



Request for Proposals for:

**Ohio Manufacturing Workforce Partnership**

**DEI Outreach and Coordination**

RFP Issue Date: October 7, 2021

Response **Due Date:** November 5, 2021

## REQUEST FOR PROPOSALS

The Ohio Manufacturers' Association (OMA) is seeking bids from a qualified workforce development providers skilled in developing and implementing innovative and collaborative strategies to engage women, people of color, veterans, and returning citizens for a federally supported initiative called the Ohio Manufacturing Workforce Partnership (OMWP). This project is funded by a U.S. Department of Labor Scaling Apprenticeship Through Sector-Based Strategies grant DOL-ETA HG-33034-19-60-A-39.

Questions about this RFP should be submitted to [workforce@ohiomfg.com](mailto:workforce@ohiomfg.com).

## BACKGROUND INFORMATION

The U.S. Department of Labor (USDOL), through its Scaling Apprenticeship Through Sector-Based Strategies initiative, has provided a \$12 million award to the OMWP, a collaboration between Ohio TechNet – a consortium of Ohio's community colleges and other post-secondary education institutions, facilitated by Lorain County Community College (LCCC) – and the OMA, which facilitates a statewide network of manufacturer-led regional sector partnerships.

The Scaling Apprenticeship initiative plays a vital role in helping Ohio address the workforce shortage and skills gap affecting manufacturing, as manufacturers across the state have repeatedly cited workforce as their top issue of concern. With the grant funds, OMWP will upskill 5,000 Ohioans over the next four years through expansion of apprenticeships throughout Ohio.

OMWP's project focuses on career pathways in advanced manufacturing. The selected contractor will play a key role in recruiting 1000 women, 500 veterans, 1250 people of color, and 100 ex-offenders into manufacturing earn-and-learn programs.

## SCOPE OF WORK

Under this contract, the vendor will develop and manage a strategy to engage state agencies, community-based organizations, and other relevant stakeholders to implement regional and statewide efforts to recruit people from the target populations listed above into earn-and-learn programs. The selected vendor will work closely with OMWP leadership, sub-recipients (industry sector partnerships and their project managers/fiscal agents), and other vendors as well as the OMA's workforce committees (leadership, intermediaries, and statewide alignment) in order to:

- 1) Develop data-driven goals, strategies, and tactics for increasing the diversity of manufacturing earn-and-learn participants
- 2) Engage appropriate stakeholders—at state and local levels—in implementing diversity strategy; develop buy-in and facilitate consensus building
- 3) Create/document tools and methodologies to recruit target populations into OMWP programs, such as the Entry-Level Learn and Earn (ELLE), WISE Pathways, etc., and lead management strategies to track progress and ensure follow-up with potential participants
  - a. Create a communication strategy for project managers, stakeholders, and potential participants
  - b. Train regional project managers or designee to implement tools and strategies
  - c. Provide technical assistance throughout implementation
- 4) Develop and/or advise OMA and its partners on the development of a social media outreach strategy for target populations leveraging the Making Ohio brand.

## 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 Sara Tracey, Managing Director, Workforce Services, at [workforce@ohiomfg.com](mailto:workforce@ohiomfg.com).

The answers to all inquiries will be posted on the OMA website with the original request for proposals. Any other responses to questions, not via this process are considered casual and not binding.

## TIMELINE

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

Activity	Date
RFP Released	10/7/2021
Deadline for Submitting Questions	10/26/2021
Answers Distributed	10/27/2021
Proposal Deadline	11/5/2021
Notification of Award	11/12/2021
Contract Period	11/15/21-6/30/23

*Key dates may be altered by the OMA; registered 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 [workforce@ohiomfg.com](mailto:workforce@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 organize your proposal in the following sequence:

- Cover Page
- Scope of Work
- Organization Experience, including qualifications and familiarity with manufacturing sector
- Attachment A: Budget & Budget 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 include project plans with specific milestone dates, action items, outcomes measurements, and costs of the project while demonstrating:

- Knowledge and familiarity with OMWP, DEI best practices, Ohio’s public workforce system, and manufacturing career pathways;
- Willingness to participate in ongoing communication with the OMWP, its partners, and stakeholders within agencies and organizations serving OMWP’s target populations;
- Expertise and capacity for carrying out the scope of work; and
- Plans for carrying out the work, including staffing, major milestones, timelines, and outcomes measures.

**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 amount of points:

<b>Section</b>	<b>Points</b>
<b>Capacity and Scope of Work</b>	40
Organization Experience	40
Budget	10
References	10
<b>TOTAL</b>	<b>100</b>

If necessary, virtual 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 at [workforce@ohiomfg.com](mailto:workforce@ohiomfg.com).

The evaluation committee is as follows:

- **Eric L. Burkland**, President Emeritus, The Ohio Manufacturers' Association;
- **Jessica Borza**, Executive Director, Mahoning Valley Manufacturers Coalition
- **Sara Tracey**, PhD, Managing Director of Workforce Services, The Ohio Manufacturers' Association; and
- **A.J. Jorgenson**, Vice President of Strategic Engagement, The Manufacturing Institute

### **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**

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 the U.S. Department of Labor (DOL) Employment and Training Administration. Lorain County Community College (LCCC), the lead grantee for this opportunity, complies with all DOL regulations in purchasing equipment. LCCC 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 DOL regulations and cost principles as per Scaling Apprenticeship Through Sector-Based Strategies grant DOL-ETA HG-33034-19-60-A-39.

## SUPPLEMENTAL INFORMATION

- If interested in reviewing additional information regarding the Ohio Manufacturing Workforce Partnership, please email [workforce@ohiomfg.com](mailto:workforce@ohiomfg.com).
- <https://ohiotech.net.org/> is also a useful reference.

The LCCC Code of Conduct is applicable to all participants and awarded vendors, and may be viewed at: <http://www.lorainccc.edu/campus+security/code+of+conduct.htm>

## **ATTACHMENT A: BUDGET AND BUDGET NARRATIVE**

Please provide an itemized budget with per unit costs for each deliverable described in the scope of work. Be sure to include a detailed explanation for each budget line item to justify the cost. Budget must be inclusive of expenses and in line with federal guidelines.

Note: vendor costs may not exceed \$710 per day per person.

**ATTACHMENT B: COVER SHEET**

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

Organization Name			
Address			
Phone Number			
Number of Years in Business			
DUNS #			
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	Private
	<input type="checkbox"/>	Community-Based Org.	Business Organization
	<input type="checkbox"/>	Government Agency	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.

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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: \_\_\_\_\_

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