

**MINNEAPOLIS EMPLOYMENT AND TRAINING PROGRAM
REQUEST FOR PROPOSALS
PROGRAM YEAR 2008 (7/1/08-6/30/09)
ADULT JOB PLACEMENT AND RETENTION SERVICES**

Background

The Minneapolis Employment and Training Program (METP) is a program of the City of Minneapolis and is responsible for administering a number of employment and training programs. These programs are funded by a variety of federal, state and local sources, including the Workforce Investment Act (WIA). Program services that will not be operated directly by METP will be selected through a Request For Proposal (RFP) process. Most METP services are provided by agencies selected in a competitive RFP process. For the biennium starting 7/1/08, current service providers (selected in the last round of competition) whose performance exceeds an established benchmark will continue to provide METP services. Approximately \$75,000 is available for an agency to be selected by a competitive proposal process to operate a program that would provide job placement and retention services to eligible City of Minneapolis residents.

Agencies responding to this RFP must have a current master contract with METP.

General Conditions

This request for proposals seeks provider(s) for intake, assessment, job placement and job retention services for eligible clients. Individuals served must be verified as being program eligible and Minneapolis residents. Program eligibility is based on family income and family size.

Services will begin on July 1, 2008, and terminate on June 30, 2009. Successful vendor(s) may have their programs funded for the following program year (July 1, 2009-June 30, 2010). Vendor performance is evaluated quarterly; vendors are evaluated by a letter grade based on their success in placing and retaining clients in full-time (32 hrs/wk) permanent employment.

The proposer(s) chosen will be encouraged to send a representative to monthly meetings of the Neighborhood Employment Network (NET). These meetings are attended by other adult vendors working on METP contracts.

METP requires that staff providing career development services to METP participants be certified (or provisionally certified) and in active status as Global Career Development Facilitators (Information on this requirement can be found at the following web site: www.cce-global.org)

Terms of the Grant

Contracts that are awarded will be **performance-based** with payments made at the following benchmarks:

- Assessment and placement of a participant in unsubsidized employment for at least 32 hours a week at starting wage of \$8.00 per hour-\$1,000.
- Bonus for the participant earning \$11.00 per hour or more-\$400
- Completion of positive* 90-day retention after placement-\$400.
- Completion of positive 183-day retention after placement-\$500.
- Completion of positive 275-day retention after placement -\$500
- Completion of positive 365-day retention after placement-\$200.

Maximum amount to be earned per client placed by the intake agency is \$3,000

**Positive retention means the client is employed at the retention time period*

Minimum Standards of Performance

Vendor performance is evaluated quarterly; vendors are evaluated by a letter grade based on their success in placing and having clients retain full-time employment. Vendors are to maintain a grade minimum of ‘C’.

Placement and retention percentages are determined by dividing the number of positives for each measure by the total number. Job retention is measured at 90-day, 183-, 275- and 365- intervals. The letter grade given to a vendor is the average of the placement and retention percentages.

GRADE	BY %
A +	97-100
A	93-96
A -	89-92

GRADE	BY %
B +	85-88
B	81-84
B -	77-80

GRADE	BY %
C +	73-76
C	69-72
C -	65-68

GRADE	BY %
D +	61-64
D	57-60
D -	53-56

- 70% of exited participants must be placements
- 100% of placements must be contacted at 90, 183, 275 and 365 days after program exit for job retention reports.
- 80% of placements to be employed 90 days after program exit
- 70% of placements to be employed at 183 days after program exit
- 65% of placements to be employed at 275 days after program exit
- 60% of placements to be employed at 365 days after program exit

Proposal Contents

The proposal should not exceed four (4) typewritten pages, not including the cover page and the Participant Plan. Proposals not meeting the outline in this RFP can be rejected. The proposal should contain:

I. Cover sheet-(see attached form)

II. History/capabilities of the agency in providing job placement and retention services:

Describe the programs you have operated to help low-income, unemployed and underemployed Minneapolis residents find and retain permanent full-time employment.

Include a description of any benefits and services that would be available to program participants through your agency without expenditures of WIA or other program funds.

Describe any cooperative projects undertaken with other neighborhood/community groups in helping residents find and retain employment.

III. Job Development, job Placement and job retention

Describe any relationships with private and/or public sector employers related to job development.

Describe recruitment, assessment, case management and job placement strategies for eligible clients

Describe the strategy and approach your agency uses to help a person retain their job.

IV. Providing services to the minority populations of Minneapolis

We would like to increase the number of clients we serve who are from the minority communities. Describe your successes and strategies to recruit and provide job placement and retention services to these groups.

V. Required attachments:

- A. Participant Plan
- B. Resumes and proof of CDF certification for staff developing employment plans with clients.

Evaluation Procedures

The proposals will be evaluated by impartial readers and funding recommendations will be a result of the readers' ratings. The proposals will be evaluated on the following criteria and weightings.

- 1. History /capabilities: 40 points
- 2. Job development, placement and retention activities: 40 points
- 3. Providing services to the minority communities: 15 points
- 4. Resumes and GCDF certification of career development staff: 5 points

Proposal Deadline

Submit five copies of your proposal to:

Doug Suker, Adult Program Coordinator
Minneapolis Employment and Training Program
105 5th Avenue South, Suite 200
Minneapolis, MN 55401

Proposals must be received by 4 p.m. on Friday, May 23, 2008.

Proposals received after the deadline will not be considered. Faxed or e-mailed proposals will not be accepted.

Direct questions to doug.suker@ci.minneapolis.mn.us

Limitation

This Request for Proposals does not commit the METP office 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's Contracting Officer may require the proposers selected to participate in negotiations and to submit any fiscal, technical or other revisions of their proposals that may result from negotiations.

This Request for Proposal 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.

ADULT PLACEMENT AND RETENTION PARAMETERS

The primary purpose of this program is to provide low-income Minneapolis residents with the assistance needed to obtain and retain full-time unsubsidized employment. To achieve this purpose, METP, through a performance based contract, will pay the Contractor to provide recruitment, intake, assessment, job-seeking/job-keeping skills and job placement in an unsubsidized, full-time job and retention services.

A file is to be created for each participant. All information collected during the participant's involvement in the component will be in the file. File must include completed and signed (by staff and client) eligibility determination forms. Included will be the signature section of the West Metro application which has been signed by the client, a completed Individual Service Strategy (ISS) showing any test results, barriers to employment, and steps taken by the Contractor to overcome these barriers, etc. Other forms to be included in the file are a valid ID, copy of the client's social security card, case notes, test results, applicant information forms, status changes, proof of selective service registration (when applicable), General Assistance, MFIP and/or food stamp case numbers (when applicable), copies of all waivers sent for information on the participant, as well as responses to these waivers. Correspondence received from doctors, probation/parole officers, counselors or other parties are to be in the file. Files need to be retained by the contractor for 6 years from the date of program exit.

METP will require that all staff providing career development services to METP participants be certified as Career Development Facilitators. Information on this requirement can be found at the following web site: www.cce-global.org. Successful proposers must be willing to participate in training leading toward this goal beginning in the upcoming program year.

All selected vendors will be required to complete MIS forms, and to input eligibility and follow-up activities directly into the Workforce One MIS system. Internet access required. Computer literacy needed.

METP will provide for system-specific MIS training to a Contractor staff person (who must be computer literate). To be credited for the prior month, data must be in the computer system by the posted deadline date. Deadline dates will be provided by the contract manager. MIS/Workforce One forms are available on the department website: www.ci.minneapolis.mn.us/metp.

The Contractor is expected to earn approximately 25% of the face value of the contract each quarter. Under-earning may result in the reallocation of the funds in the contract to other vendors.

All selected vendors must comply fully with all of the required provisions per Attachment A of this RFP.

Attachment A

- D. Assurances: As a condition to the award of financial assistance from the U.S. Department of Labor under Title I of the Workforce Investment Act (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws prohibiting discrimination, including but not limited to:
- i. The Workforce Investment Act of 1998 (29 CFR, Part 37), Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;
 - ii. Title VI The Civil Rights Act of 1964 (42 USC 2000d), as amended by the Equal Employment Opportunity Act of 1972 which prohibits discrimination on the basis of race, color and national origin, and applies to any program or activity receiving federal financial aid, and to all employers, including State and local governments, public and private employment agencies, and labor organizations;
 - iii. Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as amended, which prohibits discrimination against qualified individuals with disabilities in all federally-funded programs;
 - iv. The Age Discrimination Act of 1975 (42 USC 6101), as amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance;
 - v. The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical, sensory, or mental disability or impairment;
 - vi. Title IX of the Education Amendments of 1972 (20 USC 1681-1688), as amended, which prohibits discrimination on the basis of sex in educational programs;

The grant applicant also assures that it will comply with 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- J. Drug Free Workplace: GRANTEE agrees to make a good faith effort to maintain a drug free workplace through implementation of the Drug-Free Workplace Act of 1988 (Public Law 100-690).

- XIII. Job Vacancies: GRANTEE shall list any job vacancy in its personnel complement with MinnesotaWorks.net as soon as it occurs.

- C. Salary and Bonus Limitations: In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of (federal) Executive Level II (www.opm.gov), except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.
- vii. Equal Protection of the Laws for Faith-based and Community Organizations (EO 13279) signed December 12, 2002. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts and loans.

**MINNEAPOLIS EMPLOYMENT AND TRAINING PROGRAM
PROPOSAL FORMAT
ADULT JOB PLACEMENT AND RETENTION SERVICES**

I. COVER SHEET

Agency Name: _____

Address: _____

Contact Person: _____

Title: _____

Phone: _____

City of Minneapolis location (permanent) at which services will be offered

Address: _____

Phone: _____

Normal Business Days and Hours: _____

(Add information on additional sites, if applicable)

This section is called a ‘participant plan’. Starting with 7/1/08, provide the number of clients you plan to place into employment on a quarterly basis.

**ADULT PLACEMENT AND RETENTION SERVICES
PARTICIPANT SUMMARY PLAN**

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-June	Total
Placements per quarter					