



Request for Proposals for:

**Advanced Manufacturing Industry Partnership (AMIP):
American Rescue Plan (ARPA) Good Jobs Challenge**

**Community Based Organizations, Educators and Consulting
Services Support within Hamilton, Warren, Butler, Clermont
and/or Brown Counties**

RFP Issue Date: December 12, 2022

Response **Due Date**: January 16, 2023



TABLE OF CONTENTS



INVITATION	3
SCOPE OF WORK	3
BUDGETING AND FUNDING	6
SUBMITTAL REQUIREMENTS	6
TIMELINE	6
PROPOSAL INSTRUCTIONS	7
THE SELECTION PROCESS	8
DISCLAIMERS AND DISCLOSURES	9
ATTACHMENT A – COVER SHEET	11
ATTACHMENT B – BUDGET AND NARRATIVE	12
ATTACHMENT C – CONFLICT OF INTEREST FORM	13
ATTACHMENT D – REFERENCES	14



INVITATION REQUEST FOR PROPOSALS

The Advanced Manufacturing Industry Partnership (AMIP) is seeking bids from qualified schools, community-based organizations, consultant, or team of consultants to provide training, credentialing, and support services. This project 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 Ohio Manufacturing Association (OMA) will achieve immediate statewide scale and impact by leading industry sector partnerships (ISPs), including Advanced Manufacturing Industry Partnership (AMIP), 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.

AMIP serves as an Industry Sector Partner and subawardee for the Ohio Manufacturer's Association's (System Lead Entity) execution of the Good Jobs Challenge scope of work in systems development, program design and program implementation. AMIP's regional goal is to provide 70 full time placements and 40 upscaled placements in advanced manufacturing. AMIP subawardee covers 5 Ohio Counties: Hamilton, Butler, Brown, Clermont, and Warren Counties.

SCOPE OF WORK

Under this contract, the vendor will provide support of the Good Jobs Challenge by OMA as the "WorkAdvance" model 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.

Overall REQUIRED project implementation services that result in meeting grant deliverables include the five features below. Proposals may reflect any combination of services A-E.

A. Participant Recruiting & Screening:

- a. Work collaboratively with AMIP, schools, selected employers, and support services on the development of communication recruiting and screening materials (including passage of aptitudes and interests screening).
- b. Implement recruiting tactics with an emphasis of 50% or greater on unemployed, underrepresented individuals with the objective of a minimum of 70 full time placements by September 1, 2025.
- c. Identify quality candidates (unemployed, underemployed, and underrepresented individuals, not currently in manufacturing)



- d. Host recruiting and orientation events
- e. Support a pilot cohort through completion of a successful screening process
- f. Identify program participant cohort members and notify the project team and participants.
- g. Serve as the primary contact with participants.
- h. Collaborate and communicate regularly with the candidates, career coach(s), career readiness trainer (s), technical skills trainer(s), and AMIP Project Manager and AMIP ED/President.
- i. Affect perceptions of manufacturing launching dedicated communications and outreach campaigns with mutually selected employers.

B. Career Coaching Responsibilities:

- a. Function as the key service provider throughout the **WorkAdvance** Model.
- b. Serve as a liaison between the participant, employer and the AMIP Project Manager and AMIP ED/President.
- c. Commence developing a relationship with participants on Day 1 of programming.
- d. Provide barrier removal supports to reduce attrition and promote completion of career readiness and technical training. Supports may include but are not limited to: transportation, childcare, mental and physical healthcare, and financial counseling.
- e. Facilitate goal planning and career mapping for participants resulting in individual participant career maps.
- f. Ensure barriers are addressed through access to community resources or through provision of support services.
- g. Provide individual preparation for job interviews and job readiness.
- h. Support participant acclimation to the job and longer retention (12 months after job placement) including regularly scheduled check-ins and implementation of the participants' career map to guide career success and potential advancement.
- i. Build in and accurately and responsively disseminate participant stipend at completion of set milestones
- j. Demonstrate interest and capacity to support future cohorts of participants, if future phase funding is offered through the remainder of the grant period.
- k. Collaborate and communicate regularly with candidates, participants, recruiting and screening provider(s), career readiness trainer, technical skills trainer, and AMIP Project Manager and AMIP ED/President for one year after placement of each participant through September 2025.
- l. Collect and submit accurate participant tracking and report as defined by the grant.
- m. Attend monthly programming meetings.

C. Participant Career Readiness Training:

- a. Identify or develop effective classroom-based career readiness coursework that culminates in participant demonstration of career readiness content. Facilitate 30-40 hours of classroom-based career readiness training for participant cohort(s).
- b. At minimum, topics to be covered: resume development, interviewing, communications, social media, teamwork, workplace ethics & behavior, workplace culture, and financial literacy.



- c. Collaborate and communicate regularly with career coach(s) recruiting & screening provider(s), technical skills trainers(s) and AMIP Project Manager and AMIP ED/President.
- d. Demonstrate a willingness to customize future training content to address unforeseen career skills and knowledge gaps.
- e. Throughout training, identify individual barriers to success and notify the career coach within 24-hours for potential mitigation
- f. Provide remediation opportunities throughout training.
- g. Prior to completion, using a competency-based tool, measure each participant's career readiness skills.
- h. Communicate participant level of career-readiness to the career coach(s).
- i. Demonstrate interest and capacity to support future cohorts, if follow-on funding is offered through the remainder of the grant period.
- j. Collect and submit accurate participant tracking and reporting information as defined by the grant.
- k. Attend monthly programming meetings.

D. Participant Technical Skills Training:

- a. Support the physical needs associated with online training: Internet, Computer, Access to an On-Site learning facilitator
- b. Support online facilitation of the 30-40 hours of classroom-based technical skills training coursework for participant cohort(s)
- c. Use credentialing measurement tools such as Tooling U, or other approved manufacturing readiness certificate. Budget should reflect \$400 per participant of reimbursable fees for technical certification.
- d. Collaborate and communicate with participants, career coach(s), career skills trainer (s), and AMIP Project Manager and AMIP ED/President regularly.
- e. Ability to support a cohort of 15-25 participants.
- f. Demonstrate interest and capacity to support future cohorts if follow-on funding is offered through the remainder of the grant period.
- g. Collect and submit accurate participant tracking and reporting information as defined by the grant.
- h. Attend monthly programming meetings.

E. Employer & AMIP Partnership

- a. Utilize current manufacturing employer partners to participate in grant.
- b. Utilize AMIP Ed and AMIP Project Manager to make new manufacturing employer partnerships
- c. Participate in AMIP employer presentations on Good Job Challenge updates periodically at AMIP membership quarterly meetings
- d. Secure approvals as agreed upon to utilize successes and challenges from participants and employers for grant report submissions and selected local, state and national submissions of findings.
- e. Ability to collect data to validate participants using the data tracking system AGS Prime, shared by AMIP. All organizations engaged in this project's ecosystem responsible for data collection, validation, management, and analysis.



Budgeting and Funding

Available grant funds are based on individual participant's completion of milestones. Proposals should include a pilot program and subsequent phases of award. All phases in proposals including the pilot should include the number of participants as funds are directly linked to this participation number.

A funded pilot program does not guarantee future funding for additionally proposed phases. Multiple awards are anticipated. Pilot programming outcomes and outstanding grant needs will inform funding of future phases for each award. The AMIP overall grant is designed to support overall 70 new participants to manufacturing and it will support 40 current manufacturing employees that are upskilled.

SUBMITTAL REQUIREMENTS

Inquiries and Information Requests Prior to Submission

The AMIP will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to Debby Combs, Project Manager, at debby.combs@advmfqip.org

All answers will be electronically distributed to all those who submit questions or requests for additional information. Addendums will also be posted on the AMIP website with the original RFP. Any other responses to questions, not via AMIP, Executive Director or Project Manager, are considered casual and not binding.

TIMELINE

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

Activity	Date
RFP Released	December 12 – Release Date
Deadline for Submitting Questions	December 19, 2022
Answers Distributed	December 26, 2022
Proposal Deadline	January 16, 2023
Notification of Award	February 14, 2023
Contract Period	Agreed upon start date through the grant close of September 2025.

Key dates may be altered by the AMIP; interested parties will be updated via addendum should any alteration occur. Contract Period: February/March 2023 – September 2025.



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 AMIP 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 Debby Combs, debby.combs@advmfqip.org.

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

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

- 1) Attachment A: Cover Page
- 2) Project Approach and Methodology
- 3) Organization Experience
 - 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 ideally demonstrate:

- Ability to successfully carry out the entire scope of work for the identified service(s)
- Projected number of participants served
- GJC Program counties covered-Brown, Butler, Clermont, Hamilton, and Warren. Selected subawardee (s) may or may not cover five counties.
- Historic number of participants served and attrition rates
- Current Manufacturing Employers Served
- Phased funding model including initial pilot program if pilot program is deemed appropriate.
- Experience assisting participating in upskilling and obtaining technical certification(s). Use credentialing measurement tools such as Tooling U, or other approved manufacturing



readiness certificate. Budget should reflect \$400 per participant reimbursed for technical certification for selected participants.

- Experience in serving underserved populations, veterans, women, people of color and returning citizens.
- Iterative implementation approach for improved services in future phases.
- Commitment to upskilling participants and providing supports that result in job placement and success for one year.
- Fiscal and legal start up tasks confirmed to complete contracting and subaward processes and hiring of all key staff in the first 90 days.
- Ability to collect data to validate participants using the data tracking system AGS Prime, shared by AMIP. All organizations engaged in this project’s ecosystem is responsible for data collection, validation, management, and analysis.
- Ability to accept EAD grant reimbursement policy.

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	10
References	10
TOTAL	100

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

Evaluation/Selection Committee

All respondents will be notified by the AMIP 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 Debby Combs, Project Manager, at debby.combs@advmfqip.org within one week of announcement.

Contract Award

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

The AMIP 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 AMIP 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 AMIP, 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 (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: BUDGET AND NARRATIVE

Please complete the mandatory budget form and narrative explanation below.

Budget Line Item	Cost
Personnel	\$
Travel	\$
Other	\$
TOTAL	\$

Budget Narrative: Please provide 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 AMIP 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 AMIP 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: 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: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Phone: _____
Email: _____
