



November 13, 2015

**MEMORANDUM**

TO: Respondents – MSFA Request for Employment Assistance Firm Services

FROM: Alex Tittle, Equity Director and Patrick Talty, SMG General Manager

SUBJECT: RFP Questions and Responses

Below are the submitted questions to the above RFP and responses.

1. Where do you respond to the EAF Request for Proposal?

***All Proposals must be delivered to the addresses set forth below by 3:00 p.m. CST on November 19, 2015 ("Proposal Deadline"). Each proposal shall be provided in a single bound volume.***

***One electronic copy and ten (10) bound copies shall be delivered to:***

***Alex Tittle, MA***

***MSFA, Equity Director***

***511 11th Ave. South, Suite #401***

***Minneapolis, MN 55415***

***Fax: 612.332.8334***

***Email: [alex.tittle@msfa.com](mailto:alex.tittle@msfa.com)***

***One electronic copy and four (4) bound copies should also be delivered to:***

***Patrick Talty***

***SMG, General Manager***

***511 11th Ave. South, Suite #401***

***Minneapolis, MN 55415***

***Fax: 612.332.8334***

***Email: [Ptalty@smgworld.com](mailto:Ptalty@smgworld.com)***

2. Can a business do a joint venture with multiple organizations?

**Yes.**



3. Will you subcontract with the Minnesota Sports Facilities Authority?

***The Minnesota Sports Facilities Authority will be the Project Manager for this Contract.***

4. Is there an estimate number of jobs that will be available through the Minnesota Sports Facilities Authority and SMG?

***SMG has estimated over 1,000 part time positions that will be filled per major event. It is anticipated that SMG and Aramark will require access to a pipeline of roughly 200 – 400 people from the targeted community.***

5. Are there any extensions in submitting the Request for Proposal?

***There are no extensions or gaps that are identified in this RFP.***

6. Do you have to submit project information with the bid?

***This RFP specifies minimum requirements and should be responded to in all respects. In addition, Proposers should and are encouraged to submit alternatives and recommendations that may benefit the Contract.***

7. Will the nearly selected EAF have the ability to choose the specific employees for the stadium?

***We anticipate that The EAF will choose through their assessment of candidates to present to SMG and Aramark.***

8. What is the anticipated timeframe that work will begin after the selection process?

***After the selection process, it is anticipated that the contractor will begin work immediately. (i.e. meetings w/subcontractors, unions and ownership; planning for workshops; & planning for career/job fairs)***

9. Does the EAF see women and minorities as nonprofit organizations?



***No. Minority or Women – Owned Organizations. Minnesota Statutes, Section 473J.12 (the “Act”). The Act states that the Authority “shall contract with an employment assistance firm, preferably minority-owned, or owned by a disabled individual or a woman, to create an employment program to recruit, hire, and retain minorities for the stadium facility.”***

10. Is there a specific union that is in place to work with the company?

***No. there are no specific unions at this time until staff is hired which they will then choose their bargaining representation.***

11. How long does the proposal have to be in place before it can be changed or finalized?

***Your proposal is a finished product as of November 19, 2015. In the event you move on to the interview phase, areas of the proposal may be negotiated or altered at the discretion of the MSFA/Vikings/SMG/Aramark.***

12. (Please reference Exhibit G)?

***Exhibit G is a contract “example”. We will publish this example at a later date and a contract is not required within this response. Nor does your response contractually obligate you to perform, as an addendum. Therefore, a contract is not required as a response. (Template of our contractual language).***

13. Can you expand on the quality of jobs that are available? Do you know the pay rate?

***The types of jobs are listed on the presentation, located on the MSFA Website, Equity Page. The pay rate is not determined at this point. Please reference question #16.***

14. Will there be union or staffing jobs available?

***It is an assumption that the Unions will represent some of the positions. However, without any employees in place, representation by a particular union organization has not be identified. Please reference question #10.***



15. Is there a prevailing wage requirement?

***Wages are not determined at this point. It will be determined once they have proper representation.***

16. I thought I heard the number 1,000 workers on reserve to be hired for the stadium for four jobs: Cashier, Ticket Taker, Security and Facilities worker. We thought it was 200 workers. Can you explain how many workers you want us to provide?

***At this point, we do not have a definitive number of events. The size and number of events will dictate how many workers that will be required to run the facility for those events. Please reference Question #4 as well as the presentation on the MSFA Website, Equity Program page:***

***[http://www.msfa.com/content/EQUITY%20PLAN/EQUITY%20PLAN%20WEBSITE/EQUITY%20REPORTS%20&%20PRESENTATIONS/U%20S%20%20Bank%20Stadium%20Equity%20Presentation%206%2026%2015%20MSFA SMG Aramark.pdf](http://www.msfa.com/content/EQUITY%20PLAN/EQUITY%20PLAN%20WEBSITE/EQUITY%20REPORTS%20&%20PRESENTATIONS/U%20S%20%20Bank%20Stadium%20Equity%20Presentation%206%2026%2015%20MSFA%20SMG%20Aramark.pdf)***

17. Ultimately, who will make the final decision? The MSFA.

***The MSFA will make the final decision on who the Employment Assistance Firm will be.***

18. Will the Minnesota Sports Facilities Authority accept proposals from IT (Information Technology) Staffing/Consulting firm who can provide minority and women IT staffing/consulting or is the Authority only accepting general staffing firms in this proposal?

***The Stadium Legislation clearly defines that the MSFA shall contract with an employment assistance firm, preferably minority-owned, or owned by a disabled individual or a woman, to create an employment program to recruit, hire, and retain minorities for the stadium facility."***

19. I have and read a copy of your RFP. On page 3 E. in the section Questions Regarding Request for Proposal, you state: "The Authority reserves the right to reject any Proposal received from a Proposer not in attendance at the Pre-proposal meeting." Since I didn't attend the meeting, will you accept a proposal from Virtual Matrix Corporation?



***You are welcome to submit your proposal. The deadline is November 19, 2015 at 3pm.***

20. What is the vision of MSFA for this project?

***Please reference the RFP on the Minnesota Sports Facilities Authority website.***

21. What are the objectives and deliverables for the Employment Assistance Firm?

***Please reference the RFP on the Minnesota Sports Facilities Authority website.***

22. What is the length of service requirement (length of the contract)?

***The length of contract will be negotiated. It is referenced in the RFP.***