



REQUEST FOR PROPOSALS

Zero Emission and Low Emission Workforce Development

BACKGROUND

CALSTART is seeking a qualified firm or individual in the field of low-emission and zero-emission vehicle workforce development to contribute to the advancement of program development for its partner agencies in Ohio.

Successful deployment of low- and zero-emission vehicles requires a trained workforce equipped with the skills to work on the new technology, as well as the creation of programs throughout the communities and partnerships with technical schools and community colleges to ensure the future labor force is prepared to service these vehicles.

CALSTART is working with NEORide (a regional transit partnership) and transit partners to develop a comprehensive strategy for a statewide workforce development plan that includes 10 transit agencies, 5 urban agencies and 5 rural agencies in Ohio. This is the beginning of this effort and considered Phase 1, which is focused on coalition building and analyzing the needs of those involved to design a successful program. Specific contract tasks will include (across all 10 agencies):

- Working to design and deliver a needs/gap analysis
- Developing a skills assessment
- Designing and implementing a workforce survey
- Identifying and connecting with regional partners to understand job training needs related to low- and zero-emission transit
- Developing a community benefits plan for the associated project locations
- Coordinating with industry experts to attain program certification
- Data collection and analysis reporting
- Attending virtual project meetings and traveling on-site to project locations in Ohio
- Beginning curriculum development based on the results of the completed analyses

The project budget is going to consist of six tasks plus travel with a total budget for the chosen respondent estimated to be up to \$401,000 for the work. This includes (1) Training Partner

Coordination, (2) Data Collection and Organization, (3) Workforce Survey, (4) Data Analysis, Gap Identification, and Initial Strategy Development, (5) OEM/SME Engagement & Industry Outreach for Certification, (6) Begin Curriculum Development, and (7) Travel/On-Site Work.

HOW TO APPLY

Please submit a brief proposal as a PDF (not to exceed 5 pages) containing the following information:

- Respondent Name – including contact information for the proposer’s POC.
- Relevant experience, qualifications, and successes relevant to the areas of interest stated in this RFP.
- Discussion of approach/proposed scope of work and the stakeholders that will be a part of the proposed scope of work – and how the respondent will advance this scope of work.
- Proposed timeline for completion of the proposed scope of work
- Proposed budget for services to complete the scope of work.

EVALUATION CRITERIA

The respondent should explain their expertise and experience in zero-emission workforce development and partner/community coordination and engagement around those efforts.

CALSTART will further assess proposals received on the basis of whether the respondent:

- Has demonstrated experience developing needs/gap analyses for transit agencies working to understand their staff capabilities around low- and zero-emission vehicles.
- Has experience creating and delivering skills assessments for transit agency maintenance staff.
- Has experience creating and providing operational support for workforce development programs, including a history of working with both rural and urban transit agencies working towards low- and zero-emission deployment.
- Understands how to engage community partners to develop a program that meets the needs of the transit agencies and prepares the future workforce.
- Has experience translating workforce data into actionable strategies for program development.
- Has the ability and capacity to travel to partners in Ohio for on-site work as needed.
- Has experienced industry connections to work towards certification of the program.
- Has demonstrated bandwidth to take on a large project that will require resources for research, development, coordination, and engagement with a large number of stakeholders across the state/region.

TIMELINE

The deadline to submit proposals is March 14th, 2025, at 5:00 pm Eastern Standard Time. We intend to make our selection by March 19th, 2025, and to finalize an agreement with the selected choice by April 4th, 2025. This agreement will extend for the next 16 months until July 2026. However, upon completion of this phase of work, CALSTART reserves the right to request an extension to the

agreement that will allow for the work to be continued with additional funding and the same subrecipient.

CONTACT

Please submit proposals and direct any inquiries to:

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CALSTART

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