

# Request for Proposals (RFP)

## Workforce Navigation Services

**Issued By:** People In Action (PIA)  
**Award Amount:** Up to \$25,000  
**Date Issued:** Tuesday, May 6, 2025  
**Deadline:** Friday, May 9, 2025

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### Introduction

People in Action (PIA) invites proposals from qualified organizations to provide Workforce Navigation Services. This initiative aims to connect Minnesota residents—particularly underserved populations—with workforce development resources, improving employment outcomes and fostering economic mobility.

### Program Overview

This program focuses on providing outreach and referral services for individuals aged 14 and older, helping them navigate the workforce system and access available resources effectively.

**Scope of Services:** Selected organizations will be responsible for delivering Workforce Navigation Services, which include:

- **Outreach & Enrollment:** Engaging historically underserved communities, with a focus on Saint Paul residents.
- **Guidance & Referral:** Assisting participants in exploring workforce programs and making informed referrals based on individual needs.
- **Ongoing Support:** Providing continued assistance after referrals to ensure successful program completion and positive employment outcomes.
- **Focus on Underserved Areas:** At least 40% of program participants and allocated funds must be dedicated to serving Saint Paul residents.

### Program Details:

- **Target Population:** Youth and adults (ages 14+) in Ramsey County, with an emphasis on underserved populations.
- **Funding Allocation:** Up to \$25,000, based on the scope of services and deliverables.
- **Total Participants:** 20 individuals (two cohorts of 10).
- **Program Duration:** 6 weeks.

- **Service Delivery:** Services can be delivered in-person, virtual, or hybrid, depending on participant needs or unforeseen circumstances (e.g., natural disasters).
- **Performance Metrics:** Success will be evaluated based on outreach reach, enrollment numbers, referral success, participant satisfaction, and employment outcomes.

## Eligibility Requirements

To be considered for this RFP, applicants must meet the following eligibility criteria:

### **Organizational Status:**

Must be a registered nonprofit organization, for-profit entity, community-based organization, governmental entity, professional service provider, business, technical service provider, or consultant with a proven track record in workforce development services.

### **Experience:**

Minimum of three years of experience providing workforce development or navigation services, particularly for underserved populations.

### **Geographic Focus:**

Must have a physical presence or demonstrated capacity to serve the target population in Ramsey County, with a specific focus on Saint Paul residents.

### **Cultural Competency:**

Demonstrated ability to engage with and provide services to diverse populations, including racial and ethnic minorities, low-income individuals, and those facing barriers to employment.

### **Capacity:**

Ability to manage the proposed budget and deliver services to a minimum of 20 participants within the specified program duration of six weeks.

### **Compliance:**

Must comply with all applicable federal, state, and local laws and regulations, including those related to nondiscrimination and accessibility.

### **Financial Stability:**

Applicants must provide evidence of financial stability, including recent financial statements or audits, to ensure the organization can sustain operations throughout the project duration.

### **Partnerships:**

Preference will be given to organizations that demonstrate existing partnerships or collaborations with other community organizations, employers, or stakeholders in the workforce development field.

**Note:** Failure to meet any of these eligibility requirements may result in disqualification from the proposal evaluation process.

## Proposal Requirements

Applicants must submit a proposal that includes:

- **Organizational Background:** Overview of experience in workforce services, particularly for underserved communities.
- **Approach & Methodology:** Detailed plan for outreach, referrals, support services, and cultural competency.
- **Timeline:** A clear and realistic implementation timeline with key milestones.
- **Budget Breakdown:** Itemized costs with justification and cost-effectiveness.

### Key Personnel:

Overview of the qualifications and responsibilities of the team members involved in the project.

**References:** A minimum of two references from comparable projects should be included.

**Data Collection & Reporting:** Outline of the methods for tracking outcomes, handling participant data, and delivering reports to PIA.

### Documentation, Communication & Support Expectations

Selected providers will be required to maintain accurate records, specifically to including:

- Program Participant, the participants demographics and contact information associated.
- Needs assessments and referrals.
- Ongoing support and attendance records.
- Outcome data.

Regular communication and updates with PIA assigned representative, partners and associates to be expected.

### Payment Process (Reimbursement Model):

This program operates on a reimbursement model. Providers must submit detailed documentation for completed activities and invoice PIA for payment. Proposals must confirm acceptance of this payment model.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Category	Weight
Organizational Capability & Experience	20%
Approach & Methodology	30%
Budget & Cost-Effectiveness	20%
Key Personnel Qualifications	10%
Cultural Competency	10%
References & Past Performance	10%

**Scoring:** Proposals will be rated on a scale of 1 to 5, with 5 being the highest. The proposal with the highest total weighted score will be selected.

### **Award Selection & Announcement**

All proposals will be reviewed after the submission deadline. Selected applicants will be notified no later than Monday, May 12, 2025. Contracts are expected to begin shortly after.

If you have any questions or need assistance with the submission process for this Request for Proposal (RFP), we encourage you to reach out to us at [info@peopleinactionmn.org](mailto:info@peopleinactionmn.org). To ensure a smooth communication flow, please also include [Abshir@Peopleinactionmn.org](mailto:Abshir@Peopleinactionmn.org) and [Hangatu@peopleinactionmn.org](mailto:Hangatu@peopleinactionmn.org) in your email. We appreciate your attention to this detail and eagerly await your valuable submission.

Thank you!  
People In Action Team,