

Ord No.: 1408-2014

Solicitation SA005353 Request for Proposals (RFP) for Workforce & Economic Development Program Consulting Services For the Department of Public Utilities

**Information to be included in all Legislation authorizing
Entering into Contracts:**

The names of all companies bidding, or submitting an RFP or RFSQ

Diversity Search Group
RAMA Consulting

The location by City and State of all companies bidding, or submitting an RFP or RFSQ

Columbus, OH	Diversity Search Group
Columbus, OH	RAMA Consulting

The status, Majority, MBE or FBE, of all companies bidding, or submitting an RFP or RFSQ

Both offerors are located inside the City of Columbus limits. The EBOCO's Registered Business Directory was consulted to verify if any of the companies is currently registered as an MBE or FBE. While both offerors indicated that they each held an MBE within their proposals, we were only able to verify MBE certification status for RAMA Consulting.

A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.

The proposed scope of services is as follows:

Program Development: The selected consultant 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.
- Assist in the implementation of the Small Business Enterprise program within DPU
- Manage drafting of communications collateral such as an annual report
- Note: This list may not be exhaustive. The respondent should discuss any additional tasks you believe necessary to ensure valid design.

Implementation: The selected consultant 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 WED 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.
- Manage assigned MSBC conference tasks including participant surveys
- Deliver diversity training and development
- Note: This list may not be exhaustive. The respondent should discuss any additional tasks you believe necessary to ensure comprehensive implementation.

Document support: The Consultant may 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.

A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

The Department envisions the above services to be provided over a three-year period. The current proposed contract is for one-year with two one-year options. Contract work in 2014 will start as soon as possible, pending legislation and contract execution. The Contract will be managed on a CY-basis, and it will end in September, 2017.

An estimate of the full estimated cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

Up to \$400,000