



Workforce Development

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workforcedevelopment
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Request for Professional Services

2021 Youth Work Experience Program

Duluth Workforce Development is seeking proposals from qualified individuals and organizations to provide work readiness training and paid work experience to Duluth youth/young adults between the ages of 14 and 24. A total of \$75,000 is available for grants to one or more local entities or consultants to provide programming during the summer for at least 20 youth, with potential to extend into the fall semester.

Eligible Applicants

Applicants may be qualified individuals, businesses, government entities, or 501c3 non-profit organizations, and must serve youth residing within the City of Duluth. If selected, applicants will be required to sign a Work Experience Host Site agreement, which includes submission and approval of a COVID safety plan.

Program Components

The primary intent of this funding is to offer youth/young adults the opportunity to learn work readiness skills through training and hands-on skill building opportunities. A total of \$75,000 in funds is available to support enrollment of at least 20 eligible participants. Funds may be available as soon as June 8, 2021. The bulk of funds must be expended by September 30, 2021, with a final deadline for all expenditures by December 31, 2021.

Engagement with caring adults is a key program component, and proposals should detail how mentorship and/or training-focused supervision will be included in the program model. Proposals may also include community service, leadership development, entrepreneurship training, or GED or credit recovery, and/or development of technical skills.

As part of the proposed program, youth may be paid an hourly wage of at least \$10.25, or a stipend tied to achievement of specific benchmarks. Wages/stipends may be paid out by the grant recipient, or may be paid from the City of Duluth to participants directly. Proper documentation such as a timesheet or other form of verification with supervisor signature will be required before payment can be issued.

As part of the proposed program, participants must be enrolled with Youth Employment Services (YES) Duluth. YES Duluth offers youth the opportunity to work one-on-one with employment counselors to assess skills and interest, set employment and educational goals, and address barriers that might get in the way of achieving goals. YES Duluth participants may also have access to scholarships, cash incentives for educational attainment, and support services to assist with education/employment-related needs.

Benefits of enrolling in YES Duluth:

- **Employment:** YES Duluth helps participants search for jobs, develop a resume, practice for interviews, and troubleshoot issues that may come up in the work place. Currently, YES Duluth services are delivered virtually.
- **Education:** For youth wanting to return to school to get a GED, diploma, additional training, or go to college, it can be overwhelming to know where to start. YES Duluth assists youth in enrolling or re-enrolling in school, or navigating credit recovery. For students in college, YES Duluth can also assist with applying for the FAFSA or other financial assistance programs.

- Financial Support: If youth are enrolled and working toward steady employment or earning credit in school, YES Duluth can assist with monthly transportation costs such as bus or gas cards. YES Duluth also has funds available for other expenses based on individual needs.
- Encouragement: YES staff will help identify goals and how to achieve them. YES Duluth staff can listen and also help youth stay focused on what is possible in the future.

Youth Eligibility

Basic eligibility criteria for all youth served under this grant:

- Age 14-24 at time of enrollment
- Lives in Duluth

Additionally, participants must be low-income (see Attachment A: YES Duluth Income Eligibility) and meet one or more of the following criteria:

- Without a stable place to live
- Pregnant or parenting
- Documented mental or physical disability
- Participant or their parents struggle with addiction
- Criminal background
- Currently or formerly in foster care
- English as a second language
- Need extra help to be successful in education/employment

YES Duluth Enrollment

Participant enrollment in YES Duluth must be completed prior to providing any services funded under this grant. Youth currently enrolled with YES Duluth are eligible to be included as participants under this proposal.

In order to enroll in YES Duluth, participants must submit:

- Proof of identity, birth date, and social security number (Examples: Photo ID, birth certificate, social security card)
- YES Duluth application
- Objective Assessment packet
- Demographics & Consents packet
- Signed Individual Service Strategy form outlining employment/education goals and action steps

Proposal Format

Interested applicants should submit a proposal narrative that is no more than 10 pages, double spaced with 12-point font, which outlines the following:

1. Relevant experience
 - a. Experience providing youth development programming and services to youth between the ages of 14 and 24
 - b. Experience providing work readiness training and/or work experience

2. Outline of proposed program, including:
 - a. Anticipated number of youth to be served
 - b. Recruitment plan
 - c. Program components, and estimated number of hours for each
3. Competency framework outlining specific work readiness competencies youth will develop through program participation, and how achievement of competencies will be measured or evaluated
4. Budget narrative detailing cost categories
 - a. Only staff providing direct services to youth should be listed under staff costs. Staff hourly rate should include staff wages and benefits, as well as any administrative/overhead costs.
 - b. Youth may be paid an hourly wage or stipend of at least \$10.25 per hour. Stipend may be paid hourly, or paid in one or more lump sums tied to achieving specific and documented benchmarks.
 - c. Grant funds may not be used to pay for food, entertainment, or other disallowed costs as stated in (state DEED policies /cost principles)

Applicants should also complete both the Budget Summary and Monthly Expenditures tabs on the Budget Worksheet attached to this RFP.

Evaluation Criteria

Proposals will be evaluated on the following criteria, for a total of up to 100 points:

- Anticipated number of youth enrolled (up to 30 points)
- Recruitment plan (up to 10 points)
- Work readiness competencies to be developed (up to 25 points)
- Strength of work experience component (up to 25 points)
- Cost per participant (up to 10 points)

Proposal Submission

Proposals are due by 4:00pm on Friday, May 21. Proposals should be submitted to YESDuluth@duluthmn.gov

Questions regarding this RFP should be submitted to Karissa Kucera at kkucera@duluthmn.gov

Contract Notes: Once selected, consultants will enter into an Agreement for Professional Services with the City of Duluth. Consultants are required to provide verification of professional liability insurance in an amount not less than \$1,000,000 Single Limit, and must provide evidence of Minnesota Workers' Compensation Insurance if participants will be employed by the business/organization rather than the City of Duluth.

Mandatory Disclosures: By submitting a proposal, each Bidder understands, represents, and acknowledges that:

1. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any

person not an employee or agent of the Bidder.

2. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
3. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
4. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

Attachment A: YES Duluth Income Eligibility

Follow the higher of the two columns.

Family Size	Poverty Level (Feb '21)¹	Metro 70% LLSIL (Apr '21)³
1	\$12,880	\$10,079
2	\$17,420	\$16,521
3	\$21,960	\$22,676
4	\$26,500	\$27,994
5	\$31,040	\$33,033
6	\$35,580	\$38,639
7	\$40,120	\$44,246
8	\$44,660	\$49,852
9	\$49,200	\$55,458
10	\$53,740	\$61,065
11	\$58,280	\$66,671
12	\$62,820	\$72,277
13	\$67,360	\$77,883
14	\$71,900	\$83,490
15	\$76,440	\$89,096
16	\$80,980	\$94,702
17	\$85,520	\$100,309
18	\$90,060	\$105,915
19	\$94,600	\$111,521
20	\$99,140	\$117,128