Minneapolis Employment & Training Program (METP)
2010 Year-Round Workforce Investment Act (WIA) Youth Program

Master Contract Holders – Request for Proposals

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

Agency Name_____

Address_____

City, State, ZIP_____

Agency Director_____Phone_____

Agency Director E-mail Address_____

Youth Program Director_____Phone_____

Youth Program Director E-mail Address_____

Agency FAX_____

Your Budget Request $_____÷ $1,800 (cost per participant), will

= the number of youth served_____.

Proposals must include all of the following completed documents:

	Cover page
	Proposal (responses to questions 1-10)
	Confirmation of GCDF Certification(s) (see RFP Question #8 on page 7 and attach to the back of proposals)
	Minimum of one letter of support from a non-financial linkage education facility/program that complements your youth program (attach to the back of proposals)
	Minimum of one letter of support from businesses that have hired your agency's youth program participants (attach to the back of proposals)

This space for METP use only

Date Received:

Time Received:

METP Initials:

Application Information:
Minneapolis Employment & Training Program (METP) is a division of Minneapolis Community Planning and Economic Development (CPED), 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 WIA Youth Council on behalf of the WSA. Program services that will not be operated directly by METP must be selected through a competitive Master Contract Holders – Request for Proposals process (hereby referred to as the RFP). 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 experienced employment and training organizations to provide year-round education and employment and training case management services to economically disadvantaged Minneapolis youth, ages 14-21. Participants served through these funds must be eligible for services under the WIA Youth Formula Grant. The term "eligible youth" means an individual who is: not less than age 14 and not more than age 21; a low-income individual; and an individual who is one or more of the following:

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

The Year-Round WIA Youth Program intends to reach hard to serve youth using a case management model that provides connecting activities to achieve the following goals:

- Encourage school retention or completion
- Improve academic performance, including mathematics and reading comprehension
- Improve employability skills
- Strengthen integration of WIA youth programs, Job Corps, School-to-Career and other related employment and training activities
- Private sector engagement

Agencies responding to this RFP must have a current master contract with METP.

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

General Purpose:
The Workforce Investment Act of 1998 was signed into law on August 7, 1998 and became fully effective on April 1, 2000.

The Workforce Investment Act has required elements that must be addressed by all contractors. The following section is excerpted from the Workforce Investment Act, Section 129. The purpose of Youth Programs under WIA is:

"to provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;

- *to provide opportunities for training to eligible youth;*
- *to provide continued supportive services for eligible youth;*
- *to provide incentives for recognition and achievement to eligible youth; and*
- *to provide opportunities for eligible youth in activities related to leadership development."*

Section 129 of the Act requires that all programs:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Develop service strategies for each participant that shall identify an employment goal;
- Provide preparation for post-secondary educational opportunities, in appropriate cases;
- Establish strong linkages between academic and occupational learning;
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
- Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

In addition, the ten (10) required program elements named in RFP question #7 must be made available to a youth participant based on each participant's objective assessment and individual service strategy.

Agencies accepting funding awards will be expected to complete a program participant plan prior to the start of the program year. The program participant plan will name the expected number of youth enrollments and exits per quarter. This information, as well as other indicators, will be compared to actual performance in order for contracts to be assessed a letter grade on a quarterly basis. Contracts may be placed on corrective action, extended, or terminated based on these earned letter grades, continuation of current legislation and availability of funds. The following core youth performance indicators are other measures that will be monitored and graded on a quarterly or annual basis: 1) number of participants entering employment or the military, or enrolled in post-secondary education and/or advanced training/occupational skills training within 1-3 quarters after exit, 2) number of participants attaining a diploma, GED or certificate at exit or within 1-3 quarters after exit, 3) number of youth who increase one or more educational functioning levels, and 4) unsubsidized employment retention.

Performance Accountability/Outcomes:

Achievement of WIA Core Indicators is measured by WIA's Performance Accountability System. This system relies upon complex performance ratios to document results. It was established to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities and to optimize the return on investment of Federal funds in workforce investment activities. **Also, see last paragraph under "General Purpose" section of this RFP.**

Flexibility of Design

It is possible that Federal program funding may be greater or less than planned. Applicants must be aware that Performance Requirements/Core Indicators (see Attachment B) and to some degree, program operations, are subject to change pending final WIA regulations.

General Conditions:

1. METP is seeking proposals from experienced employment and training organizations to provide year-round education and employment and training case management services to economically disadvantaged Minneapolis youth, ages 14-21.

2. METP may require selected proposers to either increase or decrease their capacity to serve youth based upon funds awarded.

3. METP may require that a selected provider host a site visit for the Review Committee prior to awarding a contract.

4. All selected providers will be required to complete Management Information System (MIS) paperwork, and to input eligibility and follow-up activities directly into the WorkForce One (WF1) system. Internet access is required. Computer literacy is needed.

5. All selected providers are expected to attend METP bi-monthly WIA youth provider meetings hosted by METP and WIA providers.

6. All providers will be expected to submit an approved Participant Plan and Budget to finalize contracts awarded.

7. All contracts awarded will be paid through cost reimbursement and may be audited on-site annually by City of Minneapolis Finance staff.

8. All providers must participate in annual on-site program monitoring visits performed by METP youth staff.

9. All enrolled youth participants must be assessed according to their need for and ability to benefit from WIA services.

10. All enrolled youth participants must be “at-risk” as defined by WIA criteria and those deemed ineligible must be referred for appropriate services.

11. When necessary, selected providers will be expected to provide accommodations to youth with disabilities.

12. All enrolled youth must receive some form of follow-up services for twelve (12) months following program exit.

13. All providers must ensure that youth participant files contain all METP required documents. and forms.

14. All providers must agree to retain youth participant files for six (6) years.

15. All staff that provide case management services, in particular, those who sign participants' Individual Service Strategies, need to possess either a Global Career Development Facilitator (GCDF) certificate or a provisional GCDF certificate that is in active status. Information on this requirement can be found at the following website: www.cce-global.org.

16. All selected providers must comply fully with all of the required provisions per Attachment A of this RFP.

Date Issued:
April 21, 2010

Solicitation:
All applicants must submit one (1) original proposal, plus five (5) copies. They may be sent by (1) Certified Mail, OR (2) Hand Delivered (agencies that hand deliver proposals must obtain proof of receipt at the 2nd Floor Receptionist Desk) to:

Teresa Harrold
Minneapolis Employment and Training Program
Crown Roller Mill Building, Suite 200
105 5th Avenue South
Minneapolis, MN 55401-2593

- **Proposals must be received by 4:00 p.m. on Thursday, May 13, 2010.** 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.**

- Faxed or e-mailed proposals will not be accepted.

- Proposals submitting a budget of less than $50,000 will not be accepted.

- The period of performance for contracts awarded via this RFP is July 1, 2010 - June 30, 2012. In the event WIA reauthorization occurs and significant program changes are implemented during Program Year 2011 (July 1, 2011 - June 30, 2012), selected providers will have the opportunity to decline participation during the second year of programming.

Limitations:
This RFP 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.

METP may require the selected providers to participate in negotiations and to submit any fiscal, technical or other revisions of their proposals that may result from negotiations with METP.

Proposal Format:

1) Proposals should not exceed ten (10) typewritten pages (cover page, GCDF certification(s) attachments(s), minimum of one (1) letter from a non-financial linkage education facility/program, and minimum of one (1) business letter of support are not included in the ten (10) page total).
2) Font size should not be less than ten (10) points.
3) Do not send annual reports, brochures or similar attachments.
4) Faxed or e-mailed proposals will not be accepted.
5) Proposals must be consistent with the Workforce Investment Act and applicable State and Federal regulations.
6) 100 percent of the funds made available are program dollars and must be spent on allowable program costs (allowable cost matrix will be supplied to selected providers).
7) A Bidder's Conference will not be held.
8) All questions must only be submitted in writing, via e-mail to: teresa.harrold@ci.minneapolis.mn.us. All e-mailed questions will be answered in writing and posted at: http://www.ci.minneapolis.mn.us/cped/RFP_YearRound_WIA_Youth_Program.asp

Evaluation Procedures

Proposals will be evaluated using a 100-point scale. Proposals will be reviewed by impartial readers and the selected providers will be a result of the reader's ratings. Criteria are weighted as follows:

1) Agency qualifications in providing year-round WIA youth services……...10 pts
2) Organization's successes, challenges and outcomes…….15 pts
3) Literacy and numeracy testing and advancement…….10 pts
4) Objective assessment components…….10 pts
5) Work readiness curriculum…….....10 pts
6) Youth recruitment and service strategy…….10 pts
7) Provision of ten (10) WIA youth program elements……...5 pts
8) Staff capacity and qualifications……..10 pts
9) Collaborations with non-financial linkages and private sector businesses……..10 pts
10) Budget……...10 pts

Timeline:

- METP website issues notice of RFP availability…….....April 21, 2010
- RFP related questions accepted via e-mail and responses posted on METP's website beginning……. …...April 21, 2010
- RFP related questions accepted via e-mail and responses posted on METP's website ending……..4:00 p.m., May 7, 2010
- Proposals Due……...4:00 p.m. May 13, 2010
- Proposal review and ranking by Review Committee ……May 14-May 21, 2010
- Selected provider recommendations to WIA Youth Council……May 26, 2010
- Selected provider notifications and award notices sent……...May 27, 2010
- New provider(s) on-site training(s).....June 9-15, 2010
- METP bi-monthly WIA provider meeting…….June 17, 2010
- Program Year 2010 Implementation……..July 1, 2010

Minneapolis Employment & Training Program
2010 Year-Round Workforce Investment Act (WIA) Youth Program
RFP Questions 1 - 10

---

1) What qualifies your organization to be a provider of year-round WIA youth services? Include the length of time your agency has delivered employment and training services to economically disadvantaged Minneapolis youth and effective youth workforce development initiatives your agency administers. **(10 pts)**

2) Describe your organization's successes and challenges in providing Minneapolis youth, ages 14-21, with education and employment and training services. Within the past two (2) years, highlight youth outcomes/accomplishments/percentages in attaining: industry specific credentials, high school diplomas/equivalents, unsubsidized employment placements and 90 and 183 day employment retention. **(15 pts)**

3) All youth participants need to be assessed in literacy and numeracy levels at enrollment. Out-of-school youth who are basic skills deficient (grade 8.9 or below) also need to be post-tested at program completion and achieve considerable gains. What types of educational services does your agency provides either on-site or through collaborations to advance participant literacy and numeracy levels and youth performance outcomes? Identify any innovative/creative approaches your agency uses or would implement to ensure applicable youth are post-tested. **(10 pts)**

4) WIA case managers are required to complete an objective assessment for each participant prior to or at enrollment. The objective assessment is an essential requirement of WIA and is comprised of an array of tools used to assess youth skills and service needs. Identify and describe your agency's objective assessment components. Include alternative assessment instruments used for special populations. **(10 pts)**

5) Outline and describe your work readiness curriculum. Include innovative life skills activities or exercises, especially in the area of financial literacy. **(10 pts)**

6) Explain your youth recruitment strategy. Describe any specific target populations and how both younger and older youth participants will be served per the WIA Performance Measures on Attachment B of this RFP. Include how you will serve youth most in need of services, such as juvenile offenders and youth with disabilities. **(10 pts)**

7) Check whether or not your agency will provide the required program element or name the partner(s) who will provide the element. **(5 pts)**

   a. tutoring, study skills training, and instruction leading to the completion of secondary school, including dropout prevention
      _____in-house _____partner(s)
   b. alternative secondary school services, as appropriate
      _____in-house _____partner(s)
   c. summer employment opportunities that are directly linked to academic and occupational learning
      _____in-house _____partner(s)

d. as appropriate, paid and unpaid work experiences, including internships and job shadowing
_____in-house _____partner(s)

e. occupational skill training, as appropriate
_____in-house _____partner(s)

f. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate
_____in-house _____partner(s)

g. supportive services
_____in-house _____partner(s)
list supportive services provided:_____
_____

h. adult mentoring for the period of participation and a subsequent period for a total of not less than twelve (12) months
_____in-house _____partner(s)

i. follow-up services for not less than twelve (12) months after the completion of participation, as appropriate
_____in-house _____partner(s)
list follow-up services provided:_____
_____

j. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral
_____in-house _____partner(s)

8) Complete the chart below in order to identify direct staff capacity for your WIA youth program. Include staff qualifications, percent time on the project, percent time on other agency projects, including whether each staff holds full or provisional, active certification as a GCDF. Attach confirmation of GCDF certification(s) for staff that will develop and sign Individual Services Strategies to the back of the proposals. **(10 pts)**

Direct program staff title, education/other qualifications	**Direct staff duties**	**Percent time on the project**	**Percent time on other agency projects**	**GCDF (full or provisional, active certification)**

9) Describe your agencies efforts and accomplishments in developing non-financial linkages to education facilities/programs and private sector businesses. Provide a list of current partners. **(10 pts)**

10) The WIA cost per participant is $1,800 for the program year July 1, 2010-June 30, 2011. Complete the chart below to reflect your agency budget request and total program budget (expand chart if necessary). If selected you will be required to submit a detailed budget prior to the issuance of a contract or FAN. This budget will be based on the federal WIA Cost allocation matrix that will be supplied to selected providers. **(10 pts)**

Budget Category	**Anticipated Expenses**	**Explanation/Description/Formula**
A. Staff Salaries and Fringe Benefits **A. Total**		
B. Participant Support Services (transportation, child care, meals, other) **B. Total**		
C. Participant Costs (tuition/fees, books, internship/stipends, other) **C. Total**		
D. Other (materials, supplies, rent, utilities, office equipment, staff training, staff travel, other) **D. Total**		
Year-Round WIA RFP Program Budget Request (Subtotal = Totals A-D)		
In-kind services and/or other funds available for the project		
Total Program Budget 7/1/10-6/30/11 (= Subtotal + In-kind)		

D. Assurances: As a condition to the award of financial assistance from the U.S. Department of Labor under Title I of the Workforce Investment Act (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws prohibiting discrimination, including but not limited to:

i. The Workforce Investment Act of 1998 (29 CFR, Part 37), Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;

ii. Title VI The Civil Rights Act of 1964 (42 USC 2000d), as amended by the Equal Employment Opportunity Act of 1972 which prohibits discrimination on the basis of race, color and national origin, and applies to any program or activity receiving federal financial aid, and to all employers, including State and local governments, public and private employment agencies, and labor organizations;

iii. Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as amended, which prohibits discrimination against qualified individuals with disabilities in all federally-funded programs;

iv. The Age Discrimination Act of 1975 (42 USC 6101), as amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance;

v. The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical, sensory, or mental disability or impairment;

vi. Title IX of the Education Amendments of 1972 (20 USC 1681-1688), as amended, which prohibits discrimination on the basis of sex in educational programs;

The grant applicant also assures that it will comply with 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

J. Drug Free Workplace: GRANTEE agrees to make a good faith effort to maintain a drug free workplace through implementation of the Drug-Free Workplace Act of 1988 (Public Law 100-690).

XIII. Job Vacancies: GRANTEE shall list any job vacancy in its personnel complement with MinnesotaWorks.net as soon as it occurs.

C. Salary and Bonus Limitations: In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading “Employment and Training” that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of (federal) Executive Level II (www.opm.gov), except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

vii. Equal Protection of the Laws for Faith-based and Community Organizations (EO 13279) signed December 12, 2002. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts and loans.

Attachment B

WIA Performance Measures for Youth

Older Youth - Age 19-21 at enrollment

Entered Employment Rate: measures the number of youth who didn't have a job before services and got a job after services
Employment Retention Rate: measures the number of youth who had a job after leaving services and still had a job three (3) and six (6) months later
Earnings Change: compares the earnings youth had six (6) months before services and six (6) months after services
Credential Rate: measures the number of youth in employment, post-secondary education or training who acquire a recognized credential during services or within six (6) months after service - credentials are defined locally

Younger Youth - Age 14-18 at enrollment

Skill Attainment Rate: measures the attainment of basic, work readiness or occupational skills while receiving services
Diploma or Equivalent Attainment Rate: of those who enter without a diploma or equivalent, measures the number of youth who receive one by the time they leave services or right after leaving services. In-school youth that leave services and are still in school are excluded from this measure.
Retention Rate: measures the proportion of youth that are in the following activities six (6) months after they leave services: post-secondary education, qualified apprenticeships, employment, advanced training or military service