Application

City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment & Training

Minneapolis Career Pathways

2027 Request for Qualifications

Community Planning and Economic Development
Employment and Training
505 Fourth Avenue South – #320
Minneapolis, MN 55415

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November 6, 2026

Dear Minneapolis Employment & Training Eligible Providers:

The City of Minneapolis Employment and Training Division's mission is to grow a competitive workforce. Our division provides programming to increase adults' access to career services. We offer skills training that leads to stable employment, and career counseling for job seekers to gain rapid reentry to the workforce. Minneapolis Employment and Training uses a decentralized approach where services are delivered by community-based organizations at the neighborhood level. This neighborhood-based approach allows us to provide culturally competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community. Community based organizations are competitively selected to deliver services that correspond to programmatic goals and funding sources.

It is with these values and this service model that we are requesting applications for the Minneapolis Pathways to provide employment opportunities to Minneapolis job seekers. It is the intent of this document to outline the specific services needing to be provided to job seekers in Minneapolis and the requirement of the funding source.

Please review the application for details. We look forward to your application.

Deb Bahr-Helgen, Director
City of Minneapolis Employment and Training

OPENING STATEMENT

In this Request for Qualifications (RFQ), City of Minneapolis Employment and Training (MET) is soliciting proposals to support Career Pathways' workforce development initiatives that reduce disparities in income and employment by preparing job seekers for high-demand positions and career advancement.

The Minneapolis Career Pathways program partners with eligible employment and training providers to assist residents with access to training, support services, and job placement services while aiding employers with recruiting, training, or preparing un- or underemployed Minneapolis residents with the skills needed to fill positions in their businesses. Connecting employers in high-demand industries with the skilled workers they need to remain competitive in today's dynamic economy is essential. This includes projects that have a focus on the development of "green skills" in their training.

This RFQ's funding priorities are focused on these high-demand industries in Minneapolis:

- Construction
- Manufacturing
- IT/technology
- Healthcare
- Education (Including Early Childhood Education)

The 2027 Career Pathways program is intended for applicants seeking support for a new Career Pathway or to continue, replicate, expand, or appropriately adapt a Career Pathways workforce development model that has demonstrated quantitative evidence of success in current or prior Career Pathways grant awards.

ELIGIBLE APPLICANTS

The funding is open to organizations that were competitively selected and approved by the City Council as **Eligible Providers of Workforce Development Services for 2026-2028**. Eligibility for this funding opportunity will be based on the lead applicant's status as an Eligible Provider.

Before the proposed project can begin, all Eligible Providers competitively selected for these funding opportunities must have in place an executed Master Contract for Workforce Development Services with the city. If your organization has an executed master contract on file, then you will need to complete a project-specific Funding Availability Notice (FAN) agreement prior to moving forward with the proposed project(s).

Additionally, all funded organizations must maintain the city's required insurance policies, as outlined in the Master Contract. These insurance levels may be subject to change by the city. The current required liability coverages include:

All awarded Providers and their subcontractors (if any) 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, $300,000 each occurrence fire damage and $5,000 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 the expiration of the contract.*

e) ***Network Security and Privacy Liability*** *for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent, or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of $1,000,000 per occurrence and $2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.*

FUNDING PARAMETERS AND BUDGET REQUIREMENTS

- **Maximum Grant Award:** $125,000
- **Maximum Project Period:** Up to 12 months. All awarded project periods must end by December 31, 2027.
- **Administrative / Indirect Costs:** Combined Administrative and Indirect expenses should be budgeted to no more than 20% of the total proposed budget, subject to applicable MET budget guidelines and requirements.
- **Training Investments:** Applicants should prioritize the use of funds for direct training-related expenditures, including payments to training institutions, MN State colleges and universities, and other qualified training providers, support services for trainees, as well as possible training stipends for participating workers.

PARTICIPANT ELIGIBILITY

Participant eligibility requirements:

- Minneapolis resident at time of enrollment

  AND

- Unemployed

  OR

- Employed/Underemployed
  - Individuals who are employed/underemployed are employed full-time or part-time and meet the definition of a *low-income individual* (Household income at or below 200% of the federal Health and Human Services poverty guidelines adjusted to household/family size – (https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines) and are seeking training services as part of a career pathway.

CO-ENROLLMENT

Eligible Minneapolis residents may be co-enrolled with other non-MET or MET funding streams as long as the participant is provided with distinct and specific services that are not duplicated and as long as the co-enrollment is permitted by those other funding streams.

EMPLOYER PARTNER INVOLVEMENT

A minimum of two employer partners must provide a letter of commitment and state how the proposed career pathway program provides credentials that increase the likelihood that program graduates will be considered for available unsubsidized, full-time positions within the company. The two employers, and any additional employer partners, may also commit to participate in classroom training (mock interviews, facility tours, classroom speakers, etc.), inform and help deliver curriculum, and/or offer paid internships, paid work experience, On-the-Job Training, and/or work-based learning opportunity(s) that will prioritize graduates for unsubsidized, full-time open positions at the business.

All partners must be listed in the Partnership Chart. (p.14)

EVIDENCE OF SUCCESS

Career Pathways applicants must provide evidence of prior quantitative successful outcomes from the proposed training program or a substantially similar model. The primary outcome is placement into full-time employment, defined as a minimum of 32 hours per week. Evidence of successful placement results in past Career Pathways programs will be prioritized with bonus review points.

Overall success data may include:

- Enrollment;
- Completion;
- Credential/certification attainment;
- Full-time employment placement;
- Employment retention;
- Wage outcomes;
- Career advancement;
- Continued postsecondary education/training;
- Apprenticeship entry.

PERFORMANCE MONITORING AND REPORTING

Funded organizations will be required to participate in MET monitoring and reporting activities.

Organizations must maintain accurate participant records and provide required information through Workforce One and/or other reporting systems designated by MET.

Applicants must demonstrate their capacity to:

- Track participant enrollment;
- Document participation;
- Track completion;
- Document skill gains and credentials;
- Track applicable employment/training outcomes; and
- Provide required reports to MET.

SCHEDULE

Milestone	RFQ and Project Timeline
RFQ Opens	November 6, 2026
RFQ Clarifying Questions Due	November 17, 2026
All Final Q&A Answers Posted	November 19, 2026
Proposals Due	December 4, 2026 (By 12:00 P.M., NOON, CDT)
Recommendation Notification	December 21, 2026
Fund Availability Notice (FAN) and Project Begins as Early as	January 1, 2027
Program End Date No Later Than	December 31, 2027

APPLICATION PROCESS

Applications to be emailed to brant.ingalsbe@minneapolismn.gov.

Please submit application(s) as a Word document (doc) and a signed PDF. Applications must be received no later than 12:00 P.M. (NOON, Minneapolis time) on the application due date above.

NOTE: Applications received after the deadline may not be considered.

REQUESTS FOR CLARIFICATION

All written questions about the proposal or application process must be submitted no later than the clarifying questions due date above. Submit all questions in writing to:

Brant Ingalsbe
brant.ingalsbe@minneapolismn.gov

Answers to all written questions will be posted to the City of Minneapolis website, under the listing for Employment and Training funding opportunities: https://www2.minneapolismn.gov/business-services/doing-business-with-the-city/community-planning-development-rfps/

GENERAL CONDITIONS

The City of Minneapolis Employment and Training (MET) will be the administrator of all contracts let under this application.

Employment service providers selected through this Request for Qualifications (RFQ) will be monitored by MET staff for compliance with all MET policies, including source funding financial parameters. This RFQ does not commit MET to award a contract, to pay any costs incurred in the preparation of 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 RFQ, if it is in the best interest of the City of Minneapolis to do so. The MET may require the selected providers to participate in negotiation and to submit any fiscal, technical, or other revisions of their proposal that may result from negotiations with MET.

Responding to this application does not guarantee that your organization will be selected to provide services.

Selected Eligible Providers that may be new to MET-funded projects and programs must execute a master contract agreement before services can begin and before MET will disburse any funds. All Providers must have current insurance coverage at the levels required by the City of Minneapolis. Please see the Eligibility section above for more information.

City of Minneapolis Employment and Training
Minneapolis Pathways Fund Application

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

RFQ REQUIREMENTS: Must be able to reply "yes" to all red boxes.

Applicant Agency: □ Yes, this agency is on the Eligible Provider list for 2026 - 2028 – REQUIRED. Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed.	Contact Name and Address: (If different from the APPLICANT AGENCY)
Agency Name: Director Name: Telephone: Email:	Contact Name: Title: Telephone: Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)
Unique Entity ID (UEI*) Number: (required)_____ **For more information on how to obtain an UEI number, please watch the video, "How to get a Unique Entity ID" that can be found on this page https://sam.gov/content/home*	

Total funding requested	
Number of participants placed in jobs	
Cost per participant placed in job	

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature	Title	Date

Minneapolis Career Pathways Application

Section 1 – Project Narrative

1. Provide a 100–150-word narrative summary of your proposal that includes the training and outcomes. This will be your 'elevator pitch' that will help readers quickly understand what you plan to accomplish. (5 points)

2. Include a visual roadmap depicting career laddering on-ramps, transitions, and off-ramps for participants, which helps illustrate paths to participants' success.
   See Appendix A and B for examples of visual roadmaps or flow charts. (10 points)

3. Provide a summary and evidence of success in past Career Pathways programs. (See p. 6)

   Describe whether the proposal represents:
   - A new Career Pathway project;
   - Continuation of an existing program;
   - Replication of a past successful model;
   - Expansion of an existing program;
   - Adaptation of an existing or prior model for a new participant population or industry; or
   - A combination of these approaches.

   Applicants must identify the core elements of the model that have contributed to its success and explain which elements will remain unchanged, and which may be modified. **(15 points)**

4. Describe your outreach and communication strategy to job seekers. How does your agency evaluate its outreach efforts and adapt strategies when needed? If you have any staff involved in recruiting and/or outreach for this project, please list them on the Staff Chart in Section 2. **(5 points)**

5. Describe the support services your organization will provide to participants throughout the program. What is your agency's process to determine what support is needed (assessments, questionnaires, interviews, ongoing case management), and what skills and resources will you provide or help them access? **(5 points)**

6. Provide a summary of the partnerships and collaborations the proposed program will facilitate. All partners must be listed in the Partnership Chart, provide letters of support, and indicate the specific service and commitment to the program for each partner. Your summary should align with the proposal's attached Workplan.

   Include a minimum of two (2) employer partners and their commitment to the project. It is a required component that applicants who complete the program will have increased consideration for unsubsidized open full-time employment positions within the company. **(15 points)**

7. List the anticipated positions training graduates will be eligible for, the occupational demand and/or supporting labor market information (LMI) for these position(s), skills required and target wages in the grid below. **(5 points)**

Position	**Employer/Occupational Demand**	**Skills Required**	**Target Wage**

8. How does your *technical* training prepare individuals for the positions above? Include a summary of the curriculum or content, hours, credential earned and identify training provider(s). **(10 points)**

9. Job placement assistance for participants in training-related positions can continue for at least 90 days beyond the end date of the award. Placements attained within 90 days of the end date will be credited to the original project's results. Describe your job placement assistance model and retention services. **(5 points)**

Section 2 – Budget & Staff Chart

Provide a list and description of planned expenses for this project. Note that this budget will be the basis for allowable costs and expected documentation for the funding. Expenses not included in the approved budget for awarded proposals will not be reimbursed.

Project Budget		
Budget Item	**Description**	**Total Cost**
Career Services	(Staff, outreach and communications)	$0.00
Training Stipend	(Total stipends provided to participants)	$0.00
Support Services	(List services provided directly to participants)	$0.00
Training	(List individual training programs and cost)	$0.00
Administrative and Indirect costs (Maximum 20%)	(Insurance, travel, professional fees, occupancy, etc.)	$0.00
Total Costs		**$0.00**
Leveraged Funding-Workforce	(List all additional funding that is directly supporting the project)	$0.00

Staff Chart		
Staff	Role	% FTE
Ratio of direct service FTE to cohort size*		

*Staff that directly engage participants on a regular basis, typically employment coaches/navigators. Typically, will not include supervisors or other support positions.

Section 3 – Workplan (10 points)

List key activities/outcomes for the project and who is responsible for them. This may include recruitment, enrollment, eligibility/aptitude assessments, training, support services, placement, data tracking, retention, and employer engagement. Provide specific numbers for quantifiable objectives such as enrollment, placement, and retention.

Project Goal – Recruitment / Outreach

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Project Goal 2 – Training

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Project Goal 3 – Placement

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Section 4 – Past Performance (10 points)

List past Career Pathways projects seeking renewed or continued funding, and/or other past Career Pathways programs funded by MET, the State of Minnesota Pathways to Prosperity (P2P), or other similar career pathway programs and managed within the last three years. If available, include the Workforce One performance data to date.

Date of Workforce One data pull: _____

Program Name	Start Date	End Date	Enrollment Goal #	Actual Enrollment	Job Placement Goal #	Actual Placement	Percent Exited to UE*

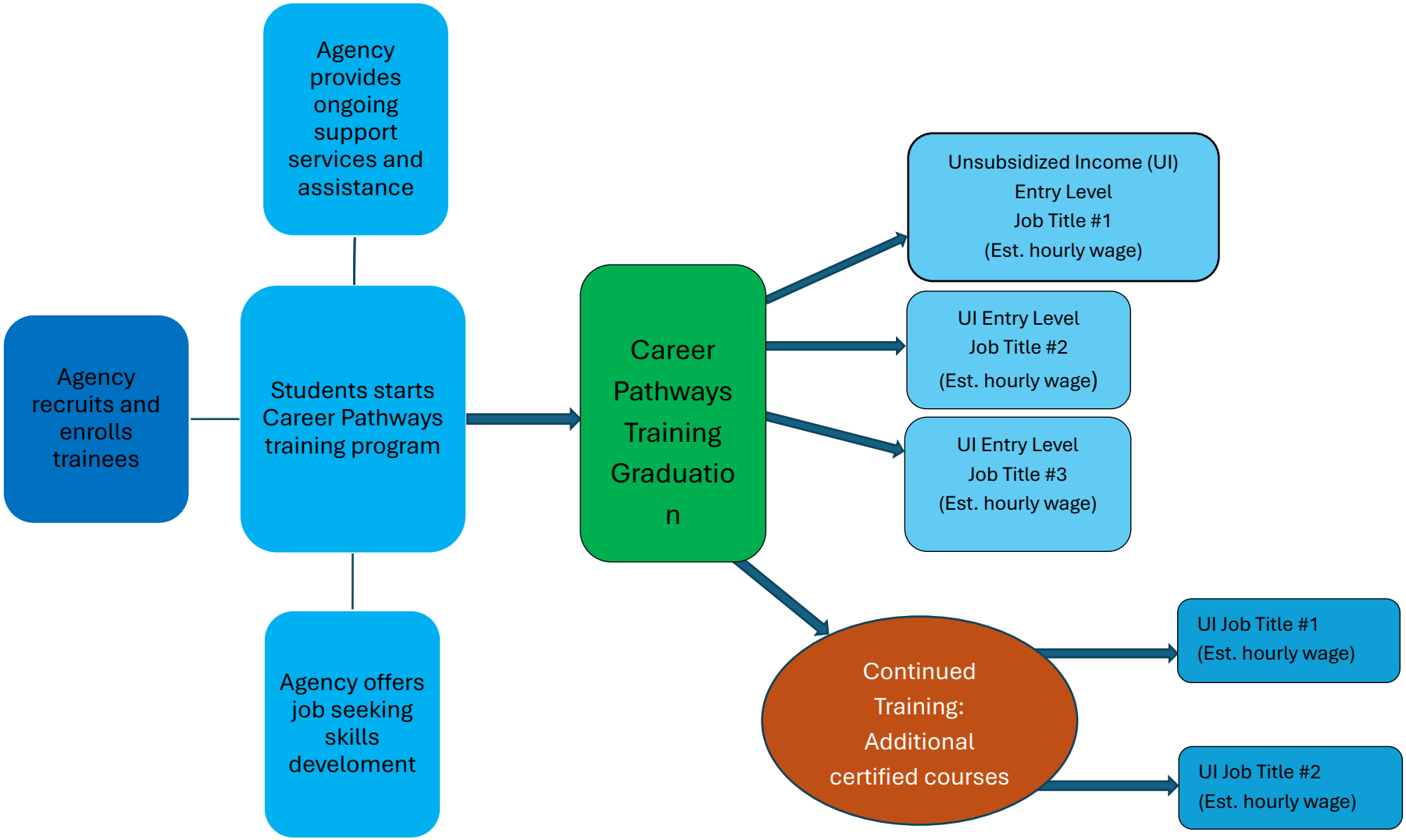
*Unsubsidized Employment (UE)

Section 5 – Partnership Chart (10 points)

List partners and employer(s) and their commitments to this project. A minimum of two employer partners must provide a letter of commitment and state how the career pathway program provides credentials that will improve the likelihood of considering applicants for available unsubsidized full-time positions within the company. Additional letters of commitment are encouraged but not required.

Name	Key Contact	Specific commitment(s)	Employer (Y/N)	Letter of Commitment Enclosed (Y/N)

Appendix A
Example Career Pathways Visual Roadmap 1



Appendix B
Example Career Pathways Visual Roadmap 2

