



**Department of
Development**

**Ted Strickland, Governor
Lee Fisher, Lt. Governor**

Mark Barbash, Interim Director

**Ohio Department of Development
Request for Proposals
Minority Contractors and Business Assistance Program
For the Greater Cleveland Area
State Fiscal Year 2010**

**Ohio Department of Development
Minority Business Enterprise Division
77 South High Street, 26th Floor
Columbus, OH 43215-6130
(614) 466-5700
www.minority.development.ohio.gov**

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services

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Section I – INTRODUCTION**A. Overview**

The Ohio Department of Development's (ODOD) Minority Business Enterprise Division (MBED) releases this Request for Proposals (RFP) for the purpose of selecting an economic and/or community development-focused non-profit organization to provide counseling, training, business development, strategic management, and technical assistance to Ohio's minority, socially and/or economically disadvantaged business community. This RFP specifically seeks proposals from entities serving the greater Cleveland area which is comprised of the following counties: Cuyahoga, Geauga, Lake, Lorain, Medina, and Richland. ODOD is seeking applicants who are qualified and experienced in providing in-depth evaluation, assessment, and strategic counseling to minority and disadvantaged business owners leading to the attainment of economic independence and entrepreneurial success.

The Department provides up to \$135,000 in grant funding, oversight and administration for the greater Cleveland MCBAP office. The greater Cleveland MCBAP office will be a part of the MCBAP network consisting of eight (8) offices. The MCBAP network was established in 1980 by House Bill 584 (codified in Ohio Revised Code (ORC) Section 122.71(H)) to create conditions in Ohio to assist in the development and growth of minority business enterprises. The MCBAP network is a delivery system consisting of regional MCBAP offices that report to and coordinate with MBED to provide professional services, develop programs and utilize government, private and academic resources for the development, growth and wealth accumulation of Ohio's minority, socially, and disadvantaged businesses. MCBAP centers work with all levels of government and private businesses; aid in the economic growth and development of minority and disadvantaged business communities; and increase awareness of local, state and federal business assistance resources.

Minority business enterprise (MBE) is defined in ORC Section 122.71(E) as an individual who is a United States citizen and owns and controls at least 51% of a business, or a partnership, corporation, or joint venture of any kind that is at least 51% owned and controlled by United States citizens, which citizen or citizens are residents of this state and are members of one of the following economically disadvantaged groups: Blacks or African Americans, American Indians, Hispanics or Latinos, or Asians.

Disadvantaged businesses are defined in ORC Section 123.152 which establishes the Encouraging Diversity, Growth and Equity (EDGE) Program. In order to obtain EDGE certification, business enterprises must be both socially and economically disadvantaged as defined in that section.

B. Proposal Objective

The objective of this RFP is to assist ODOD in identifying an eligible applicant capable of partnering with MBED to:

- Accelerate Ohio's long-term prosperity by focusing and leveraging resources to promote innovation, competitiveness and self sufficiency;
- Achieve operational excellence through customer focus, collaboration and accountability;
- Showcase Ohio as a unique destination for business investment, entertainment and quality living;
- Provide confidential, comprehensive, high-quality business counseling, strategic management, education, access to capital and contract procurement assistance;
- Conduct outreach and marketing to minority and disadvantaged business owners to increase awareness and utilization of the MCBAP center services and resources; and
- Assess the client-base of the Applicant to determine strengths, challenges, weaknesses and opportunities and develop innovative programs and services that meet the clients' business needs.

The responsive proposal will demonstrate consistency with the following MBED mission, vision and goals for the development of minority and disadvantaged businesses.

Mission

MBED creates an environment for multicultural Ohio businesses to create wealth and expand global economic opportunities.

Vision

MBED is the recognized premier provider of direct, quality business assistance that contributes to an environment for the growth and creation of wealth for Ohio's multicultural businesses.

Goals

- Promote client competitiveness and sustainability.
- Enhance ODOD's entrepreneurial support structure.
- Be customer focused and achieve operational excellence.

The successful proposal will demonstrate an alignment with the above goals and will include a work plan for their implementation and execution. Requirements for the content of the work plan are detailed and evaluated as part of the Selection Methodology.



C. Process Due Dates

Calendar of Events:

March 30, 2009 Proposal available on line
May 4, 2009 Question & Answer period ends at 4:00 p.m.
May 8, 2009 Proposals due to ODOD
May 22, 2009 Notification of award to successful applicant
July 1, 2009 MCBAP Office Staffed and Open for Business

ODOD reserves the right to adjust the dates listed above, for whatever reasons it deems appropriate. ODOD also reserves the right to request additional information to assist in the review process or to reject any and all proposals and make no awards under this RFP or to make fewer and smaller awards than anticipated or to fund multiple applicants.

D. Inquiries

A copy of this RFP and any subsequent amendments will be available on the ODOD website at www.odod.state.oh.us/DMBA. To receive a printed copy of this request for proposal, contact Ohio Department of Development, Minority Business Enterprise Division, 77 South High Street, P. O. Box 1001, 26th Floor, Columbus, Ohio 43216-1001 or by calling 1-800-848-1300 or (614) 466-5700.

Since funding is available on a competitive basis, no extension to the submission date will be granted. Any questions relating to this RFP are to be submitted electronically to ohiomcbap@development.ohio.gov. Questions and responses will be accumulated, categorized and posted at www.odod.state.oh.us/DMBA. The deadline for submitting questions is May 4, 2009, at 4:00 p.m.

E. Proposal Format and Term

Five (5) copies of the proposal are due no later than 4:00 p.m. on May 8, 2009, to Ohio Department of Development, Minority Business Enterprise Division, 77 South High Street, P. O. Box 1001, 26th Floor, Columbus, Ohio 43216-1001. One original, three copies of the proposal and an electronic copy must be submitted. The electronic copy must be submitted on a CD-ROM. Proposals will be date and time stamped upon receipt. No faxed proposals will be accepted. The proposal narrative shall be no more than 10 pages, on 8-1/2" by 11" sized paper, and single-spaced with Times New Roman font of not less than 12 pt. The executive summary and cover sheet are not included in the 10 page limit. The executive summary is limited to 2 pages. A page is considered one-side of a sheet of paper. A double-sided sheet will be considered two (2) pages. Any information provided beyond the page limit will not be read.

Proposals shall be for the provision of services for the period beginning July 1, 2009 for a term of one (1) year. At the discretion of ODOD and upon consideration of

performance and other evaluation criteria the successful grantee contract may be renewed for up to an additional three (3) one-year option periods. The renewal is contingent upon the availability of funds and will be based upon compliance with all of the requirements of the grant agreement, submission of a work plan and a MBED approved budget.

SECTION II - SPECIFIC INSTRUCTIONS

A. Cover Sheet Instructions The proposal cover sheet format is provided at the beginning of Section III- Required Applicant Information.

B. Executive Summary The summary should cover the key points of the applicant's proposal and shall be no more than two pages in length.

C. Proposal Narrative Outline and Instructions In the narrative the applicant should address all categories and should be not more than ten pages in length.

The narrative should address the following categories:

Host Agency Background and Capabilities

- Describe the host's history of commitment to minority and disadvantaged business development, accomplishments and leadership.
- Describe the host organization's "mission fit" to the MBED mission.
- Describe the host's history of successful grant management in this or other government programs.
- Describe the host's ability to negotiate solutions to issues that represent the varied interests of many partners.
- Describe the host's capability to manage and provide for the separate accounting of multiple funding streams, such as federal cash, state cash, local cash, in-kind matching contributions and program income.
- Describe the host organization's experience with business counseling and economic development initiatives.

Strategic Partnering

- Describe the communication process that the Host Organization proposes to implement that uses multiple methods (meetings, emails, etc.) to communicate critical information from leadership to strategic partners.
- Describe the applicant's strategy for co-location (if applicable) and collaboration with the following affiliated programs: Procurement Technical Assistance Centers (PTAC); Small Business Development Centers (SBDC); Ohio Investment in Training Program (OITP); Tech Center, Chamber of Commerce or other network partners. This list is not exhaustive and applicant may include additional programs.

- List and describe all client servicing “memoranda of understanding” that will be in place as of the start of the grant.
- Describe the applicant’s involvement with the business community, i.e., service on boards or commissions, local loan review committees, affiliates of the National Minority Supplier Development Council, etc.

Strategy

- Describe applicant’s process to analyze and set strategy and to develop program goals and priorities for the local minority and disadvantaged business community that includes both applicant’s customers and the local economic development network.
- Describe the strategic planning process that the applicant proposes to implement to ensure regular strategic input and alignment with the mission, goals and objectives of MBED.

Assessment and Feedback

- Describe the needs assessment and feedback process that the applicant proposes to routinely utilize to ensure ongoing connectivity to their customers’ needs and their customers’ satisfaction and how you will routinely utilize this information to guide the direction and services of the MCBAP office.
- Describe recent customer needs assessment activities that the applicant has performed.
- Describe the process that the Host Organization will use to evaluate the MCBAP office’s performance and resources to ensure optimum effectiveness. The evaluation must include, but not be limited to, the following components:
 - a. Clients are moved through a consulting and training process that is efficient and outcome driven.
 - b. Clients are introduced to the broadest range of local, state and federal resources and engaged appropriately.
 - c. Clients are referred to other system resources in a timely manner and adequate follow-up is conducted.
 - d. An on-site review process, coordinated with MBED that provides for a minimum of two site visits per year of all counseling sites.

Proposed Services

For each service site describe the specific proposed MCBAP core and specialized services the applicant will provide and describe how those services will add value or fill a gap in the existing resource base.

MCBAP must provide for the broadest accessibility of MCBAP services within its economic development region. Describe the strategy that will be used to provide services to the client base based on the following:

- Full service MCBAP location
- Satellite locations (if proposed)

Attach a map identifying the population and business concentrations in the service area and identify on this map the proposed MCBAP office location and service areas. Describe the process used to determine the allocation of funding resources made available to each of these locations.

Describe for each service location the staff person(s) who will perform the following functions:

- Telephone answering
- Client tracking on MbdAssist (electronic reporting system)
- Client intake and assessment
- Pre-venture counseling and training
- Start-up and existing business counseling and training
- Client research
- Referrals to other resources for counseling or training
- Follow-up with other resources
Follow-up for economic impact data gathering and client close-out

Marketing

Describe how the MCBAP office will market to and attract the defined customers. The description should discuss a collaborative approach to marketing all of the MCBAP resources, and how the office will approach regional marketing.

Host Positioning

Each MCBAP Director must be positioned in its host organization to maximize visibility and provide access to the full resources of the host. Describe how the MCBAP Director's position in the host organization best utilizes the resources of the host and why it provides the best access to decision-makers and external resources. Include an organizational chart for the host site that clearly illustrates the MCBAP Director's position in the host organization.

D. Economic Distress: Complete the calculations to determine the ratio for the minority population and the poverty rate for the area the applicant is proposing to serve. MBED is charged with making strategic investments in areas having a significant minority population experiencing economic distress. The response to this RFP must indicate the counties proposed to be served, population of each county, the minority population in each proposed county and the poverty rate among the minority community

in the state. Population and minority demographic information is posted on the following website: www.odod.state.oh.us/research. Click on "2005 Ohio County Profiles" and select the proposed counties. Print the document page(s) and attach to the application indicating the number used in your calculation.

The poverty information is provided by county at the following website: <http://www.odod.state.oh.us/research/files/P0003.htm>. Click on the link or copy and paste it into your browser. This will take you to the "Ohio Demographic Tables: 2000 Census Summary File 3 Data;" scroll down to the county(ies) proposed to be served; move the cursor to the right and click on "poverty". Scroll to page 4 of this display ("Poverty Profile 4 (Persons by Sex, Age, Race & Hispanic/Latino) Below Poverty Level"). Perform your calculation using the numbers "Total in Universe" minus "White Alone." Print the document page and attach to the application indicating the numbers used in your calculation.

E. Staff Competencies/Achievement and Professional Skills: A resume and conflict of interest form must be submitted for each staff person listed on the Key Personnel Chart. Justification for each consultant proposed by the applicant must be included in this area of the narrative.

Resumes & Conflict of Interest Forms

The minimum qualifications for the position of MCBAP Director should include: project management and supervisory experience, business ownership and/or management experience, demonstrated case management and public speaking experience, proficiency with computers and the Internet, and a formal undergraduate business degree awarded by an accredited institution. All counseling staff MUST complete the Certified Business Advisor (CBA) training successfully within one year of employment. In addition, the MCBAP Director must complete the FastTrac Facilitator certification program within one year of employment.

The minimum qualifications for the position of business counselor shall include: formal undergraduate business degree awarded by an accredited institution, proficiency with computers and the Internet, and experience in the field of economic development. MCBAP office directors and counseling staff shall participate in counselor training and professional development programs as offered by ODOD.

Proposals must contain a resume and conflict of interest form for each staff person who appears on the Key Personnel Chart (Attachment 3). Resumes must also be submitted for any consultant proposed on the consultant line item budget. Every consultant must be justified by listing the following information and answering the following questions: Name. Why is the consultant needed? What is the consultant's specialty? Explain why MCBAP staff cannot perform these duties. Explain how the MCBAP office Director will

review and approve the consulting activity. Consultants can only be reimbursed for new hours of counseling once they are documented in MbdAssist. A resume for every consultant must accompany the proposal. Applicant must also submit an organizational chart for the MCBAP office. Note: Resumes of volunteers, students and others must be maintained at the office, along with a signed conflict of interest form. Conflict of interest forms for consultants may also be kept at the office.

Professional Development

Each MCBAP proposal shall include, for each person on the Key Personnel Chart (Attachment 3), a list of topics for professional development during the proposed grant period. The topics proposed must be directly relevant to the clients and services of the center.

F. Key Performance Measures (See Attachment 2) The Key Performance Measures form must be completed and should reflect quarterly performance targets for each of the categories listed. Proposals that do not include performance targets for each of the categories listed will be deemed incomplete and will not be evaluated.

The Key Performance Measures are a performance measurement system that MBED uses to align our vision and mission with customer requirements and day-to-day operations, and to manage and evaluate business strategy, monitor operational efficiency, and communicate progress to MBED stakeholders. The division uses a Balanced Scorecard to measure progress in achieving the department and division goals. The Key Performance Measures were derived from the MBED Balanced Scorecard. The scorecard allows us to measure financial and customer results, operations and organizational capacity, and to track actual performance against target goals. The Key Performance Measures form (Attachment 2) must be completed by the applicant and should reflect quarterly projected targets for each of the categories listed. The categories listed on the Key Performance Measures form reflects those areas that will be used to monitor and measure the performance of each of the MCBAP Offices.

G. Budget Preparation and Funding (See Attachment 1-Administrative Cost Detail) The applicant must complete the Budget Form and include the allocation of the required minimum 25% cash match. Cash Match must be cash available to support operating costs of the MCBAP. The investment of cash match funds should be allocated first to staff on the Key Personnel Chart and secondly, to directly related personnel costs.

Cash Match Requirement

ODOD provides funds for the operation of the MCBAP. Funding levels for all centers may change based on the FY 2010-2011 budget for the MCBAP within the MBED budget. The level of funding per center may also change based upon the State of Ohio's Biennium budget. In order to qualify for funding, each center must provide an additional amount called "cash match"

based on the total dollars requested. Minimum match requirement is 25% of the total dollars requested per center. The cash match requirement is to be met by the end of the second quarter (December 31). Other ODOD programs or general revenue funds cannot be used as a cash match. The cash match funds must be generated from a source with a mission and focus on economic development, business development and business/entrepreneurial training. Under no circumstances will a center's proposal be funded without the cash match documentation and commitment being included in the proposal.

The investment of cash match funds should be allocated first and foremost to staff on the Key Personnel Chart, second to directly related personnel costs; third, to travel costs and finally, fourth for consulting by faculty and graduate students. Allocations for travel expenses must follow state travel rules and rates.

Total Costs for the Proposed Center

Each center must show the total cost of the program. Costs include personnel, fringe benefits, travel, equipment, supplies, contracts, and other costs as well as the source of the funds for the particular line item. Sources include MBED, host cash, other cash and in-kind. Allowable indirect costs are to be listed in total on the Budget Summary page.

The proposed budget must include a description of any proposed out-of-state travel, indicating estimated costs and purpose of the travel. All travel performed as part of this agreement shall be in accordance with MBED program objectives.

ELIGIBLE COSTS **Personnel**

Salaries of MCBAP employees should not include any employee assigned less than 50% of their time to the MCBAP program. Full-time MCBAP staff are preferred over multiple part-time staff. Each MCBAP proposal will be rated based upon the most consulting hours listed on the Key Personnel Chart and on how few staff it takes to provide those hours. The Key Personnel Chart is part of the Budget document.

Fringe Benefits

Employer-contributed benefits related to personal services costs are eligible costs, provided such benefits are granted in accordance with established host policies.

Travel

Receipts and documentation are required for mileage, workshops, training expenses, meals, lodging, etc. When providing documentation and copies of receipts please highlight, circle or otherwise note the charges that are being requested for reimbursement. **TRAVEL EXPENSES ARE TO BE REIMBURSED USING THE STATE TRAVEL GUIDELINES FOR ALL TRAVEL AUTHORIZED UNDER THE TERMS AND CONDITIONS OF THIS GRANT.** When preparing the budget proposal, use the state travel guidelines, which cover mileage rates, and per diem meal and lodging parameters. Meals are not reimbursable, unless in travel status, otherwise meals are considered entertainment.

Any out-of-state travel must be submitted to MBED for approval prior to any expenditure, and must include: who is traveling, where, when, and purpose of trip. Any out-of-state travel submitted for reimbursement that has not received written pre-approval from MBED will not be reimbursed.

Equipment

Charges reported in this category should exceed \$5,000 for each unit purchased. Purchase or lease of all items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit are eligible costs.

Supplies

Cost of goods used in the operation of the program such as office consumables, office and computer supplies, equipment maintenance and equipment under \$5,000 per unit cost should be included in this category.

Contractual

Itemize all costs if not allocated directly throughout the budgeted line items. Include all contractual costs other than equipment, consultants, and space; examples include computing, accounting, audit and other professional services.

Consultants

The following information **must be listed for each proposed consultant on an attached sheet**: name, number of annual hours planned, and hourly rate.



Professional Development

Indicate the projected costs for activity related to this category, such as training, membership in professional organizations, subscriptions, publications, etc. Memberships held in the name of individuals are not allowed.

Other

All necessary, justifiable and allowable costs not included elsewhere. Examples include printing, copying, utilities and library resource materials. Miscellaneous and contingency costs are not allowable, and all costs in this line item must be described in detail and cannot exceed \$10,000.

Indirect Costs

Indirect costs charged by the fiscal agent must receive prior written approval of MBED; such approval will not be unreasonably withheld. Failure to complete all sections of the RFP as required and outlined above may result in the proposal being deemed unresponsive.

REPORTING REQUIREMENTS

Monthly Reporting Requirements: The Grantee shall provide Grantor a Monthly Financial Report for each month of the Term of the Agreement beginning August 2009. The report is to be submitted no later than the 5th day of the month. Failure to meet the reporting deadline will result in the delay of the monthly reimbursement of Funds and may result in the reduction or termination of the MCBAP funding. The Monthly Financial Report shall be submitted whether or not the Grantee is requesting any Funds.

Quarterly Programmatic Reports: The Grantee shall provide Quarterly Programmatic Reports to the Grantor. These reports are to be submitted no later than the 15th day of the month following the end of the quarter. Failure to meet reporting deadlines may result in reduction or termination of future MCBAP funding. The reports should detail the activity of the Grantee for the quarter that is being reported, as well as any additional information as requested by the Grantor. The report shall contain, but is not limited to the following items: narrative explanation of key project accomplishments, findings, and recommendations. Reports shall be submitted using the format provided by the Grantor.

Annual Report: A year-end narrative summary of activities and economic indicators (statistical data) shall be submitted thirty (30) days following the end of the state fiscal year. This report is to include a final fiscal year-end reconciliation for the Funds distributed as part of the grant agreement as well as all matching funds expended in performance of the agreement.

H. **GLOSSARY OF DEFINITIONS** Defines the terminology used throughout this Request for Proposals.

1. **Active Client.** A client that has received technical assistance within the last 12 months.
2. **Client.** An individual or a business that is seeking or may potentially seek to market his/her/its goods and/or services to the general public, federal agencies, or state or local governments that has received technical assistance from a MCBAP. An individual or business may be classified as a client as the result of an initial counseling session.
3. **Consultant Services.** Assistance obtained from private nonprofit and/or profit making individuals or business entities to augment the capabilities of the MCBAP. Consultant Services are those services obtained from a third party (except those being donated or otherwise provided to the MCBAP at no costs) to perform activities that are central to the purposes of the grant agreement and directly benefits the MCBAP clients.
4. **Counseling Session.** A documented event, including, but not limited to, a telephone call, correspondence, e-mail, or personal discussion held with a business firm/client, where professional guidance is provided to assist the business firm/client in marketing its goods and/or services. This includes, but is not limited to, providing advise and assistance such as:
 - a) Assisting business firms/clients by providing technical assistance in selling their goods and/or services;
 - b) Assisting with understanding specifications;
 - c) Assisting in the preparation and proper submission of applications, certifications, registrations, etc. in order to do business with government entities;
 - d) Assisting in the preparation of offers;
 - e) Providing post award assistance in areas such as production, quality system requirements, finance, engineering, transportation and packaging; and
 - f) Providing information to business firms/clients on the Mentor-Protégé Program, Electronic Commerce, HUBZone Empowerment, sub-contracting opportunities with contractors holding government prime contracts, and commercial item acquisitions.
 - g) The distribution of publications, specifications, and bid matches is not a counseling session. However, if such actions result in an award to an active client that award may be counted. Simply referring business firms/clients to another source for advice or assistance is not a counseling session nor can any resulting award be counted.
5. **Follow-up Counseling Session.** A counseling session held with a client, subsequent to the initial counseling session.
6. **Initial Counseling Session.** The first counseling session held with an individual or business firm. The initial counseling session may determine that the individual or business firm has no likely potential to do business with the public, federal agencies, and/or state and local government.

7. **Equipment.** Tangible, non-expendable, personal property having a useful life more than one year and an acquisition cost of \$500 or more per unit, unless otherwise specified by the MCBAP grant agreement.
8. **Host Organization.** A business entity which is exempt from federal income tax under section 501 of the Internal Revenue Code, and no part of its earnings inure to the benefit of any private shareholder or individual, and no substantial parts of its activities is carrying on propaganda or otherwise attempting to influence legislation or participating in any political campaign on behalf of any candidate for public office. Often provides physical space, in-kind services and/or staff and cash match for the MCBAP office.
9. **Program Income Definition.** All non-state revenues earned by MCBAP offices using any MCBAP resources. MCBAP resources include: funds under the control of the MCBAP; in-kind match personnel; and goods or services purchased or developed using MCBAP funds.



Section III – REQUIRED APPLICANT INFORMATION

A. Cover Sheet:

Legal Name of Organization:

Address:

Address:

City, State, Zip Code:

Federal Tax I.D. Number:

Primary Contact Name:

Telephone Number:

E-Mail Address:

Secondary Contact Name:

Telephone Number:

E-Mail Address:

Host Agency Information

Legal Name of Organization:

Address:

Address:

City, State, Zip Code:

Federal Tax I.D. Number:

Primary Contact Name:

Telephone Number:

E-Mail Address:

Secondary Contact Name:

Telephone Number:

E-Mail Address:

B. Executive Summary

The Executive Summary should summarize the key points of your proposal and cannot exceed two pages in length. Any information provided beyond the page limit will not be read.

C. Authorizations, Warrants and Certifications

Complete the Conflict of Interest Agreement for all staff listed on the Key Personnel Chart.

D. Proposal Narrative

The proposal narrative shall not exceed 10 pages and should cover each of the areas in Section II, C. Any information provided beyond the page limit will not be read.



CONFLICT OF INTEREST AGREEMENT

This agreement (the "Agreement") is made and entered into by and between the Minority Contractors and Business Assistance Program (hereinafter referred to as the "MCBAP" and _____ (hereinafter referred to as the "Staff Counselor") this _____, day of _____, 2009.

STATEMENT OF THE AGREEMENT

The parties hereby agree as follows:

1. **Conflict of Interest.** No Staff Counselor or personnel of the MCBAP, and subcontractor of the MCBAP, public official, employee or member of the governing body of the particular locality where this Agreement shall be completed, who exercises any functions or responsibilities in connection with the review or approval of the work completed under the MCBAP; shall prior to six (6) months after the completion of said work, voluntarily or involuntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of this functions or responsibilities with respect to the completion of the work contemplated by the MCBAP. Any person who, prior to or after the execution of this Agreement, acquires any personal interest, voluntarily or involuntarily, shall immediately disclose this interest in any action affecting the work of the MCBAP unless the MCBAP determines that, in light of the personal interest disclosed, participation in any such action would not be contrary to the public interest.
2. **Staff Counselor Obligations.** Staff Counselor shall a) agree to hold strictly confidential all information obtained during the course of engagement with the MCBAP clients, and 2) agree to reveal promptly to the MCBAP clients all significant matters pertaining to the business of MCBAP clients.
3. **Acknowledgement.** By signing below the Staff Counselor acknowledges receipt of the MCBAP guidelines, and agrees to abide by all provisions of such guidelines.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year as set forth below.

STAFF COUNSELOR

Signature _____

Printed Name _____

Address _____

Phone _____

ATTACHMENTS

Each of the following are required exhibits and must be included and identified in the proposal:

- a. Non-Profit Host Organizations: Articles of Incorporation under the laws of the State of Ohio and a copy of the 501(c) 3 or 501 (c) 6 Certificate.
- b. MCBAP Center: Articles of Incorporation under the laws of the State of Ohio and is a 501(c) 3 or 501 (c) 6 organization pursuant to the Internal Revenue Code.
- c. Cash Match Documentation: Certification from a duly authorized officer of the applicant (CEO or CFO) that the applicant, either directly or through a third party, has secured funds for at least twenty-five percent (25%) of the MCBAP office's costs. If the Cash Match is to be provided by a third party, the Cash Match Certification must be signed by a duly authorized representative of the Cash Match provider.
- d. Documentation "mission fit" of the Host agency commitment to minority business development via a copy of the organization mission statement and/or strategic plan:
- e. Resume for Full-time MCBAP Director: Resume for existing full-time Director or position description and plans for hiring of Director. New Directors must be in place by the beginning of the state fiscal year. (The successful applicant will not receive funding without a MCBAP Director on staff by July 1, 2009.)
- f. Roster of Advisory Board Members: Roster of current Advisory Board members with phone numbers, fax numbers, email addresses and organizational affiliations. If a start up operation, documentation of commitment and plan for seating an Advisory Board.
- g. Memoranda of Understanding (if referenced in the proposal)
- h. Agreements (if referenced in the proposal)
- i. Letters of in-kind support (if referenced in the proposal)
- j. Operations and Budget Attachments
 1. Proposed 2010 Budget- Administrative Cost Detail
 2. Key Performance Measures- FY 2010 Projected Performance Targets
 3. Key Personnel Worksheet
 4. MCBAP Office Personnel Worksheet
 5. MCBAP Operating Policies/Acknowledgement of Review of MCBAP Operating Guidelines
 6. Conflict of Interest Agreement signed by appropriate personnel
 7. Signed Nepotism Policy form



ATTACHMENT 1

**PROPOSED FY 2010 BUDGET
ADMINISTRATIVE COST DETAIL**

GRANTEE:	GRANT AGREEMENT NUMBER:
PROGRAM TITLE:	PROGRAM DURATION From: To:
PREPARED BY: Date: Phone:	

EXPENDITURES

Budget Category	Fund Source	Budget
<u>Personnel</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Fringe Benefits</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Travel</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Equipment</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Supplies</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Contractual</u>	Award	
	Cash Match	
	In-kind Match	
	Total	



<u>Consultants</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>Rent</u>	Award	
	Cash Match	
	In-kind Match	
	Total	
Professional Development	Award	
	Cash Match	
	In-kind Match	
	Total	
Other (Attach detailed explanation and should not exceed \$10,000)	Award	
	Cash Match	
	In-kind Match	
	Total	
<u>TOTALS</u>	Award	
	Cash Match	
	In-kind Match	
	Total	



ATTACHMENT 2

MINORITY CONTRACTORS AND BUSINESS ASSISTANCE PROGRAM
Key Performance Measures
FY 2010 Projected Performance Targets

The Key Performance Measures will be used as a performance measurement system that the MBED will use to align our vision and mission with customer requirements, day-to-day operations, manage and evaluate business strategy, monitor operational efficiency and communicate progress to our stakeholders. The division uses a "Balanced Scorecard" to measure financial and customer results, operations and organizational capacity, as well as to track actual performance against performance targets.

Agency/MCBAP :

Federal Tax I.D. #:

State Legislative District:

EACH CENTER SHALL SET AN ANNUAL PERFORMANCE TARGET IN THE FOLLOWING AREAS:

NOTE: This format will also serve as the basis for the quarterly report. Please TOTAL each measure by quarter. Example: Clients Counseled is comprised of women, Hispanics, Asians, American Indians, etc. that are projected to be provided counseling by your center. The total should be reflected on the appropriate line.

Table with 5 columns: Measure, 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter. Rows include Clients Counseled, (1) Women, (2) Hispanics, (3) Asians, (4) American Indians, (5) African Americans, (6) EDGE Profile, (7) Other.



Total:				
Total Number of New Clients:				
Total Counseling Hours to be Provided:				



ATTACHMENT 2-Page 2

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total Bid Dollars (\$):				
Total Number of Bids Submitted:				
Total Number of Clients Submitting Bids:				
Total Contracts Awarded (\$):				
(1) City/County				
(2) State				
(3) Federal				
(4) Private Sector				
(5) Purchasing Council				
(6) Other				
Total Number of Contracts Awarded (#):				
Total Number of Clients Receiving Contracts:				
Total Bonds Requested (\$):				
(1) Public Sector				
(2) Private Sector				
Total Bonds Awarded (\$):				
(1) Public Sector				
(2) Private Sector				
Total Number of Clients Receiving Bonding:				



ATTACHMENT 2-Page 3

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Total Loans Requested (\$)				
Total Loans Awarded (\$):				
(1) City/County				
(2) Minority Direct Loans				
(3) Regional Loans				
(4) Federal				
(5) Private				
Total Number of Clients Receiving Loans:				
Jobs Created:				
Jobs Retained:				
MBE Certifications Submitted				
EDGE Certifications Submitted				
Total Number of Training Sessions Provided:				
Total Number of Clients Attending Training:				
Total Number of Staff Professional Development Hours				



ATTACHMENT 3

KEY PERSONNEL WORKSHEET

MCBAP Office Name:

Name	Title	Hourly Rate	MCBAP Hours	In Kind

Key personnel on this form should include only those individuals whose time commitment to MCBAP activity is 50% or more. Resumes for all Key Personnel must be attached to this worksheet.





ATTACHMENT 4
PERSONNEL WORKSHEET

MCBAP Office Name:

Name	Name and Title of Key Personnel Supervisor	Hourly Rate	MCBAP Hours	In Kind

Personnel on this form should include only those individuals who are not eligible (less than 50% time commitment to MCBAP activity) to be listed on the Key Personnel Worksheet.

ATTACHMENT 5
MCBAP OPERATING POLICIES

The overall objective of the Minority Contractors and Business Assistance Program is to leverage state funds and resources with those of the academic community, local chambers of commerce and business organizations in the private sector in order to:

- Strengthen the minority and disadvantaged business community.
- Contribute to the economic growth of the communities served.
- Make assistance available to more minority and disadvantaged businesses than is now possible with present resources.
- Create a broader based delivery system to the minority and disadvantaged business community.

Each MCBAP office shall make available to its clients:

- A physical facility with space for private counseling, library, plan room and computers with internet access
- Business information and resources identification
- Business management and consulting
- Training workshops and seminars
 - a. Pre-venture and business start-up;
 - b. Existing business; management topics;
 - c. Access to capital;
 - d. Small business workforce training topics; and
 - e. Specialized workshop topics such as FastTrac entrepreneurial training, “e-Business” Training, Project Management for Construction Businesses, etc.
- A client case management system to ensure that program resources are being most effectively utilized and client needs are being met.
- A written client assessment to include information-gathering, problem-solving, opportunity identification and planned course of action.
- Core services guidance and review of:
 1. Business Plan
 2. Marketing Plan
 3. Market Research
 4. Financial Projections
 5. Loan Applications
 6. Strategic Plan

Center Staffing

Hours of Operation: Operate on a forty (40) hour workweek basis, or during the standard business hours of ODOD, MBED throughout the calendar year. Flextime is permissible, but standard operating hours should complement the hours of ODOD, MBED. During the time when the office is closed, an answering service is required.



Please provide a list of observed holidays. The MCBAP office must also demonstrate that appropriate levels of staffing and funding resources are serving “concentrations of population and businesses”.

All professional consulting staff will be qualified by reason of education and/or experience to provide high-quality services. A formal search process will be required for each professional position. All positions will be filled on an Affirmative Action/Equal Opportunity basis. In order to ensure the highest level of services to our clients, each office is expected to adopt the minimum qualifications and position guidelines as provided by the Department of Development.

Full time MCBAP staff is preferred over multiple part-time staff. Therefore, each office will be rated based upon the most consulting hours listed on the Key Personnel Chart and on how few staff it takes to provide those hours. The Key Personnel Chart is part of the Budget document.

Graduate students in business administration shall appear on the Key Personnel Chart if they are paid employees. Graduate student time devoted to counseling and research for MCBAP clients may be counted as MCBAP counseling hours when proper documentation is provided.

Only counseling staff that spend 50% or more time on MCBAP related activities shall be listed on the Key Personnel Chart. All counseling by non-key personnel staff (those people listed on attachment 3) must be supervised by a Key Personnel Certified Business Advisor (CBA).

MBED must receive advance notification for all changes in key personnel (hiring or dismissal); and RETAINS THE FINAL RIGHT OF APPROVAL ON ALL MCBAP DIRECTORS AND CONSULTING STAFF HIRES. ALL PROPOSED KEY PERSONNEL CHANGES REQUIRE BUDGET REVISIONS, AND MUST BE APPROVED BY THE MBED. CHANGE IN CENTER DIRECTOR MUST BE APPROVED IN ADVANCE. A potential Director or counselor must meet the State’s established minimum qualifications.

Hiring rules require that all director candidate interviews have active participation from MBED. Hiring rules also require all counselor candidate resumes be approved, in advance, by MBED. Cash reimbursement is contingent upon compliance with these rules.

Staff Salaries:

All MCBAP staff shall be paid commensurate with the skills and abilities required by the position descriptions. MBED reserves the right to intervene in salary-setting activities of host agencies if: Salary levels proposed and approved through this budget and RFP process are not implemented; and salary levels are not in parity with state and national norms for same or similar positions.

Conflict of Interest Policy:

Each consulting resource (director, consultant, counselor, faculty or student) must sign the proper conflict of interest form. All forms must be on file at the appropriate office location. However, for each key personnel, a conflict of interest form must be included, along with a resume, as part of this proposal.

The purpose of this policy is:

- To prevent the actions of any agent of the MCBAP network from constituting a conflict of interest.
- To provide a system for agents of the MCBAP network to question and to receive a definitive answer as to the existence of a conflict of interest.
- To assure that his or her MCBAP position is not used to arrange, or appear to arrange, the eventual utilization of his or her services for private gain.

Standards of Conduct:

It is critical that MCBAP staff operate under strict ethical guidelines. A staff person's relationship with present or former clients must be disclosed. No agent of the MCBAP shall:

- Solicit or accept, or appear to solicit or accept, any gift, loan, reward, promise of future employment, favor or service from any current client;
- Solicit or accept, or give the appearance thereof, any compensation or other monetary remuneration for core services-related services provided a client while acting as an agent of the MCBAP;
- Recommend to a client the purchase of goods and/or services from a firm in which the agent has a material and/or financial interest;
- Accept fees, commissions, gifts or other favors from third parties that have supplied goods and/or services to MCBAP clients;
- Solicit the private engagement of his or her services by the client at any time during the term of the client's relationship with the MCBAP;
- Invest monies, personal services or property in the business of current clients of the MCBAP; and/or
- Propose a for-profit, external relationship prior to the end of a 6-month "cooling off" period.

Violation of any of the above standards of conduct may result in the immediate withdrawal of ODOD funding.

Client Tracking:

MBED uses an electronic reporting system known as MbdAssist to provide customer management and client tracking information. The MCBAP office director must have a computer and be proficient with standard business software to better assist their clients and provide timely client tracking information. Training on MbdAssist will be provided to all counseling staff.

- Client Case Files (paper and electronic files)

1. Client Paper Files: A separate file shall be maintained for each consulting case. The file shall include the client assessment and consulting goals or plan of action and all documentation in regard to that client, as prescribed in the MCBAP Operations Manual.
 2. Each MCBAP shall utilize a standard client assessment and intake tool, which must be present in each client file. Each client file should document progress toward consulting goals outlined and agreed upon.
 3. Client Electronic Files: Each MCBAP office will use the MbdAssist system, the electronic client tracking system as dictated by MBED.
 4. All graduate student time devoted to counseling and research for MCBAP clients may be counted as MCBAP counseling hours. All entries must be made into MbdAssist based upon standards detailed in the MbdAssist manual. In all cases the client file must detail counseling participation by each student.
 5. Electronic Training Files: Each center will use the MbdAssist system to track training activities.
- Time limits
 1. All counseling and training activity for a given week must be entered into MbdAssist by close of business the following Tuesday. There will be no exceptions to this rule and there may be sanctions for violators.

Success Stories:

MBED requires each MCBAP office to submit a minimum of one success story bi-annually on the following dates: April 15th and October 15th.

The purpose of the success stories are as follows:

- To demonstrate collaboration and business development
- Develop and communicate effective program success stories for enhanced accountability
- Effectively communicate program impacts to various audiences

The success stories will describe the following with approximate word requirements:

- Business background 100 words
- MCBAP services used 250 words
- Company progress and status 150 words
- Best advice for other entrepreneurs 100 words

Success story usage:

- MBED Annual Report
- Presentations to legislators
- Posters and other collateral materials

- Internet

Success stories will be tracked electronically. If MBED has not received a success story from the MCBAP office by the deadline, the office will be notified that it is in violation of the grant agreement, which jeopardizes funding.

Financial Management System:

The MCBAP office shall maintain a separate accounting and record of all expenditures attributable to the management, operation and conduct of the office. MCBAP offices shall also maintain separate accounting and records of local or state match funds, program income, and any other fiscal matters relating to the MCBAP office budget. Detailed records must facilitate an audit that traces program expenditures by source and use of funds.

Financial records shall adequately identify the source and use of funds and provide for the comparison of actual expenditures to budgeted amounts by line item. MCBAP grant agreements shall provide for the advance sum disbursement of not less than one-twelfth of the total grant award. The balance of funds shall be paid monthly on a reimbursement basis.

At the end of the third quarter, each office will be asked to identify as surplus, any of budgeted MCBAP funds that will not be expended by the end of the fiscal year. Notification of surplus funds must be made to MBED by March 31, of each year or as determined by the MCBAP Coordinator. Any funds that are identified as surplus will then become available for reallocation by MBED.

At the end of the fiscal year, the amount of MCBAP funds that were not expended by an office may be deducted from the allocated amount for the following year. This will not apply if these funds had been identified as surplus when requested to do so by MBED.

If the amount of unexpended funds exceeds one percent of the total of MCBAP and ODOD funds and was not identified as surplus, then the amount of funds allocated to that office for the following fiscal year shall be reduced by the unexpended amount.

The proposal shall include the name, title, address and telephone number of the accountant, comptroller or financial officer responsible for the financial tracking and accounting of MCBAP program funds on the Key Personnel worksheet or on the Personnel worksheet, as appropriate.

Examples of program income:

- Income earned by providing training to clients, another MCBAP office or other entities using an MCBAP developed product or specialized training provided to the MCBAP office by MBED is program income.
- Income earned from trade shows.
- Income earned from the sale of books, brochures, etc.

- Income earned from the sale of advertising space in magazines.
- Income earned from the performance of research work.
- Income earned from the analysis of financial statements.
- Income earned from training workshops including co-sponsored events.
- Interest earned from program income.

Examples of what program income is not:

- Donations received by the director not derived from MCBAP activity.
- Fees collected by other organizations outside the MCBAP network through co-sponsorship arrangements.
- Other state funds (direct and pass through).
- Interest earned on advances.

How to record program income:

Program income must be recorded and maintained in an account or accounts separate from the MCBAP operating accounts. There must be controls in place to ensure that all program income and related disbursements are accounted for properly.

The following control procedures should be implemented by the center:

- Use the forms identified in the Operations Manual
- Identify each source of program income
- Report sources and uses of program income
- Identify all accounts containing program income.

Inventory:

MCBAP equipment or furniture consists of all items purchased for the use of the MCBAP valued at more than \$500, with a useful life of over 2 years and purchased using MCBAP or ODOD grant funds and/or the matching funds from the host. An inventory of these items must be maintained at the service center. The inventory will include date of purchase, price, description, identification number and, if necessary, reason and method of disposal. In the event a service center is closed, MBED will distribute the inventory where needed within the network.

By signing below the Host Organization Representative and MCBAP Director acknowledge they have read the foregoing MCBAP Operating Guidelines, and agree to abide by all provisions of such guidelines.



Host Representative

Signature _____

Printed Name _____

Date _____

MCBAP Director

Signature _____

Printed Name _____

Date _____

ATTACHMENT 6
CERTIFICATION AGREEMENT

By submitting and signing this attachment, the applicant certifies that:

1. It will provide a drug, smoke and alcohol-free workplace;
2. Sufficient financial controls exist to prevent any waste, fraud, or abuse of funds provided through the MCBAP grant agreement;
3. All positions will be filled in accordance with Affirmative Action/Equal Employment Opportunity standards;
4. The MCBAP office will not compete with the private sector and will avoid the appearance of competition with the private sector;
5. MCBAP office services will be rendered on a nondiscriminatory basis. Workshops, seminars and conferences will be held in locations accessible to the disabled. Reasonable accommodations will be made, upon request, for visually and hearing impaired attendees. MCBAP centers are required to make modifications and accommodations (which do not fundamentally alter the program or activity or entail undue financial or administrative burdens) to enable otherwise qualified physically challenged individuals to participate; and
6. The MCBAP Director shall ensure that a conflict of interest policy form is disseminated to and signed by all employees and board members.

Applicant: _____

By: _____

Title: _____

Date: _____



**ATTACHMENT 7
NEPOTISM POLICY**

Nepotism is the practice of exhibiting favoritism toward one’s family members in economic or employment terms. For example, the hiring of a relative, without regard to merit or qualifications, would be considered nepotism. The MBED policy for center operations is that the MCBAP Director, counselor, manager or any employee of the MCBAP shall not exhibit nepotism. Furthermore each MCBAP center shall avoid the appearance of nepotism by ensuring that any employees related by blood or marriage do not have a direct supervisory role over one another. Each MCBAP center shall have as a part of its operating procedures and/or guidelines, a written anti-nepotism policy reflecting the requirements and shall provide a copy of the same to all employees of the center. Any exception to this policy must receive the **prior** written consent of Sharon Smith, Manager, Office of Management and Technical Services (OMTS) before employing a family member or placing a family member in a supervisory role over a relative.

Any MCBAP Director, manager or employee that is exhibiting nepotism shall be subject to review by the OMTS Manager which may result in possible sanctions including reduction or cancellation of any MCBAP grant award.

Signature

Date

Print Name

Position Title

Note: Each MCBAP Director, counselor, manager and any employee of the MCBAP must acknowledge receipt and review of this policy by completing this form. The form may be copied as needed. Copies of this form with original signatures must be returned with your proposal.

Ethics Policy

Each host and MCBAP center shall submit a copy of the Ethics Policy for the host organization.