

Request for Proposals for:

**Central Ohio Manufacturing Partnership (COMP)
U.S. Economic Development Administration (EDA)
American Rescue Plan (ARPA) Good Jobs Challenge**

**COMMUNITY BASED ORGANIZATIONS/INDIVIDUALS
SERVICES SUPPORT**

RFP Issue Date: November 27, 2023

Response **Due Date:** December 10, 2023, 5:00pm EST

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INVITATION

REQUEST FOR PROPOSALS

Central Ohio Manufacturing Partnership (COMP) is seeking bids from a qualified consultant or team of consultants to provide WorkAdvance services. These services will support the achievement of outcomes for a federally supported initiative called the American Rescue Plan Act (ARPA) Good Jobs Challenge. This project is funded by the Economic Development Administration (EDA) through the ARPA Good Jobs Challenge grant.

Central Ohio Manufacturing Partnership is seeking to work with Community Based Organizations/Individuals to execute the Ohio Manufacturers Association-developed, evidence-based WorkAdvance model to prepare a future workforce. COMP will leverage this model and existing partnerships to provide manufacturing employers the opportunity to build a workforce trained to their specific needs, including career skills training, technical training, and career coaching components. COMP's plan is to accomplish most of this work by collaborating with COMP members and local community-based organizations or individual consultants who serve unemployed, underemployed, or underrepresented individuals in the manufacturing workforce. The vision is that grant funds, COMP manufacturing opportunities, and Community Based Organizations' job coaching & training capacities can be leveraged to produce 70 entry level trained manufacturing workers for the central Ohio region.

Central Ohio Manufacturing Partnership has budgeted \$490,000 for the entirety of the WorkAdvance services which is estimated to be March 1, 2023 thru June 30, 2025. These services include: career readiness training, technical skills training, and career coaching during the performance period for 70 participants who successfully complete program milestones by close of the grant June 30, 2025.

Central Ohio Manufacturing Partnership serves as an Industry Sector Partner and sub-awardee for the Ohio Manufacturers' Association's (System Lead Entity) execution of the Good Jobs Challenge scope of work in system development, program design, and program implementation.

SCOPE OF WORK

Under this contract, the vendor will provide WorkAdvance services 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.

Proposals may reflect any individual service or combination of services A-C.



A. Career Coach:

- Function as the key service provider throughout the WorkAdvance model.
- Serve as a liaison between the participant, employer, COMP Program Manager, and COMP Program Coordinator.
- Commence developing a relationship with participants on Day 1 of programming.
- Provide supports to reduce attrition and promote completion of career readiness and technical training.
- Ensure barriers are addressed through access to community resources or through provision of support services.
- Provide individual preparation for job interviews.
- Support participant acclimation to the job and longer job retention (6-12 months after job placement) including regularly scheduled check-ins and implementation of the participants' career map to guide career success and potential advancement.
- Accurately and responsively request additional participant supports at completion of set milestones
- Demonstrate interest and capacity to support cohorts of up to 15 participants at a time.
- Collaborate and communicate regularly with candidates, participants, recruiting and screening provider(s), career readiness trainer, technical skills trainer, COMP Program Manager, and COMP Program Coordinator.
- Collect and submit accurate participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings and provide a report of each participant.
- Provide service in at least one of the counties in the COMP region.

B. Participant Career Readiness Trainer:

- Demonstrate interest and capacity to support cohorts of up to 15 participants at a time.
- Identify or develop effective classroom-based career readiness coursework that culminates in participant demonstration of career readiness content.
- Facilitate classroom-based career readiness training for participant cohort(s) lasting approximately 10 hours total.
- Career readiness training should focus on the core competencies necessary to prepare individuals for success in securing and maintaining employment.
- At minimum, topics to be covered: resume development, interviewing, communication, social media, teamwork, workplace ethics & behavior, workplace culture, financial literacy, and adjusting to manufacturing culture.
- Collaborate and communicate regularly with career coach(es), technical skills trainer(s), COMP Program Manager, and COMP Program Coordinator.
- Demonstrate a willingness to customize future training content to address unforeseen career skills and knowledge gaps.
- Throughout training, identify individual barriers to success and notify the career coach via phone or email within 24-hours for potential mitigation.
- Provide remediation opportunities throughout training.
- Prior to completion, using a competency-based tool, measure each participant's career readiness skills.



- Communicate participant level of career-readiness to the career coach(es) and COMP program team.
- Collect and submit accurate participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings and provide a report of each participant.

C. Participant Technical Skills Trainer:

- Demonstrate interest and capacity to support cohorts of up to 15 participants.
- Identify or develop effective classroom-based technical skills coursework that culminates in participant demonstration of technical skills competency.
- Coursework should be comprised of 2 components: Industry Standard Core and Local Industry Needs.
 - Industry Standard Core (approximately 90 hours) should include topics such as: shop math, blueprint reading, fit and use, meters and tools, safety, and the basics of assembly.
 - Local Industry Needs (approximately 10 hours) will be informed by the manufacturers in the COMP sub-region of the training location.
- Participate in a roundtable discussion with local manufacturers from the COMP sub-region before the cohort begins.
- Facilitate classroom-based technical skills training for participant cohort(s) lasting approximately 100 hours total.
- Demonstrate a willingness to customize future training content to address unforeseen career skills and knowledge gaps.
- Throughout training, identify individual barriers to success and notify the career coach via phone or email within 24-hours for potential mitigation
- Provide remediation opportunities throughout training.
- Prior to completion, using a competency-based tool, measure each participant's career readiness skills.
- Collaborate and communicate with participants, career coach(es), career skills trainer(s), COMP Program Manager, and COMP Program Coordinator.
- Collect and submit accurate participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings and provide a report of each participant.



BUDGETING AND FUNDING

Available grant funds are based on an individual participant's successful completion of training, placement in employment, and/or continued employment after hire. Proposals should reflect the pricing window as outlined below.

All phases in proposals including the pilot should include the number of participants as funds are directly linked to this participation number.

Career Coaching - Cost not to exceed \$2,200 per participant. Linked to successful employment of participant. Milestone billings can be negotiated.

Career Readiness Training – Cost not to exceed \$700 per participant. Linked to successful employment of participant.

Technical Skills Training – Cost not to exceed \$1,900 per participant. Linked to successful employment of participant. Program will pay for some credentials separately.

Funded organizations may invoice COMP for funds upon successful completion of participant milestone(s).

SUBMITTAL REQUIREMENTS

Inquiries and Information Requests Prior to Submission

Central Ohio Manufacturing Partnership will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to Program Manager, Hank Harned at hankharned@manufacturingpartnershp.org.

Proposal Deadline: 5pm (EST) on December 10, 2023. Submit a full proposal as a PDF to the Program Manager, Hank Harned at hankharned@manufacturingpartnershp.org. PDF file name should be formatted: [submitting entity name]-COMP-GJC-RFP Response

All answers will be electronically distributed to all those who submit questions or requests for additional information. Addendums will also be posted on the COMP's website with the Formal RFP. Any unwritten responses to questions, not via the Program Manager, are considered casual and **not** binding.

TIMELINE

Proposal Deadline: 5pm (EST) on December 10, 2023. Submit a full proposal as a PDF to the Program Manager, Hank Harned at hankharned@manufacturingpartnershp.org.

Initial Award Announcement: Point of Contacts for all submitted proposals will receive written notification from the COMP GJC Team on December 13, 2023.

Programming Standup and Contracting: December 13, 2023 – December 22, 2023.

Program Implementation: December 27 – January 5, 2023

Anticipated initial programming training cohort: January 8, 2023.

Note: funds will be awarded at milestone completion.

Contract Period: September 22, 2023- June 30, 2025.



PROPOSAL INSTRUCTIONS

An entity's failure to submit a complete proposal or to respond in whole to RFP service 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. Central Ohio Manufacturing Partnership reserves the right to cancel this procurement at any time, for any reason.

Each bid should be completed entirely, should not exceed 8 pages, and should be typed in font no larger than 12-point font, double-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 8-page limit. Once completed, interested parties must submit their proposal via email to COMP's Program Manager, Hank Harned at hankharned@manufacturingpartnershp.org.

1. Late responses may be deemed unresponsive. At its sole discretion, Central Ohio Manufacturing Partnership 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 Central Ohio Manufacturing Partnership.

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

- 1) Attachment A: Cover Sheet
- 2) Project Approach and Methodology
- 3) Organization Experience
- 4) Attachment B: Budget Form & Narrative
- 5) Attachment C: Conflict of Interest

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

- Ability to successfully carry out the scope of work for the identified service(s).
- Iterative implementation approach for improved services.
- Commitment to upskilling participants and providing supports that result in job placement success.



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	20
TOTAL	100

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

Evaluation/Selection Committee

All respondents will be notified by the Central Ohio Manufacturing Partnership 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 Program Manager, Hank Harned at hankharned@manufacturingpartnershp.org.

The Evaluation Committee is as follows:

- COMP Good Jobs Challenge Program Manager
- COMP Good Jobs Challenge Program Coordinator

CONTRACT AWARD

The contract will be awarded based on the most responsive bidders whose offer is most advantageous to Central Ohio Manufacturing Partnership in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the Central Ohio Manufacturing Partnership 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 Central Ohio Manufacturing Partnership 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 Central Ohio Manufacturing Partnership may determine the qualifications and acceptability of any party or parties submitting in response to this RFP.

Following submission of an 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 Central Ohio Manufacturing Partnership in its discretion.

Central Ohio Manufacturing Partnership 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 a 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

Central Ohio Manufacturing Partnership is committed to equal access for all customers to all services. All contractors must ensure equal opportunity for 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 (OMA), the lead grantee for this opportunity, to ensure compliance 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 Central Ohio Manufacturing Partnership, agrees to comply with EDA regulations and cost principles as per the ARPA Good Jobs Challenge grant EDA-HDQ-ARPGJ-2021-2006964.



ATTACHMENT A: COVER SHEET

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

Organization Name		
Address		
Phone Number		
Number of Years in Business		
SAM.gov ID /UEI		
EIN		
Acknowledgement that Proposing Entity is up-to-date on taxes and not currently debarred or suspended.	Yes	No
Type of Organization	Higher Education	
	Community Based Organization	
	Government Agency	
	Labor Organization	
	Non-Profit Organization	
	Employment Service State Agency	
	Private Individual	
	Business Organization	
	Other (explain)	
Contact Person's Email Address		
Signatory Authority Signature		



ATTACHMENT B: BUDGET AND NARRATIVE

Submit a budgetary table and narrative for the following service(s) (Career Coaching; Career Readiness Training; Technical Skills Training) and phases (pilot and subsequent) you are proposing to support.

If your proposal includes services for technical skills training; please include whether or not candidates will earn an industry recognized credential and why.

Submit a budget narrative with a detailed explanation for each budget line item to justify the cost.



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 Central Ohio Manufacturing Partnership 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. Central Ohio Manufacturing Partnership 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: COMP BACKGROUND

History and Purpose of COMP

The Central Ohio Manufacturing Partnership (COMP) is a manufacturing-led industry sector partnership created to solve the common workforce training, retention, and recruitment challenges of its participating membership which includes a large number of Central Ohio-based manufacturers. COMP is led by employers, focused on manufacturing, is regional, and is convened by a neutral intermediary.

The mission of COMP is to create a connected system to supply manufacturers with qualified talent.

COMP members have pledged to work together specifically on five activities including:

- I. to identify and collectively address common workforce issues, challenges, and opportunities,
- II. to engage directly across traditional boundaries,
- III. to address current and emerging short-term and long-term skill gaps,
- IV. to align the programs, education and training curriculum, and other related resources of the suppliers who serve the COMP members and their employees, and
- V. to communicate industry priorities to policy makers and workforce development partners so that they can design responsive solutions.

COMP is an endorsed manufacturing partnership by The Ohio Manufacturers' Association (OMA). COMP is a 501(c)(3) charitable organization and operates under the leadership of a Board of Directors.

Composition/Membership of COMP

The current president of COMP is Mr. Kent Dubbe who also serves as VP of Human Resources and Organization Development at Ariel Corporation in Mount Vernon, Ohio.

The COMP membership includes manufacturing firms in Delaware, Fairfield, Franklin, Knox, Licking, Logan, Madison, Marion, Morrow, Perry, Pickaway, and Union Counties. The membership is a mix of manufacturing firms and educational institutions, and workforce/economic development organizations. Members of COMP pay annual membership dues.

COMP is convened by a neutral intermediary. The current COMP Intermediary is Ms. Amber Gibbs. (614.356.7871; ambergibbs@manufacturingpartnership.org)

COMP social media:

Facebook @CentralOhioManufacturingPartnership

Instagram @manufacturingpartnership

LinkedIn [linkedin.com/company/centralohiomfg](https://www.linkedin.com/company/centralohiomfg)

COMP website:

www.centralohiomanufacturingpartnership.org



ATTACHMENT E: COMP Region and Sub-regions

