



**Request for Proposals from
City of Minneapolis Employment and Training Eligible Providers for 2016-2020**

This list can be found on Minneapolis Employment and Training's website at the following link:
<http://tinyurl.com/2016-2020-Eligible-Providers>

February 16, 2016

City of Minneapolis Employment and Training

BUILD Leaders

Schedule

RFP Release	February 16, 2016
RFP Questions due to Teresa Harrold	February 19, 2016
Answers to Questions Published on City of Minneapolis website: www.minneapolismn.gov/cped/rfp/index.htm	February 23, 2016
Proposals Due	4:00 p.m. March 4, 2016
Review and Selection Period	March 7-11, 2016
Selected providers site visits	March 14-16, 2016
Selected providers recommendation to Minneapolis Youth Council	March 17, 2016
Notification to Applicants	March 18, 2016
Contract Start Date	April 1, 2016

Opening Statement:

The City of Minneapolis Employment and Training announces a competitive Request for Proposals (RFP) for employment service agencies to provide employment and training program services to disenfranchised 18-24 Minneapolis residents as part of the BUILD Leaders initiative.

BUILD is a proven youth violence prevention model developed in Chicago in 1969, which focuses on violence prevention/intervention, youth development, and coalition building. In 2014 the City of Minneapolis Health Department adapted the curriculum for Minneapolis, developing the BUILD Leaders Program. It is an equity-focused, community-oriented intervention for disenfranchised 18-24 year old young adults. Participants receive paid training in facilitation, leadership, and job skills to deliver the BUILD youth violence prevention curriculum to youth 9-12 years old at various locations in group settings of 8-12.

The 2016, City of Minneapolis budget provided funds for an enhancement of the Build Leaders project, adding employment and training services to the model and now designated for North Minneapolis' African American community and South Minneapolis' American Indian community. The City is seeking two (2) qualified employment and training providers to be selected in a competitive process. The primary focus of this project is to build employment readiness, develop fundamental job skills, and provide a foundation to build healthier cycles and habits. Minneapolis Employment and Training will provide all resources related to the BUILD curriculum including, Super Trainers and assist in coordinated curriculum delivery.

For more information about BUILD Violence Prevention & Intervention Curriculum see: <http://tinyurl.com/BUILD-curriculum>

Requirements:

1. Agencies responding to this RFP:
 - a. **Must be on the Minneapolis Employment and Training's Eligible Providers List for 2016-2020.** This list can be found on the Minneapolis Employment and Training website at the following link: <http://tinyurl.com/2016-2020-Eligible-Providers>
 - b. **Must provide outreach, recruitment and targeted services to young adults *either* from the North Minneapolis African American or South Minneapolis American Indian communities.**
 - c. **No one agency can apply for more than one identified community.**
2. Selected providers must be able to provide participant payroll services. Minneapolis Employment and Training will reimburse the selected service providers for participant wages, FICA/Medicare, worker compensation and service related costs though cost reimbursement.
3. All Individual Service Strategies created for a participant in a City of Minneapolis Employment and Training funded program must be reviewed and signed by an agency staff who possesses either an active Global Career Development Facilitator (GCDF) certification or a counseling-related degree (including but not limited to a degree in social work, counseling, psychology, or related fields), which will be subject to annual audit. Information about the GCDF certification can be found at: www.cce-global.org.
4. Employment service providers are responsible for operating and maintaining program participant files in accordance with detailed parameters outlined by the Minneapolis Employment and Training Contract Manager. Participant files are monitored annually (at a minimum). Selected agencies must agree to retain participant files for six (6) years.

Proposal Format and Submission Guidance:

- The cover page (See Attachment A), original proposal, and **five** copies of each should be submitted in one envelope labeled: **Request for Proposal: City of Minneapolis Employment and Training – BUILD Leaders**
- Proposals should not exceed ten **(10)** typed, double spaced pages
- Font size should not be less than twelve **(12)** point
- Please do not send annual reports, brochures, or similar attachments
- An applicant conference will not be held
- Faxed or e-mailed proposals will not be accepted
- Proposals must be received no later than 4:00 p.m. on Friday, March 4, 2016
- Late or incomplete proposals will not be accepted
- Responding to this RFP does not guarantee that your organization will be selected to provide services
- Proposals may be sent by certified mail or hand delivered to the 2nd floor reception desk. All applicants must submit an original proposal plus five (5) copies to:

City of Minneapolis Employment and Training
ATTN: Teresa Harrold, Youth Program Manager
Crown Roller Mill, Suite 200 (Second Floor)
105 Fifth Avenue South
Minneapolis, MN 55401-2593

Requests for Clarification:

All questions must be submitted in writing (via email only) **no later than February 19, 2016** to Teresa Harrold at: Teresa.Harrold@minneapolismn.gov. All responses will be posted at www.minneapolismn.gov/cped/rfp/index.htm by February 23, 2016. Teresa Harrold is the only individual who will respond to questions about the RFP. This contact person cannot vary the terms of this RFP.

Review Process:

Proposals submitted via this RFP will be reviewed and rated by a panel of impartial readers. Minneapolis Employment and Training will also require that selected agencies host a site visit for the RFP review panel and receive a composite site visit score of at least eight (8) out of ten (10) (1 being the lowest and 10 being the highest), prior to awarding contracts.

Scope of Work:

Up to a maximum of two (2) employment service providing agencies will be selected from this RFP to become Minneapolis Employment and Training, BUILD Leader Providers. Funds for core services, young adult paid internships, industry specific credential training, and participant support services will be awarded to each agency to serve ten (10) young adults and available beginning April 1, 2016 and ending December 31, 2016. Funds will be negotiated with the selected providers and ongoing funding may be available and awarded for successful programming.

Specific young adult services requested via this RFP include:

- Perform pre-program planning tasks, including developing employers and employment and training curriculum between (approximately) April 1, 2016-June 30, 2016.
- The selected providers will recruit, screen and select participants.
- Each of the two (2) selected providers will serve participants via a cohort of ten (10) young adults from April 1, 2016 to Dec 31, 2016.
- Complete participant enrollment and exit paperwork, provide comprehensive employment and training services, employment placement and 12 month follow-up support for young adult participants.
- The following performance indicators will be negotiated with selected providers, monitored and graded on a quarterly or annual basis: 1) number of participants placed in employment, education, or training, 2) retention in employment, education, or training, 3) earnings after entry into unsubsidized employment, 4) attainment of a high school diploma/equivalent or credential, and 5) measurable skills gain.
- The two (2) selected providers will be required to complete Minneapolis Employment and Training Management Information System (MIS) forms, and input eligibility and follow-up activities directly into the WorkForce One (WF1) MIS system. Internet access required. Computer literacy needed.
- Selected providers will broaden and/or develop partnerships with entities who serve 9-12 year olds and ensure the BUILD youth violence prevention curriculum is delivered to 9-12 years by December 31, 2016.
- Minneapolis Employment and Training will provide all resources related to the BUILD curriculum including, costs for Super Trainers and coordination of curriculum delivery.

Individuals served under this RFP must be verified as:

- not less than age 18 and not more than age 24 at time of enrollment;
- reside in Minneapolis **and**;
- meet or fall below the established income guidelines as follows:

Effective January 1, 2015	
(these guidelines will be updated by the U.S. Department of Housing and Urban Development prior to the program start date)	
Family Size	Income
1	\$46,100
2	\$52,650
3	\$59,250
4	\$65,800
5	\$71,100
6	\$76,350
7	\$81,600
8	\$86,900

Technical Proposal Content:

The technical proposal should be your responses to the following questions from four (4) categories with a possible total of 100 points. Please provide concise and complete responses to each of the following questions.

	Specific Question(s)
1) Organization Capacity and Relevant Experience <i>(30 points)</i>	a) Describe your organization's mission, qualifications and experience in delivering education and employment and training case management programs for economically, disadvantaged young adults who reside in the North Minneapolis African American or South Minneapolis American Indian communities.
	b) Describe specific results that detail your organization's success in assisting economically, disadvantaged young adults who reside in the North Minneapolis African American or South Minneapolis American Indian communities to attain educational goals, earn diplomas or equivalent, obtain industry specific credentials, secure and retain employment and attend post-secondary or advanced training. Include quantitative statistics to describe your agency's outcomes in delivering these services such as # of young adults served, % attaining education and employment outcomes within the past two years.
	c) Please describe the diversity of the client population in your agency's service area and how your organization reaches out to and serves diverse populations. Describe reasons why you feel your organization may be uniquely qualified to serve either the North Minneapolis African American community or South Minneapolis American Indian community.
	d) Describe what resources, at your organization, are available for participant use such as computers, phones, copiers and fax. Include how your agency provides payroll services for participants.
2) Service Design <i>(35 points)</i>	a) Describe the core aspects of your approach to providing individualized case management services. What is unique about how your agency provides these services? What are some of the key features of this service design? List what standardized assessment and testing tools you utilize in your case management model and describe how they are used.
	b) Describe how your agency, on its own or in collaboration with others, addresses the complete range of a typical participant's needs (including needs beyond the scope of this program). Also describe how the direct participant services of this program would be part of a larger agency strategy to address the needs of the participant population.
	c) Describe your organization's outreach and recruitment strategy and how you propose to deliver services in either North Minneapolis' African American community or South Minneapolis' American Indian community.
	d) How will your agency create an atmosphere of safety and neutrality for all young adults? Include current or previous experience delivering education, and employment and training services to young adults via a cohort model or team setting.
	e) Describe how your organization will deliver the BUILD youth violence prevention curriculum to younger youth 9-12 years old. Include partners and proposed number of 9-12 year olds who will receive curriculum instruction by December 31, 2016.
	f) Describe your organization's ability to deliver work readiness training including but not limited to resume writing, networking, interviewing techniques and job clubs.
	g) Describe your agency's 12 month follow-up/retention services for participants. Indicate how follow-up services will occur to contribute to successful long-term outcomes for youth adults. Describe planned follow-up activities for participants.
3) Staff Expertise <i>(20 points)</i>	a) Who will be the case manager(s) providing services? What will be their educational background, credentials/qualifications, and experience?
	b) Who would supervise the case manager(s) providing services? What are the supervisor's educational background, credentials/qualifications, and experience?
	c) Describe the cultural and linguistic capabilities of the staff at your organization.
	d) Describe your organization's experience in developing jobs leads for job seekers.
	e) Describe your staff's experience in managing and monitoring grants or government funded programs for performance results and contract compliance.
4) Partnerships, Leverage and Letters of Support <i>(15 points)</i>	a) Describe an example of a working partnership with a local employer/industry specific credential training provider. How has this benefited both your job seekers and the employer?
	b) Describe any partnerships or collaborations your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood, and/or community organizations.
	c) Provide at least two (2) letters of support from businesses that have hired your agency's young adults. These letters will not count against your ten (10) pages. Proposals that do not include at least two (2) letters of support will be eliminated from funding consideration and returned to the applicant.

BUILD Leaders Request for Proposals

<i>Please complete this cover page and attach it to your proposal.</i>	
RFP REQUIREMENTS: <u>Check only one (1) box below. No one agency can apply for more than one identified community</u>	
<input type="checkbox"/> Services provided in North Minneapolis African American community.	<input type="checkbox"/> Services provided in South Minneapolis American Indian community.

Applicant Agency: <input type="checkbox"/> This agency is on the Eligible Provider list for 2016-2020-REQUIRED. Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.	Contact Name and Address: (If different from the APPLICANT AGENCY)
Agency Name: Director Name: Telephone: Fax: Email:	Contact Name: Title: Telephone: Fax: Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)
DUNS Number: (required)	

Applicants must submit an original and five (5) copies of this completed cover page and proposal by 4:00 p.m. on Friday, March 4, 2016. Late or incomplete proposals will not be considered

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
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City of Minneapolis Employment and Training use only

Date Received		Time Received		Staff Initials Received	
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