



DATE: November 30, 2010  
TO: Prospective Applicants  
FROM: Minneapolis Employment and Training Program (METP)  
RE: Request for Proposals to develop and deliver work readiness training for interns in the City of Minneapolis STEP-UP Program

The enclosed/attached materials provide information to guide your application process for the Minneapolis Employment and Training Program's (METP) Request for Proposals (RFP) to provide work readiness training for up to 500 youth, ages 14-21, participating in the City of Minneapolis' 2011 STEP-UP Summer Internship Program.

**STEP-UP recruits, trains, and places youth ages 14-21 in paid internships with Minneapolis employers.** Youth that apply for STEP-UP are evaluated as to their level of work readiness and subsequent training needs. Intensive work readiness training will be provided for each youth that is evaluated, during the application process, as needing extra preparation or support in order to be successful in a summer internship.

METP anticipates implementation of this project starting March 1, 2011. METP will contract with one (1) organization. Disbursement of funds will be contingent upon continued availability of funding to METP.

The enclosed materials provide application information. Included for your review are:

- I. Notice of Request for Proposals
- II. Application instructions
- III. Review process and scoring criteria
- IV. Attachment/Application Templates
  - a. Appendix A – Application Cover Sheet
  - b. Appendix B – Budget Form and Budget Justification
  - c. Appendix C – Sample Preference Form

Applicants are encouraged to conduct the following process:

1. Review the enclosed application packet to determine your eligibility and capacity to meet service requirements.
2. Review the Question and Answers documents posted on the METP website <http://www.ci.minneapolis.mn.us/cped/rfp.asp>. The document will be posted by December 20, 2010.
3. Use application instructions as a guide during the proposal writing process.
4. Use the Proposal Cover Sheet as a checklist to ensure the inclusion of all required documents.

A pre-proposal conference for interested applicants will be held Tuesday, December 14, at 1:00pm in the Crown Roller Mill, 105 5<sup>th</sup> Ave South, Minneapolis. While attendance at the pre-proposal conference is not required, organizations interested in applying are strongly encouraged to attend. If you are unable to attend, you may submit questions in writing until 4:00pm on December 16. Answers will be posted in a Questions and Answers document on the METP website by 4:00pm on December 20. Questions may be submitted in writing to [tammy.dickinson@ci.minneapolis.mn.us](mailto:tammy.dickinson@ci.minneapolis.mn.us), or faxed to 612-673-5299.

An original and five (5) copies (6 total) of the completed proposal are due **no later than 4:00 PM on Friday, January 7, 2011 and may be mailed or delivered to:**

Tammy Dickinson  
METP  
Crown Roller Mill  
105 5<sup>th</sup> Avenue South, Room 200  
Minneapolis, MN 55401

**Proposals received after the deadline may not be considered. Faxed or emailed copies of proposals will not be accepted.**

If you need this material in an alternative format please call METP at 612-673-5041 or email [tammy.dickinson@ci.minneapolis.mn.us](mailto:tammy.dickinson@ci.minneapolis.mn.us). Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000.

Attention: If you have any questions regarding this material please call Minneapolis Employment and Training at 612-673-5041. Hmong – Ceeb toom. Yog kkoj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800. Spanish – Atención. Se desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700. Somali – Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

# **Request for Proposals to Provide Work Readiness Training for STEP-UP Interns**

## **I. NOTICE OF REQUEST FOR PROPOSALS**

### **A. PURPOSE**

The City of Minneapolis Employment and Training Program (METP) issues this Request for Proposal (RFP) to solicit a provider to develop and implement work readiness training services to be provided for up to 500 youth, ages 14-21, participating in the 2011 STEP-UP Program.

### **B. BACKGROUND AND GENERAL INFORMATION**

STEP-UP is a nine-week program that will tentatively operate from June 20 to August 19, 2011. Federal, state and local funds are used to connect youth, ages 14 – 21, with paid summer internships at local employers. 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 and private businesses are recruited to employ STEP-UP interns. Youth are matched with employers based on their skills, interests, and level of work readiness. Private businesses primarily employ youth ages 16-21, while non-profits may be matched with youth ages 14-21. Each year, approximately 175 businesses employ STEP-UP youth.

Other components of STEP-UP include:

- Weekly classroom training to enhance the work experience and youth development.
- An opportunity to participate in a working camp experience for one week through YouthCARE Camp Sunrise
- Special workshops and seminars offered on topics related to career exploration, finance, life skills, and college preparation.

### **C. SCOPE OF SERVICES**

- The vendor selected to provide work readiness training must offer 12-16 hours of work readiness training for up to 500 youth.
- The training must take place between March 28 – May 6, 2011.
- Training must take place at locations that are safe, secure, and accessible by public transportation. Ideally, training would be provided at a minimum of two locations – one in North Minneapolis and one in South Minneapolis.
- The selected provider 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.

### **D. DESIRED QUALIFICATIONS**

Ideal applicants will:

- Demonstrate organizational capacity to provide the services requested.
- Demonstrate proven experience in teaching/ training or similar services to Minneapolis youth.

- Demonstrate experience working with low-income, at-risk, youth with disabilities, and/or culturally diverse youth.

## **E. REQUIRED ELEMENTS**

### Education and Facilities

- ◆ Vendor will provide a total of 12-16 hours of work readiness training for up to 500 STEP-UP youth during the established timeframe.
- ◆ 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 30 students.

### Staffing

- ◆ Each training location must have a staff person present outside of the classrooms during training.
- ◆ Program coordinator will be responsible for supervising and monitoring of education sites, students and staff during work readiness training.
- ◆ Classroom instructors should have prior teaching or classroom training experience.

### Documentation

- ◆ Vendor will maintain attendance records and enter attendance data weekly into the METP tracking system.
- ◆ Classroom instructors will evaluate each youth each week using an agreed upon set of criteria and rating system. Vendor will enter this data into the METP tracking system no later than May 11.
- ◆ Letters must be sent weekly to youth that fail to attend training, notifying them that they have been dropped from the program.
- ◆ Vendor will dedicate a portion of one training session to the completion of the following documents: Youth Preference Form (Appendix C), W-4 Form, I-9 Form, and Hire documents. Documents will be forwarded to METP.
- ◆ Vendor will collect required work eligibility documents and identification documents and forward to METP.
- ◆ Vendor will develop and have each youth complete an evaluation of the work readiness training. Evaluation tool must be approved by METP prior to implementation and results shared with METP.
- ◆ Vendor will develop and administer a pre- and post-work readiness assessment to each youth. Assessment must be approved by METP.

### Data

- ◆ Vendor will provide statistics and reports as requested.
- ◆ Vendor will complete a final report due July 15, 2011.

### Coordination

- ◆ Vendor will coordinate as needed with other STEP-UP partners to provide assigned training dates and times. The list of youth will be provided to the selected provider by METP no later than March 7, 2011.
- ◆ Vendor may be required to enter training schedule into METP provided tracking system.
- ◆ Vendor will provide METP with curriculum and training materials for review and approval prior to training.

- ◆ Vendor will work with METP and DEED staff as needed to provide information relevant to matching youth with a summer internship.

### Curriculum Requirements:

Work readiness training should focus on the following elements.

- Workplace professionalism: proper dress, grooming, attitude, workplace culture, relationships, demonstrating responsibility and dependability, language
- Communication: phone and email etiquette, asking questions, feedback and constructive criticism, non-verbal communication
- Resolving Conflict
- Decision Making
- Job Search Skills: Applications, Interviewing, Resumes, personal commercial, networking
- Preparing for the first day of work: clothing, food, transportation
- Understanding documents and identification required for employment

Note that we have curriculum developed for STEP-UP's existing work readiness training that addresses the above areas. This curriculum will be shared with you and you should plan to use that as a foundation to build a longer and more in depth classroom training experience.

### Staffing Requirements

**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.
- ◆ Ability to supervise and manage instructors/staff.
- ◆ Ability to collaborate and communicate with other program and community partners.

**TEACHING STAFF** with teaching or classroom training experience.

**SUPPORT STAFF** can be added to the classroom to provide the appropriate student:staff ratio and facilitate student success. Support staff must be supervised by classroom instructor.

**GUEST SPEAKERS** are encouraged, but not required.

## F. FUNDING AVAILABLE

METP will contract with one (1) organization for project. The anticipated contract start date is March 1, 2011 and the contract will terminate June 30, 2011. Disbursement of funds will be contingent upon the continued availability of funds to METP. Funding can be used for:

- Personnel costs (salary and fringe)
- Operating expenses (including classroom space, computers, phones, postage and office supplies).
- Training supplies and materials
- Staff mileage
- Subcontracts
- administrative costs

### 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.

## G. PROPOSED TIMELINE

Request for Proposals issued	November 30, 2010
Pre-proposers conference	December 14, 2010
Question and Answer document posted	December 20, 2010
Proposals due	January 7, 2011
Award and rejection letters issued	January 28, 2011
Estimated contract start date	March 1, 2011

Period of Performance is tentatively March 1, 2011 through June 30, 2011 with annual review and possible annual renewal for up to 5 years dependent on contractor performance and budget constraints.

## II. APPLICATION

### A. INSTRUCTIONS

1. Complete the Application Cover Sheet (Appendix A). Form provided on-line in Microsoft Word format.
2. Complete the Proposal Narrative. Respond to every question in the order presented.
3. Complete the budget form (Appendix B) and budget narrative. Form provided on-line in Microsoft Work format.
4. Assemble attachments
  - Proposed training schedule
  - Sample curriculum
  - Certificate of Liability
5. Submit original and five (5) copies to METP (see page 2 for address). Proposals must be received no later than 4:00pm on Friday, January 7, 2011. Proposals received after the deadline may not be considered.

### B. PROPOSAL NARRATIVE

The proposal narrative should outline the applicants' capacity and experience related to the project responsibilities and requirements.

#### **Proposals must answer the following questions:**

##### **Question One: Organizational Capacity\* and Experience (10 points)**

Describe your organization's capacity, background and experience that demonstrates your ability to provide classroom work readiness training to Minneapolis youth. The specific population will be low-income and will include at-risk youth and/or youth with disabilities.

\*Proposer must also attach a current Certificate of Liability to demonstrate insurance coverage.

##### **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: Work Readiness Training Plan (20 points)**

Describe how you will design and implement the work readiness training. Describe the instructional strategies and/or curriculum\* you plan to use and how you will develop training to meet each of the required training elements.

Required elements include:

- Workplace professionalism: proper dress, grooming, attitude, workplace culture, relationships, demonstrating responsibility and dependability, language
- Communication: phone and email etiquette, asking questions, feedback and constructive criticism, non-verbal communication
- Resolving Conflict
- Decision Making
- Job Search Skills: Applications, Interviewing, Resumes, personal commercial, networking

- Preparing for the first day of work: clothing, food, transportation
- Understanding documents and identification required for employment

\*Note that we have curriculum developed for the existing work readiness training that addresses the above areas. That curriculum will be shared with you and you should plan to use that as a foundation to build a longer and more in depth classroom training experience.

**Question Four: Sample Curriculum**

Provide a sample of 2-3 lesson plans you would use to provide the work readiness training.

**Question Five: Schedule (10 points)**

The organization selected via this RFP will be expected to deliver a total of 12-16 hours of training to up to 500 youth. Include a schedule of when the training will be offered.

**Question Six: 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 will use?

**Budget Form and Budget Narrative (10 points)**

Complete and include the Budget Form and Budget Narrative (Appendix B). Include a spreadsheet that describes and itemizes your budget. The proposed budget should cover the project period beginning approximately March 1, 2011 and ending June 30, 2011.

**III. REVIEW PROCESS AND SCORING CRITERIA**

Proposals will be reviewed by representatives from the City of Minneapolis Employment and Training Program and Minneapolis Youth Council.

Proposals will be scored according to the following criteria:

	<u>Point Value</u>
◆ Question 1: Organizational capacity and experience	10
◆ Question 2: Staff qualifications	10
◆ Question 3: Education Plan	20
◆ Question 4: Sample Curriculum	15
◆ Question 5: Sample Schedule	10
◆ Question 6: Facilities	10
◆ <u>Budget Form and Budget Narrative</u>	<u>10</u>
<b>Total Points</b>	<b>85</b>

APPENDIX A

**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 Narrative</p> <p>_____ Budget Form and Budget Narrative</p> <p>_____ Sample Schedule</p> <p>_____ Sample Curriculum</p> <p>_____ Letters of Agreement (optional)</p> <p>_____ Letters of Support (optional)</p> <p>_____ Certificate of Liability</p>

APPENDIX B

**BUDGET FORM**

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

Category	Amount	In-KindSupport
<b>Personnel:</b> Detail each position title, pay rate, hours on project, and fringe on narrative.		
<b>Rent:</b>		
<b>Supplies:</b>		
<b>Mileage:</b>		
<b>Equipment:</b>		
<b>Subcontracts:</b>		
<b>Other Costs (specify):</b>		
<b>Total</b>	\$	\$

## **Budget Narrative**

Please provide the following information about the proposed budget.

### Personnel (Salary/Wages and Fringe)

Detail each position, number of staff in that position, pay rate, number of hours on project, and fringe cost.

### Rent:

Describe rent costs and locations.

### Supplies:

Specify supplies needed to provide training.

### Mileage:

Specify estimated mileage expenses and rate.

### Equipment:

Describe equipment costs and justification for each.

### Subcontracts:

List and describe any costs for subcontractors (if any)

### In-Kind:

Detail any in-kind funds you will be contributing to the project. In-kind funds are not required.

## 2011 STEP-UP Preference Sheet

### Part 1: Information Verification

Please verify your information. If you need to correct it, **PRINT VERY CLEARLY!**

	Current	Correction
<b>Name</b>		
<b>Gender</b>		
<b>Address 1</b>		
<b>Address 2</b>		
<b>City</b>		
<b>Zip Code</b>		
<b>Home Phone</b>		
<b>Cell Phone</b>		
<b>Email</b>		
<b>Student ID</b>		
<b>Social Sec.</b>		
<b>Date of Birth</b>		

#### Availability

I may be attending summer school.

Vacation/Trip (1 week or longer) that you already have scheduled (Example – Chicago, June 23-30): \_\_\_\_\_

On-going regular activity that you already have scheduled (Example - Soccer every Tuesday, 4-6pm): \_\_\_\_\_

I can work until August 13. If not, what is the last date you are able to work? \_\_\_\_\_

#### Transportation

I plan to use public transportation to get to work.

I plan to get rides to and from work from parents/friends.

#### Language Skills

I speak (a) language(s) besides English (Please List): \_\_\_\_\_

#### Computer Skills

Some jobs require skills in Microsoft Excel and Word. **PLEASE BE HONEST** – we don't want to place you in a job you don't have the skills for or won't enjoy.

I can type 40-60 words per minute.

I can create an Excel spreadsheet, enter data, sort data **WITHOUT** help from others.

I have used Excel before, but I would need help to sort data or create a spreadsheet.

I have web design experience.

I have experience in other computer programs (Please List): \_\_\_\_\_

I prefer to work at a job that **DOES NOT** require strong computer skills.

#### Previous STEP-UP Experience

Last summer my STEP-UP job was at: \_\_\_\_\_

### Part 3: Preferences

Indicate your top **THREE CHOICES** (1 being the first choice, 3 being the last choice) **ONLY MARK 3 CHOICES**. Leave all other boxes blank.

	<b>Education</b>	<b>Jobs:</b> Classroom aide, teacher's assistant <b>Companies:</b> Sabathani, Hmong American Mutual Asst. Assoc.
	<b>Maintenance</b>	<b>Jobs:</b> Indoor or outdoor cleaning and maintenance <b>Companies:</b> Minneapolis Public Housing
	<b>Government</b>	<b>Jobs:</b> Office intern in government office <b>Companies:</b> Minnesota Workforce Center, Hennepin County Library
	<b>Healthcare</b>	<b>Jobs:</b> Intern at a dental clinic <b>Companies:</b> Children's Dental
	<b>Media</b>	<b>Jobs:</b> Intern media organization to develop print or film media <b>Companies:</b> Asian Media Access, MIGIZI, Phillips Community TV
	<b>Working with Youth</b>	<b>Jobs:</b> Intern with a summer camp or youth program <b>Companies:</b> YouthCARE, Boys & Girls Clubs, East Side Neighborhood
	<b>Human Services</b>	<b>Jobs:</b> Office intern at a non-profit agency or government office <b>Companies:</b> Minneapolis Public Housing, Center for Asians and Pacific Isl.
	<b>Arts</b>	<b>Jobs:</b> Intern at arts organization in music, theater, visual art or design <b>Companies:</b> Indigenous People's Task Force
	<b>Childcare</b>	<b>Jobs:</b> Intern at a daycare program <b>Companies:</b> Kaleidoscope Place, Pillsbury United Communities
	<b>Landscaping</b>	<b>Jobs:</b> Landscape worker at park site <b>Company:</b> Tree Trust, Project for Pride in Living, Teen Teamwork

### Part 4: Writing Sample

Using complete sentences, describe the skills or qualities you have that will help you be successful in your STEP-UP job.

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