answer(s)

Questions #1-11:

Received: March 8, 2023

Responded: March 9, 2023

Question #1:

- The RFP indicates support for rapid expansion of apprenticeship system across “markets, companies, and industry stakeholders”. Have these markets, companies and stakeholders already been identified? Can you share a list of these partners?

Response #1

- Program will focus on expansion of IT apprenticeships in Cloud and Aerospace Aviation. We expect the change management consultant to help identify additional markets, companies, and stakeholders. We can share a list of current partners once a Change Management Consultant has been selected and is under contract.

Question #2:

- Who is the beneficiary of the comprehensive change management process? Employers? Workforce development organizations? Education and training providers?

Response #2

- The goal is to develop a sustainable system in which employers can easily and rapidly hire apprentices.

Question #3:

- The RFP requests recommendations on “communication needs, platform development, automation, and systems required”. Can you elaborate on the meaning of automation?

Response #3

- Automations are intended to replace manual processes to improve apprentice and employer onboarding as well as apprentice management.

Question #4:

- Who is the intended audience for the implementation playbook?

Response #4

- Apprenti and employers within the Aerospace Aviation and Cloud sectors.

Question #5:

- What is the geographic scope of this work? National? Regional? Local? Are there regions and/or that have been identified to “pilot” change?

Response #5

- Apprenti operates nationally.

Question #6:

- Where will this work be headquartered and who will be the main contact for the project?

Response #6

- Becky Baumann, Commerce Grant Project Manager, is the main contact for this project. We expect work to be done remotely.

Question #7:

- Are there organizations/partnerships Apprenti looks to as a model for this work? Are there current apprenticeship partners that are doing this work particularly well?

Response #7

- Apprenti is a DOL-recognized intermediary and has been the leading Tech Registered Apprenticeship program for 5 years.

Question #8:

- Has a steering committee been formed for this project? Who is represented on that committee?

Response #8

- There is no steering committee for this project.

Question #9:

- Has Apprenti engaged IT Sector Partnerships to inform this work? Who are those ISP's and where are they located?

Response #9

- Apprenti has partnered with leaders in the Aerospace Aviation and Cloud sectors.

Question #10:

- Of the more than 29,000 Apprenti applicants, what is the rate of placement?

Response #10

- The rate of placement is dependent upon employer demand.

Question #11:

- The RFP indicates “plans to use the proposed funds to place 2,000 apprentices, from mostly underrepresented groups”. Is there a target percentage for placement of underrepresented groups? How are underrepresented groups defined?

Response #11

- Apprenti actively engages with diverse populations including individuals with disabilities, women, veterans, and people of color, with additional focus on covid displaced persons. We are targeting placement of underrepresented groups at approximately 75%.

Questions #12-14:

Received: March 9, 2023

Responded: March 14, 2023

Question #12:

- The RFP states: “Must have a published and research-based methodology for integrating organizational change management and communications including the public and private sectors.” Is this indicative of our team having been published for this research-based methodology or is this indicative of the methodology utilized by our team being rooted in published/research based best practices?

Response #12

- This is indicative of the methodology utilized by your team being rooted in published/research based best practices.

Question #13:

- The RFP states: “Must have at least 5 years' experience supporting US registered apprenticeship programs (RAP) and familiarity with apprenticeship policy and practice.” We would have a SME supporting our proposal with this level of background in RAP and overall apprenticeship policy and practice, however; our firm collectively has not executed 5 years' worth of project related work itself in RAP. Is this suitable to fulfill this requirement?

Response #13

- In lieu of direct RAP experience, please share previous projects or work that has positioned your company to successfully execute this change management project.

Question #14:

- In the Scope of Work section, it states: "Create/recommend communication tools, including but not limited to, web content, landing pages, and an implementation playbook..." Is the proposal seeking a technical partner to execute the web content, landing pages, etc., seeking a partner to provide the framework, language, and copy for web content and landing pages, or a combination of both?

Response #14

- Apprenti is seeking support with research and recommendations for a more robust and user-friendly framework for web content and digital infrastructure.

Questions #13:

Received: March 14, 2023

Responded: March 15, 2023

Question #15:

- We noticed that the new RFP still includes the following:
"The initial scope of work will be due by June 15, 2023, and ongoing review and process improvements will continue through 2025."
Previously, we were anticipating about 6 months to perform the initial research, documentation, analysis, and recommendations delivery. Depending on award date, the original due date could significantly condense the timeframe to deliver the initial scope of work. Would Apprenti consider amending the language to specify a 6-8 month period to deliver the initial scope of work, with ongoing review and process improvements to continue through 2025?

Response #15:

- Apprenti will amend the delivery timeline to reflect the project delay. A draft of the initial scope of work will be due six months after executing the contract.