

# Request for Proposals

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**City of Minneapolis**

**Health Department**

## **SEXUAL HEALTH SERVICES FOR YOUNG MEN OF COLOR**

**RFP 2016-155 Issue Date: October 27, 2016**

**Proposals Due by: Wednesday, November 30, 2016 at 4:00 p.m.**

October 27, 2016

To whom it may concern:

Attached, is a Request for Proposal (RFP) for *Sexual Health Services for Young Men of Color* for up to a three (3) year period covering February 1, 2017 thru December 31, 2019. These services are needed for the Adolescent Health and Youth Development unit of the Minneapolis Health Department (MHD). MHD has identified the need to provide sexual health services for young men of color ages 15-24 in order to significantly reduce or eliminate the rates of chlamydia and gonorrhea. Eligible applicants are non-profit organizations and governmental entities.

Funding will be available for one or more organizations annually for the period of February 1, 2017 – December 31, 2017. Proposers may request funds for any amount up to \$85,000 for the first year.

Please review the RFP for details and consider submitting a proposal for providing these services if your organization meets the qualifications and would like to be considered for providing these services. A pre-proposal conference call will be held on Tuesday, November 8<sup>th</sup>, 2016 @ 12 p.m. CST. Dial in at: 1-877-685-5350 and enter passcode: 6126733557.

Proposals are due by no later than 4 p.m. on Wednesday, November 30, 2016.

We thank you for your consideration and look forward to hearing from you.

Sincerely,



Gretchen Musicant  
Commissioner of Health

If you need this material in an alternative format please call the Health Department at 612-673-2301 or email [health@minneapolismn.gov](mailto:health@minneapolismn.gov). Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Attention: If you have any questions regarding this material please call Minneapolis Health Department 612-673-2301. Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 612-673-2700; Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500

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**REQUEST FOR PROPOSALS  
FOR  
SEXUAL HEALTH SERVICES YOUNG MEN OF COLOR**

**I. INVITATION:** The City of Minneapolis Health Department (hereinafter referred to as MHD) makes this Request for Proposals (hereinafter referred to as the RFP) in order to select a qualified 501(c)(3) not-for-profit organization(s) or governmental entities located within Minneapolis (may include schools, including but not limited to high schools, charter schools, vocational and technical colleges, or colleges) (hereinafter referred to as the Agency) for providing services to reduce sexually transmitted infections/diseases (STI/STD) in young men of color. A detailed outline of proposal expectations is below in Section V (“PROPOSAL FORMAT/APPLICATION INSTRUCTIONS”), and program expectations are described in detail within Attachment A (“SCOPE OF SERVICES”).

The rates of gonorrhea and chlamydia have always been significant issues in Minneapolis but over the last few years the rates of confirmed cases have steadily risen. From 2005 to 2015, rates of chlamydia have increased by 61% while rates of gonorrhea have increased by 8%<sup>1</sup>. Male youth in communities of color have been hit hardest primarily due to health inequalities such as a lack of sufficient sexual and reproductive health information and programming. In 2015, MHD partnered with Youthprise for a youth-led research project that revealed numerous factors impact access to services for chlamydia and gonorrhea for young men of color ages 15-24. MHD is seeking proposals to address the issues and barriers of the targeted population by providing services that address the sexual health needs of young men of color. These funds are available for the purpose of identifying and supporting the implementation of such programs through community-driven approaches, the expansion of established programs, the creation of new programs, and/or use of established evidence-based programs to the targeted population.

The contract for services with the Agency/Agencies selected under this RFP may be extended for up to two years following the initial performance period. Any extension of the contract will be contingent upon availability of funding and on agency performance during the initial year. Contract extension is at the sole option of the City. The City may also choose to explore partnering with the contracted agency to seek outside funding sources for sustainability beyond the initial contract period.

**II. PRE-PROPOSAL CONFERENCE CALL:** A pre-proposal conference call will be held at 12:00 p.m. on Tuesday, November 8, 2016. Dial in at: 1-877-685-5350 and enter passcode: 6126733557. While participation is not required, it is encouraged that all organizations considering responding to this RFP participate as it will be the only opportunity to ask questions directly of staff.

**III. LETTER OF INTEREST:** If you plan to submit a proposal under this RFP, please send an email letter of interest to apply by November 18, 2016. Applications will still be accepted if no letter

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<sup>1</sup> Minnesota Department of Health, 2015 Minnesota Sexually Transmitted Disease Statistics

of interest was sent. Notification of letter of interest is non-binding and is for the sole purpose of planning for enough proposal review panel members. Email notification of intent to apply should be sent to [Health@minneapolismn.gov](mailto:Health@minneapolismn.gov) with the subject line “YMOC Sexual Health RFP 2016 Letter of Interest.”

**IV. PROPOSAL DUE DATE and LOCATION:** The Agency shall submit **an original copy and seven (7) copies** of their proposals to the City of Minneapolis Procurement Office, labeled:

City of Minneapolis - Procurement  
Request for Proposals for:  
Young Men of Color Sexual Health  
330 2<sup>nd</sup> Avenue South, Suite 552  
Minneapolis, MN 55401

The submittal must be made at or before **4:00 P.M. (Minneapolis Time), Wednesday November 30, 2016**. **Proposals received after the deadline may not be considered.**

**V. PROPOSAL FORMAT/APPLICATION INSTRUCTIONS:**

**A. Cover Sheet** - Complete the proposal cover sheet (Attachment B), including contact information, federal ID number, and DUNS number. If you do not have a DUNS number, you will need to obtain one from Dun & Bradstreet. Call D&B at 866-705-5711 or use the webform (<http://fedgov.dnb.com/webform>).

**B. Project Narrative**

The project narrative should be limited to 10 pages in 12 point font, single spaced, with one inch margins. The proposal cover sheet, budget spreadsheet and budget narrative, logic model, and job description(s) should be attached to all eight copies of the narrative, but not be counted toward the page limit. Information in the project narrative should correspond to the material included in the submitted logic model.

The project narrative must include the following information in the same order it is asked:

1. **Organizational capacity (15 points)** – briefly describe the following:
  - Your agency’s mission and vision.
  - Why your agency is suited to deliver these services:  
Include a brief overview of your agency’s previous and current experience providing similar programming, including: major activities, client demographics and characteristics, number of clients served, number of years in existence, and any relevant outcome information you wish to include.
  - Agency’s previous grant management experience.
  - Experience/ability to provide services to diverse populations.
  - Previous experience in developing strategies, programming and/or policies that are inclusive and culturally relevant to the target population.
  - Existing connections relevant to service for the target population and within Minneapolis and how you will work with other community partners to meet the

needs of clients.

2. **Program description (40 points)** - include a detailed plan that reflects your proposed program activities. This should include:
- Define up to 3 program objectives. Objectives are what you intend to achieve through program activities.
  - Describe the specific model(s), strategy/strategies, and/or key activity/activities to be implemented. Note any evidence-based principles and/or elements of model programs incorporated into your unique service model.
  - Describe how your proposed program either addresses a service gap or complements/enhances existing services.
  - In detail, how will program delivery happen and what will it look like?
    - Describe proposed purpose, frequency and types of client contacts.
    - What strategies and activities will be used to assure young men of color seek services and reduce or eliminate reoccurrences of chlamydia and/or gonorrhea?
    - What messaging would you use that is most effective with young men of color regarding STI/STDs, safer sex practices, education, etc. and how would you measure it?
  - Discuss a proposed staffing pattern (i.e., number of staff, whether staff is part-time or full-time, proposed day/time staffing availability, etc.).
  - Describe key project staff, including titles, responsibilities, qualifications, and experience. Include agency job descriptions as an attachment (does not count toward page limit) for any direct service staff, relevant supervisory staff, and relevant support staff positions. If an individual is to be hired for the project, describe the qualifications sought for the position.
  - Describe the target population: young men of color ages 15-24 with specificity. Where will referrals come from, what is the referral process, what are the program requirements for participants, what are the completion and termination considerations?
    - a. If the proposed work is a new project or an addition to an existing programming, what existing agency programs or collaborative relationships will be leveraged to ensure an appropriate pool of relevant and viable referrals?
    - b. If this is an expansion of an existing program, what is the current referral process and target population, and how will that be scaled to incorporate additional capacity?
  - How many participants will be served by the program during the contract period?
  - Describe how the proposed program will be responsive to the needs, unique demographics and characteristics, and diversity of the target population.
  - Discuss planned program tools (e.g. goal plans, progress reports, etc.) to be used.
  - Include any other significant details of the proposed program.

- 3. Impact and Evaluation (20 Points)** – please address the following:
- State up to 3 program objectives (previously identified in the Program Description)
  - Describe specific anticipated program outputs (e.g. number of clients served, number of sessions, number of successful completions, etc.)
  - Describe short-term, measurable outcomes tied to program activities that demonstrate progress toward achieving program objectives. You may develop outcomes unique to your proposed program activities. Broadly, short-term outcomes often relate to changes in knowledge and attitudes.
  - Describe intermediate, measurable outcomes tied to program activities that demonstrate progress toward achieving program objectives. You may develop outcomes unique to your proposed program activities. Broadly, intermediate outcomes often relate to changes in behavior.
  - Describe the long-term outcomes that program activities will help you achieve. Broadly, long-term outcomes often relate to sustained individual change and/or community change. Measurement and achievement of long-term outcomes will not be expected given the length of this funding. But, definition of long-term outcomes is important for understanding the underlying goals of your proposed work.
  - Describe how you will track progress and measure outcomes. This includes a timeframe for measurement, the tools used to measure, sources of data needed for measurement, and the persons responsible for measurement and reporting.
  - Discuss your overall capacity to deliver, track and report the proposed benefits as documented in the program description and logic model.
  - Note: In addition to evaluation material proposed, contracted agency/agencies will be expected to work with MHD on development, capture, and reporting of program outcomes and evaluative information as requested by MHD. All additional requests will first be discussed with the agency/agencies, and as much as possible considerations will be made with respect to feasibility.

**C. Budget and Budget Narrative (10 Points)**

1. Budget spreadsheet - see Attachment C for a blank budget spreadsheet template. You may complete the attached template or use your own format as long as it is clear and includes all applicable individual line items referenced below.
2. Budget narrative - include a brief budget narrative to supplement the budget spreadsheet. The budget narrative should contain the following information as well as any other relevant information needed to justify the items included in the budget spreadsheet:
  - Personnel - for all individuals funded by the grant, provide title, salary/wage and describe their role on the project and their qualifications for their role. Justify the time allocated to the project for each individual (e.g., explain why a full-time position may be needed or a quarter-time position may be adequate to accomplish the assigned responsibilities).

- Fringe benefits - for the amount provided in the table, indicate whether the calculation was based on an across-the-board fringe benefits rate used by your agency (e.g., 20% of salary), or whether it was computed based on actual fringe costs for each individual. Identify what benefits are included (e.g., health insurance, dental insurance, life or disability insurance, FICA, pension, etc.).
- Other expenses (Modify subheads to match subheads used in budget table)
  - Mileage: describe the purpose for the travel; provide the numbers of miles and mileage rate used for calculation
  - Supplies: describe the types of supplies and their applicability to the project.
  - Printing: estimate costs for printing or photocopying and explain how the amount was derived.
  - Incentives/program costs: describe amount budgeted to provide incentives and/or basic needs resources for clients. Describe types of expenditures within this category.
  - Other (specify): add an explanation for any other categories identified in the budget table
- Administrative costs - specify the rate used (not to exceed 10% of the total direct costs) and detail what agency costs are covered by the rate.

#### **D. Logic Model (5 points)**

Complete and submit a logic model to show the linkages between your project objectives, specific project activities, and your short-term, intermediate, and long-term outcomes. Logic models should align with the information in “Program Description” and “Impact and Evaluation” sections of your project narrative. The completed model does not count toward the page limit. General information about logic models and one sample logic model are attached for reference. You may use the blank template included as Attachment D.

#### **E. Attachments**

Attachments (not counted toward page limit) to the project narrative should include:

1. Proposal cover sheet
2. Completed budget spreadsheet and budget narrative
3. Completed logic model
4. Job descriptions for key staff
5. Memorandum of Agreement if collaborating with another agency
6. Letters of Support (encouraged but not required)

**VI. PROPOSAL REVIEW PROCESS**

Proposals will be reviewed by an evaluation panel made up of City of Minneapolis staff and external community reviewers. The recommendation(s) of the reviewers will be considered by the Commissioner of Health, and a selection(s) will be submitted to City Council for final approval to contract.

Evaluation will be based on the following:

- All of the material described in Section V “PROPOSAL FORMAT/APPLICATION INSTRUCTIONS”
- How well the program narrative, budget, and logic model meet the RFP objectives
- The required criteria listed in Attachment A (“Scope of Service), Part C “Programmatic Requirements”
- The desired criteria listed in Attachment A (“Scope of Service”), Part D “Desired Qualifications”
- Quality, thoroughness, and clarity of proposal
- Qualifications and experience of staff
- Financial responsibility and organizational capacity of the contracting agency
- Organizational and management approach and involvement to ensure a successful project
- Reasonability of costs proposed

Additionally, MHD may elect to conduct follow-up site visits, informational interviews, or presentation requests with selected applicant agencies to aid in the selection process. If applicable, MHD will make arrangements with the contact person listed on the Proposal Cover Sheet.

**VII. SCHEDULE:** The following is a listing of key Proposal and Project milestones:

RFP Release	Thursday, October 27, 2016
Pre-Proposal Conference	Tuesday, November 8, 2016
Questions on RFP Due by	Monday, November 14, 2016
Letter of Interest	Friday, November 18, 2016
Responses to Questions posted by	Friday, November 18, 2016
Proposals due by	Wednesday, November 30, 2016
Estimated Agency/Agencies selection	January 2017
Estimated services start date	February 1, 2017
Estimated services end date	December 31, 2017

**VIII. CONTRACT:** The contracting parties will be the City of Minneapolis and the Agency/Agencies selected to provide the services as described herein. The selected proposal(s), along with the RFP and any counter proposal(s) will be incorporated into a formal agreement(s) after negotiations. It is the intent of the City to award a contract(s) for a term of 11 months with the option to extend the contract, on an annual basis, at the sole option of the City, for two (2) additional years.

**IX. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION:** Prospective responders shall direct inquiries/questions *in writing only* by email to [Health@minneapolismn.gov](mailto:Health@minneapolismn.gov) with the subject line “YMOC Sexual Health RFP 2016.”

All questions are due no later than **11:59 p.m. on Monday, November 14, 2016**. Responses to the Questions will be posted by **Friday, November 18, 2016** on City’s RFP website at: <http://www.minneapolismn.gov/finance/procurement/rfp>

**X. REJECTION OF PROPOSALS:** The City reserves the right to reject any Agency on the basis of the proposals submitted. The City reserves the right to reject all proposals or any Agency on the basis of the proposal submitted.

**XI. ADDENDA TO THE RFP:** If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at: <http://www.minneapolismn.gov/finance/procurement/rfp>. The City reserves the right to cancel or amend the RFP at any time.

Additionally, MHD may elect to conduct follow-up site visits, informational interviews, or presentation requests with selected applicant agencies to aid in the selection process. If applicable, MHD will make arrangements with the contact person listed on the Proposal Cover Sheet.

## **ATTACHMENT A SCOPE OF SERVICES**

### **A. Purpose of the RFP**

The purpose of this RFP is to identify an appropriate organization or organizations to contract with the City of Minneapolis Health Department (MHD) to provide programming to young men of color ages 15-24 for the purpose of reducing or preventing incidents of Gonorrhea and Chlamydia. The impetus of this RFP was based on a 2014 analysis by MHD of internal data and programs relating to adolescent sexual health. As a result, the department found that either rates of infections have stayed stagnant or increased in certain populations with the highest rates of infections identified in young men of color ages 15-24. In order to better understand the social determinants of the health disparities and underlying factors that led to this increased rate, MHD partnered with Youthprise to conduct a youth-led research project over the course of 2015 and 2016 to identify the issues that young men of color face. Twenty youth researchers were trained in social justice research, youth participatory action research processes including data collection and analysis, and sexual health interpretation. The youth researchers spoke with over 100 young men from African American, American Indian, and Latino communities through focus groups and one-to-one interviews.

Youth believed that sexual health disparities are the result of systemic barriers related to race, inadequate sexual health education, and other negative social factors. Themes that surfaced were sex education in school settings lacked the finer details of STI/STD education like transmission and treatment; the negative impact of media on sexuality; how and when youth decided to have sex; the interplay of race, gender, and heteronormativity in education; understanding of sexual health and evaluation of sexual health; spaces of interaction, strength, and support; and ways that youth can participate in solutions. Based on these themes, three recommendations were developed: increase communication of the issues to primary stakeholders; engagement by the City of Minneapolis and the Health Department to create authentic collaborations with young men of color to address systemic issues; and an increase of investments for young men of color to increase access to sexual and reproductive health services.

Several approaches have been suggested by the research about how to engage young men of color about their sexual health:

- Projects and programming led by youth for youth either through peer outreach, youth councils, or advisory bodies that take serious consideration of youth experiences in program development and implementation;
- Family-based programming which leverage the influence that families have on a youth's habits with consideration to programming that addresses a family's potential lack of information and resource;
- Community-based and street outreach programs based which meet youth where they are at;

and/or

- Relationship-based education which addresses sexual and reproductive health issues between youth and their partners with a comprehensive approach that includes education around relationships, sexuality and pleasure.

Applicants should consider the suggested approaches but are not limited to the approaches described above. MHD strongly encourages effective, thought out and innovative programming.

As a result of the earlier research, MHD has secured funding from the City of Minneapolis to fund community agencies to provide services reducing or preventing incidents of Gonorrhea and Chlamydia for young men of color ages 15-24.

### **B. Eligible Applicants and Available Funds**

Eligible applicants are 501(c) (3) not-for-profit or governmental agencies that have the capacity to adhere to City contract requirements.

MHD is looking to fund one or more agencies for the contract period of February 1, 2017 - December 31, 2017. Agencies may request up to \$85,000 for the first year. If additional funds become available, approved proposals could potentially exceed the \$85,000 cap as part of contract negotiations. No funding match is required. Agencies receiving more than \$50,000 are required to have a city-approved Affirmative Action plan in place

The contract for services with the entity/entities selected under this RFP may be extended for up to two (2) years following the initial performance period if additional City funds become available to support programming. Any extension of the contract will be contingent upon availability of funding and on agency performance during the initial 11 months; contract extension is at the sole option of the City. The City may also choose to explore partnering with the contracted agency to seek outside funding sources for sustainability beyond the initial contract period.

### **C. Programmatic Requirements**

Proposed programming must incorporate education, outreach, screenings, family planning, and/or prevention education for young men of color ages 15-24. Program participants must be young men of color ages 15-24 who are Minneapolis residents.

Funds can be requested for creation of a new program, expansion of an existing sexual and/or reproductive health or outreach programs, or the addition of sexual and/or reproductive health or outreach component to a current youth-centered program. If proposing a new program or an addition to an existing program, strategies for identifying, successfully reaching, and effectively serving the target population must be described. Please indicate in the narrative if your proposal is for an expansion of existing programming, addition to an existing program, or creation of a new program.

Proposals should incorporate evidence-based principles and/or practice-based evidence into their program design. Proposals that incorporate promising practices into their program design will also be considered. Applicants may propose replicating entire established evidence-based programs or models in their applications but are not expected to. If proposing to replicate a program in its entirety, consideration for or adaptations around relevance to the unique population to be served must be included.

Applicant agencies will be responsible for identifying, recruiting, engaging and serving program participants. Successful applications must demonstrate reasonable and viable proposed recruitment and/or referral mechanisms. If the proposed work is an expansion of current programming, the application must describe the current target population, how it relates to the target population of this RFP, and how the applicant will expand or leverage existing programming to serve an increased capacity. For proposals of new programs, a strong link to other agency programs or existing collaborations must be identified that demonstrates the ability to reach and serve the target population effectively.

Some proposed ideas based on the recommended approaches identified that should be considered, but again are not limited to:

- Street based outreach using male service providers with similar cultural/racial background as the targeted population or community based outreach like drop in spots;
- Peer to peer education;
- Gender specific programs or clinics;
- Family based programming with focus on brother to sibling education;
- Testing and education at nontraditional sites i.e. barbershops, recreational centers, bars, clubs or other social meeting places; or
- Relationship-based education which addresses sexual and reproductive health issues between youth and their partners with a comprehensive approach that includes education around relationships, sexuality and pleasure.

Applicants must demonstrate experience and ability to serve the identified population.

#### **D. Potential Organizational Qualifiers**

Applicants will have the ability to directly provide and/or have systems in place to perform the following activities:

- Demonstrate experience with and capacity for provision of services using culturally-appropriate strategies to work with the chosen target population;

- Demonstrated the ability to provide gender specific programming, specifically with male identified youth of color but may include transgender youth of color and gender non-conforming;
- Demonstrate the ability to provide accurate and up to date sexual and reproductive health education;
- Demonstrate the ability to provide additional services related to sexual and reproductive health including but not limited to STI/STD screening, family planning, treatment, outreach, prevention, etc.;
- Demonstrate the ability to effectively message the chosen target population around STI/STDs with regards to chlamydia and gonorrhea;
- Programming that includes a youth engagement component;
- Demonstrate the ability to create effective community relationships and collaborations;
- Demonstrate the ability to engage youth in advising or leadership roles;
- Demonstrate the ability to successfully provide outreach to the chosen target population in a variety of settings that include but is not limited to schools, streets, rec centers, libraries, community events, etc.;
- Demonstrate the ability to work with youth identify as gay, questioning, 2-spirit, bisexual, queer, and/or men who have sex with men (MSM);
- Demonstrate the ability to successfully provide sexually health education to the chosen target population;
- Have the necessary experience, capacity, and/or personnel to serve clients for whom English is not the primary language;
- Design programming that successfully engages and retains program participants consistently;
- Adoption of best-practices for youth friendly environment.

**ATTACHMENT B**

**PROPOSAL COVER SHEET  
Sexual Health Services for Young Men of Color RFP 2016**

Name of Applicant Agency:

Agency Address:

Agency Telephone Number:

Agency Fax Number:

Agency DUNS #:

Federal Identification #:

Contact Person Name and Title:

Contact Person Telephone Number:

Contact Person E-mail address:

Total Annual Amount Requested                      \$ \_\_\_\_\_

**Proposal Checklist** (the **original and all seven copies** should include the following):

- \_\_\_\_\_ Completed cover sheet
- \_\_\_\_\_ Project narrative (maximum ten pages)
- \_\_\_\_\_ Budget spreadsheet and narrative
- \_\_\_\_\_ Logic model
- \_\_\_\_\_ Job descriptions for key staff
- \_\_\_\_\_ Memorandum of Agreement (if collaborating with another agency) – if applicable
- \_\_\_\_\_ Letters of support - optional

**Administrative Checklist:**

Agencies are required to submit with the original copy **one** set of the following administrative and financial documents (or provide an explanation as to why any of the documents cannot be provided):

- \_\_\_\_\_ Most recent audit & management letter (or financial statements for the past three years)
- \_\_\_\_\_ IRS determination letter (if applicable)

**ATTACHMENT C**  
**BUDGET SPREADSHEET/BUDGET NARRATIVE INSTRUCTIONS**  
**BUDGET TOTAL PROJECT COSTS**

*Notes:*

- You may use your own form instead of this one, provided it is clear and includes all applicable individual line items referenced below
- Add or delete lines as needed.
- If project includes funding from another source please identify the source of the funding and the specific line items for which it will be used.
- Include a detailed budget narrative on separate sheet(s).

PERSONNEL	Role on project	Base salary or annual wage	% time on project	Salary/wages charged to project	Other funding source or in-kind
Name 1 (or "to be named")	Project Director	\$0		\$0	\$0
Name 2		\$0		\$0	\$0
Name 3		\$0		\$0	\$0
<b>TOTAL SALARY/WAGES</b>				<b>\$0</b>	<b>\$0</b>
FRINGE BENEFITS				\$0	\$0
<b>TOTAL PERSONNEL COSTS</b>				<b><u>\$0</u></b>	<b><u>\$0</u></b>
OTHER EXPENSES <i>[categories below may be modified as needed]</i>					
Supplies				\$0	\$0
Printing				\$0	\$0
Other (specify)				\$0	\$0
Other (specify)				\$0	\$0
<b>TOTAL OTHER EXPENSES</b>				<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>TOTAL DIRECT COSTS</b>		(sum of Total Personnel, Total Other Expenses, and Total Contractual)		<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>ADMINISTRATIVE COSTS</b> (not to exceed 10% of Total Direct Costs)				<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>TOTAL PROJECT COSTS</b> (sum of Total Direct Costs and Administrative Costs)				<b><u>\$0</u></b>	<b><u>\$0</u></b>

## DETAILED BUDGET NARRATIVE

### Personnel (salary/wages)

Provide for all individuals funded by the grant salary/wage and describe their role on the project and their qualifications for their role. Justify the time allocated to the project for each individual (e.g., explain why a full-time position may be needed or a quarter-time position may be adequate to accomplish the assigned responsibilities).

### Fringe benefits

For the amount provided in the table, indicate whether the calculation was based on an across the board fringe benefits rate used by your agency (e.g., 20% of salary), or whether it was computed based on actual fringe costs for each individual. Identify what benefits are included (e.g., health insurance, dental insurance, life or disability insurance, FICA, pension, etc.).

### Other expenses (Modify subheads to match subheads used in budget table)

- *Mileage*: describe the purpose for the travel; provide the numbers of miles and mileage rate used
- *Supplies*: describe the types of supplies and their applicability to the project.
- *Printing*: estimate costs for printing or photocopying and explain how the amount was derived.
- *Incentives/program costs*: describe amount budgeted to provide incentives or other program costs. Describe types of expenditures within this category.
- *Other (specify)*: add an explanation for any other categories identified in the budget table

### Administrative Costs

Administrative costs - All direct administrative costs as well as related indirect costs cannot exceed 10% of direct program costs. Please detail all administrative costs.

## ATTACHMENT D

### LOGIC MODEL INSTRUCTIONS AND TEMPLATE

Applicants are required to submit a logic model. A logic model helps to illustrate the linkages between program activities and outcomes.

A logic model typically involves the following components:

- Resources/Inputs - any resources or materials used by the program to provide its activities (i.e. money, staff, volunteers, facilities, equipment, supplies, etc.). What will it take to make the project happen?
- Activities - any services provided by the program. What will you do?
- Outputs - any quantifiable products of a program (i.e. number of classes taught, number of people served, amount of educational materials distributed, number of hours of service delivered, etc.). What will be the tangible, quantifiable results?
- Outcomes - any characteristics of the participants that, according to the theory and goals of the services, can be reasonably expected to change as a result of the participants' receiving services.

Note the difference between outputs and outcomes. While outcomes describe the actual impact of a program on participants, outputs simply describe the amount of service that was provided and the amount of participants receiving services. Outputs are most often expressed in terms of number or amounts, such as the number of people who participated in an activity or the amount of service that was received.

Please complete the attached blank logic model template for your proposed project.

One sample logic model is attached as an example.

\* Modified from *Program Theories and Logic Models*. Wilder Research Center.

## Logic Model Template

<b>Project Name:</b>							
<b>Project Objectives:</b>							
<b>Project Timeframe: March 1, 2016 - December 31, 2016</b>							
Resources/Inputs	Activities	Outputs	Outcomes				
<i>What will it take to make the project happen?</i>	<i>What will you do?</i>	<i>What will be the quantifiable results?</i>	<i>What are the important achievements of the project?</i>				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 5px;">Short-term</th> <th style="width: 50%; padding: 5px;">Intermediate</th> </tr> <tr> <td style="height: 200px;"></td> <td style="height: 200px;"></td> </tr> </table>	Short-term	Intermediate		
Short-term	Intermediate						
<i>If we have these resources, then we can...</i>	<i>If we do these activities, then these results will follow...</i>	<i>If these results occur, then the project will have achieved...</i>	<i>If these important achievements take place, then the project goal(s) will be met...</i>				



## ATTACHMENT E

### **EVIDENCE-BASED PRACTICE, PRACTICE-BASED EVIDENCE, AND IMPLEMENTATION SCIENCE**

#### Evidence-Based/Promising Practices

What are Evidence-Based Programs and Promising Practices?

- Evidence-based programs: Demonstrated effectiveness through research
- Promising practices: Some evidence for benefits to consumers

Why Use Evidence-Based and Promising Practices?

- Effective intervention practices + effective implementation practices = good outcomes for program participants<sup>2</sup>
- When implemented appropriately and with high fidelity, evidence-based programs and promising practices:
  - have a high likelihood of producing positive impacts on the issues they target
  - can help organizations obtain and sustain program funding

How Do I Implement Evidence-Based Programs and Promising Practices?

- Implementation is a specific set of activities designed to put into practice an activity or program of known dimensions<sup>1</sup>
- To successfully implement and sustain evidence-based programs or promising practices, we need to know<sup>1</sup>:
  - What to do
    - What is the intervention (e.g. identified prevention, intervention and enforcement strategies that are feasible and relevant)?
  - How to do it
    - Active and effective implementation and sustainability frameworks (e.g. strategies to change and maintain behavior)
  - Who will do it
    - Organized, purposeful, and active implementation support from linked implementation teams

Implementation Science – the integration of evidence-based research and interventions into practice settings

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<sup>2</sup> Metz AJ, Blase K, Bowie L. Implementing evidence-based practices: Six “drivers” of success. Child Trends: Research-to-Results Brief. Washington DC: The Atlantic Philanthropies. 2007.

- <http://implementation.fpg.unc.edu/>
- <http://nirn.fpg.unc.edu/>

Practice-based Evidence – “a range of treatment approaches and supports that are derived from, and supportive of, the positive cultural attributes of the local society and traditions. Practice-based evidence services are accepted as effective by the local community, through community consensus, and address the therapeutic and healing needs of individuals and families from a culturally-specific framework.”<sup>3</sup>

- A conceptual overview: <http://cfs.cbcs.usf.edu/docs/publications/OutcomesRoundtableBrief.pdf>

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<sup>3</sup> Lieberman, R., Zubritsky, C., Martinez, K., Massey, O., Fisher, S., Kramer, T., Koch, R., & Obrochta, C. (2010). Issue brief: Using practice-based evidence to complement evidence-based practice in children's behavioral health. Atlanta, GA: ICF Macro, Outcomes Roundtable for Children and Families.

# **General Conditions for Request For Proposals (RFP)**

(Revised: Dec, 2015)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

## **1. City's Rights**

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

## **2. Equal Opportunity Statement**

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into a Contract.

## **3. Insurance**

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The

Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.

#### 4. **Hold Harmless**

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

#### 5. **Subcontracting**

The Consultant shall provide written notice to the City and obtain the City's authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

**6. Assignment or Transfer of Interest**

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

**7. General Compliance**

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

**8. Performance Monitoring**

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

**9. Prior Uncured Defaults**

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

**10. Independent Consultant**

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or

any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

**11. Accounting Standards**

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

**12. Retention of Records**

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

**13. Data Practices**

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

**14. Inspection of Records**

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

**15. Living Wage Ordinance**

The Consultant may be required to comply with the “[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolislivingwage.org/)” ([http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_255695.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)), Chapter 38 of the City’s Code of Ordinances (the “Ordinance”). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance’s requirement that the Consultant and its subcontractors pay their employees a “living wage” as defined and provided for in the Ordinance.

#### **16. Applicable Law**

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

#### **17. Conflict and Priority**

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

#### **18. Travel**

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City’s [Consultant Travel Reimbursement Conditions](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf) (<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

#### **19. Billboard Advertising**

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

#### **20. Conflict of Interest/Code of Ethics**

Pursuant to Section 15.250 of the City’s Code of Ordinances, both the City and the Consultant are required to comply with the City’s Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a “conflict of interest.” A “conflict of interest” will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City’s Code of Ethics will also apply to the Consultant in its role as an “interested person” since Consultant has a direct financial interest in this

Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

## **21. Termination, Default and Remedies**

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days' written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

## **22. Ownership of Materials**

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

## **23. Intellectual Property**

All Work produced by the Consultant under this Contract is classified as "work for hire" and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention

standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

#### **24. Equal Benefits Ordinance**

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

[http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_261694.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf)

It is the Consultant's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

#### **25. City Ownership and Use of Data**

The City has adopted an Open Data Policy ("Policy"). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City's use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant's subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content

and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

## **26. Small & Underutilized Business Program (SUBP) Requirements**

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucp.metc.state.mn.us/> or contact [contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov).