



APEX Construction Career Readiness Training

Fall 2018

Request for Proposal

Important Dates

Available funding:	\$550,000
RFP Release Date:	September 10, 2018
Technical Assistance: Technical assistance is available for interpreting instructions or preparing applications.	Contact: Betsy Adamson 651-284-5196 Betsy.Adamson@state.mn.us Responses to frequently asked questions will be posted to the DLI website weekly.
Proposal Due Date: Late proposals will not be accepted	October 22, 2018 (before 4:30pm, CST) Submit by email to: Betsy.Adamson@state.mn.us or Mail or hand deliver three copies to: Minnesota Department of Labor and Industry ATTN: Betsy Adamson 443 Lafayette Road N. St. Paul, MN 55155
Review Period:	October 22 – November 7, 2018
Notification of Applicants:	Week of November 12-18, 2018
Contract Start Date:	January 1, 2019 or date of executed contract, whichever comes later
Contract End Date:	September 30, 2019
All documents can be found at: http://www.dli.mn.gov/business/workforce/apprenticeship	

APEX Construction Career Readiness Training Request for Proposal

Introduction

The Minnesota Department of Labor and Industry's (DLI's) mission is to ensure Minnesota's work and living environments are equitable, healthy and safe. The department serves employees, employers and the public by regulating buildings and workplaces through education and enforcement.

DLI is committed to fair and competent enforcement of the laws it administers and serving as a responsive and reliable resource for all Minnesotans, including employers, workers, insurers and licensees. We are committed to building a diverse and inclusive workforce to better serve Minnesota's citizens.

Objective of the RFP

The Department of Labor and Industry, through Apprenticeship Minnesota, is seeking proposals from qualified responders to partner with and fund construction career readiness and pre-apprenticeship training programs in construction that will lead to the successful placement of trained women and minority participants into a registered apprenticeship program.

Apprenticeship Minnesota seeks responses from active registered apprenticeship training programs with capacity to effectively target minority and female participants for training and placement. This funding is meant to increase participation of these groups under-represented in apprenticeship and the construction industry in Minnesota. There are currently more than 11,000 registered apprentices in Minnesota. However, the participation of women and people of color combined represents a quarter of those currently registered. The performance period of this award will conclude on or before September 30, 2019.

Apprenticeship Minnesota at the Department of Labor and Industry (DLI) was awarded \$3,316,649 from the U.S. Department of Labor to expand registered apprenticeship in Minnesota. This training initiative is wholly funded with USDOL grant funds. The Minnesota Registered Apprenticeship Expansion Grant or "APEX" grant funds numerous initiatives including: (1) address Minnesota's racial and economic disparities by increasing female and minority participation in registered apprenticeship; (2) engage construction employers, educators, labor and workforce intermediaries in apprenticeship recruiting and retention initiatives.

Apprenticeship Minnesota has already worked with four construction registered apprenticeship training partners through its APEX initiative to pilot pre-apprenticeship and career readiness training programs. The pilots were successful in bringing more women and minorities into registered construction apprenticeships, and in providing employers with more job-site ready registered apprentices. DLI is seeking grant sub-recipient partners to continue piloting construction career readiness programs to increase diversity and inclusion of women and minorities in construction apprenticeship programs.

Funds Available

APEX Construction Career Readiness Training Funding through the Minnesota Department of Labor and Industry funding availability:

- Total available funds allocated for this round of training: \$550,000.
- Funds may be awarded to four to six organizations.
- Cost per participant cannot exceed \$3,000. Allocated amounts awarded may depend upon the number of proposals received, the projected number of female and minority participants served and placed in registered apprenticeships and the per participant cost.

Funding will be allocated through a competitive process with review by a committee of DLI employees. DLI anticipates that grantees will be announced in November 2018. Please note that grantees may only incur allowable expenditures once a grant contract is fully executed between the grantee and the state and the grant has reached its effective date.

As required by 2014 MN Laws Ch. 239, art. 2, & 9, the successful responder(s) may not use money received under the grant contract to supplant other funds available for the same purpose.

Technical Assistance

Technical assistance is available for interpreting instructions or preparing applications.

Contact: Betsy Adamson, 651-284-5196, Betsy.Adamson@state.mn.us.

Each week, DLI staff will post responses to frequently asked questions on DLI's website at: <http://www.dli.mn.gov/business/workforce/apprenticeship>.

Scope of Work

Overview

Eligibility

1. Proposals will be accepted from construction Registered Apprenticeship programs serving the targeted population on a competitive request-for-proposal basis.
2. Responders must be able to serve the targeted audience of women and minorities.
3. Responders must submit completed proposals in a timely manner on or before 4:30pm CST, October 22, 2018.
4. Proposals must contain sufficient information to support a responder's ability to deliver the services described in its proposal.

APEX Program Minimum Requirements

- Provide 5-10 week career readiness training program(s) for women and minorities in the construction trades.

- Partner with community organizations to recruit participants for construction career readiness training programs and/or provide participant supports.
- Report plans and progress to DLI formally on a quarterly basis, and informally throughout the contract period.
- Actively facilitate placement of program participants in construction registered apprenticeship programs.

Tasks/Deliverables

- Partner to recruit and/or provide supports for women and minorities into your career readiness training program;
- Train women and minority participants in your trade, provide completing participants with tools and safety equipment so they are job ready;
- Bring employers into the training center to meet participants and observe them working, and facilitate job placement;
- Submit timely quarterly program reports and final report;
- Submit timely invoices for expense reimbursement on a monthly basis;
- Provide DLI with participant filled-out forms including demographic information and permission to share data with US DOL;
- Track and report participant progress including entry into the program, drop or completion, placement into a registered apprenticeship and employer name;
- Actively participate in any additional evaluation and data collection efforts that assess the impact of this initiative.

Target Population

Women and minorities are the target population for this funding. Secondary audiences are veterans and youth aged 18-24. Please note, funding training goals will be based on the number of women and minorities in your training program and placed in registered apprenticeships.

Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#)

Please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Questions

Questions may be submitted by phone or email to Betsy Adamson at 651-284-5196 or Betsy.Adamson@state.mn.us. Frequently asked questions will be updated weekly on the website: <http://www.dli.mn.gov/business/workforce/apprenticeship>.

Proposal

Proposal Content

Please see **APEX Construction Career Readiness Training, Fall 2018, Proposal Application**, for required proposal content. The proposal narrative and budget information for this funding request is in a worksheet format.

The APEX Construction Career Readiness Training, Fall 2018, Proposal Application and related documents can be found on Minnesota Department of Labor and Industry website:

<http://www.dli.mn.gov/business/workforce/apprenticeship>.

Please fill out the APEX Construction Career Readiness Training, Fall 2018, Proposal Application and submit. This will be your formal proposal, along with required attachments.

Instructions

Information required for your proposed request for funding will be in the format of a worksheet. Please fill in all sections. Your responses should not be limited by the number of lines after each information request. Use as much space as needed.

Additional Required Documents

- Required financial documents (see p. 5)
- Letters of Support from at least two community partners
- Signed APEX Addendum – Attachment 1
- Affidavit of Non-Collusion – Attachment 2
- Copy of effective and equal opportunity policy – Attachment 3
- Proof of workers' compensation coverage – Attachment 4

Process

Apprenticeship Minnesota will accept proposals for the operation of an APEX Construction Career Readiness Training program to begin January 1, 2019, or date the contract is executed, whichever comes later. Programs and expenditures can begin after the contract is executed and must end by September 30, 2019. Funds will be available for reimbursement from the date the contract is executed until September 30, 2019.

Proposal Deadline

Interested parties must submit a completed proposal **no later than 4:30 p.m. CST October 22, 2018**. Proposals submitted after this date will not be considered. Proposals shall be submitted to:

Email: Betsy.Adamson@state.mn.us; or

Mail or Hand Deliver:

Minnesota Department of Labor and Industry
Attn: Betsy Adamson
443 Lafayette Road North
St. Paul, MN 55155

Proposal Instructions

This RFP does not obligate the state to award any funding, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions about this request for proposal or the application process should be sent to Betsy Adamson via email to Betsy.Adamson@state.mn.us, via fax: (651) 284-5720 or contact Betsy at 651-284-5196.

Other DLI personnel are NOT authorized to discuss this request for proposals with prospective responders before the proposal submission deadline. Contact regarding this RFP with any DLI personnel other than Betsy Adamson could result in disqualification.

All proposals must be submitted via email delivery or United States mail. Proposals submitted by email must be emailed to Betsy Adamson at: Betsy.Adamson@state.mn.us. Proposals submitted by delivery or United States mail must be directed to:

Minnesota Department of Labor and Industry
Attn: Betsy Adamson
443 Lafayette Road N
St. Paul, MN 55155

If the proposal is submitted by delivery or United States mail, then:

1. Three copies of the proposal must be submitted;
2. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address written on the outside; and
3. Each copy of the proposal must be signed in ink by an authorized member of the firm.

All proposals must be received no later than 4:30 p.m. Central Standard Time, October 22, 2018.

All costs incurred in responding to this RFP will be borne by the responder. Faxed proposals will not be considered. Late proposals will not be considered.

Application Checklist

- APEX Construction Career Readiness Training, Fall 2018, Proposal Application
- Required financial documents (see p. 5)
- Letters of Support from at least two community partners
- Signed APEX Addendum – Attachment 1
- Affidavit of Non-Collusion – Attachment 2
- Copy of effective and equal opportunity policy – Attachment 3
- Proof of workers' compensation coverage – Attachment 4
- Three copies of proposal (if mailing or hand delivering)

Proposal Evaluation

All responses received by the deadline will be evaluated by representatives of the Minnesota Department of Labor and Industry. Each proposal area will be evaluated separately. Proposals will first be reviewed to determine if the mandatory requirements listed below have been met and if the proposal is complete (containing all required elements listed in Application Checklist above). Proposals that are incomplete or do not meet the mandatory requirements will not advance to the next phase of the evaluation. The State reserves the right, based on the scores of the proposals, to create a short-listing of responders who have received the highest scores to interview, or conduct presentations. The state reserves the right to seek best and final proposals from one or more responders. A 100-point scale will be used to create the final evaluation recommendation. (See APEX Proposal Scoring Sheet, Fall 2018)

Mandatory Requirements (Scored as Pass/Fail)

The following will be considered on a pass/fail basis:

- a) Proposal received on or before the due date.
- b) Responder must have an active construction registered apprenticeship program.
- c) Responder must be able to provide construction career readiness training for women and minorities.
- d) Information submitted by the responder must be sufficient to support the responder's ability to deliver the services described in the proposal.

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to responders and reviewers per Minn. Stat. § 16B.98 and Office of Grants Management Policy 08-01 http://www.mn.gov/admin/images/grants_policy_08-01.pdf.

Organizational conflicts of interest occur when:

- a grantee or responder is unable or potentially unable to render impartial assistance or advice to DLI due to competing duties or loyalties; or
- a grantee's or responder's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed or discovered, the responders or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant contract

Public Data

Per Minn. Stat. § 13.599:

- Names and addresses of grant applicants and the amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in § 13.37 and federal tax identification numbers) will be public data after the evaluation process is completed. Completion of the evaluation process occurs when the government entity has completed negotiating the grant contract with the selected responder.
- All data created or maintained by DLI as part of the evaluation process (except trade secret data as defined and classified in § 13.37 and federal tax identification numbers) will be public data after all grant agreements have been fully executed.

If the responder submits information in response to this Request for Proposals that the responder believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item; and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a grant. In submitting a response to this Request for Proposals, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the proposed budget submitted by the Responder to be proprietary or trade secret materials.

Proposal Contents

By submission of a proposal, the responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Sample Grant Contract

Responders should be aware of the State's standard grant contract terms and conditions in preparing your response. A sample grant contract is posted on the Minnesota Department of Labor and Industry website: <http://www.dli.mn.gov/business/workforce/apprenticeship>. Much of the language reflected in the contract is required by statute. If a responder takes exception to any of the terms, conditions or language in the contract, the responder **must** indicate those exceptions in the response to the Request for Proposals; certain exceptions may result in the responder's proposal being disqualified from further review and evaluation. Only those exceptions indicated in the response to the Request for Proposals will be available for discussion or negotiation.

Grant Monitoring

Minn. Stat. §16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Grantee Bidding Requirements

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- a) The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or

age in regard to any position for which the employee or applicant for employment is qualified.

[Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

- b) The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)
- c) The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.