



Pre Bid Conference
Summary (9/16/2013)

Additional Monies:

For the 18-month grant period covered by the current Request for Proposal, the Ohio Development Services Agency, Minority Business Development Division will have additional one-time monies available to allocate to the work of the Minority Business Assistance Centers. A determination regarding how the funds will be allocated will be made in conjunction with selecting successful proposals and negotiating grant contracts.

Service Areas:

When determining what service areas are for the current Minority Business Assistance Center Request for Proposal we reviewed census data to determine how many self-identified minority-owned businesses as well as minority populations reside in each county. The primary service areas were determined by designating those counties which contained the highest representation of minority-owned businesses and minority residents. Data for those areas which are designated as secondary service areas did not show a sufficient representation of minority-owned businesses or residents to be designated as primary service areas. However, our goal was to ensure that businesses in any county in Ohio would have access to a Minority Business Assistance Center.

Key Performance Measures:

The purpose behind establishing Key Performance Measures for the current Request for Proposal is to ensure that measures of successful execution are consistent across all centers and to ensure those performance measures align directly with goals of the Minority Business Development Division.

Ohio Centers:

There are currently a number of different centers throughout Ohio that meet an array of client business needs. Chief Jackie Williams is coordinating a group that is reviewing all the centers in Ohio. The goal is to ensure that Ohio Development Services Agency is collectively meeting market needs and that, wherever possible, we are leveraging agency resources to meet those needs.

Time Line:



<u>Request for Proposal Timeline</u>	<u>Action</u>
September 6, 2013	Development releases Request For Proposal to potential applicants
September 16, 2013	Pre-Bid Conference
September 23, 2013	Development closes applicant Q & A period at 3 p.m.
September 30, 2013	Development posts answers to applicant questions
November 1, 2013	Deadline for applicants to submit proposals to Development by 5 p.m.
November 25, 2013	Development issues Minority Business Assistance Center award notification letters
January 1, 2014	Minority Business Assistance Center opens for business
June 30, 2015	Project completion



Questions during Pre-bid Conference
(9/16/2013)

1. 20 percent Cash Match: Is there a difference between cash match and in-kind contributions?

- **Host or Local Cash Match**

Funds contributed by the host of the *Minority Business Assistance Center* or by any local partner that may be providing financial support to the program.

- **Cash Match**

Cash Match funds must be generated from a source with a mission and focus on economic development, business development and business/entrepreneurial training.

- **In-kind** contributions made to the Minority Business Assistance Center in a form other than dollars. This may include office space, time, support, etc. In-kind contributions require specific documentation to meet the test. A sample of the in-kind letter is included.

- **In-kind Rules**

The Ohio Minority Business Assistance Center program has set the following rules for the inclusion and documentation of in-kind contributions:

- Contributions may include, but are not limited to, cost items such as staff time and materials, office space and equipment.
- A bona fide contribution must exist and may be claimed when the source of the donation has no reasonable expectation of compensation such as a requirement that the contribution be made as a provision in a contract or purchase order for the products or service.
- Paid Minority Business Assistance Center staff, i.e. host employees, are not eligible sources of in-kind contributions over and above the remuneration of salaries and benefits provided by the host organization.
- Minority Business Assistance Center support documentation must include the following: date and signed statement from the donor identifying the specific nature of the donation, contact information and indication that no additional



- remuneration is expected. Donor documentation may resemble an invoice with those provisions.
- The Minority Business Assistance Center must document on an annual basis the valuing of the donation in a clear manner such as the following: three bids or quotes in response to a competitive procurement process for similar cost items; sales literature, price catalogs; published schedules; or documented pricing for similar cost items previously paid for by the host institution.
 - The total value of paid and donated services from each donor must represent a reasonable value to the state and be consistent with the standards of the host institution.
2. If two entities want to join together for the proposal, assuming they win, is there any way that each entity can get their funding sent directly to them?
 - Yes this is something that can be added to the grant as needed.
 3. When does the cash match need to be used up by?
 - Grantee is required to contribute their cash match (20 percent of given grant funds) within nine months of the grant period (9/30/2014).
 4. There is a new line item in the budget, marketing, is that for materials or consultants?
 - We do not have a preference. If a consultant is hired for marketing purposes, we reserve the right to approve the scope of work.
 5. The second item on the required exhibits checklist "Minority Business Assistance 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" what should we provide to fulfill this item?
 - This is an error. Nothing is required for this.
 6. When does job creation count?
 - Job creation and job retention is credited to the Minority Business Assistance Center if it took place during the 18 month period of the grant.
 7. Is CBA/ FasTrac mandatory?
 - We expect you to achieve Certified Business Advisor/ FasTrac certification within a year of becoming a Minority Business Assistance Center director or, alternatively, providing proof of equivalent professional experience. One advantage of obtaining



FasTrac certification is that the certified individual has the ability to generate program revenue which can be utilized to support work of the Minority Business Assistance Center.

8. What staff you need mandatory?
 - Mandatory staff includes one Minority Business Assistance Center Director and one Counselor. Having a program/administrative person would be ideal but not mandatory.
9. How should we deliver the proposal?
 - We will only accept proposals that are submitted electronically. Proposals can be emailed to ohiombac@development.ohio.gov or a CD/USB can be mailed to:

Proposals must be addressed to:

MBAC Request for Proposals
Minority Business Development Division
Ohio Development Services Agency
77 South High Street, 28th Floor
Columbus, Ohio 43215

In order to be considered, proposals must be received no later than 5:00 P.M. on Friday, November 1, 2013. Any proposal received after that date will not be reviewed.

10. How much measure does the set a-side goal have on the Key Performance Measures?
 - The work of the Minority Business Assistance Center is broader than the 15 percent set-aside goal. However the Key Performance Measures are designed to focus the work of the Minority Business Assistance Center on those outcomes which support the set-aside goal and support expanding the capacity, growth and expertise of minority businesses. Further, the Key Performance Measures are designed to provide a method for consistent evaluation of the effective use of grant funds that are awarded through this process.
11. Are you going to use FasTrac?
 - We are currently evaluating the use of FasTrac.
12. Section 8: How are you going to leverage partners?
 - We will evaluate Request for Proposal responses, regarding leveraging partnerships, for the creative and effective strategies that



are outlined to utilize and leverage these organizations. The goal behind the work being funded through the Minority Business Assistance Center is to have maximum impact on serving the needs of our business clients and finding ways to leverage available community and economic resources.

13. Is the Minority Business Assistance Center website the same as the Host website?

- No the Minority Business Assistance Center website needs to stand-alone from the host. However, it can be located within the host main site.

14. How many meetings will be held in Columbus during the 18-month grant period?

- We don't anticipate having numerous meetings in Columbus however we anticipate scheduling some training meetings to allow Minority Business Assistance Center to share best practices. We will work with Minority Business Assistance Center directors on dates and agendas for any future meetings.



Additional Comments:

(9/16/2013)

- If you represent an organization which has locations in more than one area in Ohio, it is acceptable if you wish to submit more than one proposal. If you elect to submit more than one proposal make sure that each proposal contains responses to questions that specifically address each service area.
- Regions that are established in the Minority Business Assistance Center service area map cannot be broken up or changed. Proposals must address service areas as they are shown in the Request for Proposal.
- The Business Expo will be held on November 21, 2013.