



## **Request for Proposals for:**

# **Rhodes State College on Behalf of West Central Ohio Manufacturing Partnership (WCOMP)**

Rhodes State College seeks the following proposed educational innovation initiatives to support the West Central Ohio Manufacturing Partnership

- Related Instructional training that will prepare apprentices to gain the skills and industry-recognized credentials and/or academic credentials for career pathways in one or more of the following advanced manufacturing area: Industrial Maintenance, Welder, Machinist, and/or Production skills required by employers.
- Curriculum Development - enhancing advanced manufacturing programs to increase the skills and credentials to upskill workers as they advance in their careers and to assist employers in strengthening the skills of their existing workforce and new apprentices.
- Development/expansion of apprenticeship programs including participant enrollment to achieve the goals of the U.S. Department of Labor Scaling Apprenticeship Grant.

The local/regional geographic scope will provide services to participants in the following counties: Allen; Auglaize; Champaign; Darke; Hardin; Logan; Mercer; Miami; Shelby; and Van Wert.

RFP Issue Date: 8/20/2020

Response Due Date: 10/1/2020

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## Request for Proposals

Rhodes State College, acting as fiscal agent and project manager for the West Central Ohio Manufacturing Partnership (WCOMP), is initiating this Request for Proposal (RFP) to seek educational institutions partnering with manufacturers in the region to support the development of apprenticeship programs in West Central Ohio through recruitment of participants, ensuring their retention in the apprenticeship program; and providing related instructional training to apprentices in Industrial Maintenance, Machinist, Welder, and Production. Educational partners shall collect and provide data on the apprentices as they progress through the apprenticeship programs. This project is funded by a US Department of Labor Scaling Apprenticeship Through Sector-Based Strategies grant DOL-ETA HG-33034-19-60-A-39.

The related instructional training provided will build work-based skills and competencies of the participants in the apprenticeship program. The educational institution will work in partnership with the Employer in aligning On the Job Training with the in-classroom training instruction to be provided to apprentices. The related instructional training paired with On the Job Training provided by the Employer will prepare apprentices to pass the required test to obtain an industry-recognized credential in their career pathway or achieve an academic credential or academic certification as required by the U.S. Department of Labor Scaling Apprenticeship Grant.

NOTE: MULTIPLE PROPOSALS MAY BE AWARDED UNDER THIS RFP.

## NOTICE

In order to receive any addenda or supplemental information, you MUST register with Rhodes State College, by email to [modic.l@rhodesstate.edu](mailto:modic.l@rhodesstate.edu).

The following information is required:

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

## **Program Overview and Background Information**

### **West Central Ohio Manufacturing Partnership (WCOMP)**

The West Central Ohio Manufacturing Partnership (WCOMP) is a manufacturing-led 'industry sector partnership' that was created to solve the common workforce training, retention and recruitment challenges of its participating member manufacturers. The mission of the West Central Ohio Manufacturing Partnership is "Making it easy to choose manufacturing – a career you'll love". Rhodes State College, located in Lima, Ohio, is a public, state-assisted two-year institution of higher learning which is chartered to provide degree-granting career education programs, non-credit workforce development, and consulting for business and industry. Rhodes State College is serving as a fiscal agent and sub-recipient of the project funded by the US Department of Labor Scaling Apprenticeship Through Sector Based Strategies Grant DOL-ETA HG-33034-19-60-A-39.

The overarching goals of the US Department of Labor Scaling Apprenticeship Grant are threefold: (1) to accelerate the expansion of apprenticeships to new industry sectors including advanced manufacturing (2) to promote the large-scale expansion of apprenticeships and (3) to increase the number and types of workers participating in apprenticeship programs. Reaching these goals requires creating partnerships with educational institutions that will create the training infrastructure/network to deploy programs of classroom and/or related instructional training activities in partnership and in alliance with employers interested in developing apprenticeship programs for an expanded pool of individual apprentices, in newly certified or expanded apprenticeship programs.

Additionally, the educational institutions will support Earn and Learn programs that meet the U.S. DOL's Five Hallmarks:

- 1) Paid, Work-Based Component Earn and Learn programs;
- 2) OJT Training and Mentorship;
- 3) Educational and Instructional Component Apprenticeship Programs must provide or arrange for classroom or related instruction that is high quality and adequate to help apprentices advance along apprenticeship pathways in advanced manufacturing careers in Industrial Maintenance, Machinist, Welder, and/or Production;
- 4) Earn a nationally portable industry-recognized credential
- 5) Employment must meet standards for safety, supervision, and equal opportunity.

In this region with support of the DOL grant funds, 350 apprentices will be trained over the next three years to meet the workforce shortages and gaps in advanced manufacturing in this region. The local/regional geographic scope will provide services to participants in the following counties: Allen; Auglaize; Champaign; Darke; Hardin; Logan; Mercer; Miami; Shelby; and Van Wert.

## Target Population

The target audience of prospective apprentices will include incumbent workers [employees currently working in manufacturing companies and interested in increasing their skills for advancement]; individuals currently enrolled in advanced manufacturing educational programs, and recent high school graduates. Within this targeted audience, educational institutions are encouraged to engage under-represented populations including veterans, women, minorities, and unemployed/underemployed workers seeking careers in advanced manufacturing with an interest in enrolling in an Earn and Learn program.

## Scope of Work/Deliverables

**The scope of the work shall include but not be limited to the following:**

- (1) The educational institution shall provide a detailed plan for the related instructional training of apprentices in advanced manufacturing educational programs that will build work-based skills and competencies and the knowledge needed for the obtainment of an industry-recognized credential and/or an educational credential that is deemed nationally portable as stipulated by the US DOL Grant at the end of the Earn and Learn program in support of the goal of increasing the development of apprenticeship programs. The detailed plan should include information required on the following career pathways covered by the Grant: **Industrial Maintenance, Machinist, Welder, and/or Production.**

- Provide Program Information
- Duration of Programs
- Courses offered
- Credits earned upon completion of the Program
- Earn and Learn Model, i.e., Registered apprenticeships, Co-op or internships
- Degree or Certificate Awarded
- Students currently enrolled
- Approximate student enrollment capacity
- Identify a nationally portable Industry-Recognized Credential earned in this program. This includes credit-bearing academic degrees and certificates earned in the program.

- (2) If programs do not already exist, the educational institution shall provide a plan for the embedding of instructional curriculum needed in advanced manufacturing programs that meet the career pathways required of the US DOL Scaling Apprenticeship Grant that will build the work-based skills, competencies and the knowledge needed for the obtainment of an industry-recognized credential and/or an educational credential that is deemed portable as stipulated by the US DOL Grant at the end of the Earn and Learn program in support of the goal of increasing the development of apprenticeship programs.

- (3) The educational institution will work in partnership with the apprenticeship employer in aligning On the Job Training with in-classroom training instruction for apprentices.
- (4) The educational institution will provide participant support, which will include allowable activities that include one or more of the following services:
  - Assisting with participant recruitment
  - Placing students into Earn & Learn Programs
  - Providing navigation services to encourage program completion
  - Managing the industry-recognized credential testing process for apprentices
  - Reporting program results
- (5) The educational institution shall designate an appropriate person(s) to represent the organization and collect the required data for tracking participants' progression while in the instructional program, including data regarding services received, industry-recognized credential testing information, and completion of the program. A representative of the educational institution will meet regularly with the designated Rhodes State College Project Manager for the DOL Grant to discuss progress in meeting the goals of the grant.

## Proposal Requirements

Each proposal should be completed entirely, should not exceed 10 pages, and be typed in 12-point font, single-spaced, 1" margins on all sides. Proposals 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, outcome measurements and costs of the project while demonstrating:

- Clear understanding of Rhodes State College/WCOMP's scope of work, outcomes, and timelines as approved and funded by the USDOL. The plan will include tasks outlined in the scope of work to be completed and your deliverables.
- List Qualifications, e.g. expertise in manufacturing curriculum development, development of apprenticeship and other Earn and Learn programs (i.e. co-ops or internships), creation of competency-based manufacturing programs for adults; additionally, provide any information on expansion of credit for prior learning, or experience with other DOL-funded projects.
- Identify the number of students that will be enrolled in education innovation programs. **[This may be a prediction based on capacity of your programs].**
- Plans for carrying out the work, including staffing, major milestones, and timelines

- Explanation of budget: Education Innovation Fund grant award amounts will range from \$10,000 to \$25,000 – Year 2 Budget Period (July 1, 2020-June 30, 2021). Additional disbursement of U.S. Department of Labor Scaling Apprenticeship Education Innovation fund awards for subsequent years of the project will be considered upon approval by the Sub-Recipient and based on the progress made in meeting the goals of the U.S. Department of Labor Scaling Apprenticeship Grant. The Budget description may include tiered pricing options, if necessary.  
NOTE: This is a reimbursement grant. Selected educational institutions will submit appropriate fiscal supporting documentation to Rhodes State College on a quarterly basis and reimbursement will be provided.

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
- Attachment E: Evaluation Matrix
- Documentation of registration for private, for-profit, or non-profit organizations (if applicable)
- Organizational Chart
- Proposal (scope of work)

## Submittal Requirements

### (1) Inquiries and Information Requests Prior to Submission

Rhodes State College will act as the clearinghouse for all inquiries and information requests.

**All inquiries and information requests must be submitted electronically to Lew Modic at [modic.l@rhodesstate.edu](mailto:modic.l@rhodesstate.edu)**

The answers to all inquiries will be provided to all registered parties by Rhodes State College. All answers will be electronically distributed to all those registered as being in receipt of the RFP documents. Any other responses to questions not via Rhodes State College are considered casual and not binding.

## (2) Proposed Timeline/Implementation

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

- Issuance of RFP 9/18/2020
- Last day for question submittal 10/16/2020
- RFP Addendum issued (provides answers to questions) 10/23/2020
- Submittals Due 11/10/2020
- Notification of Vendor/Vendors Selected 12/8/2020
- Commence work 1/5/2021

**Key dates may be altered by Rhodes State College; registered parties will be updated via Addendum should any alteration occur.**

**(3) Complete Submittals:** Respondents shall electronically submit their proposal containing all the requested information to Rhodes State College: a modic.l@rhodesstate.edu by 10/1/2020 by 1:00 PM.

- a) Late responses may be deemed unresponsive. At its sole discretion, Rhodes State College 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 Rhodes State College

## The Selection Process

### (1) Evaluation of Proposals

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

The evaluation committee will consist of three members of WCOMP and one representative from Rhodes State College. Committee contact information will be shared upon submittal of your proposal.

## Disclaimers and Disclosures

### Disclaimers

In its sole discretion, Rhodes State College 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 WCOMP's best interest. In its sole discretion, Rhodes State College 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 Rhodes State College in its discretion.

Rhodes State College 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**

Rhodes State College 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. Rhodes State College complies with all USDOL regulations.

Selected vendor, in accepting a Purchase Order or entering into an agreement with Rhodes State College, agrees to comply with USDOL regulations and cost principles as per the Scaling Apprenticeship grant agreement. Please refer to the [grant agreement](#) for further details about this project.

## Attachment E:

### Evaluation Matrix

<b>Organizational qualifications and experience</b>	<b>Possible</b>
Experience in curriculum development	20
Knowledge of Earn & Learn programs, including apprenticeships, co-ops or internships and similar subject matter expertise	20
Experience in advanced manufacturing competency-based educational programs and/or knowledge of validating credit for prior learning experience.	10
<b>Work plan and timeline</b>	
Clear understanding of scope of work, outcomes, and timelines	5
Plan to accomplish the scope of work – Please complete attached matrix	15
<b>Cost</b>	
Budget submitted with this RFP is reasonable	20
*Match provided to support this project [20% preferred]	10
<b>Total</b>	<b>100</b>

**\*This program requires cost-sharing or matching funds. Such funds may be in the form of cash or In-kind contributions.**

### 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		
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 Rhodes State College 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. Rhodes State College 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

*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

**NOTE: This is a reimbursement grant. Selected educational institutions will submit appropriate fiscal supporting documents to Rhodes State College on a quarterly basis and reimbursement will be provided.**

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.

Budget Line Item	Cost
Curriculum Development	\$
Support Services for Participants	
Industry-Recognized Credentialing Process and Testing fees	\$
Participant data collection and reporting	
Operational (supplies, participant enrollment; data collection )	\$
Other (Describe)	
<b>TOTAL</b>	

**Budget Narrative:** Please provide a detailed explanation for each budget line item to justify the cost.

## 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: \_\_\_\_\_

**Rhodes State College reserves the right to contact any reference to assist in the evaluation of the RFP proposal to verify information contained in the RFP proposal and to discuss the vendor's qualifications.**

## Attachment E:

### Evaluation Matrix

<b>Organizational qualifications and experience</b>	<b>Possible</b>
Experience in curriculum development	20
Knowledge of Earn & Learn programs, including apprenticeships, co-ops or internships and similar subject matter expertise	20
Experience in advanced manufacturing competency-based educational programs and/or knowledge of validating credit for prior learning experience.	10
<b>Work plan and timeline</b>	
Clear understanding of scope of work, outcomes, and timelines	5
Plan to accomplish the scope of work – Please complete attached matrix	15
<b>Cost</b>	
Budget submitted with this RFP is reasonable	20
*Match provided to support this project [20% preferred]	10
<b>Total</b>	<b>100</b>

**\*This program requires cost sharing or matching funds. Such funds may be in the form of cash or In-kind contributions.**