



Request for Proposals from METP Eligible Providers for 2011-2015

This list can be found on METP's website at the following link:

http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf

January 24, 2012

City of Minneapolis Employment and Training Program

RENEW Minneapolis



**The City of Minneapolis Employment and Training announces
RENEW Minneapolis**

RENEW – Renewable Energy Networks Empowering Workers - prepares jobseekers for green careers. RENEW builds capacity for green enterprise 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 Friday, February 17, 2012. Late or incomplete proposals will not be considered.

Proposals must include all the following completed documents:

	Cover Page
	Technical Proposal: Responses to the seven questions included in the “Technical Proposal Content” section

METP use only

Date Received	
Time Received	
METP Initials	

Opening Statement:

The City of Minneapolis Employment and Training Program announces a competitive request for proposals for employment service agencies, to provide outreach, eligibility determination, case management, job placement and employment retention services to **RENEW Minneapolis** participants.

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

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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. Proposals submitted via this RFP will be reviewed and rated by members of the Minneapolis and St. Paul Workforce Councils, METP staff, members of the business community, and community stakeholders. The proposals will be scored and rated by impartial readers.

The available employment service budget for **RENEW Minneapolis** will be approximately \$1,000,000.00. Funds will be awarded to a maximum of six (6) employment service providing agencies. RENEW Minneapolis Green Jobs Training Program funding will be available through June 30, 2013. Under this process, all organizations interested in becoming eligible to provide employment services under the **RENEW Minneapolis** program 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.

Organizations selected through this solicitation will establish their eligibility to provide comprehensive employment services, under contract with METP, and to receive **RENEW Minneapolis** program-based payments, for achievement of employment and training program benchmarks. These program benchmarks are as follows: enrollment into an approved **RENEW Minneapolis** training program, successful completion of this training program, job placement, and job retention over the two quarters following job placement. Contracted employment service providers will receive quarterly grades, to be reviewed by the Minneapolis Workforce Council and published in the METP quarterly newsletter. Grading criteria will be included in performance-based contracts, and is subject to future revision at the discretion of METP, under guidance of the Minneapolis Workforce Council. Continuation of funding to employment service providing agencies will be based on performance results, as reflected in quarterly grades, with a minimum of a grade of "C" required to continue service provision.

The goal of the **RENEW Minneapolis** employment training is to ensure eligible participants are fully trained and prepared to meet the demands of today's labor market. Approximately 350 Minneapolis residents will receive program-funded training, with a total approximate training budget of \$1,000,000.00. It is anticipated that the approximate training cost per participant will be \$3,000.00. By receiving training and employment services, RENEW participants will be equipped with the core work competencies they need to secure and retain living-wage employment. Employment service providers solicited through this RFP process conduct RENEW program recruitment and outreach, to Minneapolis residents, on an ongoing and consistent basis. Providers implement applicant selection and/or screening processes, soft-skills training, academic assessment, and RENEW employment service provision which includes (but is not limited to) planning and hosting RENEW hiring events, promoting trained candidates to industry groups and associations, conducting business outreach for the purpose of identifying job openings, and placing individuals in jobs related to their training programs.

Projected Outcomes for RENEW Minneapolis:

Projected Outcomes	Anticipated Result
Total # of participants served	350
Total # of participants beginning education/training activities	350 (100% of those served)
Total # of participants receiving support services	210 (60%)
Total # of participants completing education/training activities	300 (85% of those served)
Total # of participants completing education/training activities who receive a certificate	240 (80% of training completers)
Total # of participants placed in unsubsidized employment	280 (80% of those served)
Total # of participants placed in training-related unsubsidized employment	224 (80% of those placed)
Total # of participants placed in unsubsidized employment who retain an employed status in the first and second quarters following placement	224 (80% of those placed)

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.

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.fsr.gov for details).

General Conditions:

Employment service providers selected through this RFP will be monitored by METP staff for compliance with all METP program policies, including source funding financial parameters. This Request for Proposals 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.

Individuals served under this RFP must be verified as residing in Minneapolis **and** each individual must meet established income guidelines as follows:

Income Eligibility Guidelines:

City of Minneapolis
RENEW *Minneapolis* INCOME GUIDELINES
Effective 7/1/11

FAMILY SIZE	LOW INCOME (annual)
1	Less than \$28,950
2	Less than \$33,100
3	Less than \$37,250
4	Less than \$41,350
5	Less than \$44,700
6	Less than \$48,000
7	Less than \$51,300
8	Less than \$54,600

Technical Proposal:

Please provide concise and complete responses, within a maximum of 5 double-spaced, typewritten pages, with minimum 11-point font size. The technical proposal includes seven questions, with 120 total possible points.

RENEW *Minneapolis* targeted industries:

Employment services align with, augment and support employment outcomes related to training in the following sector-based industry categories, ensuring that **RENEW *Minneapolis*** participant training initiatives connect trainees with business and industry job demand. Training will occur in the following five industry categories:

- 1) Renewable Energy
- 2) Green construction skills training
- 3) Building systems
- 4) Manufacturing
- 5) Transportation and Related Services

1. **(25 points)** Describe your organization's experience and involvement in green job training programs, regionally or locally, over the last year. Please address each of the five categories listed above. (5 points per category).
2. **(15 points)** Please outline your agency's staffing, credentials, qualifications, and experience related to the **RENEW *Minneapolis*** training initiative.
3. **(20 points)** Describe your organization's capacity to support core work skill development and job placement in 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 programs receive, as a result of their participation.
4. **(15 points)** Please describe proposed outreach and recruitment strategy and projected outcomes, including a description of the population your agency's programming is designed to serve, number of participants you plan to recruit, timeline for outreach initiative completion, outreach venue, etc.
5. **(25 points)** List businesses that your organization currently works with, and/or is developing relationships with, in employment and training pathways described above. Please indicate what role they would serve in the **RENEW *Minneapolis*** Green Jobs Program.
6. **(10 points)** List all formal partnerships and resources your organization has established to ensure job placement, and retention, for **RENEW *Minneapolis*** participants, following training program completion.
7. **(10 points)** Describe any leveraged resources (operational, professional, financial, or other) supporting this proposal, RENEW job skills training and employment outcomes (for example, leveraged local programming, foundation dollars, training facilities, internal expertise, agency board membership, etc.)

Schedule:

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

Request For Proposals (RFP) Release, on the METP website	Tuesday, January 24, 2012
Deadline to submit questions regarding this RFP	Friday, February 3, 2012 at 4:00 PM CST
Responses to questions posted to CPED/METP website	Monday, February 6, 2012 at 4:00 PM CST
RFP proposals due	Friday, February 17, 2012 at 4:00 PM CST
Estimated notification of selected providers	Tuesday, February 28, 2012
Estimated services start date	March 1, 2012
Estimated services end date	June 30, 2013

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.

Proposals not meeting all stipulated requirements, not conforming to the application format or missing the submission deadline, will be eliminated from funding consideration and returned to the applicant.

RFP Due Date and Locations:

Proposals are **due on, or before, 4:00 P.M. CST on Friday, February 17, 2012**

**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: RENEW Minneapolis Green Jobs Training Program
- Technical Proposal should not exceed FIVE (5) typewritten, double-spaced pages
- Font size should not be less than eleven (11) point
- Please do not send annual reports, brochures or similar attachments
- Faxed or e-mailed proposal will not be accepted
- An applicant 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 Friday, February 3, 2012 at 4:00 PM CST

Responses will be provided in written format only, and will be posted at <http://www.minneapolismn.gov/cped/rfp/index.htm> by Monday, February 6, 2012 at 4:00 PM CST. Marie Larson, RENEW Project Manager, 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 businesses; experience with successful green jobs development and placement following training.
- Capacity to deliver quality employment service outcomes.