



Ohio Third Frontier Entrepreneurial Services Program

Calendar Years 2017-2019 Request for Proposals (RFP) for Northwest and West Central Ohio

- RFP Released – April 21st, 2016
- Letters of Intent due by 1:00 p.m. on May 19th, 2016
- Written Questions through June 27th, 2016
- Proposals due by 1:00 p.m. on June 30th, 2016
- Cost Share Commitment letters due by 1:00 p.m. on September 1st, 2016
- Review and Award approximately in Fall 2016



RFP Administered by:

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Ohio Third Frontier Entrepreneurial Services Program

Calendar Years 2017-19
Request for Proposals (RFP) for Northwest and West Central Ohio

1 Ohio Third Frontier Statement of Solicitation

1.1 Overview

This RFP is intended to support high-value entrepreneurial services to Ohio concept, seed and early stage technology companies in Northwest and West Central Ohio (refer to Section 2.3.1) to help them achieve significant growth, attract investment capital and create jobs in Ohio.

1.2 Background

Ohio Third Frontier is a \$2.1 billion economic development initiative supporting technology entrepreneurship and growing jobs across the state. Through a statewide network of resources, entrepreneurs have access to the technology, business assistance, capital and talent to turn great ideas into thriving companies. The Ohio Third Frontier is driving this expanding, vibrant community of high-growth technology companies, and making Ohio a leading destination for entrepreneurs.

What We Support:

Ohio Third Frontier seeks compelling business models for near-term market opportunities based on technology and tech-enabled products and services in the following areas of preference:

- Software/Information Technology
- Biomedical/Life Sciences
- Advanced Materials
- Sensors
- Energy
- Advanced Manufacturing

For all subsequent sections of this RFP, the above information amplifies the meaning of “concept, seed and early stage companies”.

For more information about Ohio Third Frontier, visit www.ohiothirdfrontier.com.

1.3 Request for Proposals Issuance

This Request for Proposals (RFP) is being issued for funds to be awarded under Ohio Third Frontier Entrepreneurial Services Program (“Program”). This RFP will be released by publication on the Ohio Third Frontier website at http://development.ohio.gov/bs_thirdfrontier/esp.htm.

The Ohio Third Frontier Commission (“Commission”) reserves the right to fund any proposal in full or in part, to request additional information to assist in the review process, to reject any or all proposals responding to this RFP, and to re-issue the RFP and accept new proposals if the Commission determines that doing so is in the best interests of the State of Ohio. Issuing this RFP does not bind the State to make an award of Ohio Third Frontier funds. Any award of Ohio Third Frontier funds in respect to this RFP will be subject to availability of funds as provided in Ohio Revised Code Section 126.07. This RFP is not a contract or commitment of any kind on behalf of the Ohio Development Services Agency (ODSA).

ODSA administers this RFP and reserves the right to adjust the dates for this RFP for whatever reason it deems appropriate. ODSA’s Office of Small Business and Entrepreneurship will administer all funds awarded under this RFP.

1.4 The RFP Process and Awards Process

The RFP process will consist of the following steps:

- Release of RFP
- Letters of Intent
- Questions and Answers (Q&A) and Communications
- Submittal of Proposals

Each of these steps is discussed in Appendix A - RFP Process, Awards Process, and Mandatory Compliance.

In addition, Development anticipates scheduling face-to-face meetings with each of the entities that submits a Letter of Intent.

The Awards Process will consist of the following steps:

- Proposal Review and Evaluation Procedures
- Award Decision
- Award and Agreement Preparation and Execution

Each of these steps is discussed in Appendix A - RFP Process, Awards Process, and Mandatory Compliance.

All questions regarding this RFP must be submitted in writing via e-mail to ESP@development.ohio.gov with a subject line of “ESP Q&A”. Lead Applicants, Clients and/or others acting on their behalf are to be aware of all prohibited contact in Section IV of Appendix A - RFP Process, Awards Process, and Mandatory Compliance. If a Lead Applicant, Client and/or others

acting on their behalf makes prohibited contact, ODSA in its discretion may subject the proposal to elimination from the RFP process.

2 Program Description

2.1 Purpose

The purpose of the Program is to fill gaps in the entrepreneurial system for high-potential Ohio concept, seed and early stage technology companies. The program provides support for a regional network of high-value services provided by Lead Applicant (defined in Section 2.3.1) organizations and their Collaborators (defined in Section 2.3.3) to assist Ohio concept, seed and early stage companies in achieving significant growth.

The Program aims to foster sustainable engines of entrepreneurial activity and assistance, and to continue to generate visibility and excitement about entrepreneurship in Ohio. The Program actively seeks to reach out to minority, women and rural entrepreneurs, and aims to position Ohio as a leader in inclusive technology entrepreneurship.

2.2 Goals

The overarching goals of the Calendar Year 2017-19 Entrepreneurial Services Program are to:

- Provide high-value services and resources to effectively and efficiently advance Ohio concept, seed and early stage companies in order to create new Ohio jobs, attract investment capital and generate product sales;
- Fill gaps in the regional entrepreneurial system that present obstacles to the growth of Ohio concept, seed and early companies, such as talent, capital, access to customers and mentor networks, and inclusion;
- Attract the resources of venture capital firms both within and outside of Ohio;
- Build a pipeline of high growth companies;
- Actively reach out to minority, women and rural technology entrepreneurs;
- Foster regional collaboration and alignment among the regional entrepreneurial support organizations for the purpose of advancing the entrepreneurial system, efficiency, sustainability, and accessibility to entrepreneurs.

2.3 Eligibility

2.3.1 Lead Applicant

A Lead Applicant is the entity that submits a proposal and will be legally and financially responsible for the administration of any resulting award of Ohio Third Frontier funds ("Lead Applicant"). The Lead Applicant will be responsible for the administration of the contract should it be awarded.

Proposals are sought from Lead Applicants and their Collaborators to provide high-value entrepreneurial services in the following two regions:

- **Northwest Ohio** (composed of the counties of Allen, Auglaize, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot)
- **West Central Ohio** (composed of the counties of Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble, and Shelby)

2.3.2 Clients

A Client must be an Ohio concept, seed or early stage company or a company currently located outside Ohio that commits to locating a principal place of business in Ohio (“Client”). A principal place of business is a facility located in the State of Ohio where the company, which is registered with the Secretary of State to conduct business in Ohio, maintains physical operations managed by a senior representative who is authorized to make decisions and to obligate the company and its resources. This facility must be owned by the company or be subject to a long-term lease.

To be considered a Client, the company must have signed a service agreement with the Lead Applicant and/or Collaborators and received a minimum of 20 documented hours of services from the Lead Applicant, Collaborators, professional service firms purchased on behalf of the Client and/or expert mentors. A company does not become a Client upon the initiation of due diligence, the provision of incubator space, the selection into an accelerator, or an introduction to a source of funding.

At the time of becoming a Client, the company is expected to be in the Imagining, Incubating or Demonstrating stages of the Technology Commercialization Framework (refer to [Appendix D – Technology Commercialization Framework](#)). As is characteristic of businesses in one of these three phases of commercialization, the companies will typically not be sufficiently mature to attract significant venture capital or other forms of commercial financing. After becoming a Client and advancing to meaningful market entry as a result of the services provided, the company may continue receiving services through the Market Entry stage of the Technology Commercialization Framework.

2.3.3 Collaborators

Development defines a Collaborator as an organization, institution, company or other legal entity that is not an affiliate of the Lead Applicant or an individual not employed by or related to the Lead Applicant that is anticipated to receive Ohio Third Frontier funds and/or is contributing to cost share, and is actively involved in the delivery of services on an ongoing basis (“Collaborator”).

All Collaborators and/or cost share providers must be listed on the Collaborator Information Form in [Appendix B - Application Forms](#) and provide Commitment Letters as described in Section 3.3.7 of this RFP.

2.4 Funding and Cost Share

ODSA anticipates awarding up to \$15.9 million through the Program to Northwest Ohio and West Central Ohio (up to \$2.65 million each per year) for Calendar Years 2017-19 (refer to Section 2.5). ODSA reserves the right to award additional funds and/or to shift the allocation of funds among Lead Applicants if it determines that this best serves the interests of the Program.

Performance compensation is only allowable for re-imbusement and is only eligible as cost share if there is a clearly defined, consistent, organization-wide performance-based compensation structure. No other types of bonuses or rewards are allowable.

Cost Share

The cost share commitment must be at least one dollar for every dollar of Ohio Third Frontier funds requested (i.e., a ratio of 1:1). A minimum of 75% of cost share must be in the form of cash. Up to 25% of cost share may be in the form of donated services for high-value services to Clients from professional firms. Examples of these services include legal, tax, accounting and marketing, with a documented number of hours spent with Clients at hourly rates which are verifiable and auditable. Other forms of in-kind cost share such as donated facilities or in-kind personnel are not allowable.

Up to 10% of cash cost share may be used for broader, regional network-wide inclusion and/or small business support activities that indirectly advance the Program goals, and that align with the Ohio Third Frontier Commission's and/or Development's strategic priorities. Examples include inclusion activities that have a broader focus than the concept, seed or early stage high-growth technology companies as defined in this RCP, educational initiatives focused on inclusion, activities that advance the overall small business support system in the region, etc. Approval will be at ODSA's discretion.

The preference is that each Collaborator participating in the proposal provides cost share for the proposal activities in order to demonstrate support from its local or regional community. However, the distribution of cost share is at the discretion of the Lead Applicant and Collaborators.

The Lead Applicant may draw on the grant to reimburse itself or its Collaborators for budgeted expenses. However, before reimbursements will be authorized, the grantee must have expended cash cost share and/or accessed donated services in proportion to the amount dictated by the cost share ratio committed in the proposal.

For details regarding the Budget, please see Section 3.3.6.

2.5 Term of Project

The Project is the plan of activity or activities that make up the total scope of work for which an award of Ohio Third Frontier funds is requested and for which a proposal is approved. The Project Period during which the active work funded by the grant will take place shall be no more than three years, from January 1, 2017, until December 31, 2019, which includes an option year (Calendar Year 2019) that is subject to an in-depth performance review (in addition to ongoing performance monitoring

throughout the Project Period) and availability of funding (“Project Period”). For an additional three years beyond the Project Period, reports detailing the overall status of Project activities and the economic impacts in a form requested by the grantor may be required. The form of the metrics reporting is expected to be on an individual Client basis.

3 General Proposal Requirements

3.1 General Instructions

Proposals must be submitted in the following manner:

- **Proposals are to be submitted electronically as a single readable PDF file to ESP@development.ohio.gov with subject line “ESP proposal Submission”.**
- It is the Lead Applicant’s responsibility to ensure submission of a complete proposal based on all requirements of this RFP.
- Proposals are to be submitted on 8.5 x 11-inch paper.

Margins must not be less than $\frac{3}{4}$ of an inch on all sides, with the exception of forms found in the Appendices.

Font must be 11 point or larger with no more than 6 lines per inch.

All pages must be numbered consecutively using the format “Page [#] of [total number of pages]” (e.g., Page 2 of 25).

The proposal title and Lead Applicant name must appear at the bottom of each page.

Proposals should not include color figures that cannot be understood when photocopied in black and white.

The first page of the proposal must be the Application Information Page found in Appendix B - Application Forms.

Do not include a cover or cover letter other than the Application Information Page.

3.2 Trade Secret Information

All Lead Applicants are strongly discouraged from including in a proposal any information that the Lead Applicant considers to be a “trade secret,” as that term is defined in Section 1333.61(D) of the Ohio Revised Code. All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code. If any information in the proposal is to be treated as a trade secret, the proposal must:

Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself.

Check the “This Application Does include information considered a ‘trade secret’” box on the Applicant Information Page.

Include a page immediately after the Application Information Page that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.

To determine what qualifies as trade secret information, refer to the definition of “trade secret” in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

“Trade Secret” means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

- (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

ODSA requires all non-ODSA persons who may have access to proposals containing trade secret information, including evaluators, to keep this information confidential.

3.3 Order and Content of proposal Sections

Unless otherwise noted, the proposal must address all of the elements listed in this section, and in the order requested.

3.3.1 Application Information Page

The first page of the proposal must be the completed Appendix B - Application Forms.

3.3.2 Trade Secret Information

This section of the proposal must disclose any trade secret information included in the proposal. This page is required to be included only if there is any information to be treated as a trade secret in the proposal. Follow the instructions in Section 3.2 of this RFP regarding trade secret information.

3.3.3 Abstract

Prepare an abstract that summarizes the Lead Applicant's work plan. This section must minimize the use of jargon and technical language and be written so that a non-technical person can understand it. This section will be used in public documents, including press releases, and must be understandable by the general public. **The abstract must not contain any trade secret information.**

3.3.4 Table of Contents

Prepare a Table of Contents with detail for all levels of headings requested in this RFP. This section should also include a list of Charts, Figures and Tables that appear in the proposal with a page number for each.

3.3.5 Statement of Work

This section of the proposal's narrative must contain information that addresses the subject matter delineated below.

3.3.5.1 Overall Structure and Function of the Regional Entrepreneurial Network

Please make sure to address each of the following areas:

1. Describe the key regional strengths and assets. Discuss the sources of high-potential company deal flow. Define the key industry sectors that are the targets for Client recruitment in the region, and describe the opportunities and challenges.
2. Describe the structure and function of the entrepreneurial network. Describe the role of the Lead Applicant and Collaborator organizations and how they contribute to the overall regional entrepreneurial system. In addition, please describe each individual organization in more detail in Appendix C - Description of Lead Applicant and Collaborator Organizations. Limit each description to no more than one page per organization.
3. Discuss how the regional network collaboration will be facilitated and how progress in achieving common objectives will be ensured.
4. Describe other key regional stakeholders, such as large corporate research institutions, local government and philanthropic organizations and the nature of the relationships.
5. Discuss the degree of linkage with JobsOhio and/or JobsOhio affiliates, and the roles/functions they may play in the support of high-potential concept, seed and early stage companies. Describe how JobsOhio and/or JobsOhio affiliates fit into the overall continuum for entrepreneurial success. Discuss the degree of communication around opportunities for growth and the connectivity between high-potential companies and the supply chain in Ohio that could support them. Discuss other opportunities for connectivity between high-potential

concept, seed and early stage companies and established businesses served by JobsOhio and/or JobsOhio affiliates.

6. Discuss the major sources of investment capital in the region and the current or anticipated nature of the relationships. Discuss the major sources of capital the Lead Applicant and the Collaborators have partnered with outside the region and/or outside of Ohio, if applicable. Discuss the track record of the lead organization or its principals in attracting professional investment capital.

3.3.5.2 Client Management Plan

Please address each of the following elements, noting which elements constitute collaborative efforts across multiple organizations and the nature of the collaboration:

1. Discuss the approaches for developing an increasing pipeline of high-potential companies. Discuss the specific outreach initiatives and how these align with the types of companies being targeted.
2. Discuss the efforts to support the formation and growth of start-ups that commercialize research originating from universities and non-profit research institutions. Discuss the efforts to support other Third Frontier initiatives such as the Technology Validation and Start-up Fund described at http://development.ohio.gov/bs_thirdfrontier/tvsf.htm
3. Discuss the Client selection criteria and process.
4. Describe any differences in the types of services and resources provided to Clients in different sectors and phases of commercialization.
5. Discuss the methods to track and evaluate Client progress through the Technology Commercialization Framework. Discuss the methods to identify the high-performers and provide targeted services and resources to accelerate growth. Discuss the tactics to identify and resolve issues with Client progress, and deal with non-performers. Describe any tools utilized to assist the Lead Applicant and Collaborator organizations with progress tracking and evaluation.
6. Discuss plans for communication, coordination of data, and information management across the regional entrepreneurial network.

3.3.5.3 Regional Approaches to Addressing Key Gaps

Describe the regional approaches to addressing the key gaps in the regional entrepreneurial system for high-potential companies. Comment on each of the specific categories listed below and any additional gaps that may be unique to the Lead Applicant's region.

Talent

Please describe the most significant talent gaps that exist in the region, such as seasoned C-level entrepreneurial talent, experienced technology

talent, sales and marketing talent, etc. Discuss the region-wide planned approaches to addressing the identified talent gaps.

Inclusion

The inclusion of underserved populations is an important strategic priority of the Ohio Third Frontier and its partners, with a desire to make Ohio a leader in inclusive entrepreneurship. Discuss the planned region-wide efforts to reach out to and include women and minority entrepreneurs who are members of one of the following groups: Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians. In addition, please discuss the outreach efforts to rural areas in the region. Describe the opportunities and challenges associated with inclusion in the technology entrepreneurship space in the region. For definitions and more information, please refer to the Ohio Revised Code Sections 184.17 and 184.18.

Capital

Discuss the region's strategies to ensure that Clients have access to the critical capital needed for development and growth through the different phases of the Technology Commercialization Framework.

Access to Customers

Discuss the region-wide plans for enabling Clients to access customers for validation and market traction. Describe the specific partnerships with the regional business community.

Mentor Networks

Discuss the regional efforts to build and foster mentor networks consisting of highly qualified seasoned entrepreneurs, industry experts and investors. Briefly describe some typical mentor profiles. Explain why this activity is likely to be sustainable beyond the Project Period and why the mentor community is likely to continue to see value in participating.

Other Gaps Identified by the Region

Identify any other critical gaps that may exist in the region, and the specific plans for addressing these.

3.3.5.4 Key Personnel

In up to three pages, describe the relevant qualifications of five key individuals at the Lead Applicant/Collaborator(s) who will execute the strategy laid out in the proposal and meaningfully advance the regional entrepreneurial system and the Client companies. Discuss the track record in working with high-growth companies, attracting venture capital and growing jobs. Discuss the ability to lead a program of this scope and complexity.

3.3.5.5 System-wide Metrics Projections

Provide projections for the following metrics during the Project Period and explain the rationale behind these projections and the justification for the likelihood of achieving them:

	2017	2018	2019
New Ohio permanent, full-time jobs at Clients			
New Ohio 1099 contract jobs at Clients			
Total third-party professional investment raised by Clients (\$)			
Third-party professional investment attracted into Ohio (\$)			
Product sales (\$)			
Federal grants, licensing income and other revenue (\$)			
Qualified Deals*			
Woman-owned/led**			
Minority-owned/led**			
Rural***			
Active Clients****			
New Clients			
Woman-owned/led**			
Minority-owned/led**			
Rural***			
New Clients attracted to Ohio			
New Clients that are research institution spinouts			
Number of Clients that raise at least \$250,000 million in third-party professional investment capital			
Number of Clients that raise at least \$1 million in third-party professional investment capital			

*Qualified Deal must meet the following requirements (“Qualified Deal”):

- Technology-based or technology-enabled opportunity in the Imagining, Incubating or Demonstrating phases of commercialization;
- Significant potential to create jobs, attract capital or achieve product sales and move to a point of sustainability after the regional network engagement;
- Completed online application form; and

- Initial assessment of the opportunity by the Lead Applicant and/or the Collaborators through a direct interaction with the entrepreneur(s).

**At least 30% ownership and/or CEO/President position.

***Outside a Metropolitan Statistical Area (map provided).

****Active Client – Client that is actively receiving services from the Lead Applicant and/or the Collaborators.

3.3.5.6 Proposed Services

Identify each service activity for which funding is being requested. For **all activities**, make sure to include the following:

- Detailed description of the proposed activity.
- Organizations involved. Discuss the individual contributions of each organization involved, and how the organizations will work together to make the activity successful.
- Relevance to achieving the regional goals and metrics projections.
- Relevance to filling gaps in the regional entrepreneurial system.
- Funding priority (rank).

3.3.5.7 Sustainability

The Program aims to create sustainable engines of entrepreneurial activity and assistance. Describe how the organizational and programmatic structures of the proposed regional entrepreneurial system have been set up to increase the likelihood of long term sustainability. To the extent possible, discuss alternative sources of funding and revenue, and the anticipated scope and level of entrepreneurial support activity in 2020 to 2022.

3.3.6 Budget

Please see Section 2.4 for additional information.

The budget must clearly describe all sources and uses of funds for the proposed Project Period. The Lead Applicant is to provide a detailed budget and related explanations that are consistent with the level of resources being requested. In preparing the budget, the Lead Applicant must use the applicable budget forms contained in Appendix F – Budget Forms.

Cost Share

The cost share commitment must be at least one dollar for every dollar of Ohio Third Frontier funds requested (i.e., a ratio of 1:1). All cost share must be identified in the proposal by amount, proposed use and source, and documented in the Budget Forms. Commitment Letters are required from each organization contributing cost share and must be signed by a representative authorized to commit the organization to the proposed Project and the cost share described. Organizations contributing cost share in the form of donated services must complete both a Commitment Letter and the Donated Services Provider Information Form included in Appendix B -

Application Forms. The cost share must represent a specific new commitment, including the dollar amount or value, to the Project described in the proposal. Resources that have already been designated as cost share for some other award cannot be used as cost share for a Program award, including the Pre-Seed Fund Capitalization Program.

A Lead Applicant may bid both current and future cost share commitments. The use of future cost share commitments is limited to those potential funders with unique budget process and cycles. A description of the relevant budget cycle and timing of the funding announcement must be included in the Commitment letter. Commitment letters that do not include the cost share amount and the use of funds or are not on the cost share provider's official letterhead and signed by an authorized representative will not be considered. All cost share must be current by the time the Grant Agreement with ODSA is executed.

Cost share must be used directly in support of the Project and not for coincidental or related/similar allocations. Cost share must be necessary and directly allocable to activities that support the Project objectives. Any activity/expense incurred that is not eligible for reimbursement under Ohio Third Frontier funds can also not be applied as cost share, with the exception of cash cost share which can be applied to broader inclusion or small business support activities as described in Section 2.4.

Other Ohio Third Frontier or state of Ohio funding may not be used as cost share for this proposal, and funds awarded under this RFP may not be used as cost share against other Ohio Third Frontier Projects. The expense of the cost share must take place during the Project Period. Cost share must be for allowable costs that are verifiable and auditable, and must be documented within the financial records of the Lead Applicant. All cost share is subject to audit.

Budget

Budget Form 1-Lead Applicant Budget is to be used by the Lead Applicant. The total Ohio Third Frontier funds requested in the proposal must be represented on this form as the grant amounts that will be used by the Lead Applicant and Collaborators. The Subcontract/Sub-grant line on this form refers to the funds provided to Collaborators by the Lead Applicant or cash cost share provided by Collaborators.

Indirect Costs are allowable, and are limited to a maximum of 20 percent of the total direct Ohio Third Frontier funds requested and a maximum of 20% of the total direct cost share. An Indirect Cost is a cost that is incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project but nevertheless is necessary to the operation of the organization. These costs are also known as "Facilities & Administrative (F&A) costs". Only Indirect Costs may be used for facility-related costs. No grant funds (Ohio Third Frontier funds and cost share), with the exception of Indirect Costs, may be used for property acquisition or lease

costs, physical infrastructure improvements or renovations, facility maintenance or operations, or the purchase or lease of capital equipment.

Ohio technology incubators may charge administrative personnel costs and shared resources such as the communications infrastructure and office supplies (not including furnishings) under direct costs. The expectation is that the grant funds would primarily be used for direct entrepreneurial services to Clients.

Budget Form 2- Collaborator Budget is to be completed for each Collaborator that is receiving a Subcontract/Sub-grant and/or is committing cost share to the proposed Project, and is actively involved in the delivery of services on an ongoing basis. The total of the requested Ohio Third Frontier funds and related cost share detailed on Budget Form 2 must equal the total corresponding amounts of the Subcontract/Sub-grant line reported in Budget Form 1.

Budget Form 3-Source of Cost Share requires the Lead Applicant to report the sources and type of cost share by entity from itself and all Collaborators. A Letter of Commitment on the cost share source's letterhead, signed by an authorized representative, must support each cost share amount claimed. In addition, any entity providing donated services as cost share must complete and submit the Donated Services Provider Information Form found in Appendix B - Application Forms. Please note, the Lead Applicant accepts full responsibility for securing and delivering the cost share commitments. Such acceptance must be documented by the Lead Applicant in a letter that specifically states that it understands and accepts this responsibility.

The Lead Applicant is solely responsible to have adequate funds to cover all expenses not covered by the Ohio Third Frontier funds awarded.

Budget Narrative

A budget narrative must be included covering a detailed explanation of the sources and uses of funds for (i) the Ohio Third Frontier funds requested and (ii) cost share committed. The uses of funds and the scope of activities must be clearly and fully described for each line item. Make sure to be very specific regarding "Other Direct Costs".

Identify each full-time and part-time position to be supported with Ohio Third Frontier funds, the percentage of time dedicated to entrepreneurial services to Clients, and the compensation in Appendix E – Staff Information.

3.3.7 Letters of Commitment

A Commitment Letter must be provided for each cost share provider identified in Budget Form 3. Commitment letters may not be more than one page and may not include appendices or attachments except for those providing a Donated Services Provider Information Form. Note that the Commitment letters are due no later than 1:00 p.m. on September 1, 2016.

The letters must:

- Be submitted on the letterhead of the cost share provider;
- Include the name of the Lead Applicant and the LOI number assigned by ODSA;
- State the specific amount of the cost share commitment that matches the cost share amount on the corresponding Budget Forms, and the type of cost share (cash or donated services);
- Briefly state the nature and the duration of the relationship;
- If the collaboration involves the delivery of services, state the magnitude of the Ohio Third Frontier funds anticipated to be received as part of this proposal and state how the proposed services will contribute to the overall strategy of the regional entrepreneurial network;
- State when the committed cost share will be available to the Lead Applicant;
- If applicable, state any resources other than cost share that the cost share provider is committing to the Lead Applicant;
- Be dated and signed by a representative of the cost share provider with the authority to make the cost share commitment.

Organizations providing donated services as cost share must complete the Donated Services Provider Information Form which includes the number of hours committed, cost per hour, description of the services to be provided, and the total monetary value of the commitment.

General support letters are not allowed. Any such letters submitted will be removed from the proposal and not transmitted to the external evaluation team.

3.4 Page Limitations

Any pages beyond the page limits listed below will be eliminated from the proposal before it is sent for review and evaluation. Except as otherwise noted, appendices or other methods to augment the information presented in the proposal are not allowed. References to web-based information to supplement the proposal are not permitted, and such references will not be considered in the evaluation.

- Abstract – 1 page
- Statement of Work – Up to 25 pages, not including Appendices
- Proposed Services – Up to 15 pages
- Budget – Use specified forms
- Budget Narrative – 4 - 8 pages
- Letters of Commitment – Maximum of 1 page per letter

4 Evaluation Criteria

Only the most meritorious proposals are sought for funding. proposals will be evaluated based on responsiveness to all the requirements of this RFP and on the Lead Applicant's response to any additional information that may be requested. Implicit in those requirements and evaluation criteria is the quality of the proposal and budget.

The following criteria have been designated with the highest relevance to and weighting for the Program:

- Alignment of the proposal with the Program purpose, goals, objectives, eligibility, funding and cost share requirements as described in Section 2 of this RFP.
- Quality of the responses to the requirements of this RFP as outlined in the Statement of Work. The specific elements of the proposal that will be examined include but are not limited to the following:
 - Likelihood of meaningfully advancing the regional entrepreneurial system during the Project Period;
 - Soundness of the regional approaches for filling the key entrepreneurial system gaps;
 - Quality of the services and resources for advancing high-potential concept, seed and early stage companies;
 - Likelihood of achieving the proposed projections;
 - Likelihood of increasingly attracting the resources of venture capital firms both within and outside of Ohio;
 - Level of coordination of the regional entrepreneurial support network;
 - Meaningful efforts to build self-sustainability into the operating model, and create sustainable engines of entrepreneurial activity and support;
 - Track record in advancing companies and creating economic impacts;
 - Depth of understanding of inclusion issues in the technology entrepreneurship space, and meaningful efforts to advance the inclusion of underserved populations in the region;
 - Tangible community support in the form of cash cost share; and
 - Appropriateness of the amount of donated services proposed relative to the Qualified Deals.

In addition, each service activity will be evaluated on its own merits based on the following criteria:

- Need for the service activity;
- Relevance of the proposed service activity to advancing the regional goals and filling gaps in the entrepreneurial system;
- Likelihood of achieving significant impacts.

5 APPENDICES

A – RFP Process, Awards Process, and Mandatory Compliance

B – Application Forms

C – Description of Lead Applicant and Collaborator Organizations

D – Technology Commercialization Framework

E – Staff Information

F – Budget Forms