

ADDENDUM 1

Request for Proposal: RFP# 2023-11-30-A
SECTOR-SPECIFIC BUSINESS COMMUNICATIONS
COACH

Addendum Issue Date: December 13, 2023

RFP Closing Date & Time: December 22, 2023 (17:00 EST)

To All Potential Bidders:

Addendum 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the bidder shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

Q1. Would ACCES consider submissions from a staffing firm that can provide a qualified consultant with the necessary capabilities to deliver the services as outlined in the subject solicitation?

Ans. ACCES welcomes submissions from staffing firms. Please ensure your proposal demonstrates the consultant's expertise, providing detailed information on relevant experience, skills, and a proven track record in delivering similar services.

Q2. How many cohorts of the program will there be between January 22, 2023 and March 31, 2025?

Ans. Four (4) cohorts.

Q3. How many clients will participate in each cohort?

Ans. A maximum of 30 participants per cohort.

Q4. What are the general demographics of the clients?

Ans. The primary demographic of ACCES' clients comprises adult learners in their mid-career seeking to reskill or upskill for career advancement in the advanced manufacturing sector.

Q5. Do you anticipate a group learning element for program participants to increase their knowledge and overall use of sector-specific practices and technical jargon/terminology in order to ensure and maintain employment and/or advance their careers, or would this be achieved through individual coaching?

Ans. ACCES expects learners to acquire increased knowledge and proficiency in sector-specific practices and technical jargon/terminology through personalized coaching. This targeted approach ensures and enhances employment prospects while facilitating career advancement.

Q6. Are clients required to participate in the coaching element of the program, or is it optional?

Ans. Their participation is optional.

Q7. Does ACCES anticipate individual coaching only, or is ACCES open to group coaching?

Ans. Our coaching approach will be determined on a case-by-case basis. While group coaching may be suitable in certain situations, there are instances where individual coaching may be more effective. This flexible approach allows ACCES to tailor its coaching strategy to the specific needs and preferences of participants, ensuring optimal learning outcomes.

Q8. What is the timeframe for coaching element for each cohort in weeks or months?

Ans. It is based on demand, and the timeframe will vary from week to week.

Q9. How many coaching sessions on average do you expect each participant to participate in?

Ans. The number of coaching sessions is anticipated to vary for each participant. While some may require a single one-hour session, others may benefit from up to four sessions, each lasting one hour. This flexibility allows ACCES to tailor the coaching experience to the unique needs of each participant.

Q10. What is your budget for this project?

Ans. The budget is confidential.

Q11. In Section 2.2, it says: Coaching sessions will be conducted one-to-one, either face-to-face or through virtual platforms (e.g., video calls, online collaboration tools). For face-to-face coaching sessions, will ACCES provide the location for the coaching to take place? For virtual platforms- will ACCES provide the platforms?

Ans. ACCES is capable of providing assistance for both in-person and virtual sessions, provided they align with ACCES work hours (Monday to Friday, from 9am to 5pm). Proponents should address this requirement in their application and outline their contingency plans if ACCES locations, tools, or times are not convenient for either party.

Q12. Approximately how many coaches does ACCES need for this service?

Ans. ACCES ideally requires at least one coach to fulfill the service outlined in the RFP. However, we understand the potential for multiple competitive applications

and are open to the possibility of splitting the work among multiple vendors if it proves beneficial to the overall success of the program.

Q13. How many hours of coaching does ACCES anticipate will be required over the contract period?

***Ans.** The total coaching hours required over the contract period will depend on the specific needs of the program and the number of participants. Our preliminary estimate is based on the following assumptions:*

- Frequency of Coaching Sessions: 1-2 hours per participant, per cohort*
- Duration of Each Coaching Session: 30 minutes to 90 minutes.*
- Number of Participants: 15-20 participants per cohort*

Please note that these are initial estimates, and the actual coaching hours may vary based on the evolving needs of the program and any adjustments made during the contract period.

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