



Board of Regents

University System of Ohio

John R. Kasich, Governor
John Carey, Chancellor

Small Campus Targeted Workforce Development Expansion Request for Proposals

General Information

College Name:

Project Number:

Project Title:

Amount Requested:

Total Project Cost:

Program Description:

The Small Campus Targeted Workforce Development Expansion program, appropriation item C23550, is designed to address the critical needs of the institution, including but not limited to workforce projects, student success and completion initiatives, major renovation and expansion projects, new buildings, maintenance, and safety related issues. **Funding awarded under this program shall not be used for land acquisition.**

No eligible institution¹ shall receive a total allocation greater than \$5,000,000 and no eligible institution shall receive funding for more than one individual project. Eligible projects must have been submitted to the Chancellor during the most recent biennial capital planning process. All proposed projects require verified local match based on the number of full-time student equivalent (FTE) enrollments at each institution, consistent with the definitions in the Higher Education Information (HEI) system's enrollment files as contained in the most recently verified annual FTE enrollment data provided by the institution to the Chancellor. Appendix A is table with required match levels based on institutional FTE.

A preference will be given to projects fully prepared to execute and complete within a reasonable timeframe in the most cost effective manner.

¹ The following colleges are ineligible for funding: Columbus State Community College, Cuyahoga Community College, Owens Community College and Sinclair Community College. (Section 207.10 (A)-HB 497)

Project Overview

Eligible projects must have been submitted during the most recent biennial capital planning process (described in 126.03 ORC)²

1. Project Description – explaining how the proposed investment addresses a critical need of the institution (500 word maximum)

2. Describe in detail the location of the project
 - a. Identify the location of the facility or equipment with references to an institution’s existing footprint

 - b. Include a map to the appropriate scale showing the specific location of the facility or location of equipment

3. Budget Narrative (1 page)
 - a. Document how the budget will be apportioned and prioritized, including any matching investments from the institution, industry or community partners.

Competitiveness Criteria

1. Support by public and private stakeholders within the community to be served (20 points)
 - a. Describe the institution-community benefit of the project with specific metrics accompanied by supporting documentation (1-10 points)
 - i. Benefits may include number of students served, new partnerships, increased efficiency, compliance with a specific regulation or guidelines, advancement in technical skill delivery, etc.

² Funding award under this program shall not be used for land acquisition. (Section 207.10 (A)-HB 497)

- b. Demonstrate community support for the proposed project. (1-10 points)
 - i. Public stakeholders may include local governments, primary and secondary educational institutions, post-secondary institutions including Ohio Technical Centers, community based organizations (i.e. community and economic development)
 - ii. Private stakeholders may include: industry or trade groups, businesses and individuals
- 2. Extent to which local matching funds were raised or pledged exceeds the minimum amount required. (10 points)
 - a. Leverage (1-10 points)
 - i. 5-9.99% - greater than minimum (1-3 points)
 - ii. 10-20% - greater than minimum (4-7 points)
 - iii. 20.01-30% - greater than minimum (8-10 points)
 - 1. Include letter(s) of commitment
 - b. FTE Local Match (Requirements listed as Appendix A)
- 3. The extent to which the project supports the institution's ability to train and prepare students for careers in an in-demand field as defined by the Governor's Office of Workforce Transformation (30 points) - <http://ifs.ohio.gov/owd/OMJResources/In-DemandOccupations.stm>
 - a. Description of the regional economy and explanation of how this investment will benefit students and their career opportunities (1-10 points)
 - i. Data may include locational quotient, employment projections, educational needs and business/industry forecasts
 - ii. Demonstrated demand for positions or technical skills in the regional economy
 - b. Provide specific examples of integrated training/education services connected to specific industries and skills for an in-demand field(s) (1-10 points)
 - c. Employer support (1-10 points)
 - i. Letter(s) of commitment to provide employment opportunity(ies),
 - ii. Business contributions directly related to the project (in-kind or cash)
- 4. The extent to which the project will address the critical needs of the institution identified during the capital planning process, including but not limited to workforce projects, student success and completion initiatives, major renovation and expansion projects, proposed new buildings, facility maintenance, and student and facility safety related issues (10 points).
 - a. Describe the critical institutional need the proposed project will address. The detailed description will be accompanied with data and other information of how this priority project advances the college's goals and objectives over other institutional initiatives under consideration. (1-10 points)

5. The extent to which the institution is fully prepared to execute and complete the project within the timeline of the grant program (15 months) as determined by the Chancellor (10 points)
 - a. Describe the status of project and timeline to completion if funding was received on October 1, 2014
 - i. Include a project timeline with key milestones in GANTT format, identify those completed and provide appropriate documentation (1-10 points)
 1. Milestones depending on the project may include
 - a. Completion of architectural drawings
 - b. Receipt of permits and/or necessary approvals
 - c. Start construction
 - d. Date to order equipment
 - e. Complete fund raising
 - f. Project completion
 6. Sustainability and maintenance (10 points)
 - a. Demonstrate the ability of institution to support and sustain the proposed capital project over the next 5-7 years including student and business outreach. The plan should address maintenance, staffing and necessary improvements. Element to include in a sustainability plan may include projected financial statements, and financing and staffing plans with documentation (1-10 points).
 7. Describe the types of quantitative and qualitative outcomes the institution will collect to demonstrate the success of the project (10 points)
 - a. Provide examples of the type of data, process mapping of how and when this data will be collected, analyzed and reported, and how the data will be used to advance the institutional mission. (1-10 points)
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Attachments

1. Budget – Using the Excel form provided; the budget should be consistent with the Proposed Program & Budget Narratives.

2. Letters of Commitment(s) for the required local match and all other funds
 - a. Commitment letters are to be one page, specifically identifying financial (cash) and nonfinancial resources the partner is committing to the proposal.

3. Biographies for the key staff leading the project.

4. Business Partners -List employer partner(s) and briefly describe their involvement in the project. This item is only applicable if the institution is proposing a workforce development project.

Proposal Instructions

I. Eligible Expenses

Grant funds are to be expended for the purposes set forth in House Bill 497 130th General Assembly and must be used for eligible capital expenses. Funding awarded under this program shall not be used for land acquisition. Consideration will be given to the entire proposed budget, including other sources of funds.

II. Project Term

It is anticipated that the work covered by the RFP will begin October 1, 2014 and continue through February, 2016, with a final program and expense report due April, 2016. A desk and or site audit will occur prior to the final closeout of the grant. Performance reports will be submitted at the conclusion of the grant, April 2016 and periodically during the grant period.

III. 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: jmagill@regents.state.oh.us

IV. Proposal Review Process and Timeline

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

Accepted proposals will be evaluated using a scoring rubric (Appendix A) 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. The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to the applicants.

Request for Proposals Released	May 21, 2014
Bidders Conference for Interested Parties	May 29, 2014
Proposals Due by 3:00 p.m.	July 1, 2014
Proposal Review Period	July-August, 2014
Notification of Awarded Proposals	August 2014
Controlling Board Submittal	September 2014

V. How to Submit a Proposal

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.

- Release of RFP (see details below)
- RFP Questions & Q&A Presentation RSVP Due (see details below)
- RFP Q&A Presentation (see details below)
- Additional information for applicants, if needed
- Proposals Due (see details below)

The Chancellor will provide an opportunity for potential applicants to seek assistance regarding their application through a structured conference call. Applicant questions are to be submitted in writing via email by May 28, 2014. The conference call is scheduled for May 29, 2014 with additional information included in the announcement. Responses to questions will be posted online after the conference call to provide the information to interested parties.

Proposals must be received **no later than 3:00 p.m., June 30, 2014** and must be submitted in the following manner:

- One electronic PDF file sent electronically to Small_Campus@regents.state.oh.us.
 - The Excel budget file is NOT to be sent as a PDF.

Proposals must include the following elements:

- Budget page – Excel Workbook
- Information page – Excel Workbook
- Maximum page length is 15 pages and must include the cover letter, an executive summary, project and budget narrative, and timeline.
 - The cover letter should not exceed one page and must identify one primary contact person plus the fiscal agent by name, title, address, phone and email address.
 - The executive summary must not exceed one page in length.
 - Project narrative must contain detailed information about how the proposal meets the criteria set forth in the RFP and reporting outcomes and measurement of success. See section 1 below for additional information.
 - Project budget narrative should document how the budget will be apportioned and prioritized, including any matching investments from the institution, industry or community partners.
 - Project timeline will include proposed activities and estimated timeline for completion including any data reporting.

- Arial Font - 10 point minimum, double spaced is allowed.
- Additional visuals or informational brochures should be limited to no more than two pages. Web and video links will not be reviewed.
- Letters of support, evidence of leveraged funds, documentation of partnerships and material on the location of equipment (leases etc.) do not count toward the page length.
 - Include signed letters of support from any party contributing financial resources.

VI. Award Recommendations:

- a. The Chancellor, after considering the recommendations of, 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. All Applicants will be notified of the outcome of their proposal after the Chancellor makes funding decisions.

VII. Reporting Requirements

- a. Agency staff 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. The following reporting schedule is subject to change:
- b. Metrics and financials to be collected and reported will include:
 - i. Semi-annual Fiscal Report (based on approved budget)
 - ii. Semi-Annual project status
 - iii. Close out report
 - iv. Program Measures – Annually post project (3 years)
 1. Workforce development
 - a. Students educated and/or received training in an Ohio In-Demand field
 - b. Business partnerships
 - i. Incumbent worker training
 2. Other metrics may include
 - a. Cost savings through increased efficiency
 - b. Facility usage
 - c. Measurable safety improvements

VIII. Legal Notice & Disclaimers; Obligations to Local, State & Federal Governments

- a. The Chancellor reserves the right to fund any proposal in full or in part, to request or use additional information to assist in the review process, to require new proposals from interested parties, to reject any or all proposals responding to this RFP, or to re-issue, modify or cancel the RFP if it is determined that it is in the best interests of the State of Ohio. Issuing this RFP does not bind the State to making an award. The Chancellor administers the process. The Chancellor reserves the right to adjust the dates for this process for whatever reasons are deemed appropriate. All costs incurred in preparation of a proposal shall be borne by the applicants and are not recoverable under an award. The funding decisions of the Chancellor are final. Applicants will be notified of the outcome of their application/s at the conclusion of the review process. All awards are contingent upon H.B 497 becoming effective without applicable provisions being subject to the referendum, as well as, contingent upon approval of the Controlling Board.
- b. The applicants understand that the information provided in this RFP is intended solely to assist in the proposal submission process. To the best of the Chancellor's knowledge, the information provided is accurate; however, the Chancellor does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying proposal. By submitting a proposal, applicants expressly agree to these terms.
- c. Obligations to Local, State & Federal Governments: Agreements will require Awardees to comply with all applicable federal, state and local laws in the performance of the project. Awardees must accept full responsibility for payments of all unemployment compensation, insurance premiums, workers' compensation premiums, income tax deductions, social security deductions and any and all other payroll deductions required for all employees engaged by the Awardees on the performance of the work authorized by the grant agreement.
- d. Awardees will be required to certify in the Agreement that they do not owe any delinquent taxes or money to the state or a political subdivision of the state whether the amounts owed are being contested in a court of law or not.
- e. All information submitted in response to the RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act, as defined in section 149.43 of the Ohio Revised Code.

APPENDIX A – Required Local Match

Institution FTE	Minimum Local Match
0-1,749	20%
1,750-3,499	30%
3,500-6,999	40%
7,000 and greater	50%

All proposed projects require verified local match based on the number of student full-time equivalent (FTE) enrollments at each institution, consistent with the definitions in the Higher Education Information (HEI) system’s enrollment files as contained in the most recently verified annual FTE enrollment data provided by the institution to the Chancellor.