

SCOPE

QUESTIONS	ANSWERS
What is the definition of department standards or do you have written department standards which are being referring to and are there required outcomes and measures that METP expects from providers?	Requirements are determined by the Minneapolis Workforce Council and the specific funding source which funds the program. Historically, the Council has been very interested in issues such as living wages, benefits, and long-term retention.
Are there standard employment readiness curricula that providers need to use in their programs?	No.
With this being a general contract opportunity, how specific or general should we be in our scope of services? Narrow down to particular service possibilities or provide the City with the broadest array of our relevant services?	Provide a broad/general array of the services your agency provides as they pertain to employment and training services.
Can you please provide an idea of what sort of employment and training services were provided or are currently provided by contracting agencies?	For this information please see our METP brochure at http://www.ci.minneapolis.mn.us/cped/docs/METPBrochure.pdf
Does the City have in mind any particular employment and training services it would like to see added under this contract, in order to help promote job development?	No, not for the Master Contracts. But specifics related to particular employment and training programs would be outlined in future funding specific RFPs.

REFERENCES and PERSONNEL LISTING

QUESTIONS	ANSWERS
You ask for involved individuals with resumes and specific applicable experience. Do you want a short summary of each individual's resume and experience or are you looking for complete resumes from each individual listed?	Please provide a brief bio of anyone that would be involved with the contract.
Specifically what information do you need for our references (i.e. a letter from them, a list of their names along with contact info for the main contact or simply a list of references)?	Please provide a list of reference names along with contact info for the main contact. A maximum of 3 (three) references will be sufficient.

INSURANCE

QUESTIONS	ANSWERS
How do you want us to report our insurance coverage? Should organizations that are responding to the RFP provide a certificate of insurance coverage?	Responding organizations do not need to include a certificate of insurance coverage with their proposal.

QUESTIONS	ANSWERS
Does the requirement for insurance need to be in place at the time of the application, the award notice, or the project start date?	The insurance coverage with required limits needs to be in place before, or at the time when, the Master Contract is signed and fully executed. All agencies must provide documentation of insurance coverage throughout the five-year Master Contract period.
If we are a nonprofit providing employment training services, would we be required to have CyberFlex Insurance or Technology Liability Insurance? Could you provide us with more information about this type of insurance coverage?	All contractors are required by the City of Minneapolis to carry CyberFlex Insurance or Technology Liability Insurance for all contracts over \$50,000, regardless of agency size. This coverage is to protect the agency in the case where an agency's computer system is hacked into and private data stolen for financial purposes, the insurance would cover those significant costs, since Minnesota law requires restoring back to their pre-theft state, up to \$100,000 per person.

AFFIRMATIVE ACTION

QUESTIONS	ANSWERS
Will an Affirmative Action plan approved by the State suffice for the City's Affirmative Action requirement?	Yes, an Affirmative Action Plan (AAP) with the State of Minnesota and/or the City of St. Paul can be submitted and take the place of an AAP with the City of Minneapolis. The agency will need to submit the certificate and the actual plan at the time when entering into an agreement with the City of Minneapolis for a specific project contract under the Master Contract.

FINANCIALS

QUESTIONS	ANSWERS
Are you looking for our organizational financial audit (independent auditor's report) or for the CPED audit results?	Please provide your agency's independent auditor's report.

TRAINING

QUESTIONS	ANSWERS
For purposes of training delivery, does the City expect responding agencies to provide regularly scheduled training of specific course(s) already developed, or can it be done on an ad hoc basis, as demand arises?	Requirements are determined by the Minneapolis Workforce Council and the specific funding source which funds the program.
Can the City of Minneapolis provide classrooms and/or computer labs for purposes of training delivery?	No. Not routinely.

GENERAL QUESTIONS

QUESTIONS	ANSWERS
Have the target population populations and eligibility requirements been set for upcoming METP contracts?	Requirements are determined by the Minneapolis Workforce Council and the specific funding source which funds the program.

QUESTIONS	ANSWERS
Does this RFP apply to the provision of professional services for the METP, or just to direct assistance to client?	The RFP is for creating a list of potential agencies to provide direct assistance to specific populations for employment and training services.
Is this RFP for businesses to employ or train Minneapolis youth, residents, and /or employers?	No. This RFP is for creating a list of potential agencies to provide direct assistance to specific populations for employment and training services.
If a business is selected as an eligible provider, what is the process for providing those services? (scheduled dates/times, contacted on an as needed basis, etc.)	Master contract holders are eligible to apply for specific funding RFPs as they become available.
You do not ask for costs in the RFP. Is this determined later, are businesses paid a flat rate, or are businesses not paid for their services?	This is determined later. Payment is determined based on the outcomes of the specific funding source.
Would this funding opportunity include social service agencies that don't currently have an employment program/opportunity, but would be interested in creating one if funding was approved?	Yes. This RFP is for creating a list of potential agencies to provide direct assistance to specific populations for employment and training services. Social service agencies are encouraged to apply.
Can you provide a list of those organizations that are participating in the current master contract?	Yes. This information can be found at: http://www.ci.minneapolis.mn.us/cped/rfp.asp
Is it the City's expectation that responding agencies will actively seek out individuals requiring employment and training services, or will the city connect individuals to responding agencies, as appropriate? Does the City expect responding agencies to market its offerings directly to interested individuals?	Agencies would need to actively seek participants independently. METP would refer individuals to all service providers or possibly recommend several depending on an individual's location in Minneapolis. Responding agencies could and should do their own marketing, following METP's policies regarding logo placement and acknowledgement guidelines which are outlined on individual program contracts. Agencies providing services are also listed on the METP brochure and other METP marketing materials.