

Minority Business Assistance Center

Request For Proposals

Pre-Bid Conference

March 20, 2017 11:00 a.m.

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



Minority Business
Assistance Centers



Development
Services Agency

John R. Kasich, Governor

David Goodman, Director

WELCOME

Jeffrey L. Johnson

Chief, Minority Business Development Division
Ohio Development Services Agency



Minority Business
Assistance Centers



Development
Services Agency

John R. Kasich, Governor

David Goodman, Director

Agenda

- Program Background and Overview
- RFP Information
- Program Eligibility
- Service Regions and Allocations
- RFP Process
- The Proposal Application
- Submission and Next Steps

Minority Business Assistance Center (MBAC)

Background:

House Bill 584 – Minority Contractors Business Assistance Program, now known as the Minority Business Assistance Center program was established in 1980 to provide technical assistance to minority-owned businesses in achieving the 15% set-aside law.

Overview: MBAC Purpose

The MBAC Program leverages services and resources available through the Ohio Development Services Agency and third party resources to help develop and grow Ohio minority-owned, women-owned and socially and economically disadvantaged businesses.

A primary objective of MBACs is to identify emerging businesses and cultivate their growth and sustainability. This objective will strengthen the minority business community, support job creation and help grow Ohio's economy.

Overview: MBAC Services

- Business Training and Advising
- Flexible Service Delivery
- Entrepreneurial Networking
- Reassurance and Support
- Assistance with Certification Applications
- Financial Package Preparation
- Targeted Assistance based on Expertise

Overview: Economic Impact – FY 2016

- Clients Counseled: 2,562
- MBE Certifications: 255
- EDGE Certifications: 253
- MBE Set-Aside Awarded: \$11,862,950
- Jobs Retained: 1,360
- Jobs Created: 869

MBAC RFP Information

<http://minority.development.ohio.gov>

Eligibility

- **Entities**

- The Applicant is incorporated as a 501(c)(3) or 501(c)(6) organization under the laws of Ohio or is a municipality, Chamber of Commerce or public educational institution.

- **Experience**

- The applicant has been in operation for at least three years or has comparable, documentable business experience.

- **Capacity**

- The Host Organization's cash match must be equal to or greater than 25 percent of the MBAC's annual budget.
- The Host Organization must demonstrate an ability to provide or add significant value to the minority business community.

Service Regions and Allocations

Host Region	Counties Serviced (Bold denotes office locations)	Maximum Grant Amount	Minimum 25% Cash Match
Columbus	Athens , Delaware, Fairfield, Franklin , Guernsey, Hocking, Knox, Licking, Marion, Morgan, Morrow, Muskingham, Noble, Perry, Pickaway, Union and Washington	\$400,000	\$100,000
Cincinnati	Adams, Brown, Butler, Clermont, Clinton, Fayette, Gallia, Hamilton , Highland, Jackson, Lawrence, Meigs, Pike, Ross, Scioto , Vinton and Warren	\$350,000	\$87,500
Dayton	Auglaize, Champaign, Clark, Darke, Greene, Logan, Madison, Mercer, Miami, Montgomery , Preble and Shelby	\$330,000	\$82,500
Toledo	Allen , Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Lucas , Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandot	\$330,000	\$82,500
Cleveland	Cuyahoga , Erie, Geauga, Huron, Lake, Lorain, Medina, and Portage	\$340,000	\$85,000
Akron	Ashland, Carroll, Holmes, Richland, Stark , Summit , Tuscarawas and Wayne	\$300,000	\$75,000
Youngstown	Ashtabula, Belmont, Columbiana, Jefferson, Mahoning , Monroe, and Trumbull	\$200,000	\$50,000

MBAC RFP: ALL QUESTIONS AND SUBMISSIONS SENT TO:

ohiombac@development.ohio.gov

- Questions: Accepted through 5:00 p.m. March 24, 2017
 - Email Subject: MBAC RFP – Question
 - Responses will be posted on March 31, 2017
- Submissions: Accepted through 5:00 p.m. April 21, 2017
 - Email Subject: MBAC RFP – Submission
 - Electronic submissions **ONLY**

2018 – 2019 MBAC RFP Documents and Attachments

- Request For Proposal Instructions
- Attachment #1 – Key Performance Measures
- Attachment #2 – Budget
- Attachment #3 – Key Personnel Worksheet
- Attachment #4 – Definitions
- Attachment #5 - Map

MBAC RFP: Written Proposal

- Cover Page
- Executive Summary
- Proposed Model and Narratives
- Strategic Plan
- Host Requirements and Documentation
- Attachments (KPM, Budget, etc.)
- Documentation of Collaboration (Memoranda of Understanding and/or Letters of Support)

MBAC RFP – Attachment #1 (Key Performance Measures)

- Minimum performance standards entered
- Outcomes and Activities

MBAC RFP: Attachment #2 (Budget)

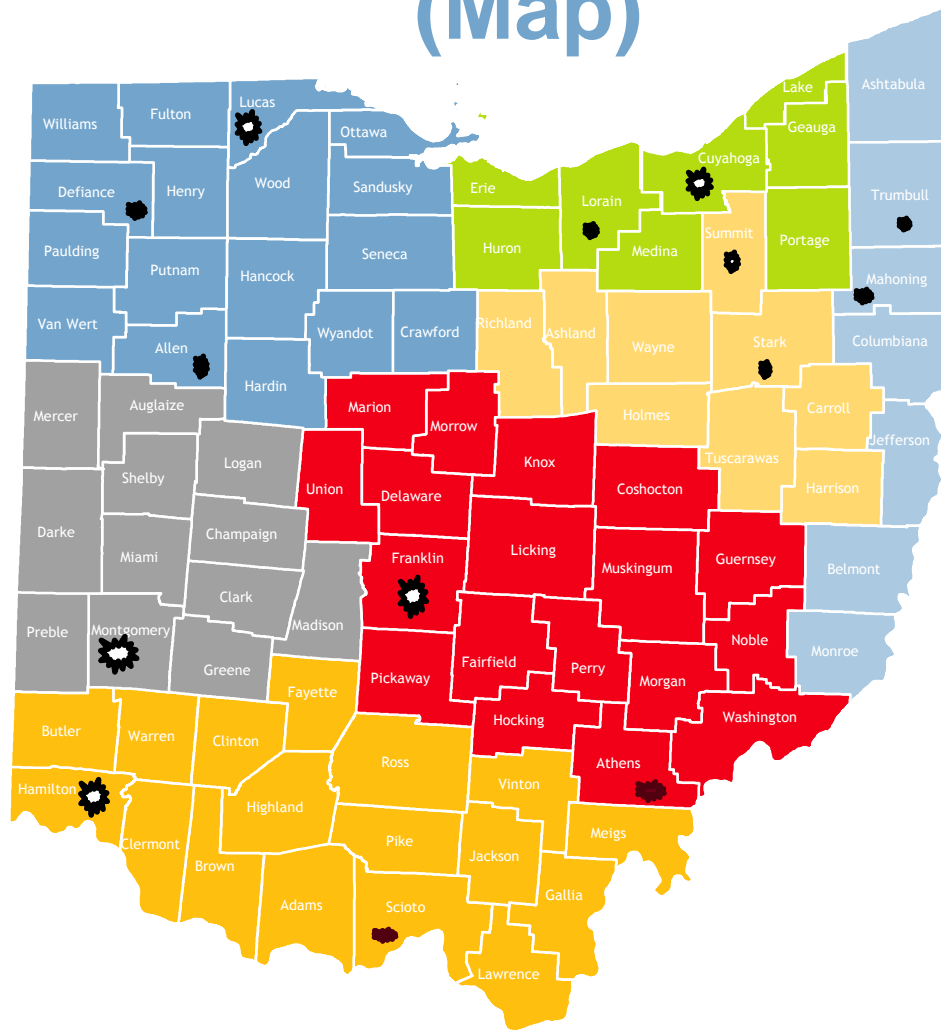
- Applicable, Allocable, Reasonable
- Award, Cash Match and In-Kind

MBAC RFP: Attachment #3 (Key Personnel)

- Individuals who are direct employees of the Host Organization who are entitled to fringe benefits
- Individuals listed must dedicate at least half of their time to the MBAC

MBAC RFP: Attachment #5

(Map)



Legend:

- Host Organization
- Satellite Office
- Proposed Office

RFP Next Steps

- Q&A Period Ends – March 24, 2017 (5:00 p.m.)
- Q&A Answers Posted – March 31, 2017
- Responses Due – April 21, 2017 (5:00 p.m.)
- Award Notifications – May 15, 2017
- Program Year Begins – July 1, 2017
- Project Completion – June 30, 2019

In Review

- This is a collaborative process
- Broad flexibility on the Service Delivery Side
- Very specific rules on funding side
- Reach out to other applicants and the Economic Development Community
- Don't hesitate to contact us!

Questions?



John R. Kasich, Governor

Development
Services Agency

David Goodman, Director

- Monica Womack, MBAC Program Manager
- Email – ohiombac@development.ohio.gov
- Subject – MBAC RFP - Questions

We Look Forward to Your Proposals!



Development
Services Agency

Questions and Answers from Pre-Bid Conference

1. **Does the entity have to create their own advisory board, or are they able to utilize the one currently in existence? (3.2.2 Section 4, item 5)**
 - A. No, the entity does not have to create a new board. Their existing board can serve as such.

2. **Are the allocations set for each of the service regions? (3.2.1 Chart)**
 - A. Yes, the allocations are set for each of the service regions

3. **Are Independent Contractors able to be listed as Key Personnel? (5.3.3)**
 - A. For the roles of the Director and full-time Business Counselor who are required MBAC positions, these individuals must be employees of the Host Organization. For other individuals, who are dedicating at least fifty percent (50%) of their time to serving the MBAC may be listed as Key Personnel. NOTE: Individuals and/or entities who are under contract are not listed as Personnel on the Budget worksheet and are not eligible for Fringe Benefits.

Questions and Answers from Pre-Bid Conference – Continued

4. Does the host entity have the ability to offer some or all services through a third party service provider? (5.1)

- A. Yes, provided the third party service provider is located within the geographic region and meets the qualifications required of the Host Organization. The individual and/or entity must have a demonstrated history of providing the services, equal to the requirements for the Host Organization. This individual and/or entity is required to be under contract and have the details of the contract be included with the submission due April 21, 2017.

5. What is the required staffing model for a satellite location? (5.2)

- A. Satellite locations, depending on service area/location may be staffed with a part-time person or staffed by having space in a county with a population of minority, socially and economically disadvantage businesses. The individual and/or entity providing services within a Satellite location are still required to meet the minimum qualifications for a Business Counselor, either full-time or part-time. The MBAC Director and/or full-time Business Counselor located within the primary may also serve and the individual servicing the Satellite location.

Questions and Answers from Pre-Bid Conference – continued

6. Does each location require a Plan Room? (4.1.2)

- A. No, a Plan Room is not required for each location. As detailed in the RFP, if a plan room is not available or deemed necessary, the applicant must detail why within their proposal application.

7. Is the MBAC required to utilize the services within the region? (5.3.2)

- A. Yes, the MBAC is required to utilize the services as appropriate for the socioeconomic makeup of the individual region. It is understood that each region is different. The expectation is that the services as appropriate are offered and with each submission, the detail related to the services rendered are documented and supported by the economic indicators as appropriate.

8. Does each of the MBACs require Articles of Incorporation? (3.2.2 Section 4, item 2)

- A. This requirement was included within the previous RFP and is being evaluated with Legal. The response will be included with the posted Answers on March 31, 2017.