



Request for Proposals for:
Mahoning Valley Manufacturers Coalition
as part of Ohio Manufacturing Workforce Partnership

Grassroots Outreach and Coordination

RFP Issue Date: April 2, 2021

Response Due Date: April 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 a strategy that will increase the number of qualified applicants to manufacturing training programs from target populations in the tri-county area of Mahoning, Columbiana, and Trumbull counties in Ohio. Applicants are being sought for WorkAdvance, WISE Pathways, Women who Weld, and other short-term technical training for in-demand manufacturing occupational areas as specified and endorsed by MVMC.

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 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 Mahoning Valley Manufacturers Coalition (MVMC) represents Ohio Region 12 in the Ohio Manufacturing Workforce Partnership (OMWP). The OMWP is a collaboration between Ohio TechNet, a consortium of Ohio's community colleges and other post-secondary education institutions, and the Ohio Manufacturers' Association, which facilitates a statewide network of manufacturer-led regional sector partnerships. The OMWP aims to establish Ohio as a leader in developing innovative manufacturing earn and learn programs and expanding them statewide and nationally. The OMWP career pathways in advanced manufacturing 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. The U.S. Department of Labor, through its Scaling Apprenticeship Through Sector-Based Strategies initiative, provided a \$12 million award to the OMWP. With the grant funds, OMWP will upskill 5,000 Ohioans over the next four years through expansion of apprenticeship throughout Ohio.

As an OMWP partner, the MVMC manages Educational Innovation funding to be used for priorities identified with regional industry partners that support project goals. MVMC has identified the need for more collaborative grassroots outreach initiatives to support their commitment to a more diverse and inclusive workforce. MVMC is particularly interested in strategies to increase reach to members of target population groups, such as people of color, women, veterans, and returning citizens. To qualify, enrollees must be 18 years old, able to pass drug screening, and be out of high school (having graduated, received a GED, or left the educational system). MVMC seeks bids from qualified organizations experienced in collaborative efforts addressing community outreach, lead management, and education and career counseling to increase the number of adults entering manufacturing educational pathways.

The MVMC also 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 in support of this community outreach project in order to reach additional individuals seeking to change careers, re-enter the workforce, or begin their career pathway.

A total of \$75,000 is available to fund this RFP through June 30, 2022. MVMC reserves the right to renew the contract with additional funding through September 30, 2023, based on satisfactory performance during the first year.

Program Description / Scope of Work

MVMC partners recognize the important role grassroots community-based organizations play in educating often under-served populations about resources and training opportunities and helping them achieve credentials for in-demand occupations. MVMC is soliciting proposals for collaborative grassroots outreach, education, and recruitment activities that will increase enrollment of women, people of color, veterans, and returning citizens in short-term occupational training programs in Columbiana, Mahoning, and Trumbull counties.

Applicants must define the geographical area(s) and target population(s) they intend to serve. Funding requests should be commensurate with the scope of work. Successful proposals will be collaborative in nature and, if multiple proposals are funded, grantees will be required to coordinate programming.

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

- Identify existing formal and informal grassroots and community-based organizations with particular reach into the community and expertise working with target populations.
- Identify needs related to specific communication strategies and outreach activities to reach target populations in specific geographic locations.
- Coordinate and implement collaborative solutions and approaches to educate and recruit target populations. Strategies should address common misperceptions related to manufacturing job training and career pathways and provide consistent and predictable contact, activities, and processes whereby individuals can enter training pipelines.
- Incorporate an understanding of targeted training program start dates and enrollment processes.
- Coordinate with targeted education program contacts in order to facilitate enrollment.
- Result in individuals from target populations enrolling in and completing credential training programs.
- Foster collaboration among community-based government and non-government entities. Duplication of services is to be avoided.
- Provide means or mechanisms to sustain outreach and recruitment beyond the funding period.
- Identify leveraged and / or matching funds that will be used to support the project.

NOTE: MVMC will provide recruitment / marketing materials electronically and welcomes feedback about their effectiveness. If additional or revised materials are needed to conduct

outreach and recruitment activity, MVMC will support the design and development of outreach tools, outside the scope of this proposal. All such materials must be approved by MVMC prior to distribution.

Deliverables and Milestones

Deliverables	Timeline
Preliminary List of grassroots community-based collaborators	June 30, 2021
Summary of identified communication and outreach needs. Drafts of materials and talking points proposed for use in outreach activities. Summary of collaborative solutions identified, including any needed revisions to the implementation plan necessary to support implementation	July 15, 2021
Monthly Implementation Progress Reports, including number of individuals (and related demographic information) reached, recruited, enrolled; completing training, hired and the destination businesses, number of collaborative partners and challenges experienced. Include expenditures.	First Friday of each month beginning July 2, 2021 through May 2022
Draft Final Report, including lessons learned that inform any adjustments to proposed Year 2 strategy and approach (to serve as basis for continuation funding)	May 30, 2022
Final Report – including number of individuals (and related demographic information) reached, recruited, enrolled; completing training, hired and the destination businesses, number of collaborative partners; successes and challenges experienced as well as qualitative outcomes achieved and sustainability plan. Include final expenditure report	June 30, 2022

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. Addendums 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, vendor selection and implementation is as follows:

- Issuance of RFP April 2, 2021
- 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
- Initial funding period ends June 30, 2022

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 10-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(s). 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. Plans should include the number of applicants that will be reached, recruited, and ultimately enrolled as a result of the proposed strategy and the geographical area to be served. Describe how outreach will be sustained after the funding period ends.
- **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 at 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 OWMWP, 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.

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.

Appendix

Proposal Evaluation Form

Organizational qualifications and experience	Possible
Knowledge of OMWP and MVMC and MVMC's career pathways with stackable industry recognized credentials and related articulation	10
Organizational capacity, including fiscal management, experience in grassroots community-based outreach, experience in lead management and conversion, leadership in collaborative efforts, and experience working with the target populations	20
Demonstrated results in similar efforts; references included	10
Work plan and timeline	
Clearly defined scope of work, including geographical area and target populations	10
Project Plan to accomplish the scope of work including goals and objectives, activities, responsibilities, outcomes, and timelines	20
Demonstration of a coordinated, comprehensive, collaborative approach	10
Plans to sustain outreach beyond the funding period	10
Cost	
Budget submitted is reasonable, narrative includes rationale for funding	10
BONUS: Match provided and / or 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)	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
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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: _____