



Request for Proposals for:

**Toledo Regional Chamber of Commerce on behalf of
the Northwest Ohio Manufacturing Alliance
(TRCC/NOMA)
American Rescue Plan (ARPA) Good Jobs Challenge
Community Based Organizations Services Support**

RFP Issue Date: January 5, 2023

Response Due Date: January 31, 2023

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INVITATION

REQUEST FOR PROPOSALS

The Toledo Regional Chamber of Commerce on behalf of the Northwest Ohio Manufacturing Alliance (TRCC/NOMA) 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, 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 Northwest Ohio Manufacturing Alliance, a program of the Toledo Regional Chamber of Commerce serves as an Industry Sector Partner and sub awardee for the Ohio Manufacturer's Association's (OMA) (System Lead Entity) execution of the Good Jobs Challenge scope of work in system development, program design and program implementation.

TRCC/NOMA is seeking to work with Community Based Organizations to execute the OMA-developed, evidence-based WorkAdvance model to prepare a future workforce. TRCC will leverage this model and existing partnerships to provide manufacturing employers the opportunity to build a workforce trained to their specific needs, including recruiting and pre-screening, career skills training, technical training, and career coaching components. TRCC's plan is to accomplish most of this work by collaborating with local community-based organizations who serve unemployed, underrepresented individuals in the manufacturing workforce. The vision is that grant funds, TRCC manufacturing opportunities and guidelines, and Community Based Organizations' job coaching and training capacities can be leveraged to produce 70 entry level trained manufacturing workers for the Toledo region.

TRCC/NOMA has budgeted \$490,000 for the entirety of the WorkAdvance services including: recruiting and screening; career readiness training; technical skills training; career coaching during the performance period for 70 participants who successfully complete program milestones by close of the grant June 30, 2025.

SCOPE OF WORK

Under this contract, the vendor will provide WorkAdvance services in 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 combination of required services A-D:

A. Career Coaching

Primary responsibilities:

- Function as the key service provider throughout the WorkAdvance model.
- Serve as a liaison between the participant, employer, and TRCC/NOMA Project manager & 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.
- Facilitate goal planning and career mapping in group sessions for participants resulting in individual participant career maps.
- 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 (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 disseminate participant stipend at completion of set milestones
- Demonstrate interest and capacity to support cohorts of 10-25 participants
- Collaborate and communicate regularly with candidates, participants, recruiting and screening provider(s), career readiness trainer, technical skills trainer, and TRCC/NOMA project manager and coordinator.
- Collect and submit accurate participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings.

B. Participant Recruiting & Screening:

- Work collaboratively with TRCC/NOMA on the development of communication recruiting, and screening materials (including passage of aptitudes and interests screening).
- Implement recruiting tactics with an emphasis on unemployed, underrepresented individuals.
- Identify quality candidates (unemployed, underrepresented individuals) through TRCC/NOMA approved screening process (aptitudes and interests) that is informed by project milestones and manufacturing workforce programming guidelines.
- Host recruiting and orientation events (recommended a minimum of approximately 40 candidates to generate a pilot cohort of 8-15 participants).
- Support a pilot cohort of 8-15 participants through completion of a successful screening process.
- Identify program participant cohort members and notify the project team and participants.
- Serve as the primary contact with participants until introduced to their career coach at commencement of Career Readiness training.
- Collaborate and communicate regularly with candidates, career coach(s), career readiness trainer(s), technical skills trainer(s), and TRCC/NOMA project manager and coordinator.

- Demonstrate interest and capacity to support future cohorts of 10-25 participants, if future phase funding is offered through the remainder of the grant period.
- Collect and submit accurate candidate and participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings.

C. Participant Career Readiness Training:

- 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).
- Approved 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, and financial literacy.
- Collaborate and communicate regularly with career coach(s), recruiting & screening provider(s), technical skills trainer(s), and TRCC/NOMA project manager and 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 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(s).
- Support a pilot cohort of 8-15 participants.
- Demonstrate interest and capacity to support future cohorts of 10-25 participants, if follow-on funding is offered through the remainder of the grant period.
- Collect and submit accurate participant tracking and reporting information as defined by the grant.
- Attend monthly programming meetings.

D. Participant Technical Skills Training:

PLEASE NOTE: Community based organizations can provide their own solution to training that fits the requirements below OR they may include the Certified Manufacturing Associate (CMfgA) as their training program of choice.

- Support the physical needs associated with online training: internet, internet appliance/computer, access to an on-site learning facilitator.
 - Support online facilitation of the 30-40 hours of classroom-based technical skills training coursework for participant cohort(s) utilizing <https://www.sme.org/training/technical-certification/certified-manufacturing-associate/> Certified Manufacturing Associate (CMfgA) online credentialing curriculum.
 - Facilitate basic content remediation, curriculum support, and study prep.
- Proctor online Certified Manufacturing Associate (CMfgA) credentialing exam (up to three

times per participant).

- Preferred (not required) offer additional CMfgA skills based, hands-on learning experiences.
- Communicate participant CMfgA certification status to the project manager and career
- Collaborate and communicate with participants, career coach(s), career skills trainer(s), and TRCC/NOMA project manager and coordinator, regularly.
- Demonstrate interest and capacity to support cohorts of 10-25 participants
- Collect and submit accurate participant tracking and reporting information as defined by the grant
- Attend monthly programming meetings.

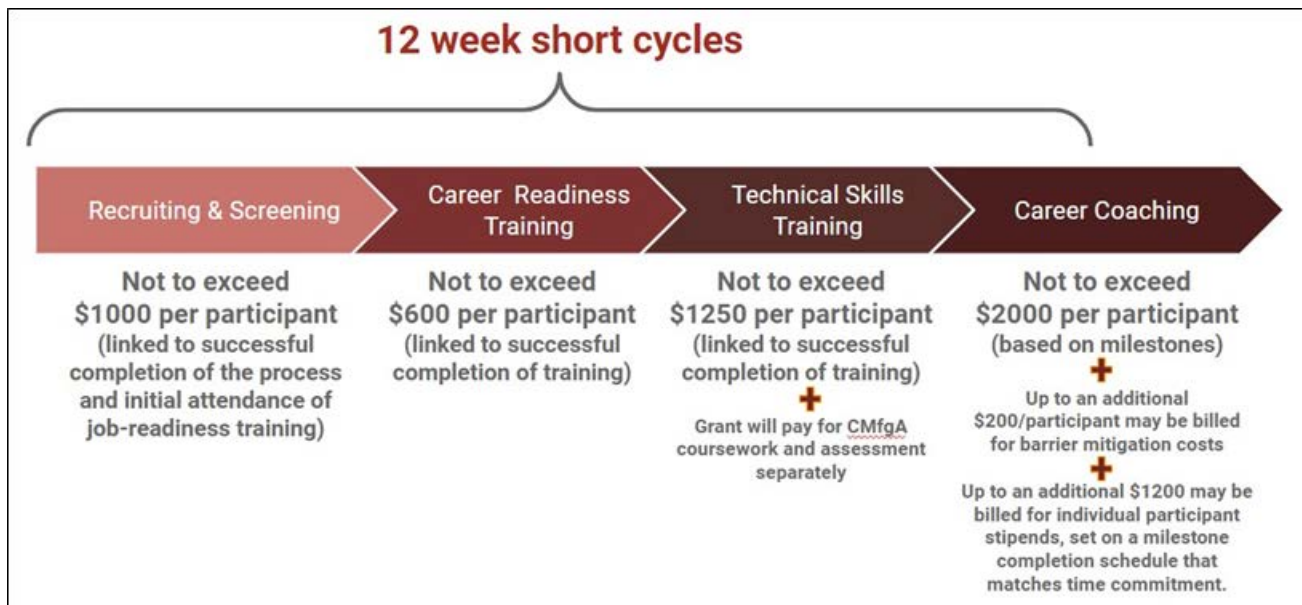
Budgeting and Funding

Available grant funds are based on an individual participant's completion of milestones. Proposals should reflect the pricing window as outlined in graphic A with a pilot program and subsequent phases of award.

All phases in proposals 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.

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



Graphic A- Funds available per participant service

Timeframe

- Phase 1-Programming commencing spring 2023
- Phase 2- Programming commencing summer 2023
- Phase 3- Programming commencing fall 2023
- Phase 4- Programming commencing winter 2023
- Phase 5- Programming commencing spring 2024

*Additional phases may be identified at a later date

For Careers coaching, up-to an additional \$200 per participant, over the course of the entire training and coaching timeframe, may be budgeted to address barrier removal for participants (ex. bus pass, steel toed work boots, etc.). Career coaches will need to submit cost documentation for reimbursement. The Career coach(s) can budget \$1,200 stipend for each participant to be at completion of training milestones (career skills training, technical training, and assessment, career coaching services in advance of job placement).

For Technical Skills training, TRCC/NOMA will directly incur costs associated with participant enrollment in Tooling U: Certified Manufacturing Associate (CMfgA) online curriculum and the exam.

Budgets should be submitted with associated milestone payments and by cohort (12-week short cycles) as initial funding will be for the programming pilot with later phased funding available after the satisfactory completion of previous phases and grant alignment. Funding of future phases will be confirmed in writing by the grant team.

This is a reimbursement grant that will reimburse Community Based Organizations for successful participants completion of identified milestones. Number of participants may vary by phase. Due to limited funding, TRCC/NOMA may request adjusted participant numbers for future phase funding.

SUBMITTAL REQUIREMENTS

Inquiries and Information Requests Prior to Submission

TRCC/NOMA will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to Vice President of Talent & Workforce, Sara Swisher at sara.swisher@toledochamber.com

Request for Proposals open period to communicate with TRCC is from January 5, 2023 - January 20, 2023.

Intent to Submit Proposal: Notify the Vice President, Talent & Workforce, Sara Swisher at Sara.Swisher@toledochamber.com by January 18, 2023.

Formal release of the Request for Proposals: Community Based Organizations, identified POC will receive an email on January 20, 2023 with the formal Request for Proposal guidelines.

Proposal Deadline: 5pm (EST) on January 31, 2023. Submit a full proposal as a PDF to the Vice President, Talent & Workforce, Sara Swisher at Sara.Swisher@toledochamber.com.

All answers will be electronically distributed to all those who submit questions or requests for additional information. Addendums will also be posted on the TRCC/NOMA website with the Formal RFP. Any unwritten responses to questions, not via the Vice President, Talent & Workforce, Sara Swisher, are considered casual and not binding.

TIMELINE

RFP pre-release & open period to communicate with TRCC/NOMA: January 5, 2023 - January 18, 2023. Contact the Vice President, Talent & Workforce, Sara Swisher at Sara.Swisher@toledochamber.com, any time before January 18, 2023 with any questions or requests for a scheduled 30-minute meeting.

Intent to Submit Proposal: Notify the Vice President, Talent & Workforce, Sara Swisher at Sara.Swisher@toledochamber.com, by January 18, 2023.

Proposal Deadline: 5pm (EST) on January 31, 2023. Submit a full proposal as a PDF to the Vice President, Talent & Workforce, Sara Swisher at Sara.Swisher@toledochamber.com.

Initial Award Announcement: POC's for all submitted proposals will receive notification from TRCC/NOMA on/by February 6, 2023.

Anticipated Programming training cohorts: March 2023- June 30, 2024.

Note: funds will be awarded at milestone completion. Subsequent phases will be approved after the satisfactory completion of previous TRCC/NOMA designated milestones and phases and will be confirmed in writing by the grant team.

Contract Period: February 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. TRCC 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, and 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 12-page limit. Once completed, interested parties must submit their proposal via email to TRCC/NOMA at Sara.Swisher@toledochamber.com.

1. Late responses may be deemed unresponsive. At its sole discretion, TRCC/NOMA 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 TRCC/NOMA.

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
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:

- Ability to successfully carry out the entire scope of work for the identified service(s)
- Phased funding model including an initial pilot program.
- Iterative implementation approach for improved services in future phases.
- 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 & Methodology	40
Organization Experience & Staffing Capacity	40
Budget (inc. cost realism & phased funding model)	15
References	5
TOTAL	100

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

Evaluation/Selection Committee

All respondents will be notified by the TRCC/NOMA 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 TRCC/NOMA at Sara.Swisher@toledochamber.com

Contract Award

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

TRCC/NOMA 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

TRCC/NOMA 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 TRCC/NOMA, 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)		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: BUDGET AND NARRATIVE

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

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

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 TRCC/NOMA 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. TRCC/NOMA 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

*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: _____

