Minneapolis Employment & Training Program
2009 Economic Recovery Act (ERA) Youth Programs

REQUEST FOR PROPOSALS

Please complete this cover page and attach it to your proposal.

Agency_____

Address_____ZIP_____

Agency
Director_____Phone_____

Agency Director E-mail Address_____

Youth
Director_____Phone_____

Youth Director E-mail Address_____

Agency FAX_____

1) Project Name:_____

Select one service period::
_____Summer 2009 Only _____Summer & Year Round _____Year Round Only

Select those age groups served via your project (more than 1 group may be selected):
____Youth age 14-15 ____Youth ages 16-18 ____Youth ages 19-21 ____Youth ages 22-24

3) Number of youth to be served:_____

4) Budget Request: $_____

This space for METP use only	
Date Received:	
Time Received:	
METP Initials:	

Application Information:
Minneapolis Employment and Training Program (METP) is a division of Minneapolis Community Planning and Economic Development, a department of the City of Minneapolis. METP has been designated a Workforce Service Area (WSA) under the Workforce Investment Act (WIA) of 1998 and by the State of Minnesota. METP staffs the Minneapolis Workforce Council and the WIA Youth Council on behalf of the WSA. Program services that will not be operated directly by METP must be selected through a RFP process. Proposals submitted via this RFP will be reviewed and rated by members of the WIA Youth Council and METP staff.

RFP and Program Guidelines:
METP is seeking proposals from organizations that are legally and legitimately able to provide youth employment and training programming for WIA eligible, Minneapolis youth, ages 14-24, during the summer of 2009, during both the summer and year round, or during the year. METP is interested in a community-based approach to the delivery of these youth employment and training services that will be funded by the federal stimulus monies provided under The American Recovery and Reinvestment Act of 2009. Youth served via these funds must be Workforce Investment Act (WIA) eligible. This means that youth must be economically disadvantaged <u>and</u> have at least one of the following barriers to be eligible for services:

- Basic skills deficient
- School dropout
- Homeless, runaway or foster child
- Pregnant or parenting
- Offender
- Youth with a disability
- Requires assistance to complete an educational program or to secure and hold employment

Specially, the primary youth service requested via this RFP is:

1) summer of 2009 employment (*with an approximate end date of August 28, 2009).*

Organizations also have the option to:

2) provide summer of 2009 employment followed by year round services *(with an approximate end date of June 30, 2010),*

or

3) year round services only *(with an approximate start date of September 1, 2009 and an approximate end date of June 30, 2010).*

Organizations <u>may</u> submit more than 1 proposal if they'd like to propose projects for more than one service period.

Issuance
The Minneapolis Workforce Council along with the WIA Youth Council has issued this RFP and the Minneapolis Employment and Training Program will be the administrator of any and all contracts let under this Request for Proposal.

General Conditions

1) METP, in issuing this RFP, is seeking experienced employment and training providers with a commitment to quality youth programming, to develop employment and work readiness opportunities for WIA eligible Minneapolis youth between the ages of 14-24.

2) Each proposer must choose one of the three targeted Service Periods and present a proposal based on serving youth during that particular period.

3) METP *may* require selected proposers to participate in budget and/or participant plan negotiations prior to the start of project.

4) Selected applicants will be expected to provide their organizations Certificate of Liability verifying their insurance coverage. Completion of METP's travel policy document will also be required.

5) Projects selected via this RFP will be programmatically and financially monitored by METP staff.

6) Projects selected via this RFP will be expected to provide accommodations to youth with disabilities, when necessary.

7) Projects selected via this RFP will be expected to complete METP and WIA program paperwork that has yet to be determined.

8) Projects selected via this RFP *may* be expected to complete METP's Management Information System (MIS) paperwork and enter related information into the WorkForce One (WF1) web-based MIS system.

9) METP *may* request proof of the youth's eligibility prior to his/her first day of work and/or program participation.

10) Projects selected via this RFP will be expected to provide youth payroll services when necessary to the proposed project.

11) Summer projects selected via this RFP will be expected to meet work readiness and job placement outcome measures.

12) Summer projects selected via this RFP will be expected to distribute and administer METP's youth survey to youth participants at summers end.

13) Year-round projects selected via this RFP will be expected to meet the standard WIA performance measures that are dependent upon the age of the youth and include; work readiness, employment, transition to post-secondary school, and educational attainment.

Date Issued

March 13, 2009

Solicitation

All applicants must submit an original proposal plus **five copies** to:

Anne Fischer Minneapolis Employment and Training Programs Suite 200, Crown Roller Mill Building 105 5th Avenue South Minneapolis, MN 55401

Proposals must be submitted by 4PM on Friday, April 3, 2009. Proposals not meeting all the requirements, not conforming to the application format or missing the submission deadline, will be eliminated from funding consideration and returned to the applicant. **Note "Proposal Format" section of this RFP.**

The provision of service period for projects let under this RFP will be *approximately* (1) May 1, 2009 – August 31, 2009, (2) May 1, 2009 – June 30, 2010 or (3) September 1, 2009 – June 30, 2010.

The total amount of funds available for release via this RFP is presently unknown and is dependent upon the anticipated release of federal stimulus funding.

Limitation

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.

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 may require the selected providers to participate in negotiation and to submit any fiscal, technical or other revisions of their proposal that may result from negotiations with METP. **Proposers should be aware that stimulus funding policy has not been released as of the writing of this RFP, therefore flexibility and willingness to negotiate program parameters based on final policy, when written, will be expected of selected providers.**

Proposal Format

1) Proposals should not exceed ten typewritten pages.
2) Font size should not be less than ten points.
3) Do not send annual reports, brochures or similar attachments.
4) Faxed or e-mailed proposals will not be accepted.
5) Proposers may not contact METP directly with questions relating to this RFP. All questions must be submitted in writing, via e-mail, to: anne.fischer@ci.minneapolis.mn.us
6) A Bidder's Conference will not be held.

Timeline

METP's website issues notice of RFP availability.....March 13, 2009
RFP related questions are accepted via e-mail & responses posted on METP's website beginning …….. March 16 - March 27, 2009
Proposals due at METP.....April 3, 2009
Review and ranking of proposals by Review Committee……..... April 6 – 14, 2009
Selected provider notification.....(approximately) April 17, 2009

RFP Questions

Respond to the following RFP questions based on 1 of the following 3 Service Periods:

1) Summer of 2009 services
2) Summer of 2009 services followed by year- round services
3) Year-round services

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1) What qualifies your organization to provide employment and training opportunities for WIA eligible, Minneapolis youth? *(please refer to page 1 of this RFP for the WIA eligibility definition under "RFP and Program Guidelines")* **(15 pts)**

2) State your proposed Service Period and describe your employment project as it relates to that particular period. Note the particular age group you'll serve, define the geographical area(s) served via your project and clearly outline your projects goals and objectives as well as outcomes that will be delivered during your proposed service period.**(25 pts)**

3) Comment on the following as they relate to your proposed project:
   - Additional benefits provided by your organization or by other partners to benefit youth participants without expenditure of METP funds **(5 pts)**
   - Your proposed method of youth recruitment *(METP will expect that youth who have applied for the City of Minneapolis' summer STEP-UP program, but can not be served via STEP-UP, will, when possible, become priority candidates for your proposed project if it has a summer employment focus)* **(5 pts)**

4) Describe your project's emphasis of work readiness skills training, when it will occur, and any curriculum that your project will use to provide this important instruction. **(10 pts)**

5) Comment on the following as they relate to your proposed project:
   - Your organization's plan to involve the youth participants' parents/guardian in their child's program experience **(5 pts)**
   - Your organization's plan to recognize youth achievement **(5 pts)**

6) Project and Youth Supervision: Detail the chart below to identify staff capacity to support your proposed project. List all staff involved in your project. (**10 pts)**

Key Staff Position's/Title's	Education Qualifications	Project Responsibilities

7) Participant Plan: Complete the following chart as it relates to your proposed project: **(5 pts)**

Project start date	# of enrolled youth at start of project	Program end date	# of hours youth work per week & # of weeks	Other (besides employment) youth services delivered

8) Budget: Complete the following budget chart **(15 pts)**

Category	Anticipated Expenses	Provide explanation/ description
(1) Youth Wages	**$**	
(2) Staff Wages	**$**	
(3) Support services for youth	**$**	
(4) Project supplies	**$**	
(5) Other	**$**	
Total Budget	**$**	

***METP will reimburse 100% of the youth wages paid following verification of said expenses**. A Cost Per Participant amount will be established based on your projects other anticipated expenses (#'s 2-5). This CPP amount may be utilized in support of budget lines 2-5. METP expects to establish CPP amounts ranging from $400 - $1800 depending upon the services delivered and the service period selected.