

ADDENDUM NO. 1

TO: All Vendors

FROM: Jason McGarry, Procurement/Contracts Administrator

SUBJECT: Addendum 1 – Regional Sector Partnership Consultant

DATE: April 6, 2026

This Addendum No. 1 modifies the Request for Proposal (RFP) only in the manner and to the extent stated herein.

QUESTIONS AND ANSWERS

- 1. Is successfully awarded supplier required to establish and/or to maintain operative offices and/or all essential facilities and workspace to complete and to provide noted SOW services and end products or will the BCDCOG be sharing use of its available workspace and office equipment (e.g. telephone, internet, copier, hardware, software, system access, etc.)**
 - a. The consultant is expected to provide their own office space, equipment, and resources necessary to perform the services. Coordination with BCDCOG staff will be required.

- 2. What is the total budgeted and/or not to exceed dollar amount for this solicitation?**
 - a. Not budget defined.

- 3. What was the last total dollar amount expended for BCDCOG's Regional Sector Partnership Consultant contract or comparable services?**
 - a. Not available. Consultants should base their pricing on the scope and requirements outlined in this RFP.

- 4. Should the "Fixed Fee" total the "Cost Allocation by Task" or are two allocations allowed for both the fixed fee and costs by task?**
 - a. The Fixed Fee should represent the total cost for the project and should equal the sum of the Cost Allocation by Task.

- 5. What are the anticipated project start and end dates?**
 - a. The anticipated project start date will be upon contract execution. The duration will be based on completion of the scope of work as outlined in Section 3.

- 6. Question: How often is the Partnership Consultant expected to be on-site at the BCDCOG (e.g. daily, weekly, quarterly etc.)?**
 - a. There is no fixed on-site requirement. The Consultant is expected to support up to two (2) regional meetings and up to four (4) sector or local meetings, along with associated coordination and facilitation activities, as outlined in the Scope of Work

- 7. Per the solicitation document, what are the specified deliverables for this project?**
 - a. Please see section 3 of the RFP.

- 8. Have priorities, goals, strategies, and action plans already been established for the**

region's individual sectors of manufacturing and healthcare and the partnership as a whole? If so, can you share this information? If not, will this be part of the consultant's facilitation work?

a. This will be part of the consultant facilitation work.

9. What level of graphic design is desired for the employer resource guide? Is there an estimated number of pages anticipated? Will one guide serve both sectors?

a. A professional easy to use resource guide that can be used by both sectors.

10. 1. What is the expected period of performance for this contract?

a. June 2026 – November 2026

11. Are the healthcare and manufacturing sector partnerships currently active with established membership, or will the consultant be responsible for building or rebuilding membership from the ground up?

a. No, this will be part of the consultant's responsibility.

12. Does BCDCOG have existing materials, data, or templates the consultant may draw from in developing the South Coast Employer Resource Guide, or is it expected to be developed entirely from scratch?

a. No Resource currently exists in the region.

13. 4. What is the expected length, format, and intended audience for the final summary report?

a. No expected length or format. The intended audience is employers, The Local Workforce Development Boards and partners.

14. Will BCDCOG provide administrative support such as meeting space and partner contact or distribution lists, or is the consultant responsible for all logistics independently?

a. Yes, we will provide meeting space and contact list.

15. Are sector partnership meetings expected to be in-person, virtual, or hybrid?

a. hybrid

16. Do resumes or other appendices count toward the 20-page Technical Proposal limit?

a. No.

17. Is BCDCOG anticipating interviews as part of the evaluation process? If so, what is the anticipated timeline from proposal submission to award?

a. To be determined after due date.

18. Will the invoicing will be by deliverable and if the deliverables are the task areas in the proposal form.

a. This can be discussed after award.

19. Approximately how many businesses and key partners would you anticipate inviting to participate in the meetings?

a. We do not have a limit; however, in the past, we have invited over 80 with a little over 30 participating.

20. What types of key partners would you anticipate being involved (e.g., local government, K-12 education, higher education, non-profits, etc.)?

a. Charleston Metro Chambe, Adult Education and Family Literacy, Vocational Rehabilitation, SC Commission for the Blind, SCDEW, DSS, Economic Development

, readySC, Apprenticeship Carolina, Technical College, SCMEP, Service Providers for WIOA program and Operator.

- 21. Are the meetings expected to be in-person, virtual, or hybrid format?**
 - a. Hybrid or in person
- 22. What is the anticipated length/duration of each meeting type?**
 - a. This will be determined upon meeting with the selected Consultant
- 23. Will the contractor be responsible for securing meeting venues, or will those be provided by your organization?**
 - a. We will provide the meeting venues.
- 24. What is the timeline for this project? Is there an expected date or deadline for the Employer Resource Guide and Final Report?**
 - a. Everything should be completed by November 30, 2026.
- 25. Are the regional and local/sector-specific meetings expected to occur within a specific timeframe or sequence?**
 - a. Between June and November 30, 2026.
- 26. Will this be a one-time project or will there be options for renewal?**
 - a. This is a one-time project.
- 27. Are there expectations for the objectives of the regional and sector-specific meetings?**
 - a. Yes, overall, it is to get South Coast back on track for meeting the WIOA legislation of sector strategies partnerships. The objectives should align with the WIOA State Unified Plan.
- 28. Are there expectations for the outcomes of the regional and sector-specific meetings?**
 - a. Yes, Outcomes expected is to launch a South Coast sector partnership in healthcare and manufacturing (not necessary in this order).
- 29. Is there an existing list of employer and partner contacts the contractor can leverage, or will outreach lists need to be built from scratch?**
 - a. There is an existing list that can be leveraged.
- 30. Are there specific recruitment targets or minimum participation thresholds for partner engagement?**
 - a. Not established yet. This will be an objective of the meetings.
- 31. Are there existing sector partnership plans, strategic frameworks, or prior meeting documentation the consultant would be expect to build upon?**
 - a. We have utilized the NexGen Sector Partnership model in the past. We have a framework, are open to other possibilities.
- 32. What would be the primary purpose and intended audience of the Employer Resource Guide?**
 - a. Provide a resource for Employers in the South Coast Region. The intended audience would be the Employers. This was a request from employers.
- 33. If we were to be awarded this project, who would our main contact be at BCDCOG?**
 - a. This will be provided after award.

34. According to the BCDCOG website, the board has 57 members, and the three county region has 30 local governments. The RFP specifies up to two (2) regional sector partnership meetings and up to four (4) local or sector-specific meetings. Can some of these meetings be virtual (for example Zoom) or do you want them all to be in-person?

- a. This will be for the Trident Workforce Development Board (TWDB) The South Coast Region covers Berkeley, Charleston, Dorchester, Beaufort, Colleton, Hampton, and Jasper Counties. We would like in person meetings if possible or hybrid meetings.

Offeror shall acknowledge receipt of Addendum No. 1 in the space provided below and return with their proposal. Failure to do so will subject the proposal to rejection.

Authorized Signature

Company Name

Date