

**CONTRACT NO. 24-01-HR-WDS
REQUEST FOR PROPOSAL:
WORKFORCE DEVELOPMENT STUDY**



QUESTIONS/ANSWERS

The Workforce Development Study RFP issued by Bulloch County Board of Commissioners on November 9, 2023, invited prospective proposers to submit technical questions before 3:00 p.m. on Thursday, November 16, 2023.

The questions deemed material to the preparation of RFP responses are answered below.

Where should electronic copies be submitted?

Electronic (digital) copies should be submitted, on a flash drive/thumb drive or similar storage device, along with the hard copy proposal as described in the RFP.

Have you completed a previous workforce study? If so, when was it completed, and by whom?

No prior workforce study has been completed.

How many unique positions/job descriptions exist in Bulloch County?

Data about budgeted positions can be found in the "Appendix" section of the FY2024 budget. The budget can be accessed online at <https://bullochcounty.net/budget/>.

Have you completed a recent employee engagement survey, and will you provide the results?

No recent employee engagement survey has been conducted.

Does Bulloch County have a subscription to LightCast that the vendor could leverage? Or would the county be open to including the cost of a subscription to complete this scope?

The County does not have a subscription to LightCast. If a responding vendor believes that such a subscription is critical to their performance of the project, the cost should be included in the vendor's proposal.

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Are the workforce demographics available (such as education level ethnicity...), or will the selected vendor need to complete the survey?

Some demographic data is available and stored in the HRIS. Education level is not maintained.

Does the county have LMS and HRIS?

The County utilizes our enterprise software system, MUNIS (a Tyler Technologies product), as its HRIS. No LMS is in use.

Can Bulloch County provide clarify that the scope and goal 3.2: Should this scope be focused on impacts to internal county staff and external needs/forecasts for the county (i.e. is Bulloch County interested in data analysis on what the future workforce needs of the county or top industries in the county overall?)

The goal of 3.2 is to forecast future needs for the County government's workforce, not for the workforce of the community overall.

Can Bulloch County provide clarification on 3.3. Should the KPIs be focused internally to county staff, externally, or both?

The goal of 3.3 is to establish metrics for the County government's workforce, not for the workforce of the community overall.

Can the work be completed virtually or should the consultant budget for travel? If travel is required, can Bulloch County provide an estimate of the number of trips required?

There is no predetermined number of onsite visits required in the performance of the contract. It is likely that a small number of in-person visits may be beneficial.

Could you provide more information on the current IT support structure and specific challenges?

The County currently outsources the IT function to a local third-party vendor. Organizational growth and the increase in reliance on technology may make it beneficial to hire one or more employees to provide IT support.