

Information to be included in all Legislation Modifying Contracts:

The names of all companies bidding or submitting an RFP or RFSQ for the original contract.

Diversity Search Group
RAMA Consulting Group, Inc.

The location by City and State of all companies bidding or submitting an RFP or RFSQ for the original contract.

Columbus, OH Diversity Search Group
Columbus, OH RAMA Consulting Group, Inc.

The status, Majority, MBE, FBE, of all companies bidding or submitting an RFP or RFSQ for the original contract.

Diversity Search Group – MBE
RAMA Consulting Group, Inc. – MBE

The name and location of the firm awarded the original contract and the Contract Number.

RAMA Consulting Group, Inc. – 897 E. 11th Ave., Columbus, OH 43211

A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.

YEAR 1

To ensure that all DPU staff and stakeholders are aware of the multitude of programs and services and understand the long-term goals and benefits, RAMA produced the 2014 Office of Workforce & Economic Development Impact Report and quarterly newsletters for DPU employees, DPU Diversity Connections. DPU Diversity Connections engages DPU employees by highlighting employee accomplishments, upcoming events, and professional development resources.

Additionally, over 200 hours of professional development hours were provided to employees through Public Utilities Mentoring Program Education & Development (PUMP-ED) workshops. As part of PUMP-ED, RAMA also offered a Values-Based Leadership Series, in collaboration with Bill Grace of Common GoodWorks for interested DPU employees. Four workshops were held in Year 1, resources provided for self-study between sessions, and participants reported that this series has helped them to improve communication and collaboration with their teams.

RAMA also provided support services to several events, including the Agency Economic Inclusion Plan meeting, and the 2014 and 2015 Mayors Small Business Conferences. This support included but was not limited to design, development, implementation of evaluation methodologies and the coordination of speakers and panelists for all pre and post conference sessions.

YEAR 2

RAMA worked to support and enhance programs and services offered by the Office of Workforce & Economic Development that benefit not only individual employees, but also the success of all 1200 employees as a whole. RAMA continued the management of the of Public Utilities Mentoring Program (PUMP), with the completion of the Cycle 3 cohort, resulting in 22 participants engaged in 11 one-to-one mentoring relationships and over 300 hours of training, development, and workplace mentoring and coaching. PUMP was highlighted as a best practice for public sector employee engagement and development at the 2015 Ohio American Water Works Association (AWWA) State Conference and 2016 Annual Conference & Exposition (ACE)/ AWWA conference, which marks six such occasions to date that the program has received national exposure.

During Year 2 year RAMA also worked with a cross departmental advisory team of DPU Leadership to design PUMP Technical (PUMP-TECH), which is a program to include elements of On the Job Training, Career Planning, and preparation for technical licensure and certification. RAMA also led the process for the development of the program's implementation plan. The program will be piloted this fall at two DPU facilities in order to fine-tune program elements as needed for future expansion within the department.

YEAR 3: Scope of Services

The proposed scope of services is as follows:

Program Development: RAMA will assist the department in all aspects of workforce and economic development programming. The consultant will:

- Review the workforce and economic development program activities portfolio and annual work plans
- Develop and execute a training and communications marketing plan based on work plan goals. Target audience is internal and external stakeholders.
- Assist in the expansion of the department's mentoring program including administration, recruitment, matching and support programming. Specific components include:
 - Public Utilities Mentoring Program (PUMP) – Management and Logistics Support
 - Public Utilities Mentoring Program – Education (PUMP-ED) – Training Coordination, Planning and Evaluation

- Public Utilities Mentoring Program – Technical (PUMP-TECH) – Program design, pilot site support and monitoring, evaluation and reporting
- Diversity Training - Training Coordination, Planning and Evaluation
- On-Demand Training and Development – Team dynamics and workplace professional development training and coaching, as needed
- Assist in the implementation of the Small Business Enterprise program within DPU
- Manage drafting of communications collateral such as an annual report

Implementation: RAMA will assist the Department in a comprehensive implementation effort. The consultant will:

- Provide a business process analysis of department workflows (as-is and to-be) to accommodate shift to Small Business Enterprise program. Assist department staff with implementation.
- Assist Workforce and Economic Development staff with multi-channel communications to all stakeholders across the workforce development and economic development disciplines (staff, management, small business owners and others as prescribed or as needed). This may include but not be limited to outreach events, memoranda, newsletter articles, written and oral reports, project updates and social media.
- Deliver diversity training and development

Document support: RAMA will also be asked to produce ancillary materials to support the above tasks, including but not limited to PowerPoint slideshows, videos, reports, brochures, newsletter articles and pages for the Department’s website.

An updated contract timeline to contract completion.

Year 1 – October 1, 2014 to September 30, 2015

Year 2 – October 1, 2015 to September 30, 2016

Year 3 – October 1, 2016 to September 30, 2017

A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately)

Mod. #1 – \$350,000 (PO000405 and PO000406)

Mod. #2 – \$350,000.00 (Pending)

A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

This contract modification would consist of the same type of work described above.

If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)

This modification to extend the contract was anticipated and is provided for in the original contract terms.

An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

RAMA will continue to build upon the work begun by assisting the department in all aspects of workforce and economic development programming. They will review the workforce and economic development program activities portfolio and annual work plans; develop and execute a training and communications marketing plan based on work plan goals and assist in the expansion of the department's mentoring program.

Additionally they will assist in the implementation of the Small Business Enterprise program within DPU and analyze department workflows (as-is and to-be) to accommodate the shift to Small Business Enterprise program.

RAMA will also produce ancillary materials to support the above tasks, including but not limited to PowerPoint slideshows, videos, reports, brochures, newsletter articles and pages for the Department's website.

A cost summary to include the original contract amount, the cost of each modification to date (List each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.

Original contract (Phase 1)	\$ 350,000.00
Modification #1 (Phase 2)	\$ 350,000.00
Modification #2 (Phase 3)	\$ 350,000.00
Total contract estimate to date	\$1,050,000.00