The following summarizes questions and answers received from potential proposers to date:

**PROJECT NAME:** Shale Industry Expertise

**NUMBER:** RFP dated February 27, 2020

**QUESTION #1:**
Under Section III Specifications/Scope of Work, Item #2 lists “Update and enhance previously completed shale energy value streams research and documentation and Asset Guide.” Can you please further define what is to be comprised in the Asset Guide.

**ANSWER #1:**
As a point of clarification, the shale energy value streams research and documentation are complete. The primary role of Task 2 will be to add or update new industry information that may have changed since the research was completed in 2017, and help to disseminate the information to help small and medium sized manufacturers make informed decisions about new business opportunities. The asset map refers to workforce development resources that have been developed by the TEAM Consortium and can be found at [https://connect2team.org/](https://connect2team.org/) The project consultant will be asked to familiarize themselves with this information and help to disseminate to manufacturers.

**QUESTION #2:**
If two or more firms are partnering on this proposal, can they submit a joint proposal and each complete a separate Section X of the Proposal Certification. Each firm’s relative role would be identified.

**ANSWER #2:**
Each proposer should submit a proposal on each of the tasks of the Scope of Work that they are competent to perform. The proposal should be clear about any tasks (or portions of tasks) that are not included. Catalyst Connection will review all proposals and reserves the right to award all of the tasks to one subcontractor or divide the tasks to more than one subcontractor. We reserve the right to reject any or all responses, to accept any response, or to select any combination of responses.

**QUESTION #3:**
For the selected contractor, please specify any federal or state guideline conditions based on either annual or total project financial thresholds.

**ANSWER #3:** Standard Terms and Conditions are provided in the RFP. This subcontract, which is funded through a federal grant, is subject to federal 2 CFR Part 200.

**QUESTION #4:**
Given our extensive work and close relationships with many energy and manufacturing companies, we would like to better understand the intent and output of this effort? How do you anticipate information created in this effort would be used by the business community? Will the information be used by organizations / agencies beyond the energy and manufacturing companies?

**ANSWER #4:** The intent of this work will be to educate the target audience of small and medium-sized manufacturing companies and community influencers in the 35 counties of Ohio, Pennsylvania and West Virginia. The outreach and training will ultimately lead to subsidized improvement projects with manufacturing companies that will lead to jobs, investment and growth. Since much of the outreach information will be public, other members in these communities will likely see this information.

**QUESTION #5:**
Our project teams vary project to project and can certainly range in size and scale. The scope as written is somewhat broad and we would like to better understand what level of support Catalyst Connection is seeking so we can scale our response appropriately. Were you envisioning one FTE, more than one FTE, or less than one FTE over the period of performance?

**ANSWER #5:** As the question suggests, project teams vary by project and the type of organization submitting the proposal. Catalyst Connection anticipates a level of effort over the 30 months of the project of more than 0.5 FTEs annually but no more than 5 FTEs annually.

Responses prepared by: J Straw/tr Dated: March 5, 2020