



Request for Quotes for

Work Advance Services to Support the USEDA's Good Jobs Challenge
(ARPA Good Jobs Challenge grant EDA-HDQ-ARPGJ- 2021-2006964)

In Summit and Portage Counties, Ohio

Issue Date: October 23, 2023

Responses Due by: ***November 29, 2023, at 12:00 pm***

Introduction and Background of Work

ConxusNEO serves as an Industry Sector Partner (ISP) and subrecipient for the Ohio Manufacturer's Association's (OMA) execution of the US Economic Development Administration's (EDA) Good Jobs Challenge scope of work in Summit and Portage counties. The purpose of the grant is to solve workforce challenges through recruiting, training, upskilling, and placing individuals in good manufacturing jobs.

OMA's Good Jobs Challenge will put a particular emphasis on communities of practice, building on our state's history of collaboration and alignment with and among manufacturers, the public workforce system, education and economic development, and community organizations. This collaborative will work together, share best practices and lessons learned, and participate in on-going work teams to bring solutions to scale.

OMA will achieve immediate statewide scale and impact by leading industry sector partnerships (ISPs) to engage 1,000+ employers and 6,000 individuals in earn-and-learn and incumbent upskilling programs for high-demand positions resulting in 3,600 job placements. This includes central focus on underserved groups including Appalachian coal communities, people of color, women, veterans, and returning citizens. OMA and its economic development partners within the state government will also replicate the system built by and for manufacturers to strengthen other key industries, most notably broadband and 5G—a vital enabling technology to Industry 4.0 adoption.

Good Jobs Challenge Program Design

As a partner in the delivery of this grant, each ISP is responsible for ensuring that the following components are included in program design:

1. [Entry-Level Learn and Earn \(ELLE\)](#). Customize and deploy ELLE through each manufacturing sector partnership.
2. Entry-Level Upskilling. Deploy upskilling programs to support incumbent worker advancement from entry-level to middle-skill roles; prepare workers for Industry 4.0 aligned careers.
3. Expanded Communication and Recruitment Capacity: Design deepened grassroots outreach via partnerships with local organizations that have trusted relationships with the underserved populations; focus on targeting underserved communities.

The scope of work described below reflects the elements in the submitted [Project Narrative](#).

Scope of Work

The primary purpose and goal of this Request for Quotes is to identify potential partners for the delivery of services that support the WorkAdvance model in **Portage and Summit Counties through June 30, 2025**, in conjunction with the Good Jobs Challenge (as described above).

We are seeking the services of organizations who may provide individual services or a combination of services. We also welcome proposed partnerships that would include two or more organizations who can streamline services and enhance their ability to serve the needs of disadvantaged workers to connect with good jobs through WorkAdvance. Organizations proposing to support this work will align service delivery with the pillars of the WorkAdvance model:



ConxusNEO has specific goals that will only be achieved through a system of providers that drive workforce outcomes.

Good Jobs Challenge Goals [for Portage and Summit Counties](#) through June 30, 2025

| Deliverable/Measure | Target |
|--|--------|
| Completion of Entry Level Learn and Earn Participants (ELLE) | 150 |
| Placement into a quality job in Manufacturing | 120 |
| Retention at 6 and 12 months | 80% |

Quote Design Instructions

Each quote package should be a maximum of ten single-sided pages (or 5 front and back) in length and presented in a font no smaller than 11-point font, single-spaced with 1" margins on all sides.

Each quote will include the specified information outlined below:

1. Cover Page/Attachment A (*not included in page count*)
2. Brief organizational overview
3. Project approach for each area of service within the WorkAdvance Model your team proposes to provide.
4. Description of the proposing organization(s) experience in proposed service areas
5. Budget Form (Attachment B) & budget narrative (*not included in page count*)

Responses will clearly and concisely define the processes, skills, and tools to be used toward project objectives. In addition to a detailing of each service proposed, the most successful programs will respond to each of the components outlined above and explain:

- The advantage that your organization(s) bring to the delivery of the WorkAdvance model.
- The specific capacity of your organization(s) to deliver 120 people to good jobs by June 2025.
- Your approach to maintaining participant data collection, tracking, sharing and storage.
- The potential to coordinate with both identified partners and additional organizations outside of your partnership.
- An outline of existing funds that can be leveraged to increase the scale of the delivery of services through The Good Jobs Challenge.
- A long-term vision for sustaining the work of the Good Jobs Challenge after the conclusion of the grant (June 2025).

Once completed, interested parties must submit their application electronically to **Emily Baarson** at **EBaarson@conxusneo.jobs** by November 29, 2023 at 12:00 pm.

Description of WorkAdvance Services to Delivered

I. Recruitment and Screening

ConxusNEO seeks to support existing organizations that have a rich history of engaging the Summit and Portage County communities. Through this opportunity, ConxusNEO desires to engage community-based organizations who have demonstrated expertise in mobilizing identified underrepresented/under-resourced groups, who may include **people of color, women, veterans, persons with a disability, restored citizens, young persons, career-switchers, and those who are long-term unemployed.**

A key component of this effort is establishing a relationship with a career coach from the start of the process. Organizations who will be involved as Recruitment and Screening partners will work closely with career coaches – either from their own organizations or other partner organizations – to ensure the career coach relationship is established from the beginning. As part of a collaborative model, both the career coach and the initial recruiting organization will work together to support the successful transition of participants into programming.

Please describe how your organization will achieve the following objectives and detail the goals and strategies to be deployed for each defined measure below:

1. Recruit, screen and onboard GJC participants for ELLE and/or upskilling
2. Increase representation of underrepresented and under-resourced participants
3. Develop relationship between participant and Career Coach
4. Foster relationships with employer partners who can provide good jobs in manufacturing.

| Measure | Goal | Strategy |
|---|------|----------|
| <i>Total # of people reached through outreach strategies</i> | | |
| <i>Total # of leads identified</i> | | |
| <i>Total # of lead conversions (participants enrolled into WorkAdvance/ELLE)</i> | | |

Throughout the time of the contract, ConxusNEO will coordinate and monitor the activities of the recruitment organizations through (at minimum) monthly meetings that will review performance, discuss best practices, analyze disaggregated data, resolve issues, and forecast upcoming opportunities. Recruitment organizations will be responsible for

conducting the recruitment, onboarding, and the enrollment of GJC participants in the project's database (Prime).

II. *Job Readiness Training*

Training provided that prepares participants for a successful transition to work is an essential aspect of the project. The job readiness training focuses on the core competencies necessary to prepare individuals for success in securing and maintaining employment. Topics covered include but are not limited to resume development, interviewing, communication, teamwork, workplace culture and financial literacy.

Please describe how your organization will deliver contextualized job readiness training by outlining:

1. The number of participants you will train through June 30, 2025
2. The total number of hours of job-readiness training you will provide as well as location and method of delivery
3. Your proposed delivery model (individual, cohort, hybrid) and frequency of starts
4. Topics covered (including a schedule and time allocation for each topic) and a description of the benefit of these services for employment success/
5. Information on any tools used or credentials earned through job readiness training
6. Proposed goals for Job Readiness Completion

III. *Technical Training*

Technical training is a core program service and should result in an industry recognized credential. ConxusNEO seeks technical training services that align with the needs of candidates across a career pathway and connect to stated needs of employers. Proposed technical training should align with in-demand entry-level manufacturing roles including but not limited to:

- Certified Manufacturing Associate
- Introduction to Welding
- Introduction to Machining Fundamentals and/or NIMS Training

The success of the Good Jobs Challenge will be enhanced through innovative approaches that provide expedited training focused on engagement and hands-on learning. We are particularly looking for short-term training courses.

Please describe how your organization will deliver technical training that aligns with the goals of the Good Jobs Challenge including:

1. Proposed number to be trained through June 30, 2025.

2. Training target(s)- ELLE or upskilling activities
3. The enrollment/accessibility for candidates
4. Credential(s) offered for ELLE/upskilling
5. Length of training(s), including total hours, location(s), and method of delivery
6. Delivery model (individual, cohort, hybrid) and frequency of starts
7. Training topics covered (may be included as an attachment)
8. Proposed goals for training completion and credentialing

IV. Career Coaching & Job Placement

Career coaches serve as a liaison between the participant, employer and project partners. ConxusNEO will ensure that coaches receive specific training on various WorkAdvance procedures that will augment existing organizational competencies related to career coaching that identify and address personal and professional barriers, support the participants retention in preemployment training and assist with job placement and longer-term job retention and career advancement. Career coaches engage participants directly after initial entry into the Work Advance process and provide continuous support to reduce attrition and promote completion of job readiness and technical training.

Please describe how your organization will deliver career coaching services including:

1. The number of participants your organization proposes to serve
2. The number of career coaches who can participate through June 2025 as well as the expected ratio of participants to coaches
3. Coaching methodology (frequency of contact throughout the program, coaching modalities)
4. Strategies for engaging graduating seniors, out of school youth (16-24) and adults
5. How coaches will engage participants in pre-employment activities, career mapping, resource needs and address barrier removal
6. Any additional ways that coaches may be able to engage project and community partners to support participants with additional job-readiness resources that go beyond the stated objectives
7. How coaches will support job matching with manufacturers
8. The strategies coaches will deploy to increase retention over 12 months from hire date
9. Proposed goals for placement and retention at 6 and 12 months
10. Their ability to manage participant data and provide updates through provided online tracking forms to ConxusNEO at 30, 60, 90 days as well as 6 months and 1 year

Timeline

The tentative schedule for evaluation, selection, and implementation is as follows:

| Activity | Date |
|--|------------|
| Request Released | 10/23/2023 |
| Questions Due* | 11/3/2023 |
| Question Responses Posted as Addendum on ConxusNEO website | 11/13/2023 |
| Quote Deadline | 11/29/2023 |
| Notification of Award | 12/15/2023 |
| Expected Contract Start | 1/31/2024 |
| Expected Contract Completion | 06/30/2025 |

**Submit questions to ebaarson@conxusneo.jobs with Subject Line: GJC RFQ Questions
Key dates may be altered by ConxusNEO at any time.
Communication on alterations will be provided on our website: conxusneo.jobs.
There will be no public opening of Quotes.*

Evaluation of Quotes

Quotes will be evaluated to ensure each submission meets all criteria outlined in this request. The procurement team will develop and use a scoring matrix to evaluate each submittal. Each section of the scoring matrix is worth the following number of points:

| Section | Points |
|-------------------------|------------|
| Project Approach | 40 |
| Organization Experience | 30 |
| Budget and Scalability | 30 |
| TOTAL | 100 |

If necessary, interviews will be scheduled to clarify any concerns or questions.

Contract Award(s)

Contracts will be awarded based on the most responsive quote for services whose submittal is most advantageous in terms of cost, functionality, and other factors specified in this request. The award may be negotiated at the discretion of ConxusNEO.

DISCLAIMERS AND DISCLOSURES

In its sole discretion, ConxusNEO may withdraw the request either before or after receiving submissions, may accept or reject submissions, and may accept submissions which deviate from the request as it deems appropriate and, in the grant's, best interest. In its sole discretion, ConxusNEO may determine the qualifications and acceptability of any party or parties submitting in response to this request.

Following submission of a request, 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 ConxusNEO in its discretion.

ConxusNEO and its advisors shall have no obligation or liability with respect to this request, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this request are the sole responsibility of the respondent. Any recipient of this request who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this request 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.

Non-Responsive Quotes

Without documentation explaining the absence of required information, a Quote will be deemed non-responsive and thus ineligible for funding. A Quote may also be deemed non-responsive if the submitted after the stated deadline or if the cost estimate is deemed excessive or inadequate as measured by criteria stated in the response guidance, or the response is clearly not within the scope of the project described. ConxusNEO reserves the right to cancel this Request for Quotes at any time, for any reason.

Accessibility and Equal Opportunity

ConxusNEO is committed to equal access for all customers to all services. All contractors must ensure equal opportunity for all individuals. No individual or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, gender identification, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."

Disclosures

All submittals will be available for review by U.S. Economic Development Administration (EDA) and The Ohio Manufacturers' Association (OMA), the lead grantee for this opportunity, to ensure compliance with all EDA regulations in purchasing equipment. The OMA is governed by the Ohio "Open Records Law" and all responses and supporting data shall be subject to disclosure as required by the law.

Selected vendor, in entering into an agreement with ConxusNEO agrees to comply with EDA regulations and cost principles as per the ARPA Good Jobs Challenge grant EDAHDQ-ARPGJ-2021-2006964.

Response to this request confirms an understanding that this is not a contract or offer of business by ConxusNEO. Please send all applications to Emily Baarson at EBaarson@conxusneo.jobs by 12:00 pm on 11/29/2023.

ATTACHMENT A: Cover Sheet

Please complete this **mandatory** cover sheet.

| | | | | |
|--|--------------------------|---------------------------------|--------------------------|-----------------------|
| Organization Name | | | | |
| Address | | | | |
| Phone Number | | | | |
| Number of Years in Business | | | | |
| EIN | | | | |
| Type of Organization (check all that apply) | <input type="checkbox"/> | Higher Education | <input type="checkbox"/> | Private |
| | <input type="checkbox"/> | Community-Based Org. | <input type="checkbox"/> | Business Organization |
| | <input type="checkbox"/> | Government Agency | <input type="checkbox"/> | Other (explain) |
| | <input type="checkbox"/> | Labor Organization | | |
| | <input type="checkbox"/> | Non-Profit | | |
| | <input type="checkbox"/> | Employment Service State Agency | | |
| Contact Person's Email Address | | | | |
| Signatory Authority Signature | | | | |

Attachment B: Budget and Narrative

Please attach a project budget (example below) and a narrative providing details of expenses and any additional funding to be leveraged.

| Category | Description | January- June 2024 | July- December 2024 | January- June 2025 |
|------------------------|-------------|--------------------------|---------------------------|--------------------------|
| Personnel | | | | |
| Travel and Mileage | | | | |
| Program Supplies | | | | |
| Supportive Services | | | | |
| Program Marketing | | | | |
| Other | | | | |
| Direct Total | | | | |
| Indirect | | | | |
| Project Total | | | | |