

Ohio Means Internships & Co-ops

An investment of state and private dollars to increase the number of internships and co-ops for employers and students in key industries to close the skills gap, increase student completion and give Ohio a competitive advantage in the global human capital talent marketplace.

Request for Proposals (RFP)

State of Ohio Fiscal Year 2013

RFP Release: Sept. 12, 2012

Q&A Presentation: Sept. 19, 2012

Proposals Due: Oct. 12, 2012, by 2 p.m.

How can Ohio Institutions of Higher Education and Employers apply?

1. Connect.

Higher education institutions and businesses will create partnerships to build student skills and identify and address industry talent needs in Ohio.

2. Create.

Proposals for internship and co-op programs within the key JobsOhio (<http://jobs-ohio.com/>) industries are being solicited. The industries are BioHealth, Energy, Automotive, Advanced Manufacturing, Polymers, Aerospace & Aviation, Food Processing, Financial Services, Information Technology, and Consumer Products.

3. Act.

Partnerships of institutions of higher education and businesses are encouraged to apply for funding under the terms of this RFP. Successful applicants will collaborate so that statewide industry partnerships can be developed and best practices can be shared.



University System of Ohio
Board of Regents

September 12, 2012

To Ohio Means Internships & Co-ops Teams:

The State of Ohio is investing approximately \$11 million to better align the skills, knowledge and experience of Ohio's workforce – or talent – in Ohio's higher education institutions with Ohio's businesses. One way to accomplish this goal is to create more paid and credited work-based learning opportunities for students and include them as part of the core of higher education.

By instituting policies that connect employers in key industries with students and educators, the state is working to increase completion and degree attainment while closing the skills gap for businesses.

The Ohio Board of Regents has set some lofty yet achievable goals. With your efforts, I am optimistic we can help more students complete credentials and expand the human capital talent pipeline for Ohio businesses.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Chancellor, Ohio Board of Regents

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1. Overview: Vision, Values, Purpose, Goals, Tactics

Having a well-educated and trained workforce is critical to Ohio's future success in the global marketplace. Research shows that students who participate in internships and co-ops complete college at higher rates than those who do not, are better prepared for the workplace, and better paid. Businesses that use interns and co-op students have access to talented individuals.

Ohio Means Internships & Co-ops will help address some of the workforce challenges facing Ohio including below average degree completion by its citizens, a skills mismatch between what employees have to offer and what employers need, a changing economy, and an aging population.

The program will consist of employers, educators and students connected through Co-Ops and Internships. This will bring the parties together and feedback among the employers, educators and students will build relationships to fulfill the overarching vision, values, purpose and goals of the program which follow.

Vision: A more competitive state with increased degree completion and a workforce with the skills that employers need most.

Values: Quality. Accountability. Transparency. Collaboration. Opportunity.

Purpose: To provide the opportunity to students enrolled in higher education to participate in meaningful work-based learning experiences that are paid, available for credit, and connect them to a company to enhance their skills set and increase their competitiveness. To give businesses access to high quality talent to help increase competitiveness while decreasing the cost of finding new talent in the communities where they do business.

Goals:

1. Greatly increase the number of students participating in meaningful work-based learning experiences with Ohio's businesses.
2. Increase the number of students completing a post-secondary credential or degree.
3. Increase the number of students interested in key occupations and industries.
4. Retain more graduates in Ohio and attract former Ohio and non-Ohio residents to the state.
5. Align the curriculum offered by higher education with the needs of business to close the jobs skills gap between what talent has to offer and what employers need.
6. Reduce the costs to businesses for recruiting, training and retaining talent.

Tactics:

- Proposals are being sought as described in sections 3333.71 to 3333.80 of the Ohio Revised Code and rule 3333-1-63 of the Ohio Administrative Code which include **private match requirements** to fully leverage state dollars. Match requirements are described later in this RFP.
- Proposals must **align with one or more JobsOhio key industries/fields**. The JobsOhio (<http://jobs-ohio.com/>) key industries are BioHealth, Energy, Automotive, Advanced Manufacturing, Polymers, Aerospace & Aviation, Food Processing, Financial Services, Information Technology, and Consumer Products. Please see Jobs-Ohio.com for more information about each key industry. Proposals may align with one or more of the six JobsOhio regions but this is not required.
- Proposals shall include use of **OhioMeansJobs.com** (the premier resume and job bank in the state with the search tools and filters of Monster to give employers and job seekers alike a faster route to finding the right employee or job) and **OhioMeansInternships.com** to recruit businesses and interns and other resources such as a common marketing and communications and the sharing of best practices and policies to connect employers, educators and students.
- Proposals from applicants must include their **evaluation and feedback system** that enables the grantee to determine if the program met the objectives of employers, educators and students. The feedback system will be developed by and relevant to the application team members and will ensure the goals of the program are being met at the local and state level and reported to the Regents.

2. Key Dates & Applicant Process

- 9/5/12 RFP pre-release meeting with the program Advisory Committee
- 9/12/12 Release of RFP (see details below)
- 9/17/12 RFP Questions & Q&A Presentation RSVP Due (see details below)
- 9/19/12 RFP Q&A Presentation (see details below)
- 9/20/12 Additional information for applicants if needed
- 10/12/12 Proposals Due (see details below)
- 10/15-26/12 Review & Evaluation of Proposals
- 10/17/12 Post-application meeting with program Advisory Committee
- 10/31/12 Award Decisions
- 10/31/12 Pre-Controlling Board Meeting with Advisory Committee
- 11/1/12 Controlling Board Meeting Deadline
- 11/1-12/3/12 Award and Grant Agreement Preparation and Execution
- 12/3/12 Controlling Board Meeting
- 12/4/12 Program Projects Commence
- 6/30/13 Last date awarded funds can be disbursed to awardees by Regents

9/12/12 - Release of RFP from the Ohio Board of Regents for wide distribution via email and posted on OhioMeansInternships.com, OhioMeansJobs.com, and <http://www.ohiohighered.org/grants>. Please read and share the RFP widely among employers, educators and other interested parties.

9/17/12 – RSVP Due for RFP Questions & Q&A Presentation. Send questions in advance and your RSVP (affirmative only) for the Q&A Presentation to Zach Waymer, Director, Experiential Learning & Outreach, at zwaymer@regents.state.oh.us with the subject 'OMIC RFP Question/RSVP.' Please include your name and organization and time slot you are attending (see below).

9/19/12 at 10-11a, 11-Noon, or 3-4p – RFP Q&A Presentation. Interested applicants will dial 1-218-632-0550 then enter 991570# to join the Q&A Presentation. **Please attend only one time slot.**

10/12/12, by 2 p.m. – Proposals Due via email to zwaymer@regents.state.oh.us with the subject 'OMIC RFP Response – [Name of Lead Applicant/Project Title].' See Section 7 for detailed submission instructions.

3. Eligible Applicants & Teams; Eligible Students

Lead applicant institutions of higher education may include public colleges and universities in Ohio and non-profit private colleges and universities in Ohio with an Ohio Board of Regents certificate of authorization. Public and private institutions of higher education may also apply as co-leads with one another.

Partners must include JobsOhio key industry businesses with operations in Ohio that intend to provide students with co-ops and/or internships in Ohio locations.

Additional partners are encouraged and may include: Adult Workforce Education and Adult Basic Literacy Education Centers; business and educational consortia that coordinate industry/educational activities in a region, population, or target industry; and other Ohio industry groups, chambers of commerce, regional groups and non-profits that address talent pipeline issues of key industries.

Business-higher education teams should be created that can develop internship and/or co-op programs that connect students from a variety of majors to a variety of functional areas in the nine JobsOhio key industries. In the interest of time and funding, there is a limit of one proposal in which any institution of higher education may participate as a lead/co-lead and one as a collaborator.

Eligible students: Students who meet the enrollment criteria of the institutions of higher education associated with any of the submitted proposals.

4. Definitions: *Cooperative Education (Co-op) & Internships*

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:

- Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;
- Provides students with compensation from the cooperative employer in the form of wages or salaries for work performed;
- 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;
- 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 Board of Regents and involves cooperative education.

Internships are a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work or community service experience and that:

- Are of a specified and definite duration;
- 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;
- 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.

Note that proposals for internship programs that compensate students and provide them with a credited (or transcribed) experience are preferred. Some applicants may require students to receive credit for their experience. Other applicants may give students the option to receive credit. However, all applicants should consider showing the experience on students' transcripts even if students are receiving zero credit hours.

5. Funding & Dates, Use of Funds, Awards, Private Match Requirement & Match Guidance

Funding & Dates: The State's approved biennial budget which began July 1, 2011, includes spending authority for the Board of Regents cooperative education and internship program. Casino licensing fees will fund the initiative. Approximately \$11 million is available in state fiscal year 2013 (7/1/2012 – 6/30/2013) to fund awards for applicants that expand internship and co-op opportunities throughout the state. Awarded activities and terms of projects may extend beyond June 30, 2013, but all awards will be disbursed by the Regents before then. Applicants should define dates of projects.

Use of Funds: The awarded funds may be used for programs and initiatives to be implemented by a public institution of higher education alone or in collaboration with other public institutions of higher education and/or non-profit private Ohio universities and colleges. Lead applicants may provide some portion of the award to the collaborating universities or colleges consistent with all terms of the program. The funds will support the activities and needs for creation and/or expansion of high quality academic programs that utilize an intensive cooperative education or internship program for students at institutions of higher education. Institutions of higher education may choose to use award money to fund scholarships for students participating as interns or co-ops as a part of student compensation for work. If so, the scholarships shall be awarded to each

participating eligible student by the institution of higher education and will be reflected on the student's tuition bill. However, awarded money is not to be used by institutions of higher education as replacement funding for existing student scholarships or costs associated with existing programs. All awarded money should be used in an additive manner to expand existing programs or create new programs.

Awards: There are no minimum or maximum request amounts for awards. It is expected that the lead applicant will receive a one-time distribution of funds directly from the Regents in the form of a subsidy or other lump sum payment. The lead applicant will then administer funds for other co-lead and partner applicants with reporting from all partners rolling up to the lead. Awards will be disbursed to institutions of higher education by the Regents by June 30, 2013.

Award Recommendations: The Chancellor, after considering the recommendations of internal and external reviewers and after meeting with the Advisory Committee, shall make the final determination about which proposals, if any, shall be recommended for funding. 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, Lead Applicants must attend the Controlling Board meeting when proposals are considered for funding. All Lead Applicants will be notified of the outcome of their proposal after the Chancellor makes funding decisions.

Private Match Requirement: A private pledge or match of at least 100% of the money awarded is required for undergraduate (or less) programs and at least 150% of the money awarded for programs for graduate students as required by the Ohio Revised Code, 3333.74. Teams are encouraged to leverage support for their efforts from all possible sources including business, local entities, community foundations, and other foundations. Some exceptional circumstances may warrant a request for waiver from the matching requirement. Match waiver requests will be considered in writing on a case-by-case basis by the Chancellor.

Match Guidance: Applicants are expected to meet the match requirements. Requests for waivers of the match requirement may be granted in exceptional situations. Applicants are to use match projections when applying. Types of match for the program can be salary and benefit dollars paid by employers to students and the costs of recruiting, training and mentoring students. Other types of match that can be used are institutional funds used for the program, foundation and private funds, and other grant funds used to support the program. All match money must be documented in required periodic reporting which is described later.

The following types of match are not allowed:

- Funds awarded by the Regents for this program
- Funds pledged or awarded as match for any other purpose or project
- Funds spent or obligated prior to the start of the grant period for this program

It is preferred that there is a mix of both employer and educational institution contributions toward the match.

6. Evaluation & Application Scoring Criteria

Applications will be reviewed by the Chancellor and external evaluators. The following criteria will be used to score each application as long as the format and submission instructions are met (see later). The rubric is divided into four sections with overall program numbers used for reference plus Programmatic-, Employer-, and Educator (Institution of Higher Education)-related or focused criteria. The maximum number of points an application can receive is one hundred. Section 7 describes the ordering and contents of proposals. See scoring rubric below.

Program Snapshot – 5 points						Number or Amount
Not Indicated in Proposal or Not Met – 0 pts.	Met to a Very Small Degree – 1 pt.	Met to a Small Degree – 2 pts.	Met to a Moderate Degree – 3 pts.	Met to a Great Degree – 4 pts.	Met to a Very Great Degree – 5 pts.	
JobsOhio Key Industry or Industries						
Number of co-ops/internships created						
<ul style="list-style-type: none"> Number that meet High Demand Occupations 						
Amount of state money requested						
Amount of match money obtained						
Total state money requested divided by number of co-ops & internships created (in whole dollars)						\$
Total match money obtained divided by number of co-ops & internships created (in whole dollars)						\$
Total money (state plus match) divided by number of co-ops & internships created (in whole dollars)						\$
Number of business partners						
Number of higher education partners						
Number of other partners						

Criteria – 95 points	Not Indicated in Proposal or Not Met – 0 pts.	Met to a Very Small Degree – 1 pt.	Met to a Small Degree – 2 pts.	Met to a Moderate Degree – 3 pts.	Met to a Great Degree – 4 pts.	Met to a Very Great Degree – 5 pts.	Weight multiplier	Evidence – documentation (Other evidence & documentation may be included.)
Programmatic – 40 points								
1. Business attraction & retention: Helps attract businesses to Ohio and/or retain them by closing skills gap, aligning curriculum and providing talent pipeline							1.4	Data – talent/skill gap, business hiring in field, training underway, relationship with institution
2. Student attraction/retention/completion: Helps attract students to higher education & Ohio and/or retain them to post-secondary credential							1.4	Graduation/credential rates in disciplines, enrollments in program

3. Student post-credential employment: Helps students become employed in Ohio							1	Hiring by firms in the field from the institution(s)
4. Plans & budgets for sustaining the program beyond state money							1	Plan narrative and strategy for sustainability; Commitment letters from continuing match sources; Post award budgets
5. Includes financial & performance metrics reporting system to Regents (see Section 9)							.6	Describe data collection and reporting process, type of data, name of individual-department
6. Includes logical and prudent budget that provides high and immediate ROI and good use of public dollars							.6	Dollars to students and curriculum used by students now – not in the future
7. Includes feedback loop among employers, educators & students							1	Example of tool, description of process, documentation if used in the past
8. Demonstrates positive impact to key industry and the local, regional or state economy							1	Evidence of key industry to region and growth potential

Employer – 25 points								
1. Capacity: Businesses have capacity to meet proposed program requirements for students, educators & partners							1	Openings available for students in the disciplines/skill areas, letters of commitment
2. Provides substantial, meaningful work assignments that aligns to a Jobs Ohio industry cluster							1	Description of work, mentoring, learning opportunities – letter of commitment, past experiences, provide sample language
3. Positions are paid							1	Wage levels
4. Includes positions in more than 1 functional area in the workplace							.6	Included within the letter(s) of commitment
5. Demonstrates and documents demand for talent in industry							1.4	Job postings, openings, projections from DOL, ODJFS
Institution/s of Higher Education – 30 points								
1. Capacity: Institutions have capacity to meet proposed program requirements for employers, partners & students							1	Enrollment capacity, engagement with business, agreements in place
2. Positions are transcribed or available for credit							1	Documentation in place, evidence of past success

3. Includes outreach to populations traditionally underrepresented in the proposed area/s of co-op and internship program							1	Description of population/s, process, steps taken in the past, target goals
4. Includes improvements to existing or creation of new high quality academic programs with a cooperative education or internship component							1	Rankings of program, letters of accreditation or distinctions. Investments of other dollars to improve the program and student learning experience
5. Includes plan to connect employers and students via web, communications & marketing							.6	Demonstrated part of the institutions responsibilities-guiding students
6. Program provides opportunities to students with small, mid-size and large business enterprises							1.4	Description of outreach to different business types, and letter(s) of commitment from businesses qualifying as an SME and larger enterprises. ¹

7. Proposal Contents & Page Limits, Format & Submission Instructions

Contents & Page Limits: This application is designed to furnish detailed information regarding a proposed project. Additional information may be requested. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release. If any information in the proposal is to be treated as a trade secret, the proposal must indicate that. Please contact us for instructions on how to do so. Contents should be arranged in the following order and be at or less than the noted length:

1. **Application Cover Page (see Exhibits)** – Use as many additional pages for partners information as needed
2. **Abstract** – One page or less

3. **Proposed Program & Budget Narrative** – Up to ten pages in the order of and addressing each criterion, even if not applicable, in the evaluation rubric in Section 6. Reasons should be given for any criterion that is not applicable. The Budget Narrative portion should provide an explanation of the costs for both the state funds requested and the matching funds and explain how spending is broken down by all team members.

4. **Appendices**

- a. **Budget** – Use the form provided in Exhibits. The budget should be consistent with the overall Proposed Program & Budget Narrative. Applicants may submit a separate budget spreadsheet for each partner in the application as long as a total project budget is included.
- b. **Letters of Commitment from Business, Education and Other Partners** – One page each. Briefly state the nature and duration of the collaboration and the resources, both financial and nonfinancial, the Partner is committing to the proposal.
- c. **Additional Items** – Not required but applicants may wish to submit any other documents of value to the evaluation process that are highly relevant and brief (one to two pages each at most). For example, these documents might include bios of key staff and samples related to program recruitment, orientation, training, program policies and procedures, position descriptions, performance management/evaluation system, feedback loop, organizational chart, professional development and company/community culture activities, and housing arrangements if provided.

Format: One PDF (including proposal and appendices) in 11 point Arial font with normal margins, single line spaced on 8.5 x 11-inch paper. In the footer all pages must be numbered consecutively using the format ‘page x of y’ (e.g., page 3 of 10) with the proposal title and lead applicant name. Consecutive page numbering applies to all pages of the proposal including the appendices.

Submission Instructions: Attach one PDF of the proposal to an email and send to Zach Waymer, Director, Experiential Learning & Outreach, at zwaymer@regents.state.oh.us with ‘OMIC RFP Response – [Name of Lead Applicant/Project Title]’ in the subject line by the deadline noted at the beginning of this RFP.

8. **Award Structure & Use, Fast-track, Agreement**

Award Structure & Use: All recommendations for awards by the Chancellor will be approved by the Controlling Board. As stated in Section 5, it is expected that the lead applicant will receive a one-time distribution of funds directly from the Regents in the form of a subsidy or other lump sum payment. The lead applicant will then administer funds for other co-lead and partner applicants. The exact nature of arrangements among teams should be documented in the proposal budget narrative and spreadsheet. Funds could be used for spring semester and future semesters/terms. Some proposals may be able to commence sooner contingent upon the approval process. In such cases, subject to Controlling Board approval and compliance with this RFP process, the Chancellor may award fast-track proposals.

Agreement: Award preparation and execution will be based on the proposals submitted during the course of the RFP process including any modifications and conditions agreed to by the Chancellor and Applicant/s and within the proposal budget. If the Chancellor makes an award to a program that includes multiple institutions of higher education and other partners, it is expected that all parties including the lead applicant will sign the Agreement. The Agreement will remain in effect for the duration of the project plus an additional reporting period during which reports are required to be submitted. The Chancellor will prepare Agreements that will be sent to Applicants for review and signature. Once the signed Agreement is returned, the Agreement is executed and entered on the state’s accounting system. Once the Agreement is executed, the Applicant is considered and will be referred to as ‘Awardee.’ The Awardee is required to complete the project as described and awarded. The Chancellor must approve any subsequent changes to the Agreement in advance and in writing. The Chancellor may require a state institution of higher education that violates the terms of its Agreement to repay the award plus interest at the rate required by the State.

9. Reporting Requirements

The Board of Regents 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 Start of Project Report will capture any baseline data. Two interim Budget Season Reports will be used by the Regents to document progress and success when communicating with the Office of the Governor and General Assembly. An End of Project Report will include all prior reports plus new data and information. A Post-project Report by the end of October is meant to capture any new data or insights before the Chancellor reports on the overall program to the General Assembly by Dec. 31, 2013. The following reporting schedule is subject to change:

1. Start of Project/Baseline Report – Due on or before Jan. 2, 2013
2. Budget Season I Report – Due on March 1, 2013
3. Budget Season II Report – Due on May 1, 2013
4. End of Project Report – Due on July 31, 2013
5. Post-project Report for Chancellor's Report to the General Assembly – Due on October 31, 2013

Metrics to be collected and reported could include:

- Number of students placed in co-ops and internships above the reported baseline
- Number of undergraduate, graduate, in-state, out-of-state, and international students participating in the programs
- Students' post-secondary area of study
- Names and number of businesses participating
- Names of functional areas within the businesses in which students worked
- Number of hours and period of time the students worked
- Rate of pay or award for co-ops and interns
- Number of students who completed their co-op or internship
- Number of students who completed their co-op or internship that went on to complete college or complete graduate school or attend grad school
- Number of Choose Ohio First Scholars placed in internships and/or co-ops
- Number of students offered jobs at their co-op or internship employer
- Number of students accepting jobs offered by their co-op or internship employer
- Number of participating students who obtained employment and their place of employment
- Number of students who participated in co-ops or internships who completed a post-secondary credential or degree
- Student demographics
- Business, student and educator feedback loop surveys
- Local, regional or state economic impact of program
- Number of students not traditionally represented (as identified/defined by awardees) in the area of the co-op and internship program
- Number of JobsOhio Clusters impacted and number of students within each of the JobsOhio clusters
- Regional partnerships
- Number of students who stay in Ohio as a result of the co-op or internship vs. peers who do not stay in Ohio
- Starting salary of Co-op and Internship students (after completing college) vs. peers who did not go through a co-op and internship

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

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. Lead Applicants will be notified of the outcome of their application/s at the conclusion of the review process.

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.

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.

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.

11. Program Advisory Committee

The sixteen 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.

12. Resources and Additional Information

Resources and additional information will be made available at <http://www.ohiohighered.org/grants> and/or <http://www.ohiomeansinternships.com/>. Questions and comments should be directed to Zach Waymer, Director of Experiential Learning & Outreach in Economic Advancement at the Ohio Board of Regents, via email at zwaymer@regents.state.oh.us with the subject 'OMIC RFP Inquiry.'

13. Exhibits

Proposal Cover Sheet

Project Name	
Project Location/s	
Project Start Date	
Interns/Co-ops Start Date	
Lead Applicant – Must be public higher education agency	Name and Address of Postsecondary Institution
Chief Contact Individual must be authorized to sign agency grant contract and legally responsible as agency representative.	Name/Title of legal representative Address, Telephone, FAX, and E-Mail
Project Director(s)- Key Personnel(s)	Name/Title, Address, Telephone, FAX, and E-Mail
Amount of state money requested	\$
Match money committed	\$
Number of internships/co-ops proposed	
JobsOhio key industry/ies impacted	
Are any of the applicants represented by a member of the Advisory Committee?	Name/s:

Legal Applicant

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

CEO Name: _____

1) Certification by Authorized Official:

To the best of my knowledge and belief, data contained in this application are true and correct. The document has been duly authorized to comply with the required assurances.

Signature of Authorized Official: _____

Typed Name and Title: _____

Date: _____

2) Administering Entity

Agency Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Fax: _____ Contact Person: _____

Title: _____ E-Mail: _____

3) Business Partners (please submit separate information for each partner)

Company Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Fax: _____ Contact Person: _____

Title: _____ E-Mail: _____

5) Educational Partners (please submit separate information for each partner)

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Fax: _____ E-Mail: _____

President/CEO/Director Name: _____

Budget Table (available at <http://www.ohiohighered.org/grants>)

Activity	Total	Regents Funds	Private Funds	Applicant Funds	Education Partners	Other	Other Public	Source of Other Public
Personnel								
Supplies								
Purchased Services								
Travel								
Scholarships								
Employer Salaries								
Other Employer Contributions								
Other (Describe)								
	Sub Total	0	0	0	0	0	0	0
	Admin							
	Indirect costs 8% or less							
	Sub total	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0
(All non Regents funds must be supported by a signed commitment letter.)								

Note that state money is one-time funding to be awarded by the Regents to awardees by 6/30/2013.
 Indirect program costs are limited to 8%.

¹ Small Business Administration definitions of small businesses, http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf