

Request For Proposals for:

Columbus State Community College

Columbus State Community College seeks proposals for the following educational innovation initiatives:

- 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: Production, Machining, Welding, Industrial Maintenance, or Advanced Manufacturing (I4.0) as required by employers in this region.
- Curriculum Development and/or acquisition of subject matter experts in advanced manufacturing programs which will increase the skills of apprentices, strengthen required components of DOL apprenticeship programs, and enable employers to build a skilled workforce.
- Participant recruitment and placement in those programs to achieve the goals of the U.S. Department of Labor Scaling Apprenticeship Through Sector-Based Strategies grant DOL-ETA HG-33034-19-60-A-39.

The local/regional geographic scope will provides services to participants in the following counties: Delaware, Fairfield, Franklin, Knox, Licking, Logan, Madison, Marion, Morrow, Pickaway, and Union.

RFP Issue Date: September 8, 2020

Response **Due Date:** October 23, 2020

Table of Contents

| | |
|---|-------|
| Table of Contents | 2 |
| Request for Proposals..... | 3 |
| Background Information..... | 4,5 |
| Scope of Work /Deliverables..... | 5,6,7 |
| Proposal Requirements..... | 6,7,8 |
| Submittal Requirements..... | 8,9 |
| Disclaimers and Disclosures..... | 9,10 |
| Appendix/Evaluation Matrix..... | 11 |
| Attachment A: Cover Sheet..... | 12 |
| Attachment B: Conflict of Interest..... | 13 |
| Attachment C: Budget..... | 14 |
| Attachment D: References..... | 15 |

REQUEST FOR PROPOSALS

Columbus State Community College is initiating this Request for Proposal (RFP) to seek educational partners to support the enhancement and growth of existing apprenticeship programs and the development of new programs in the region. With a focus on the in-demand manufacturing career pathways of Production (Industry 4.0); Machining; Welding; and Industrial Maintenance, proposals will focus on activities such as aligning existing and developing new curricula to meet regional manufacturer needs, elevating programs to more completely incorporate the DOL's five hallmarks (detailed below), and augmenting student training through the expansion of qualified faculty and subject matter experts. Additionally, educational institutional partners will 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. The full grant FOA can be found at <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/FOA-ETA-18-08.pdf>.

The related instructional training provided will build the work-based skills and competencies of the participants in the apprenticeship program. The educational institution will work in partnership with the employer(s) in aligning On the Job Training (OJT) with classroom training instruction to be provided to apprentices. The information covered in the related instructional training in addition to the OJT activities provided by the Employer will encompass the information needed to prepare apprentices to earn a nationally portable, industry recognized credential in their career pathway 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 Columbus State Community College either by telephone at (614)287-2211; or by email to kkyle7@csc.edu.

The following information is required:

- Name of Firm
- Contact Name
- Street Address
- City, State Zip
- Telephone
- Fax Phone (optional)
- Email address

Program Overview and Background Information

Columbus State Community College is serving as the 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. In this role, the college leads the implementation of apprenticeship programs throughout region 5 and serves as the fiscal agent. Columbus State is partnering with the Central Ohio Manufacturing Partnership (COMP) in the engagement of regional manufacturers, ensuring close coordination with industry partners in the expansion of apprenticeship models, quality assurance of existing models, and ensuring programs meet the Five Hallmarks.

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 the creation of partnerships with educational institutions that will develop 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 US DOL's Five Hallmarks:

1. Paid, Work-Based 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 Production (Industry 4.0), Machining, Industrial Maintenance and Welding
4. Earn a nationally portable industry recognized credential, or credit bearing academic degrees and certificates.
5. Employment must meet standards for safety, supervision, and equal opportunity.

In this region with support of the DOL grant funds, 576 apprentices over the next three years will be trained to meet the workforce shortages and gaps in advanced manufacturing in this region. The local/regional geographic scope will provides services to participants in the following counties: Delaware, Fairfield, Franklin, Knox, Licking, Logan, Madison, Marion, Morrow, Pickaway, and Union.

Target Population

The target audience of prospective apprentices will include incumbent workers, individuals currently enrolled in advanced manufacturing educational programs, and recent high school graduates. We are, in particular, seeking women, minorities, and other under-represented populations, who have an interest in careers in Manufacturing and apprenticeship opportunities.

Scope of Work/Deliverables

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

- (1) The educational institution will 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 that is deemed nationally portable as stipulated by the US DOL Grant within an apprenticeship program. Plan information required on the following career pathways covered by the Grant: Production (Industry 4.0); Machining, Welding and Industrial Maintenance.
 - Provide Educational Program Information
 - Duration of Programs
 - Courses offered
 - College 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 in Summer and Fall
 - Nationally Portable Industry Recognized Credential. This includes credit bearing academic degrees and certificates which can be earned in the program
- (2) The educational institution will work in partnership with the apprenticeship employer in aligning OJT with in-classroom training instruction for apprentices.

(3) If programs do not already exist, the educational institutional should provide a plan for embedding 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 a nationally portable, industry recognized credential as stipulated by the US DOL Grant. Proposals should support the goal of increasing the development of apprenticeships and apprentices in Region 5 and should demonstrate the ability to meet stated goals in the timeline indicated.

(4) The educational institution will provide participant support, which will consist of allowable activities, that include one or more of the following services:

- Assisting with participant recruitment
- Placing students into Apprenticeship Programs
- Providing navigation services to encourage program completion
- Managing the industry recognized credential testing process for apprentices
- Reporting program results

(5) The educational institution may use this funding to deploy innovative earn and learn programs that include:

- Embedding nationally portable IRC's into existing programs
- Expanding apprenticeships in existing or new earn and learn programs

(6) The educational institution will designate an appropriate person(s) to represent the organization and provide the required data for tracking a participant's progression while in the instructional program, work experience, services received, industry recognized credential testing information, and completion of the program. An educational institution representative will meet regularly with the designated Columbus State Project Manager for the DOL Grant to discuss progress in meeting the goals of the grant.

Proposal Requirements

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

- Clear understanding of Columbus State Community College scope of work, outcomes, and timelines as approved and funded by the USDOL. The plan will include each of the tasks that are outlined in the scope of work to be completed and your deliverables.
- List Qualifications; e.g. Expertise in manufacturing curriculum development, development of apprenticeship programs, creation of competency-based manufacturing programs for adults, additionally, please provide any information on expansion of credit for prior learning, or experience with other DOL-funded projects.
- Identify the number of apprentices that will be enrolled in education innovation programs. **[This may be a prediction based on capacity of your programs-Please provide a description of how this number was calculated].**
- Plans for carrying out the work, including staffing, major milestones, and timelines
- Explanation of budget: Please note when building your budget that there is a total of \$321,790 in Education Innovation Funds available over a three-year period, and we anticipate awarding multiple projects. Budget description may include tiered pricing options, if necessary.

Deliverables and Milestones

Please outline deliverables and the timeline for achieving them using the example below

| Strategy | Timeline | # Apprentices | Funds |
|--|----------|---------------|-------|
| [Complete chart with Milestones, Timeline, # of apprentices your strategy would train; and estimated funds needed] | Date | | |

NOTE: This is a reimbursement grant. Selected educational institutions will submit appropriate fiscal supporting documentation to Columbus State Community 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
- 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

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

All inquiries and information requests must be submitted electronically to Karen Kyle, Project Manager: [kkyle7@csc.edu].

The answers to all inquiries will be provided to all registered parties by Columbus State Community 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 the Columbus State Community 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 | September 8, 2020 |
| • Last day for question submittal | September 30, 2020 |
| • Addendum issued (with answers to Q's) | October 8, 2020 |
| • Submittals Due | October 23, 2020 |
| • Notification of Vendor/Vendors Selection | November 13, 2020 |
| • Sub-award agreements fully executed | December 31, 2020 |
| • Commence work | January 4, 2021 |

Key dates may be altered by Columbus State Community 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 Columbus State Community College at: kkyle7@csc.edu, by Friday, October 23, 2020, at 5:00 pm EST.

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

The Selection Process

(1) Evaluation of Proposals

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

Evaluation Committee

Central Ohio Manufacturing Partnership (COMP) and Columbus State Community College

| | | |
|---------------|------|-----------------------------|
| Shawn Hendrix | COMP | Shendrix@nissenchemitec.com |
| Scot McLemore | COMP | Scot_McLemore@hna.honda.com |
| Katie Cobb | COMP | Katie.cobb@owenscorning.com |
| Lauren Massie | COMP | lmassie@c-tec.edu |
| Amber Gibbs | COMP | ambergibbscomp@gmail.com |
| Scott Wegeng | CSCC | swegeng@csc.edu |
| David Cofer | CSCC | dcofer@csc.edu |
| Kevin Rooney | CSCC | Krooney3@csc.edu |
| Karen Kyle | CSCC | Kkyle7@csc.edu |
| Erica Gladue | CSCC | egladue@csc.edu |

Disclaimers and Disclosures

Disclaimers

In its sole discretion, Columbus State Community 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 Columbus State Community College's best interest. In its sole discretion, Columbus State Community College 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 Columbus State Community College in its discretion.

Columbus State Community 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

Columbus State Community 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.

Selected vendor, in accepting a Purchase Order or entering into an agreement with Columbus State Community College, agrees to comply with USDOL regulations and cost principles as per the Scaling Apprenticeship grant agreement. The grant agreement can be found at <https://www.csc.edu/employee/doing-business/purchasing/>.

Appendix

Evaluation Matrix

Work plan and timeline Possible

| | |
|---|----|
| Clear understanding of scope of work, outcomes, and timelines | 20 |
| Plan to accomplish the scope of work – Please complete attached matrix | 20 |
| Clear articulation of outcomes and the impact of the existing or proposed program in region 5 | 10 |

Organizational qualifications and experience

| | |
|---|----|
| Knowledge of Earn & Learn programs, including apprenticeships, co-ops or internships and similar subject matter expertise | 15 |
| Effective incorporation of the 5 hallmarks into program expansion and/or development | 5 |

Cost

| | |
|---|----|
| Budget submitted with this RFP is reasonable and line items are justified | 20 |
| *Match provided to support this project [20% preferred] | 10 |

Total

| |
|-----|
| 100 |
|-----|

***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 Columbus State Community 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. Columbus State Community College 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 C: Budget

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 | Formula Used |
|--|----------|----------------------------------|
| EX: Personnel – 1 FTE Academic Advisor | \$50,000 | Hourly rate X #Hrs/week X #weeks |
| Curriculum Development | \$ | |
| Industry Recognized Credentialing Process and Testing fees | \$ | |
| Operational (supplies, participant enrollment) | \$ | |
| Related Instructional Training | \$ | |
| Participant Supportive Services | \$ | |
| Data Tracking/Reporting | \$ | |
| TOTAL | | |

Budget Narrative: Please provide a detailed explanation for each budget line item to justify the cost. For each line item, please also estimate the number of students served and expected outcome.

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

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: _____

Columbus State Community 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.