

**Request for Qualifications**  
**from**  
**Minneapolis Eligible Employment Service Providers**  
**for the**  
**North Minneapolis FastTRAC Project**

---

**June 13, 2011**

**City of Minneapolis Employment and Training Program**

## Opening Statement

On March 30, 2011 Governor Mark Dayton held a community forum in North Minneapolis to discuss the economic condition of the African American community located on the northside. One result of that meeting was the dedication of \$300,000 for employment and training programming for North Minneapolis residents. The commitment of \$300,000 subsequently came from the Minnesota Department of Employment and Economic Development (DEED) in the form of FastTRAC\* funding to help 100 northside residents gain access to career pathway training at Minnesota State Colleges and Universities (MnSCU) and to link the training curriculum to Adult Basic Education services and community-based employment service support. On June 7, 2011 The City of Minneapolis Employment and Training Program (METP) in partnership with Minneapolis Adult Basic Education and Minneapolis Community and Technical College submitted an application to DEED for this FastTRAC funding.

The City of Minneapolis is seeking a qualified community-based employment service agency from the Minneapolis Employment and Training Program **Eligible Provider List for 2011 - 2015** to provide the wraparound education and career counseling, including, but not limited to; assessment, referral to ABE services and MnSCU FastTRAC training, mentoring services to enrolled participants during training, and placement and retention services post-training.

**Agencies responding to this RFQ must be on the METP Eligible Providers List for 2011-2015.**

**Note: These services are contingent upon successful award of the \$300,000 North Minneapolis FastTRAC to METP.**

*\* Minnesota FastTRAC is an adult achievement initiative leading to career pathway employment. Minnesota FastTRAC includes points of access for all adults seeking career pathway education and employment Minnesota FastTRAC meets the education and training needs of adults and the economic needs of a region through building career pathways for adults. The goal of this grant and all grantees is to increase the education, skills, and employability of low-wage and educationally underprepared adults for occupations in demand in the grantee's regional area.*

### **North Minneapolis FastTRAC Training Specifics:**

The North Minneapolis FastTRAC project will focus on four career pathways\*\* at Minneapolis Community and Technical College:

- Machine Tool Technology
- Business and Entrepreneurship
- Dental Office Assistant
- Culinary Art

\*\*FastTRAC career pathways throughout the state and are offered through various other partners, these career pathways trainings are open to North Minneapolis residents with this funding.

### **Statement of Qualifications to Provide Employment Service**

Please respond to the following questions. Provide concise and complete responses within a maximum of 3 pages.

1. **(15 points)** Describe your organization's experience and involvement in workforce development in North Minneapolis and with the African American community\*\*\*.
2. **(15 points)** What is your history of serving residents in poverty with multiple barriers to employment? List and describe the impact of all formal programs and partnerships your organization has established to deliver employment services in North Minneapolis.

3. **(10 points)** Describe any experience your agency has working with Minneapolis Adult Basic Education, MCTC and with the career pathways listed above.
4. **(5 points)** List businesses that your organization currently works with, and/or is developing relationships with, from the four career pathways listed above. Describe what role these business would serve in this grant.
5. **(5 points)** Please describe your ability to expand capacity if selected to provide employment services for this grant and what leveraged resources you can bring to this project.

\*\*\*In keeping with Governor Dayton’s commitment to the African American community made at the March 30, 2011 community forum, and for the purposes of this grant METP and its partners will preference services to African American residents of North Minneapolis.

**Schedule**

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

Request For Qualifications (RFQ) Release	June 13, 2011
RFQ proposals due	4:00 pm on June 24, 2011
Estimated selection of employment service provider	July 1, 2011
Estimated service start date – if awarded grant	July 11, 2011
Estimated service end date	March 31, 2013

**RFQ Due Date and Location**

RFQ proposals are **due 4:00 pm on Friday, June 24, 2011** at the following location:

City of Minneapolis Employment and Training Program  
 c/o Marie Larson  
 Crown Roller Mill, Suite 200  
 105 5<sup>th</sup> Avenue South  
 Minneapolis, MN 55401

Late proposals will not be accepted. The envelope should be marked referencing the project: **Request of Qualifications North Minneapolis FastTRAC Project**. Applicants must supply **four (4)** copies of the proposal.

**Contact Person for Requests for Clarification**

Prospective responders may only direct questions via email to Marie Larson, City of Minneapolis Employment and Training Program: [marie.larson@ci.minneapolis.mn.us](mailto:marie.larson@ci.minneapolis.mn.us)

**All questions are due no later than 4:00 pm, Friday, June 17, 2011.** Questions will be answered in writing and posted at <http://www.ci.minneapolis.mn.us/cped/rfp.asp> by Monday, June 20, 2011. This contact person 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 RFQ.

**Evaluation Criteria**

The following are the key criteria that will be used to evaluate the proposals:

- Quality, thoroughness and clarity of responses to the RFQ.
- Applicant’s involvement in workforce development/career training initiatives in North Minneapolis.
- Existing and/or developing relationships with businesses from career pathways listed above.
- Capacity to deliver quality employment services.