

**June 20, 2011**

**City of Minneapolis Employment and Training Program  
North Minneapolis FastTRAC Project**

**Request for Qualifications (RFQ) from Minneapolis Eligible Employment Service Providers**

Questions and Responses

1. Question:

Will the contract with the employment services provider be a performance-based contract?

**Response:**

**The contract with the employment service provider will not be performance based.**

2. Question:

What portion of the \$300,000 grant to serve the 100 program participants will be allocated to employment-related services? What portion will be allocated to MCTC for classroom instruction (tuition, fees)? What portion will be allocated to Minneapolis ABE for providing Bridge programming and Integrated instruction in the MCTC classrooms? Are any funds designated for student support services?

**Response:**

**Currently, \$70,000 in grant funding is allocated to employment-related services from the selected employment service provider. Funding allocated to MCTC and ABE will vary based upon career pathway, participants' eligibility for Pell grants and other financial awards, etc. We anticipate 2/3 of the budget will go to educational assistance (i.e. tuition, ABE Bridge, books, technology fees, ABE/MCTC coordination, etc.) for program participants. No grant funds have been specifically dedicated to student support services.**

3. Question:

What portion of the funds will be dedicated to covering costs associated with aligning the ABE instruction with the college-level instruction before the start of the program?

**Response:**

**A total of \$15,000 in program funds has been appropriated to ABE and MCTC for curricular and instructional software alignment and program planning costs.**

4. Question:

What is the proposed timeline for the offering of Bridge instruction? The timeline of the offering of Integrated instruction?

**Response:**

**Bridge instruction is anticipated to begin during the Summer/Fall 2011 timeframe. Integrated instruction, on the MCTC campus, must begin by January, 2012.**

**5. Question:**

Are there established job placement, wage attainment, job retention and other goals of which prospective employment services providers should be aware?

**Response:**

**Projected outcomes for the grant period 07/01/2011 to 03/31/2013**

Number of students enrolled at MCTC	100
Number of adults who attain an industry-recognized credential:	75
Number of adults placed in employment:	50
Number of adults placed in employment related to career path/credential:	30
Number of adults placed in employment who demonstrate 12-months continuous employment (retention):	30
Average wage increase for adults placed in employment (annual earnings):	\$5,000
Number of adults who enroll in next level of career pathway coursework:	25

**6. Question:**

Which program partner will complete the required grant reporting? What data entry and reporting functions will be required of the employment services provider?

**Response:**

**The contracted community-based organization will report the number of adults who participate in and/or complete the following program components: basic skills acquisition, credential attainment, job placement, job placement in career field, job retention at 12 months, wage progression (pre-program wage vs. post-program wage) and continuation on career pathways. Data will be entered into the Workforce One reporting system. Reports will be provided to METP. Additional reporting may be defined in the employment service contract, as a portion of the original and/or ongoing work plan, and at the request of METP and DEED.**

**7. Question:**

Will the employment services provider be required to recruit 25 individuals for each of the four training programs, or will there be flexibility in how many students are to be enrolled in each training program? Will the four training programs run simultaneously, or on a staggered schedule? If all programs run simultaneously, do you see the employment services provider providing job placement assistance for all 100 program graduates at the same time as well?

**Response:**

**The number(s) of participant enrolled in each of the four training programs is flexible. The training programs will start and end on a staggered schedule. Thus, job placement assistance will be planned according to varying program end dates.**

**8. Question:**

Information on page 2 of the RFQ states: “\*\* FastTRAC career pathways throughout the state and are offered through various other partners, these career pathways trainings are open to North Minneapolis residents **with this funding.**” Does this mean that the selected provider could use a significant amount of the funds provided through this initiative to pay for training for N. Mpls residents at institutions other than MCTC and in other occupational sectors not among the 4 listed?

**Response:**

**In the event that a North Minneapolis FastTRAC Project enrollee should choose to participate in FastTRAC courses at an alternate training institution, as a participant in a separate FastTRAC program, funding for that participant would be negotiated between/among program grant administrators, given the technical guidance of MN DEED.**

**9. Question:**

The new RFQ for North Minneapolis states: “The City of Minneapolis is seeking a qualified community-based employment service agency . . .” Does that mean that all \$300,000 will go to only one agency?

**Response:**

**METP will select one community-based organization as the employment service provider for this project. Grant funding designated for employment service provision, in the amount of \$70,000 will go to this agency. At this time, we await word from the foundation community regarding the availability of additional funding to augment the work of the employment service provider. No final foundation commitments or awards have been announced, to date.**