West Michigan Agriculture Cluster Impact Analysis
RFP Response to questions

1) To clarify, have the efforts of the Michigan State University Remote Sensing & GIS Research and Outreach Services, as a sub-recipient of the grant, been funded separate from this RFP effort? Or, does the budgeted amount of $150,000 available for the West Michigan Agriculture Cluster Impact Analysis need to include these services? If the budget needs to include Michigan State's efforts, can you please provide the amount that must be set aside for these services?

   RESPONSE: MSU has a separate contract with WMSRDC. The $150,000 does not need to include or set aside dollars for the MSU services.

2) For the comparative analysis, should Kent and Ottawa Counties be analyzed as two separate entities or as a single combined region?

   RESPONSE: Combined

3) Is there an established, agreed-upon NAICS (North American Industry Classification System) code definition for the agricultural processing industry cluster for which WMSRDC is seeking the economic contribution analysis? If yes, will you please provide that definition? If not, is there a need to establish a NAICS definition in collaboration with the steering committee?

   RESPONSE: An NAICS code definition has not been established. This can be defined in collaboration with the steering committee.

4) "Workforce development" is mentioned under the scope of work on page six. Will you expand on what kinds of insights are sought after regarding this?

   RESPONSE: 1.a.i.) What is the direct economic impact of the educational training programs offered locally to the agricultural industry. 1.a.ii.) What type of workforce and skills are needed to further develop the industry.

5) What role does the primary contractor play with MSU Remote Sensing & GIS Research and Outreach Services? What kind of collaboration and/or data sharing is required with that team as a part of their asset mapping work?

   RESPONSE: The contractor will work closely with MSU RS&GIS to ensure that respective datasets for each project component are aligned.

6) How many members do you anticipate being part of the steering committee?

RESPONSE: 10-12 persons

7) Throughout the project, what is the expectation of the consultant's attendance of and presenting at 1) steering committee meetings, 2) stakeholder group meetings, and 3) workshop and focus group sessions? Do you have an estimate for the number and frequency of each of these meetings and sessions?

   RESPONSE: 1) Steering committee meetings can be conducted virtually and will most likely be held monthly. 2) Stakeholder group meetings can be conducted virtually and will most likely be held quarterly. 3) Workshops and focus groups should be conducted in-person. We anticipate two (2) large workshops.

8) After delivery of a final report, how many presentations do you estimate will be requested?

   RESPONSE: 1-2 presentation. This can be done in-person or virtually. However, in-person is preferred.

9) What types of data (if any) will the WMSRDC be providing to support in the economic analysis?

   RESPONSE: The limited data WMSRDC has for the agricultural sector is publicly available and will be shared with the consultant.

10) How important is it for the consultant to be located in Michigan or have experience with Michigan agricultural processing?

   RESPONSE: WMSRDC is seeking national perspective and industry expertise, so it is not necessary for the consultant to be located in Michigan or have experience with Michigan agricultural processing.

11) What would be the relationship/coordination between the hired consultant and the MSU GIS team? Are they supporting each other? Or is one informing the other's work?

   RESPONSE: The contractor will work closely with MSU RS&GIS to ensure that respective datasets for each project component are aligned. They can both support and inform each other throughout the project.

12) Stakeholder engagement is listed under WMSRDC provided services. What level of involvement will the consultant have in these tasks (i.e., stakeholder selection / identification, question development, etc.)?

RESPONSE: WMSRDC will coordinate local logistics for public engagement but expects to work closely with the consultant to develop content and engagement strategies.

13) Will workshop and focus group data be available / utilized mid-project (to inform the direction Tasks 1-3) or to 'ground truth' conclusions and develop recommendations in Task 4?

RESPONSE: Yes