

RHODE ISLAND ECONOMIC DEVELOPMENT CORPORATION
Economic Development Data Analysis & Assessment

Pre-proposal Meeting

Tuesday, November 13, 2012

11:00 a.m. – 12:00 p.m.

Attendees

Jared Rhodes, Statewide Planning
Chris Witt, Statewide Planning
Jeff Davis, Statewide Planning
Melanie Army, Statewide Planning
Judy Chong, RIEDC
Mike Walker, RIEDC
Chris Steele, CWS Consulting Group
Beth Ashman, Community Economic Futures
Sam Eisenbeiser, 4Ward Planning
Robert Leaver, Camoin & Associates, and New Commons
Britt Page, Britt Page Consulting
Pam Yonkin, HDR
Gayle Corrigan, MMS
Kathleen Perrault, K. Perrault Consulting

Remote attendees

Craig Seymour, RKG
Rich Overmoyer, Fourth Economy

Jared Rhodes welcomed everyone to the meeting and introduced his colleagues from the Statewide Planning Program.

Chris Witt reviewed Rhode Island's HUD Sustainable Communities Grant.

An overview of the RFP for Economic Development Data Analysis and Assessment was given by Jeff Davis.

Following are questions and answers from the meeting.

Q: What roles will Statewide Planning and RIEDC play helping the consultant to coordinate a large number of interviews and meetings with various stakeholders?

A: Statewide Planning will be the primary conduit and will play a large role in trying to facilitate communication between the consortium and state government. They will use the leverage of their office to ensure timely results. (Jared Rhodes)

Q: In regards to the equity analysis to be done by PolicyLink: would it be possible to get a summary of tasks or products that PolicyLink will be completing and how it would affect this project?

A: Rhode Island is only the third region in the country to receive a report like this. Some baseline data has just been received and will be released this Thursday. It consists of basic indicators regarding poverty and race where in the state they are most prevalent. The final outlines will probably determine business clusters that are likely to be strong growth for the region. Of those, which offer job opportunities that are most accessible to our existing population given their skills and background. It will provide the tools for the greatest impact on employment for the population (i.e., investment in relevant workforce training). (Jeff Davis)

Q: Is there an expectation of ongoing coordination/collaboration with Policylink?

A: For the purposes of this RFP, it is simply a matter of reviewing and considering PolicyLink's work. There *will* be ongoing coordination/collaboration with PolicyLink throughout the broader Sustainable Communities planning process.

Q: What is the timeline for PolicyLink's work?

A: Basic level of analysis is due this week; this will not involve the cluster analysis. End of December is the timeframe for the remainder. (Jeff Davis)

Q: The RFP mentions "a firm"; is a team of firms acceptable?

A: Yes. (Jeff Davis)

Q: Who selects the consultant?

There will be a review committee that includes representative from RIEDC, Statewide Planning, The Governor's Workforce Board, the Department of Labor and Training, and the consortium itself. (Jared Rhodes)

Q: What is the definition of a cluster?

A: That should be determined by the consultant, based on the framework and questions laid out in the RFP. (Jared Rhodes)

Q: Would it be possible to get data from the Department of Regulatory Reform?

A: Judy Chong will check with the Regulatory Reform team to see what is available and post the information.

Q: Is there an expectation of a first draft before February 8th?

A: Yes, as well as weekly conference calls. It is expected that deliverables will be shared weekly, piece by piece, as they are ready, to ensure that the project remains on track, given the very short time frame.

Q: The PowerPoint presentation seems more manageable than the RFP. How do we reconcile what was in the PowerPoint with the specifics of the RFP?

A: Focus on the section on deliverables. (Melanie Army)

Q: In regard to timeframe and budget constraints, are there any of the particular tasks that should be emphasized?

A. Not at this point. We'd like to see what the costs for the individual sections are and where you, the experts in the field, think the emphasis should be. (Jared Rhodes)

There was discussion as to double sided pages and Times New Roman font; double sided pages are considered two pages and Times New Roman Font is standard for the EDC.

Q: Original research or existing research: what is the expectation?

A: Timeframe is based on an expectation of primarily using existing data and research, but consultants are welcome to propose original research as time and budget allows. (Jeff Davis)

Additional questions may be submitted through November 16, 2012 to Judy Chong at jchong@riedc.

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SIGN-IN SHEET – Sustainable Communities Economic Development Data RFP – Pre-Proposal Meeting – November 13, 2012 – 11:00AM-12:00 PM

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