Request for Qualifications

from current (2021-2025)
City of Minneapolis Employment and Training Eligible Providers

This list can be found on Minneapolis Employment and Training’s website at the following link: https://www2.minneapolismn.gov/resident-services/workforce-development/minneapolis-employment-training/partners-providers/

June 14, 2022

City of Minneapolis Employment and Training

Guaranteed Basic Income Participant Enrollment Services

Schedule

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<td>June 14, 2022</td>
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<td>Proposals Due</td>
<td>Friday, July 1, 2022 by 12:00 p.m. (Noon)</td>
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<td>Notification to Applicants</td>
<td>July 8, 2022</td>
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<td>Project Start Date</td>
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**Opening Statement:**

The City of Minneapolis Employment and Training announces a competitive Request for Qualifications (RFQ) to provide participant enrollment services in the Minneapolis Guaranteed Basic Income Pilot project.

Minneapolis Employment and Training is a division of Minneapolis Community Planning and Economic Development, a department of the City of Minneapolis. Minneapolis Employment and Training has been designated a Workforce Development Area under the Workforce Investment Act of 1998 and by the State of Minnesota. Minneapolis Employment and Training staffs the Minneapolis Workforce Development Board on behalf of the Minneapolis Workforce Development Area #10. Program services that will not be operated directly by Minneapolis Employment and Training are typically selected through a competitive RFQ process.

**Community-based Service Model:**

City of Minneapolis employment and training services are delivered by community-based, employment providers at the neighborhood level. These neighborhood-based service providers employ culturally diverse staff who speak a variety of languages. This community-based form of delivery provides accessibility to services for all. The neighborhood-based employment service providers provide culturally competent counseling that is flexible and adaptable to changing economic, cultural and social dynamics of our communities.

Minneapolis Employment and Training uses a cost reimbursement contracting method in which community-based agencies are reimbursed for the services outlined in this RFQ.

**Eligibility**

Eligible agencies responding to this RFQ must be on the Minneapolis Employment and Training’s Eligible Providers List for 2021-2025. This list can be found on the City of Minneapolis website at the following link: [https://www2.minneapolismn.gov/resident-services/workforce-development/minneapolis-employment-training/partners-providers/](https://www2.minneapolismn.gov/resident-services/workforce-development/minneapolis-employment-training/partners-providers/)

**RFQ Background:**

As part of the federal American Recovery Plan Act (ARPA) to support state and local communities in the wake of the COVID-19 pandemic, the City of Minneapolis initiated a pilot Guaranteed Basic Income (GBI) program. In general, GBI programs across the country have aimed to reduce financial insecurity for low-income families and individuals without a) discouraging labor market participation or b) applying inflexible, paternalistic requirements for the use of the income. The ultimate objective is to allow families to make investments—particularly in young children—that will yield long-run economic and social benefits.

The City has committed $2,400,000 of its ARPA funding to provide a pilot group of 200 low-income families and households aimed at providing $500 per month for 2 years. Eligible households reside in targeted zip codes with an annual income below 50% of the Area Median Income for Minneapolis. Additionally, participants must attest as to how they have been affected economically by the pandemic. This pilot cohort consists of 200 households, and an additional 250+ households will participate in ongoing surveys that will be part of a study with the Federal Reserve Bank of Minneapolis to evaluate the impacts of the GBI program.

For additional information, please visit the City of Minneapolis website: [https://www.minneapolismn.gov/government/programs-initiatives/basic-income/](https://www.minneapolismn.gov/government/programs-initiatives/basic-income/)

**Scope of Work**

One or more employment service provider agencies will be selected through this RFQ to provide rapid enrollment of approximately 300 program participants, many of whom have already been selected for participation by the City. Funds will be awarded for these enrollment services, estimated to begin by July 11, 2022. Minneapolis Employment and Training needs the selected provider(s) to enroll participants as soon as possible, but prior to
August 15th, as part of the on-going GBI pilot program study. **Responding to this RFQ does not guarantee that your organization will be selected to provide services.**

**City staff will provide to each selected provider:**
- Training and support for the GBI program verification process
- Completion of the participants’ onboarding process after verifications have been completed

**Primary duties for the selected provider(s) include:**
- Contact approximately 300 potential GBI participants via phone and/or email to schedule in-person or virtual meetings to verify documents to confirm program eligibility and complete enrollment
- Meetings are estimated to last up to 30 minutes and are held mostly virtually, but some in-person meetings may be needed, depending upon the digital access and skills of the program participant
- Some interpretation services may be needed to conduct these meetings. Thus far, Somali has been the most frequently requested language.
- During meetings, staff will complete a brief electronic enrollment verification form with participants and record data from all required documents, such as Photo ID, Address Verification, and Income Verification
- Support participants’ optional enrollment in Direct Deposit with the city
- Maintain participants’ confidentiality
- Keep a detailed log of outreach and communications for accurate records
- Report to Minneapolis Employment and Training GBI Pilot Program manager

**Other Contract Requirements:**

Employment service providers selected through this RFQ must have an executed Master Contract with the City of Minneapolis prior to executing a project-specific Funding Availability Notice (FAN) agreement to provide these services.

**Issuance:**

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

**Federal Funding Accountability and Transparency Act of 2006 (FFATA)**
(Public Law 109-282; 31 U.S.C. Section 6101, et. seq.)

The FFATA applies to direct federal grants received by the City which are provided as a sub award (sub grant, subcontract or sub recipient) to a first-tier contractor or vendor. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of $25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central Contractor Registry (CCR) and comply with the requirements of the Federal Subaward Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (Unique Entity ID) and report total compensation of certain executive level members of the company/entity (see [www.fsrs.gov](http://www.fsrs.gov) for details).

**General Conditions:**

Employment service provider(s) selected through this RFQ may 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 a proposal for this request, or to procure or contract for services. The City
of Minneapolis reserves the right to accept or reject any or all proposals 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 provider(s) 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.

Proposal Format and Submission Guidance:
Proposals not meeting all stipulated requirements, not conforming to the application format, or missing the submission deadline, may be eliminated from funding consideration and returned to the applicant.

- Late or incomplete proposals will not be accepted
- A Microsoft Word or PDF version of the cover page and completed proposal must be emailed to MET@minneapolismn.gov by 12:00 p.m. (Noon, Minneapolis time) on July 1, 2022.
- Proposals should not exceed four (4) typed, double spaced pages (not including the cover page)
- Font size should not be less than eleven (11) point
- Please do not send annual reports, brochures, or similar attachments

Proposer Information:

Prospective applicants may submit questions about the GBI Pilot Program and this RFQ via email. All questions should be submitted to MET@minneapolismn.gov.

Prospective applicants can find this RFQ, Application Form, and responses to questions about this opportunity posted on the City of Minneapolis CPED’s website:

Proposals must be received by email no later than 12:00 p.m. CST on Friday, July 1, 2022.