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Request for Proposals

Proposed Service: Align curriculum/embed manufacturing Industry Recognized Credentials

RFP Issue Date: 7/13/2020

Response Due Date: 7/31/2020

Invitation

The Dayton Region Manufacturers Association (DRMA), is extending an invitation for Proposals to align manufacturing curriculum with/embed approved Industry Recognized Credentials for the Dayton Region Manufacturing Workforce Partnership, a program of DRMA. This project is funded by a U.S. Department of Labor Scaling Apprenticeship Through Sector-Based Strategies This project is funded by a U.S. Department of Labor Scaling Apprenticeship Through Sector-Based Strategies grant. Multiple proposals may be awarded under this RFP.

The full grant FOA can be found at:

<https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/FOA-ETA-18-08.pdf> .

The Notice of Award/grant agreement can be found [here](#).

Registration Notice

In order to receive any addenda or supplemental information, you must register with DRMA by email to kmanuel@DaytonRMA.org.

The following information is required:

Name of Firm/Organization

Contact Name

Street Address

City, State Zip

Telephone

Email Address

Program Overview and Background Information

The Dayton Region Manufacturers Association is a non-profit business association founded in 1934 serving manufacturers across and beyond the Dayton Region. DRMA is the sub-recipient of the projected funded by the U.S. Department of Labor Scaling Apprenticeship Through Sector Based Strategies grant DOL-ETA HG-33034-19-60-A-39.

DRMA seeks bids from qualified organizations experienced in creating innovative educational programs that support Earn and Learn programs, including Registered Apprenticeships, to accelerate the manufacturing educational pathway for adults. This procurement is part of a federally supported initiative called the Ohio Manufacturing Workforce Partnership (OMWP). The U.S. Department of Labor (USDOL), through its Scaling Apprenticeship Through Sector-Based Strategies initiative, has provided a \$12 million award to the Ohio Manufacturing Workforce Partnership, a collaboration between Ohio TechNet (OTN), a consortium of Ohio's community colleges and other post-secondary education institutions led by LCCC, and the Ohio Manufacturers' Association (OMA), which facilitates a statewide network of manufacturer-led regional sector partnerships. DRMWP, a program of DRMA, is the Dayton Region's sector partnership.

The OWMP initiative plays a vital role in helping Ohio address the workforce shortage and skills gap affecting manufacturing, as manufacturers across the state have repeatedly cited workforce as their top issue of concern. With the grant funds, OMWP will upskill 5,000 post-secondary Ohioans over the next four years through expansion of apprenticeship throughout Ohio.

OMWP's project will focus on career pathways in advanced manufacturing. The selected vendor(s) will play a key role in helping partners achieve project goals.

OMWP aims to establish Ohio as a leader in developing innovative manufacturing apprenticeship programs by expanding apprenticeship programs statewide and nationally, under the Scaling Apprenticeship Through Sector-Based Strategies Grant Program. Each OMWP partner manages funding to be used for Educational Innovation priorities identified with regional industry partners that support project goals including acceleration strategies for adult learners and articulation and transfer strategies. An overview of OMWP is found [here](#).

DRMWP seeks to utilize grant funds to support educational innovation in serving 365 post-secondary apprentices in our region. Our region covers Clark, Clinton, Greene, Fayette, Montgomery, and Preble counties.

Scope of Work

The selected vendor(s) will provide the following:

Develop or align existing curriculum and embed any or all of the following nationally portable industry recognized credentials into manufacturing curriculum that is used for Earn and Learn programs (for post-secondary adults) in order to meet the needs of Dayton Region manufacturers:

) AWS Sense credential

-)] MSSC Certified Production Technician credential
-)] NCCER electrician credentials
-)] NIMS machining credentials
-)] NIMS industrial maintenance credentials

Deliverables and Milestones

Milestones	Timeframe
Identify appropriate programs and credentials	9/1/2020
Align/develop curriculum; embed credentials	10/2/2020
Provide documentation of completed work	10/16/2020

Submittal Requirements

- (1) Inquiries and Information Requests Prior to Submission.** DRMA acts as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted via email to Kayla Manuel, program manager at kmanual@DaytonRMA.org.

The answers to all inquiries will be provided to all registered parties by DRMA. All answers will be electronically distributed to all those registered as being in receipt of the RFP documents. Addendums will also be posted on the DRMA website with the original Proposal document. Any other responses to questions not via the DRMA are considered casual and not binding.

- (2) Timeline.** The tentative schedule for evaluation, product selection and implementation is:

)] Issuance of RFP	7/13/2020
)] Last day for question submittal	7/21/2020
)] Final Addendum issued	7/24/2020
)] Submittals Due	7/31/2020
)] Notification of Vendor/Vendors Selection	8/7/2020
)] Commence work	8/10/2020

Dates may be changed by DRMA; registered parties will be updated via Addendum should any change occur.

- (3) Proposal Instructions.** Each proposal should be completed entirely; the proposal and should not exceed three pages (plus attachments listed below).

Proposals will clearly and concisely include:

-)] Plans for carrying out the work, including key action steps/milestones, timelines, outcomes and measurements (including an estimate of the number of apprentices who will be enrolled/trained during the grant period, staffing, and costs of the project.
-)] Explanation of budget, which must be less than \$20,000.

Proposals will demonstrate:

-)] Clear understanding of the OMWP scope of work, outcomes, and timelines as approved and funded by the USDOL.

- J Your expertise in manufacturing curriculum development; industry recognized credentials; and Earn and Learn programs; and your experience with other DOL-funded projects.

Please have your proposal organized in the following order:

1. Attachment A: Cover Page
2. Attachment B: Conflict of Interest Form
3. Attachment C: Budget Form & Narrative
4. Proposal (scope of work)

(4) Complete Submittals. Respondents shall email their proposal containing all the requested information to Kayla Manuel at the DRMA office at kmanuel@DaytonRMA.org by 4:00 p.m. on Friday, July 31, 2020 (local time).

- a) Late responses may be deemed unresponsive. At its sole discretion, DRMWP 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 DRMA.

Selection Process

(1) Evaluation of Proposals. Scoring by the evaluation committee will be via the evaluation matrix included in the Appendix.

(2) Evaluation/Selection Committee

Name/Title	Institution	Contact Information
Jim Bowman, owner	Noble Tool LLC	jbowman@nobletool.com
Greg Muhlenkamp, vice president	Hartzell Industries	gmuhlenkamp@hartzell.com
Jeff Perry, vice president	AFC Tool Co., Inc.	jperry@afctool.com
Jon Schmiedebusch, owner	S & J Precision LLC	jon-sjprecision@att.net
Angelia Erbaugh, president	Dayton Region Manufacturers Asso.	aerbaugh@daytonrma.org

Disclaimers and Disclosures

Disclaimers

In its sole discretion, DRMA 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 DRMA's best interest. At its sole discretion, DRMA 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 DRMA at its discretion.

DRMA and its advisors shall have no obligation or liability with respect to this RFP, the selection

and award process, 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, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms. 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

DRMA 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. DRMA complies with all USDOL regulations in purchasing equipment.

Selected vendor, entering into an agreement with DRMA, agrees to comply with USDOL regulations and cost principles per the Scaling Apprenticeship grant agreement. The grant agreement can be found at DaytonRMA.org.

Appendix

Evaluation Matrix

Organizational qualifications and experience	Possible
Expertise in curriculum development	10
Knowledge of Earn & Learn programs, including apprenticeships, and similar subject matter expertise	5
Expertise in competency-based education	10
Understanding of manufacturing industry-recognized credentials	15
Able to serve employers/post-secondary students in DRMWP region	15
Work plan and timeline	
Clear understanding of scope of work, outcomes, and timelines	10
Plan to accomplish the scope of work	15
Cost	
Budget submitted with this RFP is reasonable	20
Total	100

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
DUNS #				
Acknowledgement that proposing organization 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	Private	
	<input type="checkbox"/>	Community-Based Org.	Business Organization	
	<input type="checkbox"/>	Government Agency	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: Conflict of Interest Form

Please complete this **mandatory** Conflict of Interest form.

By submitting a proposal, the authorized signatory authority of the responding 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 DRMA 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. DRMWP reserves the right to disqualify a responding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name and Title

Signature Date

Attachment C: Budget

Please complete this **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
Salaries	\$
Benefits	\$
Travel	\$
Operational (supplies, memberships, communications, etc.)	\$
TOTAL (not to exceed \$20,000)	\$

Budget Narrative: Please provide a detailed explanation for each budget line item to justify the cost.