Request for Proposals for

SME Review of Ohio TechNet TAACCCT
Grant SkillsCommons Deliverables (LRMs)

Facilitator: Ohio Technical Skills Innovation Network (OhioTechNet)

RFP Issue Date: January 12, 2018

Response **Due Date**: February 12, 2018

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Invitation

REQUEST FOR PROPOSALS

Lorain County Community College (LCCC) is extending an invitation for Proposals pertaining to the Subject Matter Expert (SME) review of Manufacturing curriculum developed under the Ohio TechNet (OTN) grant for uploading to SkillsCommons.com. We are seeking Subject Matter Experts (SMEs) to review Machining, Welding, Food Science, Occupational Health and Safety, Math (for machining), and Industrial Maintenance curriculum. Curriculum has been created at 11 of Ohio's community colleges.

Definition of Subject Matter Expert as it relates to this RFP: Subject matter experts will possess demonstrated experience in developing and/or implementing content they will be reviewing. Subject Matter Experts (SMEs) may come from educational institutions, the business community, workforce development agencies or training providers. An SME may be an employee of one of the 11 Ohio consortium community colleges in Ohio TechNet but need not be. Individuals that participated in any way in the development of curriculum for the Ohio TechNet program are not eligible to apply as a Subject Matter Expert.

Ideally, applicants for curriculum reviews will possess the following competencies:
• Experience developing curriculum for any of the following training areas within Advanced Manufacturing: Machining, Industrial Maintenance, Occupational Health and Safety, Welding, Food Science or Math (for Machining)
• Experience obtaining feedback from employers regarding training programs
• Experience in evaluating training programs and/or curricula
• Teaching experience at the collegiate level

Notice

In order to receive any Addenda or supplemental information, you <u>MUST</u> register with the LCCC Purchasing Office, either by mail at 1005 Abbe Road North, Elyria, Ohio 44035-1691, by telephone at 440-366-4048, by fax at 440-366-4648, or by email *(preferred)* to Laura Carissimi at lcarissi@lorainccc.edu; purchase@lorainccc.edu.

The following information is required:

Name of Firm
Contact Name
Street Address
City, State Zip
Telephone
Fax
Email address

I. Introduction

This Request for Proposal (RFP) is issued by the Ohio Technical Skills Innovation Network (Ohio TechNet program). Ohio TechNet is a U.S. Department of Labor TAACCCT Round 4 initiative designed to transform the way in which higher education works with employers to better align education and training for Advanced Manufacturing in Ohio with industry needs. Led by Lorain County Community College (LCCC) on behalf of a consortium that includes 11 colleges across the state, Ohio TechNet partners provide comprehensive education and training to workers who are in transition or need upskilling due to the impact of foreign trade, as well as returning military personnel. The program focuses on five occupations that are in high demand: welding, machining, industrial maintenance, digital design/industrial automation, and occupational safety. The goals and strategies of the initiative are to better identify businesses' most pressing needs, align and accelerate training programs to fill the skills gap, and support transformation and alignment of the state's workforce and higher education delivery systems.

II. Purpose Statement / Objective

Ohio TechNet TAACCCT grant deliverables include curricula, course materials, teacher guides and any other materials developed with grant funds. The goal is for these deliverables to be Open Educational Resources (OERs) and housed in the national SkillsCommons Repository created for this purpose. A requirement of the grant is that the deliverables identified as "Learning Resource Materials" or LRMs must be reviewed by a Subject Matter Expert (SME). A list of LRMs can be found at http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/learning-resouce-material-types/.

The work described in this Request for Proposal is on a tight budget and schedule. LCCC reserves the right to designate multiple awards if needed to accomplish the project as set forth below.

III. Overall Scope of Work

1) **Goals**

In general, the goals of this Request for Proposal are:

- Validate the curricular content for the core curricula developed to determine content meets the needs of both students and industry. The reviews will compare and evaluate in accordance with industry standards.
- Analyze the curricular relevance and accuracy to industry standards and if it adequately prepares students for employment and/or further relevant study.
- Verify that embedded industry recognized credentials align with regional industry needs.

2) **Details Required from Respondents**

When responding to this RFP, please identify your area(s) of expertise and provide your cost estimate for each type of material reviewed. The Appendix provides space to record this information. Select from the areas of Machining, Welding, Food Science, Occupational Health and Safety, Math (for machining), and Industrial Maintenance. Also attach any other documentation you would like to submit.

3) **Reporting Requirements**

For each course reviewed, a written report detailing the review is required to demonstrate that each deliverable meets its objectives. Specific report requirements will be provided for each review area but will include
- A summary of the area reviewed
- A summary of how the evaluation was conducted
- Evaluator findings
- Evaluator credentials and experience.

If the SME determines that revisions are recommended, a revised SME report will be required once the school(s) has/have integrated the suggested revisions. The final SME report will be submitted to the USDOL Education and Training Administration.

IV. Expectations of Selected Subject Matter Experts

1) **Selected SME reviewers should be able to:**
- Demonstrate experience developing and/or implementing similar deliverables.
- Each SME must provide documentation of at least one of the following for each deliverable reviewed:
  a) Consultations during development of instructional materials
  b) Participation as an ongoing member of team developing the instructional materials
  c) Conducting an evaluation of the instructional materials and providing a report
  d) Using an approved rubric to conduct the evaluation of the instructional materials and providing a report
  e) Other review method agreed upon and documented in a report
- Accomplish all required reviews within your proposed budget prior to 7/30/18. Optimal procedure would be to submit reports to LCCC within 30 days of curriculum review with **7/30/18 as a final deadline for all SME reports**.
- Dedicate personnel to this initiative for the duration **period of 3/1/18 through 7/30/18** as deliverables become available for review.

2) **Curricula**
The Ohio TechNet project identified core curricula and stackable credentials as part of career pathways in the advanced manufacturing industry. The 11 community colleges developed these curricula to meet the needs of both students and employers throughout the state. Reviews of curricula by Subject Matter Experts (SME) are required to ensure that core curricula meets industry standards and needs and provides key core/foundational skills needed to enroll in stacked programs of study that are part of the TAACCCT project. A written report detailing this review is required.

The following OTN curricula grant deliverables require review by a Subject Matter Expert:
NOTE: New courses will require SME review of rubrics, syllabi, lectures, assessments, assignments, lab videos, lab process sheets, etc.

- Machining: 9 New courses (including a contextualized Math course), 2 PLA assessments, 4 exams/quizzes, 1 course outline, 2 rubrics and approximately 18 syllabi for re-packaged curriculum
- Occupational Health & Safety: Approximately 8 New Courses
- Food Science Technology: 4 new courses
- Industrial Maintenance: 3 assignments and 1 syllabus for re-packaged curriculum.
- Welding: 3 PLA Assessments, 2 new courses, 23 course outlines, and approximately 35 syllabi for re-packaged curriculum
- Other materials currently being created *could* be added to this list and will be addressed via a separate addendum

V. Submittal Requirements

1) Inquiries and Information Requests Prior to Submission

The LCCC Purchasing Office will act as the clearinghouse for all inquiries and information requests. All inquiries and information requests must be submitted electronically to Becky George, Procurement Manager, rwulfhoo@lorainccc.edu and/or Laura Carissimi, Director of Purchasing, lcarissi@lorainccc.edu.

The answers to all inquiries will be provided to all <u>registered</u> parties by Purchasing. All answers will be electronically distributed to all those registered or invited. Addendums will also be posted on the College website with the original Proposal document. Any other responses to questions, not via the Purchasing Office, are considered casual and not binding.

Timeline
The schedule for submittal evaluation, selection and implementation is as follows; Key dates may be altered by the College; registered parties will be updated via Addendum should any alteration occur:

- **Issuance of RFP** January 12, 2018
  - ➢ First ad January 12, 2018
  - ➢ Second Ad January 19, 2018
- **Last day for question submittal** February 1, 2018
- **Final Addendum issued** February 5, 2018
- **Submittals Due** February 12, 2018
  - ➢ Respondents should be prepared for potential tele-conference during the week of February 12, 2018, as the selection committee may have additional questions based on the review of your submittal. Please be sure to provide a valid contact name, email and phone.
- **Notification of Vendor/Vendors Selection** February 23, 2018
- **Commence work** March 1, 2018 with staggered start times (see tables in Appendix)
  - ➢ Please note that some curriculum will not be available for review until April 1, 2018.

2) Include within response
Section 1: Proposed Team Provide information on the composition of your proposed team and their relevant experience. Include resumes.

Section 2: Similar Project Experience Submit up to (6) representative projects within the previous five (5) years to create a 'portfolio'. Select projects of similar, or greater, program/intent, size and scope to represent this section; include project that show the ability to work with a limited budget and an aggressive timeline.

Section 3: Detail of proposed expenses Include a proposed budget which includes rates and projected hours for each person assigned to this scope of work. To assist with calculating your budget, please complete the appropriate cost table(s) in the Appendix for each of your subject areas of expertise. To calculate costs, include the unit of cost (by the hour, by the credit hour, etc.) and the dollar amount for each unit (hour, credit hour, etc.). For example, if an SME normally charges $50/credit hour for syllabus review and the syllabus pertains to a 3 hour course, the total cost for the SME review of that syllabus would be $150.

3) Submittal of Complete Proposal: Respondents shall electronically submit their proposal containing all the requested information to the Lorain County Community College Purchasing Office: Becky George at rwulfhoo@lorainccc.edu OR Laura Carrisimi at lcarissi@lorainccc.edu by **February 12, 2018** by 4:00 P.M., Local Time.
   a)   Late responses may be deemed unresponsive. At its sole discretion, the College reserves the right to reject any proposal not deemed satisfactory and to waive any and all irregularities in the procedure. Omission, inaccuracy, or misstatement may be sufficient cause for a proposal to be deemed unresponsive and/or irresponsible.
   b)   There will be NO public opening--submittals may be viewed by appointment with Purchasing.

VI. The Selection Process

   1)   **Evaluation of Proposals**
        Scoring by the evaluation committee will be via the Evaluation Matrix provided in the Appendix.

   2)   **LCCC Evaluation/Selection Committee Names and Emails**

        Terri Sandu tsandu@lorainccc.edu
        Bernie Gosky bgosky@lorainccc.edu
        Melika Matthews mmathews@lorainccc.edu
        Linda Feddrix lfeddrix@lorainccc.edu

VII. Disclaimers and Disclosures

Disclaimers

In its sole discretion, the College may withdraw the RFP either before or after receiving submissions, may accept or reject submissions, and may accept submissions which deviate from the RFP as it deems appropriate and in the College's best interest. In its sole discretion, the College may determine the qualifications and acceptability of any party or parties submitting in response to this RFP.

Following submission of a RFP, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the response and/or the respondent, including the respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by the College in its discretion.

The College and its advisors shall have no obligation or liability with respect to this RFP, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

Respondents are advised that participation in the design of evaluation strategies might result in exclusion or restriction from participation in other phases.

Disclosures

The College is governed by the Ohio "Open Records Law" and all responses and supporting data shall be subject to disclosure as required by the law.

All submittals will be available for review by the U.S. Department of Labor (DOL) Employment and Training Administration. Lorain County Community College complies with all DOL regulations in purchasing equipment. Selected vendor, in accepting a Purchase Order or entering into an agreement with any of the Ohio TechNet colleges, agrees to comply with **DOL regulations and cost principles as per TAACCCT grant agreement, sections 811.** The grant agreement can be found at www.lorainccc.edu/ohiotechnet.

VIII. Supplemental Information

The following supplemental information can be found at www.ohiotechnet.org

- Ohio TechNet **Executive Summary**
- TAACCCT **project narrative**, including both work plan activities and deliverables and target participant outcomes

The LCCC Code of Conduct is applicable to all participants and awarded vendors, and may be viewed at: http://www.loraincccc.edu/campus+security/code+of+conduct.htm

IX. Appendix

    1) **Provider Evaluation Matrix—to be used in selecting providers.**

Organizational Qualifications/ Experience	Possible Points
Research projects of similar or greater size and scope	20
Ability to work with limited budget and aggressive timelines	15
Work Plan Details	10
Estimated Costs	35
Composition of Work Team	20
TOTAL	**100**

2) Estimated Cost Tables (by Subject Area) to Complete:

Please complete the appropriately headed table below for each subject area(s) in which you are able to provide SME review.   The text in each row will wrap to accommodate your typing. **NOTE: The details below are best estimates as of December 2017 and may fluctuate a bit once final curriculum is submitted.**

		Subject Area--Machining	
Type of Material to Review	**Quantity to Review**	**Material Descriptions**	**Cost to Review**
Assessments	6	2 PLA + 2 Finals Exams + 2 Quizzes	
Answer Keys	2	2 PLA Answer Keys	
(New) Courses	9	New course shells (8 contained in D2L Learning Management System)	
Course Outlines	1		
Lab Process Sheets	4		
Lab Videos	21	5-14 minutes each	
Rubrics	2		
Syllabi (class and master)	17 or 18		

		Subject Area—Food Science Technology All items listed below are the components of 4 new courses developed.	
Type of Material to Review	**Quantity to Review**	**Material Descriptions**	**Cost to Review**
Competencies	2	for 2 modules of one new course	
Course Objectives	4	for 4 new courses	
Labs	15	for new course modules	
(PowerPoint) Lectures	31	for new course modules	
Reference Articles	19	for 2 modules of one new course	
Syllabi (class and master)	16	for modules of 4 new courses	

Subject Area--Welding

Type of Material to Review	Quantity to Review	Material Descriptions	Cost to Review
Assessments	3	3 assessments for PLA (Prior Learning Assessment)	
Answer Keys	2 or 3	For PLA assessments	
Competencies			
(New) Courses	0-2		
Course Outlines	23		
Rubrics	2-3		
Syllabi (class and master)	34		

Subject Area--Occupational Health and Safety

Type of Material to Review	Quantity to Review	Material Descriptions	Cost to Review
(New) Courses	17	New course shells in Canvas Learning Management System. Not ready for review until April 2018.	

Subject Area—Industrial Maintenance

Type of Material to Review	Quantity of Material to Review	Material Descriptions	Cost to Review
Drill and Practice	3		
Syllabi (class and master)	1	Syllabus for repackaged curriculum	

Subject Area—Math (for machining)			
Type of Material to Review	**Quantity to Review**	**Material Descriptions**	**Cost to Review**
(New) Courses	1	New course shell in D2L LMS	