Minneapolis Employment & Training Program
Summer of 2009 Special Youth Initiatives

REQUEST FOR PROPOSALS

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

Agency_____

Address_____ZIP_____

Agency
Director_____Phone_____

Agency Director E-mail Address_____

Youth
Director_____Phone_____

Youth Director E-mail Address_____

Agency FAX_____

1) Project Name:_____

2) Category of Service: _____

3) Number of youth to be served:_____

4) Budget Request: $_____

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, 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 the WIA Youth Council on behalf of the WSA. Program services that will not be operated directly by METP must be selected through a RFP process. Submitted proposals will be reviewed and rated by members of the WIA Youth Council and METP staff.
Via this RFP, METP is seeking separate proposals from organizations that are legally and legitimately able to provide youth employment and training programming for Minneapolis youth during the summer of 2009. METP is interested in a neighborhood-based or community-based approach to the delivery of these youth employment and training services. The primary service requested via this RFP is summer employment for youth ages 14 - 21. *Also, see RFP Question #3 (second bullet).*

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 RFP.

General Conditions

1) METP, in issuing this RFP, is seeking experienced employment and training providers with a commitment to quality youth programming, to develop employment opportunities for Minneapolis youth during the summer of 2009.

2) Each proposer must choose one or more of the seven targeted Categories of Service and present a proposal based on serving youth via that particular category or categories.

3) METP *may* require selected proposers to participate in budget and/or participant plan negotiations prior to the start of the initiative. *(See RFP Questions 7 & 8).* METP will require proof of youth wage expenses along with submitted invoices.

4) Selected applicants will be expected to provide their organizations Certificate of Liability, verifying insurance, if youth participants will be involved in any form of travel while on the job. Completion of METP's travel policy document will also be required.

5) Selected initiatives will be programmatically and financially monitored, based on the final budget and participant plan project documents, during the contract period, by METP staff.

6) If necessary, selected applicants will be expected to provide accommodations to youth with disabilities.

7) Selected applicants will be expected to complete METP program enrollment and termination paperwork for each youth participant. METP will request verification of the youth's eligibility prior to his/her first day of work.

8) Selected applicants will be expected to distribute and administer METP's youth survey to youth participants at summers end.

Date Issued

February 2, 2009

Solicitation

All applicants must submit an original proposal plus **four copies** to:

Anne Fischer Minneapolis Employment and Training Programs Suite 200, Crown Roller Mill Building 105 5th Avenue South Minneapolis, MN 55401

Proposals must be submitted by 4PM on Friday, February 27, 2009. 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 for contracts let under this RFP will be *approximately* June 1, 2009 - September 30, 2009.

The total amount of funds available for release via this RFP is presently unknown and is dependent upon the anticipated release of state and federal funding.

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 interest of the City of Minneapolis to do so.

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

Proposal Format

1) Proposals should not exceed ten typewritten pages (cover page is not included in this 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) Proposers may not contact METP directly with questions relating to this RFP. All questions must be submitted in writing, via e-mail, to: anne.fischer@ci.minneapolis.mn.us
6) A Bidder's Conference will not be held.

Timeline

METP's website issues notice of RFP availability.....February 2, 2009
METP accepts RFP related questions via e-mail.....February 3- 13, 2009
METP's response to RFP related questions posted on METP's website….February 19, 009
Proposals due at METP.....February 27, 2009
Review and ranking of proposals by Review Committee…….....March 2 – 10, 2009
Selected vendor notification.....(approximately) March 16, 2009

Select one or more of the following Categories of Service and respond specifically to that target category as you reply to the RFP Questions below.

Categories of Service

1) Youth, ages 14-15
2) Foster care youth
3) Youth involved in Corrections
4) Private-sector employment
5) Green-industry related employment/career exposure
6) Health-care related employment/career exposure
7) Construction related employment/career exposure

RFP Questions 1-8

1) What qualifies your organization to provide summer employment and training opportunities for Minneapolis youth? (**15 pts)**

2) Name your selected Category of Service and describe your proposed employment project as it relates to that category or categories, noting in particular why your organization is qualified to target this particular category. Define the geographical area(s) served via your initiative.**(25 pts)**

3) Comment on the following as they relate to your proposed project:
   - Additional benefits or services provided by other organizations/partners to benefit youth participants without expenditure of METP funds **(5 pts)**
   - Your proposed method of youth recruitment *(METP will expect that youth who have applied for the City of Minneapolis' STEP-UP program, but can not be served via STEP-UP, will, when possible, become priority candidates for your proposed project)* **(5 pts)**

4) Describe your project's emphasis of soft skills training and any curriculum that your project may use to provide this important instruction. **(10 pts)**

5) Project and Youth Supervision: Detail the chart below to identify staff capacity to support your proposed project. List all staff involved in your project. In addition to completing the chart, comment on your organizations plan to ensure that the required youth eligibility and hire paperwork is completed prior to the start of the project. (**10 pts)**

Key Staff Position's/Title's	Education Qualifications	Project Responsibilities (& approximate staff start date)

6) Comment on the following as they relate to your proposed project:
   - Your organizations ability/inability to provide youth payroll services during the summer work experience **(2 pts)**
   - Your organizations ability/inability to utilize METP's Management Information System (WF1) for youth participant tracking purposes **(2 pts)**
   - Your organizations plan to involve the youth participants' parents in their child's summer employment experience **(2 pts)**
   - Your organization's plan to recognize youth achievement **(2 pts)**
   - Your organization's plan to provide follow-up services to youth after their summer job ends **(2 pts)**

7) Participant Plan: Complete the following chart as it relates to your proposed project: **(5 pts)**

Program start date	**# of enrolled youth at start of program**	**Program end date**	**# of hours youth work per week & # of weeks**	**Primary youth service delivered**

8) Budget: Complete the following budget, detailing proposed project expenses. Note that METP will reimburse 100% of the youth wage portion of the agreed upon project and will establish a Cost per Participant amount based on the projects other anticipated expenses. This CPP amount may be utilized in support of the other budget lines. METP expects to establish CPP amounts ranging from $400 - $800 depending upon the services delivered. **(15 pts)**

Category	**Anticipated Expenses**	**Provide explanation/ description**
Youth Wages	**$**	
Staff Wages	**$**	
Support services	**$**	
Program supplies	**$**	
Other	**$**	
Total Budget	**$**	