2008 Summer Youth Initiatives
RFP Vendor Questions and METP Responses

1) **Can you give a budget range/average contract award/etc…?**

No. We are expecting that each proposal will be unique; therefore we are not anticipating an average range or amount. Per the General Conditions section of the RFP, METP may require budget and/or participant plan negotiations prior to the start of the summer initiative/contract.

2) **Can you give a cost per participant or range?**

No. We are expecting that each proposed project will be unique and therefore the cost per participant really depends upon the services the youth will receive and other services delivered by the vendor will dictate an appropriate ask. Per the General Conditions section of the RFP, METP may require budget and/or participant plan negotiations prior to the start of the summer initiative/contract.

3) **What eligibility rules are applicable to youth (MYP/WIA/Other)?**

MYP (Minnesota Youth Program)

4) **Are youth to be entered into WF1 – then are we responsible for 12 month follow-ups (WIA)?**

WF1 is a Management Information System. Twelve month follow-ups are a federal funding source requirement. You will not be responsible for 12 month follow-ups.

5) **Is requesting 50% of the cost per participant reasonable? 40%? 30%?**

Please see METP's response to Question #2 above.

6) **RFP Question #3 asks to comment on the following as they relate to your proposed project: Your proposed method of youth recruitment. If this request (to serve STEP-UP for 14-15 year olds, when possible, doesn't fit our project design, will we lose all 5 points?**

Not necessarily. The question asks to hear about the vendors proposed method of recruitment. Furthermore, it states that METP will expect that youth who have applied for STEP-UP for 14-15 year olds, but can not be served via STEP-UP, will, **when possible**, become priority candidates for the proposed project.

7) **What is METP's Management Information System and how do we access this or learn to access this?**

METP currently collects participant information via the MIS, TEAMS. Prior to summer, METP may convert to the MIS, WF1. METP staff will train vendors how to utilize WF1 (and/or TEAMS, depending upon the progress of the MIS conversion to WF1).

8) **What does primary provision of youth services delivered mean? What type of information are you seeking?**

What is the primary service that youth participants will receive via your project? (Employment? Career exposure? Work-readiness? Etc…)

9) **Are the students limited to certain hours?**

Department of Labor Child Labor Laws will need to be met.

10) **Is there a ratio of students with a supervisor like there is in the STEP-UP program, being they are 14-15?**

Youth served via the Summer Initiatives projects/contracts *may* have a similar youth to supervisor ratio (1 to 5). The proposed project should identify adequate staff supervision, taking the age of the youth served, into consideration. If the project is selected, negotiations may need to take place if METP feels adequate staff supervision was not proposed.

11) **Looking at the budget section, is it correct to assume METP will cover those costs listed for the number of youth and the work they will do? Or, what costs will METP cover?**

Your budget should detail projected expenses and if selected, METP may ask to negotiate the budget and/or participant plan numbers per the General Conditions Section of the RFP.

12) **Would we be expected to handle payroll ourselves and get reimbursed?**

RFP Question #6, bullet 1 asks for comment on your organizations ability/inability to provide youth payroll services during the summer work experience. Please describe your agencies preference in regard to providing payroll services or not.

13) **We have already requested ___# of youth to participate in our program this summer. Would youth requested through SYI be additional to the ____#?**

This RFP is not connected to the STEP-UP for 14-15 year olds program. Any youth requested would be additional to any youth requested via the STEP-UP for 14-15 year old program RFP.

14) **Give youth the best working situations and tasks it is sometimes necessary to move them to new worksite locations in the city. Will there be transportation funds available?**

If transportation funds are needed, provide explanation/description, within RFP Question #8.

15) **What is meant by "follow-up services to youth after their summer job ends?"**

Many organizations choose to provide some type of connecting activity or follow-up service once the youths' summer job has ended. RFP Question # 6, bullet 5, asks for your plan to provide follow-up services.

16) **How many youth could a single CBO ask for?**

A CBO should ask for as many youth as they would like to serve via their proposed summer project. Per the General Conditions section of the RFP, METP may require selected proposers to participate in budget and/or participant plan negotiations, prior to the start of the summer initiative.

17) Will the SYI youth be required to attend C.L.A.S.S. like the regular summer workers?

The SYI youth will not be required to attend C.L.A.S.S. C.L.A.S.S. is the education component to the STEP-UP for 14-15 year old program and SYI is not connected to STEP-UP.

18) Are the SYI youth subject to the same limits on hours per pay period as regular workers?

"Regular workers" needs clarification, but if this question pertains to STEP-UP for 14-15 year olds workers, SYI is not subject to the same hours per pay period as the STEP-UP program.

19) Is the project budget for 4 months or 12 months?

Given this is a summer project RFP and asks for summer employment opportunities, the projected budget should cover expenses relating to an approximate 3-4 month time period.