

**Request for Quotes #2017-005**  
**Professional Services in support of EmployIndy Committees**

1. RFQ 2017-5 includes two projects, one to provide administrative support to the Youth Committee and another project to support the GIPC committee. Are respondents to this RFQ required to oversee both projects or can they quote for just one project?

Respondents may provide a written response to either the services sought for EmployIndy Youth Committee OR Project Indy, or respondents may provide a written response to both sets of services.

2. Regarding the Youth project: Want to confirm that EmployIndy is looking for the consultant to provide administrative and facilitation support for the work for a two-year period. The first part of the scope reads like the need is for the consultant to develop the strategic direction and do action planning, but the rest of it reads like the task is to implement the existing strategic plan and year 1 workplan. Could you clarify?

EmployIndy seeks consultant services that will assist the existing youth committee in implementing priorities that align with and support the existing Strategic and Year 1 Action Plans.

3. Regarding the Project Indy project: Do you know how often EmployIndy would anticipate convening the Project Indy Steering Committee (monthly, bi, quarterly), as well as the six standing subcommittees? (or is this something you want the consultants to determine? And confirming that you are only looking for a 1 year commitment for this piece, right?

The goals and objectives of each committee will be identified in part one of execution to determine the frequency for committee and subcommittee meetings. The contract resulting from this competitive bid will be one year.

4. Is there a budget range for each part of this RFP?

The contract for the EmployIndy Youth Committee is not likely to exceed \$20,000 and the contract for Project Indy is not likely to exceed \$50,000. Respondents are encouraged to estimate costs based on what's reasonably necessary to support proposed strategies for executing the scope of work described.

5. Where would we be able to get the Year 1 action plan of the youth project?

The Year 1 Action Plan and Project Indy Logic model are posted on the website at: <https://employindy.org/connect/contract-opportunities/>