



**Request for Proposals**

**2016 City of Minneapolis Job Fairs**

**A partnership between  
Hennepin County and  
City of Minneapolis Employment and Training**

**Funding provided by Hennepin County**

**Schedule**

<b>RFP Release</b>	<b>April 11, 2016</b>
<b>Proposals Due</b>	<b>April 28, 2016</b>
<b>Evaluation of Proposals</b>	<b>As received—Completed by May 3, 2016</b>
<b>Announcement of Providers</b>	<b>May 4, 2016</b>

# City of Minneapolis Employment and Training Funding Announcement

**Funding is now available for 2016 City of Minneapolis job fairs, a partnership between Hennepin County and City of Minneapolis Employment and Training. 2016 Job fair funding provided by Hennepin County.**

Minneapolis Employment and Training, a division of the City of Minneapolis department of Community Planning and Economic Development, has received Hennepin County funding to support a series of 2016 job fairs. The City of Minneapolis Employment and Training is seeking nonprofit and community-based organizations to plan and deliver these events.

This announcement provides guidelines for submitting job fair proposals, an outline of proposal requirements, an estimated project budget sheet, and marketing guidance.

Preference will be given to proposed collaborations of multiple organizations working to develop fresh and innovative approaches to job fairs, with a focus on employment access for underserved Minneapolis communities. **At least one collaborating partner must be an approved City of Minneapolis eligible provider.** A listing of eligible providers can be found at the following link:

[http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert\\_253839.pdf](http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

Job fair funding may be used for multiple purposes. Collaborating partners are encouraged to consider and include pre-job fair preparation sessions for businesses and jobseekers, day-of candidate application assistance to jobseekers, and resources at the event. Examples of fundable activities include, but are not limited to: guest speakers, interpreter services, on-site interview and resume preparation, pre-event workshop sessions, outreach to employers, and more. Please refer to pages 2, 3, and 4 of this document for specific details.

The City of Minneapolis will produce all event collateral and promotional materials, provide marketing expertise and assistance, and supply collaborating partners with a job fair toolkit. Technical assistance will be provided by the City of Minneapolis Industry Relations Manager, Marie Larson.

The total number of job fairs funded will be based on the number of proposals received, incoming project budgets, the scope of each project, and community/geographic coverage. The City of Minneapolis reserves the right to negotiate the terms of all proposals, or to reject any incoming proposal.

Job fair proposals are requested **by 4:30 p.m. on Thursday, April 28<sup>th</sup>, via e-mail to Marie Larson at [marie.larson@minneapolismn.gov](mailto:marie.larson@minneapolismn.gov).** You are welcome to contact Marie with any questions, or to discuss potential events and venues, at 612.673.5292, at any time prior to this deadline.

Proposals will be evaluated as they are received, and the lead staff identified in your proposal will be notified, via e-mail, of the outcome of your proposal. Final notification for all proposals will be completed by 4:30 p.m. on Tuesday, May 3, 2016. All funded proposals will be announced at the May 4, 2016, scheduled meeting of the Hennepin County/Minneapolis/DEED Business Services Partners, from 9:00 – 10:30 a.m. Central Time, at the Minneapolis South Workforce Center, located at 777 East Lake Street, Minneapolis, Minnesota, 55407. All partners are encouraged to attend.

Following selection, all funded project partners will meet with Marie Larson to finalize contract details, and to receive a job fair project FAN contract from the City of Minneapolis.

## **2016 Job Fair Proposals**

**Overview:** Collaborating partners are asked to submit a brief, 2-3 page proposal, via e-mail.

**Due date and time:** Proposals are to be submitted to City of Minneapolis Employment and Training, attention Marie Larson, Industry Relations Manager, no later than 4:30 p.m. on Thursday, April 28, 2016.

**Submitting your proposal:** Please send proposal materials to Marie Larson, at City of Minneapolis Employment and Training, via e-mail at [marie.larson@minneapolismn.gov](mailto:marie.larson@minneapolismn.gov)

**Job Fair awards announced:** Incoming proposals will be evaluated as they are received. The outcome of all proposals will be communicated via e-mail. All funding decisions will be finalized, and proposers notified, no later than 4:30 p.m. on Tuesday, May 3, 2016.

### **Proposal Content:**

Please format your proposal using the following, numbered items (in sequence)

- 1) Name and contact information of the individual submitting the project proposal:  
agency/partner name  
street address  
phone number and e-mail (Please note: this is the individual who will be notified of the funding decision).
- 2) Lead collaborator (must be City of Minneapolis Eligible Provider List) and all collaborating groups/partner: please include organization names, street addresses, phone number(s), and a key staff e-mail for each collaborating partner
- 3) Brief summary of past experience with job fair management, including outcomes
- 4) Overview of strategy and goals: sector focus, City of Minneapolis geography, specialized services for diverse communities, speakers/presentations, other
- 5) Proposed job fair month and day
- 6) Proposed venue and usage costs, if any (include facility rental, tables/chairs, technology, etc.)
- 7) Projected business attendance
- 8) Projected jobseeker attendance
- 9) Marketing and Outreach plan: how you plan to reach businesses and jobseekers
- 10) Job Fair Implementation Plan: please describe all partner roles, and provide details on each of these following:
  - a. Pre-job fair preparation of jobseekers
  - b. Outreach to job seekers
  - c. Business outreach/recruitment and registration
  - d. Event management – day of
  - e. Event follow-up
- 11) Any other relevant information

**2016 Job Fair Proposal, Page 3: Implementation Budget**

City of Minneapolis Employment and Training requests budget projections for proposed job fair services. It is estimated that budgets for job fairs will range from \$3350.00 and \$4500.00 per event, depending on event size (i.e. jobseeker attendance) and partnership scope.

Selected proposals will be funded through a FAN contract between City of Minneapolis and the lead collaborator; the purpose of this funding is to support staff time for job fair planning and implementation activities. Each FAN contract will allow hourly billing for approved activities, with a range of funding available for each activity. Please describe proposed activities, number of hours, and activity/budget using the following table. Some example of activities have been provided. Please feel free to expand, modify, attach additional pages (as needed).

<b>Planning phase: Outreach to jobseekers and businesses</b>				<b>Budget projection</b>
<b>Job Fair Planning Activities</b>	<b>Please describe proposed activities (some examples are provided)</b>	<b>Cost/Hour</b>	<b>Total Hours</b>	<b>\$</b>
Workshops	Pre-screening, resume assistance, and application submission prior to the event			
Business Recruitment and Registration	Hourly wage for business outreach staff			
<b>Event Management and Follow-up</b>				<b>Budget projection</b>
<b>Job Fair Implementation and Follow-Up Activities</b>	<b>Please describe proposed activities (some examples are provided)</b>	<b>Cost/Hour</b>	<b>Total Hours</b>	<b>\$</b>
Event management (day of event)	Set-up, Clean-up			
Interpreting Services	Hourly wage for bi-lingual staff working at the event			
<b>Total</b>				<b>\$</b>

## **2016 Job Fair Toolkit**

### **Materials provided by City of Minneapolis**

Materials and collateral to be provided to the job fair planning teams, by the City of Minneapolis:

- Jobseeker Outreach Flyer(s), posters and postcards (TBD)
- Business Outreach Flyer
- Registration materials and letter of invitation to send to business contacts
- E-mail template directed to business contacts
- Letter addressed to business contacts
- Spreadsheet for tracking business/exhibitor RSVP's to the event
- Template and name tags, to print out exhibitor name tags
- Blank name tags for jobseekers
- Folders/materials for the exhibitors
- Surveys for both exhibitors and jobseekers

Materials to be submitted to City of Minneapolis Employment and Training, following the event:

- Total count of jobseekers at the event
- Total business exhibitors
- Completed jobseeker and business surveys
- Outcomes: interviews, internship, apprenticeships, hires, etc.
- Invoice for costs associated with the event, per the Implementation Plan payment schedule

### **Required Exhibitors**

Exhibitors to be included in all events:

- Nonprofit adult employment services and youth program providers: City of Minneapolis Employment and Training
- Minneapolis Adult Education
- Public Libraries

### **Costs to be Paid by the City of Minneapolis – not included in project FAN contract, unless negotiated with City of Minneapolis prior to the FAN contract**

- Venue and equipment rental and fees
- Marketing/advertising of the event
- Printing fees