



Request for Proposals for:

**Ohio Manufacturers' Association: American Rescue Plan
(ARPA) Good Jobs Challenge**

Project Lead

RFP Issue Date: September 19, 2022

Response **Due Date:** October 3, 2022

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INVITATION

REQUEST FOR PROPOSALS

The Ohio Manufacturers' Association (OMA) is seeking bids from a qualified consultant or team of consultants to provide project leadership, including guidance, strategy and statewide oversight and alignment for manufacturing industry sector partnerships (ISPs). This project lead will support the achievement of outcomes for a federally supported, 36-month initiative called the American Rescue Plan Act (ARPA) Good Jobs Challenge program. This project is funded by the Economic Development Administration (EDA) through the ARPA Good Jobs Challenge grant EDA-HDQ-ARPGJ-2021-2006964.

The project lead will oversee OMA's execution of the Good Jobs Challenge scope of work in system development, program design and program implementation. The project lead will have an extensive background in industry sector partnership (ISP) strategy and leadership, employer change management, emerging technology strategy, entry-level earn and learn (ELLE) models and talent upskilling. The project lead is to play a key role in cultivating OMA's endorsed ISPs, and in helping partners achieve project goals, including statewide oversight of 15 ISPs and serving 6,000 participants. The OMA has budgeted \$463,000 for a project lead during the performance of period.

The OMA serves as the system lead for administrative and fiscal management for this Good Jobs Challenge initiative, including providing guidance and technical assistance to sub-recipients on the effective management of federal resources, monitoring, and compilation of sub-recipient reports into quarterly and semiannual reports to the EDA.

SCOPE OF WORK

Under this contract, the vendor will provide strategic guidance and serve as a project lead for the OMA in support of the Good Jobs Challenge program scope of work (below). The scope of work is designed to ensure that we can accomplish this initiative in the required phased approach, and provide clear strategy and alignment for development, design and implementation for the ISPs.

Scope of Work

Project Management

- Fiscal and legal start up tasks. Complete contracting and subaward processes and hiring of all key staff in the first 90 days.
- Data collection to validate estimates: Leveraged from existing projects, the data tracking system AGS Prime will be used by all organizations engaged in this project's ecosystem for data collection, validation, management, and analysis.

System Development

- Employer Change Management. Lead a process to transform the way manufacturers approach recruiting, hiring, and retaining entry-level workers. Launch employer-centered Technical Assistance resources, project management capacity focused on engaging target underserved populations, and a Community of Practice to tackle challenges collectively.
- Emerging Technology Strategy. Convene statewide Emerging Technology Task Force of key industry leaders to identify hiring and skill needs in Industry 4.0-aligned occupations, beginning with Electrical Vehicle manufacturing and Broadband/5G. Task forces will identify hiring and skill needs and create implementation toolkits. OMA and ISPs will align activities and training initiatives around sourcing these needs.

Program Design

- Entry-Level Learn and Earn (ELLE). Customize and deploy Entry-Level Learn and Earn (ELLE) program through each manufacturing sector partnership.
- Entry-Level Upskilling. Deploy upskilling programs to support incumbent worker advancement from entry-level to middle-skill roles; prepare workers for Industry 4.0-aligned careers; and activate new automation and robotics training programs developed as a result of OMA's Emerging Technology task force.
- Expanded Communication and Recruitment Capacity: Design enhanced digital marketing; deepened grassroots outreach via partnerships with local organizations that have trusted relationships with the underserved populations; and TA support from state-level Project Managers focused on targeting underserved communities (e.g., assistance with messaging, help identifying CBOs well-positioned for grassroots outreach).
- Environmentally Sustainable Development: Partner with the National Institute of Manufacturing Standards (NIMS) to produce the industry's first nationally recognized, smart training solution to equip manufacturing employees with sustainable energy skills.

Program Implementation

- ELLE and Upskilling Training Implementation. Partners will recruit and engage 6,000 participants, run ELLE and upskilling programming informed by manufacturers, and offer supportive services for the target populations. As a result, 3,600 individuals will be placed in jobs. (See table below.)
- Affect Perceptions of Manufacturing. Launch dedicated communications and outreach campaign to transform Ohioans' perceptions of manufacturing as a waning industry that is only welcoming to those who are white and male, leading to a generational shift and increasing uptake in manufacturing careers by currently underrepresented populations.
- Recruitment Plans/ Communications: Provide the ISPs with supplemental communication and outreach capacity through coordinated campaigns (web, print, and social media) for use by the backbone organizations and implementation partners.

Industry Sector Partnership	Entry Level Learn and Earn Participants	Other Participants (Upskilling + Placements)	Total Participants
#1 Alliance for Working Together (AWT) Foundation	85	450	535
#2 Appalachian Ohio Manufacturers' Coalition (AOMC)	70	185	255
#3 Central Ohio Manufacturing Partnership (COMP)	70	100	170
#4 ConxusNEO	150	340	490
#5 Dayton Region Manufacturing Workforce Partnership (DRMWP)	70	110	180
#6 Lorain County Manufacturing Sector Partnership (LCMSP)	70	15	85
#7 Mahoning Valley Manufacturers Coalition (MVMC)	80	220	300
#8 Northwest Ohio Manufacturing Alliance (NOMA)	70	160	230
#9 Ohio State University (OSU)	0	2500	2500
#10 Raise the Bar Hancock County	50	15	65
#11 Stark County Manufacturing Workforce Development Partnership (SCMWP)	70	210	280
#12 Workforce Connect Cuyahoga County Manufacturing Sector Partnership	180	220	400
#13-16 Emerging ISPs (Backbone organizations TBD)	210	300	510
Total Participants Enrolled in Training	1175	4825	6000
Total Number of Individuals Placed in Quality Jobs			3600
<ul style="list-style-type: none"> • Unemployed/Underemployed (33%) • Incumbent (Retained or Promoted) (67%) • Member of an Underserved Group (50%) 			

SUBMITTAL REQUIREMENTS

Inquiries and Information Requests Prior to Submission

The OMA will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to Natisha Griffin,

Director, Grant Compliance and Finance, at ngriffin@ohiomfg.com.

The answers to all inquiries will be provided to all registered parties by the OMA. All answers will be electronically distributed to all those who submit questions or requests for additional information. Addendums will also be posted on the OMA website with the original RFP. Any other responses to questions, not via the Director, Grant Compliance and Finance, are considered casual and not binding.

TIMELINE

The tentative schedule for evaluation, selection, and implementation is as follows:

Activity	Date
RFP Released	September 19, 2022
Deadline for Submitting Questions	September 23, 2022
Answers Distributed	September 27, 2022
Proposal Deadline	October 3, 2022
Notification of Award	October 7, 2022
Contract Period	Oct 1, 2022 – June 30, 2025

Key dates may be altered by the OMA; interested parties will be updated via addendum should any alteration occur.

PROPOSAL INSTRUCTIONS

An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. The OMA reserves the right to cancel this procurement at any time, for any reason.

Each bid should be completed entirely, should not exceed 5 pages, and should be typed in font no larger than 12-point font, single-spaced, 1" margins on all sides. Bids should

include page numbers and a table of contents. The cover page, table of contents, and attachments will not count against the 5-page limit. Once completed, interested parties must submit their proposal electronically to Natisha Griffin at ngriffin@ohiomfg.com.

1. Late responses may be deemed unresponsive. At its sole discretion, the OMA reserves the right to reject any proposal not deemed satisfactory and to waive any and all irregularities in the procedure. Omission, inaccuracy, or misstatement may be sufficient cause for a proposal to be deemed unresponsive and/or irresponsible.
2. There will be **no public opening**; submittals may be viewed by appointment with the OMA.

Please have your proposal organized in the following manner for each component:

- Cover Page
- Project approach and Sector Partnership management strategy
- Organization Experience, including biographies or resumes highlighting the qualifications of each team member
- Attachment A: Budget Form & Narrative
- Attachment B: References

Bids that fail to follow this order will risk losing points in their overall score.

Proposals will clearly and concisely define the processes, skills, and tools to be used toward project requirements. Proposals will demonstrate:

- Knowledge and familiarity with sector partnerships;
- Demonstrated expertise for ensuring accountability of a decentralized network of implementation partners;
- Ten or more years of sector partnership leadership;
- Expertise and capacity for carrying out the scope of work; and
- Willingness to participate in ongoing communication with the OMA and industry sector partnerships.

THE SELECTION PROCESS

Evaluation of Proposals

Proposals will be evaluated to ensure each submission meets all criteria outlined in this RFP. The procurement team will develop and use a scoring matrix to evaluate each proposal. Each section of the scoring matrix is worth the following number of points:

Section	Points
Project Approach	40
Organization Experience	40
Budget	10
References	10
TOTAL	100

If necessary, interviews will be scheduled to clarify any concerns or questions.

Evaluation/Selection Committee

All respondents will be notified by the OMA via email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to the OMA to Natisha Griffin at ngriffin@ohiomfg.com.

The evaluation committee is as follows:

- **Eric L. Burkland**, President Emeritus, The Ohio Manufacturers' Association;
- **Sara Tracey**, PhD, Managing Director Workforce Services, The Ohio Manufacturers' Association;
- **Natisha Griffin**, Director of Grant Compliance and Finance, The Ohio Manufacturers' Association;

Contract Award

The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the OMA in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the OMA or made on the basis of the initial bid/offer received, without discussions or requests for best and final offers.

DISCLAIMERS AND DISCLOSURES

Disclaimers

In its sole discretion, the OMA may withdraw the RFP either before or after receiving submissions, may accept or reject submissions, and may accept submissions which deviate from the RFP as it deems appropriate and in the grant's best interest. In its sole discretion, the OMA may determine the qualifications and acceptability of any party or parties submitting in response to this RFP.

Following submission of a RFP, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the response and/or the respondent, including the respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by the OMA in its discretion.

The OMA and its advisors shall have no obligation or liability with respect to this RFP, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

Respondents are advised that participation in the design of evaluation strategies might result in exclusion or restriction from participation in other phases.

Accessibility and Equal Opportunity

The OMA is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, gender identification, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."

Disclosures

All submittals will be available for review by U.S. Economic Development Administration (EDA) and The Ohio Manufacturers' Association, the lead grantee for this opportunity, complies with all EDA regulations in purchasing equipment. The OMA is governed by the Ohio "Open Records Law" and all responses and supporting data shall be subject to disclosure as required by the law.

Selected vendor, in accepting a Purchase Order or entering into an agreement with the OMA, agrees to comply with EDA regulations and cost principles as per the ARPA Good Jobs Challenge grant EDA-HDQ-ARPGJ-2021-2006964.

ATTACHMENT A: BUDGET

Please complete the mandatory budget form and narrative explanation below.

Budget Line Item	Cost
Personnel	\$
Travel	\$
Other	\$
TOTAL	\$

Budget Narrative: Please provide a detailed explanation for each budget line item to justify the cost.

ATTACHMENT B: COVER SHEET

Please complete this **mandatory** cover sheet accordingly.

Organization Name			
Address			
Phone Number			
Number of Years in Business			
DUNS # / SAM.gov ID			
EIN			
Acknowledgement that Proposing Entity is up-to-date on taxes and not currently debarred or suspended.		YES	NO
Type of Organization (check all that apply)	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Private	
	<input type="checkbox"/> Community-Based Org.	<input type="checkbox"/> Business Organization	
	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Other (explain)	
	<input type="checkbox"/> Labor Organization		
	<input type="checkbox"/> Non-Profit		
	<input type="checkbox"/> Employment Service State Agency (Wagner-Peyser)		
Contact Person's Email Address			
Signatory Authority Signature			



ATTACHMENT C: CONFLICT OF INTEREST FORM

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the OMA awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The OMA reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name and Title	Signature	Date
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*Note: This form is a **mandatory** required document to be considered for either component. Bidders should only complete this form once per entry.*

ATTACHMENT D: REFERENCES

Bidders are **required** to provide three references who can verify their experience, along with a contact phone number and email address. References should be for experience in the past 5 years.

Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____