

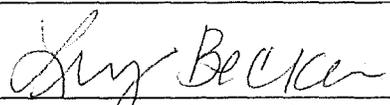
PY 2020 WIOA Youth Formula Funds  
 SFY 2021 Minnesota Youth Program (MYP)  
 Cover Sheet/Signature Page

<b>APPLICANT AGENCY</b> - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	<b>Contact Name and Address</b>
Ramsey County Workforce Solutions 2266 2 <sup>nd</sup> Street North North St Paul, MN 55109	Rachael Molenaar, Planning Specialist 2266 2 <sup>nd</sup> St North North St Paul, MN 55109
<b>Director Name:</b> Ling Becker  <b>Telephone Number:</b> 651-266-6001  <b>Fax:</b> 651-266-9891  <b>E-Mail:</b> <a href="mailto:ling.becker@ramseycounty.us">ling.becker@ramseycounty.us</a>	<b>Contact Name:</b> Rachael Molenaar  <b>Telephone Number:</b> 651-266-6025  <b>Fax:</b> 651-266-9891  <b>E-Mail:</b> <a href="mailto:rachael.molenaar@ramseycounty.us">rachael.molenaar@ramseycounty.us</a>

Basic Organization Information

<b>Federal Employer ID Number:</b> 41-6005878	<b>Minnesota Tax Identification Number:</b> 8027726
<b>DUNS Number:</b> 01-035-4488	<b>SWIFT Vendor ID Number (if known):</b> 0000196508 001

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

<b>Signature:</b>	
<b>Title:</b>	Director, Ramsey County Workforce Solutions
<b>Date:</b>	4-15-20

## Attachment 2

### PY 2020 Budget Information Summary:

### WIOA Youth Formula Grant Program (updated 5/1/20)

### (For WDAs Opting to Increase ISY Funding For Homeless Youth)

(See following pages for definitions of cost categories)

WDA Number, Contact, E-Mail:	Holly Schnetzler
Date Submitted (or Modified):	May 8 <sup>th</sup> , 2020

Cost Category	Carryover From PY19 <i>(Cannot exceed 20% of PY 19 Amount.)</i>	New WIOA Funds	Total Funds Available	Estimated Expenses 4/1/20 to 6/30/20	Estimated Expenses 4/1/20 to 9/30/20	Estimated Expenses 4/1/20 to 12/31/20	Estimated Expenses 4/1/20 to 3/31/21
764/833 Administration (Cannot Exceed 10%)		\$76,400		\$17,196	\$34,391	\$51,587	\$76,400
841 In-School Youth Work Experience Wages/Fringe		\$25,650		\$6,412	\$12,825	\$19,237	\$25,650
825 Out-of-School Youth Work Experience Wages/Fringe		\$61,560		\$15,390	\$30,780	\$46,170	\$61,560
872 In-School Youth Work Experience Staff Costs		\$34,885		\$8,721	\$17,442	\$26,164	\$34,885
855 Out-of-School Youth Work Experience Staff Costs		\$39,869		\$9,967	\$19,935	\$29,902	\$39,869
874 In-School Youth Direct Services (Non-Work Exp.)		\$149,509		\$37,377	\$74,755	\$112,132	\$149,509
877 Out-of-School Youth Direct Services (Non-Work Exp.)		\$274,100		\$68,525	\$137,050	\$205,575	\$274,100
848 In-School Youth Support Services		\$10,000		\$2,500	\$5,000	\$7,500	\$10,000
862 Out-of-School Youth Support Services		\$30,000		\$7,500	\$15,000	\$22,500	\$30,000
860 In-School Youth Other Services		\$1,500		\$375	\$750	\$1,125	\$1,500
878 Out-of-School Youth Other Services		\$4,000		\$1,000	\$2,000	\$3,000	\$4,000
837 In-School Youth Training		\$10,000		\$2,500	\$5,000	\$7,500	\$10,000
838 Out-of-School Youth Training		\$46,750		\$11,688	\$23,375	\$35,063	\$46,750
<b>Total:</b>		\$764,223		\$189,151	\$378,303	\$567,455	\$764,223
<b>Estimated Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 60 percent*):</b>							66.34%
<b>Estimated Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):</b>							23.55%
<b>Estimated Total Number of Youth to be Served With WIOA Youth Funding:</b>							300

\*To take advantage of the “lower” 60 percent out-of-school expenditure level, the WDA agrees to increase/enhance services to those in-school youth who are identified as “homeless” at the time of enrollment into WIOA.

Attachment 2

SFY 2021 Budget Information Summary:

Minnesota Youth Program

(See page 6 for definitions of cost categories)

WDA Number and Contact:	Holly Schnetzler
E-Mail Address/Phone No:	<a href="mailto:holly.schentzler@ramseycounty.us">holly.schentzler@ramseycounty.us</a> 651-285-7618
Date Submitted (or Modified):	4/14/2020

Cost Category	Total Funds Available	Estimated Expenses 7/1/20 to 9/30/20	Estimated Expenses 7/1/20 to 12/31/20	Estimated Expenses 7/1/20 to 3/31/21	Estimated Expenses 7/1/20 to 6/30/21	Carryover
764/833 Administration (Cannot Exceed 10%)	\$47,200	\$11,800	\$23,600	\$35,400	\$47,200	
881 Youth Participant Wages and Fringe Benefits	\$111,660	\$27,915	\$55,830	\$83,745	\$111,660	
885 Direct Services to Youth	\$281,222	\$70,306	\$140,612	\$210,918	\$281,222	
860 Outreach to Schools (Direct Services; This can be up to 20 percent of your budget.)	\$12,000	\$3,000	\$6,000	\$9,000	\$12,000	
891 Support Services	\$20,000	\$5,000	\$10,000	\$15,000	\$20,000	
<b>Total:</b>	\$472,082	\$118,021	\$236,042	\$354,063	\$472,082	

Estimated Number of MYP Youth Served/Cost Per Participant

Estimated No. of MYP Youth Served:	120
Outreach to Schools (OTS) Youth + Families Served (Note that OTS is an optional activity):	400
<b>Estimated Total Number of MYP Youth and Families Served:</b>	520
Estimated Cost Per MYP Participant:	\$3,834.02
Estimated Cost Per OTS Participant-Family:	\$23,08

## Definitions of Cost Categories

**(WIOA and MYP) Administration** – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

**(WIOA and MYP) Youth Participant Wages and Fringe Benefits** – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Youth Work Experience Staff Costs** – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA and MYP) Direct Services to Youth** – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**IMPORTANT NOTE:** The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of

the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

**(WIOA and MYP) Support Services** – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Other Services** – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

**(WIOA Youth ONLY) Training (new category)** – The Training reporting line should consider all costs for training, including, but not limited to: all tuition costs and materials - books, tools, etc., as applicable. All forms of training must be accounted for, including but not limited to: occupational skills training; school equivalency (General Education Development/High School Equivalency Test/Testing Assessing Secondary Completion) training; Registered Apprenticeship Programs (RAPs); Industry Recognized Apprenticeship Programs (IRAPs); on-the-job training (OJT); incumbent worker training; and customized training. **Funds used for Individual Training Accounts (ITAs) by those WDAs using ITAs for youth should also be included.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

**(MYP ONLY) Outreach to Schools Activities** – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.

- Group and individual counseling including instruction and presentations on ISEEK, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

**PY 2020-2021 WIOA Youth Performance\***  
**(Definitions of Each Measure are on the Following Page)**  
**UPDATED 6-3-2020**

WDA/Contact:	15 – Ramsey County Ling Becker
E-Mail Address/Phone Number:	Ling.Becker@co.ramsey.mn.us
Date Submitted (or Modified):	7-15-20

<b>WIOA Youth Performance Measure</b>	<b>PY 2018 (STATE ACTUAL)</b>	<b>PY 2019 (NEGOTIATED STATE GOAL)</b>	<b>PY20-21 DOL SAM Adjusted Performance Level***</b>	<b>PY 2020 (NEGOTIATED STATE GOAL)</b>	<b>PY 2021 (NEGOTIATED STATE GOAL)</b>	<b>PY 2020 (PLANNED)</b>	<b>PY 2021 (PLANNED)</b>
<b>Employment/Training 2nd Quarter After Exit:</b>	79.5%	67.0%	77.4%	<b>75.0%</b>	<b>76.0%</b>	<b>74.0%</b>	<b>75.0%</b>
<b>Employment/Training 4th Quarter After Exit:</b>	76.5%	62.5%	N/A	<b>73.0%</b>	<b>74.0%</b>	<b>73.0%</b>	<b>74.0%</b>
<b>Credential Attainment:</b>	65.3%	47.7%	N/A	<b>62.0%</b>	<b>62.5%</b>	<b>62.0%</b>	<b>62.5%</b>
<b>Median Earnings:</b>	\$3,984	Baseline**	\$3,852	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>
<b>Measurable Skills Gain:</b>	45.6%	Baseline**	53.4%	<b>49.0%</b>	<b>49.0%</b>	<b>49.0%</b>	<b>49.0%</b>

**NOTES:**

\*PY 20 and PY 21 WIOA Youth Formula Grant outcome data will be added to existing baseline performance data for use in future statistical adjustment models from DOL.

\*\*"Baseline" means that WIOA Youth data collected through PY19 will be used in subsequent years to produce an updated Statistical Adjustment Model that generates an estimated value.

\*\*\*SAM = The three values for WIOA Youth were calculated as part of DOLETA's "Statistical Adjustment Model" for PY20 and PY21, based on a combination of national and state-level data from PY17 and PY18 collected by DOL.

## WIOA Youth Performance Definitions

**Employment/Training 2nd Quarter After Exit:** The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the second quarter after exit from the program.

**Employment/Training 4th Quarter After Exit:** The percentage of Title I Youth program participants who are in education **or** training activities, **or** in unsubsidized employment, during the fourth quarter after exit from the program.

**Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

**Measurable Skills Gain:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

**Median Earnings:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

# Youth Committee Information For PY 2020/SFY 2021

Provide a current Mission Statement and Work Plan for your Youth Committee

## **Mission Statement:**

To address broadly the needs of youth within the Workforce Development Area, with a focus on the elimination of racial inequities, from a principled and strategic perspective, separating policy from program.

## **Work Plan:**

**Strategic Objective:** To provide recommendations relative to policy direction and program oversight for implementation of WIOA and other funded youth activities; and to develop, implement, and monitor a long-range plan for the Youth Committee.

**Strategic Task 1:** Learn about youth employment barriers

**Anticipated Timing:** Continuous

**Status:** Ongoing

**Strategic Task 2:** Create a youth-oriented communications plan

**Anticipated Timing:** Quarter 3, 2020

**Status:** Has not begun

**Strategic Task 3:** Support Ramsey County Youth Works! Initiative

**Anticipated Timing:** Quarter 4, 2019-Quarter 2, 2020

**Status:** In progress

**Strategic Task 4:** Gather nominations, evaluate and present Vern Vick Award

**Anticipated Timing:** Quarter 2, 2020-Quarter 3, 2020

**Status:** In progress

**Strategic Task 5:** Implement having Vern Vick Award winner to join the Youth committee for the following year

**Anticipated Timing:** 2021

**Status:** Has not begun

**Strategic Task 6:** Survey employers and participants involved in work experiences

**Anticipated Timing:** Continuous

**Status:** Has not begun

**Strategic Task 7:** Add Youth Member to the Youth committee

**Anticipated Timing:** Quarter 1, 2020

**Status:** Completed

**Strategic Task 8:** Recruit more employers to the Youth Committee

**Anticipated Timing:** Quarter 1, 2020-Quarter 2, 2020

**Status:** Completed

**Strategic Task 9:** Monthly evaluation of Youth Dashboard and quarterly evaluation of performance outcomes

**Anticipated Timing:** Continuous

**Status:** In progress

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate "Yes" or "No" in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
<b>Chair: Paul Nikstad</b> <b>Phone Number: 651-395-0445</b> <b>E-Mail: <a href="mailto:nikstad.paul@jobcorps.org">nikstad.paul@jobcorps.org</a></b>	Education	Yes
<b>Member Name: Tom Aasheim</b> <b>Phone Number: 651-230-5742</b> <b>E-Mail: <a href="mailto:taasheim@ftium.edu">taasheim@ftium.edu</a></b>	Labor	No
<b>Member Name: Camila Mercado Michelli</b> <b>Phone Number: 651-746-3562</b> <b>E-Mail: <a href="mailto:cmercado@clues.org">cmercado@clues.org</a></b>	Community-Based Organization	No
<b>Member Name: Larry Gilbertson</b> <b>Phone Number: 651-489-3829</b> <b>E-Mail: <a href="mailto:larry@iw512jac.com">larry@iw512jac.com</a></b>	Labor	Yes
<b>Member Name: Jennifer Germain</b> <b>Phone Number: 651-539-3616</b> <b>E-Mail: <a href="mailto:Jennifer.germain@state.mn.us">Jennifer.germain@state.mn.us</a></b>	Vocational Rehabilitation	Yes
<b>Member Name: Daniel Young</b> <b>Phone Number: 651-248-2433</b> <b>E-Mail: <a href="mailto:daniel.young@co.ramsey.mn.us">daniel.young@co.ramsey.mn.us</a></b>	Law Enforcement	No
<b>Member Name: Breanna Galuska</b> <b>Phone Number: 651-744-6061</b> <b>E-Mail: <a href="mailto:Breanna.galuska@spps.org">Breanna.galuska@spps.org</a></b>	Education	No
<b>Member Name: Gaye Massey</b> <b>Phone Number: 651-265-7030</b> <b>E-Mail: <a href="mailto:gamassey@ywcastpaul.org">gamassey@ywcastpaul.org</a></b>	Community-Based Organization	Yes
<b>Member Name: Robert Morse</b> <b>Phone Number: 651-766-7030</b> <b>E-Mail: <a href="mailto:Robert.morse@midcountybank.com">Robert.morse@midcountybank.com</a></b>	Business	No
<b>Member Name: Sheri Reimers</b> <b>Phone Number: 651-227-4184</b> <b>E-Mail: <a href="mailto:sheri.riemers@adycenter.org">sheri.riemers@adycenter.org</a></b>	Community-Based Organization	Yes
<b>Member Name: Tim O'Brien</b> <b>Phone Number: 651-604-3554</b> <b>E-Mail: <a href="mailto:tim.obrien@isd623.org">tim.obrien@isd623.org</a></b>	Adult Basic Education	No
<b>Member Name: Allan Mwamba</b> <b>Phone Number: 651-3950-0445</b> <b>E-Mail: <a href="mailto:mwamba.allan@live.jobcorps.org">mwamba.allan@live.jobcorps.org</a></b>	Youth	No

<b>Member Name:</b> <i>Hyon Kim</i> <b>Phone Number:</b> 763-233-1751 <b>E-Mail:</b> <a href="mailto:htkim@mnbestinc.com">htkim@mnbestinc.com</a>	Business	Yes
<b>Member Name:</b> <i>Karen Gerdin</i> <b>Phone Number:</b> 651-744-7522 <b>E-Mail:</b> <a href="mailto:karen.gerdin@spps.org">karen.gerdin@spps.org</a>	Adult Basic Education	No

## Youth Service Provider Information For PY 2020/SFY 2021

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
<p><b>Name of Service Provider:</b> Ramsey County Workforce Solutions</p> <p><b>Address:</b> 2266 2<sup>nd</sup> St North</p> <p><b>City, State, ZIP</b> North Saint Paul, MN 55109</p> <p><b>Contact Person:</b> Rachael Molenaar</p> <p><b>Contact Person Phone:</b> 651-266-6025</p> <p><b>Contact Person E-Mail:</b> <a href="mailto:Rachael.molenaar@ramseycounty.us">Rachael.molenaar@ramseycounty.us</a></p> <p><b>Service Provider Website:</b> <a href="http://www.ramseycounty.us/ulead">www.ramseycounty.us/ulead</a></p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>x</td> <td></td> </tr> <tr> <td>OSY:</td> <td>x</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	x		OSY:	x		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>x</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>x</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td>x</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		x	Year-Round (incl. summer):	x		Outreach to Schools:	x	
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<p><b>Name of Service Provider:</b> Hmong American Partnership</p> <p><b>Address:</b> 1075 Arcade St</p> <p><b>City, State, ZIP</b> Saint Paul, MN 55106</p> <p><b>Contact Person:</b> Derlee Moua</p> <p><b>Contact Person Phone:</b> 651-495-1601</p> <p><b>Contact Person E-Mail:</b> <a href="mailto:derleem@hmong.org">derleem@hmong.org</a></p> <p><b>Service Provider Website:</b> <a href="http://www.hmong.org">www.hmong.org</a></p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>x</td> <td></td> </tr> <tr> <td>OSY:</td> <td>x</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	x		OSY:	x		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>x</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>x</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>x</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		x	Year-Round (incl. summer):		x	Outreach to Schools:		x
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<p><b>Name of Service Provider:</b> HIRED</p> <p><b>Address:</b> 800 East Minnehaha Ave Suite 200</p> <p><b>City, State, ZIP</b> Saint Paul, MN 55106</p> <p><b>Contact Person:</b> Jan West</p> <p><b>Contact Person Phone:</b> Saint Paul, MN 55106</p> <p><b>Contact Person E-Mail:</b> 612-408-7605</p> <p><b>Service Provider Website:</b> <a href="http://www.hired.org">www.hired.org</a></p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>x</td> <td></td> </tr> <tr> <td>OSY:</td> <td>x</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	x		OSY:	x		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>x</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>x</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>x</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		x	Year-Round (incl. summer):		x	Outreach to Schools:		x
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Summer ONLY:		x																					
Year-Round (incl. summer):		x																					
Outreach to Schools:		x																					

**Name of Service Provider:**

*YWCA St. Paul*

**Address:**

*375 Shelby Ave*

**City, State, ZIP**

*Saint Paul, MN 55102*

**Contact Person:**

*Deena Zubulake*

**Contact Person Phone:**

*651-265-0750*

**Contact Person E-Mail:**

*[dzubulake@ywcastpaul.org](mailto:dzubulake@ywcastpaul.org)*

**Service Provider Website:**

*[www.ywcastpaul.org](http://www.ywcastpaul.org)*

	Yes	No
ISY:	x	
OSY:	x	

	Yes	No
Summer ONLY:		x
Year-Round (incl. summer):		x
Outreach to Schools:		x

## Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

**IMPORTANT NOTE: The narrative section covers PY 2020 WIOA Young Adult and SFY 2021 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.**

- 1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.**

Ramsey County Workforce Solutions (WFS) has in place, under the guidance and operating procedures of Ramsey County Procurement, a continuous Request for Proposal (RFP) for Youth Employment & Training Services, allowing WFS the flexibility to adjust to community needs and workforce demands for services under varying economic conditions. A copy of this RFP is attached in ATTACHMENT A. If a Request for Proposal is needed to WIOA or MYP Youth Employment & Training Services in the future (following the expiration of the existing RFP, WFS will create a new non-continuous process. Presently, WFS has sub-awarded three community-based providers with WIOA Youth funding to administer WIOA Youth services for 400 youth. WFS is also continuing to provide WIOA and MYP services provided by internal U LEAD Employment Guidance Counselors.

In addition to the ongoing process of sub-awarding WIOA funds to community vendors, WFS is also in the planning process of conducting a competitive solicitation to increase participant's access to many of the WIOA Youth elements, including Leadership Development, Financial Literacy Education, Entrepreneurial Skills Training and more. The intent is that WFS will contract with community agencies to provide these services to WIOA youth participants, funded by WFS. This is being pursued in appreciation that many participants need more supports than WFS can provide, alone. A copy of this Request for Proposals is attached in ATTACHMENT B.

- 2. Describe outreach and recruitment of:**
  - Out-of-School Youth ("OSY")**
  - In-School Youth ("ISY")**

WFS co-created a young adult program, branded as U LEAD, with input from participants, community partners, and a network of community stakeholders. U LEAD Services include Employment and Training Services provided through TANF Youth, MYP & WIOA. Outreach and recruitment strategies span 19 cities within Ramsey County, both urban and suburban areas.

Continuous efforts to publicize and recruit participants for the U LEAD program include but are not limited to:

Person to Person

- Peer Referrals
- Provider Referrals
- Core WIOA Partner Referrals (Adult Basic Education, Vocational Rehabilitation Services, CareerForce, etc.)

Web Connections

- Ramsey County website
- Ramsey County social media pages (Twitter, Instagram, Facebook, LinkedIn)
- Job Connect
- DEED Websites (i.e. CareerForce Online)

Print & Presentations

- Brochures, flyers, and postcards advertising the program
- Presenting at other youth-serving community-based organizations
- Presenting to Ramsey County internal departments that have contact with youth via their programs and services
- Providing career resources and an onsite employment guidance coach at Ramsey County CareerForce sites (St. Paul, North St. Paul) and county satellite Career Lab (Maplewood Library)
- Presenting at youth community events

Ongoing communication, partnership, and community engagement is a critical part to WFS's outreach and recruitment efforts. Through relationships with other youth-serving professionals and programs, many young adults are recruited for support of their career development and training needs.

WFS has also begun to create strategic partnerships to both recruit program participants, as well as serve current (and future) program participants in a holistic, trauma-informed model. Some of these strategic partnerships are included below.

Out of School Recruitment

**Youth Build**

YouthBuild program's model of service aligns with WFS's U LEAD. WFS continues to partner with local YouthBuild programs to serve participants who need additional support, beyond what YouthBuild can provide. WFS has/is meeting with the local YouthBuild programs to identify which youth would most benefit from enrollment into ULEAD, while also enrolling youth who need additional supports as they graduate from these programs. These local programs include:

- Change Inc. (formerly Guadalupe Alternative Programs)
- City Academy
- Goodwill-Easter Seals, Minnesota

### **Community Corrections**

Ramsey County Community Corrections serves some of the most vulnerable youth and young adults in our community. Community Corrections has made significant reforms that have led to many more young people remaining or returning to local neighborhoods, needing additional supports. Employment and Training is a key aspect of rehabilitation, and because of this, WFS is partnering with Community Corrections through projects including:

- Adult (ages 18-24) Probation Restructure Program
- Pohlad Foundation Grant Program (adults 18-24 discharging from facility to homelessness)
- Juvenile Probation Contracted Community Services
- Juvenile Probation Internal Community Services

### **Suburban Ramsey Family Collaborative**

Suburban Ramsey Family Collaborative (SRFC) is a group of youth-serving professionals in the suburbs of Ramsey County. The Collaborative has many branches, including an Out-of-School Time Network Group, a Heading Home Suburban Ramsey Action Team (addressing suburban homelessness), School-Linked Intensive Mental Health Outcome Team, etc. WFS is currently in the process of working with SRFC and their members, along with local businesses, to create a Youth Employment Planning Team, that will create and publicize a number of partnerships, occasions and events around a new initiative called Ramsey County Youth Works! The goal of this initiative is to rally as a community around the benefits to youth and community when youth have opportunities for employment.

### **Ramsey County & Saint Paul Libraries**

WFS has developed partnerships with a number of Ramsey County and Saint Paul Libraries, including but not limited to Sun Ray, Arlington Hills, Maplewood and Roseville. These partnerships include both library staff making direct referrals for young adults to WFS, and also WFS staff being regularly co-located on-site at libraries to provide a number of supports including:

- Enroll youth and young adults into ULEAD
- Provide resume and interview assistance
- Teach workshops for youth/young adult job seekers

### **Vocational Rehabilitation**

WFS works collaboratively with the local Vocational Rehabilitation office to ensure that high quality services are being provided to youth and young adults with disabilities. Although not all the participants that Vocational Rehabilitation serves are appropriate for ULEAD supports, Vocational Rehabilitation does directly refer those individuals who would benefit from ULEAD. Additionally, WFS takes at least ten Vocational Rehabilitation participants into the summer work program for paid summer internships.

### **MFIP Co-Enrollment Pilot**

As of January 1<sup>st</sup>, 2020, WFS began providing Employment Services to Young Adults below age 25 enrolled in Minnesota Family Investment Program (MFIP). This change will allow for greater integration of the MFIP young adult team and the U LEAD team. WFS has undergone a department-wide re-organization and the supervisors of both the MFIP employment guidance staff and the WIOA staff have the same manager to ensure increased collaboration and partnering when appropriate. MFIP Employment and Training services and U LEAD ultimately have the same long-term goals of aiding participants in gaining education sustainable employment at a living wage to reduce reliance on public assistance. WFS is currently planning a pilot for co-enrolling MFIP Young Adult participants, into WIOA OSY. This pilot will include:

- Integrated team of EGCs providing supports
- One annual assessment for both programs
- A coordinated individualized plan for both programs
- Integrated team consultation

### **Saint Paul EMS Academy**

Saint Paul Fire Department has been running an Emergency Medical Services (EMS) Academy for ten years. They have had great success, and their graduates have gone on to attend medical school, nursing schools, as well as be hired as EMS professionals or fire fighters in the community. In spring of 2020, WFS has partnered with the fire department to enroll and financially support a cohort of 18 EMS Academy students. This includes providing Emergency Medical Technician training, through Century College, and is taught by Saint Paul Fire Department staff, and required support services (textbooks, exam costs, uniform, etc.). WFS is sponsoring these students with both WIOA OSY supports, as well as Adult Career Pathways grants provided by DEED.

### **Saint Paul Right Track**

WFS works closely with Right Track, the city of Saint Paul's youth employment program. In 2020, the city of St Paul provided an infusion of funding for Right Track to support youth and young adults most at-risk of generating or becoming the victim of violence. The majority of these young people are not engaged in school and either currently or previously been involved in the justice system. Right Track is in the process of developing a 12-week summer subsidized employment program, with input from community, city and county stakeholders. Because this programming is time-limited, WFS will be working closely with Right Track staff to engage these participants mid-way through their 12-weeks of programming, with the goal of enrolling them into U LEAD prior to the completion of Right Track to continue employment and training supports beyond summer 2020.

### **Young Adult Public Sector Career Academy**

In 2020, WFS created a new Ramsey County internship program for youth who are eligible or are enrolled in WIOA OSY. Throughout this program, out of school youth are provided with a paid work experience that provides them with a variety of

learning opportunities in different Ramsey County departments and service teams. Additionally, these participants are provided with an opportunity to learn more about local government through attending and speaking at a Ramsey County Board of Commissioner meeting, meeting the Ramsey County Manager, Ryan O'Conner, get professional headshots taken, and learn how to apply for jobs using NeoGov, the digital human resource system used by almost all public agencies in Minnesota. This opportunity is widely advertised through county platforms and has been successful in identifying out of school youth who are not already connected to the U LEAD program.

### **Ramsey County Inter-Department Partnerships**

WFS has partnered across Ramsey County with various departments for partnership and outreach to OSY:

- County Manager's Office (Continuum of Service for Youth Initiative) in which WFS staff regularly attending meetings to provide information about the U LEAD program. This group includes all youth and family-serving departments.
- Community Corrections, Social Services (including foster care and mental health services), and Public Health professionals provide information and referrals to eligible youth that could benefit from U LEAD.
- Public Assistance Workforce Solutions programs provide information and appropriate referrals for young adult participants and children of participants who could benefit from U LEAD.
- Financial Assistance Department partners with U LEAD to connect young adults exiting into homelessness from the Ramsey County Correctional Facility with career counseling and job supports.

### **Community-Based Organizations Ongoing Partnerships**

WFS continues to partner with other Employment and Education service entities for recruitment and outreach efforts such as:

- Vocational Rehabilitation Services referring youth and young adults who would otherwise have to wait for their services due to long waitlist.
- Partnering with culturally-specific, community-based organizations (such as Network For the Development of Children of African Descent, American Indian Family Center, Ujamaa Place, Hmong American Partnerships, Ain Dah Yung Center, CLUES) to ensure U LEAD supports are sensitive to diverse communities.
- Developing and offering broadly applicable trainings with local educational institutions, such as Saint Paul College.

### **Other Out of School Referral Sources**

OSY outreach and recruitment also receive direct referrals from many community agencies including:

- Adult Basic Education
- TRIO Representatives

- Shelters/Transitional Housing Providers
- General Education Development Centers (GED)
- Saint Paul Public Libraries
- Saint Paul Right Track program
- MSP TechHire
- Substance Abuse Treatment Providers
- Other Youth/Young Adult Programming Providers
- U LEAD Participants

### In School Recruitment

#### **School Partnerships**

WFS partners with local high schools and after school programs throughout Ramsey County to educate them about resources available within the U LEAD Program. Outreach and recruitment sources for In-School Youth includes all the services above and:

- Referrals from current and past U LEAD participants
- Parents
- Outreach to Schools Interns
- Partnerships with various High School/Alternative Learning Schools
- Customized Job Fair and Employer Information Sessions at Schools
- Youth Serving Community-Based Organizations
- Vocational Rehabilitation Services
- After-School Programming Providers
- McKinney-Vento School Representatives

#### **Sector-Based Partnerships**

WFS has many partnerships with sector-based organizations that have roots in the school system serving In-School Youth as well as extending these partnerships to Out of School Youth as well. These include but are not limited to:

##### IT/Tech:

- IT Careers at St. Paul Public Schools
- Finance Careers at St. Paul Public Schools
- Tech Dump

##### Construction:

- MN Trades Academy
- Construction and Trades Careers at St. Paul Public Schools
- International Institute of Minnesota
- MN Trades Academy
- Finishing Trades Institute of the Upper Midwest
- Saint Paul Building Trades Council

##### Manufacturing:

- Youth Skills Training Program
- St. Paul College Manufacturing Camp

##### Other:

- International Institute of Minnesota

- Ramsey County Public Sector Pathways
- MN Trucking Association

### **Youth Skills Training Program**

WFS recently received new funding through the Minnesota Department of Labor and Industry to develop a Youth Skills Training Program. This program is in partnership with Saint Paul Public Schools, City Academy, Change Inc. and the Minnesota Trucking Association. Through this program, representatives from the automotive industry will provide in-school students with career exposure, schools will provide automotive related training, and the members of the Minnesota Trucking Association will provide students with paid, unsubsidized internships. This partnership will allow local automotive employers to connect to, mentor and provide opportunities to in-school youth who are interested in the automotive sector. Any students engaged in this program who are eligible and interested in other WFS youth programs (including WIOA Youth, MYP, TANF Innovation, etc.) will be enrolled in those programs.

3. **Describe eligibility determination process, including the WDA’s strategy for use of the “5% window” for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.**

### **Eligibility Determination & Enrollment Process:**

The eligibility determination process is critical for the success of both youth and the U LEAD program. Once a youth, young adult or their representative contacts WFS (either through U LEAD email ULEAD@ramseycounty.us, a recruitment event, or community locations, etc.), WFS staff will collect basic information, including name, age, contact information and school status. WFS staff then assign new participant to an Employment Guidance Counselor (EGC). The EGC will then connect with the participant and aid them in gathering information required for eligibility determination (included in ULEAD application). EGC then reviews the application information with participant, determine eligibility (as governed in Minnesota WIOA Youth Policies Chapter 2) and document required proofs of eligibility, including self-attestation of income and barriers to employment.

Prior to official enrollment, eligible participants must:

- Provide proof of identification (photo ID)
- Reside in Ramsey County or spend a majority of their time in Ramsey County
- Provide proof of legal residence in the United States
- Provide proof of Selective Service Registration (for participants identified as “male” at birth)

Once the eligibility determination has been made, the EGC will formally enroll the youth into the appropriate (ISY or OSY) WIOA Young Adult program in Workforce One.

**5% Window:**

If WFS staff encounter a young person who does not meet the financial eligibility, yet have a significant barrier to success in employment & education, and would benefit from ULEAD supports, a supervisor will evaluate if they can be enrolled within the 5% Window. ULEAD supervisor and planner will monitor usage of 5% Window and ensure that not more than 5% of participants do not be financial eligibility. Additional details can be found in the WIOA Youth 5% Window Policy in Attachment C.

- 4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.**

The Workforce Innovation Board of Ramsey County (WIB) Youth Committee has defined "an individual who requires additional assistance to complete an education program or to secure and hold employment" as the following:

Youth with a barrier, such as, but not limited to:

- Mental, physical, emotional or learning disability or challenge
- Youth who is a potential dropout
- Youth with limited English skills
- Youth at risk of gang involvement or involvement with the juvenile justice system

While some of the above barriers are already targeted accordingly to WIOA, other barriers that are considered for young adults where employment or education attainment is inhibited due to the following (but not limited to):

- Incarcerated parent
- Chemical/Substance abuse
- Domestic violence
- Chronic health conditions

WFS EGCs and supervisor determine whether "an individual requires additional assistance to complete an education program or to secure and hold employment" after the initial intake or preliminary assessments are complete. The counselor makes the final recommendation to the supervisor after careful consideration and review of all of the educational and employment experiences, barriers, and options.

**5. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.**

WFS employs a collaborative approach to assessing all U LEAD participants. It is recognized that although formal assessments are only completed once per year, assessment is an ongoing process. WFS staff provide an objective, comprehensive annual assessment (form created by WFS), that cover items such as the participants social situation, family support, living arrangements and health status along with educational and employment history. The assessment process is strength-based, client-centered and utilizes motivational interviewing techniques that encourage the counselors and the participants to identify potential barriers and strengths/resources that can be accessed to overcome barriers. Additionally, this assessment contains the first component of the Youth Program Career Pathway Bridge, which asks young adults where they are in career exploration and skill building processes. This formal assessment tool must be updated at least every 365 days to ensure that U LEAD supports are still appropriate and required to help participant achieve their goals.

In addition to the required annual assessment, counselors use various skill, interest, and strength assessments to assist youth in identifying potential career pathways. The assessment(s) used is based on individual goals and situations. Online and/or paper options include:

- TABE Test: youth who are basic skills deficient would be referred to ABE or on-site tutoring
- CASAS Test: Testing for English Language proficiency
- Holland Interest Assessment
- Minnesota's Department of Education Career Wheel
- Value and Skill Assessment/Card Sort
- CareerWise (electronic career assessment web-based tool)
- StrengthsFinder
- Mynextmove.org
- GPS LifePlan

The results of any assessments completed are used to inform the creation of any U LEAD service plans.

**6. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate "Guideposts For Success" with some (or all) of your participants, please discuss when and how it is used.**

WFS has developed an Individual Service Strategy (ISS) tool, with guidance from WorkforceGPS, a technical assistance website sponsored by the U.S. Department of Labor, and federal statute WIOA section 129(C)(1)(B). This ISS includes all required components, such as goals for education, training, employment, and personal development, along with ties to the 14 program elements, potential barrier and youth-staff agreements. In addition to the goals identified in the ISS, the Career Pathway Tool is also included to highlight and document a plan to aid the participant in developing either a short- or long-term career plan.

Counselors make every effort to meet the young adults at a starting point that makes the most sense for that individual at that time. Typically, the process to develop the ISS includes the following steps:

- Complete annual assessment that determines both areas of strength and areas that need growth
- Assist the participant in setting SMART personal, employment and/or education goals
- Co-determine the objectives and appropriate timelines in order to meet the identified goals
- Identify any barriers relative to the goals and identify what wraparound support services are needed in order to ensure successful completion
- Identify WIOA Youth program elements and providers that will aid in accomplishing goals
- Identify other outside supports or services that will aid in accomplishing goals and make appropriate referrals
- Co-determine any other strategies needed for success (ie. Network building, job shadows, and technology exposure)

The ISS is a document that should be altered or modified as the youth progresses through timelines and goals. These plans must be reviewed at least quarterly with youth participants and updated at least every 365 days to track progress on identified goals. U LEAD counselors and leadership meet regularly to ensure plans are up to date and review progress towards goals.

**7. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants.**

WFS U LEAD program provides many youth/young adult participants with both initial work experiences to learn work readiness skills (timeliness, organization, responsibility, customer service, etc.) and later work experiences to gain professional exposure, networks, etc. Any work experience supported by WIOA funds shall be connected to either an academic or occupational skill attainment goal for the youth participant. Ramsey County has many partnerships with local organizations ensuring participants access to opportunities to support them get a foothold into their chosen career pathways. Some of these work experience sites include the following sectors: Public Sector, Child Care, Fitness, Social

Services/Nonprofit, Recreation Centers, Construction, Welding, Entertainment/Media, Law, and many other industries. Work sites are determined based upon the students' interests and individual needs as well as the relationships with the potential employers and the opportunity for the youth to gain essential skills (soft skills) and technical skills.

To ensure that all participants' work experiences are providing hands-on, experiencing learning, and that the experience is to support the development of either an academic or occupational skill attainment, WFS staff complete, in partnership with the youth or young adults, a plan that identifies objectives for the participant to learn in the course of the experience. This simple document is shared with the work experience site supervisor, so that all parties are aware of purpose and intended outcomes for the experience. Additionally, work site supervisors complete two evaluations, one after the participant has completed 40 hours of the work experience, and one at the end of the work experience. This evaluation fosters conversations between participants and supervisors that will help participants reflect on their experiences and what they have learned, skills they have gained, etc.

Finally, WFS plans to incorporate the use of stipends to participants who are engaged in other experiential learning settings, through hands-on occupational training activities. WFS believes in supporting youth with opportunities to gain additional skills, credential or experiences that will assist them in obtaining and maintaining a living-wage career. In recognition that many of our youth participants are required to generate income to support themselves and their families, WFS plans to provide stipends to participants to allow for them to engage in these activities. These stipends will be set in accordance with the demands of these activities (including hours required/expected). All participants who receive stipend will be informed that income they receive through a stipend may be taxable and must be reported to any government/other programs that are income-based. By using stipends, WFS hopes to open doors of opportunity for youth who otherwise would not have access to due to financial circumstances and stresses.

**8. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.**

Every youth and young adult participant engaged in U LEAD will, in partnership with their counselor, develop an individualized Career Pathway. It is the goal of all the funding programs, that contribute to U LEAD, to aid participants in identifying a sector, profession or vocation that fits their interest, skills, strengths, etc. Through the completion of the Annual Assessment and ISS, WFS staff and participants complete the Youth Program Career Pathway Bridge and Career Pathway Bridge Mapping Tool, which are both best practice instruments that are adapted by the

Crittenton's "Women's Union Bridge to Self-Sufficiency", Minnesota DHS "Employability Measure" and the WFS "My Bridge of Strength".

The WIB continues to focus its efforts on key industry sectors which have been identified as Healthcare, Information Technology, Advanced Manufacturing, Construction, Business Services, Educational Services and Hospitality. These industry areas include high-growth, in-demand occupations for young adults to pursue. By having these industry experts serve on the WIB Youth Committee it allows WFS to stay current with local and regional industry standards, expectations, and skills needed for the pathways of interest. As part of regional planning efforts with other Region 4 WDAs, we will be showcasing different industries throughout the year and anticipate activities centered on youth.

Youth/young adult participants are provided with the most recent Labor Market Information (LMI) developed by the Department of Employment and Economic Development (DEED) through job search workshops (held at CareerForce and community sites) along with on-on-one career coaching and counseling provided by WFS counselors. Additionally, WFS recently entered a partnership with Real Time Talent, a service that provides local data on job postings in real time via online postings. Initially designed as a tool for employers who are competitively seeking employees, Real Time Talent will provide WFS planning and EGC staff with up to date labor market information. This LMI provided through these sources is used in the career navigation and counseling process to help participants make informed decisions about what pathways they want to pursue.

Resources used to provide current LMI include, but are not limited to:

- Apprenticeships/internships (work-based learning)
- CareerWise
- Construction Hiring Connection
- RealTime Talent tools
- O\*Net
- Industry subject matter experts (WIB members and other business partners)
- DEED's Data Center on mn.gov

**9. Attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWIB/Youth Committee.**

WFS Management Team creates and approves the policies for providing training funding to participants based on policy guidance from DEED. WFS uses training authorizations to pay training institutions directly. See Attachment D Youth Training Policy.

**10. Describe follow-up strategies for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.**

All U LEAD participants are made aware prior to program exit that they are able to access up to twelve months of follow-up services. Ongoing communication with young adults includes: phone calls, personal contact, text messages, email, and online tools such as JobConnect.

These supports are intended to assist participants to continue on a path toward career building, or other enhanced growth, to ensure success in employment and training.

Typically, young adults seeking services in follow-up want help with:

- Updating resumes
- One-on-one career counseling
- Accessing real-time employment and training information
- Invites/information on career and resource fairs
- Interview skills through conducting mock interviews
- Support services

Additional details about Follow-Up element can be found in Attachment E -Youth Exit Policy.

**11. Describe the Youth Incentive Policy and attach a copy of the most recent local incentive policy and when it was last approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and Chapter 18 "WIOA Youth Cost Matrix" for additional background.**

WFS Management Team creates and approves the policies for providing incentives to participants based on policy guidance from DEED.

Incentives can be utilized to encourage and motivate youth to reach specific goals and obtain successful outcomes. Incentives are given accordingly, not to exceed \$200.00 in value , annually, (ie. gift cards are given), and are provided to youth who have completed their goals as outlined below as they progress through the program:

- Reached a milestone or goal on their ISS
- Completion of career interest or work readiness trainings
- Brought in documentation for data validation
- Passed a GED test
- Completion of career pathway goals
- Completion of a certification or obtaining an industry recognized credential
- Mentoring another youth participant with a goal

See Attachment F- Youth Incentive Policy.

**12. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.**

Youth are co-enrolled in WFS youth program and other partner programs to gain enhanced comprehensive employment, educational and/or support services. Program staff from partnering organizations meet on a regular basis to discuss individual youth’s progress in both programs to allow for accurate evaluation of the needs and services for youth to successfully complete their goals while staying active in both programs.

WFS utilizes blended funds from State grants and other allowable federal programs for co-enrollment in employment, training and work-experience activities, as well as support services. These include Adult Career Pathways, Women’s Economic Security Act grant, TANF Innovation Project, MFIP and SNAP Employment and Training. As mentioned above in question 2, WFS is planning a new pilot program to increase the number of MFIP Young Adult participants being served with WIOA Youth supports. This is in recognition that WIOA Youth services provide a more developmentally appropriate, holistic approach to serving young people under the age of 25.

WFS co-enrolls eligible youth from YouthBuild program service providers, such as Change Inc (previously known as Guadalupe Alternative Programs), City Academy and Goodwill-Easter Seals, Minnesota. WFS counselors provide group intake sessions to youth and work closely with staff in these programs to provide complimentary services.

WFS has a department-wide focus on service delivery integration. This is to ensure that all program participants, including youth, receive a seamless service experience, that includes coordinated processes, regardless of funding sources.

**13. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:**

- **Dropouts and potential dropouts**
- **Youth with language and/or cultural barriers to employment**
- **Youth in foster care and aging out of foster care**
- **Homeless youth or runaways**
- **Youth offenders and at-risk of involvement with the juvenile justice system**
- **Youth with disabilities**
- **Teen parents**
- **Youth of color and other under-served, under-represented youth populations**

### **Dropouts and potential dropouts**

WFS' strategy is to continue to enhance and develop strong partnerships with multiple partners such as community-based organizations, urban and suburban alternative schools and Adult Basic Education Providers, including Saint Paul Public Schools Adult Basic Education and Harmony Learning Center. WFS provides services onsite or where the in-school youth are located, with the partners, to further expose them to career pathways, to assist them with obtaining their high school diploma, GED, adult diploma, and/or employment.

### **Youth with language and/or cultural barriers to employment**

Ramsey County provides services to communities of color with the goal of reducing employment barriers. WFS has an intentional focus on racial equity and eliminating economic disparities in communities of color throughout Ramsey County. Through these efforts, WFS has partnered with culturally-specific organizations in order to concentrate on eliminating barriers to employment and decreasing employment disparities and poverty.

WFS works in partnership with many local agencies/organizations including:

- Hmong American Partnership
- Network for the Development of Children of African Descent
- Ain Dah Yung Center
- Karen Organization of Minnesota
- CLUES (Comunidades Latinas Unidas en Servicio)
- LEAP High School
- English Language Learner Programs (Harmony Adult Basic Education, The Hubbs Center – St Paul Public Schools, etc.)

### **Youth in foster care and aging out of foster care**

WFS partners with Ramsey County Social Services Child Protection, Permanent Connections (adoptions) and Fostering Connections (long-term foster care) units to identify and serve eligible youth being served by Ramsey County foster care system. This partnership includes direct referrals and team consultations (as needed). Because of the focus on serving out-of-school youth, this partnership focuses on youth who are choosing to remain in extended foster care, past their 18th birthday, and are required to be engaged in either employment or education supports.

### **Youth experiencing homelessness or runaway**

WFS partners with a variety of organizations serving youth experiencing homelessness or runaway. First, is an inter-government Ramsey County Social Services Youth Engagement Program (YEP) unit, which serves truant and runaway youth. U LEAD program receives direct referrals from YEP to serve this specific population. Additionally, WFS is expanding partnerships with many homeless service organizations, including Ain Dah Yung, Catholic Charities, and Safe Zone, which will include possible co-locating U LEAD staff in locations where youth experiencing homelessness are provided with safe space to provide employment and training services on site. In fall of 2019, WFS co-located at the Catholic Charities St. Paul Opportunity Center. WFS continues to be in conversation with co-

location opportunities at Ain Duh Yung when in their recently opened Mino Oski Ain Dah Yung: Our Good New Home in St. Paul.

### **Youth involved in the juvenile justice system**

WFS is working to deepen a partnership with both Ramsey County Community Corrections and their contracted community service providers to better serve youth and young adults who have experienced the justice system (both juvenile and adult as WIOA Youth serves young adults up to age 24). WFS staff have presented about U LEAD services at meetings of juvenile and adult probation officers, and to the contracted community-service providers who support these young people. Currently Community Corrections and some of the community partners complete direct referrals to WFS for employment and training supports, and staff from all parties are involved in planning more extensive integrated programming. Additionally, Ramsey County has been a leader on juvenile justice reform since 2005 and recently Workforce Solutions has been brought to the reform table to be more intentional about including employment and training opportunities in systems change.

### **Youth with disabilities**

WFS partners with many disability service organizations, including Minnesota Vocational Rehabilitation (Voc Rehab), to serve youth and young adults with disabilities. This includes intentional partnership with Voc Rehab by serving some of their clients with paid summer internships, and management that sit on both the Workforce Innovation Board (WIB) of Ramsey County and WIB Youth Committee.

### **Teen parents**

WFS partners with Saint Paul- Ramsey County Public Health's Club Mom and Nurse Home Visiting Program to serve pregnant and parenting teens and young adults. Club Mom provides social supports (including parenting skills and supports) to young black women in Saint Paul and Nurse Home Visiting provides supports to parents on WIC and other first-time moms for navigating existing service systems, including social services, healthcare, etc. Both public health programs provide direct referrals to U LEAD, and currently county staff are exploring how to deepen the partnerships to best serve young parents in Ramsey County.

### **Youth of color and other under-served, under-represented youth populations**

Ramsey County provides services to communities of color with the goal of reducing employment barriers. WFS has had an intentional focus on racial equity and eliminating economic disparities in communities throughout Ramsey County. WFS's U LEAD program serves a majority youth of color. To best serve these youth and young adults, WFS partners with a variety of culturally-specific organizations, listed above.

- 14. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.**

- **Approach to assuring work readiness skill attainment for youth participants**
- **Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.**

WFS does not use any specific Work Readiness Indicator assessments. Work Readiness is most frequently determined prior to enrollment. As Counselors meet with potential participants, they use Motivational Interviewing and employment coaching techniques to determine a youth's readiness for employment. As they develop the youth's ISS, they are customizing measurable goals utilizing a person-centered approach. They use assessments such as [mynextmove.com](http://mynextmove.com) and <https://careerwise.minnstate.edu/> to help determine possible career paths based on the youth skills and passions.

For those ready for work, they look for employment or paid work experience sites, for those who are not ready, other steps are taken. Work experiences are used to help youth prepare for future employment. After 40 hours of work experience, counselors and site supervisors assess participants' work readiness through an initial generalized performance review, that includes skills such as timeliness, communication, time reporting, and leadership development. This assessment is completed again after the completion of the work experience to measure any increases in these work readiness skills.

**15. If the WDA is planning to provide Outreach to Schools activities in SFY 2021 as a component of MYP, please provide an overview and anticipated goals/objectives. See page 7 for additional discussion of OTS activities.**

U LEAD plans to offer the Outreach to School (OTS) program again in SFY2021 as a component of MYP. U LEAD currently has four interns located in four high schools: Roseville Area High School, Harding High School, Creative Arts High School, and LEAP High School. It is anticipated that these schools, or others will be interested in hosting interns again in the 2020-2021 school year. Three of these schools are located within the city of St. Paul, and one is in the suburbs. Interns work approximately 5 hours per week from October to June. Each school utilizes their interns according to the needs of the individual school and are usually housed within the counseling office or career center.

Our OTS model provides one-to-one and group assistance for students in the area of post-secondary, career exploration, and current labor market information. The benefit of OTS is that students get exposed to various career pathways that will help them make informed career decisions that may have not been addressed by high school counseling staff and to give some support to high school counseling staff. The outcome for students is that they possess the skills to navigate online career, available scholarships/financial aid, job-market information, and plan for post-secondary education or employment and to gain the

knowledge to make informed decisions for their path after high school. The OTS interns track how many students are:

1. In job search
2. In college prep activities
3. In career exploration activities
4. Needing help with current coursework

OTS interns' responsibilities include, but are not limited to:

- Assisting students in exploring careers and career pathways by assessing their interests and aptitudes, researching occupations, and helping them become familiar with employment trends and job seeking strategies
- Advising students on how to apply for post-secondary education and fill out the free application for student financial aid (FAFSA), and scholarships
- Contacting colleges and apprenticeship programs to ask for information on specific programs and organizing school informational tours
- Building relationships with each student, facilitating after school clubs and trainings
- Creating student bulletin boards containing information regarding volunteer, scholarships, and job opportunities
- Seeking out community resources and teen events

**16. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):**

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the "opportunity gap", "achievement gap", and disparities in the workforce. (See Attachment 3)

Details found in Attachment H

- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.

Private sector partnerships are a critical aspect of the success of the youth and young adult programs at WFS. As previously discussed, many private employer partners are sites for work experiences and internships for program participants. All work experience site supervisors receive an orientation that provides them with information and expectations that they will provide limited professional mentorship, job shadowing and any required on-the-job training for the participant to be successful. WFS is planning to increase and standardize this training to employer partners in 2020. In addition to work experiences and internships, U LEAD has partnered with private sector partners to create career shadowing, informational interviews, facility tours and on- and off-site job fairs. The Workforce

Innovation Board of Ramsey County, which is made up of 51% members from the private sector, provide both expertise and pathways to connect with private sector partners.

After participating in these activities, private sector employers have provided feedback and guidance to staff to assist us in further development of training materials for participants. This helps ensure that the content is appropriate and reflects the current workforce trends and issues. The activities mentioned above are based upon the vocational interests of the youth and the employer availability.

- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.

N/A

- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.

The major strategy that WFS employs to best serve youth and young adults with disabilities is to partner with other agencies whose primary order of business is serving this population, including special education providers and Minnesota Vocational Rehabilitation (Voc Rehab). As previously mentioned WFS works in partnership with Voc Rehab to provide participants with disabilities with paid summer internship/work experiences. Additionally, Counselors work with special education providers, both in local middle and high schools, and in alternative and high-school equivalency programs.

- Strategies for coordinating with after-school and out-of-school time programming.

U LEAD incorporates various community-based strategies for coordinating after-school and out-of-school time programming. Employment counselors connect with youth on a consistent basis about various programs that may be helpful for the youth. Out-of-school time and/or after-school networks that WFS staff are actively involved with are: Sundance Family Foundation Youth Social Entrepreneurship (YSE) sites, Prior Crossing (Wilder and Beacon youth housing), and Sanneh Foundation. WFS staff are also actively involved in the Suburban Ramsey Family Collaborative’s Out-of-School Time Network, which is a group of youth-serving professionals who coordinate out-of-school programming.

WFS provides space for participants to meet with staff at various locations, including in North Saint Paul, Maplewood and Saint Paul. The Career Labs are available for after-school youth (the spaces are staffed by an employment guidance counselor). Participants can receive assistance with career exploration and exposure through prearranged site visits, trainings such as work readiness, phone etiquette, interviewing skills, resume writing, and financial literacy. Additionally, depending on work site availability, in-school participants may be able to obtain a work experience outside of school hours.

- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

In addition to being the local workforce development area that administers and coordinates WIOA programs, Ramsey County WFS is also the local provider of MFIP and SNAP Employment and Training Programs. Young adults, below age 25, who are on public assistance, are assigned to one team of MFIP Employment Guidance Counselors. Historically, this population has been receiving services through contracted vendors, but in January 2020, these cases are served directly by Ramsey County. Because of this change, and a re-organization of WFS staff and management, a pilot is in the early stages of development, in which a greater number of MFIP young adult participants will be co-enrolled into the WIOA Young Adult program, and therefore receive additional, comprehensive employment and training supports. More details about this pilot program can be found in the response to question 2.

**17. Describe the WDA’s approach to making each of the 14 required youth Program Elements available to participants in WIOA. Briefly describe the following for each of the 14 required elements:**

- Who provides the service. If another agency (or agencies) provide these services, describe the scope of service(s) provided and how the WDA ensures participants are receiving appropriate service levels.**
- If the service is provided by another agency (or agencies), describe how they were selected, what kind of MOU exists between the WDA and the provider.**
- Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.**
- Summarize how the required program element is delivered to participants and any “best practices” associated with that element.**
- The required 14 WIOA Young Adult Program Elements [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460]:**

Below each program element is a narrative description of how WFS makes these supports available to WIOA Youth participants. Additionally, this information can be found in Attachment G.

**i. Program Element 1: Tutoring, study skills training, instruction and dropout prevention services**

WFS does not provide these services but coordinates referrals and follow up directly with community providers, including those affiliated with school districts and Adult Basic Education providers. If

a student is already connected to a school district, WFS staff will refer and advocate for student to receive these services through their school community. Currently, because WFS does not expend WIOA funding on services, there is no formal agreement between WFS and the school and community providers who offer these services. Best practices include these services being delivered by trained educators, often in individualized settings, drive by the student.

**ii. Program Element 2: Alternative secondary school services or dropout recovery services**

WFS does not provide these services but coordinates referrals and follow up directly with community providers, including those affiliated with school districts and Adult Basic Education providers such as The Hubbs Center, Minnesota Online High School, and Harmony Learning Center. If a student is already connected to, or has been connected to, a school district, WFS staff will refer and advocate for student to receive these services through their current or previous school community. Currently, because WFS does not expend WIOA funding on services, there is no formal agreement between WFS and the school and community providers who offer these services. Best practices include these services being delivered by trained educators, often in individualized settings, drive by the student.

**iii. Program Element 3: Paid and unpaid work experience**

Work experience is a key aspect of WFS's U LEAD program. WFS staff provide participants with connections to a number of community employers for hands-on learning experiences. Additionally, WFS expends WIOA funds on wages for participants as they complete these work experiences, as well as administration in processing payroll and other human resource supports. Occasionally, other funds, such as MYP, are braided into funding paid work experiences, for those participants who are dually eligible. WFS pursues best practices for work experiences, such as matching participants with agencies that fit their skills and interests. Additionally, WFS staff assist participants in setting and communicating learning objectives for their work experience to the supervisors prior to the beginning of the work experience. Work experience site supervisors also provide support and monitoring of these experiences by using tools provided by WFS.

**iv. Program Element 4: Occupational skill training**

Although WFS funds occupational skill training with WIOA funds, WFS is not the primary provider of these services. From individual assessment information, Workforce Solutions Employment Guidance Counselors assist youth with identifying occupational skills training opportunities that support their interests and goals. All approved training providers utilized can be located on Minnesota's Eligible Training Provider List (EPTL). WFS utilizes Individualized Training Accounts (ITAs) for OSY to administer this service. Some examples of occupational trainings that WFS has funded through ITAs include Certified Nursing Assistance training at the American Red Cross, Phlebotomy Technician Certificate at Saint Paul College, and Audio Technologies Training Program at Diverse Media Institute. This is in correlation with best practices of allowing participant choice, which increases the success of the training. Additionally, WFS staff provide participants with Labor Market Information, related to the occupation for the training, to ensure that participants have enough information to make thoughtful decisions related to their career choices.

**v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation**

Workforce Solutions Employment Guidance Counselors assist youth with identifying skills training opportunities that support their interests and goals and make referrals when appropriate to education institutions, adult basic education providers, non-profits and other entities who provide this contextualized education within their training program. Similarly, to Occupational Skills Training, WFS may expended WIOA funds to cover the cost of these services for participant who are not eligible for other funding, such as Pell Grants. WFS utilizes Individualized Training Accounts (ITAs) for OSY to administer this service. This is in correlation with best practices of allowing participant choice, which increases the success of the training. Additionally, WFS staff provide participants with Labor Market Information, related to the occupation for the training, to ensure that participants have enough information to make thoughtful decisions related to their career choices.

**vi. Program Element 6: Leadership development opportunities**

Although there are a number of organizations in the local communities providing this support, WFS has historically not expended WIOA funds to support this for participants connected to the program. WFS is currently in the process of a competitive solicitation process to select and partner with, and fund, community providers who are already serving similar populations, to expand the offering of this element to WFS youth participants. Participant's choice and investment in this element is key. It must be offered to all youth, regardless of barriers.

**vii. Program Element 7: Supportive services**

WFS provides support services to participants to reduce and eliminate barriers to successfully achieving educational and employment goals. These support services can be provided to the participant either as a reimbursement for support services the participant purchased or in the form of pre-loaded gas, bus or approved store cards for identified program allowable needs. MYP funds are also used to ensure access to necessary support services, for those participants eligible and enrolled in both programs. Because support service cards are considered cash equivalent, WFS follows a detailed procedure for requesting, receiving, providing and verifying these support services to meet federal guidelines for proper treatment of cash.

**viii. Program Element 8: Adult mentoring**

Although there a great number of organizations in the local communities providing this support, WFS has historically not expended WIOA funds to support this for participants connected to the program. WFS is currently in the process of a competitive solicitation process to select and partner with, and fund, community providers who are already serving similar populations, to expand the offering of this element to WFS youth participants. Mentorship should not be provided by Employment Guidance Counselors and should include at least 12 months of mentor relationship with at least monthly contact between mentors and mentees.

**ix. Program Element 9: Follow-up services**

WFS continues to be the provider of Follow-Up Services, once participants have exited the WIOA youth programs. Follow-up services are provided for up to 12 months after exit and include at least quarterly contact with Employment Guidance Counselor and

other elements (such as support services) as needed for participant to remain successful. The purpose of this element is to ensure that participants transition into education and employment smoothly.

**x. Program Element 10: Comprehensive guidance and counseling**

WFS currently provides this support for all participants enrolled in both WIOA and MYP youth services. Participants are matched with an Employment Guidance Counselor (EGC) who assists them with assessing and identifying their desired educational and career goals and aid them in taking steps towards achieving these goals. All of the youth EGCs at WFS are trained in Global Career Development Facilitation (GCDF). EGCs, in partnership with participants, develop an Individualized Service Strategy (ISS) that serves as a roadmap and guide for the services that will be provided. The scope of these supports does not include provision of mental health, chemical health or housing supports, but rather appropriate referrals to qualified providers. WFS provides these services with funding from WIOA, along with other sources including MYP, TANF Innovation, and other competitive grant allocations. All EGCs are highly encouraged, and supported with budget allocations, to engage in professional development activities to ensure that practices continue to improve as new information becomes available in the field.

**xi. Program Element 11: Financial literacy education**

Historically, WFS has been the provider of this element to program participants, but similar to other elements WFS is intending to build a greater network of providers with specific areas of expertise and resources to embed into the service continuum to better serve participants. One such potential partner is FAIR Financial Solution created by Prepare + Prosper and Sunrise Banks. FAIR can provide checking accounts regardless of banking history, savings, credit building and financial coaching. WFS is currently in the process of a competitive solicitation process to select and partner with, and fund, community providers who are already serving similar populations, to expand the offering of this element to WFS youth participants. Through this process, WFS hopes to contract and fund (with WIOA funds) various options to increase financial literacy opportunities, especially with programs that acknowledge and provide education about the discriminatory policies and practices that have led to inequitable outcomes for communities of color.

**xii. Program Element 12: Entrepreneurial skills training**

Although there are a number of post-secondary institutions that provide educational programs focused on entrepreneurial skills and starting businesses, WFS has historically not spent WIOA funds on these supports. WFS is currently in the process of a competitive solicitation process to select and partner with, and fund, community providers who are already serving similar populations, to expand the offering of this element to WFS youth participants. Through this process, WFS hopes to contract and fund (with WIOA funds) unique programming that teaches participants about owning and operating businesses, in hopes of overcoming historical disparities in entrepreneurial investment.

Additionally, WFS has partnered with Ramsey County Community & Economic Development and the Metropolitan Consortium of community Developers on their new program, Open to Business. Through this program, Ramsey County Business Advisor Noah Her has and will continue to provide Entrepreneurial Workshops and 1:1 technical assistance to youth participants who are interested in starting their own small business.

**xiii. Program Element 13: Services that provide labor market information**

WFS staff access many open sources of labor market information (LMI) both in program planning and in individual service planning with participants. Some of these sources includes Minnesota Department of Employment and Economic Development, My Next Move, and Real Time Talent. WFS staff provides and coaches participants in accessing relevant labor market information. Utilizing LMI is a key aspect of the comprehensive employment guidance counseling services that WFS provides, to ensure that participants can make informed decisions about their futures.

**xiv. Program Element 14: Postsecondary preparation and transition activities**

WFS, along with local school districts and adult basic education providers, has historically provided this element to those students transitioning to post-secondary. WFS staff have aided participants, as an aspect of their individualized plan, with completing activities that would fall under this element. As with other elements, WFS hopes to increase available providers of this support, funded by

WIOA, through a competitive solicitation process to select, partner with, and fund community providers already doing similar work. It is important to WFS that those who provide this support are qualified and will provide individualized supports to participants to increase their success in postsecondary education.

## Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care

(Applies to WIOA Youth funded programs ONLY)

**IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. Please complete the following questions and send it to DEED for review and approval. Once approved, this will be incorporated into your existing workplan. A separate budget template is also included and must be used in place of the "regular" budget form traditionally used by WDAs.**

### Questions to be completed:

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.

According to Wilder Research, on October 22, 2015, Ramsey County had 902 children and young adults (under the age of 24) who were in emergency shelter, transitional housing or unsheltered (Heineman, Decker Gerrard and Hansen, 2017). Many of these youth and young adults are seeking employment, both for the additional income, and the increased stability that comes with that. Ramsey County Workforce Solutions (WFS) youth team is developing a number of new partnerships and strategies to outreach and recruitment homeless in-school youth, both directly and through other professionals already serving this population.

First, we are one of many stakeholders engaged in Heading Home Ramsey, a collaboration of community members, organizations and government entities, to eliminate homelessness in Ramsey County. The planner on our youth team currently attends the Heading Home Ramsey practitioner meetings, which includes a number of youth practitioners in suburban Ramsey County, who are primarily serving homeless and highly-mobile families. WFS staff recently presented about WIOA Youth services to this group, and many of the practitioners were very interested in how to make referrals for young people.

Secondly, WFS has historically had informal relationships with many other community-based organizations serving homeless youth, through our youth employment guidance counselors. WFS staff are currently in the process of formalizing partnerships with two organizations that primarily serve homeless youth, Ain Dah Yung and Face 2 Face. Ain Dah Yung provides a number of supports to youth, including street outreach, emergency shelter, and transitional housing. Face 2 Face provides street outreach, a youth drop-in center (Safe Zone) in Saint Paul, sexual, medical and mental health supports for youth and young adults. Through more intentional partnerships, including co-created referral processes, with these

organizations, WFS hopes to have greater success in connecting homeless youth with employment supports.

Third, as a department of Ramsey County, WFS has a close relationship with Ramsey County Social Services and Ramsey County Community Correction, which administers child welfare, foster care, children's mental health, probation and other supports for youth in the child protection system. One recent example of this continued partnership is that Children's Mental Health recently received a grant in partnership with WFS, to support more subsidized work experiences for youth receiving targeted children's mental health case management. Additionally, WFS staff have recently presented about youth and young adult services to the Fostering Connections unit in social services, which serves young adults who are "aging out" of foster care and recently received a number of referrals following that presentation.

Finally, WFS will be continuing our work with local high schools, and will be growing our connection to the McKinney-Vento representatives and social workers at those schools. With support from DEED and MDE, we hope to make connections with those school representatives to create processes for schools to increase referrals of homeless youth to WIOA programs. This will be building on relationships WFS staff already have with many schools, including a recent partnership with High School for Recording Arts, an alternative high school in Saint Paul. Additionally, WFS and Saint Paul Public Libraries are beginning a partnership, where a youth counselor will be co-located at Arlington Hills library one day per week, to work with youth who are there. This will increase our ability to reach homeless youth, who because school will be out during the summer, may be spending day time hours at the library.

2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.

WFS will be working with all of the school districts that have high schools within the boundaries of Ramsey County, or provide educational services to residents of Ramsey County. These include Northeast Metro District 916, Saint Paul Public Schools (ISD 625), North St. Paul-Maplewood Oakdale Schools (ISD 622), Mounds View Public Schools (ISD 621), White Bear Lake Schools (ISD 624), and Roseville Public Schools (ISD 623).

3. What services would you anticipate may need to be provided above and beyond what you are already offering?

Workforce Solutions will prioritize all Homeless Youth Referrals, whether coming from a direct partners, or an indirect referral source, to ensure that homeless youth will be engaged and connected with services immediately. Support Service spending caps will be extended for homeless youth, as we realize that the needs of this population are often greater than those that have stable housing. Workforce Solutions will offer direct referrals, or connections to, other service providers in the county that deal specifically with homeless youth. This can be done primarily through our involvement with Heading Home Suburban Ramsey, which has multiple members who offer a variety of services to homeless youth.

**Ramsey County Request for Proposals ("RFP")  
RFP #: JTPA0000001262C**

**RFP Title: Employment Services for County Workforce Solutions (WFS)**

First Time Solicitation: Yes Continuous

RFP Posting: Yes

Send response to:

Ramsey County Procurement 210  
Court House  
15 West Kellogg Boulevard Saint  
Paul, MN 55102

**Procurement Specialist Name: Ms. Kyle Rahne Procurement  
Specialist Email: kyle.rahne@co.ramsey.mn.us Procurement  
Specialist Telephone: 651-266-8078 Procurement Specialist Fax:  
651-266-8070**

Responses must be received by 2:00 p.m. Central time on any date through June 30, 2020.

**THIS IS A PRICE INQUIRY. THIS IS NOT AN ORDER.**

Terms and Conditions governing this solicitation, including applicable insurance requirements, are included as a part of this document. Ramsey County has no obligation to place an order as a result of this inquiry.

**Solicitation Schedule**

Listed below are specific dates and times of actions related to this solicitation. Actions with specific dates and/or times must be completed as indicated unless changed by Ramsey County. With the exception of the anticipated contract start date, in the event that Ramsey County finds it necessary to change any of the specific dates and/or times in the schedule listed below, it will do so by issuing an addendum which will be posted to Onvia DemandStar.

RFP Released: February 24, 2016

Pre Solicitation Response Conference: N/A

Pre Solicitation Response Conference Location: N/A Contractor

Questions Due: N/A

Addendum with Answers to Questions Issued: N/A Solicitation

Responses Due: Anytime through June 30, 2020 Solicitation Public

Opening: N/A

Notice of Interviews: If required, through June 30, 2020 Interviews:

As needed

Notice of Intent to Award: Variable Anticipated

Contract Start Date: Variable

**Solicitation Description**

The County seeks Employment Services (defined below) providers ("ES Providers" or "Contractors") to assist job seekers with access to employment, education/training, and/or support. **This is a continuous RFP and proposals will be accepted through June 30, 2020.**

**Pre Solicitation Response Conference**

A non-mandatory pre solicitation response conference will be held at N/A Central time, on N/A at N/A. The purpose of the conference is to discuss the work to be performed and allow Contractors to ask questions concerning the solicitation. Questions and answers will be transcribed and posted on Onvia DemandStar after the meeting in the form of an addendum. Individuals needing an interpreter

or individuals with a disability needing accommodation should contact the Procurement Specialist identified above prior to the date set for the pre solicitation response conference so that a reasonable accommodation can be made.

## **1. Project Information**

### **1.1. Purpose**

Ramsey County, through the Workforce Solutions (“WFS”) Department, seeks proposals from qualified ES Providers to assist eligible job seekers to access employment, education/training, and/or support services to succeed in a competitive labor market and to match employers with the skilled workers they need to compete in the global economy. ES Providers must provide objective expertise in every phase of the Employment Service delivery models in any or all of the following service categories: core, intensive, training, support and administration.

“Employment Service(s)” means services as authorized under Title I of the Federal Workforce Innovation and Opportunity Act (WIOA) for both youth and adults and the State of Minnesota Dislocated Worker Program and includes employment services for eligible program specific participants in the following service models: Youth or Young Adult Services, Adult and/or Dislocated Worker Services and/or an integrated model that serves more than one program. Participants to be served under the resulting contract are primarily Ramsey County residents.

For the purpose of this RFP, the Youth or Young Adult Programs will be referred to as "Youth" programs and examples of allowable expenditures are listed in **Attachment A**. Additionally, programming for Adult/Dislocated Worker Services will be referred to as "Adult" programs, unless specified.

The WIOA legislation was signed into law on July 22, 2014, which supersedes the Workforce Investment Act (WIA) of 1998 and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. New provisions are intended to generate innovative, cross program approaches that align employment and training policies and funding to support integrated, comprehensive services that help low-skilled and low-income people including disconnected youth, under-employed adults and others with unique barriers to employment gain access to education, training, employment and support services needed to successfully enter and/or advance in the workforce.

To effectively grow a diverse and competitive workforce through local programming and strategic collaboration, the County intends to contract with one or more qualified ES Providers to deliver culturally appropriate services in the following program areas: Youth Employment Services, Adult Employment Services, and Dislocated Worker (state governed) Employment Services and/or combination of Employment Services under more than one program.

ES Providers will be selected according to the timetable in this RFP. However, **the County reserves the right to accept additional proposals and select additional ES Providers on or before June 30, 2020 as deemed desirable by the County.**

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### **1.2. Background Information**

#### **1.2.1 Overview of Ramsey County, the Workforce Investment Board and WIOA**

Employment Services are authorized by the Ramsey County Board of Commissioners (“Board”) and the Workforce Innovation Board of Ramsey County (“WIB”), which have joint responsibility for oversight and policy direction for workforce development services carried out under WIOA in

the State of Minnesota's Workforce Service Area ("WSA") #15. WSA #15 covers all nineteen cities of geographical Ramsey County, including the City of Saint Paul.

The Board is the fiscal agent for these services. The County assumes direct fiscal management responsibilities on behalf of the Board and receives the funds to provide Employment Services through its department WFS and contracted ES Providers.

### **1.2.2 Overview of County Employment Services**

The mission statement of the WIB states that "workforce development is a community and economic development strategy that focuses on the skills and education of the region's people to enhance the stability and prosperity of the local community." The mission statement of WFS aligns with the WIB and intends "to strengthen the economic success of our community through personalized and effective workforce development."

The WIOA Youth Program in the County operates under the name U LEAD providing services for at-risk youth ages 14-21 (in school) and ages 16-24 (Out of School). This model is a performance-based model that allows innovative approaches to serve youth and young adults with job-skills training and development through education, support and work experiences. Using a formal assessment-based model, each participant identifies his or her individual skills and needs while a customized plan is co-developed with their Employment Guidance Counselor, utilizing the 15 performance measures defined under WIOA as Program Elements that will position the youth to achieve long-term economic success.

The definition of eligible Youth can be found in **Attachment A** attached hereto.

The WIOA Title I Adult Program is the U.S. Department of Labor's primary employment and workforce preparation service program that serves low income adults over the age of 21. The County, through WFS, administers the WIOA Adult funds. WFS also administers the State of Minnesota Dislocated Worker programs offered to eligible Ramsey County residents. For detailed information about the range of services offered to either target population see **Attachment B** attached hereto. Both programs are performance based and require ES Providers to adhere to the Local Plan as defined in WIOA in effect at all times.

Examples of contracted Employment Services include one or more of the following:

- a. Career Services
- b. Training Services
- c. Support Services
- d. Administrative Services

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### **1.2.3 Program Goals**

WFS is committed to advancing the County's goals of cultivating economic prosperity and investment in neighborhoods with concentrated financial poverty and enhancing access to opportunity and mobility for all residents and businesses. It is the County's desire to contract with ES Providers with services aligned to meet those goals. Although the final WIOA regulations are pending, the overall goals are to align workforce and economic development of the region with key focus areas of employer engagement, industry collaborations, career pathways and community level engagement. Local ES Providers with active, established connections to employers and community based resources will be given special consideration for this RFP. This RFP seeks to involve community agencies, institutions and employers in the process of developing the County's current and future workforce to assure the future economic success of the County and its residents.

### **1.2.4 Employer/Industry Collaborations**

Private employer or local industry involvement is integral to the success of County residents and intentionally emphasized in the new WIOA legislation; therefore, ES Providers are asked to demonstrate mutually beneficial programs and services to maximize all aspects of their outreach and placements, ensuring that both WIOA participants and local employers benefit. Of particular interest to the County is a focus on sustainable career pathway and career development that will lead to livable wage jobs. Career pathway and career development plans should focus on sectors that show current and/or future positive job potential based on reliable labor market information (LMI). Industry Sector priorities currently identified by the WIB include: healthcare, advanced manufacturing, construction, and information technology.

### **1.2.5 Career Pathways**

Career pathways are not new; however, new programs and projections impact stakeholders and can create a new competitive way of growing current and future businesses, by developing the workforce of tomorrow in today's marketplace. Career pathway models need to operate at two levels – a systems level and an individual program level. At the systems level, career pathways development is a broad approach for serving populations that may experience significant barriers to employment and can substantively alter the way the workforce system delivers its services and its relationship with partner organizations and stakeholders. Career pathway programs offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies.

### **1.2.6 Community Engagement**

Agencies and institutions, by virtue of their mission and location within the community, already have established relationships with many of the youth who would be eligible to receive WIOA program services. The services to be provided by the ES Providers are intended to augment community resources by providing County financial resources and technical support, through WFS, in the area of job-skills development and evidence based- career pathways and connections to colleges and post-secondary education. By making this connection between WFS and community agencies and institutions, more financial resources, support services and employer connections will be leveraged to provide assistance to Youth and Adults. This connection between WFS, community agencies and institutions will also strengthen the community's ability to provide input into programming that must include intentional and seamless services in parenting, education, and career attainment that will lead to family sustaining careers.

Additionally, by contracting employment services, the County is able to effectively meet Youth and Adults where they are, offer ongoing and consistent personalized guidance and support and

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appropriately refer participants to career pathway “on ramp” services (i.e. helping connect Youth and Adults to services to overcome non-education and non-employment barriers while exposing them to in-demand careers and related work experiences).

### **1.3. Scope of Services**

The Contractor shall provide, under the current strategic plan for the County's Workforce Innovation and Opportunity Act (WIOA) programs, the **four phases** of Employment Services which include: Outreach & Engagement, Enriched Preparation, Occupational Bridging, and Support & Retention Services.

Specifications for the Youth WIOA Program are described in **Attachment A**.

Specification for the WIOA Adult Programs and Minnesota State Dislocated Worker Program (DW) are described in **Attachment B**.

#### **1.4. Contractor Qualifications**

Desired qualifications/experience:

- Certifications in Global Career Development Facilitation (GCDF)
- Demonstrate experience working with bilingual clients and families
- Demonstrate a willingness to collaborate on innovative employment service solutions and models.

Required Contractor qualifications are set forth at Section 2.6.11.

#### **1.5. Multiple Contractors**

##### **1.5.1.**

Ramsey County has determined that the services required by this RFP are critical to the needs of Ramsey County or the Clients served by Ramsey County. As a result, this RFP will open on March 17, 2016 and close on March 16, 2021.

##### **1.5.2.**

Ramsey County reserves the right to contract with one or more Contractors whose solicitation response meets or exceeds an average score of 75 % based on the evaluation criteria stated in this solicitation. Contracts executed as a result of this solicitation shall not exceed five (5) years.

#### **1.6. Contract Term**

The anticipated term of the resulting Agreement shall be from the dates indicated in Attachments A and B and shall continue for twelve (12) months and may be renewed up to four (4) additional one-year periods. Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

**Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.**

#### **1.7. Costs**

##### **1.7.1.**

The resulting contract fee shall be a rate setting contract with a not to exceed threshold to be determined.

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##### **1.7.2.**

The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the work.

##### **1.7.3.**

The solicitation response shall not include applicable state sales tax.

#### **1.8. Subcontractors**

Subcontractors may be used to perform work under the resulting contract.

## **2. General Solicitation Standard Terms and Conditions**

### **2.1. Solicitation Process**

The County will not provide compensation to the Contractor for any expenses incurred for solicitation response preparation. The County expressly reserves the right to amend or withdraw this solicitation at any time and to reject any or all solicitation responses. The County reserves the right to waive any minor irregularities in the solicitation process. All communications during the solicitation process shall be directed to the solicitation contact assigned to the solicitation, as identified on the first page of this solicitation. Contractors shall not have contact with any other County employees or elected officials at any time during the solicitation process. Violation of this provision shall disqualify the contractor from consideration.

### **2.2. Solicitation Questions**

All questions concerning this solicitation shall be submitted in writing to the solicitation contact at the fax number or email address listed above.

### **2.3. Pre Solicitation Response Conference**

The purpose of a pre solicitation response conference is to answer questions, clarify ambiguities and respond to general issues in order to establish a common basis for understanding all of the solicitation requirements. A written summary of the outcome of the conference shall be posted to Onvia DemandStar in the form of an addendum. Contractors shall rely only on the provisions of this solicitation document and any addenda in preparing a solicitation response.

### **2.4. Solicitation Addenda**

Any solicitation changes, additions, alterations, corrections, or revisions shall be made in writing via an addendum within a reasonable time to allow prospective contractors to consider them in preparing their solicitation responses.

### **2.5. Collusion**

Contractors shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result from its acceptance, including actions involving other contractors, competitors, County employees or County Board members. Evidence of such activity will result in rejection of the solicitation response.

### **2.6. Solicitation Response Format and Content**

Contractors shall include the following forms and information in their solicitation responses. Responses should be a maximum of 10 pages, not including attachments.

#### **2.6.1.**

Completed Solicitation Response Form, attached.

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#### **2.6.2.**

Completed Contractor Information and Reference Form, attached.

#### **2.6.3.**

Description of the Contractor's overall approach or solution.

**2.6.4.**

Resumes of key Project participants, including prior projects of similar size and scope for which the participants played the same or a similar role as proposed for the County's project.

**2.6.5.**

A summary of claims brought against the proposer, subcontractors, and proposed project team members during the past five years related to their goods and/or services, and the status of each claim.

**2.6.6.**

Completed Lobbying Certification Form, attached.

**2.6.7.**

Attachment C-Proposal Service Area Checklist

**2.6.8.**

Attachment D-Budget Proposal Form-WIOA Youth

**2.6.9.**

Attachment E-Budget Proposal Form-WIOA Adult

**2.6.10.**

Attachment F-Required Administrative Capabilities

**2.6.11.**

In addition to the above, the proposal must contain the following information, presented in the order shown (10 page maximum narrative response, with up to 5 pages of attachments):

**A. Contractor Overview/Qualifications:**

Requirements:

- Describe how Contractor's mission aligns with the County's mission to grow a competitive workforce through programming aimed at meaningful and stable employment for youth and adults
- Describe Contractor's management approach and recent experience in delivering employment services to youth and/or adults and their families – provide relevant information from the past three years.
- Describe the cultural, linguistic, and special populations make-up of the Contractor team (include management and Board of Directors in the data) along with unique skills and successes in serving clients and full families with culturally diverse backgrounds

- Describe Contractor team member qualifications and unique resources necessary to conduct assessments, case management, referrals, and placements related to the spectrum of barriers faced by local job seekers
- Demonstrate the capacity to collect, protect and disseminate data through policy and practices related to the reporting and performance outcomes required by local, state and/or federal programs along with indicators specified by the County.
- Describe Contractor's current caseloads and target populations
- Demonstrated fiscal management along with team member qualifications for accounting, reporting and monitoring programs.
- Demonstrated knowledge of labor market information, tools and trend analysis.

**B. Proposed Scope of Services**

Contractors must include a proposed Scope of Services for the resulting contract that outlines in detail the Employment Services proposed by Contractor.

Employment Services may include one or more of the following:

- a. Career Services (e.g., intake and eligibility, counseling, case management, job search, job placement services, labor market information, culturally informed services, assessments and retention services).
- b. Training Services (e.g., career pathway and sector collaboration projects, group training, computer training, training plans and approval, participant training costs (fees and tuition assistance) at approved training providers).
- c. Support Services (e.g., dispersing of funds to support employment or education goals including emergency funds).
- d. Administrative Services (cap of 5% on administrative costs for allowable services – finance, data, leadership).

**2.6.12.**

Submission of a solicitation response constitutes agreement by the contractor that it has read and will comply with all provisions in this solicitation document, including the General Contract/Agreement Terms and Conditions, and any addenda issued, and not on oral statements. Solicitation responses shall be signed by a contractor representative authorized to bind the contractor. If a contractor fails to submit the required forms and content, the solicitation response will be considered non-responsive and shall be rejected.

**2.7. Response Submission**

Contractors must submit one original and 2 copy (ies) of the solicitation response in writing and unbound. The original shall be submitted in a sealed envelope, with the RFP Title and Number on the outside to the mailing address listed above. The requested copies shall be packaged together, in a separate sealed envelope, with the RFP Title and Number on the outside to the mailing address listed above. Proposal responses must be received no later than 2:00 P.M., Central time, on any date through June 30, 2020. Faxed, emailed, and oral solicitation responses will not be considered. The Contractor's name will be read at public opening.

**2.8.**

In addition, contractors shall include a complete copy of the solicitation response in the following electronic format(s):

One pdf copy of your proposal on a jump drive or CD.

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## **2.9. Solicitation Response**

### **2.9.1.**

Upon submission, a solicitation response becomes the property of the County and will not be returned. The County retains the right to use any concept or idea presented in any solicitation response, whether or not that solicitation response is accepted. All information included in the submitted solicitation response will be classified in accordance with Minn. Stat. §13.591 governing data practices.

### **2.9.2.**

The solicitation response shall remain valid for 120 days starting on the solicitation response due date.

## **2.10. Solicitation Response Acceptance**

Solicitation responses shall be unconditionally accepted without alteration or correction, except as authorized.

## **2.11. Conditioning Solicitation Responses Upon Other Awards Not Acceptable**

Solicitation responses conditioned upon receiving award of both the particular contract being solicited and another County contract shall be rejected.

## **2.12. Solicitation Response Mistakes**

### **2.12.1.**

A solicitation response may be withdrawn on written request of the Contractor prior to the solicitation due date and time. Negligence of the Contractor in preparing its response confers no right to withdraw the solicitation response after the solicitation due date and time. Prior to the due date and time, changes may be made, provided the change is initialed by the Contractor's agent. If the intent of the Contractor is not clearly identifiable, the interpretation most advantageous to the County will prevail.

### **2.12.2.**

Any solicitation response, withdrawal, or modification received after the solicitation due date and time shall be considered late and the solicitation response, withdrawal, or modification shall be rejected.

## **2.13. Evaluation and Selection Process**

### **2.13.1. Creation of Evaluation Team**

The County shall create an Evaluation Team consisting of County employees, consultants, or community representatives who represent different backgrounds, experience, subject matter, and departments. After the submission date and time, contractors may have direct communications with Evaluation Team members, County employees, County elected officials, and County consultants only in response to a request from the County. Violation of this provision shall disqualify the contractor from further consideration.

### 2.13.2.

The Evaluation Team shall evaluate the written solicitation responses using the following Evaluation Criteria, with the identified maximum points values:

#### **Evaluation Criteria and Maximum Points Value**

0 Contractor Qualifications (experience, training, technical and professional ability)

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0 Key Personnel Qualifications (experience, training, technical and professional ability)

40 Project Understanding and Approach

0 Cost

30 Team qualifications and organizational experience to carry out planned activities

10 Contractor's overall administrative/organizational capacity

10 Contractor's data management systems capabilities and team experience

5 Organizational expertise (i.e. culturally specific, targeted industries, etc.) And/or leveraged opportunities for innovation (i.e. grants, new technology, etc.)

5 Appropriateness of budget to support the overall service plan

**100 Total Possible Points**

### 2.13.3.

The County reserves the right to interview any or all proposers, or to require a demonstration or a site visit at its discretion. The County is not responsible for any costs incurred by the proposer in preparing for or participating in an interview, demonstration, or site visit.

### 2.13.4.

If interviews are required, Contractors selected for interviews shall be given enough time to make necessary interview preparation and travel arrangements. All Contractors interviewed shall be given the same amount of time for the interview.

### 2.13.5.

The County reserves the right to request any additional information at any stage of the solicitation process. Compliance shall be at the contractor's expense.

## **2.14. Selection**

### 2.14.1.

The County is not bound to accept the lowest cost.

### 2.14.2.

The County reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of Contractors as the County deems to be in its best interests.

### 2.14.3.

A written Notice of Intent to Award shall be sent to the contractor who scored the highest in accordance with the evaluation criteria as stated in the solicitation document.

## **2.15. Notice of Intent to Award**

The following must be submitted in response to a Notice of Intent to Award Letter within 10 business days:

### **2.15.1.**

Taxpayer Identification Number and Certification, I.R.S. Form W-9

### **2.15.2.**

PDF of Contractor's current status with the Minnesota Secretary of State's Certificate of Registration. **All Contractors, with the exception of Sole Proprietors, shall be properly registered with the State of Minnesota and submit proof of active registration prior to contract award.** Contractor's whose main office is not in the State

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of Minnesota must register with the State of Minnesota as a Foreign vendor and provide a PDF of your status with the Minnesota Secretary of State's Certificate of Registration.

### **2.15.3.**

Certificate of Insurance (COI)

## **2.16. Public Notice**

The County uses Onvia DemandStar "DemandStar" to release all competitive solicitations and associated addenda. Onvia offers contractors immediate and automatic notification of solicitation announcements, documents, results, and prior solicitation information 24 hours a day, 7 days a week. Subscription to DemandStar is free by following the DemandStar Registration Instructions. Contractors may contact DemandStar directly by calling 1-800-711-1712. Construction related solicitations shall be published in the County's official newspaper for three weeks. All other advertising or publishing requirements applicable to the purchase shall be published in the County's official newspaper for at least two weeks. Public notice of the solicitations shall include a reasonable time to allow for receipt of solicitation responses.

## **2.17. Trade Secret Information**

### **2.17.1. Trade Secret Information Caution**

Solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by the County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b)

### **2.17.2. No Contingency**

The solicitation response shall not be contingent on the County accepting the contractor's claim that certain data is Trade Secret Information within the meaning of Minnesota Statute Section 13.37, subd. 1(b)

**2.17.3. Trade Secret Information Review**

County review of data identified as Trade Secret Information will not occur unless and until such time as an appropriate request for the data is made by a third party

**2.17.4. Notice of Request for Trade Secret Information**

At such time as an appropriate request for data identified in a response as Trade Secret Information is made, the County will provide the responder with notice of the request for the Trade Secret Information

**2.18. Only One Solicitation Response Received**

If only one solicitation response is received, an award may be made to the single Contractor if the County finds that the price submitted is fair and reasonable, and that either other Contractors had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

**3. General Contract/Agreement Terms and Conditions**

**3.1. Payment**

**3.1.1.**

Invoices shall show applicable Minnesota sales tax of 6.875% separately.

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**3.1.2.**

No payment will be made until the invoice has been approved by the County.

**3.1.3.**

Payment shall be based on a negotiated payment schedule.

**3.2. Application for Payments**

**3.2.1.**

The Contractor may not submit invoices more than once a month.

**3.2.2.**

Invoices for any goods or services not identified in this Agreement will be disallowed.

**3.2.3.**

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

**3.2.4.**

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

### **3.2.5.**

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

### **3.2.6.**

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is

\$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

### **3.3. Independent Contractor**

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners between the parties or as constituting the Contractor as an employee of the County.

### **3.4. Successors, Subcontracting and Assignment**

#### **3.4.1.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants, contracts and obligations contained in this Agreement.

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#### **3.4.2.**

The Contractor shall not enter into any subcontract for performance of any services under this Agreement nor assign or transfer any interest in this Agreement without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Contractor shall be responsible for the performance of all subcontractors.

### **3.5. Compliance With Legal Requirements**

#### **3.5.1.**

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

### **3.5.2.**

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

## **3.6. Data Practices**

### **3.6.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

### **3.6.2.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

## **3.7. Security**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a

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report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

### **3.8. Indemnification**

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

### **3.9. Contractor's Insurance**

#### **3.9.1.**

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

#### **3.9.2.**

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

#### **3.9.3.**

Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

##### **3.9.3.1.**

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent.

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##### **3.9.3.2.**

Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured on a primary basis with respect to ongoing and completed operations of the Contractor, using ISO endorsement form CG 20 10 and 20 37 or the equivalent.

#### **3.9.4.**

Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.

#### **3.9.4.1.**

Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.

#### **3.9.4.2.**

If the Contractor is providing services to clients, customers, patients, and inmates, and not directly to the County, then Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.

#### **3.9.5.**

Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

#### **3.9.6.**

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts.

#### **3.9.7.**

If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

#### **3.9.8.**

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

#### **3.9.9.**

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

#### **3.9.10.**

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

**3.9.11.**

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the provisions of Minn. Stat. Ch. 60A, as applicable.

**3.9.12.**

The Contractor shall provide the County with prior notice of any lapse in the insurance required under this Agreement including cancellation and/or non-renewal or material change in coverage. The Contractor who is providing services on behalf of the County shall notify its insurer that the County is requiring third party notice of mid-term cancellation per Minn. Stat. §60A.36, Subd. 2a.

**3.9.13.**

Nothing in the Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

**3.9.14.**

A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

**3.10. Audit**

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon written request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

**3.11. Notices**

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

**County:** xxx

**Contractor:** xxx

If the name and/or address of the above-identified representatives changes, notice of such change shall be given to the other party in accordance with the provisions of this section.

**3.12. Non-Conforming Services**

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

**3.13. Setoff**

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of

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the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

### **3.14. Conflict of Interest**

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

### **3.15. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

### **3.16. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

### **3.17. Unavailability of Funding - Termination**

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

### **3.18. Termination**

#### **3.18.1.**

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

#### **3.18.2.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the

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seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

### **3.18.3.**

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

## **3.19. Interpretation of Agreement; Venue**

### **3.19.1.**

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

### **3.19.2.**

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

### **3.20. Warranty**

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

### **3.21. Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

### **3.22. Infringement**

#### **3.22.1.**

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly

notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

### **3.22.2.**

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction is imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software,

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licenses, materials, reports, documents, data, or documentation and refund any license fees and any other costs paid by the County in conjunction with the license or use of the materials, reports, documents, data, or documentation.

### **3.23. Cooperative Purchasing**

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

### **3.24. Debarment and Suspension**

When Ramsey County is using federal funds for a purchase of \$25,000 or over, the federal government prohibits the County from purchasing from a party that has been debarred or suspended under federal debarment laws, executive orders, and regulations. In addition, Ramsey County has enacted Ordinance 2013-330 Ramsey County Debarment Ordinance that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

### **3.25. Diverse Workforce Inclusion**

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:

1. <http://www.JobConnectmn.com/>
2. <http://www.ConstructionHiringConnection.com/>

Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors

and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.

Additional assistance is available through [JobConnect@co.ramsey.mn.us](mailto:JobConnect@co.ramsey.mn.us) or call 651-779-5652.

### **3.26. Entire Agreement**

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

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## **4. Special Contract Terms and Conditions**

### **4.1.**

#### **Ownership and Use of Electronic Data and Documents**

- A.** The County owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks, in the Documents created under this Agreement and for which the Contractor has received Final Payment. To the extent permitted under applicable law, Contractor agrees that all Documents are considered “works made for hire” pursuant to U.S. Copyright Act, 17 U.S.C. §101 et seq., and any foreign equivalent thereof. To the extent, if any, that Documents may not be considered works made for hire, Contractor hereby assigns to County all of its copyright ownership, right, title, and interest in and to all Documents; together with all national, foreign, state, provincial, and common law registrations, applications for registration, renewals, and extensions thereof and all benefits, privileges, causes of action, and remedies relating to any of the foregoing.
- B.** “Electronic Data” means any and all items resulting from the use of any software program stored in digital format on hard disks, floppy disks, zip drives, CD-ROM discs, magnetic tapes of all types and kinds, microfiche, punched cards, punched tape, computer chips (including but not limited to EPROM, PROM, ROM and RAM of any kind) or in any other vehicle for digital data storage or transmittal, including labels appended to or associated with any physical storage device associated with each original and each copy.
- C.** “Documents” are comprised of written and electronic forms of documents created under the terms of this Agreement, and of Electronic Data, including the originals of any data or databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents or subcontractors, in the performance of services under the terms of this Agreement.
- D.** The Documents actually provided to the County that are in draft form or still “on-progress”, will be the exclusive property of the County upon payment in accordance with the provisions of this Agreement, and all such Documents must be immediately provided to the County by the Contractor upon termination of this Agreement. Provided that, for Documents in draft form or

still “in-progress”, “Final Payment” means payment of the cost for the services provided to create the Documents to the then-current stage of completion.

- E. To the extent, if any, that Clause 4.1.A. does not provide County with full ownership, right, title, and interest in and to Documents and all content included in Documents for which County has made payment, Contractor hereby grants County a perpetual, irrevocable, fully paid, royalty free, worldwide license to reproduce, create derivative works from, distribute, publicly display, publicly perform, use, make, have made, offer for sale, and sell or otherwise dispose of the Documents, with the right to sublicense each and every such right.

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#### **4.2 CONFIDENTIALITY OBLIGATION**

- A. Confidentiality Obligation. Contractor agrees to hold all Confidential Information in trust and confidence and agrees that it shall be used only for the Contractor’s obligations under this Agreement, and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever except as permitted by the County by its written consent or as required by law. Confidential Information shall not be disclosed to any subcontractor unless expressly permitted by County and such disclosure is required to perform services under this Agreement. Contractor must submit all requests for use of Confidential Information sixty (60) days in advance of the proposed use.
- B. “Confidential Information” shall mean all confidential, proprietary, commercial, financial, or business information, of any kind or nature in any form whatsoever, tangible, or intangible, concerning or relating in any manner to the County or persons receiving services under this Agreement, including but not limited to the following: County Data, any data, information or communications, including without limitation personally identifiable or County-identifiable data, information, or communications, sent by the County; and other confidential and vital information which is valuable, special and unique assets of the County; or drafts relating to any of the preceding.
- C. “County Data” means any data, information or communications, including without limitation personally identifiable, County-identifiable or personally identifiable data, information, or communications, sent or entered by the County.
- D. County Data. Contractor may only use County Data to the extent necessary for Contractor to provide the Services to the County and as is limited herein. The County does not grant Contractor any right or license to modify, edit or control County Data. Contractor acknowledges and agrees that Contractor is not authorized to review, modify, disclose or otherwise use the County Data absent the express written consent of the County.

#### **4.3 CONTRACTOR’S PERSONNEL**

Contractor shall ensure, that during the term of the Agreement, it has adequate staff of competent personnel to perform the services set forth the Agreement. The County may, at any time, request in writing, the withdrawal or replacement of any personnel assigned to provide services to the County and such request shall not be unreasonably refused by the Contractor. The Contractor shall not replace or withdraw any personnel assigned to the Agreement without the prior written consent of the County.

#### **4.4 WARRANTY AND STANDARD OF PERFORMANCE**

- A. During the term of a resulting Agreement the Contractor warrants that all services will be performed with the highest standard of professional service and that services will conform to all requirements of the Agreement.
- B. The Contractor must ensure that all services are accomplished by professionals qualified and competent in the applicable discipline.

- C. Based on the type of services provided, the County may request other warranties from any Contractor.

#### 4.5 COUNTY LOGO

All publications or presentations related to the services provided under the resulting Agreement and produced by the Contractor shall include the County's logo and the statement, "...funded by [or "funded in part by", as appropriate] Workforce Solutions, a department of Ramsey County." The County shall provide the Contractor with an electronic version of the County's logo. All information released to the media regarding the services provided under the resulting Agreement shall state that the program is, "...sponsored and administered by Workforce Solutions, a department of Ramsey County, and operated under contract

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by" the Contractor. All brochures and other written materials produced by the Contractor relating to the services provided under the resulting Agreement must be approved by County management or planning staff.

#### 4.6 RAPID RESPONSE REQUESTS

The County's expectation is that if the County contacts Contractor to collaborate in response to a Rapid Response Request by the Minnesota Department of Employment and Economic Development, Contractor will agree to enter into such collaboration and not seek to respond to such Rapid Response Request without County involvement.

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## RAMSEY COUNTY SOLICITATION RESPONSE FORM

**Solicitation Number: JTPA000001262**

**Solicitation Title: Employment Services for County Workforce Solutions (WFS)**

**The following shall be completed by the Contractor:**

Contractor Company Name:

Acknowledgement and Number of Solicitation Addenda Received:

### **PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS SOLICITATION RESPONSE FORM**

The provisions of the solicitation document should be reviewed and understood before preparing a solicitation response. Unless the solicitation document provides otherwise, the solicitation response shall be the best price for all labor, equipment, materials and services for the project described in the solicitation document.

**Rate Setting Information:**

The Contractor shall complete Attachment D and/or E to provide cost proposal details.

Price: \$

**ACKNOWLEDGEMENT**

By signing below, I certify that I understand, agree, and bind the Contractor to the provisions contained in the solicitation document for the above Solicitation Number, including the General Solicitation Terms and Conditions and the General Contract/Agreement Terms and Conditions and that I am authorized to submit this solicitation response on behalf of the Contractor.

**COLLUSION**

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion.

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000001262

Solicitation Title: Employment Services for County Workforce Solutions (WFS)

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**RAMSEY COUNTY**

**CONTRACTOR INFORMATION AND REFERENCE FORM**

**Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response will result in rejection of the Contractor's solicitation response.**

**Company Information:**

1. Contractor Name (as on file with the MN Secretary of State's Office, if applicable):
2. Name of CEO or Company President:
3. FEIN/ Contractor Tax ID Number:
4. Minnesota Business Licenses Filing Number:
5. Local Telephone Number:
6. Toll Free Telephone Number:
7. Fax Number:
8. Email Address:
9. Address:
10. City:
11. State:
12. Zip Code:
13. Is your company a Certified Small Business Enterprise ("CERT SBE")?
14. If yes, what is your CERT SBE#?

**Solicitation Response Contact:**

1. Name and Title of the person to contact for questions concerning this solicitation response:
2. Local Telephone Number:

3. Toll Free Telephone Number:
4. Fax Number:
5. Email Address:
6. Address:
7. City:
8. State:
9. Zip Code:

**Contract Mailing Address (if different from Company Information):**

1. Contact Name and Title:
2. Local Telephone Number:
3. Toll Free Telephone Number:
4. Fax Number:
5. Email Address:
6. Address:
7. City:
8. State:
9. Zip Code:

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**Reference Requirements:** Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation.

1. First Reference
  - Company Name:
  - Contact Name and Title:
  - Local Telephone Number:
  - Toll Free Telephone Number:
  - Email Address:
  - Address:
  - City:
  - State:
  - Zip Code:
  - Description of Work Completed:
2. Second Reference
  - Company Name:
  - Contact Name and Title:
  - Local Telephone Number:
  - Toll Free Telephone Number:
  - Email Address:
  - Address:
  - City:
  - State:
  - Zip Code:
  - Description of Work Completed:
3. Third Reference
  - Company Name:
  - Contact Name and Title:
  - Local Telephone Number:
  - Toll Free Telephone Number:
  - Email Address:
  - Address:
  - City:
  - State:

- Zip Code:
- Description of Work Completed:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

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## RAMSEY COUNTY NO SOLICITATION RESPONSE FORM

**Ramsey County strives to conduct all solicitations in an open, fair, and transparent manner. If you have selected to not participate in this solicitation, the Procurement Office is asking you to complete this form and return it via e-mail to the appropriate Procurement Specialist.**

1. We did not feel we could be competitive.
2. We do not furnish the supplies, equipment materials or services requested.
3. Insufficient time to respond.
4. We did not have sufficient staffing to complete the solicitation response.
5. Not interested.
6. Other (350 character limit):

Contractor Name (as on file with the MN Secretary of State's Office, if applicable):

Name of CEO or Company President:

Local Telephone Number:

Toll Free Telephone Number:

Fax Number:

Email Address:

Address:

City:

State:

Zip Code:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

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**Attachment A:  
Workforce Innovation & Opportunity Act (WIOA) Youth Programs**

**General**

**1. WIOA Youth Program**

Employment Service (ES) Providers should study the State of Minnesota/DEED website for a complete understanding of the WIOA youth programs, including but not limited to its intent and requirements. Please refer to <http://mn.gov/deed/youth> for a complete summary of the WIOA Youth Program requirements. It is especially critical that providers study the WIOA Youth Administrative Manual to be found on the website. Only services and approaches allowed per the instructions manual will be considered appropriate for the County's WIOA Youth Programs.

Program Year dates: April 1 – March 31

**2. Targeted Participants**

ES Providers responding to the Youth portion of the RFP should understand the categories of eligible Youth. The target population contains sub-groups. The sub groups can be classified by the following descriptions: 1) In school Youth (ages 14-21 years old);  
2) Out of School Youth (ages 16-24 years old)

See additional definitions of **In School Youth; Out of School later under # 8.**

Under each program year of the contract, a minimum of 75% of the available funds is required to provide services to Out of School Youth and a minimum of 20% of the funds must be spent on work experiences.

Final allocations will be used to determine the actual funds available for contracted ES Providers. It is anticipated that actual funds will be available around April 2016.

**3. Service Progression**

Youth programming provides an extensive array of employment and development services funded under WIOA. Services under WIOA that must focus on the fifteen required elements listed on Page 4 of Attachment A.

Services begin with outreach, move to eligibility determination, then interest and skills assessments. After the interest assessment, an Individual Service Strategy (ISS) that is inclusive of career pathway/career development packet is developed with the Youth participant. The youth works on their ISS goals and action steps until his/her goals are deemed complete and/or credentials are attained, at which point s/he "exits" from the Youth Program. "Exit," however, does not end the services, as a follow-up period of one year minimum is a mandatory part of the program. Follow up is not merely keeping track of the youth after exit; rather, it is an opportunity to stabilize him/her in the exit status and, if possible, encourage forward steps in his/her career. The ES Providers may be assigned a caseload that includes participants already in progress with the County's employment service programs.

**4. Performance Measures**

Proposers should assume that the **WIOA Performance Measures for PY' 16.**

**5. Outcomes for Youth**

The County puts a high priority on Youth Services with focused outcomes relating to early identification of Career Pathway interest, Career Development, and local work experience opportunities. Youth receive work experience, either subsidized or unsubsidized. The work experience should be in line with career pathway and career development goals, focusing and developing the skills necessary to lead to gainful and sustained employment. Relative to education, there should be a strong focus on increasing educational progression, Financial Literacy Education, Entrepreneurial Skills training and a focal point on career and skill development for Out of School Youth and the goal of a high school diploma/GED for In school Youth.

**6. Overall Outcomes for Youth Programs**

- a. **Administration** outcomes are:
  - 1) 100% compliance with all WIOA Youth administrative and reporting requirements; and
  - 2) 100% compliance with all WIOA Youth regulations, policies, and timelines.
- b. **Service delivery** outcomes are:
  - 1) Services must follow the 15 WIOA Elements guidelines and related performance outcome measures.
- c. **Monitoring by the County**
  - 1) The County will monitor the Youth Programs implementation and operations as well as provide direct services technical assistance and training on WIOA Youth and Adult, including Management Information System (MIS) standards.

**7. Required WIOA Youth Activities**

- Outreach to eligible populations
- Intake and orientation
- Assessment, screening, career pathway development
- Providing information on the full array of services
- Referral of ineligible youth to appropriate outside services
- Any of the 15 WIOA Elements
- Post-exit follow up that includes supportive services for up to a minimum of 12 months

**8. WIOA Youth Eligibility Definitions**

The term “**In-School Youth**” refers to an individual who is:

- 1. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) and not older than age 21;
- 2. Low - Income (youth receiving or eligible to receive a free or reduced price school lunch are considered “low income” under WIOA;

AND

- 3. An individual who is one of the following:
  - Attending School (as defined by State Law)
    - Basic skills deficient
    - English language learner
    - Homeless, a runaway, in foster care or has aged out of the foster care system
    - Pregnant or a parent
    - An offender
    - Disabled
    - An individual who requires additional assistance to complete an educational program, or to secure and hold employment

The term “**Out-of-School Youth**” refers to an individual who is:

- 1. Not younger than age 16 or older than age 24
- 2. Not attending any school (as defined by State Law)

AND

3. An individual who is one of the following:
- A school dropout.
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
  - An individual who is subject to the juvenile or adult justice system.
  - A homeless individual (as defined in section 41403(6) of the Violence Against

Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement.

- An individual who is pregnant or parenting.
- A youth who is an individual with a disability.
- A youth who is a publicly supported foster child.

The following two categories require that the applicant be a **LOW INCOME** individual:

(VIII) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:

- (a) basic skills deficient; or
- (b) an English language learner.

(IX) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### **Fifteen (15) WIOA Elements**

1. Tutoring, study skills training and instruction, and evidence-based dropout prevention and recovery strategies leading to completion of requirements for secondary school, recognized equivalent, or for recognized post-secondary credentials
2. Alternative secondary school services or dropout recovery services;
3. Paid and unpaid work experiences, including summer and year-round employment opportunities; pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities.
4. Occupational skills training, with potential priority given to programs leading to recognized post-secondary credentials aligned with in-demand industry sectors/occupations:
5. Education offered concurrently and in same context as workforce preparation activities and training for specific occupation or occupation cluster.
6. Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social and behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors of occupation available.
14. Activities that help youth prepared for and transition to and post-secondary education/training
15. Summer employment opportunities directly linked to academic and occupational learning.

**WIOA Youth Performance Measures for PY' 2016**

<b>Performance Item</b>	<b>Calculation Method</b>
<b>Placement in Employment/ Education and Training.</b>	<b>Calculated Second Quarter after Exit from Program. Full Definition Pending.</b>
<b>Placement in Employment/ Education and Training.</b>	<b>Calculated Fourth Quarter after Exit from Program. Will require 1 year follow-up after exit. Full Definition Pending.</b>
<b>Median Earnings</b>	<b>Earnings – Second Quarter after Exit</b>
<b>Attain Degree/ Certificate</b>	<b>Credential Rate. Applies to all Youth Measures.</b>
<b>Measurable Skills Gains</b>	<b>Real-time, not exit based. Report and documenting skills gains toward credential and employment.</b>
<b>Employer Measures</b>	<b>(TBD)</b>

**Attachment B:**

**Workforce Innovation and Opportunity Act (WIOA) Adult Programs and Minnesota State Dislocated Worker Program (DW)**

**General**

**1. WIOA Adult Programs**

The Department of Employment and Economic Development (DEED) website provides a complete profile of the WIOA Adult Programs including, but not limited to, its intent and requirements. Please refer to

<http://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/find-wfcs.jsp?address=55109>. Once WIOA policies are updated, see

<http://mn.gov/deed/> for a complete summary of the WIOA Adult Program requirements.

It is especially critical that proposers study the WIOA Administrative Manual that is located on the website. Only services and approaches allowed per the instructions manual will be considered appropriate for the County's WIOA Programs.

**Program Year dates: July 1 – June 30**

**Minnesota State Dislocated Worker (DW) Program Information**

The Minnesota State DW Program website provides a complete profile of the Dislocated Worker Programs including, but not limited to, its intent and requirements.

It is especially critical that proposers study the Administrative Manual that is located on the website. Only services and approaches allowed per the instructions manual will be considered appropriate for the County. For more information, go to

<http://mn.gov/deed/programs-services/dislocated-worker/index.jsp>

**Program Year dates: July 1 – June 30**

**2. Eligible Participants**

The following categories represent the eligible populations:

- 1) Low income, local residents with barriers to employment and over the age 21
- 2) Dislocated workers (affected by small local layoffs)
- 3) Dislocated workers affected by large, mass layoffs (available through a competitive process only; the County has no open projects at this time).

**4. Service Progression**

ES Providers provide an extensive array of employment and development services funded under WIOA. Services begin with outreach, move to eligibility determination, then to interest and skills assessments. After the assessment, a personalized Employment Plan is co-developed with the participant. Plans need to be inclusive of viable career pathways for livable wage job options along with timely labor market information.

WIOA programs are voluntarily; participants work with ES Providers until his/her goals are completed at which point s/he "exits" from the program. "Exit," however, does not end the services, as there is a follow-up period of one year minimum. Follow up is not merely keeping track of the program participants after exit, rather, it is an opportunity to stabilize him/her in the exit status and, if possible, move the client forward in his/her

career. The contracted ES Providers may be asked to provide services for caseloads already in progress.

**5. Overall Outcomes for Adult/DW Programs**

The County puts a high priority on identification of viable career pathways aligned with ongoing career development for in-demand, livable and sustainable wage jobs and values

strong industry/employer engagement related to employment. WIOA Adult program outcomes are set annually by DEED.

- a. **Administration** outcomes are:
  - 1) 100% compliance with all WIOA and/or DW administrative and reporting requirements; and
  - 2) 100% compliance with all WIOA and/or DW regulations, policies, and timelines.
  - 3) All participant forms must be approved by the County or the County provided forms prevail.
  - 4) Use of the County brand and logo content must follow current County communications guidelines.
- b. **Service delivery** outcomes are:
  - 1) All ES Providers must follow allowable WIOA guidelines
  - 3) All services rendered to participants must be documented in Workforce One system.
- c. **Monitoring by the County:**
  - 1) The County will monitor the Adult Program implementation and operations one time per program year.
  - 2) The County can provide technical assistance and training on monitoring processes.
  - 3) The County will also monitor fiscal operation and documentation once per program year.
- d. **Performance Standards:**
  - 1) ES Providers should assume that the **WIOA Performance Standards Program Year 2016** will be forthcoming and be in effect during the term of the resulting agreement.
  - 2) Failure to meet performance standards will result in nonrenewal of services.

## 6. WIOA Adult and DW Program Activities

- Outreach to eligible populations
- Intake/eligibility determination
- Orientation
- Assessments and career pathway development plans
- Case Management
- Business/employer outreach
- Job Placement
- Referrals

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- Employment retention services

## 7. Listing of WIOA Adult Career, Training and Support Services

### Career Services

- a. Outreach, intake, and orientation to the WorkForce Center System services

- b. Rudimentary assessment of skill levels, aptitudes, abilities, and supportive service needs and information on programs that might assist in upgrading skills and in filling needs
- c. Provision of informational services including: Job vacancy listings  
Job skills information
- d. Labor Market Information related to jobs in demand
- e. Provision of performance information and program cost information on WIOA eligible training providers
- f. Provision of information on local area performance
- g. Provision of information on supportive services
- h. Provision of assistance in establishing eligibility for other  
Non-WIOA programs
- i. Provision of group services in the areas of job search activities
- j. Provision of group assessment activities
- k. Provision of group employability development planning
- l. Provision of group career planning
- m. Staff-assisted\* job search and placement assistance and, where appropriate, career counseling
- n. Staff-assisted job referrals
- o. Staff-assisted job development
- p. Staff-assisted assessment of skill levels, aptitudes, abilities, and supportive service needs with a view towards determining the need for intensive services
- q. Staff-assisted out of area job search activities
- r. Follow-up services for those placed in unsubsidized employment, for not less than 12 months after the first day of employment, as appropriate

**\*Staff-assisted** is defined as one-to-one staff involvement in a significant activity totaling two hours or more

- s. Comprehensive and specialized assessments of skill levels and service needs
- t. Development of an individual employment plan
- u. Group counseling

- v. Individual counseling and career planning
- w. Case management for participants seeking training services
- x. Work experience or Internships
- y. provision of information on unemployment insurance
- z. Short-term pre-vocational services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training

**Training Services**

- a. Occupational skills training, including training for nontraditional employment;
- b. On-the-job training
- c. Programs that combine workplace training with related instruction which may include bridge education programs
- d. Training programs operated by the private sector
- e. Skill upgrading and retraining
- f. Entrepreneurial training
- g. Adult education and literacy services with occupational bridge classes
- h. Customized training, including apprenticeships, conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

**Support Services**

- a. Transportation
- b. Family Care
- c. Health Care
- d. Housing or Rental Assistance
- e. Counseling (non-employment related)
- f. Emergency Financial Assistance
- g. Emergency Health Insurance
- h. Tools and Clothing

**Proposal Service Area Checklist**

Please identify the program service area(s) you are proposing to deliver. You may propose multiple program service areas. This checklist should precede the written narrative.

Check applicable boxes (use an X to indicate which service area(s) your proposal addresses )	Program Service Area
	WIOA Youth Employment Services
	WIOA Adult Employment Services
	Minnesota State Dislocated Worker Employment Services
	Combination of Services

## BUDGET PROPOSAL FORM-WIOA YOUTH

### ATTACHMENT D

#### Definitions of Cost Categories

**Administration** – Costs are defined by WIOA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered to be “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight;
- Travel costs incurred for official business related to the above administrative functions

**Work Experience Participant Wages and Fringe Benefits** – Wages and benefits paid directly to youth participants while engaged in work experience program activities. **FOR WIOA ONLY, EXCLUDE** stipends provided to youth for educational activities. These should be reported in the Other Services categories below.

**(WIOA ONLY) Work Experience Staff Costs** – Staff costs associated with developing and managing paid and unpaid work experiences for youth.

**Direct Services to Youth** – Costs associated with providing direct service to youth, including wages and fringe benefits for staff who provide direct services to youth participants. **FOR WIOA ONLY, EXCLUDE** from this category the costs of youth participant wages and fringe benefits, staffing associated with developing and managing work experiences, support services and other services.

**NOTE: The definition of Direct Services to Youth also applies for those WSAs choosing to operate an “Outreach to Schools (OTS) Initiative.” At the discretion of the WSA, up to 20 percent of your MYP allocation may be used for Outreach to Schools activities. (See the following page for further discussion of OTS.)**

**Support Services** – Items that are necessary for a youth to participate in WIOA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

**(WIOA ONLY) Other Services** – Other allowable costs which are not included in the other categories above. Stipends provided to youth for educational activities should be included in this category.

WIOA YOUTH PROPOSED BUDGET FORM

	<b>Proposed Budget</b>
In-School Youth Work Experience Wage / Fringe	
Out-of-School Work Experience Wage / Fringe	
Combined Work Experience Wage / Fringe	
In-school Youth Work Experience Staff Cost	
Out-of-School Youth Work Experience Staff Cost	
Combined Work Experience Staff Cost	
In-school Youth Direct Services (Non Work Exp.)	
Out-of-School Direct Services (Non Work Exp.)	
Combined Direct Services (Non Work Exp.)	
In-School Youth Support Services	
Out-of-School Support Services	
Combined Support Services	
In-School Youth Other Services	
Out-of-School Youth Other Services	
Combined Youth Other Services	
<b>TOTAL BUDGET</b>	

**Note:**

WIOA Youth Regulation requires that 75% of available funds must be expended on Out-of-School population and at least 20% on both In School and Out-of-School Work Experience such as pre-apprenticeship, OJT, and internships.

	Proposed Budget
<b>In-School Youth Work Experience Wages / Fringes</b> -- Wages and benefits paid directly to youth participants while engaged in work experience program activities	
<b>Out-of-School Work Experience Wages / Fringes</b> -- Wages and benefits paid directly to youth participants while engaged in work experience program activities	
<b>Combined Work Experience Wages / Fringes</b>	
<b>In-School Youth Work Experience Staff Cost</b> -- -- Staff costs associated with developing and managing paid and unpaid work experiences for youth.	
<b>Out-of-School Youth Work Experience Staff Cost</b> -- -- Staff costs associated with developing and managing paid and unpaid work experiences for youth.	
<b>Combined Youth Work Experience Staff Cost</b>	
<b>In-School Youth Direct Services (Non Work Experience)</b> -- Costs associated with providing direct service to youth, including wages and fringe benefits for staff who provide direct services to youth participants.	
<b>Out-of-School Youth Direct Services (Non Work Experience)</b> -- Costs associated with providing direct service to youth, including wages and fringe benefits for staff who provide direct services to youth participants.	
<b>Combined Youth Direct Services (Non Work Experience)</b>	
<b>In-School Youth Support Services</b> -- Items that are necessary for a youth to participate in WIOA , such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.	
<b>Out-of-School Youth Support Services</b> -- Items that are necessary for a youth to participate in WIOA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.	
<b>Combined Youth Support Services</b>	
<b>In-School Youth Other Services</b> -- Other allowable costs which are not included in the other categories above. Stipends provided to youth for educational activities should be included in this category.	
<b>Out-of-School Youth Other Services</b> -- Other allowable costs which are not included in the other categories above. Stipends provided to youth for educational activities should be included in this category.	
<b>Combined Youth Other Services</b>	
<b>TOTAL BUDGET</b>	

**WIOA PROPOSED BUDGET NARRATIVE FORM**

**Note:** WIOA Youth Regulation requires that 75% of available funds must be expended on Out-of-School population and at least 20% on both In School and Out-of-School Work Experience such as pre-apprenticeship, OJT, and internships.

BUDGET PROPOSAL FORM-DISLOCATED WORKERS-ADULT

ATTACHMENT E.2

## **Definitions of Cost Categories**

**Administration** – Costs are defined by WIOA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered to be “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight;
- Travel costs incurred for official business related to the above administrative functions

**Career Services** - Costs are defined by WIOA Final Rules and Regulations and are generally associated with the expenditures related to career services. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

**Training Services** – Costs are defined by WIOA Final Rules and Regulations are generally associated with the expenditures related to training services. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

**Support Services** – Items that are necessary for a participant in WIOA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc.

<b>A. Administration (Limited to 5% of the total budget)</b>	
Staff Salaries	
Staff Benefits	
Other	
	<b>TOTAL</b>
<b>B. Career Services</b>	
Staff Salaries	
Staff Benefits	
Other	
	<b>TOTAL</b>
<b>C. Training Services</b>	
Wages (e.g. non credential training)	
OJT Programs / Internships/Work Experience	
Tuition, Books and Supplies	
Other Training (e.g. tutoring, leadership development, adult mentoring, Entrepreneurial Skills Training. Training for specific occupation or occupational cluster etc.)	
	<b>TOTAL</b>
<b>D. Support Services</b>	
Supportive Services (child care, counseling, emergency financial assistance, healthcare, housing and transportation, etc.)	
	<b>TOTAL</b>
<b>GRAND TOTAL</b>	
	<b>Grand Total</b>

**BUDGET PROPOSAL FORM**

**Notes:**

ATTACHMENT F

**Required Administrative Capabilities**

Select Appropriate Boxes (use an X to indicate your proposal includes services in this program area)	Program Service Area
<b>Youth</b>	
<b>Adult/DW</b>	
<b>Both</b>	

<b>Required Administrative Capabilities</b> Please indicate your organizations administrative capacity by checking "yes" or "no".	<b>Yes</b>	<b>No</b>
Leadership commitment and administrative capability to deliver employment services that meet or exceed all of the programmatic Performance Standards as mandated by the Department of Labor and Department of Employment and Economic Development.		
Fiscal capability to ensure that all financial reports are submitted in an accurate and timely manner.		
Administrative capability to ensure all WIOA regulatory and policy requirements are satisfactorily met.		
Capacity to work in partnership with the County as the grant administrator.		
Effectiveness in providing timely services to eligible and targeted populations.		
Ability to make all required Workforce Investment and Opportunity Act services available.		
Demonstrated ability to work with diverse cultures and provide culturally responsive services.		
Ability to incorporate private sector employers directly into the service strategies and projects.		
Ability to provide a welcoming environment and accessible location (s) for access and delivery of employment services related to this RFP.		
Outreach and effective marketing to targeted populations.		

**Contractor Certification Regarding Lobbying for Contracts, Grants,  
Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name

Program

Signature of Certifying Official

Print Name

Title

Date

Solicitation Number: RFP-JTPA1262

Solicitation Title: Employme

r County

WorkforceSolutions (WFS)

**Ramsey County Request for Proposals ("RFP")  
RFP #: JTPA0000002463**

**RFP Title: Community Services Elements**

**Procurement Specialist Name:** Antonio Montez  
**Procurement Specialist Email:** antonio.montez@ramseycounty.us  
**Procurement Specialist Telephone:** 651-266-8076  
**Procurement Specialist Fax:** 651-266-8070

Responses must be received by 2:00 p.m. Central time on February 27, 2020.

**THIS IS A PRICE INQUIRY. THIS IS NOT AN ORDER.**

General Contract/Agreement Terms and Conditions governing this solicitation, including applicable insurance requirements, are included as a part of this document in Section 3. Ramsey County has no obligation to place an order as a result of this inquiry.

**Solicitation Schedule**

Listed below is the solicitation schedule. Actions with specific dates and/or times must be completed as indicated. If Ramsey County needs to change any of the dates and/or times, an addendum will be posted to DemandStar.

RFP Released: February 5, 2020  
Pre Solicitation Response Conference: 12:30 p.m. Central time, February 13, 2020  
Solicitation Response Conference Location: Maplewood Library, 3025 Southlawn Dr, Maplewood, MN 55109 - Community Program Room  
Contractor Questions Due: February 18, 2020 by 11:00 a.m. Central time Addendum  
with Answers to Questions Issued: February 20, 2020  
Solicitation Responses Due: February 27, 2020 by 2:00 p.m. Central time  
Solicitation Public Opening: February 27, 2020 by 2:00 p.m. Central time  
Notice of Intent to Award: Week of March 16, 2020  
Anticipated Contract Start Date: April 30, 2020

**Solicitation Description**

Ramsey County Workforce Solutions (WFS) is seeking qualified vendors to provide a variety of services and supports to youth and young adults who are engaged in Employment and Training programming.

**Pre Solicitation Response Conference**

A non-mandatory pre solicitation response conference will be held at Maplewood Library, 3025 Southlawn Dr, Maplewood, MN 55109 - Community Program Room at 12:30 p.m. Central time, on February 13, 2020 at the Maplewood Library. The purpose of the conference is to discuss the work to be performed, answer questions, clarify ambiguities and respond to general issues in order to establish a common basis for understanding all of the solicitation requirements. Individuals needing an interpreter or individuals with a disability needing accommodation should contact the Procurement Specialist identified above prior to the date set for the pre solicitation response conference so that a reasonable accommodation can be made.

**2. Project Information**

**2.1. Purpose**

Ramsey County (the "County"), through the Workforce Solutions Department, is seeking qualified vendors to provide a variety of services and supports to youth and young adults who are engaged in Employment and Training programming.

## **2.2. Background Information**

Ramsey County is seeking additional providers of supports for youth engaged in employment and training services. Ramsey County is the local workforce development area that provides Workforce Innovation and Opportunity Act for youth and young adults. As a requirement under the Workforce Innovation and Opportunity Act, the County must make a number of program elements available. This is recognition that for youth and young adults to successfully transition into a career, they need supports beyond only career training and job coaching.

## **2.3. Scope of Services**

Youth/young adult program participants are individuals ages 14-24, who are low-income, and have at least one additional barrier to employment and education. These barriers include high school dropout, pregnant and parenting, justice system involvement, foster care involvement, English language learners, basic skills deficient, parental substance abuse, and more.

The services that we are seeking community vendors to provide will assist youth/young adult participants in remaining in high school or post-secondary education, re-engage in educational programming, become employed in living wage jobs, and/or enter career pathways that will lead to long-term, living wage employment. There are eight elements that this proposal is seeking. Applicants may propose programming that includes one, or multiple elements. These elements are:

### **2 Tutoring, study skills training, instruction, and dropout prevention services**

This includes tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements of a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

### **3 Alternative secondary school services or dropout recovery services**

This includes basic education skills training, individualized academic instruction and English as a Second Language training that assist youth who have struggled in traditional secondary education. Additionally, dropout recovery services, such as credit recovery, counseling, and educational plan development for students who have dropped out of school. The goal of these activities should be to help youth re-engage and persist in education that leads to the completion of a recognized high school equivalency.

### **4 Leadership development opportunities**

This element includes any opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors that lead to youth success in education and career pathways. Examples of activities include exposure to postsecondary educational possibilities, service-learning projects, peer-centered activities, team leadership training, training in decision-making, citizenship training, including life skills training, civic engagement and other activities that place youth in a leadership role.

### **5 Financial literacy education**

Programming that includes/provides financial literacy education such as training and coursework that provides youth participants with a basic understanding of financial management and information to make informed financial decisions. Some activities may include creating budgets,

initiating bank accounts, effectively managing spending, credit, and debt, support understanding of different financial products and services, and education on identify theft and ways to protect personal and financial information. Additionally, programs that are culturally specific and address historical disparities in communities of color are preferred.

**e. Adult mentoring**

This element is seeking activities that mandate a formal relationship between a youth participant and adult mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the youth. These relationships must last at least 12 months and take place during the course of the employment and training program and after. Mentorship services should be provided face-to-face and can include workplace mentoring, where a mentor may also be employed where a youth participant is also employed.

**f. Entrepreneurial skills training**

These supports should provide youth with the basics of starting and operating a small business. Approaches to this education and training could include, but are not limited to, entrepreneurship education that provides an introduction to the values and basics of starting and running a business, enterprise development which provides supports and services that incubate and help develop their own businesses, and experiential programs that provide youth with experience in the day-to-day operations of a business.

**g. Postsecondary preparation and transition activities**

These activities should provide youth supports to move into postsecondary education after a high school diploma or its recognized equivalent. This could include exploring postsecondary education options, assisting in preparation for SAT/ACT testing, assisting with college admission applications, searching and applying for scholarships and grants, filling out the proper financial aid applications and adhering to changing guidelines and connecting youth to postsecondary education programs.

Responses that are offering class training, in a group cohort model that have participant minimum restrictions should be clearly defined in contractor response.

**Background Check Requirements** - The Contractor shall ensure it has a Background Check policy in place and shall perform background checks on all staff, volunteers and contractors who may have contact with clients or client families. Contractor shall maintain records of completed and passed background studies. Contractor's background check policies and records of completion shall be made available to the County upon request.

**Contractor Profile – Responses should include the following:**

- Profile of the Contractor, including size and organizational structure, organizational chart, and history.
- Describe the Contractor's mission and values as it relates to the proposed services.
- Describe the Contractor's program services offered and summary of accomplishments achieved.
- Provide a summary of key partnerships in which the Contractor is currently, or has previously been, engaged that will be used to provide services.

**Key Personnel Qualifications – Responses should include the following:**

- 2 Provide a list of key project staff, including the staff to be assigned to the identified position and the person's supervisors and managers; their resumes, including prior projects of similar size and scope for which the staff played the same or a similar role as proposed for the County's project, including identification of:
  - 2.2 Full Time Equivalent (FTE) commitment for each person involved in the project.
  - 2.3 Timeline for full program implementation.

- iii. Location(s) where services will be provided and reason for choosing location(s).

**Delivery of Services – Response should include the following:**

Contractors should clearly state the delivery plan and accessibility of services to residents of Ramsey County.

The County reserves the right to add additional like services and trainings that are not listed, but are in alignment with the intent of this RFP. Any such additions will be added by way of written amendment to the resulting contracts.

**1.6. Contractor Qualifications**

Organizations must be a public, private, or non-profit agencies with the ability to deliver agreed upon services to residents of Ramsey County

**1.7. Multiple Contractors**

Ramsey County reserves the right to contract with one or more Contractors based on the evaluation criteria stated in this solicitation.

**1.8. Contract Term**

**1.6.1.**

The term of the resulting Agreement is estimated to begin on April 30, 2020 and shall not exceed 5 years, including any renewal options.

**1.6.1.1.**

Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

**1.7. Costs**

**1.7.1.**

The resulting contract fee shall be a rate setting contract.

**1.7.2.**

The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the Work.

**1.7.3.**

The contractor is understood to have included in its response price any *applicable* State or Federal sales, excise or other tax on all materials, supplies and equipment that are to be utilized. Do not itemize tax separately.

**1.8. Subcontractors**

Subcontractors may be used to perform work under the resulting contract.

### **3. General Solicitation Standard Terms and Conditions**

#### **3.1. Solicitation Process**

##### **2.1.1.**

The County will not provide compensation to the Contractor for any expenses incurred for solicitation response preparation.

##### **2.1.2.**

All communications during the solicitation process shall be directed to the Procurement Specialist as identified on the first page of this solicitation. Contractors shall not have contact with any other County employees, elected officials, community representatives, County consultants and/or other contractors associated with the solicitation at any time during the procurement process. Violation of this provision may disqualify the contractor from consideration.

##### **2.1.3.**

The County expressly reserves the right to amend or withdraw this solicitation at any time and to reject any or all responses, and to waive any informalities or irregularities in the responses as may be deemed in the best interest of the County.

- **Solicitation Questions**  
All questions concerning this solicitation shall be submitted in writing to the Procurement Specialist at the email address listed on the first page of this solicitation document.
- **Solicitation Addenda**  
Any solicitation changes, additions, alterations, corrections, or revisions shall be made in writing via an addendum within a reasonable time to allow prospective contractors to consider them in preparing their solicitation responses.
- **Collusion**  
Contractors shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result from its acceptance, including actions involving other contractors, competitors, County employees, County consultants or County Board members. Evidence of such activity will result in rejection of the solicitation response.
- **Solicitation Response Content Checklist**  
Contractors shall include the following forms and information in their solicitation responses. Responses, including all content listed below, should be a maximum of 30 pages.

##### **2.5.1.**

Completed Solicitation Response Form, attached.

##### **2.5.2.**

Completed Contractor Information and Reference Form, attached.

**2.5.3.**

Contractor's cost.

**2.5.4.**

Contractor's overall approach or solution.

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**2.5.5.**

Resumes of key Project participants, including prior projects of similar size and scope for which the participants played the same or a similar role as proposed for the County's project.

**2.5.6.**

Breakdown of Project services by phases or tasks. For each phase or task listed, identify:

Key Project staff to be involved and their roles and responsibilities Time commitment for each person  
Timeline Deliverables  
County responsibilities, if different from the description contained in the solicitation

**2.5.7.**

Any exceptions to the General Contract/Agreement Terms and Conditions must appear in the Contractor's proposal under a separate section titled "Exceptions", with proposed alternate language or deletions. The County has no obligation to accept or agree to any such exceptions requested by a Contractor. Even if there are no exceptions, a statement must be provided.

**2.5.8.**

Completed Lobbying Certification Form, attached.

- **Response Submission**

Contractors must submit one original and 6 copy (ies) of their solicitation response in writing. The original response shall be submitted in a sealed envelope along with a flash drive containing the complete proposal in one pdf file. Additional copies shall be packaged together. All packages shall be labeled with the RFP Title and Number. Proposal responses must be received no later than 2:00 P.M., Central time, on February 27, 2020. Faxed, emailed, and oral solicitation responses will not be considered. The Contractor's name will be read at public opening.

Responses must be mailed or delivered to: Ramsey  
County Procurement  
121 7th Place East, Suite 4000 Saint  
Paul, MN 55101

Solicitation responses shall be signed by a contractor representative authorized to bind the contractor.

- **Solicitation Response**

**2.7.1.**

Upon submission, a solicitation response becomes the property of the County and will not be returned. The County retains the right to use any concept or idea presented in any solicitation response, whether or not that solicitation response is accepted. All information included in the submitted solicitation response will be classified in accordance with Minn. Stat. §13.591 governing data practices.

**2.7.2.**

The solicitation response shall remain valid for 120 days starting on the solicitation response due date.

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- e. **Conditioning Solicitation Responses Upon Other Awards Not Acceptable**

Solicitation responses conditioned upon receiving award of both this particular contract being solicited and another County contract shall be rejected.

- f. **Solicitation Response Mistakes**

**2.9.1.**

A solicitation response may be withdrawn on written request of the Contractor prior to the solicitation due date and time. Negligence of the Contractor in preparing its response confers no right to withdraw the solicitation response after the solicitation due date and time. Prior to the due date and time, changes may be made, provided the change is initiated by the Contractor's agent. If the intent of the Contractor is not clearly identifiable, the interpretation most advantageous to the County will prevail.

**2.9.2.**

Any solicitation response, withdrawal, or modification received after the solicitation due date and time shall be considered late and the solicitation response, withdrawal, or modification shall be rejected.

**2.9.3.**

If the solicitation response includes a unit price calculation and the Contractor has made an error when calculating the extended price, the unit price shall be used for contract award.

**2.13. Evaluation and Selection Process**

- **Creation of Evaluation Team**

The County shall create an Evaluation Team composed of scorers and contributors. The Evaluation Team scorers will consist of County employees, or community representatives who represent different backgrounds, experience, subject matter, and departments. The Evaluation Team contributors may consist of County employees, community representatives and County consultants. Contractors can only communicate with the County Procurement Specialist. Exceptions include interviews/demonstrations, site visits/e-visits or upon Notice

of Intent to Award. Violation of this provision may disqualify the contractor from further consideration.

### **2.10.2.**

The Evaluation Team shall evaluate the written solicitation responses using the following Evaluation Criteria, with the identified maximum points values:

#### **Evaluation Criteria and Maximum Points Value**

30	Contractor Qualifications (experience, training, technical and professional ability)
20	Key Personnel Qualifications (experience, training, technical and professional ability)
35	Project Understanding and Approach
15	Cost
<b><u>100 Total Possible Points</u></b>	

### **2.10.3. Optional Contractor Interviews/Demonstrations**

#### **2.10.3.1.**

The County reserves the right to interview any or all proposers, or to require a demonstration at its discretion. The County is not responsible for any costs

*Page 7 of 23*

incurred by the proposer in preparing for or participating in an interview or demonstration.

#### **2.10.3.2.**

If interviews or demonstrations are required, Contractors selected shall be given enough time to make necessary preparations and travel arrangements. All Contractors interviewed shall be given the same amount of time for the interview.

### **2.11. Selection of Contractor**

The responsible and responsive contractor that scores the highest combined score for the evaluation response, interview/demonstration (if requested by the County), and the site visit/e-site visit (if requested by the County) will be issued a Notice of Intent to Award Letter.

#### **2.11.1.**

The County is not bound to accept the lowest cost.

#### **2.11.2.**

The County reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of Contractors as the County deems to be in its best interests.

#### **2.11.3.**

The County reserves the right to request any additional information at any stage of the solicitation process. Compliance shall be at the contractor's expense.

## **2.12. Notice of Intent to Award**

The following must be submitted in response to a Notice of Intent to Award Letter within 10 business days:

### **2.12.1.**

Taxpayer Identification Number and Certification, I.R.S. Form W-9

### **2.12.2.**

All Contractors, with the exception of sole proprietors, shall be properly registered with the State of Minnesota prior to contract award. A Contractor whose main office is not in the State of Minnesota must register with the State of Minnesota as a foreign vendor.

### **2.12.3.**

Certificate of Insurance (COI)

## **2.14. Public Notice**

The County uses DemandStar to release competitive solicitations and associated addenda. Subscription to DemandStar is free by following the [DemandStar Registration Instructions](#). Contractors may contact DemandStar directly by calling 206-940-0305 or email at [demandstar@demandstar.com](mailto:demandstar@demandstar.com). Solicitations shall be published in the County's official newspaper as required by state statute.

## **2.15. Trade Secret Information**

### **2.15.1. Trade Secret Information Caution**

Solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by the County to be Trade Secret Information

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within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b)

### **2.18.1. No Contingency**

The solicitation response shall not be contingent on the County accepting the contractor's claim that certain data is Trade Secret Information within the meaning of Minnesota Statute Section 13.37, subd. 1(b)

### **2.18.2. Trade Secret Information Review**

County review of data identified as Trade Secret Information will not occur unless and until such time as an appropriate request for the data is made by a third party

### **2.18.3. Notice of Request for Trade Secret Information**

At such time as an appropriate request for data identified in a response as Trade Secret Information is made, the County will provide the responder with notice of the request for the Trade Secret Information

## **2.15. Only One Solicitation Response Received**

If only one solicitation response is received, an award may be made to the single Contractor if the County finds that the price submitted is fair and reasonable, and that either other Contractors had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

#### **4. General Contract/Agreement Terms and Conditions**

##### **4.1. Contract Term and Schedule**

Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.

##### **4.2. Payment**

###### **3.2.1.**

No payment will be made until the invoice has been approved by the County.

###### **3.2.2.**

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

##### **3.3. Application for Payments**

###### **3.3.1.**

The Contractor shall submit an invoice as mutually agreed upon by Contractor and the County.

###### **3.3.2.**

Invoices for any goods or services not identified in this Agreement will be disallowed.

###### **3.3.3.**

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

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###### **3.3.4.**

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

###### **3.3.5.**

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

### **3.3.6.**

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is

\$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

### **3.5. Independent Contractor**

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

### **3.6. Successors, Subcontracting and Assignment**

#### **3.5.1.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

#### **3.5.2.**

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

#### **3.5.3.**

The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

### **3.6. Compliance With Legal Requirements**

#### **3.6.1.**

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

#### **3.6.2.**

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the

contract, including registration to do business in Minnesota with the Secretary of State's Office.

### **3.7. Data Practices**

#### **3.7.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

#### **3.7.2.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

### **3.8. Security**

#### **3.8.1.**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

#### **3.8.2.**

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

#### **3.8.3.**

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be

bound by the same restrictions and conditions that apply to it with respect to such information.

#### **3.8.4.**

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

#### **3.8.5.**

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

### **3.10. Indemnification**

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

### **3.11. Contractor's Insurance**

#### **3.10.1.**

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

#### **3.10.2.**

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

#### **3.10.3.**

Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

#### **3.10.3.1.**

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

### **3.10.3.2.**

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the

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ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

### **3.10.4.**

Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.

#### **3.10.4.1.**

Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.

#### **3.10.4.2.**

Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.

### **3.10.5.**

Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

### **3.10.6.**

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

### **3.10.7.**

If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

### **3.10.8.**

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.

**3.10.9.**

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

**3.10.10.**

Certificates shall specifically indicate if the policy is written with an admitted or non- admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

**3.10.11.**

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

**3.10.12.**

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

**3.10.13.**

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

**3.10.14.**

A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

**3.12. Audit**

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

**3.13. Notices**

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

**County:** TBD

**Contractor:** TBD

**3.14. Non-Conforming Services**

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

### **3.15. Setoff**

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

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### **3.14. Conflict of Interest**

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

### **3.15. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

### **3.16. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

### **3.17. Unavailability of Funding - Termination**

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

### **3.18. Termination**

#### **3.19.1.**

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

### **3.19.2.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

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### **3.19.3.**

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

## **3.20. Interpretation of Agreement; Venue**

### **3.20.1.**

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

### **3.20.2.**

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

## **3.19. Warranty**

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

## **3.20. Infringement**

### **3.22.1.**

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim,

lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

### **3.22.2.**

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

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## **3.23. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

### **3.23.1.**

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### **3.23.2.**

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

### **3.23.3.**

**Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### **3.23.4.**

**Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

### 3.23.5.

**Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form.

Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

### 3.24. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 Ramsey County Debarment Ordinance that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

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### 3.23. Diverse Workforce Inclusion

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:

- <http://www.JobConnectmn.com/>
- <http://www.ConstructionHiringConnection.com/>

Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.

Additional assistance is available through [jobconnectmn@ramseycounty.us](mailto:jobconnectmn@ramseycounty.us) or call 651-266-6042.

### 3.26. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

### 3.27. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either

written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

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**RAMSEY COUNTY**  
**SOLICITATION RESPONSE FORM**

**Solicitation Number: JTPA000002463**

**Solicitation Title: Community Services Elements**

**The following shall be completed by the Contractor:**

Contractor Company Name:

State the number of solicitation addenda received:

**PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS SOLICITATION RESPONSE FORM**

The provisions of the solicitation document should be reviewed and understood before preparing a solicitation response. Unless the solicitation document provides otherwise, the solicitation response shall be the best price for all labor, equipment, materials and services for the project described in the solicitation document.

**Rate Setting Information:**

**Price per training/group/class/cohort: \$**

**Price per participant: \$**

**Or proposed rate structure/details for proposed services offered.**

**ACKNOWLEDGEMENT**

By signing below, I certify that I understand, agree, and bind the Contractor to the provisions contained in the solicitation document for the above Solicitation Number, including the General Solicitation Terms and Conditions and the General Contract/Agreement Terms and Conditions and that I am authorized to submit this solicitation response on behalf of the Contractor.

**COLLUSION**

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees, County Consultants or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion.

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA000002463

Solicitation Title: Community Services Elements

**RAMSEY COUNTY**

**CONTRACTOR INFORMATION AND REFERENCE FORM**

Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response may result in rejection of the Contractor's solicitation response.

Company Information:

- 5. Contractor Name:
- 6. Name of CEO or Company President:
- 7. Telephone Number:
- 8. Email Address:
- 9. Address:
- 10. City:
- 11. State:
- 12. Zip Code:
- 13. Is your company a Certified Small Business Enterprise?
- 14. If yes, what is your certification number?
- 15. Is your company a Veteran Small Business Enterprise?
- 16. If yes, what is your certification number?

Solicitation Response Contact:

- E. Name:
- F. Telephone Number:
- G. Email Address:
- H. Address:
- I. City:
- J. State:
- K. Zip Code:

Reference Requirements: Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation.

- 5 First Reference
  - 5.3 Company Name:
  - 5.4 Contact Name and Title:
  - 5.5 Telephone Number:
  - 5.6 Email Address:
  - 5.7 Address:
  - 5.8 City:
  - 5.9 State:
  - 5.10 Zip Code:
  - 5.11 Description of Work Completed:
  
- 6 Second Reference
  - 6.3 Company Name:
  - 6.4 Contact Name and Title:
  - 6.5 Telephone Number:
  - 6.6 Email Address:
  - 6.7 Address:

- 6.8 City:
- 6.9 State:
- 6.10 Zip Code:
- 6.11 Description of Work Completed:

7 Third Reference

- 7.3 Company Name:
- 7.4 Contact Name and Title:
- 7.5 Telephone Number:
- 7.6 Email Address:
- 7.7 Address:
- 7.8 City:
- 7.9 State:
- 7.10 Zip Code:
- 7.11 Description of Work Completed:

**Contractor Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his/her knowledge and belief, that:

- D. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- E. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- F. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name	Program
Signature of Certifying Official	Print Name
	Title
	Date

Solicitation Number: JTPA0000002463  
 Solicitation Title: Community Services Elements

**RAMSEY COUNTY**

**NO SOLICITATION RESPONSE FORM**

**Ramsey County strives to conduct all solicitations in an open, fair, and transparent manner. If you have selected to not participate in this solicitation, the Procurement Office is asking you to complete this form and return it via e-mail to the appropriate Procurement Specialist.**

1. We did not feel we could be competitive.
2. Insufficient time to respond.
3. We did not have sufficient staffing to complete the solicitation response.
4. Other (350 character limit):

Contractor Name: Contact

Name: Telephone Number:

Email Address: Address:

City: State:

Zip Code:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000002463

Solicitation Title: Community Services Elements

## WIOA YOUTH POLICY

**DATE ISSUED:** June 3, 2019

**Date Updated:** November 5, 2019

**TO:** Workforce Solutions (WFS) Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** 5% Enrollment Window

**PURPOSE:** This policy defines how the local Workforce Development Area interprets and implements the "5% window" for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).

**POLICY:** Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.

**PROCEDURES:** The eligibility determination process is as follows: Application, Review, Intake, and Orientation. The program supervisor and/or Planner review and document the following requirements by the self-certified signed application and secure supporting documentation as mandated by the WIOA/MYP process guide. If we encounter youth who do not meet the income criteria yet need our services and meet the other eligibility criteria, a supervisor will evaluate if they can be enrolled based on the 5% window. Eligible participants must:

- Provide proof of social security number; card must be presented and copies of the card will be entered into the client file.
- Reside in Ramsey County.
- Citizenship: Youth must be a legal resident.
- Males 18 year of age and older must register for selective services.

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** Integrated Program Manager

[Attachment D]  
**WIOA YOUTH POLICY**

**DATE ISSUED:** June 3, 2019

**REVISED:** June 13, 2019

**TO:** Workforce Solutions (WFS) Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** WIOA Youth; WIOA Youth Client Training Policy

**PURPOSE:** Document policy and procedures for providing training to Youth clients

**BACKGROUND:** WIOA Youth program allows funding, through two different mechanism, to provide training to enrolled youth clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful education and employment.

The first funding mechanism is a competitive procurement process. Once a specific type of training is identified, WFS staff must solicit bids, for the cost of the training, from at least two training providers. Through a competitive process, the training funds will be awarded to the lowest cost provider.

The second funding mechanism is Individualized Training Accounts (ITAs). ITAs are a tool to provide additional flexibility in funding training for Out of School youth (ages 16-24). Currently, in-school youth are not eligible for ITAs, but if a youth is in-school and ages 18-21, they can be co-enrolled in WIOA Adult to qualify for ITAs.

**PROCEDURES:** If a youth is enrolled in WIOA Youth program and would like to attend occupational or entrepreneurial training, they must, in consultation with their employment guidance counselor, document the desire for the training in their Individualized Service Strategy (ISS).

Once the desire to attend training is identified and documented, youth interested in attending training must first complete a training proposal in consultation with their employment guidance counselor. The proposal should compare training institutions, cost, availability/start date, length of training and labor market data related to that specific training. Short term training is supported with a focus on training that results in a credential. The training proposal must be filed in the youth's paper or Workforce One EDS.

Once specific training is identified, employment guidance counselor must document details of training in ISS and results of training (i.e. completion with credential, completion without credential, never attended, did not complete)

Training services may be provided if the participant:

- is unlikely or unable to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- is in need of training services to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels ; **and**
- has the skills and qualifications to successfully participate in the selected program of training services; **and**
- selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate; **and**

Additionally, a determination should be made whether the participant:

- is unable to obtain grant assistance from other sources to pay the costs of such training, including state-funded training funds or Federal Pell Grants.

**Duration:** Each participant is allowed to use the total budget of the ITA once within the sequence of their program. If a youth unsuccessfully exits the program and re-enrolls, this eliminates their eligibility for ITA, without supervisor approval.

**Eligible Trainings:** Training services, when determined appropriate, will be provided through an ITA, when appropriate. The training provider must be listed on the State Eligible Training Provider List (ETPL). If a training is on currently on the ETPL, alert program supervisor and efforts will be made to aid the training provider in getting approval to be on the ETPL. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. WIOA funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupationally-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)

- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training service)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- Non-credentialed training, which is an organized program or course of study that provides occupationally-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed.

GRANT	TRAINING \$	SUPPORT \$	INSTRUCTIONS
WIOA Youth	\$2000/grant Up to \$5000 see Supervisor	\$500 maximum See supervisor for more	Ramsey County resident Training must be on ETPL Career assessment must be completed and saved in file MSG must be entered every program year into WF1 Add credential once received into WF1 Fill out income worksheet for support services

1. Youth & EGC completes training plan
2. Authorization for training is created by completing all fields of training authorization form
3. EGC checks to be sure training is on ETPL & prints off proofs from ETPL website.
4. If over \$2,000, EGC submits proposal to Supervisor for review and approval
5. Once proposal is approved by supervisor, or if it below \$2,000, EGC saves proposal in participant file
6. EGC completes all required fields in WF1, as directed by WF1 Training Activity Guide
7. EGC enters approved training expenses in WIOA Youth Ledger
8. When training activity is complete, EGC will complete all required fields in WF1, as directed by WF1 Training Activity Guide

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** WIOA Employment Services Division Manager, Supervisor, or Planner

**RELATED DOCUMENTS:**

*Workforce One Training Activity Guide*

[Attachment E]

## WIOA YOUTH POLICY

**DATE ISSUED:** June 17, 2019

**TO:** Workforce Solutions (WFS) Youth Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** Youth Participant Exit Policy & Procedure

**PURPOSE:** The purpose of this policy is to provide guidance to Employment Guidance Counselors (EGC) and support staff about when and how to close youth participants' files. This is necessary as to ensure that once youth participants have met individual and program goals, and no longer require support, they are exited as to allow resources for other youth in the community who would benefit from youth employment supports.

**POLICY:** It is the policy of WFS that when youth have successfully met their individual and program goals, that they be notified and exited from the ULEAD program. Additionally, youth participants will be involuntarily exited from the program after 90 days of no contact with any program activities, including Comprehensive Guidance Counseling. During these 90 days of inactivity, the EGC will attempt to make contact at least monthly with the youth participant. This 90 day guideline may be extended, due to special circumstances, with supervisor approval. All youth participants, who are counted in performance measures, will be offered twelve (12) months of follow-up supports, as directed in Workforce Innovation and Opportunity Act (Public Law 113-128). For those youth participants that have exited the program due to "cannot locate" or "refused to continue", the EGC will not be required to provide follow-up supports.

**PROCEDURES:** Below are procedures required to implement Youth Participant Exit Policy, documented above.

### **Exit Extension Procedure**

If a youth participant has not had any contact with program activities, including Comprehensive Guidance Counseling, in 90 days, but the EGC has reason to

believe that the youth would benefit from additional supports, the EGC can request an extension following steps listed below.

1. EGC discusses case with supervisor, reviews circumstances that have led to disengagement, and benefits to youth participant of keeping case open.
2. Supervisor will either agree with EGC and allow for extension or will disagree with extension and direct EGC to Exit the youth participant.
3. If supervisor agrees with extension, EGC will document discussion and decision in casenotes in WF1. This casenote will be labeled "Exit Extension" in Subject line. EGC will then continue to provide supports as necessary.
4. If supervisor disagrees with extension, EGC will document discussion and decision in casenotes in WF1. This casenote will be labeled "Exit Extension" in Subject line. EGC will then follow Exit and Follow-Up procedures.

#### **Exit Procedure**

If a youth participant has successfully completed the goals in their Individualized Service Strategy (ISS) and does not need additional employment or training supports or if a youth participant has not had contact with any program activities and has not returned EGC contact in 90 days, follow steps listed below.

1. If possible, EGC will have a conversation with youth participant about the plan to close services and exit participant from program.
2. EGC will update ISS to reflect goal attainment dates, closing of supports, and exit date from program. EGC will casenote this activity in WF1.
3. EGC will "Exit" participant in WF1, and when prompted in WF1, will request to keep youth participant on caseload, for those cases going into Follow-Up.
4. EGC will either provide participant file to case aid for breakdown or file or will keep file in secure location for additional pending documentation, for those youth participants in Follow-Up supports. Files must be retained and accessible for at least seven years after program exit.
5. EGC may keep exited files, which are currently in Follow-Up supports, for up to 1 year after exit date. After 1 year of exit, files will be provided to case aid for breakdown.

#### **Follow-Up Procedure**

For those youth participants who have exited the program, not for reasons of "cannot locate" or "refused to continue", and will be counted in performance measures, follow steps listed below.

1. EGC will attempt, at least, quarterly contact with the exited youth participant, in Follow-Up supports.

2. EGC will document these attempts and any live contact in Casenote and Follow-Up sections of WF1.
3. EGC will offer, and provide as necessary, support services, as directed by *Support Services for Youth Programming* WFS policy.
4. EGC will collect any credentials completed by youth participant, proof of employment of youth participant, and/or any wage details of youth participant's employment, gathered within one year of follow-up supports.
5. After one year (365 days) of follow-up services, EGC will update youth participant's WF1 record to "End Case Assignment", and will provide file to case aid for breakdown, if not already completed.

**EFFECTIVE DATE:** June 24, 2019

**CONTACT PERSON:** Agency Planner

[Attachment F]

## WIOA YOUTH POLICY

**DATE ISSUED:** February 13, 2018  
**Date Updated:** April 19, 2018  
**Date Updated:** July 12, 2019  
**Date Updated:** July 31, 2019  
**Date Updated:** November 5, 2019

**TO:** Workforce Solutions U LEAD Staff

**FROM:** WIOA Employment Services Division Manager

**SUBJECT:** Incentives for Youth Programming

**PURPOSE:** The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.640 states that "incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives outlined in writing before the commencement of the program that may provide incentive payments; align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200."

**BACKGROUND:** DOL included the reference to the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie, sporting event tickets, or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, *incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training and included in the participant's Individualized Service Strategy.* Such incentives for achievement could include

improvements marked by acquisition of a credential or other successful outcome.

All Incentive cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be locked in an individual folder, and it shall have sections for each support service gift card. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

**PROCEDURES:**

U LEAD will utilize incentives to encourage and motivate youth to reach specific goals; develop leadership, financial literacy, and work readiness skills; and/or obtain positive program outcomes. Incentives may be in the form of cash awards, plaques, and certificates of achievement, gifts, in-kind certificates, or vouchers. Incentives will be provided to youth who have completed goals as outlined below.

1. Completing a goal from their Individual Service Strategy
2. Completing a post literacy/numeracy test
3. Bringing in documentation needed for data validation such as a diploma or certificate
4. Passing each GED test or obtaining a high school diploma
5. Youth in the follow-up phase who provide follow-up information
6. Improved school attendance

Youth may receive incentives if all eligibility documents are in their file and up to date, at the time the request is made for a youth who has achieved a goal. Youth will receive a gift card valued from \$10.00 to \$25.00 each, **not to exceed \$200.00 per calendar year.**

Qualifying achievements, as included in the Individualized Service Strategy, for incentive include (but are not limited to):

Type of Achievement	Paper Documentation	Amount Payable
Completion of GED test (incentive can be offered for <b>each</b> test completed)	Copy of official document showing passed test	The successful completion of each test = \$20.
Attainment of High School Diploma or HSED/GED (Only applies if incentive was not given for each individual tests).	Copy of GED/HSED or transcript showing graduation	Successful attainment = \$40
Post-Secondary Certificate or Degree	Copy of Diploma/Certificate or Transcript showing what was awarded	Successful attainment = \$40
Post-Secondary Semester Completion (with a pass)	Copy of Transcript	\$20
OSY within compulsory attendance age and who has not attended school for at least the most recent complete school year's calendar quarter who returns to school	Copy of letter or e-mail from school personnel stating re-enrollment	\$40
Basic Skills Improvement - Successful completion of TABE post-test – Increasing at least one Educational Functioning Level (EFL)	Copies of TABE Pre and Post Tests	\$20
Obtaining Unsubsidized Employment	Copy of Letter of offer from employer or pay stub. Other source such as UI records, etc.	\$40
Retention of employment for 90 consecutive days	Pay stub, Other source such as UI records, etc.	\$40
Completion of work readiness or occupational skills goals	Worksheets, Certificates	\$40 each

Apprenticeship Achievement milestones, which may include but is not limited to completing one semester	Verification regarding the milestone from the school, CESA or other official source	\$40 per semester

**The Process:**

Once a youth has completed a goal listed above. The Employment Guidance Counselor (EGC) is to request the Incentive from the program supervisor. After the program supervisor approves the request, the EGC can pick up the gift card from the supervisor, and sign off on the support service log.

When the EGC gives the incentive payment to the youth participant, the participant will sign a paper receipt, which shall then be put in the participant's file. That paper receipt shall be checked as either a Support Service or an Incentive, and the reason for either shall be indicated on the space provided on the receipt.

**Workforce One (WF1) Coding:**

The transfer of the Support Service between the EGC and participant shall be case noted using the Subject Line "Incentive." The amount, type of incentive, and goal obtained (reason for the distribution of the incentive), shall all be included in the case note.

The Incentive shall also be recorded under the **Support Service** tab (as there is no Incentive tab in WF1) in WF1, including the Service, Date the transaction took place, and the total amount.

**Incentives vs. Support Services:**

Incentives and Support Services are tracked through different criteria, and therefore must be specified when distributed to each participant. This policy highlights the specifics of what an incentive is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Support Services Policy.

**EFFECTIVE DATE:** February 13, 2018

**CONTACT PERSON:** WIOA Manager, Supervisor, and/or Planner

[Attachment G]

Question 17 WIOA Element	17a. Who Provides the Element?	17b. Selection Process & MOU Status	17c. Workforce Innovation & Opportunity Act (WIOA) Youth	17c. Minnesota Youth Programs (MYP)	17c. Temporary Assistance for Needy Families (TANF) Youth Innovation Project	17d. Delivery and Best Practices
Tutoring, study skills training, instruction and dropout prevention services	Local Public School Districts Local Private Schools Local Charter Schools	Determined by school district in which participant resides No written MOU	X			Delivered by trained educators and often in individualized settings.
Alternative secondary school services or dropout recovery services	Goodwill Easter Seals Change Inc. City Academy ABE Providers	Determined by school district in which participant resides No written MOU	X			Delivered by trained educators in both individualized and group settings.
Paid and unpaid work experience	WFS in partnership with local community businesses and organizations	Participants are matched with partners who they have interest and learning objectives in	X	X	X	Participant is matched with agency that is appropriate fit to their skills and interests. Learning objectives are set prior to experience and evaluated at completion.
Occupational skill training	Community-Based Agencies Local Post-Secondary Secondary Institutions	Based on individualized career opportunities and certification on ETPL Use of Individualized Training Accounts No written MOU	X			Participant choice of training is critical to the completion and success of the element.
Education offered concurrently with workforce preparation	WFS Community-Based Agencies Local Post-Secondary Institutions ABE Providers	Based on individualized career opportunities and certification on ETPL Use of Individualized Training Accounts No written MOU	X			Participant choice of training is critical to the completion and success of the element.
Leadership development opportunities	WFS	In process of competitive solicitation of or expansion of local providers	X	X	X	Participant's choice and investment in this element is key. Must be offered to all youth, regardless of barriers.
Supportive services	WFS	Determined by individual participant's need	X	X	X	See support service policy attached.
Adult mentoring	No currently available providers	In process of competitive solicitation of or expansion of local providers	X			Mentorship should not be provided by EGC and should include at least 12 months of mentor relationship with at least monthly contact between mentors and mentees.
Follow-up services	WFS	Provided by local WDA	X	X	X	Details located in Youth Exit Policy.
Comprehensive guidance and counseling	WFS	Provided by local WDA	X	X	X	Scope of services provided does not include the provision of mental health, chemical health or housing supports, but rather appropriate to qualified providers.
Financial literacy education	WFS in partnership with local financial institutions	In process of competitive solicitation of or expansion of local providers	X	X	X	Multiple approaches to financial literacy, including curriculum that acknowledges historical disparities in wealth building.
Entrepreneurial skills training	WFS	In process of competitive solicitation of or expansion of local providers Use of Individualized Training Accounts	X			Multiple approaches to training, including curriculum that acknowledges historical disparities in entrepreneurial investment.
Labor market information	MN DEED Real Time Talent	Provided by state WFD agency	X	X	X	One to one and group training when doing career exploration and work experience planning.
Postsecondary preparation and transition activities	Local Public School Districts Local Private Schools Local Charter Schools ABE Providers	Determined by school community that individual participant is connected to	X			Delivered by trained educators in both individualized and group settings.

**MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH**  
**Interagency Projects Supporting Positive Outcomes for At-Risk Youth**

**Vision:** “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

**MISSION STATEMENT:** *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*

<b>Outcomes</b>				
<b>Improve Transition Outcomes for Juvenile Offenders* (justice-system involved youth &amp; young adults)</b>	<b>Improve Transition Outcomes for Youth Aging Out of Foster Care</b>	<b>Improve Transition Outcomes for Youth with Disabilities</b>	<b>Prevent and End Homelessness</b>	<b>Reduce High School Dropout Rates</b>
<b>Strategies</b>				
Take direct referrals from Juvenile and Adult Probation Officers in order to provide employment services.	Take direct referrals from Ramsey County Social Services, Child Protection Unit, Fostering Connections Unit and Permanent Connections Unit in order to provide employment services.	Make appropriate cross referrals to Vocational Rehabilitation Services to provide integrated employment supports.	Continue engagement as stakeholder in Heading Home Ramsey Coalition and other county-wide efforts to end homelessness.	Work with ABE and other K-12 partners will aide in exposing youth to services that can help in the attainment of GED and other credentials.
Adult Probation Restructure Program: Partner with Community Corrections to provide employment and training supports with the purpose of reduce recidivism and revocation for high risk, young adult offenders.	Engage with other stakeholders to guide the work of Transforming Child Welfare to reduce the number of youth, and the racial disparities, who reach “aging out” without permanency.	Received at referrals from Vocational Rehabilitation participants for paid summer work experiences.	Receive and seek referrals from new Catholic Charities day center, Opportunity Center.	OTS interns will help students who are struggling to catch up when they are falling behind academically.

Outcomes				
Improve Transition Outcomes for Juvenile Offenders* (justice-system involved youth & young adults)	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Engage with other stakeholder to guide Ramsey County Juvenile Detention Alternatives Initiative and other juvenile justice policy, procedure and systems reform.		Continue guidance on best practices with those with disabilities by local Vocational Rehabilitation management on Workforce Innovation Board and youth Committee.	Receive and seek referrals from Safe Zone, homeless youth drop-in center.	
			Receive and seek referrals from Ain Dah Yung youth emergency and transitional housing.	