Minneapolis Employment & Training Program (METP)
2010 Workforce Investment Act (WIA) North 4 Youth Employment 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_____

Agency Director FAX_____

Youth Program Director_____Phone_____

Youth Program Director E-mail Address_____

Youth Program Director FAX_____

Proposals must include all of the following completed documents:

	Cover page
	Proposal (responses to questions 1-10)
	Confirmation of GCDF Certification(s) (see RFP Questions 1-10 # 6, pg 8 and attach to back of proposals)
	Minimum of two letters of support from businesses that may hire youth program participants (attach to back of proposals)

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 (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, (hereby referred to as the RFP). Proposals submitted via this RFP will be reviewed and rated by members of the WIA Youth Council, and staff from both METP and the City of Minneapolis Department of Health and Family Support.

RFP and Program Guidelines:
METP and the City's Department of Health and Family Support are seeking a qualified employment and training provider to be selected by a competitive proposal process to operate an employment and training program for current or previously gang involved youth ages 14-21. METP is the grantee, fiscal agent, and will administer the project in partnership with the City's Department of Health and Family Support. Approximately $254,200 is available ($40,000 from the Minneapolis Department of Health and Family for intensive pre-program job and curriculum planning, and $214,200 from METP for program expenses, youth wages and payroll services).

This program model has been developed as part of a larger City plan to reduce crime involving young people. In November 2006, the Minneapolis City Council declared youth violence as a public health problem and directed City staff to draft and implement a comprehensive plan that engaged the community to address the root causes of youth violence. In January 2007, Minneapolis Mayor R.T. Rybak and the City Council created the Youth Violence Prevention Steering Committee, comprised of more than thirty community leaders and public health and safety experts to create and oversee the implementation of a multi-faceted, multi-sector, multi-year comprehensive plan entitled Blueprint for Action to Prevent Youth Violence. Included in this comprehensive plan to prevent youth violence are goals related to providing employment opportunities for the most difficult to employ youth.

This project will serve participants residing in or near four economically disadvantaged neighborhoods that accounted for half of the 57 homicides in 2006. The four neighborhoods of Folwell, Hawthorne, Jordan, and McKinley are located within a six square mile area in North Minneapolis. The four neighborhoods all overlap with the City's Empowerment Zones and the zones of prominent gangs in the state. Besides demographic and socio-economic indicators, the identified area was selected because it has experienced the most youth homicides of any area in the city. In addition, after conducting a comprehensive gang assessment in these four neighborhoods, the most common response to the question of what it would take to leave the gang, was to be able to have a job. Besides providing income, a job provides an opportunity to occupy their time and begin to separate from other gang members. The overall goal of the project is to increase the number of youth in gainful employment thereby reducing the number of youth involved in gangs and violent behavior.

Over a 2-year period (June 1, 2010-May 31, 2012), the North 4 Youth Employment Program will provide employment and training opportunities for 30 unemployed, current gang or previously gang involved youth living in or near Folwell, Hawthorne, Jordan, and McKinley neighborhoods. Participants will 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
- Disabled
- Homeless, runaway, or a foster child
- Pregnant or a parent
- Offender
- Requires additional assistance to complete an educational program or secure and hold employment

In addition to the above eligibility and targeting criteria, we expect at least 60% of the participants will be out-of-school youth.

The goals of the North 4 Youth Employment Program are:

Goal #1: Increase gang involved or previously gang involved youth's basic skills, work readiness skills and/or occupational skills by participant's program exit dates.

Goal #2: Place gang involved or previously gang involved youth into gainful employment by individual's program completion dates.

Goal #3: Working collaboratively with business partners, increase employment placements in or near the four identified neighborhoods for gang involved or previously gang involved youth between June 1, 2010 and May 31, 2012.

The project will be located within the four identified neighborhoods and will target the economic sectors below because these jobs pay a livable wage, have shown growth, and can be obtained by individuals who may have criminal histories.

Targeted economic sectors in the four selected neighborhoods	Total 2008	Minneapolis citywide Average weekly wage by industry
Construction	196	$1,186
Manufacturing	754	$1,095
Wholesale Trade	888	$1,204

Source: DEED-QCEW, 2008

The project will be evaluated on the following outcomes:

Performance Table

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
Measure 1: Enrollment Rate	The total number of youth enrolled in the project (numerator), divided by the number of youth the project intends to serve (denominator)	100% 30 of 30 current or previously gang involved youth ages 14-21 will be enrolled into the project (10 Younger Youth (YY) ages 14-18 and 20 Older Youth (OY) ages 19-21

Performance Table

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
Measure 2: YY Goal Attainment	Total number of YY who earn basic skills, work readiness, and/or occupational skill attainments (numerator), divided by the total number of YY enrolled in the project	70% 7 of 10 YY enrolled in the project will earn basic skills, work readiness, and/or occupational skills attainments by exit
Measure 3: Year End OY Credential Rate	Number of OY (ages 19-21) attaining educational or occupational skills credentials at exit, or by the 3rd quarter after exit (numerator), divided by the total number of OY exits (denominator)	40% 8 of 20 OY will attain educational or occupational skills credentials at exit, or by the 3rd quarter after exit
Measure 4: YY and OY Entered Employment Rate	The number of YY and OY employed at exit (numerator), divided by the total number of YY and OY exits (denominator)	60% 18 of 30 YY and YO will be employed at exit (5 YY and 13 OY)
Measure 5: 90 Day YY and OY Employment Retention	Number of YY and OY employed at 90 days after exit (numerator), divided by the number of YY and OY exited to employment	61% 11 of 18 YY and OY will remain employed 90 days after being exited to employment (4 YY and 7 YO)
Measure 6: 183 Day YY and OY Employment Retention	Number of YY and OY employed at 183 days after exit (numerator), divided by the number of YY and OY exited to employment	56% 10 of 18 and YY and OY will remain employed 183 days after being exited to employment (4 YY and 6 YO)

Additional Measures

NAME OF MEASURE	MEASURE DEFINITION OR FORMULA	Purpose of Measure
Measure 7: Participant customer satisfaction rate	Number of participants responding with positive customer satisfaction responses (numerator), divided by the total number of participant customers completing the survey (denominator)	Used to assess (a) whether participants found specific services useful; (b) whether participants received the services they needed; (c) whether participants would use the service provider again; (d) overall satisfaction with the project; (e) satisfaction with how they were treated by staff and employers; (f) whether participants would refer others to the project
Measure 8: Employer customer satisfaction rate	Number of employers responding with positive customer satisfaction responses (numerator), divided by the total number of employers completing the survey (denominator)	Used to assess (a) whether employers are satisfied with the services they received and found specific services useful; (b) whether employers received the services they needed; (c) whether employers would use the services again; (d) overall satisfaction with the project; (e) satisfaction with how they were treated by staff and employees; (f) whether employers would refer others to the project

Specific youth services requested via this RFP include:

- Perform pre-program planning tasks, including developing employers and employment and training curriculum between (approximately) April 1, 2010-June 30, 2010.
- Operate a 2-year employment and training program (June 1, 2010-May 31, 2012) for 30 current or previously gang involved youth ages 14-21 living in or near Folwell, Hawthorne, Jordan, and McKinley neighborhoods.
- Develop business partners to hire youth through a wage match model; the employer places youth on their business's payroll and pays half of the youth's wages. The selected provider places youth on their agency payroll and pays youth the other half of their wages. METP will reimburse the selected service provider for youth wages, FICA/Medicare, worker compensation, unemployment taxes and service related costs though cost reimbursement.
- METP will not reimburse business partners for youth wages, FICA/Medicare, worker compensation or unemployment taxes.
- The selected provider will recruit, screen and select participants (selection of participants will be in partnership with staff from METP and the City's Department of Health and Family Support).
- Complete participant enrollment and exit paperwork, provide comprehensive employment and training services, employment placement and 12-month follow-up support to 30 youth participants.
- Provide skills training and/or employment placement with a focus on construction, manufacturing and wholesale trade sectors.
- Serve 30 participants through 3 cohort groups of 10 youth over the course of the 2-year program and provide youth with 12-month follow-up services.

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 and Training Program will be the administrator of any and all contracts let under this Request for Proposals.

General Conditions:

1) METP is seeking proposals from master contract holders to select an employment and training provider to operate an innovative employment and training program for 30 current or previously gang involved Minneapolis youth ages 14-21 who are WIA eligible and live in or near Folwell, Hawthorne, Jordan and McKinley neighborhoods.

2) METP will require that the selected provider host a site visit for the selection committee and receive a composite site visit score of at least 8 out of 10 (1 being the lowest and 10 being the highest), prior to awarding a contract.

3) The selected provider will be expected to attend program and paperwork training prior to the beginning of the project.

4) METP will require the selected provider to participate in budget and/or participant plan negotiations prior to the start of the project. The cost per participant range is $1,800-$2,600 for the program operation dates of June 1, 2010-May 31, 2012.

5) The selected provider will be expected to submit an approved Participant Plan and Budget to finalize the awarded contract.

6) The project selected via this RFP will be monitored by METP staff for compliance with program and financial parameters.

7) The selected provider will be required to complete METP Management Information System (MIS) forms, and input eligibility and follow-up activities directly into the WorkForce One (WF1) MIS system. Internet access required. Computer literacy needed.

8) The selected provider will be expected to partner with staff from both METP and City's Department of Health and Family Support to select program participants.

9) The selected provider 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.

10) The contract awarded will be paid through cost reimbursement and may be audited onsite annually by City of Minneapolis Finance staff.

11) The selected provider will be expected to provide youth payroll services. Participants wage detail reports must be submitted with monthly invoices to METP.

12) When necessary, the selected provider will be expected to provide accommodations to youth with disabilities.

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

14) All enrolled youth participants must be "at-risk" as defined by WIA criteria and those deemed ineligible must be referred for appropriate services.

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

16) The selected provider must ensure that youth participant files contain all METP required documents and forms.

17) The selected provider must agree to retain youth participant files for six years.

18) METP requires that staff providing career development services to METP participants be certified (or provisionally certified) and in active status as Global Career Development Facilitators. Information on this requirement can be found at the following web site: www.cce-global.org.

19) The selected provider must comply fully with all of the required provisions per Attachment A of this RFP.

Date Issued:
February 5, 2010

Solicitation:
All applicants must submit 1 original proposal, plus 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 4PM on Friday, February 26, 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.**

- The provision of service period of the pre-program planning contract awarded via this RFP will be (approximately) April 1, 2010-June 30, 2010.

- The provision of services period for the 2-year employment and training program contract awarded via this RFP will be June 1, 2010-May 31, 2012.

Limitations:
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 of 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 provider to participate in negotiation and to submit any fiscal, technical or other revisions of their proposal that may result from negotiations with METP.

Proposal Format:
1) Proposals should not exceed ten typewritten pages (Cover page, GCDF certification(s) attachment(s) and minimum of 2 business letters of support are not included in the ten page total).
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) Proposals must be consistent with the WIA and applicable State and Federal regulations.
6) 100% of the funds made available are program dollars and must be spent on allowable program costs (allowable cost matrix will be supplied to selected vendors).

7) A Bidder's Conference will not be held.
8) All questions must be only be submitted in writing, via e-mail to: teresa.harrold@ci.minneapolis.mn.us. All e-mail questions are due no later than 4:00PM on February 17, 2010. Questions will be answered in writing and posted at: http://www.ci.minneapolis.mn.us/cped/2010WIA_North4_Youth_Employment_Program.asp on Monday, February 22, 2010.

Evaluation Procedures:

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

1) Experience providing employment services to gang involved youth……15 pts
2) Agency youth payroll services and capabilities……10 pts
3) History serving youth from the four identified neighborhoods……10 pts
4) Description of work readiness/life skills curriculum…….....15 pts
5) Two year cohort enrollment dates and service times……....5 pts
6) Staff capacity and GCDF certification(s)……...10 pts
7) Providing a safe and neutral atmosphere/transportation……10 pts
8) Flowchart with specific project components…….....15 pts
9) Provision of ten WIA youth program elements……...5 pts
10) Budget……..5 pts

Timeline:

- METP website issues notice of RFP availability……..February 5, 2010
- RFP related questions accepted via e-mail no later than…….4:00PM, February 17, 2010
- Questions posted on METP website……February 22, 2010
- Proposals due at METP…….4:00PM, February 26, 2010
- Selection Committee proposal review and ranking……..March 1-March 5, 2010
- Selected provider site visit……..March 8-March 10, 2010
- Selected provider recommendation to WIA Youth Council……...March 11, 2010
- Selected provider notified and award notice sent……...March 15, 2010

Minneapolis Employment and Training Program
2010 Workforce Investment Act (WIA) North 4 Youth Employment Program
RFP Questions 1 – 10

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1) Describe your organization's experience, successes and challenges in providing employment and training services to current or previously gang involved youth ages 14-21 within the past 2 years. Include gang involved youth employment placement numbers, including placements in the 3 targeted economic sectors, 90 and 183 employment retention percentages and whether the jobs were subsidized or unsubsidized placements. **(15 pts)**

2) Explain your agency finance department's capabilities to place youth on your agency payroll and provide payroll services for wage subsidizes, including any creative interim payroll options your agency has implemented for participants. **(10 pts)**

3) What is your history of serving at-risk youth ages 14-21 living in poverty with multiple barriers to employment living in or near Folwell, Hawthorne, Jordan and McKinley neighborhoods? **(10 pts)**

4) During the course of the project, Friday's will be dedicated to group activities related to work readiness and life skills. Describe your work readiness/life skills curriculum and include any innovative activities or exercises that have been successful in working with current or previously gang involved youth. **(15 pts)**

5) Referencing a two-year calendar list enrollment dates and service times for 10 younger youth (YY) and 20 older youth (OY) into 3 cohort groups between June 1, 2010 – May 31, 2012. **(5 pts)**

6) Complete the chart below in order to identify direct staff capacity for the North 4 Youth Employment Program. Describe staff qualifications, percent time on the project, percent time on other agency projects, including whether staff holds full or provisional certification as a GCDF. Attach confirmation of GCDF certification for staff that will develop and sign Individual Services Strategies to the back of the proposal. **(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 certification)**

7) How will your agency create an atmosphere of safety and neutrality for 3 mixed cohort groups of current or previously gang involved youth. Also describe transportation options/plans for participants to get from home, your agency, and work sites. **(10 pts)**

8) Create a half page to one page flowchart that details specific project development components/services your agency will implement for this project. **(15 pts)**

9) Check whether or not your agency will provide the required program element or name the partner 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
   b. alternative secondary school services, as appropriate
      _____in-house _____partner
   c. summer employment opportunities that are directly linked to academic and occupational learning
      _____in-house _____partner
   d. as appropriate, paid and unpaid work experiences, including internships and job shadowing
      _____in-house _____partner
   e. occupational skill training, as appropriate
      _____in-house _____partner
   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
   g. supportive services
      _____in-house _____partner
      list supportive services provided:_____
      _____
   h. adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months
      _____in-house _____partner
   i. follow-up services for not less than 12 months after the completion of participation, as appropriate
      _____in-house _____partner
      list follow-up services provided:_____
      _____
   j. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral
      _____in-house _____partner

10) The cost per participant range is $1800-$2,600 for the program operation dates of June 1, 2010-May 31, 2012. Complete the chart on the following page to reflect youth wage and program costs*. If selected, you will be required to submit a detailed budget prior to the issuance of a contract or Fund Availability Notice. This budget will be based on the federal WIA Cost allocation matrix that will be supplied to you. **(5 pts)**

Budget Category	Anticipated Expenses	Explanation/Description/Formula
Agency youth wages, worker compensation, unemployment, FICA/Medicare		
Program costs		*the cost per participant amount range is $1,800-$2,600.
Subtotal	**$214,200**	**METP North 4 Youth Employment Funds issued June 1, 2010-May 31, 2012 to serve 30 youth**
In-kind services and/or other funds available for the project		
Total Program Budget		

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.