

Request for Proposals



**City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment & Training**

STEP-UP Services

January 9, 2017

Proposals Due by: February 10, 2017

January 9, 2017

Dear Minneapolis Employment & Training [Eligible Providers](#):

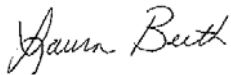
The mission of the City of Minneapolis Employment and Training is to grow a competitive workforce through programming aimed at helping youth learn academic, life and work skills, identify career paths, and achieve meaningful employment. Minneapolis Employment & Training uses a decentralized approach where services are delivered by community-based Provider Agencies at the neighborhood level. This neighborhood-based approach puts services by agencies skilled at providing culturally-competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community close to the job seekers and businesses need workforce development support. The Provider Agencies are selected to deliver services through various competitive Requests for Proposals (RFP) that correspond to programmatic goals and funding sources.

It is with these values and service model that we release the following Request for Proposal to provide employment services to Minneapolis job seekers. It is the intent of this document to outline the specific services needing to be provided to job seekers in Minneapolis and the requirement of the funding source.

Please review the RFP for details. If any addenda are needed for this Request for Proposal, they will be posted on the City of Minneapolis web site at: http://www.ci.minneapolis.mn.us/cped/cped_rfp. It is the responsibility of the agency to check this City website for any addenda to the RFP.

Proposals are due by Friday, February 10 at 4:00 pm Central time.

We look forward to your response to this RFP.



Laura Beeth, Chair
Minneapolis Workforce Development Board



Deb Bahr-Helgen, Director
Minneapolis Employment and Training

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OPENING STATEMENT

The Minneapolis Workforce Development Board and City of Minneapolis Employment and Training are soliciting proposals from [Eligible Providers](#) to provide STEP-UP Youth Employment Program services.

Minneapolis Employment and Training is a division of the City's Community Planning and Economic Development Department (CPED). CPED combines employment, training, planning, economic development, housing and a variety of regulatory services into one City department. Minneapolis Employment and Training is the workforce development division of economic development, assisting Minneapolis residents, both youth and adult, prepare to enter the labor force. Yearly, City of Minneapolis Employment and Training delivers employment and training services to just under 5,000 Minneapolis residents through various targeted programs that focus attention on the core issues of joblessness and employment disparities. Minneapolis Employment and Training administers employment and training programs under the direction of the Mayor, City Council, and Workforce Development Board. Minneapolis Employment and Training is the administrative entity/staff to the Workforce Development Board. The Minneapolis Workforce Development Board provides strategic guidance to the local workforce development system. City programs under the oversight of the Workforce Development Board include services for low income adults, dislocated workers, welfare recipients, and youth. The operating principle of the Minneapolis Workforce Development Board and City of Minneapolis Employment and Training is partnership. Minneapolis Employment and Training uses a community-based service delivery model; partnering with both non-profit and state government employment service providers to offer employment services to Minneapolis youth, adults and dislocated workers.

SCOPE OF SERVICES

Minimum qualifications for a proposer are:

1. Must be on the Minneapolis Employment and Training's Eligible Providers List for 2016-2020. This list can be found here: http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_253839.pdf ;
and
2. Must be legally and legitimately able to provide youth employment and training programming for eligible, Minneapolis youth, ages 14-21

Minneapolis Employment & Training is interested in a community-based approach to the delivery of this youth employment and training service that could be funded with city, state and/or federal funds.

The STEP-UP services to be performed are:

- Recruitment of eligible Minneapolis youth ages 14-21.
- Work Readiness training for approximately 2,000 STEP-UP youth ages 14-21 (up to 3,000 invited to train).
- Employer recruitment for at least 650 employer-paid positions for 16-21 year-old STEP-UP youth.
- Youth placement and successful start of work for at least 650 employer-paid positions for 16-21 year-old STEP-UP youth.
- Job coaching and support for supervisors and interns, including site visits
- Data integrity and evaluation

General Conditions

- 1) Minneapolis Employment and Training, in issuing this RFP, is seeking an experienced employment and training provider with a commitment to quality youth programming.
- 2) The funds for this project have not yet been secured. Once final funding amounts and sources are determined, Minneapolis Employment & Training may require the selected proposer to participate in budget negotiations regarding specific program criteria, components and goal numbers.
- 3) The selected provider will be expected to provide their organization's Certificate of Liability verifying their insurance coverage and name CPED as an additional insured in that policy.
- 4) The program/provider selected via this RFP will be programmatically and financially monitored by Minneapolis Employment & Training and/or city staff and may be monitored by state/federal staff.
- 5) The program/provider selected via this RFP will be expected to provide accommodations to youth with disabilities, when necessary.
- 6) The program/provider selected via this RFP may be expected to complete Minneapolis Employment and Training's Management Information System (MIS) paperwork and enter related information into the WorkForce One (WF1) web-based MIS system.

Minneapolis Employment & Training estimates that up to \$350,000 to \$400,000 per program year will be available for training, job recruitment and support services. The anticipated funding source will have youth eligibility criteria that specifically targets Minneapolis youth with barriers to employment. **This funding is subject to change.** Minneapolis Employment & Training will enter into a master contract agreement for cost reimbursement with the selected agency (or agencies). Service providers selected through this RFP process will be funded on a yearly basis through December 31, 2020, if agency performance remains satisfactory and adequate funds are available. The funding amount may be greater or lesser than planned, successful proposers must be prepared to adjust to changes in funding levels.

OTHER RESPONSIBILITIES

In addition to the Scope of Services, agencies should be aware that:

- Minneapolis Employment and Training seeks agencies with the experience, capability and desire to perform the full range of services required. The "Operating Parameters" will be part of any contract awarded in response to this RFP. Proposers should review the parameters to ensure they can comply with the requirements if they are awarded a contract.

- Proposers should ensure that all services are provided by competent staff who maintain the highest professional standards. Proposers should ensure that, during the term of the contract, it has adequate qualified staff to perform the service delivery and meet the performance measures outlined in their contract.
- Successful proposers will be required to keep auditable records. On December 26, 2013, new 2 CFR Part 200 regulations were published in the Federal Register. Your organization will be need to be in compliance with these new administrative and cost principles and have the capacity to comply with affirmative action, insurance requirements and any other requirements as specified in your master contract.
- Successful proposers will be expected to participate actively as part of a Minneapolis Employment & Training work team that collaborates regularly to create a seamless, universally accessible, customer-centered service delivery system that is highly focused on continuous improvement.
- It is expected that if Minneapolis Employment & Training is interested in competing in a Request for Information or funding process for a youth employment project that successful proposers would agree to enter into collaboration with Minneapolis Employment & Training and not seek to respond to the request without Minneapolis Employment & Training involvement.
- Agency enrollment and exit goals are negotiated each program year based on funding. Proposers must accept this as a condition of the subcontract.

SCHEDULE

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

RFP Release	<i>January 9, 2017</i>
Questions on RFP Due by	<i>January 18, 2017</i>
Responses to Questions posted by	<i>January 25, 2017</i>
Proposals due by	4:00 PM on February 10, 2017
Estimated provider selection	<i>March 22, 2017</i>
Estimated services start date	<i>October 1, 2017</i>
Estimated services end date	<i>December 31, 2020</i>

PROPOSAL DUE DATE and LOCATION

Proposals may be sent by certified mail or hand delivered to the 2nd floor reception desk. All applicants must submit one (1) original and four (4) copies of their completed proposals including the cover page to:

City of Minneapolis Employment and Training
Crown Roller Mill
105 Fifth Ave. South – Suite 200 (Second Floor)
Minneapolis, MN 55401-2593

Proposal must be received no later than **4:00 P.M. (Minneapolis Time), Friday, February 10, 2017.**

NOTE: Late or incomplete proposals may not be accepted.

Additional Proposal Format and Submission Guidance:

- The cover page, original proposal, and four copies of each should be submitted in one envelope labeled: Request

- for Proposal: Minneapolis Employment and Training – STEP-UP
- Proposals should not exceed ten (10) typed, 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 proposals will not be accepted
- Attach budget form and itemized expenses
- A proposer conference will not be held

REQUESTS FOR CLARIFICATION

Prospective responders shall direct inquiries/questions ***in writing only*** to: CPEDetstepuprfp@minneapolismn.gov

All questions are due no later than **4:00 pm (Minneapolis Time), January 18, 2017**. Responses to the Questions will be posted by **January 25, 2017** on City's RFP website at: http://www.ci.minneapolis.mn.us/cped/cped_rfp

The email address (above) is the only method to obtain clarification of questions regarding the RFP before proposals are submitted. The Contract Manager cannot answer questions or vary the terms of the RFP. All requests for clarification should be submitted in writing as outlined in this RFP. Failure to follow this prohibition could result in the rejection of the proposal.

EVALUATION CRITERIA

Proposals submitted for this RFP will be reviewed and rated by a panel of impartial readers. The following are the key criteria that will be used to evaluate the proposals:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff (includes a review of references).
- C. How well the scope of services offered meets department objectives.
- D. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP. A pre-award Risk Assessment will be completed.
- E. Organization and management approach and involvement for a successful project.

Minneapolis Employment & Training reserves the right to interview any or all proposers, or to require a demonstration or a site visit at its discretion. The manager who will lead this program and actual members of the staff who will provide services are required to participate in the formal interview.

If requested, the interview will consist of the following elements:

1. Discussion of the Employment Service Provider's approach to providing services for this funding source based upon the Scope of Services described herein.
2. Overview of the Employment Service Provider's experience as related to the Scope of Services, including qualifications and experience of assigned staff.

The Evaluation Panel will schedule and arrange for the on-site visit and interviews.

The final selection of providers will be made by the Minneapolis Workforce Development Board.

GENERAL CONDITIONS

The City of Minneapolis Employment and Training 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).

This Request for Proposals does not commit Minneapolis Employment and Training 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. The City of Minneapolis Employment and Training 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 Minneapolis Employment and Training.

Responding to this RFP does not guarantee that your organization will be selected to provide services.

Grant recipients new to Minneapolis Employment and Training-funded grants must complete a master contract agreement before Minneapolis Employment and Training will disburse any funds.

ADDENDUM TO THE RFP

This Request for Proposal does not commit Minneapolis Employment & Training 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.

Minneapolis Employment and Training 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 Minneapolis Employment and Training. **Proposers should be aware that the exact funding source has not been identified as of the writing of this RFP, therefore flexibility and willingness to negotiate program parameters based on the policy of the identified funding source, when written, will be expected of the selected provider/program.**

ATTACHMENT A

Proposal Format

**City of Minneapolis Employment and Training
STEP-UP Services
Request for Proposals**

<i>Please complete this cover page and attach it to your proposal.</i>	
RFP REQUIREMENTS: Must be able to reply "yes" to all red boxes.	
<input type="checkbox"/> Yes, this agency provides services in a Minneapolis location at this address: <hr style="border: none; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: none; border-top: 1px solid black; margin: 2px 0;"/>	

Applicant Agency:	Contact Name and Address: <small>(If different from the APPLICANT AGENCY)</small>
Agency Name:	Contact Name:
Director Name:	Title:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)
DUNS Number: (required)	

**Applicants must submit one (1) original and four (4) copies
of this completed cover page and proposal by 4:00 p.m. on Friday, February 10, 2017.
Late or incomplete proposals will not be considered**

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date

City of Minneapolis Employment and Training use only

Date Received		Time Received		Staff Initials Received	
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The technical proposal should be your responses to the following questions from three (4) categories with a possible total of 100 points. Please provide concise and complete responses to each of the following questions.

	Specific Questions
Organization History and Relevant Experience (15 points)	Describe your organization’s mission, qualifications and relevant experience in delivering youth employment and training services.
	Describe specific results that detail your organization’s success in student recruitment, training, job recruitment and youth support and development including methods and success in assisting youth with more challenging barriers to employment. Provide quantitative statistics to support the youth outcomes supported by your agency.
	What is unique about how your organization provides these services?
Service Design (50 points)	Youth Recruitment
	Outline specific results that detail your organization’s success in student recruitment including methods and success in assisting youth with more challenging barriers to employment. Describe your strategy to recruit eligible 14-21 year-old Minneapolis youth into the STEP-UP Program.
	Employer Recruitment and Support
	The anticipated goal of STEP-UP 2017 is to recruit at least 650 employer-paid positions at Minneapolis businesses. Describe the process and strategy your organization will use to meet that goal. Outline specific results that detail your organization’s ability to recruit employer-paid positions. Be specific about events or special efforts you might use to recruit employers or solicit jobs. Also address how you would train, support, and monitor the employers prior to and during the STEP-UP internship period.
	Work Readiness Training
	Minneapolis Employment & Training requires at least 10 hours of work readiness training as well as a mock interview for the youth in STEP-UP that are 15 years old and in high school. Youth ages 16-21 years old are required to have 7 hours of training as well as a mock interview. The selected provider would be expected to use work readiness curriculum created by and/or approved by the Minneapolis Employment & Training. Outline specific outcomes for successful completion of trainings you have led in the past. What is your completion rate for students? How you would coordinate work readiness training for approximately 2000 youth. How would you staff the effort? When and where would the trainings take place?
	Youth Placement and Support
	Using statistics, show how your organization has been successful in matching approximately 650 16-21 year-old into summer employment at local businesses. How does your agency insure youth are matched into positions based on their skill and interests? Describe the referral and follow-up process. How will you support the youth once the placement is made?
	Data Management
	The provider may be asked to manage the data for and make notifications to as many as 3,500 STEP-UP applicants. The selected provider may also be required to enter youth data into the State Management Information System (MIS), WorkForce One (WF1). Describe your organization’s capacity to enter and manage that data.
Collaboration	
Describe any existing partnerships, collaborations, employer connections, or professional affiliations that will support or enhance your ability to provide the services requested under this RFP.	

	Program Enhancements
	Describe any other services your organization would bring to the project that may enhance the experience of the youth in the STEP-UP Program.
Staff Expertise (15 points)	Provide brief job descriptions and qualifications for current staff or staff that will be hired to fill any newly created positions for this project. What is or will be their educational background, credentials/qualifications, and experience?
	Describe the diversity of the staff who will directly work with the youth on the STEP-UP project.
	Describe the cultural and linguistic capabilities of the staff at your organization who are available to assist with services, as needed.
	Describe your staff's experience in student recruitment, training, job recruitment and youth support and development.
Partnerships and Leverage (20 points)	Describe partnerships and/or collaboration your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood and/or community organizations.
	Describe relationships with private sector employers, both large and small, and methods by which the agency facilitates effective communication of employer needs.
	Will your organization provide any "in-kind" support or funds in addition to the Minneapolis Employment & Training contract to augment the program? If so, list those sources on the budget page under "In-Kind" and describe here the how the support or funds will be used to augment the program.

STEP-UP Program Operating Guidelines (revised June 2016)

These guidelines supplement requirements specified in contracts, plans, fund availability notices, and other Minneapolis Employment & Training communications.

Responsibilities of sub-recipients/service providers include:

- Identification of, outreach to and recruitment of program-eligible youth;
- Documentation of eligibility as required by state, and Minneapolis Employment & Training policy, and completion and data input of MIS paperwork according to procedures;
- Creation and retention of participant files containing all information collected about each participant and making this information available for City of Minneapolis or state/federal review;
- Consideration of a variety of sources of information on wages, industry demand, and trends, including targeted industry sectors as established by the local and regional WIOA Plans and the most current Occupations in Demand list from the Minnesota Department of Employment and Economic Development website, in order to expose participants regarding occupations with continuing demand;
- Compliance with funding rules and regulations, state law and policy, as well as Minneapolis Employment & Training policy;
- Programmatic and financial monitoring by Minneapolis Employment & Training and/or city or state/federal staff
- Retention of all records pertinent to all grants and agreements, including financial, statistical, property and participant records and supporting documentation for 6 years after the client exits the program;
- Submission to Minneapolis Employment & Training by the 10th of each month, Cost Reimbursement invoices for expenses incurred in the previous month;
- Adherence to Performance and Special Requirements detailed in Fund Availability Notices and attachments including handling and protection of Personally Identifiable Information; and
- Reference to the City of Minneapolis and/or Minneapolis Employment & Training (by the inclusion of the City's logo and/or by acknowledging the City as a funding source) in any advertising and/or public relations efforts related to activities funded through Minneapolis Employment & Training.