

REQUEST FOR PROPOSALS

Planning Consultants

for

Appalachian Regional Commission
(ARC) INSPIRE Grant

Tuscarawas County
Economic Development Corporation

East Central Ohio Recovery to Work
Project

November, 2023

Tuscarawas County EDC
339 Oxford Street
Dover, Ohio 44622
Email: jkelly@tuscedc.com

1.0 INTRODUCTION

The Tuscarawas County Economic Development Corporation (TCEDC) has been awarded a grant from the Appalachian Regional Commission (ARC) INSPIRE Program to plan to develop a Strategic Plan for a Recovery to Work (RTW) ecosystem in Tuscarawas, Carroll and Harrison Counties, Ohio. Grant funds will be used to pay for two planning consultant to help coordinate planning for the operation of the new RTW services. Tuscarawas County EDC is requesting proposals from qualified individuals, companies, or organizations to provide project planning services to assist TCEDC and its partners with planning for recovery to work programming to serve persons in recovery from Substance Use Disorder (SUD) or suffering from other mental health issues in Columbiana County, Ohio. The fee for planning services will be paid with the ARC INSPIRE grant.

The ARC INSPIRE grant program is intended to promote and encourage local and regional Recovery to Work efforts in the 13 -state Appalachian Region. The ARC is very concerned about the Substance Use Disorder (SUD) problem that has been plaguing Appalachian states for many years. While there are many great recovery treatment programs available in the region, the ARC INSPIRE grant is intended to provide job training and other support services to allow those in recovery from SUD to obtain and keep meaningful employment.

The Planning Consultant will work with TCEDC and its partners and coordinate with the Local Development District, Ohio Mid-Eastern Governments Association (OMEGA).

2.0 PROCURING AND CONTRACTING AGENCY

This Request for Proposals (RFP) is being issued by the Tuscarawas County Economic Development Corporation (TCEDC) which is the sole point of contact during the selection process. The person responsible for managing the procurement process is John Kelly, jkelly@tuscedc.com, 330-602-4422.

3.0 SCOPE OF WORK

The Planning Consultants must have an understanding of Recovery to Work goals and objectives. The Planning Consultant will help TCEDC and partners to develop a strategic plan for a recovery to work ecosystem to assist low-income individuals, including:

- Meetings with TCEDC and project partners to provide direction for planning effort
- Meetings with potential project partners to discuss possible roles, responsibilities
- Preparation of a Strategic Plan to provide a vision for workforce development and other support services to be provided for participants to gain employment.
- Coordination with partners working to obtain ARC INSPIRE or other grant funding funding to implement the strategic plan for the recovery to work ecosystem.

The TCEDC is seeking two Planning Consultants to work with TCEDC and partners, The descriptions of the Lead Consultant and Data Analyst area as follows:

- East Central Ohio Recovery to Work Project
- Job Title: Lead Consultant
- About the Project: A group of leaders from the Friends of the Homeless of Tuscarawas County, Tuscarawas County Economic Development Corporation, the Wellmore Centre, and Mission: Possible worked together to write a grant from Appalachian Regional Commission INSPIRE to design a plan to assist individuals in recovery to find sustainable work. This project will help employers access another talent pipeline, help individuals in recovery to find and keep a job, and help unhoused people and families become independent. We are looking for two people to assist in developing an recovery to work ecosystem in Tuscarawas, Carroll, and Harrison Counties.
- Goal / Deliverable: Develop a multi-agency, multi-county plan that will provide needed resources and systems to support individuals in recovery from addiction to obtain and maintain employment and advance along a financially sustainable career path.
- Term: 14 Month Project from Dec. 1, 2023 to Jan 31, 2025
- Geographic Region: Tuscarawas, Carroll, & Harrison Counties, Ohio.
- Responsibilities:
 - Build partnerships with organizations already doing similar work. Invite them to be apart of the ECORTW project or determine separate responsibilities.
 - Submit monthly reports to Project Manager
 - Review projected performance goals, and ensure completion of project goals in accordance with project timeline.
 - Organize monthly, rotating steering committee meetings in all three counties
 - Recruit and Convene Partners in a Regional Work Session to develop relations, discuss gaps in services, design plans to address goal.
 - Community surveys of stakeholders, residents, employers, etc.
 - Build partnerships with relevant organizations, such as transportation, recovery, childcare, housing, and others as appropriate

- Decide on Structure for Roles and Relationships of Recovery to Work Partners
- Identify partners organizations which can Identify the People in Recovery Who are Ready to Work and Connect Them with Targeted Training
- Build a Targeted List of Employers who are willing to work with individuals in recovery
- Develop a training curriculum for potential employers.
- Develop and/or identify resources to help employers with employees in recovery.
- Identify gaps in wraparound services in the three counties.
- Assist Steering committee with writing of ARC INSPIRE Implementation grant in fall 2024.

Ensure compliance with federal, state, and local guidelines, as well as ARC grant guidelines.

Job Title: Data Analyst

About the Project: A group of leaders from the Friends of the Homeless of Tuscarawas County, Tuscarawas County Economic Development Corporation, the Wellmore Centre, and Mission: Possible worked together to write a grant from Appalachian Regional Commission INSPIRE to design a plan to assist individuals in recovery to find sustainable work. This project will help employers access another talent pipeline, help individuals in recovery to find and keep a job, and help unhoused people and families become independent. We are looking for two people to assist in developing an recovery to work ecosystem in Tuscarawas, Carroll, and Harrison Counties.

Goal / Deliverable: Develop a multi-agency, multi-county plan that will provide needed resources and systems to support individuals in recovery from addiction to obtain and maintain employment and advance along a financially sustainable career path. Additionally, assist the Steering Committee to use the plan to apply for ARC INSPIRE Implementation grant.

Term: 14 Month Project from Dec 1, 2023 to Jan 31, 2025

Geographic Region: Tuscarawas, Carroll, & Harrison Counties, Ohio.

Responsibilities:

- Collect & record community survey data, partner organizations,
- Create database
- Assist Lead Consultant with setting up meetings, outreach to potential partner organizations, marketing of events, phone calls/email/web posting,

Qualifications:

Database skills

Familiarity with current social services, recovery organizations, and substance abuse issues

Grant writing ability

College degree – minimum BA

Driver’s license and reliable transportation

Public speaking

4.0 PREFERRED SKILLS AND EXPERIENCE

The Planning Consultant needs to have the following skills and experience:

- Strong verbal and written communication skills to include the ability to develop consensus
- Strong data analysis skills
- Demonstrated problem solving ability
- Microsoft Excel, Microsoft Word, and PowerPoint
- Must be able to manage multiple projects and tasks simultaneously
- Detail oriented
- Highly developed organization, collaboration, and communication skills
- Ability to work under pressure to manage multiple priorities, often with competing and tight deadlines
- Strong editing skills and attention to detail
- A self-starter, with the ability to work independently and as part of a team

5.0 QUESTIONS AND CLARIFICATIONS

Please submit any questions concerning this RFP by email only by November 27, 2023 to:

John Kelly, Tuscarawas Economic
Development Corporation
Email: jkelly@tuscedc.com

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFP document or its requirements at this point in the RFP process. If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the entity should immediately notify Tuscarawas Economic Development Corporation.

6.0 SUBMISSION REQUIREMENTS

Proposals should be limited to no more than 20 pages including references and qualifications and should include the following:

- Detailed Approach and Scope of Work
 - Demonstrated understanding of the ARC INSPIRE Program and Recovery to Work
 - Schedule with milestones
 - Budget
 - Point of contact
 - Qualifications
 - Minimum of three references with contact name, phone number, e-mail address and brief description of work performed
- A. Qualifications, Experience, and Capabilities.** Describe the qualifications and capabilities of implementing the scope of services as well as demonstrated understanding of the ARC INSPIRE Program and Recovery to Work, including qualifications associated with economic and community development project-level planning and consulting in the Appalachian Ohio region. Include knowledge and familiarity with the people and socio-economic conditions of the Appalachian Ohio Region. Include project summaries of relevant projects completed.
- B. Key Staff Assigned to Project.** Include resumes of key staff assigned to this project and provide an organizational chart identifying personnel assigned to this proposal, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work with the Tuscarawas Economic Development Corporation and represent the majority of hours billed.
- C. Company History (if applicable).** Provide overview of company including but not limited to:
- Legal name of business
 - Identification of parent companies, subsidiaries, and affiliates
 - Years in business
 - Names, addresses, position of all persons having a financial interest in the company
 - State of formation
 - Number of employees
 - Licenses and certifications relevant to the described work
- D. Relevant Experience** Provide documentation on relevant project experience (minimum of three projects) and skills needed to successfully manage this planning project for the Tuscarawas County Economic Development Corporation.
- E. Budget.** Provide a detailed budget based on projected hours, proposed hourly rates, reimbursable expenses as well as any other appropriate costs.

All proposals are due by 4:00 PM on November 30, 2023 by e-mail only to:

John Kelly
Tuscarawas County Economic
Development Corporation
jkelly@tuscedc.com

Late proposals will not be accepted.

7.0 EVALUATION PROCESS AND CRITERIA

All qualified proposals submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

The Tuscarawas County Economic Development Corporation, in conjunction with other partners will review and evaluate all proposals received in response to this Request for Proposals. Interviews with short-listed firms may be conducted. Based upon this evaluation, the Tuscarawas County Economic Development Corporation will make a selection for contract approval and notify proposers of the results.

Proposals will be evaluated and ranked based on the selection criteria outlined below. The Tuscarawas County Economic Development Corporation may ask the top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with TCEDC. If a contract satisfactory to both parties cannot be negotiated, TCEDC will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

The Tuscarawas County Economic Development Corporation will evaluate proposals based upon the following criteria:

- **Strength of Overview:** Proposals will be evaluated on the strength of the firm and their team. Are their submitted relevant projects similar in complexity to what the Tuscarawas County Economic Development Corporation is asking for and needing? Do their references match the projects identified and did the reviewers investigation prove their assertions of hurdles/solutions and outcomes?
- **Strength of Team:** Proposals will be evaluated on the demonstrated strength of the project team. If sub-consultants are a part of the project, do they bring expertise? Have they worked on previous relevant projects?
- **Strength of Creative Approach:** Proposals will be evaluated on creativity to meet project objectives and schedules.
- Experience and ability to successfully complete the scope of work
- Relevant project experience and demonstration of skills needed to complete the scope of work
- Familiarity with, and work experience in, Ohio's Appalachian counties and with the Appalachian Regional Commission and its grant programs including INSPIRE
- Ability to complete Scope of Work by the end of January, 2025.

The order of these factors does not generally denote relative importance. The goal of this Solicitation is to select and enter into an Agreement with Respondents that will most closely align with the goals for the East Central Ohio Recovery to Work Project.

The Tuscarawas County Economic Development Corporation shall evaluate each complete RFP Submission that is properly submitted. As part of the selection process, TCEDC may invite finalists to answer questions regarding their Proposal in person or in writing. In its sole discretion, TCEDC may also choose to enter into a negotiation period with one or more Respondent(s) and then ask the Respondent(s) to submit additional information.

Lack of debarment status by either the state or federal government is also required.

8.0 GENERAL CONDITIONS

If a proposal fails to meet any material terms, conditions, requirements, or procedures, it may be deemed unresponsive and disqualified. TCEDC reserves the right to waive omissions or irregularities that it determines to be not material.

This RFP Solicitation, as may be amended from time to time by TCEDC, does not commit TCEDC to select any organization(s), award any grant funds pursuant to this Solicitation, or pay any costs incurred in responding to this Solicitation. TCEDC reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all proposals received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, and to request

modifications to the proposals in accordance with negotiations, all to the same extent as if this were a Request for Information.

On matters related solely to this Solicitation that arise prior to an award decision by TCEDC, Respondents shall limit communications with the TCEDC to the designated contact listed in this RFP. No other employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP Solicitation. Respondents may contact the designated contact for this Solicitation in the event this Solicitation is incomplete.

TCEDC may provide reasonable accommodation, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the contact listed in Section 1.0. TCEDC reserves the right to grant or reject any request for accommodation.

Respondent's proposal shall be treated by the TCEDC as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for TCEDC in its sole discretion to reject the Application and/or terminate of any resulting Agreement.

Costs that are not specifically identified in the Respondent's response and/or not specifically accepted by TCEDC as part of the Agreement will not be compensated under any contract awarded pursuant to this RFP.

Prior approval by TCEDC is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Respondent will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Respondent is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected consultant.

Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

TCEDC reserves the right to amend the Agreement at any time prior to execution. Respondents should review the Agreement as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their proposal. A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement's general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.

9.0 PROPOSAL PROCEDURE & ENTITY INFORMATION

The evaluation and selection of the CONSULTANT will be based on the information submitted in the entity's proposal including relevant experience and creative approach to the scope of work. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely in regard to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by TCEDC

10.0 NON-DISCRIMINATION

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.); as amended, OMEGA is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between TCEDC and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.

4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

11.0 RIGHTS RESERVED

The Tuscarawas County Economic Development Corporation reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. TCEDC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof. TCEDC reserves the right to request additional information from any RFP respondent if TCEDC deems such information necessary to complete an evaluation. TCEDC reserves the right to select several consultants to perform tasks under the contract. All RFP material submitted to TCEDC becomes property of TCEDC and will not be returned to the RFP respondents.