

Request for Bid

Post-Secondary Completions Data Refresh

About the Talent Collaborative of Greater Cincinnati

The Talent Collaborative of Greater Cincinnati (TCGC) is a regional partnership dedicated to strengthening the workforce ecosystem across the tri-state area. We bring together workforce development and education organizations, employers, and community partners to create greater collective impact for job seekers and businesses.

Project Overview

TCGC is commissioning research to update and refresh its comprehensive data inventory of post-secondary completions across regional colleges and universities. This data tracking is critical for understanding regional talent pipelines, analyzing completions by credential level, and identifying trends across demographic lines, specifically focusing on race and ethnicity.

The contractor will build upon previous data structures to deliver a clean, updated dataset using the [National Center for Education Statistics \(NCES\) IPEDS Data Center](#). IPEDS consists [of twelve interrelated survey components](#) that are collected over three collection periods (Fall, Winter, and Spring) each year.

Scope of Work

- **Research and Extract Data:** Retrieve the most recent academic year completion data from the NCES IPEDS Data Center for identified Cincinnati/Northern Kentucky regional institutions.
- **Data Entry & Quality Control:** Standardize and populate the completions dataset in an Excel spreadsheet, segmenting by institutional credential types (Certificates, Associate's, Bachelor's, and Master's degrees).
- **Demographic Segmentation:** Ensure precise tracking of completions cross-referenced by race and ethnicity categories (including Black or African American, Hispanic or Latino, Two or More Races, and White).
- **Deliver a Structured Dataset:** Deliver a finalized, organized spreadsheet designed for strategic workforce analysis and baseline regional talent tracking.

Geographic & Institutional Scope

The data collection encompasses regional colleges and universities operating within the Greater Cincinnati tri-state footprint. The target institutions include, but are not limited to:

- **Public Universities & Regional Campuses:** University of Cincinnati (Main, Blue Ash, Clermont), Miami University (Oxford, Hamilton, Middletown), Northern Kentucky University.
- **Community & Technical Colleges:** Cincinnati State Technical and Community College, Gateway Community and Technical College, Ivy Tech Community College
- **Private & Independent Institutions:** Xavier University, Thomas More College, Mount Saint Joseph University, Wilmington College, Art Academy of Cincinnati.
- **Healthcare Colleges:** The Christ College of Nursing and Health Sciences, Good Samaritan College of Nursing and Health Science.

Dataset Structure

The final deliverable will match the structural matrix of TCGC's completions framework, tracking the following matrices per institution:

- **Total Completions:** Broken down by Certificate (Below Bachelor's), Associate's, Bachelor's, and Master's degrees.
- **Demographic Breakdown:** Clear reporting tabs or columns tracking those same four credential levels for each of the following student segments: Black or African American, Hispanic or Latino, Two or More Races, and White.
- **Metadata:** Data Source (IPEDS) and Date of Entry/Extraction.

Research Sources

- **Primary Source:** National Center for Education Statistics (NCES) IPEDS Data Center.
- **Secondary Validation:** Direct institutional research (IR) data public releases

Deliverables

- **Draft Data Workbook:** An initial "living document" spreadsheet (Excel) showcasing initial data pulls for select anchor institutions to verify layout agreement with TCGC.
- **Final Master Spreadsheet:** A complete, fully verified, and clean spreadsheet encompassing all regional institutions and demographic completions for the designated target year.

Timeline

- **Target Start:** Mid-June 2026
- **Target Completion:** To be confirmed with the contractor at kickoff. Based on a 133-hour budget, a timeframe of approximately three to four months is anticipated.

- **Milestones:** A work schedule, including a mid-project data quality review, will be agreed upon at kickoff.

Compensation

- **Rate & Cap:** \$75 per hour, not to exceed 133 hours, for a total not-to-exceed of \$10,000.
- **Reallocation of Unused Hours:** Should the contractor complete the defined scope of work using fewer than 133 hours, TCGC reserves the right to direct any remaining hours toward additional related tasks within the original scope and budget, as mutually agreed upon with the contractor. All reallocated hours will be billed at the same \$75 hourly rate and will not exceed the \$10,000 contract cap.

Communication & Governance

- **Project Kickoff:** To confirm scope, target academic years for refresh, institutional list, and exact timeline.
- **Bi-weekly Check-ins:** Brief progress syncs with the TCGC Director.
- **Mid-Project Review:** A checkpoint review of the initial data layout and completion percentages with the Director and TCGC Chairperson.
- **Final Review:** Verification and sign-off of the completed dataset.

Confidentiality & Ownership

All data, spreadsheets, and written deliverables produced under this scope of work are the property of TCGC and the Cincinnati Regional Chamber. The contractor agrees to keep any non-public information confidential.

Compliance: This procurement and any resulting contract are subject to **2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including 200.318 through 200.327.**

Vendor Selection Criteria: All bids must be within the fixed budget of \$10,000. Pricing is not separately scored but is evaluated as part of overall value plus published evaluation factors as required by 2 CFR 200.320. All evaluation factors and their relative importance are listed in this request for bid.

TCGC will use written procedures for technical evaluation and selection, including a scoring system based on these factors.

The contract will be awarded to the vendor whose bid is determined to be the **most advantageous** to The Talent Collaborative of Greater Cincinnati, considering overall value plus evaluation factors.

Most advantageous means the bid that receives the highest total score based on the evaluation criteria above, demonstrating the optimal combination of:

- Technical and creative capability to meet all requirements
- Proven experience and qualifications
- Sound project management approach
- Best value within the fixed budget of \$10,000

The Talent Collaborative reserves the right to reject any bid that:

- Does not meet minimum technical requirements
- Exceeds the available budget
- Comes from a vendor unable to demonstrate responsible vendor qualifications

Evaluation Criteria: Bids will be scored using the following published factors:

- 1. Relevant Experience & Qualifications — 25%** Demonstrated experience working with IPEDS / NCES data, postsecondary completions data, or comparable federal datasets. Familiarity with the regional higher education landscape is a plus.
- 2. Technical Approach & Methodology — 25%** Clear proposed approach to data extraction and structuring. Evidence the bidder understands the survey components, credential-level categories, and demographics required.
- 3. Quality Control & Data Accuracy — 20%** Defined process for verification, cross-referencing with available institutional research, and handling discrepancies.
- 4. Past Performance & References — 15%** Track record of comparable completed projects, with references or examples. Evidence of meeting deliverables on time, within budget, and producing accurate, usable outputs, particularly on grant-funded or publicly accountable work.
- 5. Timeline, Capacity & Cost Reasonableness — 15%** Realistic work plan that fits the 133-hour budget and 3–4 month window, with availability for bi-weekly check-ins and the mid-project review. Bid stays within the \$75/hour rate and \$10,000 cap with a defensible hour breakdown.

Equal Employment Opportunity: The vendor will comply with Executive Order 11246, 'Equal Employment Opportunity,' as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

No Geographic Preference: In accordance with 2 CFR 200.319, no geographic preference will be applied in the evaluation of bids. Vendors from any location are eligible and will be evaluated solely on the criteria outlined in Section 4.

Responsible Vendor Requirements: In accordance with 2 CFR 200.318(h) the vendor selected must:

- Possess the ability to perform successfully under the terms and conditions of the contract
- Demonstrate integrity and compliance with public policy
- Provide documentation of past performance record
- Show adequate financial and technical resources
- Properly classify employees under the Fair Labor Standards Act

SECTION 6: PUBLIC NOTICE

This Request for Bids is publicly advertised in accordance with federal procurement requirements. All qualified vendors are invited to submit bids. The full RFB, including scope of work, evaluation criteria, and submission instructions, is available at:

<https://workforceinnovationcenter.com/>

SECTION 7: SUBMISSION:

Bids should be submitted to mroyal-fischer@cincinnatiachamber.com by **Monday, June 8, 2026, at 5:00 p.m. EST.**