



**STATE OF NEW HAMPSHIRE DEPARTMENT OF
BUSINESS AND ECONOMIC AFFAIRS**

**New Hampshire-Specific Economic Development Training Materials and
Provision of Training Services DBEA RFP 2024-07**

Clarifying Questions and Answers

- Q1.** Were the training areas developed internally or with the support of a consultant? If so, who was that consultant?
- A1.** The Department of Business and Economic Affairs (BEA) developed the training areas noted in the Request for Proposals (RFP) internally.
- Q2.** Are you interested in other topics for training suggested by the vendor?
- A2.** BEA would be interested in other topics if Vendor demonstrates their relevance to the goal of the RFP to provide economic development training.
- Q3.** What is the total budget for this project?
- A3.** The budget for this project will not exceed \$185,000.
- Q4.** The RFP requests “a comprehensive reference book compiling available materials developed by the vendor.” Can you elaborate on your expectations for this deliverable, i.e. web-based, customizable templates, state branded, etc.?
- A4.** BEA’s anticipated deliverable for the compilation of training materials would be one or more files in an appropriate format which could be updated, such as with new information or to include BEA branding, for future use. These files would be kept on BEA’s computer systems.
- Q5.** What is the agency’s preference related to in-person versus virtual training?
- A5.** BEA does not have a preference and will consider any proposals offered by Vendors that support BEA’s goal of having materials that can be reused by BEA (such as for new staff training and for the training of outside partners).
- Q6.** Does the Agency have scheduled convenings in 2024 (for agency staff and/or CEDRs) that the consultant can consider for promotion and/or delivery of the training program?
- A6.** BEA will share this information as appropriate with the selected Vendor to assist with contract implementation.
- Q7.** Has the agency conducted any “train the trainer” programs in the past? What challenges did you face as part of implementation?
- A7.** No, BEA has not conducted any such program before.

- Q8.** Do you expect the “certification” to be endorsed by any specific agencies and/or educational institutions?
- A8.** BEA does not expect any certification to be recognized by any third party. The inclusion of a certificate in the RFP was to provide an example incentive for individuals who complete the training program. BEA would be interested in other incentives proposed by each respective Vendor.
- Q9.** What level of the involvement do you expect from industry-specific state leaders (tourism, defense/aerospace, real estate)?
- A9.** BEA does not currently anticipate significant involvement from industry. BEA can identify and foster connections with appropriate individuals and industry groups working with the selected Vendor as appropriate.
- Q10.** Do you expect to have a training schedule developed for the “trainers” to guide education with CEDRs after this project has concluded?
- A10.** Yes, but BEA does not expect this to be Vendor’s responsibility.
- Q11.** Are there audiences outside of CEDRs that you expect to directly benefit from these educational offerings? Who are those audiences?
- A11.** CEDRs are a grouping of key partners/stakeholders, as opposed to a specific government or quasi-government agency or entity, such as chambers of commerce, planning commissions, regional development corporations, municipalities, and more. BEA also anticipates current and future BEA staff to directly benefit. Other audiences may be identified at a future date (including business and industry association groups).