



Department of Economic and
Community Development



**The State of Connecticut
Department of Economic & Community Development**

Request for Proposal

For

Connecticut's Mobile Manufacturing Training Labs

RFP Number: 18ECD0003PS

Key Dates:

RFP Release: **Friday, September 28, 2018**

Questions Due: **Monday, October 15, 2018**

RFP Submission Deadline: **Wednesday, October 31, 2018**

Announcement: **Friday, December 15, 2018**

REQUEST FOR PROPOSALS

Connecticut's Mobile Manufacturing Training Lab(s)

I. PURPOSE

The state of Connecticut Department of Economic & Community Development (DECD), in collaboration with Department of Labor (DOL) and on behalf of the CT Manufacturing Innovation Fund (MIF) Advisory Board, is pleased to issue a Request for Proposal to support the Manufacturing Innovation Fund's desire to create a Mobile Manufacturing Training Lab(s) Program for the State of Connecticut.

The Mobile Manufacturing Training Labs program, as defined under Substitute Senate Bill No. 448, Special Act No. 18-24: AN ACT CONCERNING A REQUEST FOR PROPOSALS FOR THE OPERATION OF MOBILE MANUFACTURING TRAINING LABS (Section II. Background) is to operate of one or more mobile manufacturing training labs that supports manufacturing careers by providing services that may include, but need not be limited to, continuing education for manufacturing employees and demonstration of advanced manufacturing to middle and high school students.

II. BACKGROUND

Manufacturing continues to be a critical industry/sector driving Connecticut's economy today and into the future. The State has made significant investments over the past years to improve Connecticut's capacity to produce, educate, train, grow, retain and sustain a pool of skilled workers qualified to meet the workforce priorities of the state's manufacturers, from major original equipment manufacturers to critical small-medium sized supply chain companies. A key element of this comprehensive effort is the Manufacturing Innovation Fund (MIF).

MIF supports growth, innovation and progress of Connecticut's manufacturing sector by:

- Encouraging company/university collaboration in research and development efforts
- Providing vouchers to assist with business development and technical needs
- Funding job training and educational initiatives that strengthen workforce skills
- Providing matching funds for Federal grants

MIF investments and related activity are overseen by a (10) ten-member Manufacturing Innovation Advisory Board, with administrative support by DECD. Workforce development is an investment priority, supporting training and education strategies to ensure that Connecticut's manufacturing companies can compete globally. The Advisory Board has invested in programs addressing demand for a skilled workforce today (Manufacturing Voucher Program, Incumbent Worker Training) and to produce an equally strong workforce to meet future market demands (Apprenticeship, Dream It Do It, and Young Manufacturers Academy).

This RFP looks to address the challenges of growing Connecticut's manufacturing workforce. The size, skills and productivity of Connecticut's manufacturing workforce faces relentless pressure as experienced, highly-skilled workers age out of the workplace and move into retirement – requiring replacement talent, while growth in the industry and among Connecticut manufacturers requires additional talent to fill existing and anticipated vacancies.

Detailed information concerning the Manufacturing Innovation Fund is available on DECD's website at: <http://www.ct.gov/ecd/cwp/view.asp?a=4669&q=551472>

The Manufacturing Innovation Fund Annual Report FY 2017 is available on DECD's website at: <https://www.advancingmanufacturingct.com/pdf/2017%20MIF%20Annual%20Report%201-17-2018.pdf>

The RFP is further defined by Substitute Senate Bill No. 448 Special Act No. 18-24:

AN ACT CONCERNING A REQUEST FOR PROPOSALS FOR THE OPERATION OF MOBILE MANUFACTURING TRAINING LABS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:
Section 1. (*Effective from passage*) (a) Not later than October 1, 2018, the Commissioner of Economic and Community Development, in collaboration with the Labor Commissioner and the Manufacturing Innovation Advisory Board, established under section 32-7n of the general statutes, shall develop and issue a request for proposals for the operation of one or more mobile manufacturing training labs that shall support manufacturing careers by providing services that may include, but need not be limited to, continuing education for manufacturing employees and demonstration of advanced manufacturing to middle and high school students. Notwithstanding the provisions of section 32-7o of the general statutes, any such proposal selected by the Commissioner of Economic and Community Development and subsequently approved by the Manufacturing Innovation Advisory Board shall be paid for from the Connecticut Manufacturing Innovation Fund, established under said section. (b) Not later than January 1, 2019, the Commissioner of Economic and Community Development shall submit a report on the result of the request for proposals to the joint standing committee of the General Assembly having cognizance of matters relating to commerce, in accordance with the provisions of section 11-4a of the general statutes.

III. GOAL

To provide incumbent workers with the skills to succeed in manufacturing jobs and to increase and sustain the engagement of Connecticut's young people in the state's manufacturing talent pipeline through the use of a mobile manufacturing training lab.

IV. OBJECTIVES

The DECD in collaboration with DOL and the MIF Advisory Board seeks proposals from capable respondents for program delivery intended to:

- Increase:
 - Manufacturing skillsets of incumbent workers; and,
 - The number of young people pursuing educational and career pathways in manufacturing through the use of a mobile manufacturing training lab(s).
- Provide CT citizens with employable skills to obtain jobs in manufacturing with sustaining wages and benefits.
- Deliver demand-driven training at client sites, help to retain employees, and keep businesses competitive through skills upgrade and process improvements for incumbent workers.

- Reach out to secondary and post-secondary education institutions to train tomorrow's workforce and address the talent pipeline needs of the state
- Assist in reaching Connecticut's middle school and high school students with an opportunity to become informed of and excited about manufacturing career prospects in Connecticut. In addition, to provide an understanding and have access to educational pathways in order to be able to pursue productive career opportunities.

V. TARGET AUDIENCE(S)

- Incumbent workers in manufacturing businesses
- Manufacturing Talent Pipeline - high school, middle school and college students

VI. SCOPE OF SERVICES

A. The DECD is seeking a qualified proposer to provide the following services:

- Develop a mobile manufacturing training lab(s) program that will increase the skillsets for incumbent workers and encourage more young people to pursue advancing manufacturing careers in CT.
- Combine innovative and effective communication strategies with mobile manufacturing training labs to create manufacturing-related learning opportunities, e.g., product design/build, welding, Computer Numerical Control metal fabrication, CAD training, and mechatronics with manufacturing workers.

B. Responses to this RFP should address the following questions:

- What are the specifics of the proposed mobile lab (size, equipment, staffing, and cost)?
- How will the mobile lab and accompanying program meet the current market need and the needs of the future market conditions?
- How does the proposed program utilize a mobile lab in order to make effective use of innovative strategies, tools, methods and technologies specifically targeted to incumbent workers and the pipeline?
- What is the capacity of the use of the lab(s) and accompanying program?
- What is the plan to have the mobile lab programs reach every middle school and high school student in public school in CT?
- How will the proposed program be sustainable once state funds are no longer available?
- How does the proposed model envision targeting messaging to outreach to each of the priority audiences listed above?
- How does the proposed program document and track the impact of the engagement of targeted audiences, particularly incumbent workers?
- How does the proposed concept emphasize state-of-the art cutting-edge tools and resources focusing on how young people learn and communicate?
- What are the metrics you will track to show both the costs and specific benefits of the lab?
- How does the proposed concept reflect strategies, models and best practices of manufacturing mobile learning and training implemented in other states that are relevant to Connecticut?
- What is the estimated cost and timeframe for development and implementation of the proposed program?

Applicants must also include, but are not limited to:

- Describing how your entity will start up or expand the effort, operate, maintain and sustain a mobile manufacturing training lab program, not limited to, but including equipment, training, operations, staff, and etc.
- Provide insight on how your mobile manufacturing training lab will address the current challenge and opportunities for a career in manufacturing.
- Describe the partnerships and collaborations among the state, industry, academia and not-for-profits needed for a mobile manufacturing training lab to thrive and be successful.
- Articulate the organizations capabilities (experience, expertise) in developing and implementing a strategy utilizing a mobile learning and training for mfg.
- Provide an 18 month implementation plan, sustainability plan, program impacts and metrics, and proposed budget.

VII. ITEMS REQUIRED

- Vendor company information
 - Firm's background and history in performing similar tasks
 - Overview of services and capabilities
 - Contact information
- Proposed methodology and process
 - Development plan
 - Task list
 - Timeline
- Proposed budget and budget narrative (including sources and uses of funds for both DECD and other sources of funds) for the duration of the program, including but not limited to administration, recruiting, marketing, curriculum, operations, overhead costs, training, etc.
- List of deliverables
- Filing and Records
 - Explain how you will maintain a system of files which is both functional and efficient. All information must be easily retrievable and securely maintained.
 - Provide detail on how you will maintain records in accordance with program guidelines and policies.
- Vendor References - Supply references from three of your clients who have had contracted with you for similar projects.

VIII. CONTRACT PERIOD

The State anticipates that the successful proposer will commence work on or about January 1, 2019 and continue until June 30, 2020. The contract may, upon mutual consent, be extended.

IX. CONTRACTOR QUALIFICATIONS

The program provider should have experience in:

- Creating a manufacturing mobile lab program;
- Acquiring, operating and maintaining a mobile lab;
- Providing advanced manufacturing curriculum and instruction; and
- Demonstrating that they have successfully completed similar efforts specified for private sector companies, academia and/or state/municipal agencies.

X. SUBMISSION DEADLINE

The due date for proposals is 5:00 P.M. EST October 31, 2018. Proposals must be received in the required packaging with appropriate labeling at the Department of Economic and Community Development, 450 Columbus Boulevard, Hartford, CT 06103-1843 (ATTN: Carmen Molina-Rios-RFP) or via email at Carmen.Molinarios@ct.gov. Late submissions will not be accepted.

No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.

XI. RFP PROCEDURES

A. *Official State Contact.* The State contact person for the purpose of this RFP is:

Carmen Molina-Rios
Department of Economic and Community Development
450 Columbus Boulevard
Hartford, Connecticut 06103-1843
Email: Carmen.Molinarios@ct.gov

B. *All communications with the State.* Regarding this RFP must be directed in writing to the Official State Contact via email or regular mail.

C. *Proposer Information.* The proposal must contain the official name, address and phone number of the proposer, the principal contact person for the proposal, and the name and signature of the person (or persons) authorized to execute contracts.

D. *Communications Notice.* All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by proposers or their representatives will result in disqualification.

E. *Inquiry Procedures.* All questions regarding this RFP and submission requirements must be directed, in writing, to the Official State Contact by 5:00 P.M. EST October 15, 2018. Proposers are required to limit their contact regarding this RFP to the person(s) named herein. Written responses to all questions received will be posted to the DAS State Contracting Portal, <http://DAS.CT.gov>

F. *Revisions to the RFP.* Only written modifications to this RFP issued in the form of one or more addenda will be considered to be alterations to this RFP. Oral comments are not

binding. An Addendum may be issued by DECD for any revisions, modifications, clarifications or alterations to the RFP.

G. *Packaging and Labeling Requirements.*

An original (clearly identified as such) and two (2) copies of the proposal must be submitted. The proposal must be signed by the proposer. Unsigned proposals will be rejected. Proposals transmitted by facsimile will not be accepted or reviewed.

All proposals must be submitted in either of the following:

1. In sealed envelopes or packages, the proposals must be addressed to the Department of Economic and Community Development, 450 Columbus Boulevard, Hartford, CT 06103-1843 (ATTN: Carmen Molina-Rios-RFP). The name and address of the proposer must appear in the upper left hand corner of the envelope or package.
2. An electronic version of the proposal in PDF format submitted via email to Carmen.Molinarios@ct.gov. The subject line of the email submission should read: "CT Mobile Manufacturing Training Lab".

H. *Required Format*

All proposals should include:

1. Cover letter, including a statement of the respondent's capabilities and relevant experience/expertise.
2. Cover page labeled "CT Mobile Manufacturing Training Lab", including the proposed program name, respondent, and respondent's address, point of contact, telephone number and email address.
3. Responses should not exceed five (5) pages, in 12-point Times New Roman font, single-spaced, with 1-inch margins.
4. Brief Background Narrative
5. Summary of overall program
6. Action Plan
7. Sustainability Plan
8. Program procedures and guidelines
9. A project financing plan and budget with a budget narrative
10. Resume(s) of key personnel for the program

I. *Proposals Due.* Proposal must be received no later than 5:00 P.M. EST, October 31, 2018.

J. *Minimum Submission Requirements.* At a minimum, proposals must: (1) be submitted before the deadline; (2) satisfy the packaging and labeling requirements; (3) follow the required format; (4) be complete; (5) include all required forms; and (6) be duly executed. The state, at its sole discretion, may disqualify any proposal that fails to meet the minimum submission requirements.

K. *Selection Committee.* A Selection Committee comprised of State staff or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all proposals that meet the Minimum Submission Requirements. Proposals not meeting the minimum submission requirements will not be reviewed.

L. *Timeline.* The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. Dates after the submittal deadline are target dates only.

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|----------------------------------|------------------------|
| • September 28, 2018 | RFP Released |
| • 5:00 P.M. EST October 15, 2018 | Deadline for Questions |
| • 5:00 P.M. EST October 31, 2018 | Proposals Due |

VII. EVALUATION CRITERIA

The Selection Committee will review, score and evaluate proposals based on the ability to meet the minimum requirements, statutory intent, goals, objectives and scope of the program. The proposals will be rated and ranked and applicants will be invited to present, if needed.

All proposals will be evaluated using the following criteria:

1. The completeness of the proposal – Provide responses to Section II Scope of Services and/or items required. Please also be sure to certify the proposal in Section XVIII and to provide the additional required forms in Section XIX.
2. Experience and Capacity of Applicant to:
 - Create a manufacturing mobile lab program;
 - Acquire, operate and maintain a mobile lab;
 - Provide advanced manufacturing curriculum and instruction as continuing education for manufacturing employees and demonstration of advanced manufacturing to middle and high school students; and
 - Demonstrate experience and capacity to carry out and sustain the program financially.
3. Timeliness to Initiate Service Provision – Provide a project plan with timelines showing when the respondent can begin providing the proposed scope of work.
4. Budget – The applicants must provide:
 - The cost of performing the proposed scope of work;
 - A plan and budget with sources and uses of funds including the request for MIF funding as well as other leveraged sources of funding.
 - A short description as to what is the use of the DECD funding.
5. Programmatic Components
 - Provide a strategy, model and resources to provide mobile learning and training for manufacturing skills for continuing education for manufacturing employees and demonstration of advanced manufacturing to middle and high school student as detailed in section VI Scope of Services.
6. Inform DECD on two specific impact areas as to how the program:
 - a. Increases opportunities for manufacturing businesses to train/modernize their incumbent workers; and

- b. Recruits and training the manufacturing talent pipeline.
7. Meet the requirements of the statute
 8. Leverage additional funds;
 9. Identify the program administrative and fiduciary resources to implement and sustain the program.
 10. Programmatic Impact - Funding recipients will be required to report their progress and measure their performance against their stated goals. Applicants must include in the proposals how they anticipate meeting the following metrics:
 - Economic Impact
 - Jobs Retained
 - Jobs Created
 - Productivity gains
 - Skills Training
 - Number of incumbent workers trained and evaluation of the training program success (e.g. did the company have better productivity; were workers promoted?)
 - Number of Students participating
 - Number of students choosing manufacturing as a career.
 - Number of schools participating
 - Number of companies participating
 - Number of employees participating

Proposals submitted in response to this RFP will be evaluated based the quality and the reasonableness of the responses for each item above.

XII. EVALUATION PROCESS

The Selection Committee will review all proposals in conjunction with DECD. If at least three qualified proposals are received, the selection committee will evaluate the proposals based on the weighted award criteria described above and shall decide which respondent(s) the State will seek to negotiate and ultimately contract with, if any.

IX. ERRORS

If a respondent discovers an error after submitting its response, but prior to the response submission deadline, the respondent may request that the response be withdrawn. This request must be submitted in writing and signed by an officer or authorized representative of the firm. If the request is approved, the respondent may submit a revised response as long as it is received prior to the response submission deadline.

No alterations or corrections to the responses are permitted after the responses are opened. If an error is discovered after the response opening but before contract award, the respondent may request that its response be withdrawn. An officer or authorized representative of the firm must submit this request in writing. The decision to permit withdrawal of the response will be at the discretion of the Commissioner.

X. SUBCONTRACTING OR ASSIGNMENT

In the event a respondent proposes to subcontract for some or all of the services to be performed under the terms of the contract award, it shall state so in its proposal and attach for approval a list of said subcontractors and an itemization of the products and/or services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any such subcontractor and DECD.

Except as expressly proposed by a respondent in its proposal, the agreement to be entered into between the respondent selected under this RFP, if any, and DECD, may not be subcontracted or assigned by the respondent, in whole or in part, without the prior written consent of DECD. Such consent, if granted, shall not relieve the respondent its responsibilities under the contract, except as otherwise expressly provided therein.

XI. CONDITIONS

Any prospective Administrator must be willing to adhere to the following conditions and must positively certify to adhere to them in its proposal:

1. **Acceptances or Rejection by the State.** The State reserves the right to accept or reject any or all proposals submitted for consideration under this RFP.
2. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
3. **Ownership of Proposals.** All materials are considered public information with the exception of personal and financial information. Following the execution of one or more contracts in connection with this RFP, proposals will be available for review upon request. All proposals in response to this RFP will be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
4. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP will be sole property of the State unless stated otherwise in the contract.
5. **Timing and Sequence.** Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
6. **Stability of Proposed Prices.** Any price offerings must be valid for a period of 90 days from the due date of the proposals.
7. **Oral Agreements.** No contract, unless it shall be in writing, executed by an authorized representative of DECD following the obtaining of all necessary approvals and in accordance with all applicable law, shall be binding on DECD. No oral agreement or arrangement made with DECD or any DECD employee shall be binding on DECD.
8. **Amending or Canceling Requests.** The State reserves the right to amend or cancel this RFP.
9. **Rejection for Default or Misrepresentation.** The State reserves the right to reject any proposal if any proposed subcontractor is in the default of any prior contract with the state or for any misrepresentation.
10. **State's Clerical Errors in Awards.** The State reserves the right to correct inaccurate awards resulting from its clerical errors.
11. **Rejection of Qualified Proposals.** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFP.

12. **Presentation of Supporting Evidence.** Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
13. **Changes to Proposal.** Except as otherwise permitted by DECD, no additions or changes to a proposal will be allowed after submittal.
14. **Collusion.** By responding, the respondent implicitly states that its proposal is not made in connection with any competing respondent submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of DECD participated directly or indirectly in the respondent's proposal preparation.
15. **EEO-4 Form.** The proposal shall include a copy of the company's latest EEO-4 report as well as a copy the respondent's equal employment policy statement.

XII. CONFLICT OF DOCUMENTS

Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations be in conflict with this RFP, the terms of the RFP shall supersede all other documents and/or verbal representations. The only exception would be if DECD amends this RFP.

XIII. SEVERABILITY

The invalidity of any portion of this RFP will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this RFP is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

XIV. RIGHTS RESERVED BY THE STATE

DECD reserves the right to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.

XV. NOTIFICATION OF AWARD

The selected respondent(s), if any, will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award will disqualify that respondent and the award may be directed to another respondent.

XVI. PRICE AND PAYMENT

Unless otherwise noted, all salaries and other budgetary information quoted shall be firm through execution of a contract and shall not be subject to increase during the period of such contract, unless agreed upon by both parties in writing. The Commissioner must be notified in writing of any price reduction within five (5) business days of the effective date.

XVII. RESPONDENT INFORMATION

Name: _____
Address: _____
Contact Person: _____
Title: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____ Website Address: _____
FEIN No: _____ State Sales Tax No: _____

If you are using a **THIRD PARTY** to write this proposal, please provide the following:

Consultant/Company Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
E-Mail Address: _____ Website Address: _____

XVIII. RESPONDENT CERTIFICATION

It is hereby represented by the respondent (undersigned) as an inducement to DECD to consider the proposal, that to the best of my knowledge and belief, no information or data contained in the proposal or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The respondent (undersigned) agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, and other references are hereby authorized now, or any time in the future, to give DECD of any and all information in connection with matters referred to in this proposal.

Certifying Representative:
1. Type Name and Title: _____
2. Signature: _____
3. Date: _____

XIX. NECESSARY ADDITIONAL COMPLETED FORMS

OPM Ethics Form 1 – Gift and Campaign Contribution Certification, available at:
<http://www.ct.gov/opm/lib/opm/OPMForm1GiftandCampaignContributionCertificationRev052615.pdf>

Agency Vendor Form (SP-26NB) and W-9 Form, available at:
[http://das.ct.gov/Purchase/Info/Vendor_Profile_Form_\(SP-26NB\).pdf](http://das.ct.gov/Purchase/Info/Vendor_Profile_Form_(SP-26NB).pdf)

CHRO Employment Information Form, available at:
<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>

OPM Ethics Form 5 – Consulting Agreement Affidavit, available at:
http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf

The appropriate **Nondiscrimination Certification** from those available at:
http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806