

OHIO LABOR-MANAGEMENT COOPERATION PROGRAM

REQUEST FOR PROPOSAL

FISCAL YEARS 2010-2011

(JULY 1, 2009 - JUNE 30, 2011)

I. GENERAL INFORMATION

OHIO LABOR-MANAGEMENT COOPERATION PROGRAM AND RFP PURPOSE

The Ohio Labor-Management Cooperation Program (OLMCP) was established in 1984 to encourage the development of effective and efficient partnerships between organized labor and businesses in Ohio. The Ohio Department of Development is responsible for administering and managing the grant program, encouraging the formation of new labor-management partnerships and carrying out the Governor's commitment to support labor-management cooperation in Ohio. OLMCP grants are awarded in accordance with the terms and conditions set forth in this Request for Proposals (RFP). **Please note that the solicitation of proposals under the Ohio Labor-Management Cooperation Program does not obligate the State of Ohio and/or the Ohio Department of Development to award funds to any application and/or proposal received.**

DEADLINE FOR THE RECEIPT OF RESPONSIVE PROPOSALS

Four (4) printed copies of the proposal must be received no later than Tuesday, June 16, 2009 at 5:00 PM. Any proposal received after this time will be rejected without consideration.

PROPOSAL DELIVERY INFORMATION

Please mail and/or hand-deliver four (4) printed copies of the proposals to the following address:

OLMCP Proposal Review Team
c/o Jennifer Williams
Ohio Department of Development
Workforce and Talent Division
77 S. High St., 28th Floor
Columbus OH 43215

PROPOSAL REVIEW TIME LINE

RFP Issue Date	6/02/09
Proposals Due	6/16/09
Review/Approval	6/23/09
Funding Announcements (Planned)	6/30/09

II. APPLICANT AND PROPOSAL REQUIREMENTS

GENERAL INFORMATION AND GUIDANCE

Any organization that meets the below referenced “Applicant Requirements” and demonstrates the ability to facilitate partnerships among organized labor and businesses in Ohio is eligible to submit a proposal and/or apply for funding under this RFP.

Applicants that receive funding, i.e., grantees, are expected to work in partnership and cooperation with other OLMCP grantees in order to maximize the quantity and quality of services delivered to the largest number and type of clients in Ohio.

The Ohio Labor Management Cooperation Program is an important component of the Ohio Department of Development’s strategic plan, i.e., *Ohio, Home of Innovation and Opportunity*. Applicants’ proposals should complement the goals and objectives of *Ohio, Home of Innovation and Opportunity*. To view the Ohio Department of Development’s strategic plan in its entirety, please visit the following URL: <http://development.ohio.gov/strategicplan/>.

AWARD PREFERENCE

Preference in grant awards shall be given to applicants with a demonstrable track record providing neutral, third-party labor-management cooperative services, coordinating activities between and among labor-management organizations and/or entities, and responding to community needs and working with economic and workforce development agencies to achieve measurable outcomes related to improving labor-management relations.

APPLICANT REQUIREMENTS

In order to be considered for funding, applicants must:

- (1) Provide evidence of their status as a 501(c) entity (i.e., not-for-profit organization);
- (2) Provide evidence that the non-profit organization is lead by a board of trustees and/or advisory committee, composed of an equal number of individuals who represent the interests of organized labor and business management, which meets (at least) quarterly and maintains recorded minutes of each meetings;
- (3) Demonstrate that the non-profit organization employs a qualified, principal program director, who is a full-time equivalent employee charged with delivering the proposed services;
- (4) Demonstrate that the non-profit organization is capable of providing a neutral forum for organized labor and management groups to identify and jointly address community, economic and workforce development issues; and
- (5) Demonstrate that the non-profit organization is capable of sponsoring or co-sponsoring a minimum of two (2) conferences, forums and/or seminars on labor-management issues per year for the purpose of raising awareness of the Ohio Labor Management Cooperation Program and the issues surrounding the benefits of effective labor-management relations.

RESPONSIVE PROPOSAL REQUIRED SECTIONS AND CONTENT GUIDANCE

To be eligible for funding, proposals must contain the below referenced five (5) sections and adhere to the associated content guidance.

(1) Proposal Title Page

The “Proposal Title Page” is a 1-page form that must be completed and signed by the applicant, as well as the chairperson of the board that oversees the non-profit organization. Proposals from university-based organizations must have the form signed by both the Executive Director of the applicant organization, as well as a representative of the university and/or host organization who has the power to bind the not-for-profit entity to a contractual agreement. *Please refer to Page 8 of this RFP to view a copy of the form.*

(2) Proposal Summary

The “Proposal Summary” shall be limited to two (2) double-spaced, typed pages of text. This section of the proposal is intended to provide applicants with the opportunity to do the following:

- i. Briefly summarize the scope and general contents of the proposals.
- ii. Briefly describe the applicant's ability to deliver the proposed services, provide a neutral forum for organized labor and management groups to identify and jointly address community, economic and workforce development issues, and convene labor-management training events, forums and/or seminars.

(3) Needs, Purpose and Goals Statements

The “Needs, Purpose and Goals Statements” shall be limited to six (6) double-spaced, typed pages of text. This section of the proposal is intended to provide applicants with the opportunity to do the following:

- i. Articulate the need to be addressed by the proposal and utilize quantifiable data and/or numerical documentation to support the request for funding.
- ii. Identify the areas of the state (by county) that will be impacted by the proposal.
- iii. Describe the applicant’s work plan for addressing the aforementioned needs, and the steps that will be taken to implement the proposed labor-management cooperation activities.
- iv. Define the overall goals of the project, including specific and measurable short and long-term objectives.

(4) Projected Time Line and Proposed Resources

The “Projected Time Line and Proposed Resources” section of the proposals shall be limited to two (2) typed pages of text. This section of the proposal is intended to provide applicants with the opportunity to do the following:

- i. Provide detailed information about the projected start/end dates of specific activities, such as labor-management cooperation conferences.
- ii. Identify the staff that will work on the project and/or be responsible for the achievement of the aforementioned specific and measurable goals and objectives.
NOTE: *Each grantee shall be required to sponsor a minimum of two (2) conferences per year, as well as publish at least three (3) three examples of assistance that they provided to clients in which tangible results were realized.*

(5) Proposed Budget

The “Proposed Budget” section of proposals shall be limited to eight (8) spreadsheet pages and/or typed pages of text. This section of the proposal is intended to provide applicants with the opportunity to detail the projected costs of their proposals.

NOTE: Please refer to the subsequent section of this RFP, i.e., Grant Funding Criteria, for additional guidance regarding the type of information that should be included in the Proposed Budget section of responsive proposals.

III. GRANT FUNDING CRITERIA

LIMITATION OF GRANT FUNDING

The maximum grant award to any single entity under this RFP shall not exceed \$94,000 per State Fiscal Year. The Ohio Department of Development reserves the right to negotiate the amount of funding based on the quality and quantity of the work plans submitted, as well as an evaluation of past performance (if applicable) of the proposing entity. Each grant proposal will be evaluated using a matrix based on the criteria outlined in this Request for Proposal document. Eligibility for continued and future funding shall be determined, in part, upon the performance of the grantee in meeting goals and time frames.

REQUIRED MATCHING FUNDS

The Ohio Department of Development believes that the responsible and effective stewardship of state resources demands the Ohio Labor Management Cooperation Program (OLMCP) to leverage public and non-state government funding to the fullest extent possible. Accordingly, the Ohio Department of Development requires applicants to obtain non-state government matching funding totaling at least 25% of their proposed budget.

In order to qualify as an “allowable” match, non-state government grants and/or funds raised by the applicant must be for work that is deemed by the Ohio Department of Development to be directly related to the goals of the Ohio Labor Management Cooperation Program. All funds and resources that are reported as “matching funds” must be used to directly support the work of the grant. Project grants obtained by the applicant from any other State of Ohio agency cannot be used to meet the matching funds requirement without the prior written approval of the Director of the Ohio Department of Development’s Workforce and Talent Division. Under no circumstances will Ohio General Revenue Funds (GRF) be recognized as allowable matching funds.

Applicants are advised to include a detailed description of their plans to meet the matching funds requirement in the “Proposed Budget” section of the proposals. Said description should indicate the anticipated sources and amounts of matching funds. Furthermore, whenever possible, applicants should enclose “commitment letters” from non-state government funding sources with their application.

CASH MATCHING FUNDS PREFERRED

Applicants are encouraged to seek out and obtain cash matching funds. If necessary for a grant award decision, preference will be given to applicants that show a higher percentage of cash matching funds.

IN-KIND MATCHING FUNDS

In-kind matches will be allowed up to 40% of the match requirement. Accordingly, if an applicant applies for and is awarded the maximum grant award of \$94,000 per State Fiscal Year, the applicant must secure at least \$23,500 in non-state government funding, of which no more than \$9,400 (or 40% of the match requirement) will be allowed as an in-kind match.

In the event that the applicant is applying for the grant on behalf of an educational institution and/or host organization, the host may charge indirect costs totaling no more than ten percent of the OLMCP grant. In no case will host organizations be able to pledge indirect (overhead) costs in excess of the ten percent of the grant total as an in-kind match.

Applicants that propose using calculated percentage (%) values for in-kind or indirect matching contributions must include a narrative summary in the Proposed Budget section of their proposals explaining how the percentages meet the total required match amounts.

If individuals propose donating services, the value of the service must not exceed a market rate for same or similar work. Travel time and the donation of time by board members to attend quarterly OLMCP meetings will not be accounted for and/or allowed as a matching contribution.

FUNDED GRANTEE REQUIREMENTS

Applicants that receive funding under this RFP are required to:

- (1) Attend quarterly meetings with OLMCP administrators in Columbus, Ohio. OLMCP quarterly meetings will be one day in length and may require preparation on the part of the grantee.
- (2) Submit quarterly reports to OLMCP administrators detailing grantee activities. The Ohio Department of Development will provide approved applicants with a template quarterly report form to facilitate the uniform collection and publication of grant-related information.
- (3) Permit the Ohio Department of Development to conduct on-site visitations for the purpose of assessing the effectiveness of the proposed services and monitor program expenditures.

FINANCIAL REPORTS AND REQUESTS FOR REIMBURSEMENT

All grant payments shall be made on a reimbursement basis. The Ohio Department of Development will not reimburse unauthorized purchases or expenses. If a grantee applies for and/or attempts to obtain reimbursement for an unauthorized purchase or expense, the Ohio Department of Development reserves the right to rescind the grant award.

In order to qualify for a reimbursement, the grantee must submit documentation supporting the request. All requests for reimbursement of purchases and/or expenses in excess of \$50 must include a receipt or the appropriate documentation of the expense, without exception. The Ohio Department of Development shall be the sole judge of the adequacy of the documentation.

All travel expenses must be documented by travel logs and receipts and follow the State of Ohio travel rules and procedures, as set forth in Ohio Administrative Code section 126-1-02. The State of Ohio will not reimburse grantees for food or beverage expenses under any circumstances.

All grant recipients must submit a comprehensive report within 45 days of the end of each program year. The comprehensive report shall contain a full accounting of all program-related costs and expenditures, as well as detailed summaries of program activities and accomplishments. Failure to submit the comprehensive report within the time period will suspend reimbursement payments.

PROPOSED BUDGET GUIDELINES

Applicants should carefully plan and organize the Proposed Budget section of their proposals to ensure compliance with the below guidelines. Failure to adhere to the guideline will result in the applicant's disqualification from the funding process without further consideration.

- (1) Supplies
The Proposed Budget should include an estimate for consumable office supplies. Estimates should be based on actual expenses incurred by the applicant for similar past projects.
- (2) Personnel
Applicants must list each project position by job title, as well as the name of person to fill the position, number of hours to be worked and annual salary for the position. The Ohio Labor Management Cooperation Program will reimburse personnel expenses of staff members who commit no less than 50% of their time to providing OLMCP support and services. In order to qualify for reimbursement, the applicant/grantee must be able to demonstrate via documentation that the work of personnel is directly related to the OLMCP.
- (3) Fringe Benefits
Fringe benefits, i.e., non-wage compensation provided to an employee in addition to their normal wages or salaries, will be paid for and/or deemed allowable costs. The Department of Development reserves the right to negotiate a maximum amount of fringe benefits to be paid to a grantee.
- (4) In-State Travel
In-state travel is a permissible expense. Applicants are advised to include estimated expenses for traveling to and from Columbus for the required quarterly meetings in the Proposed Budget section of their proposals. Please refer to the official State of Ohio travel guidelines for additional information regarding in-state travel.
- (5) Out-of-State Travel
In general, applicants may not request and/or will not receive reimbursement for out-of-state travel expenses. Under special circumstances, applicants/grantees may be reimbursed for out-of-state travel expenses if they obtain written permission and approval from the Director of the Department of Development's Workforce and Talent Division prior to incurring the expense. In such cases, the request for reimbursement of out-of-state travel expenses will be closely scrutinized to ensure that the purpose for traveling is directly and exclusively related to the OLMCP, and adheres to the State of Ohio travel requirements.
- (6) Professional Development
Professional development costs, such as training expenses, memberships in professional organizations, subscriptions to publications, etc. are not allowable under this RFP.
- (7) Non-OLMCP Contracts
The Proposed Budget should include and account for all non-OLMCP contracts for services, (such as auditing, accounting and legal work) that are directly related to the OLMCP. The State of Ohio will not reimburse for expenses incurred by third parties in relation to OLMCP.
- (8) Consultants
Consultants are individuals who hired by successful applicants on an hourly or project basis to perform specific tasks that support the OLMCP funded work and who receive no fringe benefits under their contract with the applicant/grantee. If an applicant intends to enlist the services of a third party consultant to perform OLMCP work, the Proposed Budget must include the name of the consultant, type of work to be performed and proposed hourly or project fee to be paid to the consultant. Under no circumstances will the Ohio Department of Development make direct payments to a consultant and/or third party contractor.

- (9) Labor-Management Conferences, Workshops, Seminars and Training
Applicants must include the estimated cost of convening and facilitating the required number of conferences, workshops, seminars and training in the Proposed Budget section of the proposals.
- (10) Communications/Printing
The Proposed Budget section of the proposal must include detailed estimates for all communications/printing materials, including postage, marketing materials, brochures, newsletters and other related expenses.
- (11) Indirect Costs
Indirect costs reported as in-kind funding matches must be directly related to the OLMCP scope of work. Under no circumstances will the Ohio Department of Development reimburse grantees for indirect costs in excess of 10% of the total grant amount.
- (12) Miscellaneous
Expenses not covered in any other category should be listed in the Proposed Budget as “miscellaneous” expenses along with an indication of the type of anticipated expenses that would come from this line item.
- (13) Equipment Purchases
All equipment purchases must be made with match money. General Revenue Funding from the State cannot be used any circumstance for the purchase of equipment.

FINALIZING GRANTS AWARDS

The successful applicant(s) must enter into a grant agreement with the Ohio Department of Development that will detail the final scope of the project and budget allocations in a format that is acceptable to the Ohio Department of Development. **The State of Ohio and/or the Ohio Department of Development reserve the right to reject any and all proposals received in connection with this RFP.**

OHIO LABOR-MANAGEMENT COOPERATION PROGRAM
PROPOSAL TITLE PAGE

Applicant: _____
(Organization Name)

Mailing Address: _____

Executive Director: _____

Chairperson: _____

Telephone: (____) _____

E-Mail Address: _____

Service Area (i.e., names of the counties to be served, if not statewide): _____

FY'2010 OLMCP Request: _____ \$ _____

FY'2010 Applicant Matching Funds: _____ \$ _____

Total FY'2010 Budget: _____ \$ _____

FY'2011 OLMCP Request: _____ \$ _____

FY'2011 Applicant Matching Funds: _____ \$ _____

Total FY'2011 Budget: _____ \$ _____

Proposed Source of Matching Funds: _____

Signatures:

Executive Director

Date

Chairperson of the Board/Advisory Committee

Date

OHIO LABOR-MANAGEMENT COOPERATION PROGRAM
SAMPLE PROPOSED BUDGET SUMMARY PAGE

	Total Requested	Other Sources	Total Program
Personnel	\$	\$	\$
Fringe	\$	\$	\$
Travel:	\$	\$	\$
Equipment Costs	\$	\$	\$
Supplies:	\$	\$	\$
Contractual Services	\$	\$	\$
Consultants	\$	\$	\$
Conferences: planned/sponsored	\$	\$	\$
attended	\$	\$	\$
Training Programs: Planned/sponsored	\$	\$	\$
	\$	\$	\$
Office Maintenance	\$	\$	\$
Communications/ Printing	\$	\$	\$
Miscellaneous (5% max.)	\$	\$	\$
Indirect Costs (10% max.)	\$	\$	\$