December 4, 2008

Dear Education Provider:

Enclosed you will find a Request for Proposal (RFP) to provide the **education services** for the 2009 City of Minneapolis STEP-UP program. The Minneapolis Employment and Training Program (METP) is seeking a provider to deliver education 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 concerning this RFP will be answered at a Proposer's Conference on December 16, 2008 at 1:00 PM in Room 4 of the Crown Roller Mill, 105 5th Ave South, Minneapolis. Please submit all questions in writing and in advance of the conference date to tammy.dickinson@ci.minneapolis.mn.us or fax to Tammy's attention at 612-673-5299.

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

Tammy Dickinson
Minneapolis Employment and Training Program
Crown Roller Mill
105 5th Ave S, 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

City of Minneapolis
2009 STEP-UP Program
Educational Services Request for Proposal

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	_____ (this) Cover Sheet _____ Proposal (up to 10 pages) _____ Sample STEP-UP Portfolio (in addition to 10 page limit) _____ Sample Schedule (in addition to 10 page limit) _____ Budget Worksheets (in addition to 10 page limit) _____ Letters of Agreement (in addition to 10 page limit) _____ Letters of Support (optional, in addition to 10 page limit)

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PURPOSE

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

BACKGROUND AND GENERAL INFORMATION

STEP-UP is a nine-week program that will tentatively operate from June 15 to August 14, 2009. Federal, state and local funds are used to connect youth, ages 14 – 21, with summer jobs**.** Eligibility for STEP-UP is based on income, age and additional factors. Intake and outreach is accomplished through a collaborative effort that includes Minneapolis Public Schools, the Minneapolis Workforce Centers, and community based agencies. Community based organizations are selected to serve as STEP-UP worksites for the 14-15 year-olds based, while 16-21 year-olds are primarily placed in private businesses. **This RFP is for providing education services only for the 14-15 year-olds.**

Key offerings to STEP-UP youth:

- Education services designed to enhance the work experience and youth development.
- An opportunity to participate in a working camp experience for one week through YouthCARE Camp Sunrise
- An opportunity to participate in mentorship experiences during the summer.

SCOPE OF SERVICES

METP is seeking a vendor to provide education 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 education services through this proposal will offer 24 hours of education for approximately 350 youth, during the 9 week STEP-UP program (youth should not be scheduled to attend education services the first week of the STEP-UP program). The selected vendor is encouraged, but not required to establish relationships with other community partners and to acquire resources to provide some education components or topic-focused speakers.

FUNDING AVAILABLE

The amount of funding available for education services will be approximately $60,000.

GOALS OF EDUCATION SERVICES

- **Provide engaging, applied learning activities and/or community speakers that will measurably improve STEM (Science, Technology, Engineering, Math) skills of students. More information about STEM can be found at www.mn-stem.com.**
- Provide STEP-UP youth with learning opportunities that enhance skill development and prevent the degradation of basic skills over the summer.
- Provide applied math activities and information sessions that foster the acquisition of financial literacy.
- Provide applied reading and writing activities and information sessions that foster the acquisition of career exploration, job seeking skills, and post-secondary options.
- Provide eligible STEP-UP youth with an opportunity to earn high school credit.

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REQUIRED ELEMENTS OF EDUCATION SERVICES

Education and Facilities

- Vendor will provide a total of 24 hours of training for each of up to 350 STEP-UP youth during the program. Four of the eight sessions must specifically address the STEM topics outlined in the goals section.
- Vendor will secure training facilities that are conducive to learning and accessible by public transportation. Sites must have one or more computers with access to the Internet.
- Class size shall not exceed 1 instructor to 15 students.
- Although the plan is to have youth attend classroom training on the same day/time each week, it is understood that special trainings (such as a large group training) may make it necessary to alter the youth's class/work schedule.

Staff

- Program coordinator must be a licensed Minnesota teacher.
- Program coordinator will be responsible for supervising and monitoring of education sites, students and staff during operation of summer program.

Documentation

- Vendor will maintain and submit accurate time, attendance and payroll records for youth attending educational services.
- Vendor must ensure all youth complete an Individual Learning Plan (ILP). The vendor may also be required to be submit ILPs to Minneapolis Public Schools (MPS).
- Vendor must ensure that all youth develop a STEP-UP Portfolio that effectively shows the trainings they participated in and how they connect their classroom learning with their on-the-job experiences.
- Vendor must pre- and post-test all youth using MPS accepted standardized test. Test scores must be shared as appropriate with METP, DEED, and MPS.
- Vendor will award certificates or other recognition to youth upon completion of education services.
- Vendor must present required documentation to MPS to ensure youth receive academic credit as appropriate.

Data

- Vendor will provide selected statistics and reports as requested. Vendor will complete a final report with all required statistics, progress towards established goals and recommendations to METP by September 15, 2009.
- Vendor will complete instructor and student surveys and share data with METP.

Coordination

- Vendor will work with METP and MPS to select and/or develop appropriate curriculum, trainings, instructional strategies, and define criteria for youth to earn high school credit.
- Vendor will work METP and DEED staff to coordinate placement of each youth in a class that provides appropriate educational services.
- Vendor will notify youth and other required program partners of assigned class, dates and times. Vendor will coordinate with worksite supervisors to minimize disruption at youth's worksite on assigned class days.
- Vendor is encouraged to participate in STEP-UP supervisor training sessions to provide summer supervisors with education services program information.

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STAFFING REQUIREMENTS

ONE PROGRAM COORDINATOR with demonstrated experience operating youth education programs.This person will be responsible for the coordination of the delivery of educational services to the STEP-UP youth interns, including planning, implementing, directing and evaluating the STEP-UP educational component.
Required qualifications include:

- Demonstrated ability to provide effective educational services to youth from diverse cultural and ethnic backgrounds who may be behind in school or face other additional risk factors to success in academic or workplace settings.
- Knowledge of and ability to work with Minneapolis Public Schools staff and Extended Learning program requirements of the ALC.
- Must hold a valid Minnesota Teaching license.
- Ability to supervise and manage instructors/staff.
- Ability to collaborate and communicate with other program and community partners.

TEACHING STAFF must hold a current, valid Minnesota teacher's license.

GUEST/CONTRACTED INSTRUCTORS are not required to hold a Minnesota teacher's license.

SUPPORT STAFF can be added to the classroom to provide the appropriate student:staff ratio and facilitate student success. Support staff are not required to hold a Minnesota teacher's license.

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PROPOSAL PROCESS AND GENERAL DIRECTIONS

Proposal deadline:
One original and four copies of each proposal submitted will be due to:

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

no later than 4:00 PM on Friday, JANUARY 23, 2009. Proposals received after this time and date will not be accepted. Faxed or e-mailed proposals will not be accepted.

Period of Performance is 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.

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.

Evaluation criteria:	Point Value
♦ Question 1: Mission statement and experience	10
♦ Question 2: Staff qualifications	10
♦ Question 3: Education Plan	20
♦ Question 4: Sample Portfolio	15
♦ Question 5: Sample Schedule	10
♦ Question 6: Collaboration	15
♦ Question 7: Facilities	10
♦ Budget Worksheets	10
Total Points	100

Proposal format:
Complete and attach the cover sheet to your proposal. Proposals should not exceed 10 (ten) one-sided, word-processed pages. Budget worksheets, letters of agreement and required sample portfolio and schedule do NOT count as part of the ten-page limit. You are welcome, but not required to attach letters of support which would be considered in addition to the ten page limit. Font size should not be less than ten points.

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<u>Proposals must answer the following questions:</u>

Question One: Mission Statement and Experience (10 points)
What are the mission and goals of your program/agency? Describe your program/agency's background and experience that demonstrates your ability to provide educational services to at-risk youth and/or youth with disabilities. What is your experience with delivering education programs for credit or otherwise?

Question Two: Staff Qualifications (10 points)
Provide job description and qualifications for current staff or staff that will be hired to fill any of the described positions listed in the staffing section of this RFP.

Question Three: Education Plan (20 points)
Describe how you will meet each of the established education services goals outlined on page 3. Describe the instructional strategies and/or curriculum you plan to use and how you will develop trainings to meet those requirements, focusing specifically on:

- Financial literacy
- Career exposure, job seeking skills, and post-secondary options
- The four required STEM topics

Describe any educational field trips or learning enhancements you might offer.

Question Four: Sample Portfolio (15 points) (Not included in 10 page limit)
Develop a sample STEP-UP student portfolio that would demonstrate what each student will gain from the education services. At minimum, the portfolio should include a sample ILP, a sample sheet for each training topic/session, and a sample certificate of completion.

Questions Five: Education Schedule (10 points) (Not included in 10 page limit)
The organization selected via this RFP will be expected to deliver a total of 24 hours of educational services to 350 youth. Taking the educational service goals listed on page 3 of this RFP into consideration, provide an overview of the trainings you will provide, as well as an outline of each training.

Question Six: Collaboration (15 points)
Partnering and collaboration is encouraged to deliver the most effective services that will have the greatest possible impact on STEP-UP youth. Describe any collaborations and/or partnerships you will establish in order to deliver the required services. Include letters of agreement generally outlining the partnership and the activities or services each of the partners will provide. Also describe here and note on the budget sheet any in-kind funding or services that your organization will be contributing.

Question Seven: Facilities (10 points)
Describe the facilities where the trainings will be held. Discuss security arrangements at each site. What is the visitor policy that protects students? What bus lines serve the class sites that you would be using?

Budget Worksheet (10 points)
Complete and include the Budget Worksheet. Include a spreadsheet that describes and itemizes your budget.

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BUDGET WORKSHEET

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

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

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Sample

Individual Learning Plan

Student Name:_____

Student Identification Number:_____

Program: **2009 STEP-UP Summer Youth Program**

Date: _____

Why is the student attending the STEP-UP Summer Extended Learning Program?

_____
_____
_____
_____
_____

How will the student benefit from the extended learning program?

_____
_____
_____
_____
_____

How will the student succeed in the program and how will success be measured?

_____
_____
_____
_____
_____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____