

# Ohio MEP RFP Pre-Bidders' Conference

May 26, 2016  
10:00 am

(Audio will be streaming via webcast – Please make sure your computer speakers are plugged in and your volume is turned up)



**Development  
Services Agency**

# All RFP Information Available at:

[https://development.ohio.gov/bs/bs\\_mep.htm](https://development.ohio.gov/bs/bs_mep.htm)

# Agenda

- Program Background and Overview
- Program Eligibility
- Funding
- RFP Process
- Proposal Submission and Next Steps
- Preliminary Q&A

# PROGRAM BACKGROUND AND OVERVIEW

# Hollings Manufacturing Extension Partnership (MEP)

- Sponsored by U.S. Dept. of Commerce (NIST)
- 28-year-old program
- Goals:
  - Strengthen U.S. manufacturing
    - develop new products and customers
    - expand into global markets
    - adopt new technologies
    - “re-shore” production...
  - Focus on small- and mid-sized manufacturing enterprises

## How Ohio Participates

- National competition every 5 years by cohort
- “Program year” for Ohio’s cohort ~ October 1 to September 30
- State Government as the “MEP Center”
  - Small central administrative staff
  - Additional funding (“cost share”)
- “One Ohio MEP” – regional affiliate model
  - Serve all corners of Ohio
  - Leverage specialty expertise



# Services

- Professional services for technology adoption and management process improvement
- “Next Generation Strategy” elements:
  - Continuous Improvement
  - Technology Acceleration
  - Supply Chain Optimization
  - Sustainability
  - Workforce Development

# Metrics

## Outcomes:

- Increased sales
- Jobs created (and retained)
- Cost savings realized
- Investment

## Diagnostic:

- # of clients
- # and quality of events
- Program income generated

# PROGRAM ELIGIBILITY

# Lead Applicant

- “Sub-Grantee” – qualifications flowed down from NIST
- Non-profit organization chartered in Ohio:
  - Public or private non-profit corporations
  - Non-profit or State colleges and universities
  - Public or non-profit community and technical colleges
  - Local governments
- Responsible for the performance of the contract

# Partner

- Same qualification requirements as Lead Applicant
- Anticipated to receive MEP funds and/or is contributing to cost share, and is actively involved in the delivery of services *on an ongoing basis*
- Named in the proposal
- Not just an occasional third-party provider (which does not have to qualify as a Partner)

# FUNDING

# Funding Sources

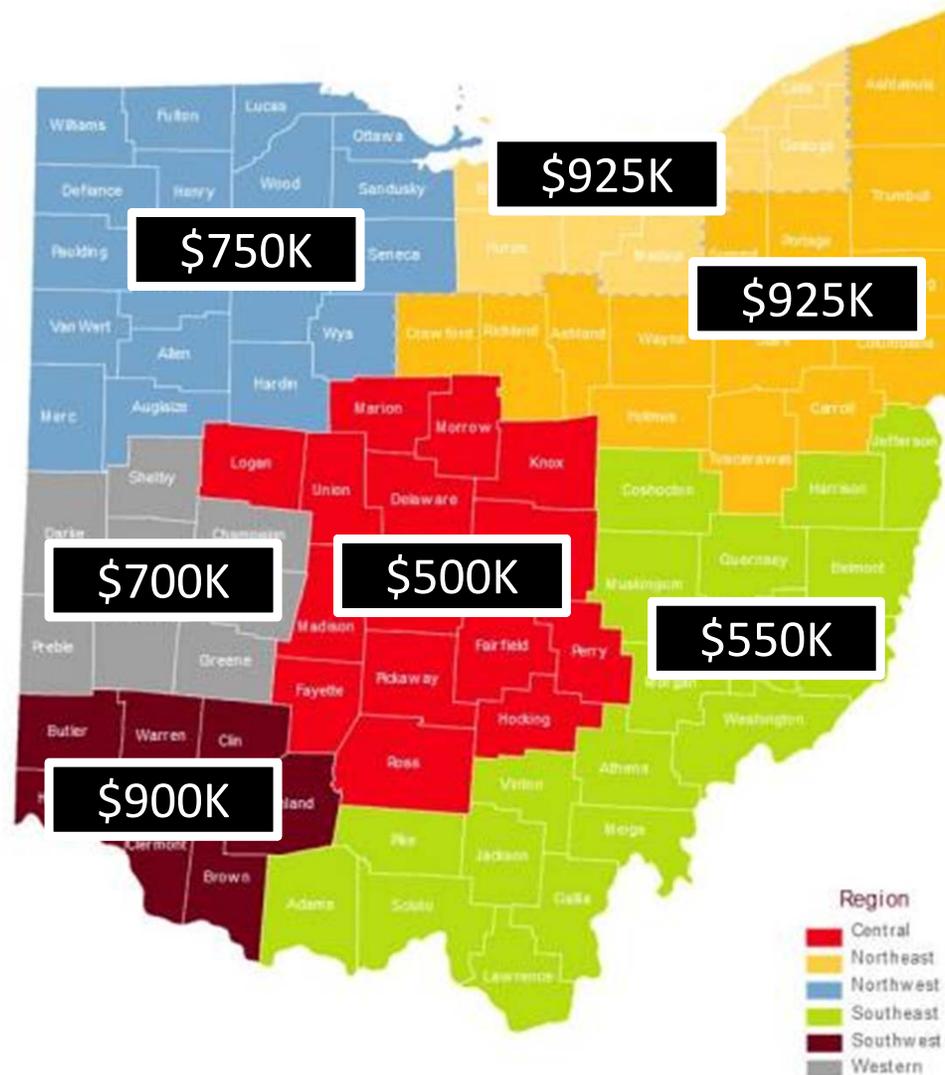
- Federal allocation
  - Foundation for the budget
  - \$5.247million annually for Ohio
  - 100% pass-through
  - Variable NIST cost-share formula (1:1, 2:3, 1:2)
- State contribution
  - Administrative budget (general revenue)
  - Match to federal allocation (~doubles grant size)
- Local cost share
  - “Program income” – unique to MEP program
  - Philanthropy
  - In-kind contributions – additional professional services

# Distribution of Federal Funds\*

## Considerations:

- Distribution of manufacturers
- Concentration of very small manufacturers
- Accessibility
- Cost share burden

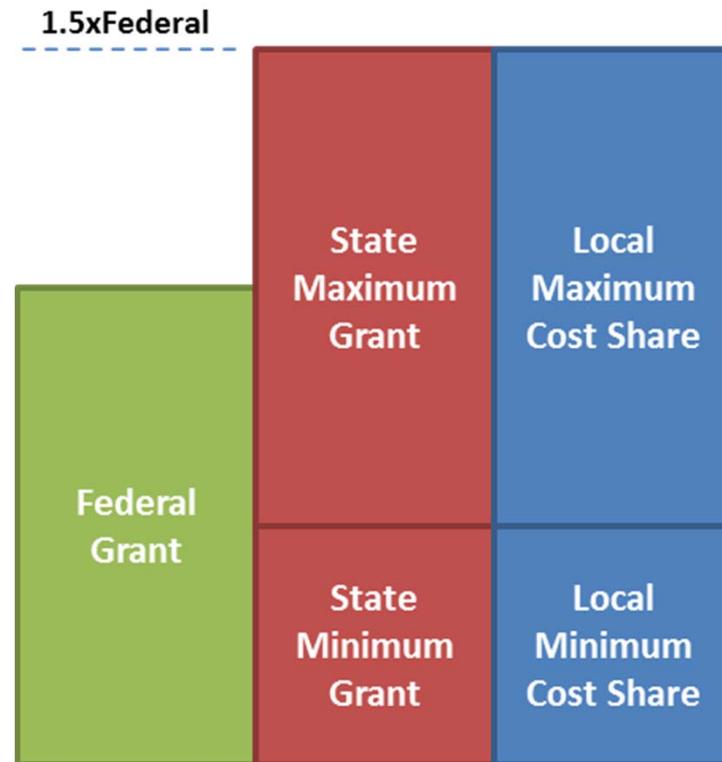
\*Note: These allocations are for the first year of the award and may be adjusted upward or downward in subsequent contract years



# Budget and Cost Share

Lead Applicants will build their own budgets within guidelines:

- State matches local contribution 1:1
- Minimum local contribution 25% of total proposed budget (0.5 x federal amount)
- Maximum budget\* 4x federal grant
- \* “Special projects” invited; up to 10% more



# Allowable Costs

- Line items
  - Direct costs are incurred in the performance of the project
  - Allocate time/money to the project per individual per invoicing period
  - Use Purchased Services for 3<sup>rd</sup> party contracted work; work provided by Partners goes in Subcontract/SubGrant line item
- Indirect rates
  - Indirect, also called “F&A”, rate is determined by your “cognizant (federal) agency”
  - Include your letter in your proposal
  - If you don’t have a cognizant agency, submit a 2CFR200-compliant rate calculation for your organization with your proposal

# Performance-Based Cost Match

- Aligned with primary objective to serve small and mid-sized manufacturers
- Drives cost-reimbursement process
- Cost-match planning tool provided (RFP Appendix F)

Line of Business	Matching Grant Share	Local Cost Share	Multiplier on PI/Other Cash
Very small business consulting services (fewer than 25 employees)	75%	25%	3.00
Small-to-medium sized business consulting services (25-800 employees)	65%	35%	1.86
Large business consulting services (more than 800 employees)	15%	85%	0.18
New services and technology development	50%	50%	1.00
Workforce/education/training events & memberships	60%	40%	1.50

# Cost Reimbursement Approach

Implications for proposers:

- Build a business plan that generates program income commensurate with the resources that are applied to each line of business
- Generate additional 1:1 (state:local) match outside of the program income formula through donated (in-kind) 3<sup>rd</sup> party services and community philanthropy
- Meet or exceed the plan and get reimbursed for costs up to the full contract grant value

# RFP PROCESS

# Important Dates

- ✓ RFP Released – May 16, 2016
- Letters of Intent due – 1:00 p.m., June 1, 2016
- Written questions accepted ([MEPRFP@development.ohio.gov](mailto:MEPRFP@development.ohio.gov)) – through July 1, 2016
- Proposals due – by 1:00 p.m., July 15, 2016

Use the portal:

<https://development.ohio.gov/MEPApp/>

- Cost Share commitment letters due – by 1:00 p.m., September 1, 2016
- Review and Award – approximately September 30, 2016 (depends on NIST contract award)

# Elements of a Good Proposal

- Follow the instructions
- Use the appendices; e.g. market analysis, cost-match tool
- Tell your story:
  - How well do you know the regional manufacturing sector and their needs – especially small manufacturers?
  - What's your strategy for serving them?
  - What services are you prepared to offer? Using what mix of resources? What differentiates your services from those available in the private sector?
  - What are your capabilities and experiences and those of your partner organizations that particularly qualify you for this program?
  - What's your plan for generating program income and the remaining cost-share?

# Budget Forms

- **Use the white spaces!** The rest are populated by formula
- One set of forms for each region or sub-region (Northeast = 2)
- Form 1 – 5-year Lead Applicant budget
  - Note that we are no longer asking that each line item be split into federal, state and local funding amounts
- Form 2 – 5-year Partner budget
- Form 3 – Sources of Cost Share
  - Program income – per your business plan
  - Value of other cash and in-kind services
  - Special (“+10%” projects)
- Form 4 – Payroll and Fringe Worksheet
  - Required for first year only

# Communications

- Letters of Intent
  - Organizations submitting LOIs will be given an LOI number for use in identifying the proposal
  - Organizations submitting LOIs will be identified on the DSA website
- Proposal
  - Proposal submissions will be acknowledged by email within one business day
  - Following submission you may be contacted for additional information or clarifications; these communications should not be construed as an indication of either acceptance or rejection of any proposal

# Communications (continued)

- Q&A
  - Throughout the process, questions are welcome, *but...*
  - After July 15th, questions are to be submitted only to [MEPRFP@development.ohio.gov](mailto:MEPRFP@development.ohio.gov); use subject line “2016 RFP Q&A”
  - Questions with broad application to the bid process will have the answers broadcast to all proposing organizations; the organization submitting the question will not be identified
  - *Caution!! – No Lead Applicant, partner or others acting on their behalf may contact any DSA staff, State of Ohio Executive Branch members or DSA’s external evaluators (if any), outside of the Q&A process, regarding the submitted Proposal during the Proposal Period.* This exclusion does not apply to routine administrative contacts regarding other projects already in progress.

# PROPOSAL SUBMISSION AND NEXT STEPS

# Registration and Letter of Intent (LOI)

- Register online at <https://development.ohio.gov/MEPApp/>  
***Save your credentials!***
- Review the RFP at [https://development.ohio.gov/bs/bs\\_mep.htm](https://development.ohio.gov/bs/bs_mep.htm)
- Submit (non-binding) LOI on 1<sup>st</sup> tab
- If the portal is not available for any reason, submission by email is authorized at [MEPRFP@development.ohio.gov](mailto:MEPRFP@development.ohio.gov); use subject line “MEP Letter of Intent”
- Receive LOI number by email from DSA
- 2<sup>nd</sup> tab for proposal and attachments upload available ~ June 1<sup>st</sup>

# Proposal Submission

- Log in at same url: <https://development.ohio.gov/MEPApp/>
- Fill out budget summary form
  - Federal amounts will auto-populate based on region(s)
  - Fill in program income, other cash, in-kind amounts
  - State match will auto-populate at 1:1
- Upload the proposal as a single pdf containing all documents except budget forms (in MSExcel)
- Try not to wait until the last minute
- If the portal is not available for any reason, submission by email is authorized at [MEPRFP@development.ohio.gov](mailto:MEPRFP@development.ohio.gov); use subject line “MEP Proposal Submission”

# Evaluation

- Process - Team evaluation by qualified, non-MEP staff
- Criteria – 100 point system
  - Strategy and Market Understanding (10pts)
  - Service Offerings and Delivery (35pts)
  - Qualifications (30pts)
  - Budget and Finance (25pts)
- Special projects
  - Evaluated independently
  - Don't affect scoring
  - Subject to funding availability

# Award Process

- Compliance check
- Team evaluation
- State needs assessment and initial selection
- Prospective awardee notification – phone and email (~August 15<sup>th</sup>)
- Negotiation
  - Scope adjustments
  - Financial adjustments and budget reconciliation
- Five-year award (~September 30<sup>th</sup>)
  - Funding one year at a time
  - Performance-based continuation
  - Potential for additional five-year extension

DSA reserves the right to award greater or lesser amounts and/or to shift the allocation of funds among grantees if it determines that this best serves the interests of the Program.

# PRELIMINARY Q&A

**Ohio** | **Manufacturing  
Extension Partnership**