

REQUEST FOR PROPOSAL

CARPENTRY INSTRUCTOR/SUPERVISOR for
9 HOLE MINIATURE GOLF COURSE CONSTRUCTION

Responses Due: June 12, 2022



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GENERAL SOLICITATION STATEMENT

Ohio Valley Employment Resource (OVER) is soliciting proposals for a **(Phase One) Carpentry Instructor/Supervisor that will be responsible for teaching basic safety, carpentry, and teamwork skills to eligible youth ages 14-24 to design, construct and operate a miniature golf course in Noble County under the CCMEP program. Successful Supervisor could continue to Phase Two if both parties agree.**

This is a governmental project to teach youth skills, work readiness, entrepreneurship, community development and teamwork. OVER, as the Workforce Area covering Noble County, is soliciting this project. The services will be contracted as soon as possible from the June 12th closing date through completion of construction. Ideally, we would like the construction phase to end mid to late Summer. Successful responder could be extended to supervise operation of project, if agreeable to all parties.

Description of the government program: The Comprehensive Case Management and Employment Program (CCMEP) is a youth program to provide those 14-24 exposure to basic work readiness skills through work experience, skill development and training in the community. CCMEP can be funded by Temporary Assistance for Needy Families (TANF) and/or the Workforce Innovation and Opportunity Act (WIOA) to create one program.

The contract will be through:

Noble County Department of Job and Family Services (NCDJFS)

Mindy T. Lowe, Director
46049 Marietta Rd. PO Box 250,
Caldwell, OH 43724-0250

Deadline for accepting Proposals: Sunday, June 12, 2022.

All RFP responses MUST BE submitted electronically to Stephanie@OMJ15.com AND Janell@OMJ15.com. Acknowledgement of email receipt will be returned within one business day.


Proposals can be submitted ANYDATE/TIME up to and including **Sunday, June 12, 2022.**

All RFP respondents will be notified of selection decision.

Miniature Golf Project

Phase One - OVER is seeking a Carpentry Instructor/Supervisor to work with Noble County youth to design and build and a 9-hole miniature golf course in Noble County. Ideal candidate would be a Carpentry Instructor/Supervisor, who would have experience working with youth on small carpentry type projects and must have a strong mastery of safety procedures and the ability to instruct youth in safety, basic measuring, using tools and teamwork. We would like the construction phase to end mid to late Summer.

Phase Two - Beyond the construction phase, this miniature golf course is expected to be operational to the public in Noble County. The project leader will connect with those with

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business experience in the community to set up an operational plan through late Summer and early Fall.

Construction crew will be approximately 5-7 individuals (ages could range from 14-24) with possibility little to no prior experience.

This program will address the following WIOA youth program elements as defined in WIOA section 129(c)2 A-N:

1.	Paid and unpaid work experiences that have as a component academic and occupational education, which may include: summer employment/pre-apprenticeship/on-the-job training
2.	Education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster
3.	Leadership development opportunities: community service; peer-centered activities encouraging responsibility; positive social and civic
4.	Entrepreneurial skills training


The Workforce program within Noble County Department of Job and Family Services will identify and supply the eligible individuals. Only services authorized through NCDJFS before service delivery are eligible for payment. Successful RFPs will result in written agreement between OVER, RFP respondent and NCDJFS.

RFP Submission

Please provide a cover letter identifying your name/organization name, signature and contact information including: address, email, and telephone number.

Proposal should address only Phase One and include:

- 1) Your qualifications/past experience **in carpentry, safety and teaching youth**. If you will have additional staff provide their qualifications as well. Anyone providing services will be required to have a background check.
Include two references for the main individual/organization that can be contacted that are knowledge about your experience providing the type of service you propose and/or working with youth.
- 2) Past projects, **especially those similar to this**.
- 3) **A description/timeline of proposal to complete the project. Ideally, construction would complete mid-Summer.**
- 4) **Proposed cost** – Hours budgeted and rate of compensation for service with an additional estimated cost of supplies and tools.

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Rating:

Responses 1-4 will be reviewed, and a consolidated score will be awarded, based on a 100-point system. The overall quality/timing/safety will be the primary concern at a reasonable cost.

OVER reserves the right to reject any and all proposals; to continue contract to Phase Two, if mutually agreeable; to seek clarification on content; check references; and to negotiate prior to contracting. Contracting is subject to federal and state funding as well as applicable laws, insurance, and clearances. Lead agencies reserve the right to use this RFP for joint CCMEP WIOA and TANF agreements at their discretion.

Thank you for your consideration!