



**OHIO THIRD FRONTIER ENTREPRENEURIAL SERVICES PROVIDER PROGRAM
CY 2020-2022 RFP**

**Frequently Asked Questions
(Updated 8/30/2019)**

General

Q: When is the deadline for Letters of Intent?

A. Section II of Appendix A does not apply to this RFP. Therefore, a Letter of Intent is not needed. Additionally, a proposal identification number will not be issued or required.

Q: Once proposals are submitted, what is the expected process and timeline for review?

A. Proposals will be reviewed by Quantum Commerce, LLC, the third-party evaluator. The evaluator review will take place in September and October with rewards given out in November. Lead Applicants should expect to answer additional questions and participate in interviews and/or site visits with the evaluator.

Q: What is the guidance on trade secret information?

A. All Lead Applicants are strongly discouraged from including in a proposal any information that the Lead Applicant considers to be a "trade secret." All information submitted in response to the RFP is public information unless a statutory exemption exists under the Ohio Public Records Act (O.R.C 149.43). If any information in the proposal is to be treated as a trade secret, the proposal must identify every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.

Q: What is the definition of a Client? Does a client have to be a company?

A. A Client must be a concept company, seed company, or early stage company located in Ohio, or a company currently located outside Ohio that commits to locating a Principal Place of Business in Ohio. At the time of becoming a Client, the company is expected to be in the Imagining, Incubating or Demonstrating stages of the Technology Commercialization Framework.

Q: Regarding section 3.3.8 *ESP Services*, is there a recommended location/section in which to discuss services that may span multiple categories?

A. Development recommends including these types of services under section 3.3.8.4 *Additional Activities*.



Q: Using the definition of *Collaborator* as stated in the RFP, would organizations in the following scenarios qualify as Collaborators?

1. An organization receives some Ohio Third Frontier funds but will not actively be involved in the delivery of services
2. An organization provides some amount of cost share (no Ohio Third Frontier funds) but will not actively be involved in the delivery of services
3. An organization receives no Third Frontier funds and provides no cost share, but will be actively involved in the delivery of services

A. In all scenarios, the organization would not constitute a Collaborator, but may constitute a cost-share provider if providing cost share.

Region

Q: If a Lead Applicant is proposing for two regions should both regions be included in the same proposal or should the Lead Applicant submit one proposal for each region?

A. If submitting for multiple regions, the determination of whether to file a single proposal or multiple proposals is left up to the Lead Applicant. If submitting a single proposal for multiple regions, the page limitations shall apply per region.

Q: If the Lead Applicant submits a proposal covering two regions, does Development's direction on page limitations mean the section for ESP Services & Additional Activities could have up to 24 pages to describe services and activities shared across both regions?

A. The Lead Applicant can make the determination to either submit up to 24 pages covering both regions or up to 12 pages covering each region separately.

Q: Can there be multiple awardees in one region, and if so, would there be a designated Lead to coordinate work?

A. Yes, there can be multiple awardees per region. The evaluator's recommendation will drive how the awarded Lead Applicants coordinate with each other.

Internship

Q: Is the *Internship Program* run by the Lead Applicant or could it also be run by a Collaborator?

A. The Internship Program can be run by either the Lead Applicant or a Collaborator.

Q: Can 100% of the costs of the *Internship Program*, including personnel costs for the intern and other program-related costs, be paid out of grant funds?

- A. The Lead Applicant should use its discretion to determine how to set up the internship program to best serve the interests of the region. Intern wages can be partially or fully covered with grant funds. Other program-related costs (i.e. personnel, etc.) incurred by the Lead Applicant or Collaborator can be included as typically allowed under the RFP. Additionally, funds contributed by an intern-host company to cover intern wages can constitute cost share.

Q: Should the *Internship Program* have its own proposal section, and if so, what are the page limitations on this section?

- A. Yes, the Internship Program should have its own section of up to 2 pages.

Q: What are the guidelines for the internship program? (E.g.: What type of role fits the internship program? What is the approval and/or management process? What is the ideal timing of the program? How many interns can be assigned to each company and what is the wage scale)? What are the ideal goal metrics and impacts for the internship program?

- A. The Lead Applicant should create and manage an internship program with specific guidelines, processes, and metric collections in order to best serve the needs of the region and its clients.

Q: Will the Ohio Third Frontier Diversity & Inclusion Internship program continue, or is the expectation that ESP internship activities will replace it?

- A. The Ohio Third Frontier Diversity & Inclusion Internship will continue as it is currently operating. The ESP internship activities should seek to compliment and expand the opportunities provided for Ohio students seeking valuable work-based learning experiences.

Q: The metrics table in section 3.3.9 does not include the internship program. Will projected metrics be requested during review? And if so, what metrics will be requested?

- A. Projected internship metrics are not requested in table 3.3.9, however, a Lead Applicant's internship plan and budget should include baseline metrics for this program (e.g. how many interns the program expects to place and at what cost).

Cost Share and Allowable Expenses

Q: Does time spent by personnel preparing for a meeting or attending an event apply to the cost-share-only restrictions for travel, meetings, and events?



- A. Personnel time spent preparing for, organizing, or attending an event or meeting is reimbursable under the grant, provided it is ESP-related.

Q: What are the guidelines for the types of expenses that are only included in cost share (i.e. Meetings/Events, Sponsorship/Membership)?

- A. Meeting/events will generally be considered as cost share, unless they are training or technical assistance events with the dissemination of technical information in which case these events may be eligible for reimbursement with grant funds. All costs must be appropriate, necessary and managed in a manner which minimizes costs to the grant. Additionally, all food-related costs must be submitted as cost share.

Q: Can the Lead Applicant leverage service partners to provide help in talent services related to securing VISAs for high-potential talent and capture this expense as cost share?

- A. Generally, yes. See 2 CFR 200.463(d) for guidance.

Q: Can Indirect Costs not charged to the Grant be used as Cost Share?

- A. All costs to the grant, whether grant funds or cost share, must be allowable. The RFP does not restrict Indirect Costs, aside from the instruction to apply a federally approved or 2 CFR 200 compliant rate in the Proposal, which will be applied throughout the term of the award. Therefore, Indirect Costs identified in the Proposal but not charged to the grant can be charged as cost share. Example, if a Proposal identifies an indirect rate of 60%, but only charges 40% to the grant, the remaining 20% can be used as Cost Share, assuming they are allowable costs.

Q: Are all Allowable Expenses/Cost Share required to be pari passu, or is the Cost Share simply required to be 1:1?

- A. The cost share commitment must be at least one dollar for every dollar of Ohio Third Frontier funds requested (i.e., a ratio of at least 1:1). This is an overall ratio, there is no pari passu requirement.

Q: Can a Lead Applicant make an investment in a startup, receive a security (convertible note or equity), provide the startup a separate and equal grant, then request reimbursement for the grant portion of the funding provided to the startup?

- A. A Lead Applicant can provide a grant to a company and seek reimbursement of Grant Funds provided it does not take any equity or membership interest, in any form, for such Grant Funds.



Q: Can JobsOhio funding be leveraged as cash cost share match?

- A. Eligibility and restrictions on cost share are set forth in sections 2.4.2 and 3.3.12 of the RFP. However, Development cannot speak to any restrictions another entity may have on the use of its funds. Additionally, a Letter of Commitment must be provided by each cost share provider as set forth in Budget Form 3.

Key Application Topics

Q: Is Development requesting the Lead Applicant address all topics (1-10) listed in Section 3.3.7 for each of the ESP Services and Additional Activities listed in 3.3.8?

- A. Lead Applicant can either respond to all topics in 3.3.7 (i) in a general statement of work for the region or (ii) for each of the identified ESP Services and Additional activities in 3.3.8.

Gross Compensation/Fringe Benefits

Q: What fringe benefits are included in the calculation of gross compensation and how does this apply to the allowable compensation cap?

- A. Gross compensation includes, but is not limited to, salary, payroll taxes, health insurance, retirement contributions, leave time, parking compensation, etc.

Q: Can more detailed information be provided about the cap in compensation? Specifically, is compensation capped at \$200,000 or \$100,000?

- A. Gross compensation should be split 50/50 between Grant Funds and Cost Share. Lead applicants may request up to \$100,000 from Grant Funds and \$100,000 using Cost Share per individual, per year (\$200,000 total). Any additional gross compensation will be the responsibility of the company and not eligible for reimbursement of Grant Funds or Cost Share.

Collaborators

Q: What constitutes a Collaborator and what is the ideal relationship between Collaborator and Lead Applicant?

- A. Development defines a “Collaborator” as an organization, institution, company or other legal entity that is not an affiliate of the Lead Applicant, or an individual not employed by or related to the Lead Applicant, that is anticipated to receive Ohio Third Frontier funds



and/or is contributing to Cost Share, and is actively involved in the delivery of services on an ongoing basis.

Q: Does the Lead Applicant need to support Budget Form 2 for each of our stated collaborators?

A. Yes, Section 3.3.12.2 of the RFP states:

Collaborator Budget is to be completed for each Collaborator that is receiving a Subcontract/Sub-Grant from the Program and/or is committing Cost Share to the proposed Project, and is actively involved in the delivery of services on an ongoing basis. The total of the requested Ohio Third Frontier funds and related Cost Share detailed on Budget Form 2 must equal the total corresponding amounts of the Subcontract/Sub-Grant line reported in Budget Form 1.

Q: How does the Collaborator/Lead Applicant partnership and their related metrics impact the Lead Applicant? What activities (administrative efforts, metrics, etc.) should be tracked for each collaborator?

A. All metrics of any Collaborator should flow through to the metrics of the Lead Applicant.

Q: Does a collaborator have to be a non-profit organization?

A. No, a collaborator can be any entity meeting the requirements of Section 2.3.2 of the RFP.

Q: Does Development or the Proposal Evaluator have any preconceived ideas about who the ideal collaborators should or shouldn't be, and is more weight given to collaborators focused on specific areas?

A. There are no preconceived ideas by Development on who the ideal collaborators in a region would be.

Required Metrics

Q: Does requiring information on disabled-owned/led companies violate any state or federal regulations (i.e. EEOC)? If not, what is the definition of a disabled-owned/led company?

A. The section regarding disabled-owned/led companies was included in error. It has been removed from the RFP and the updated version has been reposted.