

**The City of Minneapolis Employment & Training Program
Outreach, Eligibility Determination, Case Management and Job Placement Services**

Request for Proposals

Please complete this **cover page** and attach it to your proposal.

Agency Name: _____

Address: _____

Contact Person: _____

Title: _____

Phone: _____ email: _____

Location (permanent) at which services will be offered

Address: _____

Phone: _____ Fax: _____

Proposals must include all of the following completed documents

	Cover page
	Proposal (Responses to 2,3, and 4 of Proposal Content Section)

Applicants must submit an original and four (4) copies of the above documents by 4pm-Friday, April 29, 2011

Late or incomplete proposals will not be considered

METP Use Only	
Date Received	
Time Received	
METP Initials	

**Agencies responding to this RFP must be on METP's Eligible
Providers List for 2011-2015**

Application Information:

The Minneapolis Employment and Training Program (METP) is a division of Minneapolis Community Planning and Economic Development, a department of the City of Minneapolis. METP has been designated a Workforce Service Area (WSA) under the Workforce Investment Act (WIA) of 1998 and by the State of Minnesota. METP staffs the Minneapolis Workforce Council on behalf of the WSA. Program services that will not be operated directly by METP will be selected through a Request for Proposals (hereby referred to as the RFP) process. As stated in your master contract, METP will notify you of funding opportunities. Proposals submitted via this RFP will be reviewed and rated by members of the Minneapolis Workforce Council and METP staff.

Agencies responding to this RFP must be on METP's Eligible Providers List for 2011-2015. This list can be found on METP's website at the following link:

http://www.ci.minneapolis.mn.us/cped/docs/2011-2015_METP_Eligible_Providers.pdf

RFP and Program Guidelines:

METP is responsible for administering a number of employment and training programs. These programs are funded by a variety of federal, state and local sources, including Close-the Gap (CTG). At this time, \$350,000 is available through CTG funding for an experienced employment and training provider(s) to be selected by a competitive proposal process to operate a program(s) that would provide these services to program eligible Minneapolis residents.

1. Client recruitment, CTG eligibility determination, assessment, career counseling and employment plan development that includes skills training. See section A on page 4 for CTG income guidelines. The maximum financial assistance available to a client is \$3,000. Recruitment efforts may include students already enrolled in training programs with 12 months being the maximum funding period. If the client is eligible for federal (Pell) grants, state grants or scholarships, these funds are to be exhausted before using program funds.
2. Once assessment is completed and the employment plan is developed, the client will enroll into a skills training program not more than 12 months in length. The choice of training provider and area of study will be based upon the assessment of the client's needs and strengths and the potential for obtaining employment upon completion. Active case management will continue while the client is enrolled in training to resolve any problems or issues that might jeopardize successful completion.
3. Public and private training institutions may be used depending on the employment plan developed by the case manager and client. The skills training provider must be licensed, registered or deemed exempt by the Minnesota Office of Higher Education. The website to access this information is: <http://www.ohe.state.mn.us/sPagesOHE/141Insts.cfm>. The area of study must be in one of the Minneapolis Workforce Council's targeted industries that have been determined to be high-growth/demand. These industry sectors are: Healthcare, Finance/Insurance, Professional/Technical, Transportation and High-Tech Manufacturing. Prior to enrollment, the employment plan is to be sent to METP for pre-approval.
4. Assessment of the client must address the likelihood of successful completion and employability. The goal is to have 80% of those enrolled successfully complete training and become employed.
5. After a client leaves training the client will be provided job placement and job retention services for up to one year after the employment start date.

6. Payment of funds to the vendor under this contract is on a modified performance-based schedule. See Section B page 4. \$3,500 is the maximum a vendor could earn by enrolling a client into training and having the client remain employed through the 1 year retention cycle.

This project is planned to provide training, case management and job placement/retention services to approximately 125 clients over the 3 year period. There are no funds available to the client through this project for support services.

Enrollments are to be completed by 6/30/13 with job retentions being reported through 6/30/14.

Issuance:

The Minneapolis Workforce Council along with the Adult Committee has issued this RFP and the Minneapolis Employment and Training Program will be the administrator of any and all contracts let under this Request for Proposals.

General Conditions:

- This request for proposals seeks providers for client recruitment, CTG eligibility determination, assessment, career counseling and employment plan development that involve skills training.
- Individuals served must be verified as being CTG eligible and Minneapolis residents. Program eligibility is based on family income and family size. See Page 4-Section A for income guidelines.
- The vendor(s) selected via this RFP will be monitored by METP staff for compliance with program and financial parameters.
- Vendor(s) selected via this RFP will be expected to complete METP's Management Information System (MIS) paperwork and enter related information into the WorkForce One (WF1) web-based MIS system.
- In addition to case management, this project will involve financial responsibilities and record keeping on the part of the case manager. The case manager will be approving funds to pay the training costs for the client and will need to communicate actions with METP and the training provider. METP will provide budget management and the tuition payments to the schools for enrolled clients.
- METP requires the staff providing assessment services for this project be certified (or provisionally certified) and in active status as Global Career Development Facilitators. (Information on this requirement can be found at the following web site: www.cce-global.org).
- Services will begin July 1, 2011 and terminate June 30, 2014.
- 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.

Evaluation Procedures:

The proposals will be scored and rated by impartial readers. This RFP does not require budget or participant plans. The Adult Committee of the Minneapolis Workforce Council will select the vendor(s) to operate this project and the amount of funds awarded.

The proposals will be evaluated on the following criteria and weightings:

Proposer Qualifications (30 points)

Recruitment/Assessment/Case Management Activities (35 points)

Job Placement Strategies/Employer Involvement (35 points)

Proposal Content:

1. Cover Page

2. Qualifications

- Describe the programs you have operated to help low income, unemployed and underemployed Minneapolis residents find and retain permanent full-time employment. Provide the days and hours your offices will be open and available to provide client services.
- Describe programs you have either developed or have been part of that address the need of employers for trained workers. If you are a training provider, include information relating to the number of enrollments, job placement rate and average salary for program graduates.

3. Recruitment/Assessment/Case Management Activities

- Describe your outreach strategy for this program: How will you identify and recruit current and future students who may be eligible and appropriate for this project? **We would like to see a variety of training providers used and not limited to the proposer's own offerings (if applicable).**
- Describe the assessment process and tools that will be used to assess the client's interests, abilities and aptitudes.
- Describe efforts you will make in case management to help the student/client succeed in school.

4. Job Placement Strategies/Employer Involvement

- Describe the job placement strategies and activities you will use for clients enrolled in this project.

- Describe any business partnerships or relationships in the identified high growth/high demand industry sectors (see pg 1-#3) that may help the clients enrolled in this project find employment upon completion of training.

Section A: Income Eligibility Guidelines:

**City of Minneapolis
CTG INCOME GUIDELINES
Effective July 1, 2010**

FAMILY SIZE	LOW INCOME (annual)
1	Less than \$29,400
2	Less than \$33,600
3	Less than \$37,800
4	Less than \$42,000
5	Less than \$45,400
6	Less than \$48,750
7	Less than \$52,100
8	Less than \$55,450

Note: These income guidelines will be updated effective 7/1/11

Section B: Payment Schedule/Potential Earnings

- \$1,000 at the point the client is enrolled into a training program
- \$1,000 at the point the client is placed into unsubsidized employment (Clients who do not complete their training program are to be provided with job placement and retention services)
- \$500 if the client is employed 90 days after start date
- \$250 if the client is employed 183 days after start date
- \$500 if the client is employed 275 days after start date
- \$250 if the client is employed 365 days after start date

The maximum to be earned is \$3,500 per client.

Date Issued: Friday April 1, 2011

All applicants must submit an original proposal plus **four copies** to:

Doug Suker
Minneapolis Employment and Training Programs
Crown Roller Mill Building, Suite 200
105 5th Avenue South
Minneapolis, MN 55401

Proposals must be submitted by 4 pm Friday April 29, 2011. Proposals not meeting all the requirements, not conforming to the application format or missing the submission deadline, will be eliminated from funding consideration and returned to the applicant.

The provision of service period for projects funded under this RFP will be **July 1, 2011 to June 30, 2014.**

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 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 RFP, if it is in the best interest of the City of Minneapolis 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.

Proposal Format:

- 1) Proposals should not exceed EIGHT (8) typewritten pages.
- 2) Font size should not be less than eleven (11) points.
- 3) Do not send annual reports, brochures or similar attachments.
- 4) Faxed or e-mailed proposals will not be accepted.
- 5) All questions must be submitted in writing, via e-mail, to:
doug.suker@ci.minneapolis.mn.us Questions and answers will be posted on METP's website: www.ci.minneapolis.mn.us/cped/metp-rfps-home.asp
- 6) A bidder's conference will not be held

Timeline:

- METP's website issues notice of RFP availability: 4/1/2011.
- Email with the RFP as an attachment to be sent to METP's current eligible providers list 4/1/11.
- RFP related questions are accepted via e-mail & responses will be posted on METP's website beginning 4/1/11 and, ending 4/29/11.
- Proposals due at METP no later than 4pm Friday, April 29, 2011,
- Selected providers will be notified the week of May 23, 2011.