

**Early Risers Academy General Cohort Facilitator Statement of Work
Request for Proposals**

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Parallax Advanced Research (Parallax) invites your firm to submit a proposal aligned with this Statement of Work and meeting the requirements outlined below. Parallax intends to award one Subaward Agreement in accordance with this Request for Proposals (RFP), under its award with the Entrepreneurs' Center's Entrepreneurial Services Provider program through Ohio Third Frontier and Ohio Development Services Agency.

Background

Launch Dayton is a partnership of 19 entrepreneurial support organizations and programs in the Dayton Region focused on building an equitable entrepreneurial ecosystem. Parallax is one of the founding partners of this partnership.

As part of this effort, Parallax manages and runs the Early Risers Academy, a 10-week business-building bootcamp that helps first time entrepreneurs build strong and solid business foundations. Entrepreneurs applying to this program tend to be either:

- In the idea stage and need to build a business plan and develop and refine their product or service.
- In the early stages of operation, have a product or service, but have not spent the time to build the foundation of their business and are stuck.

Participants in the program complete the Kauffman Foundation's [FastTrac](#) coursework, receive pitch coaching, receive hands on-mentoring, have weekly discussion with subject matter experts, and are able to access to Dayton's entrepreneurial ecosystem. At the end of the program, participants pitch their businesses to a panel of judges and the judges select one founder that is awarded \$1,000.

Key Goals and Objectives of the RFP

Parallax is looking for a facilitator for its Early Risers Academy Program that will lead a cohort to begin the week of September 27th and end before December 31st. The offeror selected will have input into the day of week and which weeks the program will be in session.

Technical Tasks

The Early Risers Academy Facilitator will be responsible for the following elements of the program:

Phase 1: Design

- Shadow Parallax's Project Manager and another facilitator in the Early Risers Academy cohort that will run August 11th – October 13th. The offeror will begin this upon contract award and will join mid-cohort.
- Work with Parallax's Project Manager to set the curriculum for their cohort.
- Work with Parallax's Project Manager to identify and secure subject matter experts for their cohort.

Phase 2: Execution

- Facilitate the 10-week program using a combination of Kauffman’s FastTrac curriculum and subject matter experts, and additional resources as needed.
 - The program can be in-person, completely remote via Zoom, or take a hybrid approach. The facilitator should plan on being flexible with delivery based on CDC, Parallax, and venue requirements for COVID-19.
- Meet with cohort participants one-on-one throughout the program, outside of the sessions.
- Manage onboarding of participants

Phase 3: Wrap Up

- The facilitator will be responsible for creating a final report on the cohort, including their process, evaluation feedback, and the results of each participant’s progress in the program. This report should include data on the number of participants, subject matter experts, types of services, and outcomes.

Project Funding Amount

Funding for this proposal agreement is capped at \$15,000.

Please provide a quote that provides your hourly billing rate and cost for the following estimated total number of hours:

- 30 hours for shadowing the Parallax Project Manager
- 30 hours for in-session delivery for the September 27th cohort
- 65 hours for preparation and management of the September 27th cohort
- 50 hours for one-on-one meetings with cohort participants

Schedule/Milestones

The cohort the offeror will lead shall begin the week of September 27th. It is expected the program will go 10-weeks and conclude with a pitch event. Due to holidays, it does not need to be 10-consecutive weeks but must be completed by December 31st, including the pitch event.

Management and Administration

This project is funded through the Entrepreneurs’ Center’s Entrepreneurial Service Provider program from Ohio Third Frontier and Ohio Development Service Agency. All applicable administrative, financial, and reporting requirements will follow 2 CFR 200 and prime contractors grant agreement.

Roles and Responsibilities

Parallax Roles and Responsibilities:

- Recruit the participants for the September 27th cohort.
- Provide access to the Kauffman Foundation’s FastTrac curriculum and resources
- Help the offeror identify subject matter experts.
- Provide mentorship and constructive feedback to the offeror.

Offeror Roles and Responsibilities:

- Manage the cohort that will start the week of September 27th.
- Coordinate with subject matter experts for individual sessions.
- Meet one-on-one with cohort members as needed throughout the program.
- Maintain the integrity of the Early Risers Academy program.
- Genuinely support the cohort members going through the program

- Make introductions and connections for program participants to helpful resources and contacts, as needed.

Period of Performance

This contract will start September 1, 2021 and end on December 31, 2022 for a period of 4 months.

Evaluation Criteria

Parallax invites your firm as well as other offerors (collectively, Offerors) to submit proposals. Each proposal shall be evaluated based on the demonstrated capabilities of the prospective organization in relation to the needs of the project as set forth in the RFP. Proposals must document the feasibility of successful implementation of requirements of the RFP.

The proposal should include four sections.

Proposals will be evaluated according to the criteria provided in the following sections:

1. **Technical Approach:** This section should outline how the offeror will meet the objectives of the technical tasks to accomplish the project.

Proposals will receive one of the following ratings, which will provide an assessment of the quality of the Offeror's technical solution for meeting the RFP requirements.

- **Outstanding:** Offeror's proposal provides an overall plan and specific details of how each element within a task will be satisfied – for all elements. Approach considers relevant factors beyond those discussed in the RFP.
 - **Good:** Offeror's proposal provides an overall plan and specific details of how each element within a task will be satisfied - for all elements.
 - **Unacceptable:** Offeror's proposal provides an overall plan but fails to address all elements within a task.
2. **Experience and Past Performance:** This section should outline the Offeror's capabilities and provide relevant past performance.

Proposals will receive one of the following confidence ratings:

- **High Confidence:** Offeror's proposal provides details of capabilities with specific relevant examples and documentation describing past efforts that involved essentially the same or a more significant level or scope of effort to that which is required by this RFP. Parallax has high expectation that the Offeror can successfully perform the tasks.
 - **Satisfactory Confidence:** Offeror's proposal provides details of capabilities with specific relevant examples describing past efforts that involved a similar level or scope of effort to that which is required by this RFP. Parallax has reasonable expectation that the Offeror can successfully perform the tasks.
 - **Low Confidence:** Offeror's proposal provides capabilities, but the capabilities don't align with the technical proposal. Parallax has a limited expectation that the Offeror can successfully perform the tasks.
 - **No Confidence:** Offeror's proposal fails to provide documentation on capabilities. Parallax has no expectation that the Offeror can successfully perform the tasks.
3. **Management Plan:** This section should outline the Offeror's project management plan to include risks associated with timelines and costs and mitigation plans.

Proposals will receive one of the following ratings, which will provide an assessment of the quality of the Offeror's management plan in meeting the RFP requirements.

- **Outstanding:** Offeror's proposal provides a project management plan that includes a schedule of all task elements and a description of the management structure. Addresses technical, schedule and cost risks with detailed description of mitigation approach.
- **Good:** Offeror's proposal provides a project management plan that includes a schedule of all task elements and a description of the management structure.
- **Unacceptable:** Offeror's proposal provides a project management plan but fails to articulate the project management structure.

4. **Cost /Price:** This section should outline the costs associated with this proposal.

Proposals will be evaluated based on if a cost is reasonable and realistic. For a cost to be reasonable, it must represent a cost a prudent person would pay when consideration is given to those in the market. For a cost to be realistic, it must reflect a clear understanding of the requirements of the RFP and be consistent with the Offeror's technical proposal. In evaluating an Offeror's cost, the following shall be considered:

- Whether the cost is within the amount allocated in the RFP, significantly below the not-to-exceed amount, and/or leverages match funding to provide additional resources to the program.
- Whether the Offeror can perform the requirements of the RFP within the budget and at the rates proposed.

The merits of each proposal will be evaluated carefully using the following factors: Technical Approach, Technical Confidence, Management Plan, Past Performance and Cost/Price. Although technical factors are of paramount consideration in the award of the subaward, cost is also important to the overall contract award decision. All evaluation factors other than cost, when combined, are significantly more important than cost. In any case, Parallax reserves the right to make award(s) to the Offeror whose proposal provides the best overall value.

This RFP is not to be construed a commitment by Parallax to order the services and/or supplies stated herein. Only Parallax Contracts Director can issue an order for the required services or authorize that work commence. Any effort expended and any costs incurred by your Firm as a result of this RFP shall be the sole responsibility of the Offeror. There is no obligation for Parallax to cover any Offeror costs incurred as a result of this RFP.

Due Date: Your proposal response along with all other requested forms (attached) is due no later than **20 August 2021 at 5PM EST**. Prior to 20 August, please address technical questions to John Owen and contractual questions to Paul Dungan. Submit your proposal electronically to both Paul Dungan, Parallax Contracts Administrator, at paul.dungan@parallaxresearch.org and John Owen, Program Manager, at john.c.owen@parallaxresearch.org.