# Request for Proposals for:

# Mahoning Valley Manufacturers Coalition

# *as part of Ohio Manufacturing Workforce Partnership*

# Instructor Recruitment, Training, and Sharing Strategy

RFP Issue Date: August 31, 2020

Response **Due Date:** October 2, 2020

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## Invitation

**REQUEST FOR PROPOSALS**

The Mahoning Valley Manufacturers Coalition is extending an invitation for Proposals to create an execute a strategy to recruit, train, and share instructors and faculty for manufacturing skilled trades programs. 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. NOTE: MULTIPLE PROPOSALS MAY BE AWARDED UNDER THIS RFP.

## **NOTICE!**

In order to receive any addenda or supplemental information, you MUST register with the Mahoning Valley Manufacturers Coalition by email to [swatson@tpma-inc.com](mailto:swatson@tpma-inc.com).

The following information is required:

Organization Name

Contact Name

Street Address

City, State Zip

Telephone

Email address

**INTERESTED PARTIES MUST REGISTER BY SEPTEMBER 18, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Background Information The Mahoning Valley Manufacturers Coalition seeks bids from qualified organizations experienced in creating innovative educational programs that support Earn & Learn programs, including Registered Apprenticeships, to accelerate the manufacturing educational pathway for adults. This procurement is part of a federally supported initiative called the Ohio Manufacturing Workforce Partnership (OMWP). The U.S. Department of Labor (USDOL), through its Scaling Apprenticeship Through Sector-Based Strategies initiative, has provided a $12 million award to the Ohio Manufacturing Workforce Partnership, a collaboration between Ohio TechNet (OTN), a consortium of Ohio’s community colleges and other post-secondary education institutions, facilitated by LCCC, and the Ohio Manufacturers’ Association (OMA), which facilitates a statewide network of manufacturer-led regional sector partnerships.  The OWMP 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 apprenticeship throughout Ohio.  OMWP’s project will focus on career pathways in advanced manufacturing. The selected vendor will play a key role in helping partners achieve project goals. Overview The Ohio Manufacturing Workforce Partnership (OMWP) aims to establish Ohio as a leader in developing innovative manufacturing apprenticeship programs by expanding apprenticeship programs statewide and nationally, under the Scaling Apprenticeship Through Sector-Based Strategies Grant Program. Each OMWP partner manages Educational Innovation funding to be used for Educational Innovation priorities identified with regional industry partners that support project goals including acceleration strategies for adult learners and articulation and transfer strategies. Additionally, the Mahoning Valley Manufacturers Coalition seeks to utilize grant funds to support educational innovation in training at least 200 participants in our region. Program DescriptionIn recognition of the importance that instructors play in delivering high quality earn and learn programs to help participants achieve their proficiency goals and earn credentials, MVMC (Ohio Manufacturing Workforce Partnership Region 12) is soliciting proposals for educational innovation to address instructor / faculty shortages in key technical areas.Successful proposals will be collaborative in nature and will outline a plan to recruit, train, and share instructors / teachers / faculty across the three counties MVMC serves—Trumbull, Mahoning, and Columbiana Counties. The plan should outline a strategy for how partners will:  * Identify Master Roster of Current Instructors / Teachers / Faculty   + in key technical areas, including, but not limited to:     - Machining     - Tool & Die     - Welding     - Industrial Maintenance     - Automation     - Robotics   + Across high school and post-secondary institutions   + Include degrees, credentials, and subject matter areas of strength for each instructor * Identify Needs   + Instructor shortages   + Instructor weaknesses and/or professional goals (credentials, subject matter, etc.) * Identify Collaborative Solutions   + Instructor / Faculty Recruitment (\*remember: if recruiting from industry, please be specific)   + Instructor / Faculty Training   + Instructor / Faculty Sharing Strategy   To support the goal of training 200 earn and learn participants (registered and non-registered apprenticeships and pre-apprenticeships) in Region 12, proposals should also include innovative strategies for the instructors / faculty / teachers to be considered as earn and learn participants themselves. In order to count toward grant goals, participating instructors will meet all five of the required components, which include:   * A paid work-based learning component * On-the-job training and mentorship * Related technical instruction * Obtainment of a nationally portable industry recognized credential * Employment must meet standards for safety, supervision, and equal opportunity   Please identify any leveraged and / or matching funds participating institutions will bring to the project. This could include a variety of sources, including but not limited to TechCred, existing individual institutional professional development budgets, etc.  Collaboration with other educational institutions is highly encouraged. Deliverables and Milestones    | **Strategy / Deliverable** | **Timeline** | | --- | --- | | Master roster of current instructors / teachers / faculty | October 31, 2020 | | Summary of needs identified | December 4, 2020 | | Summary of collaborative solutions identified, including implementation plan and itemized budget necessary to support implementation (part of overall budget) | December 31, 2020 | | Implementation Progress Report 1, including number of instructors, credentials, and earn and learn participants reached | January 31, 2021 | | Implementation Progress Report 2, including number of instructors, credentials, and earn and learn participants reached | February 26, 2021 | | Implementation Progress Report 3, including number of instructors, credentials, and earn and learn participants reached | March 31, 2021 | | Final Report – including total metrics and qualitative outcomes achieved | April 30, 2021 | |

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## Submittal Requirements

1. **Inquiries and Information Requests Prior to Submission**

MVMC will act as the clearinghouse for all inquiries and information requests.

**All inquiries and information requests must be submitted electronically to Sue Watson, OWMP Region 12 Project Manager:** [swatson@tpma-inc.com](mailto:swatson@tpma-inc.com)

The answers to all inquiries will be provided to all registered parties by the MVMC. All answers will be electronically distributed to all those registered as being in receipt of the RFP documents. Addendums will also be posted on the MVMC website ([www.mahoningvalleymfg.com](http://www.mahoningvalleymfg.com)) with the original Proposal document. Any other responses to questions not via MVMC are considered casual and not binding.

1. **Timeline**

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

* + Issuance of RFP August 31, 2020
  + Registration deadline (see page 3) September 18, 2020
  + Last day for question submittal September 18, 2020
  + Final Addendum issued September 24, 2020
  + Submittals Due - October 1, 2020
  + Notification of Vendor/Vendors Selection October 9, 2020
  + Commence work October 19, 2020

*Key dates may be altered by the Mahoning Valley Manufacturers Coalition; registered parties will be updated via Addendum should any alteration occur.*

1. **Proposal Instructions:**

Each bid should be completed entirely, should not exceed 10 pages, and be typed in 12-point font, single-spaced, 1” margins on all sides. Bids should include page numbers and table of contents. The cover page, table of contents, and attachments will not count against the 10-page limit.

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:

* Clear understanding of the OMWP scope of work, outcomes, and timelines.
* List qualifications: e.g. expertise in manufacturing curriculum development, development of apprenticeship and other Earn and Learn programs, creation of competency-based manufacturing programs for adults, expansion of credit for prior learning, experience with other DOL-funded projects, etc.
* Identification of the number of instructors you plan to recruit/train/share as a result of the proposed educational innovation strategy. This may be a prediction based on current capacity.
* Identification of the number of credentials instructors will earn themselves as a result of the proposed strategy. Again, this may be a prediction based on current understanding of currently identified needs and/or professional development goals.
* Identification of additional earn and learn training that will be enabled as a result, including an estimate of how many earn and learn participants will benefit from instructors who are recruited/trained/shared as a result of this project.
* Plans for carrying out the work, including who will be responsible, major milestones, and timelines.
* Explanation of budget, which must be less than $20,000. Budget description may include tiered pricing options, if necessary. Budget should include the resources necessary for both the planning stage as well as implementation of the plan to address identified gaps.
* Identify how instructors will meet the five elements to be considered as participants of the earn and learn participant

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

* Attachment A: Cover Page
* Attachment B: Conflict of Interest Form
* Attachment C: Budget Form & Narrative
* Attachment D: References
* Documentation of registration for private, for-profit, or non-profit organizations (if applicable)
* Organizational Chart
* Proposal (scope of work)

1. **Complete Submittals:** Respondents shall electronically submit their proposal containing all the requested information to MVMC: Sue Watson at [swatson@tpma-inc.com](mailto:swatson@tpma-inc.com) by October 1 by 5:00 p.m., Local Time.
2. Late responses may be deemed unresponsive. At its sole discretion, MVMC 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.
3. There will be NO public opening; submittals may be viewed by appointment with MVMC.

## The Selection Process

1. **Evaluation of Proposals**

Scoring by the evaluation committee will be via the Evaluation form included in the Appendix.

1. **Evaluation/Selection Committee**

| **Name/Title** | **Institution** |
| --- | --- |
| Chris Allen | Vallourec |
| Matt Joing | Butech Bliss |
| Kyle Kiraly | Kiraly Tool & Die |
| Jim Scheuing | Extrudex Aluminum |
| Chuck Stout | Pennex Aluminum |
| Ken Timmings | KTSDI LLC |
| Jessica Borza | Mahoning Valley Manufacturers Coalition |
| Sue Watson | Mahoning Valley Manufacturers Coalition |

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## Disclaimers and Disclosures

**Disclaimers**

In its sole discretion, MVMC 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 MVMC’s best interest. In its sole discretion, MVMC 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 MVMC in its discretion.

MVMC 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.

**Disclosures**

MVMC is governed by the Ohio “Open Records Law” and all responses and supporting data shall be subject to disclosure as required by the law.

All submittals will be available for review by the U.S. Department of Labor Employment and Training Administration. MVMC complies with all USDOL regulations in purchasing equipment.

Selected vendor, in accepting a Purchase Order or entering into an agreement with MVMC, agrees to comply with USDOL regulations and cost principles as per the Scaling Apprenticeship grant agreement. The grant agreement can be found at [www.mahoningvalleymfg.com](http://www.mahoningvalleymfg.com).

## Appendix

Evaluation Matrix

| **Organizational qualifications and experience** | **Possible** |
| --- | --- |
| Knowledge of Earn & Learn programs, including apprenticeships and similar subject matter expertise | 5 |
| Knowledge of MVMC and MVMC’s career pathways with stackable industry recognized credentials and related articulation | 5 |
|  |  |
| **Work plan and timeline** |  |
| Clear understanding of scope of work, outcomes, and timelines | 10 |
| Plan to accomplish the scope of work | 20 |
| Demonstration of a comprehensive, collaborative approach | 20 |
|  |  |
| **Cost** |  |
| Budget submitted with this RFP is reasonable | 20 |
| Match provided to support this project | 20 |
|  |  |
| **Total** | **100** |
| **Bonus** |  |
| # of Instructors as Earn and Learn Participants | 20 |
|  |  |
| **Total Possible** | **120** |

## Attachment A: 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) |  | Higher Education |  | Private | | | |
|  | Community-Based Org. |  | Business Organization | | | |
|  | Government Agency |  | Other (explain) | | | |
|  | Labor Organization | |
|  | Non-Profit | |
|  | Employment Service State Agency (Wagner-Peyser) | | | | | |
| Contact Person’s Email Address |  | | | | | | |
| Signatory Authority Signature |  | | | | | | |

## Attachment B: 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 MVMC 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. MVMC 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

*Note: This form is a* ***mandatory*** *required document to be considered for either component. Bidders should only complete this form once per entry.*

## Attachment C: Budget

Please complete the **mandatory** budget form and narrative explanation below. In creating a budget, the applicant should provide per unit costs by completing the following table and providing a justification for costs in a budget narrative. Please be as detailed as possible.

| **Budget Line Item** | **Cost** |
| --- | --- |
| Salaries | $ |
| Benefits | $ |
| Travel | $ |
| Equipment | $ |
| Operational | $ |
| Contractual | $ |
| Other | $ |
| Indirect | $ |
| **TOTAL** | $ |

**Budget Narrative:** Please provide an explanation for each budget line item to justify the cost.Please be as detailed as possible.

| **Matching Cost Line Item** | **Match** |
| --- | --- |
| Salaries | $ |
| Benefits | $ |
| Travel | $ |
| Equipment | $ |
| Operational | $ |
| Contractual | $ |
| Other | $ |
| Indirect | $ |
| **TOTAL** | $ |

**Matching Costs Narrative:** Please provide an explanation for each match line item to justify the cost.Please be as detailed as possible.

## 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.

Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_