Request for Proposal (RFP)
Ohio Small Business Development Centers (SBDC) Program
Federal Fiscal Year 2016: 10/01/2015 – 09/30/2016

RFP Timeline
<table>
<thead>
<tr>
<th>Action</th>
<th>Method</th>
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<tbody>
<tr>
<td>April 24, 2015 Development releases RFP to potential applicants</td>
<td>ODSA Website</td>
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<tr>
<td>May 4-15, 2015 Territory collaboration meetings</td>
<td>In-person with Daryl and/or Susan</td>
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<tr>
<td>May 15, 2015 Letter of Intent due from applicant by 12 Noon</td>
<td>Email to: <a href="mailto:SBDCRFP@development.ohio.gov">SBDCRFP@development.ohio.gov</a></td>
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<tr>
<td>May 25, 2015 Center Proposal due by 12 Noon</td>
<td>Email to: <a href="mailto:SBDCRFP@development.ohio.gov">SBDCRFP@development.ohio.gov</a></td>
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<tr>
<td>May 25 - June 15, 2015 Proposal review and question period</td>
<td>Email from Review Team to Center Director and Host</td>
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<tr>
<td>June 19, 2015 Applicants will be notified of acceptance or rejection</td>
<td>SBDC Staff will email to Center Director and Host</td>
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<tr>
<td>June 22 - 30, 2015 Development Leadership &amp; Legal Review</td>
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<tr>
<td>July 1, 2015 Draft Ohio SBDC Proposal issued to SBA District Directors</td>
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<tr>
<td>Mid July 2015 State Lead Center prepares grants.gov upload</td>
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<tr>
<td>August 18 - 19, 2015 Ohio SBDC Statewide Conference</td>
<td>Attendance required</td>
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<tr>
<td>September 2015 Development will issue Grant Agreements</td>
<td>SBDC Staff will email to Center Director</td>
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<td>October 1, 2015 Program Year begins</td>
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RFP Administered by:
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1. Introduction

The Request for Proposal (RFP) is being issued for grants to be awarded under the Ohio Small Business Development Centers (SBDC) Program. The Ohio SBDC Program is a partnership funded by the U. S. Small Business Administration (SBA), the Ohio Development Services Agency (Development), and local host organizations to help small businesses owners start or grow a business.

Development seeks proposals from qualifying organizations to provide counseling and training to Ohio entrepreneurs and small businesses for Federal Fiscal Year 2016 (October 1, 2015 - September 30, 2016). The Ohio SBDC Program is hosted at Development through the Office of Business Assistance.

SBDCs serve an important role in the state and national economy by providing comprehensive small business services to small business owners and entrepreneurs. The Ohio SBDC is part of a national network of service centers and one of 64 programs funded by the SBA.

Ohio SBDCs coordinate their services with other business, educational, economic, workforce, and community development-related programs to leverage the expertise of affiliated resources, avoid duplication of effort, and improve outcomes for small business clients. Affiliates include but are not limited to: the Procurement Technical Assistance Program (PTAC), Minority Business Assistance Centers (MBAC), Manufacturing Extension Partnerships (MEP), Entrepreneurial Signature Program (ESP), higher educational institutions, and others.

The SBDC State Director will complete the proposed Statewide Plan based on the proposals received and submit it to the SBA for funding consideration. Statewide services are provided pursuant to an annual Cooperative Agreement between Development and the SBA. Funding is subject to state and federal appropriations and is operated under the following provisions:

- Public Law 96-302 – the Small Business Act, which established the national SBDC program in 1980;
- Notice of Award (NOA)/Cooperative Agreement issued the SBA;
- SBA/SBDC Annual Program Announcement;
- Development’s Grant Agreement; and
- Ohio SBDC Program Operations Guide.

The Ohio SBDC Program Strategic Plan provides direction for program participants and is focused on producing the best results possible for clients. Organizations interested in submitting a proposal should review the plan (see Other Documents) to ensure their organization’s mission is consistent with that of the SBDC program.
2. RFP Process

Any and all information developed by the applicants during the course of the project will be provided to Development upon request and will become the property of the SBDC Program. The applicant shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents or information. All information submitted in response to the RFP shall be public record unless a statutory exception exists that would protect the information for release to the public.

Any information submitted with the proposal which the Applicant reasonably believes to be a trade secret, as that term is defined in Section 1333.61 of the Ohio Revised Code, may be designated as such by marking the information as follows: the phrase “trade secret,” marked with two asterisks on each side, must be placed and the beginning and end of the trade secret information (for example: **TRADE SECRET**). In addition, this trade secret information shall be underlined. Information determined to be a trade secret under the laws of the state of Ohio may be protected as trade secrets by Development in accordance with Ohio law.

Applicants are advised that there will be no opportunity to correct mistakes or deficiencies in their submitted materials after the RFP’s due date. It is the applicant’s responsibility to ensure timely submission of the Letter of Intent and a complete proposal. Development is under no obligation to consider required material submitted late.

All costs incurred in preparation of a proposal shall be borne by the Applicant. Proposal preparation costs are not recoverable under an award. The State shall not contribute in any way to recovering the costs of proposal preparation.

In accordance with federal and state statutes and Development policy, no person shall be excluded from participation or subject to discrimination in the RFP process on the basis of race, color, age, sex, national origin, military status, religion or disability.

The Ohio SBDC Program reserves the right to:

- Adjust the RFP timeline dates as needed and deemed appropriate;
- Accept or reject any and all proposals if determined that is it in the best interests of the state to do so;
- Rebid this RFP, requesting new proposals from qualified organizations;
- Make no award at the end of the evaluation process (this RFP is not to be interpreted or construed to guarantee that one or more applicants submitting responses will be awarded);
- Fund any proposal in full or in part (any assignments of work by Development under the scope of this RFP will be made dependent on need and the availability of funding);
- Funding only those proposals determined to be the best and most responsive;
- Request additional information to assist in the review process; waive or modify minor irregularities in proposals received;
- Contact applicants to clarify any portion of the proposal documents;
- Require the submission of modifications or additions to proposal as a condition of further participation in the selection process; and
- Request that certain selected applicants make presentations and participate in interviews with Development’s staff and reviewers.
Each applicant is required to meet the timeline requirements as presented on the front page of this RFP.

3. Applicant Requirements

Eligible applicants include: institutions of higher education may apply as service centers. Organizations such as chambers of commerce, economic development agencies and other non-profits are also eligible.

“For-Profit” organizations can be considered as consortium partners; however these organizations cannot be eligible host applicants to receive funding through this RFP.

Each applicant must demonstrate:
• A history of local community economic development mission alignment, accomplishment and leadership;
• An efficient and successful grants management history and capability to track funding streams through general ledger;
• Entity in good standing with no federal debarment(s) active or pending;
• Financial stability and the ability to meet the requirements of the Risk Analysis Tool as prescribed by 2 CFR; and
• The ability to assume a leadership capacity within the service delivery area to identify and align partners to support the small business needs.

Each applicant must include at least one “higher education - post secondary” partner, i.e., two-year colleges, technical colleges, universities, etc. Federal legislation mandates a majority of a state’s delivery partners be located in “higher education” settings. To meet this mandate, the State Lead Center reserves the right to re-negotiate proposed consortium relationships to ensure statewide compliance.

Each application must also include partnerships with economic development organizations, e.g., chambers of commerce and other economic development agencies. The purpose of building such diverse partnerships is not only to augment the services the SBDCs provide, but also to exchange information and provide business-critical solutions to the SBDC’s end customer—the small business owner—that reflect industry expertise.

Each applicant must create and deploy a service delivery model that will insure access to any business owner within the service delivery area. The model should include a mix of full-service centers, satellite offices and/or circuit rider locations. Services must include, but not limited to: one-to-one confidential business advising, training, referral to appropriate partner organizations for expertise and case management to insure efficient and effective service delivery.

Each applicant must identify an SBDC Director to lead the local service delivery model. The director must: meet the minimum requirements of the position of director as prescribed by the Ohio SBDC program; be a Certified Business Advisor™; be pledged full-time (40 hours per week) to the SBDC program delivery; and have the autonomy to meet the demands of program compliance as well as budget and personnel allocation.

Each application must meet the program requirements to provide a safe, professional and accessible venue for staff and customers; office space with private meeting area; computer,
internet access and other technology; adequate customer parking area; separate SBDC program identified publicly listed phone number; and prominent signage to meet the program requirements as detailed in the Ohio SBDC Marketing Standards.

Each applicant must adhere to Equal Employment Opportunities and Disabled Accessibility/Accommodation Requirements. All SBDC services must be rendered on a nondiscriminatory basis, and no individual may be excluded from any program because of race, color, religion, sex, age, disability or national origin. Workshops, seminars and conferences must be held in disabled accessible locations. Reasonable accommodations will be made, upon request, for visually and hearing impaired attendees. SBDCs are required to make modifications and accommodations (which do not fundamentally alter the program or activity or entail financial or administrative burdens) to enable otherwise qualified disabled individuals to participate. The SBDC Network must comply with 13 CFR Parts 112, 113, 117, and 136.

4. SBDC Service Delivery Requirements

Delivery of services shall be presented in the combination of full-service centers, satellites, and/or circuit-riders models as deemed best for business needs for the territory.

Service centers must be staffed by employees of the SBDC grantee or consultants. The State Lead Center establishes minimum employment standards for business advisors and center directors. The State Lead Center must provide written approval of all SBDC staff hires, and must be part of the interviewing process for all directors.

Each service center must be staffed by at least one full-time center director and a 20-hour-per-week part-time business advisor or consultant. Existing center directors with 20-25 hours may be grandfathered under this area. (A full-time director is preferred.) Service centers must also have a secretary/administrative assistant for at least 10 hours per week. Current service centers with only a full-time director may remain at that staffing level if they can demonstrate at least 1,200 counseling hours per year.

Each SBDC director and full time business advisor must be a Certified Business Advisor™ (CBA). All counseling by non-CBA graduate students, volunteers or external consultants must be reviewed by a CBA.

Graduate students shall appear on the Budget if they are paid employees. All graduate student teams with time devoted to counseling and research for SBDC clients may be entered into Center IC under a team log in and counted as SBDC counseling hours. Team activities are required to be documented on a log, supported and reviewed by a CBA.

The State Lead Center must receive notification for all changes in personnel - hiring or dismissal. A potential SBDC business advisor or director must meet the State established minimum qualifications, and must agree to participate in the CBA process. Grant funding may be denied should the service center host fail to meet these requirements.

Hiring Process and Position Descriptions are available in Other Documents.

Time and Effort Certification must be documented and certified in accordance with applicable OMB 2 CFR 200, section 200.430. Formal process, documentation and certification will be reviewed by the State Lead Center. If a host organization currently utilizes an existing grant
office certification, it will be reviewed for endorsement by the State Lead Center. If the host organization does not have a current process in place, the host/SBDC will follow the process, documentation and certification as prescribed by the OMB. (See Time and Effort Process in the Other Documents.)

Each counseling resource, including director, business advisor, consultant, faculty, student or volunteer and administrative support staff who work with clients and files (AA, coordinators, etc.), must sign the proper conflict of interest form 250 or 250-A annually. All forms must be signed annually and placed on file in each service center location. The purpose of this policy is to prevent the actions of any agent of the Ohio SBDC Network from constituting a conflict of interest.

Each host and center will be held accountable to the program standards, including CBA certification, goal performance requirements, and individual advising goals. Center funding is directly tied to such requirements.

Center goals will be negotiated during the proposal review process. Goal categories include: Long-term Clients; Business Starts; Capital Infusion; Jobs Created and Retained; Sales Increase; and Success Stories. Minimum Individual Goals are as follows:

- Full-time Center Director – 400 hours Advising, 400 hours Partner Development, and 400 hours of Program Administration per program year.
- Full-time Business Advisor – 1,200 Advising hours per program year.
- Part-time staff goals will be determined on a pro-rated basis.

Additional Key Performance Measures include: Total Clients, Training attendees and Events and High Impact Clients.

**5. Case Management and Training Files**

A separate file shall be maintained for each client case in Center IC. This file must consist of all documentation in regard to that client, as prescribed in the SBDC Operations Guide. This includes the 641 narrative notes from the initial session, as well as the notes from any follow-up sessions and attached to the client’s file. Requirements include both paper and electronic.

Each client case management file shall use the client strategic counseling format in Center IC. Each client file should document progress toward consulting goals outlined and agreed upon. In addition, baseline economic indicators should be collected for all clients during the initial session. Each time the economic indicators are collected, they should be updated in the session notes. Mores specifics for each session type of activity are included in the Center IC Manual.

All Graduate Student time devoted to client advising and research may be counted as SBDC advising hours. All entries must be made into Center IC based upon standards detailed in the Center IC manual. In all cases, the client file must contain the team's detailed log of counseling activities of each student. Faculty participation may also be entered and counted according to the Center IC manual. Faculty participation in this, or any student counseling, may be counted as match, with appropriate documentation. Reminder: All faculty and student advising must include a CBA review.
All service centers are required to collect economic impact data from the clients. The data must be collected once per program year. All data is required to be entered into Center IC in the follow-on session notes. The data must be verified with client signature and attributed to the program activities. The State Lead Center standard reporting document and validation of economic impact data for each client is included in the Other Documents.

Each training event shall be documented as prescribed in the annual Program Announcement. At a minimum, each event file must include: 888 Training Report Form; Attendee list or sign-in sheet; Agenda or marketing piece; Evaluation forms; and Program Income Activity Report (PIAR) for each training that includes fees.

Each client case file work and training activity for a given week must be entered into Center IC by close-of-business on the following Tuesday. At the end of each quarter, the Center IC data will be locked in accordance with the “FY2016 Due Dates” schedule in the Other Documents.

6. Financial Basis of the Program

A. Budget Preparation
   1. All responses to the RFP must contain a budget for Federal Fiscal Year 2016 (October 1, 2015–September 30, 2016).

   2. Each service center will utilize the Budget Excel file for budget creation.

   3. Each service center will maintain a separate budget.

   4. The submission must include any updates to the host’s reimbursement travel and other expense reimbursement policy.

   5. An updated floor plan with room dimensions to the support documentation of square footage applied to the budget must be included for each service delivery location.

B. Match Requirements
   1. Cash Match
      a. Cash Match is required for the SBDC program. For 2016, a minimum level of cash match is required and presented as part of this RFP in the funding chart.*

      b. There is no cap on the amount of cash match an SBDC program can develop/obtain within their local community! Strong growing SBDC programs need to continue to obtain additional local support.

      c. What Cash Match includes:
         Cash match is the dollars spent for the sole express benefit of SBDC. Cash match must tie to delivery of core SBDC services. Quality cash match is buying new capacity or new services, which would not have been incurred otherwise. (A lease agreement entered into for the express purpose of SBDC occupancy is an eligible expense for cash match. Rental space occupied by the host and for the host is not eligible for cash match).

      d. Examples of What Cash Match Does Not Include:
         (1) Indirect costs of any kind;
In-kind contributions;
Program income or fees collected from recipients of assistance;
Program income derived from activities supported in whole or in part with federal or match funds;
Funds contributed from other federal sources (except applicable Community Development Block Grants); or
Amounts committed by the applicant organization for unidentified and/or contingent costs in the budget proposal.
Any expenses related to the host’s staff to which the director reports shall not be allowed as match.
Any cash that is not at the sole discretion of the Director of the center.

Cash Match Certification
(1) The local cash contribution to the individual program must be supported by a signed Cash Match Certification Statement (see Forms Workbook).
(2) Cash match must be committed upfront and identified by source and amount. Each service center must submit a signed Cash Match Certificate.

2. In-kind Match
For 2016 In-kind contributions to non-cash match will not be allowed.*

3. Indirect
Indirect costs include those costs that facilitate the program delivery and operation. Typically indirect costs are incurred for common or joint objectives and therefore cannot be assigned readily and specifically to a particular sponsored program. In many cases indirect costs relate to overhead costs. Indirect costs are considered Non-cash Match. Indirect costs are NOT reimbursable expenses. Each center that includes indirect costs must also provide the copy of the host’s current Indirect Cost Rate Agreement (ICRA) which defines the negotiated rate with the federal cognizant agency. The most common ICRA for the Ohio SBDC program is the 24 percent from the SBA. Rates that are considered “provisional” must be updated by the host’s federal agency prior to the grant period. For 2016, new rate agreements are needed for:*
- Zane State College
- Ohio University

C. Administrative Requirements and Cost Principles
1. Past financial performance of SBDC program grantees will be considered in the evaluation process.
2. The following OMB Circular, the Notice of Award, the SBA Program Announcement and the federal requirements regarding administrative requirements and cost principles are applicable to all SBDC Programs throughout the current Cooperative Agreement as appropriate and are incorporated by reference:

- 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule*
D. Financial Management System
Centers shall maintain a separate accounting and record of all expenditures attributable to the management, operation and conduct of the center. Separate general ledger accounts will be maintained for federal funded expenses, state funded expenses, host and/or other local funded expenses, program income, program expense and if necessary asset accounts for any carry-forward program income. Detailed records must facilitate an audit that traces program expenditures by source and use of funds.

Financial records shall adequately identify the source and use of funds and provide for the comparison of actual expenditures to budgeted amounts by line item.

Each service center MUST identify any surplus of the budgeted SBA funds and Development funds that will not be expended by the end of the fiscal year. Notification of surplus funds must be made to the State Lead Center in the form of the “Excess Funds Report” as determined by the State Lead Center. Any funds that are identified as surplus will then become available for reallocation by the State Lead Center. Reallocation of surplus funds will not affect that service center’s SBA and Development allocation amounts for the following fiscal year.

However, if a surplus amount is not identified as prescribed and reported to the State Lead Center, the amount of SBA or Development funds that were not expended by a center may be deducted from the allocated amount for the following fiscal year.

This proposal shall include the name, title, address and telephone number of the accountant, comptroller or financial officer responsible for the financial tracking and accounting of SBDC program funds.

The service center director must be responsible and accountable for all SBDC program funds. All program funds include SBA funds, state funds, local host cash match funds, other local cash match funds, program income funds, and in-kind match donations to the SBDC Program. The director must not allow host superiors to re-direct SBDC funds or dictate purchases or activities outside of the SBDC program guidelines.

E. Inventory
SBDC equipment, furniture or supplies consists of all items purchased using SBDC program funds, throughout the useful life of the item(s), and purchased using SBA or Development grant funds and/or the matching funds from the host. Inventory should include all equipment with a cost of $500 or more, along with all electronic devices regardless of cost. Electronic devices include: computers, laptops, printers and peripherals, cell phones, blackberries, etc.

An inventory of these items must be maintained at the service center. The inventory will include date of purchase, price, description, identification number and, if necessary, reason and method of disposal. All disposals require prior approval by the State Lead Center.
Center, District SBA and SBA Headquarters. The Code of Federal Regulations and OMB Circulars govern disposal. In the event a service center is closed, the State Lead Center will distribute the inventory where needed within the network.

F. Center Costs
The service center budget proposal must show the total cost of the Program. Costs include indirect costs (upon federal cost agreement only), and direct costs to include: personnel, fringe benefits, travel, equipment, contractual, consultants, and other costs, such as supplies, office space, copying, phone, etc.

All applicants shall furnish their current indirect cost rate agreement as negotiated with their cognizant agency along with their proposal submission. Indirect costs are not an eligible expense for SBA or Development funds. Indirect costs are only approved upon the presentation of an approved agreement from the federal cognizant agency for the current applicable program period. Provisional rates must be updated prior to receiving the Notice of Award.*

The budget must describe the financial resources offered by the applicant. The amount and source of funds being provided as match must be clearly indicated, i.e., state, university, and private sector funds, distinguishing between cash match and non-cash match.

In addition, the proposal must disclose financial resources secured by the applicant from all other Development divisions or programs, as well as local Community Development Block Grants (CDBG), Micro-enterprise funds for technical assistance and SBA financial intermediary funding or fees, etc. (See Financial Resource Disclosure Form in Forms Workbook.)

Note: Funding from the above financial resources (with the exception of applicable CDBG funds) will be closely evaluated if to be used as match.

G. Guidelines for Eligible Costs and Cost Allocations
This section is for the sole purpose of providing an introduction to allowable costs and cost allocations. It does NOT relieve the director of his/her fiscal responsibility of understanding and appropriately applying all rules and regulations defined in the Notice of Award, Program Announcement, federal guidelines, state circulars and Ohio’s SBDC Operations Guide.

1. PERSONNEL
   a. Salaries of SBDC employees full and part-time status, student salaries and other remuneration for services are eligible costs as long as they are appropriately documented. Appropriate documentation includes, but is not limited to, complete payroll register of salaries paid to the individual.
   b. Time and Effort Documentation (per 2 CFR 200, section 200.430 (i)).* Formal process, documentation and certification will be reviewed by the State Lead Center. If a host organization currently utilizes an existing grant office certification, it will be reviewed for endorsement by the State Lead Center. If the host organization does NOT have a current process in place, the host/SBDC will follow the process, documentation and certification presented in other documentation.
c. Any salary of a host employee who is a superior to the center director may
not be budgeted or funded by any SBDC Program funding (SBA funds,
state SBDC funds, host program match funds, other local SBDC match
funds, and in-kind SBDC donations).

2. **FRINGE BENEFITS**
Employer-contributed benefits related to personal service costs are eligible costs,
provided such benefits are granted in accordance with established host written*
policies. Reimbursement of at-work parking for staff is not allowable, unless,
included by the host as a part of its indirect cost rate agreement.

3. **TRAVEL**
Receipts and documentation (a completed, signed and approved travel
reimbursement form) are required for mileage, workshops, training expenses,
meals, lodging, etc. When providing documentation and copies of receipts
please highlight, circle or otherwise note the charges that are being requested
for reimbursement if there is a split between the SBDC and another program.
Mileage expenses can be reimbursed under EITHER the State travel policy or
the Hosts approved travel policy as long as they are not in excess of the federal
allowable rate per mile which is $0.575 for 2015. (13 CFR 130.460)* When
preparing your budget, please use the appropriate rules.

All travel and per diem costs of non-consultant personnel are not allowed. Any
travel by a host employee who is superior to the center director may not be
budgeted for funding by any SBDC Program funds (SBA funds, state funds and
in-kind SBDC donations).

Meals are not reimbursable, unless in travel status as defined by the State of
Ohio guidelines; otherwise, meals are considered entertainment. Meal receipts
can only be submitted for one person. A receipt that covers multiple meals will
be considered entertainment, unless a detailed explanation is attached.
Entertainment is not an eligible expense. In lieu of a specific travel policy
regarding meals and lodging, the State’s travel policy will be in effect which
restricts these expenses to the GSA per diem rates. No meal expense is
allowable for travel within 50 miles of your primary location. (NOA – III-B-1)*

Each out-of-state trip must receive prior approval from the SBA Project Officer
through the State Lead Center. Each out-of-country trip must receive prior
approval from the SBA’s Administrator in Washington D.C. All approval
requests must be sent through the State Lead Office. Trips included in the
original budget submission in response to the annual RFP are considered to
have prior approval as this budget has been approved by both local and
Washington SBA staff.

4. **EQUIPMENT**
Charges reported in this category must exceed $5,000 for each unit purchased.
Purchase or lease of all articles of non-expendable tangible personal property
having a useful life of more than one year* and an acquisition cost of $5,000 or
more per unit are eligible costs. Items that do not meet these criteria must be
reported and added to the supply sheet. (2 CFR 200, section 200.33)*
5. **SUPPLIES**
Cost of goods used in the operation of the program such as office consumables, office and computer supplies, equipment maintenance and equipment under $5,000 per unit cost should be included on this page.

Please note that all equipment items and non-consumable office supplies purchased with Program SBDC dollars must be documented on the SBDC Inventory list. This documentation identifies the SBDC ownership. Includes but is not limited to the following: Cell phones, Blackberries, calculators, printers, fax machines, etc.

6. **CONTRACTUAL**
Normal contractual arrangements consist of services such as computing, accounting, audit, professional cleaning, etc. Detailed descriptions are required when budgeting for these contractual services include the following:
   a. Organization Name
   b. Purpose/Service Provided
   c. Number of hours of service
   d. Hourly rate

**NOTE:** The organization’s invoice will be required for reimbursement of expenses.

7. **CONSULTANTS**
Consultants refer to individuals hired under contract with specific scope of work for SBDC training and/or SBDC counseling. Arrangements may be one or a mix of the following: volunteers, in-kind, cash match, Development funding, SBA funding. When budgeting for these services include the following:
   a. Name of Consultant or group name of consultant
   b. Number of Hours for the fiscal year
   c. Hourly rate (Refer to page 9 for rate guidance – section B-2-b-2)*
   d. Service provided
   e. Notes – for clarity such as: name of consulting business; volunteer; student; group of students; group of volunteers; etc.

**NOTE:** A resume and 250/250A form for every consultant must be maintained at the local center. Annually the 250 or 250A must be reviewed and signed. If the consultant or volunteer fails to complete the 250 or 250A funding may be denied for reimbursement of staff.

**NOTE:** The organization’s invoice, the individual’s signed invoice, or the donation letter will be required and must meet the SBA requirements for reimbursement of expenses. Support for such invoices must include time documented by client activity in Center IC.

8. **OTHER**
This category includes all necessary, justifiable and allowable costs not included elsewhere. Miscellaneous and contingency costs are not allowable, so all costs in this line item must be described. Examples include printing, copying, space, utilities, dues, subscriptions, library resource materials and staff recruitment. New CFR and SBA regulations require providing detailed support for certain cost categories such as memberships, subscriptions, professional development, and
conference fees. This justification section has been added to the budget justification form as page 3.* See section describing Match eligibility to determine how to assign the cost for space.

9. **INDIRECT COSTS**

Indirect costs are considered NON-CASH MATCH to the Ohio SBDC Program. Indirect costs are NOT reimbursable expenses.

Each service center must submit a copy of its current indirect cost rate agreement as negotiated with their federal cognizant agency and it must include the proposed grant period as a non-provisional rate.* The negotiated rate in effect at the time of the initial award should be used throughout the entire award period covered by the proposal. Indirect costs cannot be claimed for any service center that does not furnish approved cost rate agreements applicable to the proposed funding period. Costs may not exceed the amount allowable under the approved Indirect Cost Rate Agreement furnished with the proposal. Indirect costs claimed should not exceed the amount of the approved budget on the Notice of Award without prior written approval from the State Lead Center and the SBA Grants Management Specialist.

Entities currently without a rate agreement negotiated with a Federal agency may request SBA to provide a rate agreement for use only in the SBDC program. This request must be submitted through your State Lead Center. Any agreements subsequently negotiated with a Federal agency will supersede the SBA agreement. For entities using an SBA provided Indirect Cost Rate Agreement for the SBDC program, the following terms apply:

a) These terms are to assist in identifying and clarifying those costs considered being “general administrative and general expenses” noted in OMB Circulars. They form the basis for this SBA Indirect Cost Rate Agreement and subsequently may not also be included as direct costs against the award when the SBDC Indirect Cost Rate Agreement is used.

b) Cost pools underlying the Indirect Cost Rate Agreement include personnel compensation and benefits for positions or for activities which are not both (1) in direct support of the SBDC program goals and objectives and (2) under the direction or supervision of the key person identified in the Cooperative Agreement as responsible for program performance at the respective host entity.

c) Examples include, but are not limited to, those expenditures allocable to human resources and accounting departments, sponsored project staff, corporate marketing staff, controllers, deans, chief executives and presidents of colleges and universities.

d) Non-personnel costs such as audits, supplies, materials, insurance, and other services and operating costs allocable to administrative departments and to the activities of the host entity are considered part of the “general and administrative cost pool.”

Any Center who has never had a federal cognizant agency and an indirect rate agreement may use the new de minimis rate of 10%. (2 CFR 200, section 200.414)*
FAILURE TO COMPLETE ALL SECTIONS OF THE RFP AND BUDGET AS REQUIRED AND OUTLINED ABOVE MAY RESULT IN THE DELAY OF THE APPROVAL PROCESS.

10. SPECIAL REQUIREMENTS - FFY2016
Any service center claiming CDBG funds as match to the program budget must provide a copy of any and all CDBG Agreement(s) for review and acceptance by SBA and the State Lead Center. Copies must be included in the District Proposal for FFY2016.

Excess funds monitoring will be evaluated by the State Lead Center upon receipt of Quarter 2 and Quarter 3 invoices. Each service center will work with the State Lead Center staff to answer planning questions and complete the report as requested.

7. Program Services

The SBDC network may provide training regarding basic business law and may negotiate arrangements with law schools to offer clients access to supervised student legal clinics that are approved by the state attorney and licensing entity. The SBDC must make appropriate disclosures and disclaimers to that effect.

The SBDC network may help prepare financial statements, budgets and perform internal assessments, but not financial audits.

Legal services and advice and accounting reports can be provided by an SBDC advisor or consultant only if the advisor or consultant is an active member in good standing with either the state bar or accountancy board in Ohio.

Service Restrictions
Unless licensed and, therefore, authorized to practice law or perform services as a certified public accountant in the State of Ohio, no member of the Ohio SBDC network shall hold him/herself out to the public by words or by conduct as an attorney or certified public accountant, or practice as an attorney or certified public accountant.

Members of the SBDC network cannot: (a) render legal consultation or advice to a client; (b) appear on behalf of a client in any hearing or proceeding or before any judicial officer or governmental body which is operating in its adjudicative capacity; (c) appear as a representative of the client at a deposition or other discovery matter; (d) negotiate or transact any matter for or on behalf of a client with third parties; or (e) receive, disburse or otherwise handle a client’s funds.

Members of the SBDC network cannot complete and sign reports assuring the accuracy of the numbers in either financial statements or audits. Such reports can only be executed by a Certified Public Accountant not on staff at the SBDC.

Members of the SBDC network may not make loans, service loans, or make credit decisions regarding the award of loans. (13 CFR 130.340)
8. Program Reporting Requirements

The original grant agreement will document the official service center approved budget. As budget adjustments are made, they will be documented in the Invoice Packet submission.

Invoices are due quarterly along with other details specified in Section 6 – Financial Basis of the Program. Other provisions may be made by agreement between the Service Center and the Lead Center. Advance invoices will not be permitted in FFY2016.*

Throughout the contract period, the State Lead Center will schedule a minimum of one (1) Onsite Review evaluation with each service center. Follow-up visits will be scheduled as deemed necessary. The purpose of the review process is to review all aspects of an SBDC program, to ensure compliance with State and Federal Guidelines, and to identify areas to recognize the service center's accomplishments along with any needs for improvement. SBDC centers found having gross violations can be immediately placed on probation or closed as prescribed in the Grant Agreement.

The standard SBDC Onsite Programmatic and Operational Review format will be used. (See “Other Documents.”)

Performance Measures and Diagnostic Metrics will be designed and set as a part of the program requirements prior to the beginning of the program year – 10/01/2015. Funding may be impacted by under-performance.

9. Proposal Instructions

The official Proposal and Forms documents are provided as a part of the RFP. Type responses to the Proposal in boxes provided and submit by the deadline in MS Word formal. Complete all sections of the Forms documents and submit in MS Excel format.

    A. Host mission alignment with the SBDC Mission
    B. Prior performance of the host and center as a small business service provider; and
    C. Ability to meet the requirements of the Risk Assessment Tool (See other Document for more details).

Footnote: * Indicates a change from the previous Request for Proposal
Mission Statement

Accelerate Business Success

Vision Statement

To be the resource for business success!

Values

Economic Impact – the reason for our existence
Service – the spirit with which we work
Guidance – the nature of our efforts
Collaboration – the openness we possess to work with others

Strategic Goals and Objectives

1) Enrich Quality of Services
   - Implement an effective, easy-to-use, convenient, and centralized tool set for advisors
   - Develop a process for identifying specialists in our network
   - Identify and brand our core services statewide
   - Develop a transparent, ongoing, recordable method of identifying feedback from clients
   - Accountability initiative to communicate actionable steps for centers to fulfill and improve

2) Maximize Economic Impact
   - Develop statewide client training calendar one-quarter ahead of time
   - Develop standardized Economic Impact form
   - Review five other successful SBDC programs
   - Visit 2 key partners per month per center
   - Visit an average of 2 High-Impact Client prospects per month per center

3) Strengthen Our Team
   - Deliver a best-practices package to advisors and centers
   - Deploy a new professional development system
   - Define statewide communication methodologies

4) Enhance Visibility
   - Conduct 4 unique stakeholder visits per year per center
   - Adopt and deploy new marketing & branding standards
   - Increase the number of High-Impact Clients served annually by 10%
   - Capture and promote success stories – 16/year total and 4 per year per center
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