

December 3, 2008



Dear Agency Director:

Enclosed you will find a Request for Proposal (RFP) to coordinate **mentoring services** for the 2009 City of Minneapolis STEP-UP program. Minneapolis Employment and Training Programs (METP), a division of Community Planning and Economic Development is seeking a provider to coordinate mentoring services to the 14 and 15 year-old youth in the STEP-UP program.

**STEP-UP works to prepare youth for the workforce and/or postsecondary education opportunities through community-wide efforts designed to provide work experience, training and career exposure for youth ages 14-21.** Youth ages 14-15 intern at non-profit work sites for their work experience and are provided with classroom training to assist in their development over the summer. The work sites are community based organizations selected each year through a competitive RFP process. Each worksite is asked to develop a work experience that offers youth interns the chance to learn good work habits and gain experience while providing service to the community. Youth ages 16-21 intern at private businesses and are provided with education services by AchieveMpls.

Questions about this RFP should be directed to Tammy Dickinson at [tammy.dickinson@ci.minneapolis.mn.us](mailto:tammy.dickinson@ci.minneapolis.mn.us) or 612-673-5041. A proposer's conference will not be held.

**Proposals are due by 4:00 PM on Friday, January 23, 2009 to:**

Tammy Dickinson  
Minneapolis Employment and Training Program  
105 5<sup>th</sup> Avenue South, Ste 200  
Minneapolis, MN 55401

If your agency or program is not interested in responding to this RFP, please pass it along to any interested parties.

Thanks for your consideration,

Tammy Dickinson  
METP Youth Programs

**2009 STEP-UP Program Mentoring Program RFP  
PROPOSAL COVER SHEET**

Name of Applicant Agency	
Agency Address	
Agency Phone Number	
Agency Fax Number	
Agency Director and Phone	
Contact Person and Title	
Contact Person's Phone	
Contact Person's E-mail	
Budget Request	
Checklist for materials to return with your proposal	<p>_____ (this) Cover Sheet</p> <p>_____ Proposal (up to 6 pages)</p> <p>_____ Budget Worksheets (in addition to 6 page limit)</p> <p>_____ Letters of Agreement (in addition to 6 page limit)</p> <p>_____ Letters of Support (optional, in addition to 6 page limit)</p>

## **2009 STEP-UP Program Mentoring Program RFP**

### **PURPOSE**

The City of Minneapolis Employment and Training Program (METP) issues this Request for Proposal (RFP) to solicit mentoring services to be provided to the **14 and 15 year-old youth** interns in the 2009 STEP-UP Program.

### **BACKGROUND AND GENERAL INFORMATION**

Each summer the City of Minneapolis, through METP, administers a 9-week employment program that offers work to hundreds of low-income, culturally diverse youth ages 14-21. This program offers a wage in addition to other benefits. One of these benefits is the opportunity to have a business partner/mentor during the summer. For years local private sector companies have volunteered to be mentors to STEP-UP workers each summer. The purpose of the mentoring program is to bring volunteer mentors and STEP-UP workers together to share experiences that reinforce the connection between education and workplace success. In addition, it allows youth to learn more about the business world.

Through worksite visits, job shadowing, company sponsored events, weekly telephone calls and emails, the summer youth worker learns from the personal and professional experience of his or her business partner.

Research shows that youth in mentorship programs:

- Are more employable
- Have a better chance of completing high school
- Are more likely to go on to post-secondary education
- Know more about giving appropriate job references

Overall, young people who have mentors have better chances of success in life and work and are more likely to make positive choices.

### **SCOPE OF SERVICES**

METP is seeking a vendor to provide mentoring services for the 2009 STEP-UP 14 and 15 year-old youth interns. Youth who participate in STEP-UP will be scheduled approximately 26 hours per week at their worksites located at numerous community-based agencies. The vendor selected to provide mentoring services through this RFP will be expected to offer mentoring services for up to 350 youth. Although the goal is to match youth with 1:1 mentors, offering a variety of options for participation, such as career days or job shadowing experiences, is encouraged.

### **FUNDING AVAILABLE**

The amount of funding available for education services will be approximately \$15,000-\$20,000.

### **GOAL OF MENTORING SERVICES**

- Provide mentoring experiences that support youth success and development during the STEP-UP summer program.

## **PROPOSAL PROCESS AND GENERAL DIRECTIONS**

### **General 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 is 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.

Through this RFP, METP is seeking separate proposals from organizations that are legally and legitimately able to provide youth mentoring experiences for STEP-UP youth during the summer of 2009. The primary service requested via this RFP is mentoring experiences for youth ages 14 - 15.

### **Issuance**

The RFP is issued by the Minneapolis Workforce Council along with the WIA Youth Council.

### **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 interests of the City of Minneapolis to do so.

### **Solicitation**

**All applicants must submit the original application plus four copies to:**

Tammy Dickinson  
Minneapolis Employment and Training Program  
Crown Roller Mill  
105 5<sup>th</sup> Ave S, Ste 200  
Minneapolis, MN 55401

**Proposals must be submitted by 4:00PM on Friday, January 16, 2009. Proposals received after that time will be returned to the applicant. Faxed or e-mailed proposals will not be accepted.**

An evaluation committee will review proposals. The committee will include Minneapolis Employment and Training staff and members of the WIA Youth Council.

Applicants will be notified of funding decisions by late February 2009.

### **Timeline**

RFP is released.....November 2008  
Proposals due at METP.....Friday, January 23, 2009  
Vendor notification.....Late February 2009

### **Period of Performance**

Tentatively March 1, 2009 through September 30, 2009 with annual review and possible annual renewal for up to 5 years dependent on contractor performance and budget constraints.

### **Proposal format**

Complete and attach the cover sheet to your proposal. Proposals should not exceed 6 (six) one-sided, word-processed pages. Budget worksheets and letters of agreement do NOT count as part of the six-page limit. You are welcome, but not required to attach letters of support which would be considered in addition to the six page limit. Font size should not be less than ten points.

### **Important Additional Information**

- Payment to the contracted vendor will be made on a cost reimbursement basis – auditable accounting records that show actual costs in implementing the program must be maintained.
- A budget detailing estimated costs must be provided to METP along with your proposal.
- The contracted vendor will need to provide METP with a monthly status report beginning April 1, 2009 and ending with the final report before October 10, 2009
- METP will “grade” the contract in June and September of 2009 using established and agreed upon performance measures expressed in the Contract Work Statement.
- The contracted vendor will be expected to work in conjunction with METP and its vendors who provide intake, eligibility, worksite supervision and education.

### **The following offers clarification to the role of the selected service provider:**

- Confirm participation of former company volunteers, recruit new companies, train company coordinators and volunteers
- Produce materials that instruct company coordinators, volunteers, worksite supervisors and youth
- Select worksites and train worksite supervisors
- Monitor mentor relationships throughout the summer
- Coordinate with other contracted vendors associated with STEP-UP.
- Provide METP with monthly status reports and a formal evaluation at the end of the program
- Coordinate with METP to recognize participating companies and youth at the end of summer recognition event for STEP-UP interns.

## 2009 STEP-UP Program Mentoring Program RFP

### QUESTIONS

- 1) Describe your agency's experience with and/or coordination of programs that provide youth mentoring relationships. In what way were they beneficial to the participants? What experience has your agency had with programs for low-income, at-risk, or special-needs youth?
- 2) Describe the level of staffing your agency will commit to this project. Describe the qualifications and experience of the staff involved.
- 3) Describe the marketing methods that will be used to recruit business volunteers.
- 4) Describe how the business mentors and the youth will be oriented and prepared for their roles in the mentoring program.
- 5) Describe the mentorship opportunities that will be provided. In addition to your plan to for 1:1 mentoring, describe what other business exposure opportunities you would be able to offer. Describe how you would establish and support mentoring directly at the youth work sites using existing supervisors or agency staff. Detail any special efforts you may incorporate to provide matches and support for at-risk youth or youth with special needs.
- 6) Describe any additional activities, materials, or curriculum that will be utilized to operate the program. Provide sample of the materials and curriculum where possible. Provide a general overview/outline of the 9 week program, as well as a timeline of activities leading up to the 9 weeks.
- 7) How will your organization evaluate the success of the mentorship activities? What kind of data will be collected?
- 8) Provide a budget that details estimated costs (use budget page provided). Contingent on your agency's selection and performance, would your agency be able to manage this program past the PY2009 contract date?

	<b>Point Values</b>
1) Previous Experience	20
2) Staffing	10
3) Marketing	15
4) Training	15
5) Program Description	10
6) Program Materials and Services	10
7) Evaluation	10
8) Budget	10
<b>Total</b>	<b>100</b>

**BUDGET WORKSHEET**

**Use this form as a cover sheet and attach a worksheet of your itemized expenses including descriptions.**

<b>Category</b>	<b>Justification or Basis</b>	<b>\$ Amount</b>
<b>Personnel:</b>		
<b>Fringe:</b>		
<b>Rent:</b>		
<b>Supplies:</b>		
<b>Travel:</b>		
<b>Communications:</b>		
<b>Equipment:</b>		
<b>Subcontracts:</b>		
<b>Other Costs:</b>		
<b>TOTAL</b>		<b>\$</b>
<b>In-Kind</b>		