

**Application**

---



**City of Minneapolis  
Community Planning and Economic Development  
Minneapolis Employment & Training**

**Minneapolis Community Works  
-Program Expansion-**

**2025 Request for Qualifications**

**Community Planning and Economic Development  
Employment and Training  
505 Fourth Avenue South – #320  
Minneapolis, MN 55415**

---

## OPENING STATEMENT

The City of Minneapolis makes this Request for Qualifications (RFQ) to select 2-4 Community Based Organizations (CBO) to provide employment services for unemployed and underemployed Minneapolis job seekers looking to rejoin the labor force as soon as possible.

---

## EVALUATION OF PROPOSALS

Proposals will be reviewed by an Evaluation Panel made up of representatives of the City of Minneapolis Department of Community Planning and Economic Development—Employment and Training Division, and other City staff assistance as they might require.

The Evaluation Panel may select a "short list" of qualified Providers who will be formally interviewed as part of the final selection, as deemed necessary by the City. Evaluations will be based on the following:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff.
- C. Timeliness of availability to start the work.
- D. How well the Scope of Services offered meets department objectives.
- E. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFQ.
- F. Organization and management approach and involvement for a successful project.

A formal Presentation/Interview may be requested of the "short list" Providers. Specifically, the City may request that the Provider's Project Manager assigned to the proposed project team lead the Presentation and that actual members of the project team (including any sub-contractors) participate in the formal presentation/interview.

The Evaluation Panel may schedule and arrange for the presentations.

---

## ELIGIBLE APPLICANTS

The funding is open to organizations that were competitively selected and approved by the City Council as [Eligible Providers of Workforce Development Services for 2021-2025](#). While eligibility for these funding opportunities will be based on the lead applicant's status as an Eligible Provider, established partnership(s) with employer(s) and other stakeholders that bring additional expertise or resources to the project are encouraged.

---

## FUNDING AND OUTCOMES

Funding awards are expected to be made for up to four providers at estimated annual amounts of \$150,000 - \$250,000; continuation of funding after year one will be conditional upon agency's program success and continued available funding. The primary outcome for this funding is placement into full-time employment as defined as a minimum of 32 hours per week. The source of awards may be federal, state, or local funds. Any special requirements of the funding source(s) will be described in the funding agreement.

We encourage employer partnerships that will provide starting wages that will lead to or near the median wage according to DEED's [Occupational Employment and Wage Statistics \(OEWS\)](#) data.

Ongoing employment support is critical. All funded employment service providers are expected to provide a minimum of 12 months of follow up services.

---

## CO-ENROLLMENT

Eligible Minneapolis residents may be co-enrolled with other non-MET or MET funding streams as long as the participant is provided with distinct and specific services that are not duplicated and as long as the co-enrollment is permitted by those other funding streams.

---

## PARTICIPANT ELIGIBILITY

100% of employment and training dollars are for Minneapolis residents.

Participant eligibility requirements:

- **Minneapolis resident at time of enrollment**
  - **AND**
  - **Unemployed**
  - **OR**
  - **Employed/Underemployed**
    - Definition: program eligible individuals who are employed/underemployed must meet the definition of a *low-income individual* (Household income at or below 200% of the federal Health and Human Services poverty guidelines adjusted to household/family size. – <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>).
-

## SCHEDULE

The following is a listing of key Proposal and Project milestones and duration:

| Milestone                        | Timeline                  |
|----------------------------------|---------------------------|
| RFQ Release                      | April 1, 2025             |
| Questions on RFQ Due by          | April 15, 2025            |
| Responses to Questions posted by | April 18, 2025            |
| Proposals due by                 | 2:00 PM on April 30, 2025 |
| Estimated services start date    | July 1, 2025              |

---

## APPLICATION PROCESS

Applications may be emailed to [met@minneapolismn.gov](mailto:met@minneapolismn.gov).

**Please submit application(s) as a Word document (.doc) and a signed PDF. Applications must be received no later than 12:00 P.M. (NOON, Minneapolis Time) on the application due date.**

---

## REQUESTS FOR CLARIFICATION

MET welcomes written questions about the proposal or application process no later than the clarifying questions due date above. You may submit questions in writing to staff at:

[met@minneapolismn.gov](mailto:met@minneapolismn.gov)

Answers to all written questions will be posted to the City of Minneapolis website, under the listing for Employment and Training funding opportunities: <https://www2.minneapolismn.gov/business-services/doing-business-with-the-city/community-planning-development-rfps/>

---

## GENERAL CONDITIONS

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this application.

Employment service providers selected through this Request for Qualifications (RFQ) will be monitored by Minneapolis Employment and Training staff for compliance with all Minneapolis Employment and Training policies, including source funding financial parameters. This RFQ does not commit Minneapolis Employment and Training to award a contract, to pay any costs incurred in the preparation of this request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or

reject any or all RFQs received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFQ, if it is in the best interest of the City of Minneapolis to do so. The City of Minneapolis Employment and Training may require the selected providers to participate in negotiation and to submit any fiscal, technical, or other revisions of their proposal that may result from negotiations with Minneapolis Employment and Training.

Responding to this application does not guarantee that your organization will be selected to provide services.

Selected Eligible Providers that may be new to Minneapolis Employment & Training-funded projects and programs must execute a master contract agreement before services can begin and before Minneapolis Employment & Training will disburse any funds. All Providers must have current insurance coverage at the levels required by the City of Minneapolis. Please see the Eligibility section above for more information.

Before the proposed work can begin or funding will be awarded, all Eligible Providers competitively selected for these funding opportunities must have in place an executed Master Contract for Workforce Development Services with the city. If your organization has an executed master contract on file, then you will need to complete a project-specific Funding Availability Notice (FAN) agreement prior to moving forward with the proposed project(s).

Additionally, all funded organizations must maintain the city's required insurance policies, as outlined in the Master Contract. These insurance levels may be subject to change by the city. The current required liability coverages include:

*All awarded Providers and their subcontractors (if any) shall secure and maintain the following insurance:*

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease – policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products – completed operations \$2,000,000 personal and advertising injury, \$300,000 each occurrence fire damage and \$5,000 medical expense any one person. The policy shall be on an “occurrence” basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high-risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after the expiration of the contract.

- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent, or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.
-

**City of Minneapolis Employment and Training  
Minneapolis Community Works Application**

|  |   |
|--|---|
| <i>Please complete this cover page and attach it to your application.</i>  |   |
| <b>RFQ REQUIREMENTS: Must be able to reply "yes" to all red boxes</b>  |   |
| <b>Applicant Agency:</b><br><input type="checkbox"/> <b>Yes, this agency is on the Eligible Provider list for 2021-2025 – REQUIRED.</b><br>Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed.                      | <b>Contact Name and Address:</b><br>(If different from the APPLICANT AGENCY)        |
| <b>Agency Name:</b><br><br><b>Director Name:</b><br><br><b>Telephone:</b><br><b>Email:</b>   | <b>Contact Name:</b><br><br><b>Title:</b><br><br><b>Telephone:</b><br><b>Email:</b> |
| <b>Address:</b>  | <b>Address:</b>   |
| <b>Federal Tax ID: (required)</b>  | <b>Minnesota Tax ID: (required)</b>   |
| <b>Unique Entity ID (UEI*) Number: (required)</b> _____<br><i>*For more information on how to obtain an UEI number, please watch the video, "How to get a Unique Entity ID" that can be found on this page <a href="https://sam.gov/content/home">https://sam.gov/content/home</a></i> |   |

|  |           |
|--|-----------|
| <b>Total funding requested</b>               | <b>\$</b> |
| <b>Number of participants placed in jobs</b> |           |
| <b>Cost per participant placed in job</b>    | <b>\$</b> |

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

|                             |              |             |
|-----------------------------|--------------|-------------|
| <b>Authorized Signature</b> | <b>Title</b> | <b>Date</b> |
|-----------------------------|--------------|-------------|

**Minneapolis Community Works Application**

**Section 1 – Project Narrative**

**Organization Mission and Capacity (25pts)**

1. Describe how your agency’s mission and work in youth and/or adult workforce development align with the mission of Minneapolis Employment and Training: 10pts

*The mission of City of Minneapolis Employment and Training is to grow a diverse, equitable, inclusive, and competitive workforce through programming aimed at helping youth learn academic, life and work skills, identify career paths, and achieve meaningful employment; and to increase access for adults to resources that further career success, whether skills training to gain sustainable and stable employment or career counseling for rapid reentry to the workforce.*

2. Describe any special expertise your leadership and staff have in expanding economic opportunities and eliminating workforce barriers for older youth, people of color, women, transgender individuals, people with disabilities, veterans, and/or people experiencing homelessness or at-risk of homelessness. 15pts

**Employment Services Experience and Capacity (75pts)**

3. Describe your agency's capacity and experience in delivering the following employment and training services:

A. Outreach to job seekers, particularly those who face barriers in the labor market. 15pts

B. Determination of program eligibility; assessment of job seekers’ interests, knowledge, abilities, skills, and labor market information; and providing case management and access to wrap-around services. 10pts

C. Employer engagement leading to job placement opportunities. What, if any, industry sector(s) does your agency focus on? 15pts

D. Financial management, particularly grant management and subcontracting, if needed. 10pts



4. Describe the target population(s) served by your organization in terms of income level, gender, race/ethnicity, culture or language. Provide relevant statistics. In what ways do you best serve the community you're located in? 15pts

5. What is your current plan for providing retention services for up to 12 months post placement? 10pts

**Section 2 – Budget**

Provide a list and brief description of planned expenses to provide the proposed services. The following is an example of budget categories. Please customize the Budget Categories to align with the proposed services.

| Budget Item               | Description  | Total Cost |
|---------------------------|--|------------|
| Direct Services           | (e.g., Staff)  | \$         |
| Support Services          | (e.g., List services provided directly to participants)  | \$         |
| Indirect Costs            | (e.g., Federally approved Indirect Cost Rate, <i>de minimus</i> cost rate of 10%, or Cost Allocation Method. For more information, see <a href="#">2 CFR 200.414</a> ) | \$         |
| <b>Total Budget Costs</b> |  | <b>\$</b>  |
|                           |  |            |