



Ohio Means Internships & Co-ops 4
Request for Proposals
Application Release: 2/22/17
Application Due: 3/22/17

I. Program Purpose

The Ohio Department of Higher Education (ODHE) will make strategic investments in each of the six JobsOhio regions for cooperative education and internship programs. The investments will support the ability of the state of Ohio to retain and expand existing businesses, attract new investment and talent, and further entrepreneurship.

The goal is to connect student co-ops and interns to positions in In-Demand occupations within regionally targeted industries. In-Demand occupation lists are available at: <http://ifs.ohio.gov/owd/omjresources/indemandregional.stm> and are sorted by industry sectors. Institutions will collaborate with businesses to identify co-op/intern opportunities to help address skill gaps and occupational shortfalls using innovative design and implementation processes. A consortium's proposal may continue to provide support to successful regional OMIC and other internship/co-op initiatives funded by previous grants.

Efforts should be made to attract a wide array of majors to participate in the OMIC programs as well as underrepresented populations.

II. Eligible Applicants

The Department will make one award in each of the six JobsOhio regions to a consortium of post-secondary institutions. Consortia should be led by one college or university as the fiscal agent. Each consortium must include an Ohio technical center(s), community college(s), or university(ies). The consortium will identify industry partners supporting JobsOhio key sectors(<http://jobs-ohio.com/industries/>) that provide students with co-ops and/or internships in Ohio.

Proposals should also connect to the JobsOhio network, local economic development representatives and the Ohio Job and Family services including Ohio Means Jobs. Consortia are welcome to include private non-profit institutions of higher education.

III. Anticipated Awards

One per JobsOhio region; \$285,833 per region. The funds are to be disbursed by the Ohio Department of Higher Education before June 30, 2017.

The funds will support the activities and needs for creation and/or expansion of high quality, relevant academic programs that utilize an intensive, sustainable cooperative education or internship program for students at institutions of higher education.

Awarded money is not to be used by institutions of higher education or businesses as replacement funding for existing student scholarships or costs associated with existing programs or operations. Awarded money should be used in an additive manner to expand existing programs or create new programs.

IV. Eligible Expenses and Project Term

- A. Eligible Expenses- Consortia may consider a variety of activities under the Grant including those listed below:
1. Student wages – not to exceed 50% - all internships/Coops are paid.
 2. Student scholarships and stipends
 3. Curriculum and faculty development
 4. Marketing – to businesses, community, students and faculty
 5. Personnel expenses related to business training and supervision
 6. Indirect costs (limited to 8% of the total request)
 7. Other programmatic costs
- B. Definitions and notes on internship/co-op requirements:
1. Students who meet the enrollment criteria and program criteria of the institutions of higher education associated with any of the submitted proposals and have not graduated are eligible to participate in OMIC-supported co-ops or internships. **Students must be enrolled in either a public or private Ohio institution of higher education that is participating in the initiative.**
 2. Strong preference shall be given to internship placements that are credited and co-op placements that are credited and paid. At a minimum, placements should be noted on the student's transcript. This enables a student to document on their educational record the work experience to a future employer. All placements must be located in Ohio; however, a business does not need to be headquartered in Ohio.
 3. The placement must complement the student's program of study.
- C. Cooperative education (or co-op) is a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work experience in cooperating employer organizations and:
1. Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education; note that co-ops are experiences which occur more than one term during a student's educational experience;
 2. Provides students with compensation from the cooperative employer in the form of wages or salaries for work performed;
 3. Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;
 4. Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education; is part of an overall degree or certificate program for which a percentage of the total program is acceptable to the Chancellor of the Ohio Department of Higher Education and involves cooperative education. Note that co-ops are generally a required part of a degree program.

- D. Internships are partnerships between students, institutions of higher education, and employers that formally integrate students' academic study with work or community service experience and:
 - 1. Are of a specified and definite duration;
 - 2. Evaluates each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer;
 - 3. Shall be noted on the student's transcript; may provide participating students with academic credit upon successful completion of the internship, and may provide students with compensation in the form of wages or salaries, stipends, or scholarships.

- E. Project Term
 - 1. The work covered by the RFP will begin July 1, 2017 and continue through December 31, 2019, with a final program and expense report due March 30, 2020. A desk and/or site audit will occur prior to the final closeout of the grant.

V. Match Guidance and Requirements

- A. Explanations of match are listed below:
 - 1. Applicants are required to meet the match requirements in the form of private (non-public) funds. As per Ohio Revised Code 3333.74, match must be met at least at 100% for undergraduate student placements and at least at 150% for graduate student placements.
 - 2. All match money must be documented in required reporting. Generally, match money will be in the form of wages paid to student co-ops and interns by the businesses. However, other direct costs associated with the businesses for the specific purposes of this grant may include:
 - a. Salaries or wages of private business employees for time spent working specifically on the objectives of the grant.
 - b. Other private business employee fringe benefits allocable on direct labor costs including:
 - c. Consultant services contracted by the business to accomplish specific grant/contract objectives;
 - d. Travel by employees of the private business who are working on the grant for travel related to the grant;
 - e. Materials, supplies and equipment purchased directly for use on this grant;
 - f. Communication costs identifiable specifically for this grant.

- B. The following types of funds are not allowed to meet the match requirement:
 - 1. Funds awarded by the Ohio Department of Higher Education for this program.
 - 2. Public funds pledged or awarded as match for any other purpose or project
 - 3. Funds spent or obligated prior to the start of the grant period for this program.
 - 4. Funds from public sources.

VI. Proposal Review Process and Timeline

ODHE staff will initially screen program briefs and proposals for completeness. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff.

- A. Accepted proposals will be evaluated by ODHE following the rubric approved by the Chancellor. The Chancellor will make the final decision based upon the quality of the proposal in addressing the RFP and required elements to include:
 - 1. Strong regional collaboration
 - 2. Alignment to in demand occupations and regional key industries.
 - 3. Robust co-op and internship experiences for students and businesses.
 - 4. Improved student completion strategies
 - 5. Success in placing students and expending funds in a timely manner based on reports submitted to ODHE.

- B. The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to the applicants.
 - 1. February 22, 2017 Release of RFP
 - 2. March 22, 2017 Proposals Due
 - 3. April 2017 Review & Evaluation of Proposals & Additional Information from Applicants if needed
 - 4. May 2017 Chancellor's Award Decisions & Controlling Board Meeting
 - 5. May/June 2017 Award and Grant Agreement Preparation and Execution
 - 6. July 2017 Funds Disbursed to Applicants
 - 7. July 1, 2017 Performance period commences and ends December 31, 2019

VII. Award Recommendations

The Chancellor, after considering the recommendations of reviewers and after informing the Advisory Committee, shall make the final determination about which proposals, if any, shall be recommended for funding to the Controlling Board. The Chancellor shall determine the amount of recommended funding for each applicant and the nature of any conditions on funding. All recommendations of the Chancellor are subject to Controlling Board approval. If requested, Fiscal Agents must attend the Controlling Board meeting when proposals are considered for funding. All Fiscal Agents on behalf of consortium will be notified of the outcome of their proposal after the Chancellor makes funding decisions.

VIII. Proposal Submission

Applicants are responsible for timely submissions of proposals. Proposals become property of the Chancellor and are subject to public record laws of the state. Proposals containing all the required elements will receive careful consideration but cannot be guaranteed funding. The Chancellor will provide an opportunity for potential applicants to seek assistance regarding their application through the submittal of questions to omic@highered.ohio.gov by March 10, 2017. Responses to questions will posted online after the conference call to provide the information to interested parties. Additional assistance may be requested from ODHE via e-mail or call.

- A. Proposals must be received **no later than 3:00 p.m., March 22, 2017** and must be submitted in the following manner:
 - 1. One electronic PDF file sent electronically to omic@highered.ohio.gov.
- B. ODHE may solicit applications if it does not receive a regional submission and may reallocate funds if a region does not submit a proposal.

IX. Proposal Contact:

Any questions or concerns regard this RFP should be sent to:
John Magill, Assistant Deputy Chancellor Economic Advancement
Phone: 614-752-9530 Email: omic@highered.ohio.gov

X. Proposal Format

- A. Proposals must include the following elements:
1. Maximum page length is 25 pages including cover letter, executive summary and budget narrative. The budget and timeline are outside of the page limit.
 - a. **Cover Letter (1 page):** Identify the primary contact by name, title, address, phone and email address. Identify the fiscal agent.
 - b. **Executive Summary (1 page maximum):** Explain how the proposed internship and/or co-op investment addresses the program goals.
 - c. **Project Narrative (20 page maximum):** address the Proposal Criteria in order (see section labeled "Project Criteria," below).
 - d. **Budget & Budget Narrative (3 page maximum):** In a narrative and summarized in the Excel spreadsheet, the budget & budget narrative will document:
 - i. Itemized costs
 - ii. The underlying assumption for each cost (i.e. base cost of item or service, number served, number of times per year, etc.)
 - iii. Matching funds that will be leveraged, clearly labeled.
 2. **Attachments (do not count toward page length)**
 - a. Include signed letters of support from each of the institutional partners.
 - b. Evidence of matching funds
 - c. Documentation of partnerships with other stakeholders, business groups, etc.
 - d. Additional visuals or informational brochures
 - e. Arial Font - 10 point minimum, double spaced is allowed.

XI. Proposal Criteria:

Project narratives are required to address the following proposal criteria:

- A. Project Design & Rationale
1. Identify the participating institutions and their roles.
 - a. Industry partnerships
 - i. What are the targeted industries?
 - ii. Provide for businesses in the targeted industries their North American Industrial Code System (NAICS) classification.
 - iii. Provide evidence of their regional significance
- B. Identify and explain the targeted In-Demand occupations for internship and co-op opportunities.
1. List and explain why the occupations are or will be in demand.
 2. Please support with workforce data, Labor Market Information, OhioMeansJobs or other sources.
 3. How will the internship and co-op program strengthen the region's workforce system?

- a. Applicants should state whether they are creating internship and/or co-op placements (based on the Ohio Revised Code definitions above) and the number of proposed placements.
 - b. Discuss selection and placement, and how co-op and internship placement leads to student retention and completion, provide examples and data.
 - c. What courses, certificates, credentials and/or degree programs will include co-ops and internships?
 - d. Discuss how faculty will receive training and information to enable them to best connect students to co-ops and internships and to support them during or after their co-ops and internships
 - e. How will the activities link with academic and career advising to ensure that the experiential learning opportunity complements student career goals?
- C. Project Plan
- 1. Outline the roles and responsibilities of key staff members.
 - a. Discuss how key staff members will communicate within and across organization to address challenges and maximize program success.
 - b. Provide a timeline with proposed activities and estimated completion milestone for each activity.
 - i. Include a GANNT chart showing milestones and key dependencies of the project.
- D. Project Evaluation
- 1. Please discuss how the Reporting Requirements (see p. X) will be met.
 - 2. How are learning outcomes measured after students have completed a co-op or internship experience?
 - 3. Please identify what, if any, additional data points will be monitored and how that data will be used
 - 4. Please discuss how any challenges that emerge will be (a) identified and (b) addressed
- E. Budget Narrative (1-2 pages)
- 1. Describe specifically how the OMIC and matching funds will be expended. This may include expenditures related to wage support, scholarships, personnel, curriculum development and preparation and in any kind support from the institution, industry or community partners.
 - 2. Attachments
 - a. Letters of support for private match
 - b. Other letters of support
- F. Exhibits (All forms found at <https://www.ohiohighered.org/omic>)
- 1. Cover Page and Program Snapshot; Budget, Business Partners and Implementation Schedule

XII. Reporting Requirements

ODHE will monitor each initiative for which an award is granted to ensure that there is fiscal accountability, operating progress and that the desired outcomes are achieved. Regular reports will be required from all Awardees through a standard reporting template or system. All Awardees will submit the required data and metrics, expenditures and one page briefings of project milestones and success stories.

- A. The following annual reporting schedule is subject to change:
 - 1. Fall Semester Metrics & 4th Quarter Fiscal Report – Due February
 - 2. Spring Semester and Annual Metrics & 2nd Quarter Fiscal Report – Due August

- B. Metrics and financials to be collected and reported will include:
 - 1. Quarterly Fiscal Report (based on approved budget)
 - 2. Description of activities and achievements
 - 3. Number of placements
 - 4. Number and names of business partners
 - 5. Demographic data such as race, sex, and residency status
 - 6. College majors, student level/rank
 - 7. Graduation rates
 - 8. Number of participating students entering graduate school, workforce, remaining in Ohio, average starting salary, Choose Ohio First scholar, or Ohio College Opportunity Grant (OCOG) participation
 - 9. Additional narrative questions

XIII. Legal Notices

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state and local laws in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to re-issue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

XIV. Trade Secrets

All Lead Applicants are strongly discouraged from including in a proposal any information that the Lead Applicant considers to be a “trade secret,” as that term is defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

If any information in the proposal is to be treated as a trade secret, the proposal must:

- a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;
- b. Identify that the proposal contains trade secret information in the cover letter; and
- c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
- d. To determine what qualifies as trade secret information, refer to the definition of “trade secret” in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

(D) “Trade Secret” means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

(1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

(2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

- a. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Board of ODHE persons who may have access to proposals containing trade secret information, including evaluators.

XV. Program Advisory Committee

The Advisory Committee members are appointed by the Governor, the Speaker of the Ohio House of Representatives and the President of the Ohio Senate. The Director of the Department of Development or their designee serves ex officio. Representatives from the General Assembly, private industry, academia and the public constitute the body. The committee provides input to the Chancellor about the identified growing industries and: prior to issuing the RFP; while the Chancellor is reviewing applications but before making awards; and after making award decisions but before submitting them to the Controlling Board for approval.