



## REQUEST FOR PROPOSAL (RFP)

### GRANT OPPORTUNITIES RESEARCH AND WRITING

#### GREATER OHIO WORKFORCE BOARD GRANTS INITIATIVE

Greater Ohio Workforce Board

100 S. Limestone St.

Springfield, Ohio 45502

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**Prepared By:**  
**Greater Ohio Workforce Board**  
**Admin Office**

**Date: September 22, 2020**

REQUEST FOR PROPOSAL  
GREATER OHIO  
WORKFORCE BOARD  
GRANTS INITIATIVE  
Springfield - Ohio

**SUBMISSION DEADLINE:** October 22, 2020, 5:00 PM EST

**QUESTION SUBMISSION DEADLINE:** October 21, 2020

Questions may be submitted in written form to the email address below no later than October 21, 2020 to:

**Email Address:** [GOWBI@clarkstate.edu](mailto:GOWBI@clarkstate.edu)

## **INTRODUCTION**

Greater Ohio Workforce Board invites and welcomes proposals for their Greater Ohio Workforce Board Grants Initiative project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

## **PROJECT AND LOCATION**

The bid proposal is being requested for Greater Ohio Workforce Board Grants Initiative which is or shall be located at 100 S. Limestone St., Springfield, Ohio 45502.

## **PROJECT OBJECTIVE**

The objective for this project is to engage an organization or individual to assist the Greater Ohio Workforce Board with identifying opportunities to receive grant funding to further its mission of assisting Ohio businesses in hiring a skilled workforce and jobseekers in finding their next better job.

## **PROJECT SCOPE AND SPECIFICATIONS**

The initiative consists of the following specifications:

- The related contract will be awarded for one year.
- The awarded entity will research and present viable opportunities to the Greater Ohio Workforce Board for publicly and privately funded grants.
- The Greater Ohio Workforce Board may engage the awarded entity in responding to the grant opportunities.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved. However, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
<b>Introduction and Board Mission Scope Meeting:</b>	October 29, 2020 (tentative)
<b>Monthly Reports:</b>	Ongoing
<b>Grant Specific Project Reports:</b>	Ongoing

## **PROJECT PROPOSAL EXPECTATIONS**

Greater Ohio Workforce Board reserves the right to award any contract to more than one Bidder.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Greater Ohio Workforce Board no later than 5:00 PM EST on October 22, 2020 for consideration in the project proposal selection process. Email proposals sent to [GOWBI@clarkstate.edu](mailto:GOWBI@clarkstate.edu) are preferred.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Bidder's demonstrated performance effectiveness of their proposal's solution regarding the Project Objective of Greater Ohio Workforce Board.
- Bidder's performance history and demonstrated ability to deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Greater Ohio Workforce Board shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Description of Bidder's operation in terms of types of services offered and clientele
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
- Sample grant submittal
- Examples of successful grant awards

### **Proposed Outcome**

- Summary of timeline and work to be completed

### **Cost Proposal Summary and Breakdown**

- Summary of the total cost of the proposal to research grant opportunities
- Proposed per grant cost estimate for grant writing

### **References**

- Provide 2 references

Bidder agrees that Greater Ohio Workforce Board may contact all submitted references to obtain all information regarding Bidder's performance.