

## Frequently Asked Questions (FAQ) for the Registered Apprenticeship Alignment to the Workforce System Request for Proposal (RFP)

Updated March 10, 2026

**Q 1: Please describe the state's preferred approach for delivering targeted training and technical assistance to workforce development boards stated in In Section 2 (Summary of Scope). Options could include in person delivery, virtual delivery, a hybrid model combining in person and virtual formats, and/or a train the trainer approach.**

**Q 2: Is the training and technical assistance to be delivered in person or virtually? If it is to be delivered in person, can you provide information on the geographic regions of the state in which training should be offered?**

**Answer to Q 1 and Q 2:** At least one live virtual targeted training session accompanied by supporting materials such as one-page summaries or handouts should be provided. A virtual delivery option is essential to ensure consistent access to training and technical assistance. Virtual training(s) would be recorded and made available for individuals unable to attend the live session(s). Follow-up technical assistance would also be provided virtually as needed.

A virtual train-the-trainer option for DLI staff to enable in person delivery in the metro and regional locations as needed is also needed. This approach ensures training can be offered on an ongoing basis for new staff or others who may benefit.

There is a potential to conduct one hybrid session during the contract period, allowing the selected contractor to observe virtually, provide feedback, and support DLI trainers.

**Q 3: Page 8 evaluation and selection will be completed by March 23. This is the same date that the RFP is due. When is the expected timeline of notification? Should we give ourselves a month?**

**Answer to Q 3:** This was a typo. The evaluation and selection process is anticipated to be completed by April 30, 2026.

**Q 4: To help ensure our proposed scope and approach are well-aligned with your expectations, is the state able to share an anticipated budget range for this work?**

**Q 5: Can you provide an estimated range of or maximum budget to support this project?**

**Answer to Q 4 and Q 5:** We cannot share a budget range at this time. However, we encourage all potential applicants to develop their proposals based on actual costs.

**Question 6: Can you please confirm which insurance types will be required for this contract? The sample contract includes insurance types that we don't typically carry and we weren't sure if these specific examples would be needed for this contract.**

**Answer to Q 6:** Workers' Compensation Insurance is required. Other forms of insurance, including Commercial General Liability Insurance, Commercial Automobile Liability Insurance, and Professional Liability/Errors and Omissions Insurance, etc. may be negotiated with the selected contractor. Applicants who wish to propose modifications or additions should document them in **Attachment B: Exceptions to State's Terms and Conditions**.

As noted in that attachment, the State reserves the right to reject, negotiate, or accept any exceptions proposed to the State's terms and conditions (including those outlined in the Sample Contract).

**Question 7: Does DLI have a sense of the number of training sessions needed?**

**Answer to Q 7:** We anticipate conducting at least four virtual training sessions, including two sessions specifically for workforce boards, followed by additional technical assistance sessions as needed. For further details regarding the training structure and content, please refer to the responses to Questions 1 and 2.

**Question 8: Could you please describe the challenges with the Eligible Training Provider List (ETPL)?**

**Answer to Q 8:** The process for being added to the ETPL and for managing program listings is conducted through the Provider Portal, which is administered by the ETPL team at DEED. Because the portal was originally designed for educational institutions, it is not intuitive for registered apprenticeship program (RAPs) sponsors and can be challenging to navigate. DEED is planning a comprehensive redesign of both the ETPL system and the Provider Portal, creating an opportunity to provide input to ensure the updated process is better aligned with the needs of RAPs. This effort also presents a chance to learn from other states' approaches and incorporate practices that may strengthen Minnesota's system.

In the interim, we are working to make the current process as streamlined and manageable as possible for RAP sponsors. Developing a clear, user-friendly guide to help sponsors navigate the existing portal, particularly for making updates after the initial setup would be especially beneficial

**Question 9: Is there an established cadence of meetings between DLI and DEED that can be leveraged for purposes of the work envisioned in the RFP between the agencies? If so, can you please describe the frequency of these meetings? Or will these be meetings set up specifically for the project and, if so, could you please estimate the number of meetings that may need to occur?**

**Answer to Q 9:** During the project, we anticipate convening several initial meetings with key stakeholders at DLI and DEED to align priorities and establish a shared understanding of project goals. Following these introductory discussions, we would schedule regular check-ins with both agencies to ensure ongoing coordination and progress. We estimate an average of three to four meetings per month between DEED and DLI throughout the project period.

**Question 10: Will the contract resulting from this RFP be a deliverables-based contract (meaning the contractor will be paid for completion of high-quality deliverables rather than at an hourly rate)?**

**Answer to Q 10:** We encourage all potential applicants to develop their proposals based on actual costs and to submit deliverable-based pricing as outlined in “**Attachment C: Cost Detail.**” The resulting contract will also follow a deliverable-based structure, meaning that once the agreed-upon deliverable(s) have been satisfactorily completed, an invoice may be submitted for payment. Applicants must also provide the names, titles, and hourly rates of all staff who will be involved in completing the deliverables as requested in the RFP.