

City of Minneapolis Employment and Training Program  
and Hennepin/Carver Workforce Investment Board

---

**Request for Proposals from METP Eligible Providers for 2011-2015**

This list can be found on METP's website at the following link:

[http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert\\_253839.pdf](http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

Serving Young Adult Ex-Offenders through Training and Service-Learning

March 5, 2012

## **Opening Statement**

The City of Minneapolis Employment and Training Program (METP), in partnership with Hennepin/Carver Workforce Investment Board, is applying for a Department of Labor (DOL) Young Adult Ex-Offender Grant to serve ex-offenders through training and service-learning. The grant will have a 30-month period of performance that includes up to four months of planning with a minimum of 26 months of operation. The grant will serve young adults (ages 18-21) who have been involved in the juvenile justice system from the age of 14 or above and have never been convicted as an adult under Federal or State law. Training provided through these grants is expected to lead to credentials recognized by in demand industries. Service-learning projects conducted will integrate meaningful community service with instruction and reflection that enrich the learning experience, teach civic responsibility and encourage lifelong civic engagement. Through service-learning, returning ex-offenders are offered the opportunity to reestablish community-based trust while enhancing their work-based skill and status in their communities. METP is seeking one qualified employment and training provider for the purposes of this RFP. The provider will deliver the program components, hereby referred to as Employment Services (ES), and will be named in the DOL grant application.

## **Agencies responding to this RFP must be on the METP Eligible Provider List for 2011-2015**

This list can be found on METP's website at the following link:

[http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert\\_253839.pdf](http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

Response to this RFP DOES NOT GUARANTEE that your organization will be selected to provide services.

## **Statement of Qualifications ES Proposal**

The Young Adult Ex-Offender Grant will serve participants residing in or near the four North Minneapolis neighborhoods of Folwell, Hawthorne, Jordan and McKinley and is expected to develop partnerships with the following entities:

- Juvenile correctional facilities
- Local juvenile justice system
- Drug and alcohol abuse treatment centers
- Social service agencies; and
- Educational, training and service-learning partners

**Please respond to the following questions with 100 total possible points. Provide concise and complete responses with a maximum of five (5) typewritten, single spaced pages with font size no less than 10-point.**

1. **(20 points)** Describe your organization's experience, successes and challenges in providing WIA employment, training and education services to 18-21 year old young adult ex-offenders, specifically gang involved youth living in Folwell, Hawthorne, Jordan and McKinley neighborhoods within the past two years. Include youth employment placement numbers, education and employment retention percentages and whether the job placements were subsidized and/or unsubsidized.
2. **(10 points)** Explain your agency history of operating community service projects and service-learning opportunities for young adult ex-offenders, specifically gang involved youth living in or near Folwell, Hawthorne, Jordan and McKinley neighborhoods. Highlight projects where

youth worked in cohorts, the length and types of projects, leadership and other skills participants learned and how the projects benefitted communities.

3. **(10 points)** Describe how your agency will implement a career development component into the program where each participant will acquire skills that result in unsubsidized employment, completion of a high school diploma or equivalent, entering post-secondary, registered apprenticeship programs or vocational training that leads to industry specific credentials.
4. **(15 points)** Create a half page to one page flowchart that details specific project development components/services your agency will implement for this project.
5. **(10 points)** Explain your agency finance department’s capabilities to place youth on your agency payroll and provide payroll services for wage subsidies. Include any creative interim payroll options your agency has implemented for participants.
6. **(10 points)** How will your agency create an atmosphere of safety and neutrality for mixed cohort groups of current or previously gang involved youth? Also describe transportation options/plans for participants to get from home, your agency, work and community service project sites.
7. **(5 points)** List a minimum of six businesses who have hired your agency 18-21 year old ex-offender participants within the past two years.
8. **(5 points)** List a minimum of six possible community service or service-learning projects your agency could coordinate if selected to provide ES services for this grant.
9. **(10 points)** List existing partnerships your organization has with to the following entities: juvenile correctional facilities, local juvenile justice system, drug and alcohol abuse treatment centers, social service agencies and training and service learning partners.
10. **(5 points)** Detail the chart below to identify direct staff capacity for the project.

Direct program staff title, education/other qualifications	Direct staff duties	Percent time on the project	Percent time on other agency projects	*Global Career Development Facilitator (GCDF) (full or provisional certification)

\*METP requires that staff providing career development services to METP participants be GCDF certified (or provisionally certified) and in active status. Information on this requirement can be found at the following web site: [www.cce-global.org](http://www.cce-global.org)

## Schedule

The following is a listing of key RFP and project milestones:

Request For Proposal (RFP) released on METP website	10:00 AM, Monday, March 5, 2012
Deadline to submit questions regarding this RFP	4:00 PM, Friday, March 9, 2012
Responses to questions posted to CPED/METP website	4:00 PM, Tuesday, March 13, 2012
RFP proposals due	4:00 PM, Friday, March 16, 2012
Estimated selection of one ES provider partner	Wednesday, March 21, 2012
Estimated services start* - if awarded DOL grant	July 1-September 1, 2012
Estimated services end*	January 1-March 31, 2015

\*The DOL has not provided details as to start or end dates; the above are estimated dates.

## Issuance

The City of Minneapolis Employment and Training Program (hereafter referred to as METP) will be the administrator of any and all contracts let under this Request for Proposals.

### Federal Funding Accountability and Transparency Act of 2006 (FFATA)

(Public Law 109-282; 31U.S.C. Section 6101, et. seq.)

The FFATA applies to direct federal grants received by the City which are provided as a sub award (sub grant, sub contract or sub recipient) to a first tier contractor or provider. The City is obligated to report to a website maintained by the US Office of Management and Budget (OMB) certain information about entities that receive a sub award of federal funds in an amount of \$25,000 or more. As a sub awardee, sub recipient or contractor being paid in whole or in part by the City with federal grant proceeds, your organization is required to register with the Central Contractor Registry (CCR) and comply with the requirements of the Federal Subaward Reporting System (FSRS). As a sub awardee of federal funds, the company/entity is required to obtain a unique, federal identification number (DUNS) and report total compensation of certain executive level members of the company/entity (see [www.fsr.gov](http://www.fsr.gov) for details).

## Limitations

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

**Proposals not meeting all stipulated requirements, not conforming to the application format or missing the submission deadline, will be eliminated from funding consideration and returned to the applicant.**

## Solicitation

All applicants must submit **five (5)** copies of the proposal. Proposals may be sent by (1) Certified Mail, OR (2) Hand Delivered (agencies that hand deliver proposals must obtain proof of receipt at the 2<sup>nd</sup> Floor Receptionist Desk) to:

Teresa Harrold, Youth Program Manager  
Minneapolis Employment and Training Program  
Crown Roller Mill Building, Suite 200  
105 5<sup>th</sup> Avenue South  
Minneapolis, MN 55401-2593

RFP proposals must be received by **4:00 PM on Friday, March 16, 2012**. Late proposals will not be accepted.

**Contact person for Requests for Clarifications**

Prospective agencies who are on the METP Eligible Provider List for 2011-2015 may only direct questions via e-mail to Teresa Harrold, Youth Program Manager, Minneapolis Employment and Training Program: [teresa.harrold@minneapolismn.gov](mailto:teresa.harrold@minneapolismn.gov)

**All questions are due no later than 4:00 PM on Friday, March 9, 2012.** Questions will be answered in writing and posted at: <http://www.minneapolismn.gov/cped/rfp/index.htm> by Tuesday March 13, 2012. Teresa Harrold, Youth Program Manager, is the only individual who will respond to questions about the project before proposals are submitted. This contact person cannot vary the terms of this RFP.

**Evaluation Criteria**

The proposals will be evaluated using a 100-point scale. Proposals will be reviewed by impartial readers and the selected provider will be a result of the readers' ratings. Criteria are weighted as follows:

- 1) Experience in providing an array of WIA services to young adult ex-offenders residing in or near the four targeted North Minneapolis neighborhoods.....20 pts
- 2) History of operating community and service-learning projects for young adult ex-offenders living in or near Folwell, Hawthorne, Jordan or McKinley neighborhoods.....10 pts
- 3) Agency implementing a career development component into the program.....10 pts
- 4) Flowchart with specific project components.....15 pts
- 5) Agency youth payroll services and capabilities.....10 pts
- 6) Providing a safe and neutral atmosphere/transportation options/plans.....10 pts
- 7) List of businesses who have hired young adult ex-offenders in the last two years.....5 pts
- 8) List of community or service-learning project ideas.....5 pts
- 9) List of existing partnerships agency has with various entities.....10 pts
- 10) Staff capacity and GCDF certification(s).....5 pts

- In addition to the above evaluation criteria, METP may also require the selected provider host a site visit for the review committee and receive a composite site visit score of at least 8 out of 10 (1 being the lowest and 10 being the highest), prior to being listed as the partner in the DOL grant application.