



**Request for Proposals for:
Mahoning Valley Manufacturers Coalition**

Career Counseling Asset Mapping

RFP Issue Date: April 2, 2021

Response Due Date: April 30, 2021

Funding Period May 17 – September 30, 2021

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REQUEST FOR PROPOSALS

The Mahoning Valley Manufacturers Coalition (MVMC) is extending an invitation for proposals to create and execute strategies that will build awareness, opportunity, and workforce development capacity in emerging manufacturing technology. The result will be a more robust and effective approach to career guidance related to opportunities in manufacturing and advanced manufacturing in the tri-county region of Columbiana, Mahoning, and Trumbull counties in Ohio.

This project is funded by General Motors Mahoning Valley Community Investment Funds.

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 Sue@mahoningvalleymfg.com

The following information is required to register:

- Organization Name
- Contact Name
- Street Address
- City, State Zip
- Telephone
- Email address

INTERESTED PARTIES MUST REGISTER BY APRIL 19, 2021

Background Information and Overview

The MVMC received a portion of the General Motors \$12 million Community Support Fund in the Mahoning Valley, established as part of the settlement for GM's repayment of its Job Creation and Retention Tax Credit incentives. The state of Ohio required that GM refund tax credits and make these investments following the company's decision to close its Lordstown assembly facility. The intended purpose of the Community Support Funds is to "build awareness, opportunity, and workforce development capacity in emerging manufacturing technology." MVMC has directed a portion of the funding to develop a complete understanding of the assets and resources available in the community to advise and guide individuals seeking to change careers, re-enter the workforce, or begin their career pathway. The assessment will include examination of barriers to providing unbiased career counseling, such as the need to boost enrollment in specific schools or training programs. MVMC is particularly interested in understanding where and how members of target population groups, such as people of color, women, veterans, and returning citizens receive career counseling services. This identification of career counseling assets and barriers will support other projects being funded by MVMC, including a collaborative grassroots outreach and recruitment effort and the formation of MVMC's Career Counseling Network, which will provide professional development and support to career counselors in the region. Thus, in the process of creating the asset map, it will be important to engage various entities and individuals and interest them in participating in these other projects.

NOTE: MVMC defines career counseling broadly and inclusively, referring to work done by people in positions such as (but not limited to) guidance counselor, career counselor, case manager, academic advisor, career coach, career advisor, employment specialist, job developer, school psychologist, and even community residents who serve as a resource.

MVMC seeks bids from qualified organizations experienced in community and individual assessment and asset mapping.

A total of \$15,000 is available to fund this project.

Program Description / Scope of Work

In recognition of the importance of individual-centered career assessment, advisement, guidance, and counseling to effective recruitment, development, and retention of employees, MVMC is soliciting proposals to develop an asset map of organizations and individuals with some type of career counseling function. The asset map is an inventory of the skills, talents and resources that exist within the education and workforce development sectors, as well as in the community. The asset map proposal should outline strategies that will identify broadly defined career counseling assets in Mahoning, Columbiana and

Trumbull counties, inform them about future outreach and professional development programs, and gather information about their organizational career counseling functions and capabilities as well as individual contact information of the individuals performing those functions.

The proposal should clearly and concisely describe a plan and strategies that will:

- Gather information about career counseling assets at the organizational and individual levels.
- Identify the methods proposed to assess assets.
- Provide a preliminary list of criteria that will be used to identify assets and barriers, such as career exploration and assessment tools, reach into target populations, specializations, and interest in professional development.
- Identify assets in the community. At the organizational level, these may include institutions, organizations, schools, libraries, citizens groups, and other tangible resources. Identify those entities with particular reach into target populations and a focus on unbiased career counseling.
- Engage individuals and organizations and develop interest in collaborative grassroots outreach and career counselor professional development.
- Identify and provide contact information for specific individuals within these organizations with career counseling skills, capacities, and experiences.
- Organize the information to make it presentable and accessible to MVMC partners and Career Counseling Network participants.
- Identify leveraged and / or matching funds that will be used to support the project.

NOTE: MVMC will provide readily available lists of middle and high school guidance counselors from the Educational Service Center.

Deliverables and Milestones

Deliverables	Timeline
Preliminary List of entities to be contacted and drafts of planned written communication and talking points	June 18, 2021
Monthly Implementation Progress Report detailing meetings held and updates to contact list. Include expenditure report.	June 14, 2021 July 12, 2021
Interim Report and preliminary Asset Map	August 30, 2021
Final Report and Asset Map. Include expenditure report.	September 30, 2021

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: Sue@MahoningValleyMFG.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. Addenda will also be posted on the MVMC website (www.mahoningvalleymfg.com) with the original Proposal document. Any other responses to questions not via MVMC are considered casual and not binding.

(2) Timeline

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

- | | |
|--|--------------------|
| • Issuance of RFP | April 2, 2121 |
| • Registration deadline (see page 3) | April 19, 2021 |
| • Last day for question submittal | April 19,2021 |
| • Final Addendum issued | April 26, 2021 |
| • Submittals Due | April 30, 2021 |
| • Notification of Vendor/Vendors Selection | May 10, 2021 |
| • Commence work | May 17, 2021 |
| • Funding period ends | September 30, 2021 |

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

(3) 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 page limit.

Proposals will clearly and concisely describe:

- **Background:** Understanding of the MVMC scope of work, outcomes, and timelines.
- **Organizational capacity:** including fiscal management, experience in the work required to plan and implement activities described in the Project plan. Provide examples of similar prior work and outcomes, and references.

- **Project plans:** for carrying out the work, including goals and objectives, activities, person(s) responsible, expected outcomes, major milestones, and timelines.
- **Budget:** Reasonable costs commensurate with the scope of work and available funding, supported by budget narrative. Describe the quality and quantity of leveraged and matching funds.

Organize the proposal in the following manner:

- 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

(4) Complete Submittals: Respondents shall electronically submit their proposal containing all the requested information to MVMC: Sue Watson at Sue@mahoningvalleymfg.com by April 30, 2021, 5 p.m. Local Time.

- a) 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.
- b) There will be NO public opening; submittals may be viewed by appointment with MVMC.

Selection Process

(1) Evaluation of Proposals

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

Disclaimers and Disclosures

Disclaimers

Applicants must not be on the OFCCP List of Debarred Companies.

See <https://www.dol.gov/agencies/ofccp/debarred-list>

Recipient agrees to comply with all federal laws blocking property and prohibiting transactions with persons who commit, threaten to commit, or support terrorism; and with federal law, embargos and trade sanctions regulating international transactions, unless a court of competent jurisdiction has adjudged such prohibitions invalid.

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 Proposal, 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.

All materials produced using this funding will become the property of the MVMC, and may be used by other parties with permission.

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.

Appendix A Proposal Evaluation Form

Organizational qualifications and experience	Possible
Knowledge of MVMC and MVMC’s career pathways and associated education and training programs	5
Organizational capacity, including fiscal management, experience in community-based assessment or asset mapping, references	10
Demonstrates understanding of career counseling practices and tools including bias in career counseling, and reaching target populations	5
Work plan and timeline	
Clearly defined scope of work, including geographical area and target entities	20
Project Plan to accomplish the scope of work including goals and objectives, activities, responsibilities, outcomes, and timelines	30
Includes strategies to engage organizations and individuals with grassroots organizing and career counseling network activities	10
Cost	
Budget submitted is reasonable, narrative includes rationale for funding	20
BONUS: Match provided and funds leveraged to support this project	10
Total	110

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)	<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 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
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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 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: _____

Phone: _____

Email: _____

Reference Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Reference Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____