



Request for Proposals

April 13, 2011

City of Minneapolis Employment and Training Program

And

Ramsey County Workforce Solutions



Funds provided by the American Recovery and Reinvestment Act 2009



**The City of Minneapolis Employment and Training Program and
Ramsey County Workforce Solutions**

RENEW – Renewable Energy Networks Empowering Workers - prepares jobseekers for green careers. RENEW builds capacity for green enterprise in the Twin Cities by strategically connecting businesses with a skilled workforce, aligning job training with sustainable economic development.

Request for Proposals

Please complete this cover page and attach it to your proposal

Agency name: _____

Address: _____

Contact person: _____

Title: _____

Signature of agency contact person: _____

Contact Phone: _____ Contact e-mail: _____

**Applicants must submit an original and four (4) copies of all documents by 4 p.m. on
Tuesday, May 17, 2011. Late or incomplete proposals will not be considered.**

Proposals must include all the following completed documents:

	Cover Page
	Proposal; Responses to the seven questions included in the "Proposal Content" section
	Training cost description and summary, for each training proposed (this is to be submitted as an attachment to the proposal)

METP use only

Date Received	
Time Received	
METP Initials	

Opening Statement:

The City of Minneapolis Employment and Training Program and Ramsey County Workforce Solutions announce a competitive request for green job skills training proposals, for RENEW Pathways Out of Poverty participants. **Under this Green Jobs Skills Training Request for Proposals (RFP), entities interested in providing job skills training to RENEW Pathways Out of Poverty participants will demonstrate their capacity to deliver such training to enrolled RENEW program participants.** Proposals are being solicited in order to expand the number of RENEW training providers to include pre-apprenticeship training, apprentice training programs, and professional skill-building services in the RENEW training collaborative. These training services will provide key linkages between trained participants and jobs in the green economy.

Organizations selected through this solicitation will establish their eligibility to receive RENEW grant-funded training payments, for provision of “skills-based” green jobs training. The goal of the training is to ensure RENEW participants are fully prepared to meet the demands of today’s labor market; therefore, each trainer will be required to deliver “hard-skills” training in the area of green jobs. By receiving this training, RENEW participants will become equipped with the core work competencies they need to secure and retain living-wage employment. Training solicited through this RFP process does not include RENEW program applicant selection or screening, soft-skills training, academic assessment, or RENEW employment service provision.

Training will address the following categories, aligning with RENEW participants’ training needs:

- 1) Renewable Energy with a focus on the solar industry:
 - a. provide green job training which leads to an industry-recognized credential;
 - b. provide hands-on skill building through apprenticeship or internship models, enhancing the green job skills training delivered through classroom training;
 - c. provide training-related internship experiences establishing connections between the internship/training phase and employment opportunities;
 - d. a combination of the above.
- 2) Green construction skills training:
 - a. Skill-building internships, pre-apprenticeship or apprenticeship training for the licensed trades;
 - b. Skill-building internships, pre-apprenticeship or apprenticeship training for the unlicensed trades;
 - c. provide training-related internship experiences establishing connections between the internship/training phase and employment opportunities;
 - d. a combination of the above.
- 3) Building systems:
 - a. provide green job training which leads to an industry-recognized credential;
 - b. provide hands-on skill building through apprenticeship or internship models, enhancing the green job skills training delivered through classroom training;
 - c. provide training-related internship experiences establishing connections between the internship/training phase and employment opportunities;
 - d. a combination of the above.
- 4) Manufacturing:
 - a. Provide green manufacturing skill-building internships, pre-apprenticeship or apprenticeship training in the manufacturing sector, establishing connections between the internship/training phase and employment opportunities.

Issuance:

The City of Minneapolis Employment and Training Program (hereafter referred to as METP) will be the administrator of any and all contracts let under this Request for Proposals. Funding for this proposal is provided by the U.S. Department of Labor (DOL) Employment and Training Administration (ETA), through the American Recovery and Reinvestment Act of 2009.

General Conditions and Requirements

Individuals served under this RFP must be verified as enrolled in RENEW, and therefore receiving services through an approved RENEW Employment Service Provider. The training providers selected through this RFP will be monitored by METP staff for compliance with RENEW training and financial parameters. This Request for Proposal does not commit METP 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.

Under this process, all organizations interested in becoming eligible to provide such training services under the RENEW Pathways Out of Poverty grant are asked to respond to this Request for Proposals (RFP). Response to this RFP DOES NOT GUARANTEE that your organization will be selected to provide services.

Eligible organizations are limited to community-based organizations, non-profit organizations, training institutions, colleges, vocational training providers, trade associations, labor unions, professional associations, and workforce development entities.

Organizations and/or entities funded under this proposal will be required to comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA)_(Public Law 109-282; 31U.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, sub contract 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 (DUNS) and report total compensation of certain executive level members of the company/entity (see www.fsrs.gov for details).

Proposal Content:

Your proposal must describe your detailed plan to provide participants with the opportunity to expand their green job skill set. Please describe how your training is industry-recognized, driven by current labor market demands, and participant-centered. Training will establish a pipeline between existing green training coursework and labor unions, professional associations, and employers.

Please respond to the following questions, incorporating the industry, occupations, tasks and skills in the following table. Please address the four categories, (as outlined above), as per the scope of your training proposal. Provide concise and complete responses, within a maximum of 5 pages. (possible point total: 125)

Table 1: RENEW industries, occupations, tasks and skills

Industry	Occupations	Tasks	Skills
Energy-efficient building, construction and retrofit	Energy auditor, weatherization technician, insulation installer, solar panel technician or assessor, hydronics technician, carpenter, laborer	Air sealing, insulation installation, structural retrofitting and repair, solar panel installation and maintenance.	Basic math, reading and English skills; hand motor skills; hand and power tool usage; blueprint reading; OSHA standards; basic building processes; deconstruction techniques; handling and disposing of hazardous materials; construction standards; knowledge of green products and materials
Energy-efficient building maintenance	Green building facilities manager, green custodial engineer, green maintenance engineer, facility systems technician, HVAC technician.	Structural retrofitting and repair, maintenance of green buildings, energy auditing, heating and cooling systems installation and maintenance.	Basic math, reading and English skills; tool use; OSHA standards; basic plumbing, carpentry, painting, drywall, floor care; basic electricity, heating and air conditioning; insulation, windows and doors; knowledge of green products and materials
Deconstruction and materials use, recycling and waste reduction	Deconstruction technician, lead abatement technician, industrial bailer, material handler, quality control assistant, waste processor, forklift operator	Deconstruct buildings or recyclable products, separate & condense waste materials, operate pallet jacks, compression machine & forklift	Basic math, reading and English skills; OSHA standards; machinery operation; material sorting and separation; deconstruction of materials (e.g., electronic waste)
Manufacturing sustainable products using environmentally sustainable processes and materials	Sheet metal worker, welder, machine operator, CNC operator, assembler, material handler, machine set-up technician, quality control technician	Read work orders and plan work sequence, operate machinery, inspect work for defects, trouble-shoot problems with machinery	Basic math, reading and English skills; OSHA standards; lean manufacturing; machine operation

- (25 points)** Describe your organization's experience and involvement in green job skills training development and implementation, regionally or locally, over the last year. Please address the four categories in the opening statement, specifically.
- (15 points)** Please outline your training instructor(s) professional licensure, credentials, qualifications, and experience related to this training initiative.

3. **(25 points)** Describe your organization's capacity to support core work skill development for green career pathways, green job skills training programs, or green jobs work-experience enterprises. Also, list the green skill set, credential, diploma, and/or certificate that graduates of these training programs receive, as a result of their participation.
4. **(25 points)** Please describe your training strategy and projected outcomes, including a description of the population your training is designed to serve, number of participants you would serve, timeline for training completion, training venue, hours of instruction, use of internship or work experience, classroom syllabus (*if applicable), mentoring goals, specific job openings you are targeting, etc.
5. **(15 points)** List businesses that your organization currently works with, and/or is developing relationships with, Describe what role they would serve in this training proposal.
6. **(10 points)** List all formal partnerships your organization has established to deliver green job skills training.
7. **(10 points)** Describe any leveraged resources (operational, professional, financial, or other) supporting this proposal, RENEW job skills training and employment outcomes (for example, lab space, training facilities, consultation, etc.)

Training Cost:

The City of Minneapolis Employment and Training Program and Ramsey County Workforce Solutions request a cost estimate for the training services described in this RFP. In RENEW, training funds are obligated on a per-participant basis (i.e. funding follows the participant). This cost estimate should include costs to provide instruction and training, and may also include the cost of books and fees, equipment each participant will need to complete the training, testing fees, professional licensure, etc. Please include a cost break-out for each of these items, with a final cost/participant established, for each training proposed.

(please attach separate sheet, detailing a cost estimate per person)

Schedule:

The following is a listing of key RFP and project milestones:

Request For Proposals (RFP) Release, on the METP website	April 13, 2011
Deadline to submit questions regarding this RFP	Friday, April 22nd at 4:00 p.m.
RFP proposals due	Tuesday, May 17, 2011, at 4:00 p.m. CST
Estimated selection of training providers	Thursday, May 26, 2011
Estimated services start	June 1, 2011
Estimated services end*	September 30, 2011

Limitations:

This Request for Proposal does not commit METP 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 and Ramsey County Workforce Solutions reserve 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 RFP, if it is in the best interest of the City of Minneapolis and Ramsey County Workforce Solutions to do so. METP 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 METP.

Eligible Applicants:

- Community-based organizations
- Non-profit organizations
- Public or private training institutions
- Colleges
- Vocational training providers
- Trade associations
- Labor unions
- Professional associations
- Workforce development entities

RFP Due Date and Locations:

Proposals are **due 4:00 pm CST on Tuesday, May 17, 2011**

**All applicants must submit an original proposal, plus four copies, to:
Marie Larson, RENEW Project Manager
City of Minneapolis Employment and Training
Crown Roller Mill – second floor
105 Fifth Avenue South, Suite 200
Minneapolis, MN 55401-2593**

Proposal Format and Submission Guidance:

- Late proposals will not be accepted.
- The cover page, proposal and attachment, plus four copies of each, should be submitted in one envelope, labeled as follows:
Request for Proposals: DOL Pathways Out of Poverty Green Skill-Building Training Program
- Proposal should not exceed FIVE (5) typewritten pages
- Font size should not be less than eleven (11) point font
- Please do not send annual reports, brochures or similar attachments
- Faxed or e-mailed proposal will not be accepted
- A proposal conference will not be held

Contact Person for Requests for Clarification:

Prospective responders may only direct questions via email to Marie Larson, RENEW Project Manager, at marie.larson@ci.minneapolis.mn.us

All questions are due no later than 4:00 pm, on Friday, April 22, 2011. Questions will be answered in writing and posted at www.ci.minneapolis.mn.us/cped/metp.asp by Monday, April 25, 2011. This contact person is the only individual who will respond to questions about the project before proposals are submitted. This contact person cannot vary the terms of this RFP.

Evaluation Criteria:

The following are the key criteria that will be used to evaluate the proposals:

- Quality, thoroughness and clarity of responses to the RFP.
- Applicant's involvement in green jobs development/career training initiatives up to this point.
- Existing and/or developing relationships with labor unions and businesses; experience with successful green jobs development and placement following training.
- Capacity to deliver quality training services within RENEW grant timeframe: target date for completion of training, and placement into unsubsidized employment, is no later than September 30, 2011.