

## City of Minneapolis Employment & Training Program (METP)

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### **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](http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

2012-2014 Year Round Workforce Investment Act (WIA) Youth Program

April 19, 2012

**The City of Minneapolis Employment and Training Program (METP)**  
**2012-2014 Year Round Workforce Investment Act (WIA) Youth Program**

**Request for Proposals (RFP)**

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: \_\_\_\_\_

Proposals must include the following completed documents:

	Cover page
	Proposal (responses to questions 1-10)
	Two letters of support from non-financial linkage education facilities/programs that complement your youth program (attach to the back of the proposals). (See RFP question #2 on page 8 for additional instructions if your agency is not located in Minneapolis).
	Confirmation of GCDF Certification(s). (See RFP Question #9 on pages 8-9 and attach to the back of proposals)
	Two letters of support from businesses that have hired your agency youth (attach to the back of the proposals).

METP use only

Date Received	
Time Received	
METP Initials	

## **Opening Statement**

The City of Minneapolis Employment & Training Program (METP) is a division of Minneapolis Community Planning and Economic Development (CPED), 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 and WIA Youth 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 impartial members of the WIA Youth Council and METP staff.

METP is seeking proposals from experienced employment and training organizations to provide comprehensive year round education and employment and training services to eligible, economically disadvantaged Minneapolis youth, ages 14-21 who have at least one of the following barriers to employment:

- Basic skills deficient
- School dropout
- Youth with a disability
- Homeless, runaway or foster child
- Pregnant or parenting
- Offender
- Requires additional assistance to complete an educational program or secure and hold employment.

Using a case management model, the Year Round WIA Youth Program helps youth with multiple challenges achieve academic and employment success via comprehensive services grouped around four major themes:

- Improving educational achievement (includes tutoring and dropout prevention strategies);
- Preparing for and succeeding in employment (such as paid and unpaid work experience and internships);
- Supporting youth (providing adult mentoring, follow-up and support services); and
- Offering services intended to develop the potential of young people as citizens and leaders (leadership development opportunities).

The period of performance for contracts awarded via this RFP is July 1, 2012-June 30, 2014. In the event WIA reauthorization occurs and significant program changes are implemented during Program Year 2013 (July 1, 2013-June 30, 2014), selected providers will have the opportunity to decline participation during the second year of programming.

Approximately \$800,000 in WIA funds is available. METP anticipates selecting six (6) to seven (7) employment and training service provider agencies.

Agencies responding to this RFP must be on the METP Eligible Provider List 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](http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

Response to this RFP DOES NOT GUARANTEE that your organization will be selected to provide services.

## **General Purpose**

The Workforce Investment Act of 1998 was signed into law on August 7, 1998 and became fully effective on April 1, 2000.

The Workforce Investment Act has required elements that must be addressed by all contractors. The following section is excerpted from the Workforce Investment Act, Section 129. The purpose of Youth Programs under WIA is:

“to provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;

- to provide opportunities for training to eligible youth;
- to provide continued supportive services for eligible youth;
- to provide incentives for recognition and achievement to eligible youth; and
- to provide opportunities for eligible youth in activities related to leadership development.”

In accordance with Section 129, the Act requires that all programs include:

- An objective assessment of the academic levels, skill levels, and service needs of each participant;
- Development of an individual service strategy for each participant; and
- Preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and effective connections to intermediary organizations that provide strong links to the job market and employers.

In addition, WIA identifies the following 10 required elements which must be available to a youth participant based on each participant’s objective assessment and individual service strategy:

- tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- alternative secondary school offerings;
- summer employment opportunities directly linked to academic and occupational learning;
- paid and unpaid work experience, including internships and job shadowing;
- occupational skill training;
- leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision-making, team work, and other activities;
- supportive services;
- adult mentoring for a duration of at least 12 months, that may occur during and after program participation;
- follow-up services; and
- comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

**Agencies accepting funding awards will be expected to complete a program participant plan prior to the start of the program year. The program participant plan will name the expected number of youth enrollments and exits per quarter. This information, as well as other indicators, will be compared to actual performance in order for contracts to be assessed a letter grade on a quarterly basis. Contracts may be placed on corrective action, extended, or terminated based on these earned letter grades. The following core youth performance indicators are other measures that will be monitored and graded on a quarterly or annual basis: 1) number of participants entering employment or the military, or enrolled in post-secondary education and/or advanced**

**training/occupational skills training at exit, or within 1-3 quarters after exit, 2) number of participants attaining a diploma, GED or certificate at exit, or within 1-3 quarters after exit; and, 4) 90 and 183 day unsubsidized employment retention.**

**Flexibility of Design**

It is possible that federal program funding may be greater or less than planned. Applicants must be aware that Performance Requirements/Core Indicators (see Attachment A) and to some degree, program operations, are subject to change pending final WIA regulations.

**General Conditions**

1. METP is seeking proposals from experienced employment and training organizations to provide year round education and employment and training case management services to economically disadvantaged Minneapolis youth, ages 14-21.
2. METP may require selected proposers to either increase or decrease their capacity to serve youth based upon funds awarded.
3. METP may require that a selected provider host a site visit for the Proposal Review Committee prior to being awarded a contract.
4. All selected providers will be required to complete Management Information System (MIS) paperwork, and to input eligibility and follow-up activities directly into the WorkForce One (WF1) system. Internet access is required. Computer literacy is needed.
5. All selected providers are expected to attend METP bi-monthly WIA youth provider meetings hosted by METP and WIA providers.
6. All providers will be expected to submit an approved Participant Plan and Budget to finalize contracts awarded.
7. All contracts awarded will be paid through cost reimbursement and may be audited onsite annually by City of Minneapolis Finance staff.
8. All providers must participate in annual onsite program monitoring visits performed by METP youth staff.
9. All enrolled youth participants must be assessed according to their need for and ability to benefit from WIA services.
10. All enrolled youth participants must be “at-risk” as defined by WIA criteria and those deemed ineligible must be referred for appropriate services.
11. When necessary, selected providers will be expected to provide accommodations to youth with disabilities.
12. All enrolled youth must receive some form of follow-up services for twelve (12) months following program exit.
13. All providers must ensure that youth participant files contain all METP required documents and forms.
14. All providers must agree to retain youth participant files for six (6) years.
15. All staff that provides case management services, in particular, those who sign participants’ Individual Service Strategies, need to possess either a Global Career Development Facilitator (GCDF) certificate or a provisional GCDF certificate that is in active status. Information on this requirement can be found at the following website: [www.cce-global.org](http://www.cce-global.org).

**Schedule**

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

RFP released on METP website	April 19, 2012
Deadline to submit questions regarding this RFP	4:00 PM, April 25, 2012

Responses to questions posted on METP website	4:00 PM, May 1, 2012
Proposals due	4:00 PM, May 15, 2012
Proposals reviewed and rated by Proposal Review Committee	May 16-24, 2012
Selected provider recommendations to WIA Youth Council	May 30, 2012
Selected provider award notices sent	May 31, 2012
New provider(s) training	June 4-8, 2012
METP bi-monthly WIA youth provider meeting	June 21, 2012
Program Year 2012 implementation	July 1, 2012

**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 provider. 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.fsrs.gov](http://www.fsrs.gov) for details).

**Limitations**

This RFP 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 provider to participate in negotiations and submit any fiscal, technical or other revisions of their proposal that may result from negotiations with METP.

**Solicitation**

All applicants must submit one (1) original proposal, plus five (5) copies. They may be sent by (1) Certified Mail, OR (2) Hand Delivered (agencies that hand deliver proposals must obtain proof of receipt at the 2<sup>nd</sup> Floor Receptionist Desk) to:

Teresa Harrold, Youth Program Manager  
Minneapolis Employment and Training Program  
Crown Roller Mill Building  
105 - 5<sup>th</sup> Avenue South, Suite 200  
Minneapolis, MN 55401-2593

Proposals must be received by **4:00 PM, May 15, 2012.** Late proposals will not be accepted.

**Contact person for Requests for Clarifications**

Prospective agencies who are on the METP Eligible Provider List for 2011-2015 may only direct questions via e-mail to Teresa Harrold, Youth Program Manager, Minneapolis Employment and Training Program: [teresa.harrold@minneapolismn.gov](mailto:teresa.harrold@minneapolismn.gov)

**All questions are due no later than 4:00 PM, April 25, 2012.** Questions will be answered in writing and posted at: <http://www.minneapolismn.gov/cped/rfp/index.htm> by May 1, 2012. Teresa Harrold, Youth Program 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.

**Proposal Format**

- Proposals should not exceed ten (10) typewritten pages (cover page, GCDF certification(s) attachments(s) and letters of support are not included in the ten (10) page total)
- Font size should not be less than ten (10) points
- Do not send annual reports, brochures or similar attachments
- Faxed or e-mailed proposals will not be accepted
- Proposals must be consistent with the Workforce Investment Act and applicable State and Federal regulations
- 100 percent of the funds made available are program dollars and must be spent on allowable program costs (allowable cost matrix will be supplied to selected providers)
- An applicant conference will not be held.

**Evaluation Procedures**

Proposals will be evaluated using a 100-point scale. Proposals will be reviewed by the Proposal Review Committee and these ratings will result in the selection of the providers. Criteria are weighted as follows:

1) Summary of agency experience serving youth.....	10 pts
2) Outreach and recruitment.....	10 pts
3) Objective assessment components.....	15 pts
4) Experience providing career planning.....	10 pts
5) Development and content of Individual Service Strategies.....	10 pts
6) Chart detailing ten (10) WIA youth program elements.....	10 pts
7) Five work readiness components.....	5 pts
8) Industry specific credentials and internship experiences.....	15 pts
9) Staff capacity and qualifications.....	5 pts
10) Budget.....	10 pts

**City of Minneapolis Employment & Training Program  
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RFP Questions 1 - 10**

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- 1) Summarize your organization’s experience delivering comprehensive employment and training services to Minneapolis youth, ages 14-21 utilizing a case management model. Within the past two (2) years, detail outcomes and accomplishments for youth served through your agency. **(10 pts)**
- 2) Describe your methods of outreach and recruitment of eligible Minneapolis youth. Include specific target populations and numbers of younger and older youth you who will be served. Detail outreach efforts targeted to out-of-school youth and those most in need of services, such as juvenile offenders and youth with disabilities. Note: If your agency is located outside of Minneapolis, include a physical location in Minneapolis that your agency will staff where youth can access WIA services. If your agency is located outside of Minneapolis, one of your non-financial linkage education facilities/programs letters of support needs to come from the Minneapolis location where your agency will provide services. **(10 pts)**
- 3) WIA case managers are required to complete an objective assessment for each participant. Describe in detail your objective assessment methods for youth. Include how you will assess basic, occupational and work readiness skills, prior work experience, employability, interests, aptitudes and support services needs of each participant. Identify the test(s) and other methods that will be used. How will you coordinate assessment with other education and training programs the youth is involved in? **(15 pts)**
- 4) Describe your experience providing career planning services for youth ages 14-21. Include how youth will explore careers and develop a career plan. **(10 pts)**
- 5) An Individual Service Strategy is required for each WIA youth participant. Explain what an Individual Service Strategy will entail and how it will be developed. **(10 pts)**
- 6) Create a half page to one page chart that details how your agency will provide the ten (10) WIA program elements. Include partnerships you will develop with other organizations/agencies serving youth. **(10 pts)**
- 7) Outline five components of your work readiness curriculum. Include innovative life skills activities or exercises, especially in the area of financial literacy. **(5 pts)**
- 8) Obtaining industry specific credentials and participating in internship experiences are essential experiences youth need to be competitive in the workforce. What strategies will you use to connect youth to training programs and local employers? Name and describe particular career pathways and short-term training programs you will utilize and list employer partners. **(15 pts)**
- 9) Complete the chart below in order to identify direct staff capacity for your WIA youth program. Include staff qualifications, percent of time on the project, percent of time on other agency projects, including whether each staff holds full or provisional, active certification as a GCDF. (Attach confirmation of GCDF certification(s) for staff that will develop and sign Individual Services Strategies to the back of the proposals). **(5 pts)**

<b>Direct program staff title, education/other qualifications</b>	<b>Direct staff duties</b>	<b>Percent time on the project</b>	<b>Percent time on other agency projects</b>	<b>GCDF status</b>
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10) The WIA cost per participant has been \$1,800 the past two program years. Using the \$1,800 figure, complete the chart below to reflect your agency budget request and total program budget (expand chart if necessary). If your agency is selected, you will be required to submit a detailed budget with similar figures listed in your chart below prior to the issuance of a contract or Fund Availability Notice. **(10 pts)**

<b>Budget Category</b>	<b>Anticipated Expenses</b>	<b>Explanation/Description/Formula</b>
<b>A. In-School Youth Wages/Fringe Benefits</b> (Wages/fringe paid to youth participants while engaged in program activities. Stipends provided for educational or program activities are included)		
<b>B. Out-of-School Youth Wages/Fringe Benefits</b> (Wages/fringe paid to youth participants while engaged in program activities. Stipends provided for educational or program activities are included)		
<b>C. In-School Youth Direct Services</b> (Costs associated with providing direct service to youth. Includes direct staff and other staff wages, participant incentives, supplies, rent, office equipment, etc.)		
<b>D. Out-of-School Youth Direct Services</b> (Costs associated with providing direct service to youth. Includes staff wages, participant incentives, supplies, rent, office equipment, etc.)		
<b>E. In-School Youth Support Services</b> (Items necessary for youth to participate in WIA, such as transportation, tuition, clothing, tools and school-related expenses)		
<b>F. Out-of-School Youth Support Services</b> (Items necessary for youth to participate in WIA, such as transportation, tuition, clothing, tools and school-related expenses)		
<b>Year Round WIA RFP Program Budget Request <u>7/1/12-6/30/13</u></b> <b>(Subtotal = A-F)</b>		
<b>Leveraged resources that will support this project <u>7/1/12-6/30/13</u></b> (Operational, foundation dollars, training facilities, etc.)		
<b>Total Program Budget <u>7/1/12-6/30/13</u></b> <b>(= Subtotal + Leveraged resources)</b>		

## Attachment A

### **WIA Performance Measures for Youth**

#### **Older Youth - Age 19-21 at enrollment**

- Entered Employment Rate: measures the number of youth who didn't have a job before services and got a job after services
- Employment Retention Rate: measures the number of youth who had a job after leaving services and still had a job three (3) and six (6) months later
- Earnings Change: compares the earnings youth had six (6) months before services and six (6) months after services
- Credential Rate: measures the number of youth in employment, post-secondary education or training who acquire a recognized credential during services or within six (6) months after service

#### **Younger Youth - Age 14-18 at enrollment**

- Skill Attainment Rate: measures the attainment of basic, work readiness or occupational skills while receiving services
- Diploma or Equivalent Attainment Rate: of those who enter without a diploma or equivalent, measures the number of youth who receive one by the time they leave services or right after leaving services
- Retention Rate: measures the proportion of youth that are in the following activities six (6) months after they leave services: post-secondary education, qualified apprenticeships, employment, advanced training or military service