



Request for Proposals for:

Ohio Manufacturers' Association:

**Regional Hub Manager – Central & Western Ohio
for Ohio's Auto and Advanced Mobility (A&AM)
Workforce Strategy**

RFP Issue Date: July 15, 2024

Response **Due Date:** August 9, 2024

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INVITATION

REQUEST FOR PROPOSALS

The Ohio Manufacturers' Association (OMA) is seeking bids from a qualified consultant or team of consultants to provide regional hub management in the Central and Western regions for the Auto and Advanced Mobility (A&AM) Workforce Strategy.

BACKGROUND

The OMA is in partnership with the State of Ohio and DriveOhio to implement Ohio's industry-driven workforce transformation to ensure Ohioans are well-prepared to support the Automotive and Advanced mobility (A&AM) manufacturing and maintenance industries.

The Central & Western Ohio Regional Hub Manager will work with Industry Sector Partnerships (ISPs) located within the Central and Western regions to:

- 1. Support the Super RAPIDS application process**
- 2. Support the implementation of Ohio's AA&M Workforce Priorities at the Central & Western regional level.**

The Regional Hub Manager will support the achievement of outcomes for a state supported initiative called the Super RAPIDS program. The Super RAPIDS program is led by the Ohio Department of Higher Education (ODHE).

The OMA serves as part of the Auto and Advanced Mobility (A&AM) Workforce Strategy Team and Regional Hub Administrator for the ODHE Super RAPIDS program. The primary focus of this program is to support and foster strategic regional investments in equipment and facilities to support collaborative projects among qualifying institutions to strengthen education and training opportunities that maximize workforce development efforts in defined areas of the state. These funds shall be used to support efforts to build capacity, remove employment and training barriers for prospective and unemployed workers, develop and strengthen business-led strategies in the impacted industries and provide local guided solutions to employment for communities in economic transition.

ODHE launched the \$40 million Super RAPIDS regional program to invest in the following areas: Broadband/5G, Cybersecurity, Healthcare, Transportation, Advanced manufacturing, and Trades. ODHE awarded the OMA \$1,013,000 in Super RAPIDS funding to serve as the Regional Hub Administrator. The OMA works in partnership with Industry Sector Partnerships (ISPs) in the Northeast, Central, and Western regions (Mahoning Valley Manufacturers' Coalition (MVMC) and MAGNET, Central Ohio Manufacturing Partnership (COMP), and Dayton Region Manufacturing Association (DRMA), respectively) in order to execute portions of the statewide Auto and Advanced

Mobility Workforce Strategy published in 2023.

The work supported by this Super RAPIDS request will be aligned with one or more of the 22 In-Demand A&AM occupations named in the statewide strategy. To ensure alignment with industry, the OMA has convened a group of manufacturers across the state to provide input into the Ohio Manufacturing Competency Model. This group is supplemented regionally by manufacturer members of each ISP.

In addition to supporting the Super Rapids process, the Hub Manager will advance regional implementation strategies from Ohio's A&AM Workforce Priorities in the Central & Western regions, including:

1. Advance Ohio's Statewide Auto & Advanced Mobility Workforce Partnership with Regional Implementation
2. Drive Auto & Advanced Mobility Industry Desirability & Career Awareness
3. Broaden the Auto & Advanced Mobility Workforce Talent Pool
4. Scale Education and Training to meet Demand.

The execution of the strategies will be prioritized and executed with direction from Ohio A&AM Steering Committee.

SCOPE OF WORK

I. Support the ODHE Super Rapids Program in Central & Western Regions

Below is the SuperRapids proposal process that the Hub Manager will work closely with Central & Western ISPs to execute:

1. **Identify employers and target roles:** Convene with A&AM related employers to outline their role demand and equipment skills needs and related facility improvements. The Hub Manager will partner with ISPs to identify employers to join the Super RAPIDS application.
2. **Work with partners to draft a letter of intent for application:** The Regional Hub must submit a letter of intent to apply within the first month of the application opening.
3. **Conduct Curriculum Assessments:** The Lead Applicant or a designated partner convenes the Recipient Institution or potential Recipient Institutions with employers to understand industry skill needs. The institutions conduct Curriculum Assessments with the OMA EV, Battery, and EVSE Competency Model to determine equipment needs for training and related facility improvements. Curriculum Assessment tools will be provided to the Regional Hub Manager.
4. **Regional Mapping:** The regional hub aggregates the Recipient Institution(s)' Curriculum Assessment(s) and identified equipment needs and related facility improvements. The Lead Applicant creates a mapped view of the equipment requests and the employers who contributed to validating the training demand.

The Regional Mapping tool will be provided to the Regional Hub Manager.

5. **Prioritization Process:** The lead applicant, designated grant recipients, employers, and JobsOhio Network Partner will collaboratively prioritize the project in order of funding priority using the provided prioritization rubric and through a collaborative process.
6. **Provide Application Support & Submission:** Complete accurate and well documented application. Support ISPs by gathering letters of support and third-party quotes from regional partners.

II. **Implement Ohio's AA&M Workforce Priorities at the Central & Western regional level.**

With direction from the A&AM Steering Committee, support the implementation of Ohio's AA&M workforce priorities at the Central & Western regional level, including:

1. Advance Ohio's Statewide Auto & Advanced Mobility Workforce Partnership with Regional Implementation
2. Drive Auto & Advanced Mobility Industry Desirability & Career Awareness
3. Broaden the Auto & Advanced Mobility Workforce Talent Pool
4. Scale Education and Training to meet Demand

SUBMITTAL REQUIREMENTS

Inquiries and Information Requests Prior to Submission

The OMA will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to the OMA at workforce@ohiomfg.com, attention to Natisha Griffin, Director of Compliance and Finance.

All answers will be electronically distributed to all those who submit questions or requests for additional information. Addendums will also be posted on the OMA website with the original RFP. Any other responses to questions not via the OMA Workforce Services Team are considered casual and not binding.

TIMELINE

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

Activity	Date
RFP Released	July 15, 2024
Deadline for Submitting Questions	July 23, 2024
Answers Distributed	August 2, 2024
Proposal Deadline	August 9, 2024
Notification of Award	August 26, 2024
Contract Period	September 3, 2024, to June 30, 2025

Key dates may be altered by the OMA; 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 OMA 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 workforce@ohiomfg.com, attention to Natisha Griffin, Director of Compliance and Finance.

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

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 also demonstrate:

- A strong history of partner and project management
- A defined project plan and deliverables of how scope the of work will be executed

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 OMA 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 OMA to workforce@ohiomfg.com.

The evaluation committee is as follows:

- **Eric L. Burkland**, President Emeritus, The Ohio Manufacturers' Association;
- **Beth Hahn**, Senior Director Workforce Services, The Ohio Manufacturers' Association;
- **Natisha Griffin**, Director of Compliance and Finance, The Ohio Manufacturers' Association;

Contract Award

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

The OMA 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 OMA 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 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 when required by law and/or the funding entity ensuring compliance with all state and federal regulations in procurement and 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 OMA, agrees to comply with all state and federal regulations and cost principles.

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

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 their 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 OMA 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 OMA 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: _____