

## Questions and Answers – Updated April 22, 2011

1. Can you clarify what type of training/employment would fall in to the Professional/Technical Industry? The top ten occupations found in this area are: Lawyers, computer engineers, accountants, office clerks, accounting clerks, legal secretaries, management analysts, paralegals and legal assistants.
2. How specific is Healthcare? Could it include training/employment in alternative medicines (massage, reiki, acupuncture, etc)? Could it include training/employment in the field of fitness (yoga, Pilates, personal trainers, etc.)? The area of healthcare is quite broad-the examples you cited would fit into the definition. A main concern is that the choice of training fits the client's interests and abilities and will lead to a job upon completion.
3. Does Education fall into any of these industries (certifications for child care/Montessori teaching assistant programs)? The certifications cited would not fit into the high growth/demand industries we are targeting.
4. Does the link to the list on page 1 - #3 include ALL the licensed providers providing training courses that are eligible for this program or are their other providers that would qualify (exp: MCTC is not listed, but I'm assuming their short term trainings would be acceptable)? The link given in the RFP shows the private schools that are licensed by the State. Public institutions such as MCTC are exempt from licensure and may be used for this project.
5. Regarding placements into unsubsidized employment: how many hours per week are acceptable for the placement? 20 hours per week is the standard used by Adult Programs to exit a client to as being employed.
6. In regards to question #2 on page 3 (describing programs we have developed or been a part of), do you want to hear about non licensed training programs that we have developed (seeing as they won't necessarily be applicable to this contract)? Yes-tell us of any and all training projects your agency has developed and implemented. We are looking for a vendor(s) who has the experience in this area. This project also focuses on an agency's ability to perform outreach, client assessment and case management while the client is enrolled in a training program. The school and program used is dependent on the needs of the client-not for the need of enrollments by a training provider.
7. I noticed there won't be any support services available for this program. Is there any type of incentive, after the initial assistance with the training program fee, which would assist with ongoing participation during the retention period? Support services will not be part of the contracts with vendors for this project. This does not mean support services cannot be provided; the monies the vendor receives for enrollments, placements and retentions can be used for client support at the discretion of the vendor.
8. Approximately, how would the \$350,000 be split amongst organizations, i.e. do you know approximately how many providers you are planning to assign contracts to? Is that the total funding amount for the duration of the contract ending in 2014? The number of vendors to be used will be determined by the panel reading, rating and selecting the provider(s) as well as the level of funds allocated.
9. Since no support services are available through this contract, can we co-enroll participants in order to help them access support services funding?

This question has already been raised and the response posted on the RFP Q-A section-see below

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Co-enrolling into another METP Adult contract (WIA-CDBG or Close the Gap) would not be allowed.

10. If an individual isn't eligible for a Pell grant because they have defaulted on a student loan, would they be eligible for training assistance through this program?  
Clients who are in default of student loans would be eligible to apply for this project: Minneapolis residency, CTG eligibility and assessment/approval by the case manager are required.
11. If training was completed and job placement didn't occur until close to the contract end date of 6/3/14, would that placement not be eligible to receive payments for retention?

At this time we are planning on the project ending 6/30/14-this means there would be no payment for retentions that would come due after 6/14. When the project nears the end point, we will probably re-evaluate this policy but for now plan on no retention payments after 6/14.

12. Is the \$1,000 payment for training enrollment based on the individual being accepted into the training program, or on the first day of school?

The vendor would be able to invoice when the client begins the training program-that will be the enrollment date.

13. Of the 125 participants to be enrolled, what percent are expected to be placed into jobs, regardless of whether they complete training?

Our goal is to have 80% of the clients who enroll into this program successfully complete training and become employed. The clients who do not successfully complete training are also to be offered job placement and retention services. The vendor will be paid for this service per the schedule on page 4 section B.

14. XXXXX is working on a proposal for the METP RFP due April 29. One of the areas of training that we are looking at is highway construction. Although it is high-paying, highway construction is seasonal. How would that fit with the retention periods that the RFP requires?

The field of construction does not fit this RFP: See below from page 1 of the RFP:

1. Public and private training institutions may be used depending on the employment plan developed by the case manager and client. The skills training provider must be licensed, registered or deemed exempt by the Minnesota Office of Higher Education. The website to access this information is:

<http://www.ohe.state.mn.us/sPagesOHE/141Insts.cfm>. The area of study must be in one of the Minneapolis Workforce Council's targeted industries that have been determined to be high-growth/demand. These industry sectors are: Healthcare, Finance/Insurance, Professional/Technical, Transportation and High-Tech Manufacturing.

We are not seeking schools or trainers in this RFP but rather an agency that would provide staffing to do client recruitment, eligibility determination, assessment, case management of clients enrolled in various training programs and job placement/retention services.

15. Is this new funding, or an existing program that someone else is currently being funded for? If so, can you disclose who has the current contract?

This is a new project

16. Can you provide more information about the requirement that staff providing assessment services be certified or provisionally certified as Global Career Development Facilitators:

- a. Is this certification a typical requirement in your RFPs?

Yes

- b. Which staff need this certification – all staff who are providing services to the individual, or just certain staff, and in what specific areas?

We require all staff that develop and maintain employment plans with clients possess an active GCDF or provisional certificate.

- c. Can we apply for this RFP without the certification if we are able to get it by the time the funding starts?

Yes-if your agency is selected to be a vendor for this project, a provisional certification process is available.

Details on this can be found at the following link: [www.cce-global.org](http://www.cce-global.org)

17. What is your goal for the number of service providers under this RFP?

There is no established goal for the number of vendors-this will be determined by the readers of the proposals and the Adult Committee of the Minneapolis Workforce Council

#### NEW QUESTIONS- 4/22/11

18. Can the provider recruit participants who are on MFIP or RCA. In other words, are we allowed to recruit from clients (referred from Hennepin County) that we currently serve in our MFIP and RES programs.

No-this project is for clients who are not MFIP recipients and not able to access the resources/services available through MFIP.

19. If a participant takes a CNA course, but is unable to get a job as a CNA because of lack of experience, does getting a job as a DSP still count as placement?

We would like to see as many clients as possible working in the fields for which they were trained but we understand there may be circumstances involved where the client takes a non-training related job: This would still count as a placement providing the job is a minimum of 20 hrs/wk.

20. Does the unsubsidized employment need to be full-time?

Employment needs to be at least 20 hrs/wk to be counted as a job placement.

21. Can the provider be penalized if the participant completed an industry specific training, but gains employment in another industry?

No

22. Are there any other restrictions concerning job placement?

None beyond the minimum hours per week. Issues may come up in the course of program operations and would be dealt with at that time.

23. The URL on your RFP doesn't appear to be working: [www.ci.minneapolis.mn.us/cped/metp-rfps](http://www.ci.minneapolis.mn.us/cped/metp-rfps). Will you guide us to the right website where you post answers to questions submitted by other organizations?

The RFP is posted at this address: [http://www.ci.minneapolis.mn.us/cped/docs/RFP\\_METP\\_CTG.pdf](http://www.ci.minneapolis.mn.us/cped/docs/RFP_METP_CTG.pdf)

The Question-Answer is located at this address: [http://www.ci.minneapolis.mn.us/cped/docs/CTG\\_RFPQuestions.pdf](http://www.ci.minneapolis.mn.us/cped/docs/CTG_RFPQuestions.pdf)

Thank you for catching this-The RFP was to have been placed on 2 locations on the City of Minneapolis web-site: it will be fixed. Please contact me if you have further difficulties locating this RFP.