

Request for Qualifications



**City of Minneapolis
Office of the City Coordinator**

**Designation of the Community Action Agency for the City of
Minneapolis: Request for Qualifications**

June 26, 2015

Proposals Due by: August 11, 2015



Intergovernmental Relations
350 S. Fifth St. - Room 301M
Minneapolis, MN 55415
TEL 612.673.3000
www.minneapolismn.gov

June 26, 2015

To whom it may concern:

Attached is a Request for Qualifications (RFQ) for a qualified entity to be designated as the Community Action Agency to plan and implement community action programs in the city of Minneapolis. The City of Minneapolis after complying with the designation process as outlined in Minnesota Rules will recommend that the entity be designated as the Community Action Agency for the city of Minneapolis to the Minnesota Department of Human Services (DHS). The DHS will then begin the process to have the designated agency be "recognized" pursuant to Minnesota Administrative Rules by the State of Minnesota. Please consider submitting an RFQ to be considered to be the designated community action agency if your entity meets the qualifications and is available. Please review the RFQ for details.

The RFQs are due no later than 4:00 p.m., Minneapolis time, August 11, 2015. A pre-submission conference will be held at Minneapolis City Hall, Room 301M, Conference Room A, on Tuesday, July 7 at 1 p.m.

Thank you for your consideration.

Sincerely,

Gene Ranieri

Gene Ranieri, Director
Department of Intergovernmental Relations

Table of Contents

<u>RFQ General Information</u>	<u>Page</u>
I. Invitation	3
II. Pre-submission Conference	4
III. RFQ Due-Date and Location	4
IV. RFQ Format	4
V. Evaluation of RFQs – Consultant Selection	6
VI. Schedule	6
VII. Department Contact/Request for clarification	7
VIII. Rejection of RFQs	7
Addenda to the RFQ..	7

REQUEST FOR QUALIFICATIONS

Community Action Agency Designation

I. INVITATION:

The City of Minneapolis (hereinafter referred to as the City) makes this Request for Qualifications (hereinafter referred to as the RFQ) in order to select a qualified Entity to be designated as the Community Action Agency for the city of Minneapolis. This RFQ generally defines the roles, and responsibilities of the designated agency. A Community Action Agency generally is a non-profit agency. Federal law prefers private, non-profit agencies over public agencies.

Since this designation will designate a successor to a terminated designation, the City of Minneapolis will follow the priority guidelines and designation procedures pursuant to Minnesota Administrative Rule Chapter 9571.

(Please note that the Resources section under Section IV, provides links to several federal, state and non-profit documents cited in the RFQ that would assist in completing the RFQ).

The Rule (9571.0050 subpart 2) also establishes a priority for the selection of an entity to be designated as the community action agency. The priority follows:

Subp. 2. Priority among possible designees.

A governing body may choose a designee under this part, in descending order of priority, by:

- A) requesting an existing community action agency that is located and is providing services in a contiguous area to expand its program operations into the service area;
- B) requesting an existing community action agency closest to the service area or an existing community action agency within reasonable proximity to the service area to expand its program operations into the service area, if no existing community action agency in a contiguous area agrees to expand its operations; and
- C) nominating any entity eligible or potentially eligible to be designated under federal law and regulations and to be recognized under part 9571.0040, when no community action agency accepts the request to operate in the service area.

Community Action entities are funded by federal and state grants - the federal Community Services Block Grant (CSBG) and the Minnesota Community Action Grant (MCAG). In addition Community Action entities are designed to provide a range of services and activities having a measurable impact on the causes of poverty and have applied for and received funding for such programs as weatherization, heating assistance, and other federal and state grants. Private partnerships often occur, resulting in funding received by entities for services to clients.

In the 2016/2017 state fiscal year, the entity serving Minneapolis will receive approximately \$1.3 million each year of the biennium from CSBG and MCAG programs. Any funding for weatherization, heating assistance would be in addition to the CSBG and MCAG grants and would need to be sought through those grant processes. In 2013 the prior community action agency serving Minneapolis received approximately \$10.8 million for weatherization, heating

assistance and similar programs.

The CSBG enabling statute outlines eight broad program goals that are the basis for the development of services to low income residents by the entity or other agencies. The goals are:

- securing adequate education
- achieving better income management
- securing adequate housing
- providing emergency services
- improving nutrition
- creating linkages among anti-poverty programs
- achieving self-sufficiency; and
- securing and maintaining employment

The CSBG also requires each community action agency to report outcome measures and follow organization standards as adopted by the Minnesota Department of Human Services.

II. PRE-SUBMISSION CONFERENCE: A pre-submission conference will be held at 1 p.m. on July 7, 2015, in the Minneapolis City Hall, Room 301M, Conference Room A, Minneapolis, Minnesota 55415. All potential agencies are encouraged to attend this conference.

III. RFQ DUE DATE and LOCATION: The Entity shall submit ten (10) copies of their response to the RFQ to the City of Minneapolis City Coordinator's Office, labeled

City of Minneapolis -
Request for Qualifications for:
Community Action Agency Designation
350 South 5th Street, Suite 301M
Minneapolis, MN 55415

The submittal shall be made at or before **4:00 P.M. (Minneapolis Time), August 11.**

NOTE: Late submissions may not be accepted.

IV. RFQ FORMAT: The Entity shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section V – "EVALUATION OF RFQs".

To allow for easier comparison of RFQs during evaluation, RFQs should contain the following sections and appendices and be arranged in consecutive order.

1. Executive Summary. The Executive Summary should include a clear statement of the Entity's understanding of the RFQ including a brief summary of how they meet the qualifications.
2. Entity's Eligibility as a Community Action Agency. Describe how the Entity qualifies as a Community Action Agency as defined in Minnesota Statutes 256E.31 subdivision 1 and Minnesota Administrative Rules 9571.0020 Subpart 7.
3. Experience and Capacity. Describe background and related experience demonstrating ability to serve as a Community Action Agency. The following information must be included in this section. The Entity's:

- A) Proposed mission statement.
- B) Statement that describes the proposed area to be served and, if different from the current service area discuss the reasons for the difference.
- C) Experience and capacity in working with and advocating for low income, multi-lingual and culturally diverse populations in planning and service delivery.
- D) Assurance of compliance with Minnesota Statutes, sections 256E to 256E.32 including requirements for the composition of the Entity's existing or proposed tripartite board of directors. If the Entity's current board does not meet the statutory provision please explain how the Entity will change its board to comply.
- E) Experience in applying for and administering federal, state, local or private sector grants.
- F) Experience with coordination, partnerships and linkages with other entities addressing poverty.
- G) Process to develop a transition plan and major elements of the plan.
- H) Experience in planning including assessment of community needs, strategic planning, and evaluation.
- I) Experience with performance management, Results Oriented Management and Accountability (ROMA) or another system for measuring performance and results.
- J) Experience in working with the Minnesota Department of Human Services; Minnesota Department of Commerce; Minnesota Department of Employment and Economic Development; Minnesota Housing; Minnesota Department of Revenue; and Minnesota Department of Education, in providing services to clients.
- K) Capacity to implement organizational standards as adopted by the Minnesota Department of Human Services, as outlined in Informational Memorandum 138 (see Resources section Capacity to implement organizational standards as adopted by the Minnesota Department of Human Services, as outlined in Informational Memorandum 138 (see Resources section).

The following documents of the Entity must be included in the response to the RFQ:

- Evidence of incorporation or proposed efforts toward incorporation, if applicable.
- Evidence of tax exempt status or proposed efforts toward achieving tax exempt status.
- Copy of the most recent audit and management letter, and annual report, if available.
- Copy of the most recent organization chart
- Copy of the most recent budget and number of employees by title and status (full-time, part time, volunteer)

4. Planning and Programming in Minneapolis. Describe how the Entity will transition to working in the Minneapolis service area by responding to the following:
 - A. Ensure, if a current Community Action Agency, that Minnesota Community Action Grant and the federal Community Services Block Grant (CSBG) funds currently allocated to the Minneapolis service are expended in Minneapolis.
 - B. Modify its board of directors to reflect the stakeholders in the Minneapolis service area.
 - C. Allocate existing community action funding available in 2016-2017 and subsequent years for Minneapolis to the Minneapolis service area.
 - D. Ensure maximum feasible participation and provide specific opportunities for involvement of low income persons in the local planning process, the annual work plan and the evaluation process of community action programs.

- E. Hire staff to administer and implement programs in the Minneapolis service area. Describe if preference to Minneapolis service area residents and former Minneapolis Community Action Agency employees will be included in the planning and programming in Minneapolis.
- F. Identify strategic partners and how they will work with the Entity.
- G. Coordination of services with the Minneapolis Promise Zone.
- H. Leverage state and federal block grant funds to provide needed services to low income residents.

Resources. To assist in completing the RFQ the following resources may be helpful:

Minnesota Statutes §256E.30 to §256.32 <https://www.revisor.leg.state.mn.us/statutes/?id=256E>

Minnesota Administrative Rules Chapter 9571 Community Action Programs
www.revisor.mn.gov/rules/?id=9671

U.S. Department of Health and Human Services Information Memoranda
<http://www.acf.hhs.gov/programs/ocs/resource/csbg-information-memoranda>

Community Action Partnership/CSBG Organizational Standards
http://www.communityactionpartnership.com/index.php?option=com_content&task=view&id=96&Itemid=291

Minnesota Community Action Partnership
www.MinnCAP.org (2015 Annual Report contains several reference materials).

V. EVALUATION OF RFQs – SELECTION OF AGENCY: RFQs will be reviewed by an Evaluation Panel consisting of representatives of the City of Minneapolis, the Minnesota Department of Human Services, the Minnesota Community Action Partnership, and community members. The Evaluation Panel will select a "short list" of Entities who will be formally interviewed as part of the final selection, as deemed necessary by the City. Evaluations will be based on responses to the information requested in Part IV.

A formal Presentation/Interview will be requested of the "short list" Agencies. Specifically, the City requests that the Entity's chief administrative officer lead the Presentation and that actual members of the board of directors of the agency and clients participate in the formal presentation/interview.

The Evaluation Panel will schedule and arrange for the presentations.

SCHEDULE: The following is a listing of key RFQ and Project milestones:

RFQ Release	June 26, 2015
Pre-Submission Conference	July 7, 2015
Questions on RFQ Due by	July 6, 2015
Responses to Questions posted by	July 10, 2015
RFQs due by	4:00 PM on August 11, 2015
Estimated Community Action Agency selection	August-September
Estimated Designation Public Hearing	August -September

Estimated Close of the Public Record	September
Estimated Designation by the City Council	September- October
Estimated Recognition by the State of Minnesota	October- November

VI. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION: The Entity's primary interface with the City will be with the Project Manager who will act as the City's designated representative for the Project. Prospective responders shall direct inquiries/questions ***in writing only*** to:

Gene Ranieri, Office of the City Coordinator, IGR
Room 301M City Hall
350 South 5th Street
Minneapolis, MN 55415
Gene.ranieri@minneapolismn.gov

All questions are due no later than **4PM July 6, 2015**. Responses to the Questions will sent by email to all those submitting an RFQ by **July 10, 2015**.

The Project Manager is the only individual who can be contacted regarding the RFQ before proposals are submitted. The Project Manager cannot vary the terms of the RFQ.

VII. REJECTION OF RFQs: The City reserves the right to reject any Entity on the basis of the RFQs submitted.

VIII. ADDENDUM TO THE RFQ: If any addendum is issued for this RFQ, it will be emailed to all those submitting an RFQ. The City reserves the right to cancel or amend the RFQ at any time.