



Request for Proposals for:

**Stark County Manufacturing Workforce Development Partnership:  
American Rescue Plan (ARPA) Good Jobs Challenge**

# **EDA – Good Jobs Challenge Sub Awardee for Community Based Organization Services**

RFP Issue Date: December 19, 2022

Response **Due Date:** January 13, 2022 at 3:00 pm



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## INVITATION

## REQUEST FOR PROPOSALS

The Stark County Manufacturing Workforce Development Partnership (SCMWDP) is seeking proposals from a qualified consultant or team of consultants to provide sub awardee services including grass roots outreach to underrepresented populations in manufacturing, basic job training, technical training, manufacturing career pathway placement and twelve-month career coaching services for candidates in the talent pipeline program. These services will support the achievement of outcomes for a federally supported, 36-month 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 EDA-HDQ-ARPGJ-2021-2006964.

The SCMWDP serves as an Industry Sector Partner and (ISP) sub awardee for the Ohio Manufacturer's Association's (System Lead Entity) execution of the Good Jobs Challenge scope of work in system development, program design, program implementation and program compliance.

The SCMWDP has budgeted \$490,000 for sub awardee community based organization services over a three year period in order to attain the ***goals and obligations of 70 individuals completing a manufacturing Entry Level Learn and Earn (ELLE) program, upskilling a minimum of 100 individuals employed in manufacturing, placing a minimum of 110 individuals into manufacturing jobs with an average wage of \$18.00/hour, and enlisting a minimum of twelve (12) manufacturing employers to participate in the program in the Stark County region during the performance period by the close of June 30, 2025.***

## SCOPE OF WORK

Under this contract, the vendor, or team of vendors, will provide talent pipeline services in support of the Good Jobs Challenge program scope of work (below). The scope of work is designed to ensure this initiative can be accomplished in the required phased approach, and provide clear strategy and alignment for development, design, and implementation.

### **Summary of overall EDA Good Jobs Challenge Grant for the Ohio Manufacturer's Association (OMA) as the System Lead Entity**

OMA will achieve immediate statewide scale and impact by leading industry sector partnerships



(ISPs) to engage 1,000+ employers and 6,000 individuals in earn-and-learn and incumbent upskilling programs for high-demand positions resulting in 3,600 job placements. This includes central focus on underserved groups including Appalachian coal communities, people of color, women, veterans, and returning citizens. OMA and its economic development partners within the state government will also replicate the system built by and for manufacturers to strengthen other key industries, most notably broadband and 5G – a vital enabling technology to Industry 4.0 adoption. The scope of work described below reflects the elements in the submitted Project Narrative by OMA.

## **Scope of Work for OMA**

### **Project Management**

- Fiscal and legal start up tasks. Complete contracting and subaward processes and hiring of all key staff in the first 90 days.
- Data collection to validate estimates: Leveraged from existing projects, the data tracking system AGS Prime will be used by all organizations, including sub awardees, engaged in this project's ecosystem for data collection, validation, management, and analysis.

### **System Development**

- Employer Change Management. Lead a process to transform the way manufacturers approach recruiting, hiring, and retaining entry-level workers. Launch employer-centered Technical Assistance resources, project management capacity focused on engaging target underserved populations, and a Community of Practice to tackle challenges collectively.
- Emerging Technology Strategy. Convene statewide Emerging Technology Task Force of key industry leaders to identify hiring and skill needs in Industry 4.0-aligned occupations, beginning with Electrical Vehicle manufacturing and Broadband/5G. Task forces will identify hiring and skill needs and create implementation toolkits. OMA and ISPs will align activities and training initiatives around sourcing these needs.

### **Program Design**

- Entry-Level Learn and Earn (ELLE). Customize and deploy Entry-Level Learn and Earn (ELLE) program through each manufacturing sector partnership or sub awardee.
- Entry-Level Upskilling. Deploy upskilling programs to support incumbent worker advancement from entry-level to middle-skill roles; prepare workers for Industry 4.0-aligned careers; and activate new automation and robotics training programs developed as a result of OMA's Emerging Technology task force.
- Expanded Communication and Recruitment Capacity: Design enhanced digital marketing; deepen grassroots outreach via partnerships with local organizations that have trusted relationships with the underserved populations; and provide Technical Assistance support from state-level Project Managers focused on targeting underserved communities (e.g., assistance with messaging, help identifying Community Based Organizations well-positioned for grassroots outreach).
- Environmentally Sustainable Development: Partner with the National Institute of Manufacturing Standards (NIMS) to produce the industry's first nationally recognized, smart training solution to equip manufacturing employees with sustainable energy skills.



### **Program Implementation**

- ELLE and Upskilling Training Implementation. Partners will recruit and engage 6,000 participants, run ELLE and upskilling programming informed by manufacturers, and offer supportive services for the target populations. As a result, 3,600 individuals will be placed in jobs.
- Affect Perceptions of Manufacturing. Launch dedicated communications and outreach campaign to transform Ohioans' perceptions of manufacturing as a waning industry that is only welcoming to those who are white and male, leading to a generational shift and increasing uptake in manufacturing careers by currently underrepresented populations.
- Recruitment Plans/ Communications: Provide the ISPs with supplemental communication and outreach capacity through coordinated campaigns (web, print, and social media) for use by the backbone organizations, implementation partners, and sub awardees.

### **Scope of Work for Community Based Organizations for the SCMWDP RFP**

1. Assist the Grant Project Manager in outreach to manufacturing employers and secure a minimum of twelve (12) Memorandum of Understandings (MOU) for employer active participation in the Entry Level Learn and Earn systems
2. Conduct grass roots outreach to demographics that include under/unemployed, minority, women, veteran and returning citizens to promote manufacturing as a job and viable career pathway.
3. Conduct screening to ensure candidates will benefit from training and can meet manufacturing requirements
4. Conduct career readiness training including workplace skills, soft skills and math brush-up
5. Provide technical skill training for manufacturing industry recognized credentials and include on the job training with manufacturers signed onto the program
6. Find job placement for candidates that complete training with employers with MOU's, facilitate entry into jobs, and provide supports for acclimation to the workplace
7. Provide career coaching and support for job performance and career mobility for candidates after initial placement for a maximum of one year for each placed candidate.
8. Coordinate with the Grant Project Manager to complete accurate data tracking in accordance with the Good Jobs Challenge grant requirements using templates and platforms provided by OMA
9. Provide stipends to candidates participating in the training systems

## **BUDGETING AND FUNDING**

Grant funds will be available based on monthly invoicing to SCMWDP. Invoices shall be itemized based on services completed per candidate or costs expended per candidate. The fee structure and budget shall include all resources necessary to fully and properly staff and execute the scope of services required to meet the goals and obligations of the SCMWDP as a sub awardee of the Good Jobs Challenge grant.



## SUBMITTAL REQUIREMENTS

### Inquiries and Information Requests Prior to Submission

The SCMWDP will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to the ISP main point of contact, James Batchelder, President of SCMWDP, at [jimbatchelder@icloud.com](mailto:jimbatchelder@icloud.com).

All answers will be electronically distributed to all those who submit questions or requests for additional information in writing. Addendums will be transmitted only to entities that provide an intent to submit in writing. Any other responses to questions, not via the ISP main point of contact, James Batchelder, President of SCMWDP, at [jimbatchelder@icloud.com](mailto:jimbatchelder@icloud.com) are considered casual and not binding.

## TIMELINE

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

Activity	Date
RFP Released	December 19, 2022
Deadline for Submitting Questions	January 14, 2023
Answers Distributed	January 15, 2032
Proposal Deadline	January 16, 2023 at 3:00pm
Notification of Award	January 23, 2023
Contract Period	January 26, 2023 – December 31, 2025

*Key dates may be altered by the SCMWDP; interested 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 SCMWDP 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 the ISP main point of contact, James Batchelder, President of SCMWDP, at [jimbatchelder@icloud.com](mailto:jimbatchelder@icloud.com).

1. Late responses may be deemed unresponsive. At its sole discretion, the SCMWDP 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 SCMWDP.

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

- 1) Attachment A: Cover Page
- 2) Project Approach and Methodology
- 3) Organizational Structure
  - To include biographies and/or resumes highlighting the qualifications of each team member
- 4) Attachment B: Budget Form & Narrative
- 5) Attachment C: Conflict of Interest
- 6) Attachment D: References

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

- Experience in grass roots outreach and working with individuals from under/unemployed, minority, women, veteran and returning citizen demographics
- Experience managing and/or coordinating with other Community Based Organizations in Stark County
- Experience managing and coordinating with Manufacturing Employers in Stark County
- Experience coordinating with manufacturing training providers serving Stark County
- Experience managing federal and state grants
- Other



## 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	30
Organization Experience	50
Budget	10
References	10
<b>TOTAL</b>	<b>100</b>

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

### Evaluation/Selection Committee

All respondents will be notified by the SCMWDP 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 ISP main point of contact, James Batchelder, President of SCMWDP, at [jimbatchelder@icloud.com](mailto:jimbatchelder@icloud.com).

The evaluation committee will consist of:

James Batchelder, SCMWDP President  
Mike Hoffman, SCMWDP Secretary  
Shaun Eller, SCMWDP Board Member – COO, Ohio Gratings Inc  
Lori Sproul – HR Manager, Powell Electrical Systems

### Contract Award

The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the SCMWDP in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the SCMWDP 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 SCMWDP 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 SCMWDP 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 SCMWDP in its discretion.

The SCMWDP 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 SCMWDP 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 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 SCMWDP, 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.

Lead 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 (check all that apply)	Higher Education	Private		
	Community-Based Org.	Business Organization		
	Government Agency	Other (explain)		
	Labor Organization			
	Non-Profit			
	Employment Service State Agency			
Contact Person's Email Address				
Signatory Authority Signature				



## ATTACHMENT B: BUDGET AND NARRATIVE

Please complete the mandatory budget form and narrative explanation below.

Budget Line Item	Cost per candidate selected to participate in the program
<b>Workforce readiness and career coaching</b>	
Outreach, screening, selection, barrier removal	\$
Job readiness training including soft skills and math brush up	\$
Support services	\$
12-month career coaching	\$
<b>Technical skills training</b>	\$
<b>Stipend per week of training during pre-full-time employment</b>	\$
<b>TOTAL</b>	\$

**Budget Narrative:** Organizations can submit on one or all parts of the work readiness and/or technical skills training line items.

Please provide a detailed explanation for each budget line item to justify the cost. Billing per candidate will be based on participants selected and entered in the Entry Level Learn and Earn (also called Work Advance) program and the related expenses.

Other funding sources may be used for different parts of the scope of the budget in order to maximize and exceed the minimum obligated number of participants and job placements.



## 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 SCMWDP 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 SCMWDP 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: \_\_\_\_\_  
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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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