

Request for Qualifications



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://www.minneapolismn.gov/government/departments/cped/economic-development/minneapolis-employment-training/eligible-providers/>

August 25, 2025

City of Minneapolis Employment and Training

Step Up provider solicitation

Schedule

RFQ Release	<i>Monday, August 25, 2025</i>
Virtual Q&A session	2:00 p.m. on Monday, September 8, 2025
Written questions due by	5:00 p.m. on Thursday, September 11, 2025
Responses to questions posted by	5:00 p.m. on Monday, September 15, 2025
RFQ application due by	12:00 p.m. on Friday, September 26, 2025
Estimated provider notification	<i>Monday, October 20, 2025</i>
Estimated project start date	<i>Monday, November 10, 2025</i>
Estimated project end date	<i>December 31, 2026</i>

OPENING STATEMENT

The City of Minneapolis Employment and Training announces a competitive Request for Qualifications (RFQ) for employment service agencies to provide services to Step Up program participants.

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. Proposals submitted via this RFQ will be reviewed and rated by a panel of impartial readers.

[Step Up](#) is a program of the City of Minneapolis Employment and Training. The City partners with other organizations to serve historically underrepresented youth in Minneapolis who are ready to navigate the professional world. Step Up also helps organizations diversify their workforce and build a base of young, skilled workers for the entire region. Step Up is more than a program; it's a way forward for hundreds of Minneapolis youth each year, offering more than 34,000 internships since 2003. It is a bridge that connects youth to the people and places that will get them where they want to be, providing an opportunity for young people to be daring, explore careers and create a vision for the future alongside professional mentors. Along the way, interns gain real-world knowledge, broaden their networks, and get a foot in the door to life-changing careers. Yes, Step Up bolsters resumes and launches careers, but more importantly, it expands horizons.

Step Up trains and prepares Minneapolis youth ages 14-21 for paid internships and career experiences, leveraging a collective of more than 200 community partners and employers spanning 15 industries.

ELIGIBILITY

Agencies responding to this RFQ:

- Eligible applicants must be on the Minneapolis Employment and Training's Eligible Providers List for 2021-2025 **and** have applied for Event #3529 Creation of an Eligible Provider List for Workforce Development Services 2026-2028.
- The 2021-2025 Eligible Provider list can be found here: <https://www.minneapolismn.gov/government/departments/cped/economic-development/minneapolis-employment-training/eligible-providers/>; and
- Must be able to provide workforce development services for youth including, but not limited to: youth outreach, employer outreach, work readiness training, internship placement, job coaching, and tracking intern hours over the summer.

AWARD

This award may use multiple funding sources over the duration of the contract including federal, state, or local funds. Any special requirements of the funding source(s) will be described in the funding agreement. The anticipated funding

source(s) will have youth eligibility criteria that specifically targets Minneapolis youth with barriers to employment. **This funding is subject to change.**

The estimated project start date will be November 10th, 2025. The contract is renewable if agency performance remains satisfactory, adequate funds are available and the scope of work continues to meet City priorities.

SCHEDULE

The following is a listing of key proposal and estimated project milestones:

RFQ Release	<i>Monday, August 25, 2025</i>
Virtual Q&A session	2:00 p.m. on Monday, September 8, 2025
Written questions due by	5:00 p.m. on Thursday, September 11, 2025
Responses to questions posted by	5:00 p.m. on Monday, September 15, 2025
RFQ application due by	12:00 p.m. on Friday, September 26, 2025
Estimated provider notification	<i>Monday, October 20, 2025</i>
Estimated project start date	<i>Monday, November 10, 2025</i>
Estimated project end date	<i>December 31, 2026</i>

PRE-PROPOSAL REQUESTS FOR CLARIFICATION

A pre-proposal question and answer session will be held virtually. All potential providers are encouraged to attend this conference:

Monday, September 8, 2025 at 2:00 p.m. – 2:45 p.m.
Microsoft Teams link: [Step Up RFQ - Q&A Session](#)

Prospective responders may direct inquiries/questions to: MET@minneapolismn.gov

All questions are due no later than **5:00 pm (Minneapolis Time) on Thursday, September 11, 2025.**

Responses will be posted as soon as possible after questions have been received and reviewed by **Monday, September 15, 2025**, on City’s website at: www.minneapolismn.gov/cped/rfp

PROPOSAL SUBMISSION

Friday, September 26, 2025 at 12:00 p.m. (Minneapolis Time)

Submit your response via email to MET@minneapolismn.gov. Acceptable formats include in a .docx or .pdf documents.

NOTE: Late proposals will not be accepted.

PROPOSAL FORMAT AND EVALUATION CRITERIA

Proposals submitted for this RFQ will be reviewed and rated by a panel of impartial readers. The following are the key criteria that will be used to evaluate the responses to the technical proposal questions located in **Attachment B**.

- Quality, thoroughness, and clarity of proposal
- Organization's capacity to deliver the scope of services
- Qualifications and experience of the organization and staff

Responses to this solicitation shall be sufficient in detail and clarity but not exceed a total of 10 pages with a minimum of 11 pt font. The proposal must be typed within the template. There are 50 points possible following the breakdown below:

- Organization History, Relevant Experience and Capacity (**25** points)
- Staff Expertise (**20** points)
- Partnerships and Leverage (**5** points)

Top scorers will be asked for supplemental information and a site visit.

GENERAL CONDITIONS

Employment service providers selected through this Request for Qualifications 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.

Issuance:

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this Request for Qualifications. The selected proposal, along with the RFQ and any counter proposal will be incorporated into a formal agreement after negotiations.

Insurance Liability:

Before the proposed work can begin or funding will be awarded, all Eligible Providers selected through this RFQ 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 be able to complete a project-specific Funding Availability Notice (FAN) agreement before moving forward with the approved project.

Additionally, all funded organizations must maintain the city's required insurance liability coverage, as outlined in the Master Contract. These insurance levels are 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, \$100,000 each occurrence fire damage, and \$10,000 medical expense to 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.*
- 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/Errors & Omission Liability covering actual or alleged acts, errors or omission committed by the Contractor, its agents or employees, arising out of the performance of this Agreement. The policy coverage shall also extend to include personal injury, bodily injury and property damage arising from the performance of professional service and/or arising out of the Work:*
 - *The claims that arise from the errors or omissions of the Contractor or its sub-contractors and,*
 - *The negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made bases, the policy must remain in continuous effect for at least three years after the service is provided or shall include a 3-year extended reporting period.*
 - *The City shall be named as an additional insured under the aforementioned policy. The policies will contain no provision that would prevent, preclude or exclude a claim brought by the City.*
- e. *Computer Security & Privacy Liability for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Network Security and Privacy Liability, and Electronic Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including, but not limited to:*
 - *Intentional, fraudulent or criminal acts of the Contractor, its agents or employees.*
 - *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 remain in continuous effect for at least 3 years after the service is provided or include a 3-year extended reporting period.*

Data Practices:

Data you provide in response to this RFP will be subject to the Minnesota Government Data Practices Act and may be available to the public. Minn. Stat. 13.591 classifies Business Data and subdivision 3 specifically addresses data submitted in response to an RFQ. If you are submitting specific data which you believe meets the definition of trade secret data as defined in Minn. Stat. 13.37, please indicate this on the documents containing the data. The City may ask you to establish that the data meets all of the conditions set forth in Minn. Stat. 13.37, subdivision 1(b).

ATTACHMENT A

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the project, the extent of services required, and the relationship of this project to other work, and the agencies or other parties that will interact with the provider. The contents of this document are considered representative of the project as a whole but are by no means conclusive.

Overview and History of Step Up

Serving historically underrepresented youth in Minneapolis who are ready to navigate the professional world, Step Up helps organizations diversify their workforce and build a base of young, skilled workers for the entire region. Step Up is more than a program; it's a way forward for hundreds of Minneapolis youth each year, offering more than 34,000 internships since 2003. It is a bridge that connects youth to the people and places that will get them where they want to be, providing an opportunity for young people to be daring, explore careers and create a vision for the future alongside professional mentors. Along the way, interns gain real-world knowledge, broaden their networks, and get a foot in the door to life-changing careers. Yes, Step Up bolsters resumes and launches careers, but more importantly, it expands horizons.

Step Up trains and prepares Minneapolis youth ages 14-21 for paid internships and career experiences, leveraging a collective of more than 200 community partners and employers spanning 15 industries.

Eligible Youth

- Live in Minneapolis
- Be 14 to 21 years old
- Not be currently enrolled in college (can be enrolled in PSEO)

They must also meet one or more of these requirements:

- [Family income guidelines](#)
- Live with a disability
- Have an IEP or 504 plan
- Be an English Language Learner
- Be pregnant or parenting
- Be experiencing homelessness or high mobility
- Be involved in the foster care system
- Have been involved in the justice system

Eligible Employers:

- Local non-profit, government, and education organizations
- Staffing that will allow for oversight and mentorship of young interns

Internship Requirements:

- Minimum of 15 hours per week
- Work is compliant with state child labor laws: <https://www.dli.mn.gov/child-labor>
- Minimum supervision of 1 supervisor to 5 interns
- Ability to provide meaningful and age-appropriate work experience

Scope of Work

The organization awarded this grant will be managing the Step Up program. On average 3,000 youth apply to Step Up each year and more than 100 employers partner with Step Up. The awarded organization will be responsible for:

- Recruit Step Up eligible youth in partnerships with schools and community-based organizations
- Support youth who may need assistance with the application process
- Invite and provide orientation sessions for youth who qualify for the program to orientation and onboarding sessions
- Manage communications and updates to youth and employers throughout the Step Up process
- Secure locations, staffing and managing logistics for in-person orientation sessions
- Work with City staff to coordinate with human resources and payroll to collect required employment documents
- Support employers with reporting payroll and troubleshoot payment issues
- Assist with youth internship preparation and training
- Match youth with internships
- Provide job coach staff to support supervisors and interns throughout the internship experience
- Recruit new employers and new positions with existing employers as well as support employers through the application process
- Collect and maintain documentation required for employers to participate in Step Up
- Manage and lead training for supervisors including tracking attendance and follow-up with supervisors that cannot attend a scheduled session
- Track and maintain documentation for youth support services
- Report out weekly on progress and status of work. Meet weekly with City Step Up Manager to coordinate, provide updates and review progress on deliverables.
- Manage data, including Personally Identifiable Information, for as many as 3000 Step Up applicants through the internal Customer Relationship Management (CRM) system. The selected provider will also be required to enter youth data into the State Management Information System (MIS), WorkForce One (WF1).

ATTACHMENT B

PROPOSAL TEMPLATE

City of Minneapolis Employment and Training
Step Up Application

Please complete this cover page and attach it to your application.

RFQ REQUIREMENTS: Must be able to reply “yes” to all red boxes.

Applicant Agency:

☐ **Yes, this agency is on the Eligible Provider list for 2021-2025 and has applied for Event #3529 Creation of Eligible Provider List 2026-2028 – REQUIRED.**

Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed.

Contact Name and Address:

(If different from the APPLICANT AGENCY)

Agency Name:

Director Name:

Telephone:

Email:

Address:

**Federal Tax ID:
(required)**

Contact Name:

Title:

Telephone:

Email:

Address:

**Minnesota Tax ID:
(required)**

Unique Entity ID (UEI*) Number: (required)_____

**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 <https://sam.gov/content/home>*

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.

Authorized Signature	Title	Date

Step Up Application

Organization History, Relevant Experience and Capacity (25 points total)

1. Describe your organization's qualifications and relevant experience in delivering youth employment and training services within the past five years. What makes your organization stand out in providing these services? (9 points)

2. Describe specific results that detail your organization's success in youth support and development including methods and success in assisting youth with more challenging barriers to employment. Share quantitative data that demonstrate outcomes for youth services provided by your agency. (8 points)

3. Provide a detailed description of your organization's capacity to deliver services outlined in the scope of work. Describe how your organization can expand and adjust to serve the number of youth during the program cycle. (8 points)

Staff Expertise (20 points)

4. Provide brief job descriptions and qualifications for current staff or staff that will be hired to fill any newly created positions for this project. What is or will be their experience? How do you plan to recruit new staff for this position and/or retain staff that will be working on this program? Briefly describe hiring process for your organization. (10 points)

5. Describe your organization's ability to support youth with barriers to employment including non-native English speakers. (5 points)

-
6. Describe your staff's experience in student recruitment, training, job recruitment, and youth development and support. (5 points)

Partnerships and Leverage (5 points)

7. Describe partnerships and/or collaboration your organization has with educational or training institutions, employers and other Minneapolis non-profit, neighborhood and/or community organizations. (5 points)