

Addendum One

Issued Date: June 10, 2021

Solicitation Title: Right Track+ Employment & Training Services

Addition(s)/Change(s)/Clarification(s):

- ☐ Change in Solicitation Response Due Date
- ☐ Change in Terms and Conditions
- ☒ Other

Please Note the Following Addition(s)/Change(s)/Clarification(s):

Clarifications:

Professional Development

- The County/City will be providing a variety of on-going professional development for organizations to use with program participants.
 - Ramsey County and the City of St Paul, along with employer partners, will be providing a variety of optional professional development activities for participants to complete and document in a passport. Although participants will not be paid for their time attending these optional professional development activities, they will be incentivized.
 - When participants turn in their passport with the documentation of their attendance at a minimum of five optional Passport Activities, they will receive a \$500 Target gift card to reward them for their engagement in their own learning & development.
- Organizations are welcome to supplement the on-going professional development resources that are provided with any they currently have or choose to create. These should be described in your narrative and include costs that would be incurred to do so (up to \$500 per participant) in proposed budget under "Additional Program Elements".
- This solicitation is not seeking community-based organizations to provide any industry specific training or extensive professional development supports.
- Rather, this solicitation is seeking organizations to provide ongoing coaching and support to young adult participants as they get matched with and complete a subsidized career pathway internship.

Revisions:

In response to feedback from community partners in the pre-solicitation conference, Ramsey County and the City of St Paul have adjusted the Right Track Plus program. These adjustments can be located below.

| | Original | Revised |
|--------------------------|--|---|
| Timeline | Participant Internships would begin on July 26 th and end on November 19 th . | Participant internships will begin on August 9 th and end on November 19 th . This will allow additional time for community partners to recruit and enroll participants. |
| Internship Hours Worked | Participant would work 20 hours per week at internship site and complete case management & professional development activities would be in addition to that time (unpaid). | Participant will work 20 hours per week at internship site and may complete up to 2 hours of paid time each week for the structured internship support and professional development provided by community-based organization. This additional 2 hours per week will be considered “paid training” and will be paid by the County or the City. The max number of paid hours per pay period will be 44. |
| Professional Development | Community organizations will provide some professional development (not including “additional program elements”). They will also track participant engagement in professional development activities provided by the County and/or the City. | Ramsey County and City of Saint Paul will host many professional development activities and events. Participants will not be paid to attend these events but if they complete five events and document them in their “passport” they will be able to turn it in for a \$500 Target gift card incentive (to be issued by the County). |

Questions:

1. Can wages be paid to participants for their participation in the “additional program elements” that I applied for?

No. The only wages to be paid to participants should go through either the County or the City. Participants can be incentivized to participate in “additional program elements” through gift cards, stipends, etc. A consistent incentive and/or stipend structure and policy should be established so these expectations are clear to participants.

2. Is there a minimum number of youth that you expect in my individual proposal?

No, there is no minimum number of young participants that is expected to be in each organization’s proposal. On average we would expect an organization to serve 10-25 young adult participants. Organizations should leverage their current relationships with young adults to develop their plans. Just a reminder, organizations will have less than a month to recruit and enroll all participants.

3. Are DACA students eligible?

All participants need to be legally eligible to work in the United States.

4. Do participants need legal status?

All participants need to be legally eligible to work in the United States.

5. Does the \$2,000 per student include administration, payroll benefits, occupancy, office supplies, etc.?

The amount of \$2,000 per participant is a guide in creating your budget. For example, budgets will be set based on how many proposed participants served multiplied by \$2,000 per participant (plus any additional costs detailed in Attachment A). This budget should include all costs to run the program, including administrative, staffing, participant support services (at least 20%), etc.

6. What is the pay period (weekly, biweekly, monthly) for the internships? In other words, how often will student be paid and how often will community partners need to submit student hours?

Payroll services will be provided by either Ramsey County or the City of St Paul. Both the County and the City are on bi-weekly pay periods so youth will be paid every two weeks. Unfortunately, Ramsey County and the City of St Paul are on opposite pay periods, so likely community organizations will be collecting timesheets and submitting hours every Friday.

7. Under the scope of services, the term is estimated to be from July 1st, 2021 to December 31st, 2021 with the full term not exceeding 5 years. Do you expect that agreements will be renewed post-December 31st?

After the conclusion of this program (December 31, 2021), the County may continue contracted services and add employment services, including but not limited to the following: ongoing employment support, case management, and coaching; distribution of support services to support participants engaged in employment and training; mentorship and community connection; and ongoing participant professional development. Exploration is currently underway for employment service programming beyond December 31, 2021 and would need County Board & City Council approvals prior to any renewals.

8. Are community partners recruiting for a specific career area or across career areas?

This can be determined by the organization. We encourage leveraging of existing partnerships and relationships with disconnected, COVID-impacted young people in the community.

9. Does the 20 hrs per week include their time with the organizations?

Please see the changes listed above for details about the hours worked versus the time spent receiving case management, career counseling supports and professional development.

10. Can youth be co-enrolled in any other program?

This programming is to provide job training supports beyond what many young adults are already receiving through the current workforce ecosystem. If a youth is already in an employment and training program that has the same program elements provided in Right Track Plus, they would not be eligible due to duplication of services. These program elements include career counseling, support services, subsidized internships, etc. If a participant is enrolled in a program that cannot provide these specific supports, then they would be eligible.

11. Will we have information about the opportunities/internships available that we can use a recruiting tool?

Yes, as best as possible. Ramsey County and Right Track are currently working to recruit and develop these internship opportunities. We will share them with the selected organizations at the time of contracting.

12. What are the English language proficiency requirements and/or language accommodations available?

Although there are no specific requirements for participation in the program, participants will be asked about their English proficiency and will attempted to be matched with an internship that can accommodate those needs.

13. Is there flexibility in the timeline?

Ramsey County and the City of Saint Paul have adjusted the timeline in response to feedback from community partners. The updated timeline includes an internship start date of August 9th, rather than July 26th. There is not additional flexibility in the timeline, as this program will be run as a cohort.

14. Will employees then also handle timecards, payroll, w-9, etc?

Community partner organizations will be responsible to support participants in collecting the HR and payroll documents. All documents should be provided to the City or County. Additionally, community partners will be submitting the intern's reported hours and/or timesheets to Ramsey County or City of Saint Paul.

15. Will employers allow organizations/counselors to come on site to support or counsel the students?

Generally, yes. In unique situations where onsite safety may be a concern (such as construction site), there may be limits on organization's staff ability to visit the participant on site.

16. Would it be expected that the staff of community organizations would need to meet in-person with participants? Or would it be acceptable to meet offsite (rather than at the office) and practice social distancing?

Organizations can decide if they would like to deliver the services in person, hybrid, or online.

17. Are we able to budget one or two FTE for our proposal?

This is up to the organization. Just a reminder that Ramsey County will be using the rate of \$2000 per participant as a guide, so expenses should align with that estimate.

18. We have employer partners that we plan to let know about the Right Track+ program, so that they will apply to host interns. I'm wondering – can our partner employees that apply specifically request to work with our students? Or is there a way that the person representing our organization on the matching team would be able to ensure a match between our students with those partner organizations we bring in?

No, employer partners will not be able to request interns from a certain organization, but every contracted partner will have the ability to influence matching decisions through communication with

County and City staff. There is not a guaranteed match but efforts will be made to support existing partnerships.

19. Regarding the Criteria, Case Management Supports Plan, would you explain the extent of Case Management required. Are there specific questions, categories or actions that must be documented? Will each “fundee” be required to maintain the same information? Will a form be provided or will we have to create a Case Management document/form?

The term “case management” is used broadly in this solicitation. By “case management” the request is to provide ongoing support and services to the participants as they complete their internship. This support should be in the form of at least weekly check ins with the participants to gather information about how the internship is going, issue support services and troubleshoot any issues with the participant (and possibly the employer) as they arise. Other terms for the support that we are seeking would be job coaching, career counseling, employment navigation, etc.

20. My question is, does the lead organization contracting with the county need to have specific competencies with the pathways outlined in the RFP? Is exposure to these pathways competitive enough for us to apply? We have workforce development programs based on equity (employing youth 16-24 of color) with services in food distribution and youth services supervision. On Fridays we run a camp structured day with our workforce development program participants to take them to different companies for career exploration.

No, the lead organization does not need to have any competencies within the selected industry sectors for the program. Contracted organizations need not provide any industry specific training or professional development, as this will be provided by the County, the City and other employer partners. If your organization is seeking to host interns, you can learn more [here](#).

21. Could you provide more concrete examples of participant services (the required 20% of base). I know you mention tools, equipment and transportation, but our training program doesn’t require tools or equipment. Any other acceptable costs that fall into that definition?

The participant support services that are required as a minimum 20% of the budget should include any resources, items, tools, etc. that the participants need to be successful in their internship. That may include tools for participation in professional development but should be focused on what is needed for the internship (professional clothing, uniform, transportation, technology, etc.).

22. On this project who is responsible for workers’ comp insurance/compliance (first report of injury training)?

Either Ramsey County or the City of Saint Paul will be the employer of record so will be responsible for worker’s compensation and insurance. All internship supervisors will receive training on first report of injury.

23. Is it Ramsey’s intention to publish an “Intern Handbook” for participants across community partners to outline internship expectations/procedures or is that something that each partner provides to their enrollees?

Information regarding internship expectations/procedures will be provided to community partners and to all participants prior to the beginning of the internship. Community-based organizations do not need to create this type of handbook.

24. 1.1, Page 3 lists 9 requirements but on page 4 under Costs it says there are the 6 required program services. Can that be clarified?

We apologize for the typo. It is 9 required program services listed in section 1.1.

25. Program schedule appears to indicate that all recruiting & onboarding should happen within 2 weeks of the contract initiation date and employer matching occurs on the week of July 19. Does this mean our proposal needs to be limited by the number of people we can recruit & enroll between the 7/1 and 7/19?

Ramsey County has adjusted the timeline to allow more time for recruiting and onboarding. The internships will begin on August 9th, and matching will be the prior week. Community organizations will have from the contract execution (goal is July 1st) until July 30th to recruit and onboard participants.

26. If our proposal includes additional paid training by the community partner, who would be the employer of record for those additional hours?

Ramsey County and the City of Saint Paul will allow for up to 4 hours per two-week pay period of paid training and support provided by the community partner (on County or City payroll). For professional development/training beyond these 4 hours, no wages should be paid. Rather they can be incentivized with stipends, gift cards, etc.

27. How much will the Right Track model be drawn upon in the assessment phase of career matching, including educational history and/or justice involvement?

Many of the practices that the City of Saint Paul uses in their intern matching process will be utilized, but in a condensed timeline. There will not be participant interviews. Education history and justice involvement will be taken into consideration when matching participants to employer partners.

28. Budget: On the budget table, should any “other” category expenses be listed in aggregate (identify the costs specifically but use one row with an aggregated total expense for those costs) or should additional rows be added for each “other” expense?

All “other” expenses can be combined with a brief description but then listed in the aggregate.

29. Budget table: Overhead section lists salary but not fringe in the budget categories, whereas salaries & fringe are listed separately in Direct Program. Should proposals add a fringe row to the admin cost table or aggregate them with salaries?

Fringe costs related to admin personnel cost can be included in the salary line.

30. Budget table, support services: How narrowly should support service cost categories be defined? This is a short-term project, so increased specificity for support services increases the need for budget mods if/when participant needs are not in the expected category.

Support services include any resources going directly to participants for the purpose of their engagement in the internship. This could include transportation, uniforms, technology, tools, etc.

31. It was mentioned in the webinar that the County will disclose internship opportunities and employers to help providers with recruitment. Will the County/City also be providing marketing collateral for outreach purposes, or should applicants plan to develop their own collateral and include these costs in their budgets? By “marketing collateral,” I simply meant printed materials (e.g., flyers, brochures, etc.) that could be used for outreach purposes.

The County and the City will provide minimal marketing to possible program participants via websites and social media. Currently there are no plans to develop any printed materials for recruitment. Community organizations should create their own recruitment materials.

32. What If your organization is a one person consulting educational program, could this type of business be awarded a contract?

Organizations that will propose and are equipped to deliver the services described in the scope of services and this addendum will be considered for the contract.

33. Previously we serviced youth who transition from Boys Totem Town to our career-readiness program. As I stated during the Zoom call and as noted during a KSTP 5 news report, Metro Transit has become increasingly hazardous in recent weeks. Transfer points makes it difficult for youth to feel safe getting to and from work/training. What measures are under consideration to address these concerns?

We encourage the community-based organizations staff who will be engaged in the Right Track Community Team to bring these concerns regarding specific individuals or situations to the County & City to be taken into consideration during the internship matching process.

34. Could required meetings be attended virtual?

It is expected that the meetings hosted by the County or the City will remain virtual until further notice, but there is no guarantee that meetings after that will be held virtually. The required meetings community-based organizations will be holding with participants can be delivered in whatever method the organization is most comfortable with.

35. There's a definite need for a business number & email address. Are county/city generic numbers provided for recruiting?

No. The community-based organizations will be responsible for recruiting and enrolling participants, therefore the contact information for recruiting should be through the partner.

36. Mileage is hard to estimate in advance, is there reimbursement for mileage or just a tax year deduction.

Mileage reimbursement for staff would be an allowable cost. We would recommend gas station gift cards for driving transportation costs for participants.

All Addendum(s) are to be acknowledged on the Solicitation Cover Page to be included with your submission. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE SOLICITATION RESPONSE. Unless otherwise specified above, the Solicitation Response due date and time all other Terms and Conditions remain the same.

Sincerely,

Andrew Greenlee
Senior Procurement Specialist

Ramsey County representatives recommending this Addendum acknowledge that all Ramsey County solicitation policies and procedures have been followed.