



**Request for Proposals for:**

**TechSolve, Inc.**

Proposed Service: 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 areas: Production, Machining, Welding, and Industrial Maintenance as required by employers. Curriculum Development embedding curriculum in advanced manufacturing programs which will increase the skills and credentials for workers to advance in their careers and assists employers in strengthening the skills of their existing workforce and new apprentices. Additionally, development of apprenticeship programs; and participant placement in those programs to achieve the goals of the U.S. Department of Labor Scaling Apprenticeship Grant.

**RFP Issue Date: Tuesday, June 30, 2020**

**Response Due Date: Friday, July 31, 2020**

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## Request for Proposals

TechSolve Inc. is initiating this Request for Proposal (RFP) to seek educational partners to support the development of apprenticeship programs in the region through recruitment of participants, ensuring their retention in an apprenticeship program; and providing related instructional training to apprentices in one of the manufacturing career pathways in areas which include: Production (Industry 4.0); Machining; Welding; and Industrial Maintenance. 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 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 (OJT) with classroom training instruction to be provided to apprentices. The information covered in the related instructional training in addition to the On the Job Training activities provided by the Employer, will encompass the information needed to prepare apprentices to take the required test to earn a nationally recognizable 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 TechSolve Inc., either by mail at 6705 Steger Drive, Cincinnati, Ohio by telephone at (513) 948-2000; or by email to [mcmullen@techsolve.org](mailto:mcmullen@techsolve.org).

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

### TechSolve Inc.

TechSolve is a Cincinnati-based not-for-profit Corporation founded in 1982 by the Cincinnati Chamber of Commerce, the University of Cincinnati, P&G, and Milacron. TechSolve's core competencies include advanced manufacturing & machining technology, process analysis and improvement, business advising, and digital manufacturing. TechSolve Inc., 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.

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. To reach this goal, requires the creating of 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 US DOL's Five Hallmarks:

- 1) Paid, Work-Based Component Earn and Learn programs
- 2) On The Job 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 achieve their proficiency goals or earn credentials or certifications
- 4) Industry Recognized Credentials earned upon completion of the apprenticeship program
- 5) Safety, Supervision, and Equal Employment Opportunity

In this region with support of the DOL grant funds 600 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: Butler, Brown, Clermont, Hamilton and Warren.

### 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, veterans, women; minorities, and unemployed and 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 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 U.S. Department of Labor Grant at the end of the Earn and Learn program in support of the goal of increasing the development of apprenticeship programs. 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) If programs do not already exist, the educational institutional should provide a plan for the embedding of instructional curriculum needed in advanced manufacturing programs that meet the career pathways required of the U.S. Department of Labor 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 and/or an academic credential as stipulated by the US DOL Grant. Proposals should support increasing the development of apprenticeship programs and the number of apprentices.
- (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 consist of 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
- Managing the industry recognized credential testing process

(5) The educational institution will designate an appropriate person(s) to represent the organization and provide the required data for tracking participant's progression while in the instructional program, work experiences, services received, industry recognized credential testing information, and completion of the program. An educational institution representative will meet regularly with the designated TechSolve 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 TechSolve Inc. scope of work, outcomes, and timelines as approved and funded by the USDOL. The plan will include each of the task 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 and other Earn and Learn programs (i.e. co-ops or internships), 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 complete the Education Matrix provided].**
- 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 \$35,000 – 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. Budget description may include tiered pricing options, if necessary.



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

TechSolve Inc. will act as the clearinghouse for all inquiries and information requests.

**All inquiries and information requests must be submitted electronically to Vickie Mc Mullen, Client Services Leader: [mcmullen@TechSolve.org].**

The answers to all inquiries will be provided to all registered parties by TechSolve Inc. 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 TechSolve Inc. 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                          | <b>Tuesday, June 30, 2020</b>   |
| • Last day for question submittal          | <b>Friday, July 17, 2020</b>  |
| • Submittals Due                           | <b>Friday July 31, 2020</b>   |
| • Notification of Vendor/Vendors Selection | <b>Wednesday, August 17, 2020</b>   |
| • Commence work                            | <b>Immediately after contract is awarded and signed and company scope and deliverables order is provided to contractor.</b> |

**Key dates may be altered by TechSolve Inc.; 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 TechSolve Inc. at: [RFP@techsolve.org](mailto:RFP@techsolve.org) by Friday, July 31<sup>st</sup> at 5:00 pm.
- a) Late responses may be deemed unresponsive. At its sole discretion, David Linger, TechSolve Inc. 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 TechSolve Inc.

## **The Selection Process**

### **(1) Evaluation of Proposals**

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

## **Disclaimers and Disclosures**

### **Disclaimers**

In its sole discretion, TechSolve Inc. 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 TechSolve's best interest. In its sole discretion, TechSolve 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 TechSolve Inc. in its discretion.

TechSolve Inc. 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**

TechSolve Inc. 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. TechSolve complies with all USDOL regulations in purchasing equipment.

Selected vendor, in accepting a Purchase Order or entering into an agreement with TechSolve, agrees to comply with USDOL regulations and cost principles as per the Scaling Apprenticeship grant agreement. The grant agreement can be found at <http://www.techsolve.org>.

## Appendix

### 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 education programs and credit for prior learning programs           | 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<br>(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 TechSolve Inc. 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. TechSolve Inc. 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

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   | \$   |
| Industry Recognized Credentialing Process and Testing fees       | \$   |
| Operational (supplies, participant enrollment; data collection ) | \$   |
| <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: \_\_\_\_\_

**TechSolve 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.**