



**Governor's Workforce
Policy Advisory Board**

Ted Strickland, Governor
Lee Fisher, Lt. Governor

Nancy Kramer, Chair
Bruce Wyngaard, Vice Chair

REQUEST FOR PROPOSALS

FOR

**STATE ENERGY SECTOR PARTNERSHIP
AND TRAINING GRANTS APPLICATION**

Issued By

**The Ohio Department of Development
Workforce and Talent Division**

77 South High Street
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Columbus, Ohio 43216-1001 U.S.A.

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I. OVERVIEW

The Governor's Workforce Policy Advisory Board (Board) was formed to assist Governor Strickland in directing workforce development resources to maximize the State's return on investment and ensure optimal growth in Ohio's workforce economy.

The Board has an opportunity to apply for State Energy Sector Partnership and Training Grants funds from the US Department of Labor Employment and Training Administration (<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-08-20.pdf>) . In the interest of developing a workforce sector strategy that targets energy efficiency and renewable energy industries the Board will engage in a strategic planning process. The Board is issuing this Request for Proposals (RFP) to acquire consultant services that will assist the Board and the Board's staff in gathering research, facilitating meetings and compiling the final application to support this energy sector partnership grant initiative.

II. PURPOSE AND OBJECTIVES

The purpose and objective of this RFP is to identify a consultant that is capable of completing an application that will demonstrate the following:

1. A comprehensive strategy aligned with the Governor's overall workforce vision for Ohio;
2. Workforce strategies aligned with the State's Energy Plan (see Attachment A);
3. Training and related activities that lead to employment in targeted "green" industry sectors;
4. A strategy for those communities in Ohio affected by the auto industry's restructuring;
5. Partnership of the Governor's Workforce Investment Board with:
 - i. local Workforce Investment Boards;
 - ii. regional consortia of workforce boards;
 - iii. One-stop Centers delivery systems; and
 - iv. Other workforce partners as determined by the State Energy Sector Partnership Committee (SESPC) and Board staff.



6. Connection of workforce strategies to other ARRA funded programs and projects that create jobs and impact skills (i.e. Departments' of Labor, Energy, Housing and Urban Development, Transportation, Environmental Protection and Education).

The consultant will also work closely with Board staff to guide the newly created SESPC and local and regional project teams. SESPC will conduct strategic planning and development of a State Energy Sector Plan and oversight of the implementation and successful operation of that plan. The local and regional project teams will work to identify, assess and refer candidates for training, and connect and place workers with employers that have existing job openings.

III. SCOPE OF WORK

1. The Ohio Department of Development (Development) is issuing this RFP to engage a consultant to provide consultative services to provide the Policy Board with objective research, facilitation and a final application for the State Energy Sector Partnership and Training Grants.
2. Consultant will provide the following deliverables to the Board:
 - i. Provide facilitation services among the many partners mentioned in this RFP and at the request of the SESPC;
 - ii. Provide meeting content and facilitation and work with Board staff to create and convene local and Regional project teams between August and September;
 - iii. Incorporate feedback from various stakeholder groups provided by consultant, determine targeted areas to focus purpose and objectives, and prepare a report and final application for review to the Board and SESPC by **Monday, October 5, 2009** for submittal to the Department of Labor by **Tuesday, October 20, 2009**; and
 - iv. Attend and present strategic recommendation at the Governor's Workforce Policy Advisory Board Executive Committee and full Board meetings as needed.



IV. PROPOSAL SUBMISSION

The Proposal must be prepared in accordance with the instructions in this Request for Proposals.

1. Proposals must be addressed as follows:

State Energy Sector Partnership Grant Proposal
Ohio Department of Development
Workforce and Talent Division
77 S. High Street, 28th Floor
Columbus, OH 43215

2. Proposals must be received at the above address by 4:30 p.m. (Eastern Standard Time) on **Thursday, July 30, 2009**. Late proposals will not be reviewed.
3. Any delivery method is acceptable provided the proposal is received (not postmarked) by 4:30 p.m. on **Thursday, July 30, 2009**.
4. Proposals must be submitted in paper form.
5. All proposals must include one (1) complete, sealed, signed copy of the Technical Proposal, along with one (1) complete, sealed, signed paper copy of the Cost Proposal.
6. The Cost Proposal must be submitted in a separate envelope from the Technical Proposal. If the Cost Proposal envelope is enclosed in another envelope for the purpose of delivery, the Cost Proposal envelope shall be clearly marked as follows:

Cost Proposal for State Energy Sector Partnership Grant
Applicant's Name
Applicant's Business Address

7. Proposals submitted via facsimile or e-mail will not be reviewed.



V. PROPOSAL FORMAT AND REQUIREMENTS

To be scored, a proposal must include a TECHNICAL PROPOSAL and a COST PROPOSAL as described in this section, contain all the information specified for each of the categories listed in this section, and meet the requirements of this section.

1. **TECHNICAL PROPOSAL.** The Technical Proposal shall be composed of three distinct parts, i.e., Transmittal Letter, Proposal Overview, and Organizational Experience and Qualifications. *The Technical Proposal must not contain cost information or the entire proposal will be disqualified from further consideration.*

i. The Transmittal Letter Section of the Technical Proposal must:

1. Identify the applicant;
2. Provide the name, title, business address and telephone number of the applicant's contact person who has the authority to answer questions concerning the applicant's Proposal and is able to execute a binding contract on behalf of the applicant; and
3. Clearly identify any and all parts of the applicant's Proposal that contain trade secret information as defined in the Ohio Revised Code § 1333.61. The entire Proposal may not be marked as a trade secret. Any such attempts to so qualify a proposal will result in treating the document as having no trade secret information.

ii. The Proposal Overview section of the Technical Proposal must:

1. Summarize the applicant's understanding of the project;
2. Indicate how the applicant plans to address the purpose, objectives and deliverables stated in this RFP;
3. Outline the applicant's technical approach and draft work plan to be implemented;
4. Identify the project staffing, including any subcontractors;
5. Provide a Table of Organization for the project, as well as a chart indicating the names of staff and staff hours or activities/tasks linked to the responsibility of each of those individuals involved in each deliverable of the project;



6. Describe the applicant's proposed procedure(s) for reporting the status of the project, including work completed;
 7. Describe the applicant's proposed procedure for addressing and resolving unanticipated problems during the course of the project, specifying that the procedure will not adversely affect the timelines associated with the project; and
 8. Describe the applicant's proposed format for the final report and application to the Department of Labor.
- iii. The Organizational Experience and Qualifications section of the Technical Proposal must:
1. Provide the names, resumes, education, and experience of personal listed in the Table of Organization chart for this project (including any subcontractors), fully explain how their education and experience is relevant to the areas described in Section II (Purpose and Objectives) and Section IV (Scope of Work) of this RFP;
 2. List any prior experience relevant to this RFP (including current contact names and phone numbers for these references) and a list of similar projects currently underway by the firm, individual or by any subcontractor(s) as well as all similar projects completed over the past five (5) years in Ohio or elsewhere. The Proposal Review Committee will consider these additional references and may contact each of these sources.
 3. Include a completed "Vendor Information Form". Please refer to the following Web site to obtain a copy of the form: <http://obm.ohio.gov/MiscPages/Forms/default.aspx>.
 4. Include a completed "Declaration regarding Material/Non-Assistance to a Terrorist Form." Please refer to the following Web site to obtain a copy of the form: [http://dod/nforms/Fiscal/DMA%20Compliance%20Form%2010%20\(062609\).pdf](http://dod/nforms/Fiscal/DMA%20Compliance%20Form%2010%20(062609).pdf).



2. **COST PROPOSAL.** As stated in Section IV (6) of this RFP, the Cost Proposal must be submitted in a separate, sealed envelope and labeled appropriately.
 - i. **Total Cost and Duration Requirements.** The Cost Proposal must:
 1. Provide the applicant's "best and final offer" and indicate the total cost to complete the applicant's Proposal and fulfill the requirements of this RFP;
 2. Remain open for one hundred and eighty (180) days following the date of submission.
 - ii. **Cost Proposal Required Elements.** The Cost Proposal must:
 1. List the deliverables identified in this RFP and all associated costs;
 2. List all key personnel hourly labor rates for all personnel assigned to the project and listed in the Table of Organization;
 3. List the estimated costs for overhead, equipment, materials, postage, telephone and computer services, if any;
 4. List any and all other costs, with explanation;
 5. List the aggregate total (or sum) of the Proposal; and
 6. Contain the signature of an officer or agent authorized to legally bind the applicant.

VI. CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

1. All proposals will be reviewed and scored by a Proposal Review Committee, comprised of staff from Development. The Proposal Review Committee shall include a representative from each of the following Divisions/Offices within Development:
 - i. Workforce and Talent Division
 - ii. Policy, Research and Strategic Planning Office
 - iii. Director's Office
2. Any proposals not meeting the requirements contained in this RFP will not be scored. Complete Technical Proposals will be reviewed and scored by the Proposal Review Committee. A maximum of 75 points will be awarded for the Technical Proposal, as outlined on the following page:



Available Points	Technical Proposal Evaluation Criteria
20	The Proposal clearly outlines the method(s) for achieving each of the deliverables.
20	The Proposal outlines a draft project work plan with realistic methods for achieving the deliverables outlined in the RFP.
20	The draft survey meets the requirements of the RFP and clearly demonstrates a sound understanding of the purpose and objectives of the project.
5	The Proposal includes procedures for: communication throughout the contract period; resolving unanticipated problems; and status updates to Development (format and mode) as state in the RFP.
5	The Proposal reflects the project staffing and demonstrates the competence, knowledge, and qualifications of all employees and subcontractors as outlined in the RFP and as applicable to achieving the deliverables.
5	The Proposal reflects experience with similar projects in Ohio or elsewhere related to workforce development.

- Upon completion of the Technical Proposal scoring by the Proposal Review Committee, the Committee will unseal the Cost Proposals that meet the required score as listed in 2 of this section for further consideration. The Cost Proposal score shall be based on the lowest proposed cost of those proposals that received a score of at least 50 points for the Technical Proposal. A maximum of 25 points will be awarded for the Cost Proposal, as outlined below:

Available Points	Cost Proposal Formula
25	<p>Step 1: Lowest Proposed Cost + Cost of Proposal Being Evaluated = X</p> <p>Step 2: X x 25 (i.e. maximum cost points) = Score</p>

- The score from the Technical Proposal evaluation shall be added to the score received for the Cost Proposal to determine the applicant's total score.



VII. COMMUNICATION PROHIBITED

1. From issuance date of this RFP and until either a contract is awarded to an applicant or Development announces that no award shall be made, there shall be no communications concerning this RFP between any applicant who expects to submit or has already submitted a Proposal and any employee of Development involved in the issuance or scoring of this RFP. This prohibition of communication extends to any and all agents of the applicant, including lobbyists, current and former business associates and/or clients.
2. The only exceptions to this prohibition are as follows:
 - i. Written requests for clarification/interpretation by applicants in accordance with Section VIII of this RFP; and
 - ii. Requests made by Development for additional information as determined by the Proposal Review Committee.

VIII. REQUEST FOR INTERPRETATION/CLARIFICATION

1. If an applicant finds any perceived conflict, error, omission or discrepancy in this RFP, the applicant shall complete and submit the "contact us" form below: <http://development.ohio.gov/contactus/ContactInfo.aspx?id=13>
2. Requests for interpretation and/or clarification of this RFP must be submitted via the above "contact us" form no later than 4:30 p.m., (Eastern Standard Time) on Monday, July 20, 2008.
3. Development may update this RFP with responses to requests for interpretation and/or clarification at its discretion anytime before 4:30 p.m. (Eastern Standard Time) on Friday, July 24, 2008.

IX. RESERVED RIGHTS

1. Payments for any and all services provided pursuant to the resulting contract are contingent upon the availability of state and federal funds.
2. Development is under no obligation to issue a contract as a result of this solicitation if, in the opinion of Development, none of the proposals are responsive to the objectives and needs of Development or if it is in the best interests of Development to not award a contract.



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3. Development reserves the right to not select any applicant should Development decided not to proceed. Development is under no obligation to issue the contract until approval is received from the proper authorities, including the state controlling board (if the cost of the selected proposal exceeds \$50,000).
4. Development reserves the right to reject any and all proposals where the applicant takes exception to the terms and conditions of this RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in this RFP.
5. All proposals are public record and become the property of Development. Proposals shall not be returned to applicants.
6. Development will not release specific content of any proposal to the extent the applicant identifies the specific content as trade secret and that determination is confirmed by Development's Legal Office.
7. Development reserves the right to reject, in whole or in part, any and all proposals where Development, taking into consideration factors including, but not limited to, the results of the evaluation process and price, has determined that award of a contract would not be in the best interests of Development or the State.

X. ETHICAL AND CONFLICT OF INTEREST REQUIREMENTS

1. No applicant/contractor or individual, company or organization seeking a contract shall promise or give to any Development employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his and her duties.
2. No applicant/contractor or individual, company or organization seeking a contract shall solicit any Development employee to violate any of the conduct requirements for employees.
3. Any applicant/contractor or potential contractor who violates the requirements and prohibitions defined here or of Section 102.03 or 102.04 of the Ohio Revised Code are subject to termination of the contract or refusal by Development to enter into a contract.



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4. Development employees and applicant/contractors who violate Sections 102.03, 102.04, 2921.42, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.
5. An applicant/contractor, company, organization or spouse of an applicant/contractor or company official who has made one or more contributions totaling in excess of \$1,000.00 to the Governor or Lt. Governor or their campaign committees within the two previous calendar years is prohibited from submitting a proposal in response to this RFP.