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**RochesterWorks, Inc.**  
**Request for Qualifications (RFQ)**  
**Strategic Grant Development & Writing Services**  
**EDA AI Upskill Accelerator Pilot Program**

**Questions and Answers, 5/29/2026**

**Q1. Employer partner commitments** — Has RWI identified anchor employer partners for the required sectoral partnership, or is recruitment of employer partners within scope for the grant development engagement?

A1. RWI has a list of potential employer partners for the required sectoral partnership. The grant developer/writer's required role in recruitment of employer partners is limited to supporting coordination of proposal inputs and assistance with collection of letters of support and partner documentation, as outlined in Section IV.C. of the RFQ. However, if the grant developer/writer has ideas and/or contacts for the sectoral partnership, that type of assistance would not be discouraged.

**Q2.** Has RochesterWorks identified the priority industry or industries that will anchor the proposed EDA AI Upskill Accelerator application?

A2. RWI has narrowed down the priority industry/ies to two or three industry sectors, including advanced manufacturing, construction/skilled trades, and/or healthcare.

**Q3.** Have employer partners already been identified who are currently using, adopting, or preparing to adopt AI-enabled tools or processes, and are they prepared to provide the application-required documentation related to AI use cases, workforce needs, expected worker outcomes, business outcomes, and letters of commitment?

A3. RWI has a list of potential employer partners for the required sectoral partnership. We have not yet discussed each partner's state of AI adoption with them. The grant developer/writer's required role in recruitment of employer partners is limited to supporting coordination of proposal inputs and assistance with collection of letters of support and partner documentation, as outlined in Section IV.C. of the RFQ.

**Q4. Instructional partner** — Has RWI identified a curriculum or instructional delivery partner, or is sourcing and vetting an instructional partner part of the work to be done in this engagement?

A4. RWI has identified instructional partner(s). We would not expect a grant developer/writer to vet instructional partners. We would ask the grant developer/writer to

support coordination of proposal inputs and assist with collection of letters of support and partner documentation, as outlined in Section IV.C. of the RFQ.

**Q5.** Has RochesterWorks identified the anticipated training partner or partners, and is there already a preliminary training model, curriculum direction, credential strategy, or delivery approach under consideration?

A5. RWI has identified instructional partner(s) who will be involved in the development of the training model. We would not ask the grant writer to create this type of proposal content. We would ask the grant developer/writer to support coordination of proposal inputs and assist with collection of letters of support and partner documentation, as outlined in Section IV.C. of the RFQ.

**Q6. Match strategy** — Has RWI begun identifying sources for the 40% non-federal match requirement, or would match strategy development be part of the consultant's scope?

A6. RWI has begun identifying sources for the match requirement. We would ask the grant developer/writer to review RWI's proposed match for alignment with the grant requirements and assist with match documentation strategies, as outlined in Section IV.D. of the RFQ.

**Q7.** Is there already a preliminary match strategy or committed match for the application? If not, what level of support is expected from the selected consultant in identifying, structuring, or documenting match commitments?

A7. RWI has begun identifying sources for the match requirement. We would ask the grant developer/writer to review RWI's proposed match for alignment with the grant requirements and assist with match documentation strategies, as outlined in Section IV.D. of the RFQ.

**Q8. Existing assets** — RWI's 2023 EDA Recompete Strategy Development Grant produced regional workforce strategies that seem directly relevant to this application. Will that work — along with any other existing labor market analyses or program design documents — be available for the selected consultant to draw from?

A8. Yes.

**Q9.** Has RochesterWorks identified or completed any local or regional analysis of AI workforce readiness in Monroe County or the Finger Lakes region that respondents should use to inform their approach? This could include employer surveys, labor market analyses, sector-specific studies, training provider assessments, technology adoption research, or prior workforce strategy reports.

A9. No.

**Q10.** Is the proposed application expected to focus primarily on incumbent worker upskilling, new entrant/jobseeker pathways, employer AI adoption, or a blended regional model?

A10. We are aiming for a flexible training model to best meet employer needs.

**Q11.** Given the compressed proposal timeline, can RochesterWorks clarify how collaboration will be structured between internal staff and the selected consultant, including which functions RWI anticipates leading or supporting and which functions the consultant is expected to lead or support across partner coordination, proposal development, budget/match documentation, review cycles, and final submission?

A11. The main contacts between RWI and the grant developer/writer will be Lee Koslow, Director of Workforce System Performance, and Dave Seeley, Executive Director. Generally, RWI will be responsible for proposal content and partner relationships. The grant developer/writer will be responsible for coordinating tasks and meetings necessary for on-time proposal submission, keeping RWI on track with regard to all proposal content, and editing the proposal documents for appearance and alignment with the required proposal elements. You may consult Section IV of the RFQ for more details on the Scope of Services.

**Q12.** Given the compressed timeline, what does RochesterWorks view as the most critical area where the selected consultant can add value: proposal writing and assembly, project model development, partner alignment, evidence/data synthesis, budget narrative support, compliance readiness, or some combination of these areas?

A12. The most critical areas where the grant developer/writer can add value include coordinating tasks and meetings necessary for on-time proposal submission, keeping RWI on track with regard to all proposal content, and editing the proposal documents for appearance and alignment with the required proposal elements.

**Q13.** Will there be a defined decision-making structure during the proposal period for approving the project concept, partner roles, budget assumptions, match strategy, narrative direction, and final application package?

A13. All of these decisions will be made by Lee Koslow, Director of Workforce System Performance, and/or Dave Seeley, Executive Director, after considering input from partners and the grant developer/writer.