



Board of Commissioners

Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

April 14, 2026 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of April 14, 2026 is Presented for Approval** [2026-129](#)
Sponsors: County Manager's Office
Approve the agenda of April 14, 2026.
2. **Minutes from April 7, 2026 are Presented for Approval** [2026-130](#)
Sponsors: County Manager's Office
Approve the April 7, 2026 Minutes.

PROCLAMATION

3. **Proclamation: Administrative Support Professionals** [2026-123](#)
Sponsors: Human Resources

ADMINISTRATIVE ITEMS

4. **Agreement with Xcel Energy for Transmission Tower Relocation** [2026-111](#)
Sponsors: Community & Economic Development
 1. Approve the scoping estimate agreement with Xcel Energy, 417 Nicollet Mall, 5th Floor, Minneapolis, MN 55401, for an initial engineering and materials payment to relocate transmission towers connected to the Park at RiversEdge project in the amount of \$2,089,569.
 2. Authorize the Chair and the Chief Clerk to execute the agreement.
5. **Ramsey County Economic Development Strategy Launching Building Stronger Together** [2026-124](#)
Sponsors: Community & Economic Development
Approve and endorse the Building Stronger Together Economic Development Strategy and authorize its implementation.

6. Vacation of Unimproved County Road Right-of-Way [2026-119](#)

Sponsors: Public Works

1. Approve the vacation of unimproved county road right-of-way located along the eastern border of Ramsey County within the Northeast Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 24, Township 28, Range 22, Ramsey County, Minnesota.
2. Request that a copy of this resolution be filed with the County Auditor and the County Recorder.

7. 2026 Unified Local Youth Plan for the Workforce Innovation and Opportunity Act and Minnesota Youth Program [2026-082](#)

Sponsors: Workforce Solutions

1. Approve the 2026 Unified Local Youth Plan for the Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program for the period of April 1, 2026, through March 31, 2027.
2. Authorize the Chair and Chief Clerk to execute the Youth Plan.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the approved Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program budgets.
4. Authorize the County Manager to enter into expenditure grant agreements and execute amendments to agreements in a form approved by the County Attorney's Office and Finance, provided the amounts are within the limits of the approved program budgets.
5. Authorize the County Manager to apply for and accept additional Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program grant funds as they become available under the Grant Agreement.

8. Appointment to the Workforce Innovation Board of Ramsey County [2026-086](#)

Sponsors: Workforce Solutions

Appoint Alexandria Merritt to serve on the Workforce Innovation Board of Ramsey County for a term beginning April 14, 2026, and ending July 31, 2027.

9. Agreements with Taher, Inc., and Trinity Services Group, Inc., for Food Services [2026-099](#)

Sponsors: Sheriff's Office

1. Approve the selection of and the agreements with Taher, Inc., 5570 Smetana Drive, Minnetonka, Minnesota 55343 and Trinity Services Group, Inc., 477 Commerce Boulevard, Oldsmar, Florida 34677 for food services for the period of May 18, 2026 through May 17, 2028 with the option to be renewed for three additional one-year periods for a total of five years, in accordance with the rates established in the agreements.
2. Authorize the Chair and Chief Clerk to execute the agreements.
3. Authorize the County Manager to execute amendments to the agreements in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding.

10. Capital Improvement Program Contingent Fund Request for the Saint Paul Campus Security Project [2026-106](#)

Sponsors: Safety and Justice, Property Management

Authorize the County Manager to transfer up to \$200,000 from the Capital Improvement Program Contingent Account to the Saint Paul Campus Security Project Capital Improvement Program project budget for project activities.

LEGISLATIVE UPDATE

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

Board Workshop: Investing in the Housing Continuum: Local Affordable Housing Aid
Courthouse Room 220, Large Conference Room

Public access via Zoom:

Webinar ID: 923 9869 6921 | Passcode: 518162 | Phone: 651-372-8299

1:30 p.m.

Advance Notice:

April 21, 2026 County board meeting – Council Chambers

April 28, 2026 County board meeting – Council Chambers

May 05, 2026 County board meeting – Council Chambers

May 12, 2026 County board meeting – Council Chambers



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2026-129

Meeting Date: 4/14/2026

Sponsor: County Manager's Office

Title

Agenda of April 14, 2026 is Presented for Approval

Recommendation

Approve the agenda of April 14, 2026.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2026-130

Meeting Date: 4/14/2026

Sponsor: County Manager's Office

Title

Minutes from April 7, 2026 are Presented for Approval

Recommendation

Approve the April 7, 2026 Minutes.

Attachments

1. April 7, 2026 Minutes



Board of Commissioners Minutes

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

April 7, 2026 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:00 a.m. with the following members present: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Xiong and Chair Ortega. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Presented by Commissioner Miller.

1. Agenda of April 7, 2026 is Presented for Approval [2026-113](#)

Sponsors: County Manager's Office

Approve the agenda of April 7, 2026.

Motion by Xiong, seconded by McGuire. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

2. Minutes from March 17, 2026 are Presented for Approval [2026-114](#)

Sponsors: County Manager's Office

Approve the March 17, 2026 Minutes.

Motion by Miller, seconded by McGuire. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

PROCLAMATION

3. Proclamation: National County Government Month [2026-120](#)

Sponsors: County Manager's Office

Presented by Commissioner Miller. Discussion can be found on archived video.

ADMINISTRATIVE ITEMS

4. Charitable Gambling License with White Bear Township for White Bear Lake Hockey Association and Cooper's [2026-096](#)

Sponsors: Property Tax, Records & Election Services

1. Approve the application requesting a premises permit for Cooper's, located at 1190 County RD J, Suite 700, White Bear Township, MN 55127 for lawful gambling activity for the White Bear Lake Hockey Association.
2. Authorize the Chair and Chief Clerk to sign the application.

Motion by Miller, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

Resolution: B2026-039

5. First Amendment to the Single Source Agreement with Children's HealthCare Corporation [2026-077](#)

Sponsors: County Attorney's Office

1. Approve the amendment to the single source agreement with Children's Healthcare Corporation, 2525 Chicago Avenue South, Minneapolis, MN 55404-1844, for intervention services through Midwest Children's Resource Center, for the period of January 13, 2026 through March 31, 2030 in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.

Motion by Miller, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

Resolution: B2026-040

LEGISLATIVE UPDATE

Presented by Commissioner McGuire. Discussion can be found on archived video.

COUNTY CONNECTIONS

Presented by County Manager, Ling Becker, and Medical Director, Public Health, Lynne Ogawa. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Commissioner Xiong left the meeting at 9:42 a.m. after discussing her reports. Discussion can be found on archived video.

BOARD CHAIR UPDATE

No updates.

ADJOURNMENT

Chair Ortega declared the meeting adjourned at 10:10 a.m.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2026-123

Meeting Date: 4/14/2026

Sponsor: Human Resources

Title

Proclamation: Administrative Support Professionals

Attachments

1. Proclamation

Proclamation

WHEREAS, Ramsey County depends on Administrative Professionals who keep the county moving every day; they manage schedules, track documents, guide residents through complex systems, and make sure nothing falls through the cracks; and

WHEREAS, These professionals handle critical information, coordinate with multiple teams, and respond to high-stakes requests; their work ensures that county operations run smoothly and residents' needs are met without delay; and

WHEREAS, Administrative Professionals enable county leaders and staff to focus on policy and programs; and day-to-day operations, resident interactions, and important details are managed with care, accuracy, and attention; and

WHEREAS, They support residents through complex systems and sensitive situations; all people—especially those facing urgent or challenging circumstances—are treated with respect, dignity, and care; and

WHEREAS, Administrative Professionals facilitate communication, coordination, and continuity across departments; they link staff, teams, and residents to maintain effective and responsive county services; and

WHEREAS, Their work may not always be visible, yet it directly affects residents' lives, keeps the county running, and strengthens trust in Ramsey County services; Now, Therefore, Be It

PROCLAIMED, That the Ramsey County Board of Commissioners declares April 22, 2026, as Administrative Professionals' Day, and April 19 – 25 as Administrative Professionals Week, honoring the essential, frontline contributions of Administrative Professionals who make Ramsey County's mission possible every day.



Rafael Ortega, Board Chair, District 5



Tara Jebens-Singh, Commissioner, District 1



Mary Jo McGuire, Commissioner, District 2



Garrison McMurtrey, Commissioner, District 3



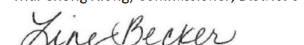
Rena Moran, Commissioner, District 4



Mai Chong Xiong, Commissioner, District 6



Kelly Miller, Commissioner, District 7



Ling Becker, County Manager

Item Number: 2026-111

Meeting Date: 4/14/2026

Sponsor: Community & Economic Development

Title

Agreement with Xcel Energy for Transmission Tower Relocation

Recommendation

1. Approve the scoping estimate agreement with Xcel Energy, 417 Nicollet Mall, 5th Floor, Minneapolis, MN 55401, for an initial engineering and materials payment to relocate transmission towers connected to the Park at RiversEdge project in the amount of \$2,089,569.
2. Authorize the Chair and the Chief Clerk to execute the agreement.

Background and Rationale

In November 2014, the Ramsey County Board of Commissioners approved the Riverfront Properties Project Budget and Financing Plan to demolish the buildings and prepare the 4.5-acre site for future development. Since then, Riverfront Properties has continued to be a priority for the county board who has taken action to support project progress. The full vision of the Park at RiversEdge includes a bridge-like structure serving as the podium for the park. The structure will traverse railroad tracks and Shepard Road.

To accommodate the structure a series of five transmission towers adjacent to the project site need to be relocated. Working with key stakeholders, preliminary alternate locations have been identified for the transmission towers. The next step is to conduct engineering work that further refines the locations and begin procurement of the longest-lead time materials. Completing the scoping estimate is also a critical path item for securing approvals from the railroads whose tracks run under transmission lines being moved.

The current cost estimate for the entire transmission line project is \$6,955,936. A payment of \$2,089,569 is due along with the signed scoping estimate agreement to initiate the work. Upon completion, the cost estimate will be further refined. Future steps include signing additional agreements to authorize payment for construction and a final payment to reconcile actual costs incurred.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

This action has limited impact on racial equity in service delivery, but it does pave the way for future development of both the public realm and eventual private vertical towers that will both be measured against the Equitable Development Framework. A future development agreement for Ramsey County Riverfront Properties will impact wages, contracting and workforce inclusion goals and access to affordable housing. Construction projects resulting from a future development agreement will include goals conforming with the county's adoption of the state of Minnesota's workforce inclusion and contracting goals.

Community Participation Level and Impact

This RBA is informed by years of shared community engagement and stated city and county goals. County staff met regularly throughout 2019 with staff from the city of Saint Paul in the City-County Working Group,

which provided the basis of integration of the RiversEdge project with the city's River Balcony Master Plan. County staff have also been present at several public gatherings focused on the city's river Balcony initiative and continue to meet regularly with city staff.

This particular action is more technical in nature, and a high degree of coordination is required with several municipal, geographical, and technical partners. Additional engagement around the overall project is underway with additional plans to maintain community participation in the works to ensure the county's core engagement principles are achieved throughout the process.

Inform Consult Involve Collaborate Empower

Fiscal Impact

The \$2,089,569 payment will be funded through existing project funds.

Last Previous Action

On February 6, 2024, the Ramsey County Board approved an Allocation of Funding for the Park at RiversEdge (Resolution B2024-020).

On December 12, 2023, the Ramsey County Board approved the Grant Agreement with Metropolitan Council for the Park at RiversEdge (Resolution B2023-231).

Attachments

1. Scoping Agreement with Xcel Energy



Scoping Estimate – External
Revision 0

A “Scoping Estimate” is provided by Xcel Energy for the convenience of the requesting entity (Requester). It is produced before engineering design has been completed and in many instances, before any engineering design has begun. Xcel Energy will make every effort to produce a representative estimate that incorporates as many project-specific factors as possible. However, a Scoping Estimate is generally based on typical conditions encountered on past construction projects and uses historical cost data from other Xcel Energy projects, which may or may not be directly comparable. A Scoping Estimate will only give a broad-based estimate of the possible costs that may be incurred during a potential construction project. Xcel Energy will not proceed to construction based on a Scoping Estimate. If a Requester wants a more definitive estimate of the cost of a project, an “Appropriation Estimate” should be requested.

This form will be provided to the Requester prior to completion of the Scoping Estimate so that the Requester can verify the Project Scope and Assumptions information, below. Once the estimate is complete, Xcel Energy will fill in the “Estimated Costs” space at the bottom, and provide a copy of this form to the Requester.

Requester Name Claudia Klinkhammer Phone 651-440-2889
Address: Ramsey County Fax Claudia.Klinkhammer@co.ramsey.mn.us
15 Kellogg Blvd W
Saint Paul, MN, 55102

To generate this Scoping Estimate, Requester agrees to pay Xcel Energy: \$2,089,569.00

Approved By
Requester: Claudia Klinkhammer 4/6/2026
Claudia Klinkhammer Date
Ramsey County
Redevelopment Program Manager

The Requester should review the information detailed below and notify Xcel Energy in writing as soon as possible if any of these assumptions are incorrect.

Project Information:

Substation Name/Line No: 0846 HBR-DBL
Location: St. Paul, Minnesota
Title: Line 0846 Structure 9-13 replacement.

Preliminary Scope/Assumptions:

The preliminary scope for this project is to relocate structures 0846-9 through 0846-13 to accommodate Ramsey Co's proposed Riversedge Development. This project will replace the existing steel monopole and steel lattice tower structures with new self-supporting steel structures on drilled pier foundations. All angle structures will be designed with davit arms and suspension insulator assemblies. Structure 0846-9 will be an angle structure and will be relocated 10-20 feet southwest of the existing 0846-9 on the Science Museum of Minnesota's property. Structure 0846-10 will be a terminal deadend structure and will be relocated to the median of Shepard Road, approximately 230 feet southwest of the existing 0846-10. Structure 0846-11 will be an angle structure and will be relocated 10-15 feet southeast of existing structure 0846-11. Structure 0846-12 will be an angle structure and will be relocated to the parking lot located on the west side of the Robert Street bridge. Structure 0846-13 will be an angle structure and will be relocated 10-15 feet northeast of the existing

0846-13 and will remain in the median of Shepard Road. All new structures will be designed to accommodate for a future second circuit on the north side of the line, however this project will only transfer the existing 795 ACSS "Drake" conductor and OPGW to the new structures on the south circuit.

Assumptions:

- Any changes made to Ramsey Co's Riversedge Development project must be communicated to Xcel Energy immediately, as design options may change, and project schedule may be impacted.
- New easements can be obtained for the new alignment.
- Project schedule and duration are contingent upon material, outage, and crew availability in the month(s) of scheduled construction.
- Local construction, road crossing, railroad crossing, and Army Core of Engineering permits will be required.
- Soil conditions are adequate for drilled pier foundation design.
- External civil construction resources have been estimated.
- Internal overhead line construction resources have been estimated.
- FAA permits can be obtained as needed. Structure heights may be impacted by FAA regulations on 0846-12 and 0846-13.
- Barge work will be required and can be accomplished during estimated construction dates to remove existing lattice tower 0846-12 and its foundations from the Mississippi River. Only the top pedestal of the foundation above the river bed will be removed from the Mississippi River.
- Matting may be required along the line, \$20,000 has been included in the estimate, and will be completed by internal construction crews.

Scoping Estimate of Costs:

~~\$0~~, Capital, Non-Reimbursable (paid by Xcel Energy)
~~\$6,955,936~~, Capital, Reimbursable (paid by Requester)
\$6,955,936, Capital, TOTAL

HD Estimate Name(s):0846-SE-STR 9-13 RELOC

Prepared By: Cole Kitzenberg
Xcel Energy - NSP
Consulting Transmission Line Engineer
9-29-25

Approved By
Xcel Energy: Joshua Tomlinson 3/26/26
Josh Tomlinson Date
Xcel Energy - NSP
Project Manager

RAMSEY COUNTY

Rafael Ortega, Chair
Ramsey County Board of Commissioners

Jason Yang, Chief Clerk
Ramsey County Board of Commissioners

Approved as to form:

Scott Schwahn
Scott Schwan, Assistant County Attorney
Ramsey County Attorney's Office

Recommended by:

JO
Josh Olson, Director of Community & Economic Development

Scope Summary Report

Project Information:

Project Title:	0846- STR3(0821)-DBL 115kV Structure 9-13 Relocation		
WBS Level 2:	A.0000276.120		
WBS Level 4:	A.0000276.120.001.002		
Operating Company (OPCO):	NSPM		
State:	MN		
Project Tier:	1		
Sub/T-Line:	Transmission Line		
InEight Estimate Name:	0846 - SE STR 9-13 Reloc		
Project Stage:	Scoping		
Estimate Date:	9/29/2025		
In-Service Date:	6/30/2027		
Project Manager:	Josh Tomlinson		
CMT Sponsor Engineer:			
Project Lead Engineer:	Cody Ostwald		
Estimate Prepared By:	Cole Kitzenberg (if other than Project Lead Engineer)		
Project Length (mi):	0.75	(See Scope Segment Details below)	
Voltage (kV):	115		

General Project Purpose & Scope:

The preliminary scope for this project is to relocate structures 0846-9 through 0846-13 to accommodate Ramsey Co's proposed Riversedge Development. This project will replace the existing steel monopole and steel lattice tower structures with new self-supporting steel structures on drilled pier foundations. All angle structures will be designed with davit arms and suspension insulator assemblies. Structure 0846-9 will be an angle structure and will be relocated 10-20 feet southwest of the existing 0846-9 on the Science Museum of Minnesota's property. Structure 0846-10 will be a terminal deadend structure and will be relocated to the median of Shepard road, approximately 230 feet southwest of the existing 0846-10. Structure 0846-11 will be an angle structure and will be relocated 10-15 feet southeast of existing structure 0846-11. Structure 0846-12 will be an angle structure and will be relocated to the parking lot located on the west side of the Robert Street bridge. Structure 0846-13 will be an angle structure and will be relocated 10-15 feet northeast of the existing 0846-13 and will remain in the median of Shepard Road. All new structures will be designed to accommodate for a future second circuit on the north side of the line, however this project will only transfer the existing 795 ACSS "Drake" conductor and OPGW to the new structures on the south circuit.

Estimate Assumptions:

None Entered

Scope Details:

Scope Segment	Segment Description	Segment Length (mi)	Scope Segment	Segment Description	Segment Length (mi)
S.1	Str 9 to Str 13	0.75	S.6		
S.2			S.7		
S.3			S.8		
S.4			S.9		
S.5			S.10		

Scope Segment	Typical Tangent Type (INSTALL)	Description (Optional)	Total Str Count (Install)
None Entered			

Scope Segment	Typical Tangent Type (REMOVAL)	Description (Optional)	Total Str Count (Remove)
None Entered			

Scope Segment	Typical Angle Type	Description (Optional)	Total Str Count (Install)	Total Str Count (Remove)
S.1	Steel_Mono_Dvt Arm_Susp_Bolted Fdn	DC	4	
S.1	Lattice_Susp	DC		3
S.1	Steel_Mono_Susp_Bolted Fdn	DC		2

Scope Segment	Typical Dead End Type	Description (Optional)	Total Str Count (Install)	Total Str Count (Remove)
S.1	Steel_Mono_HLP Jmp_Bolted Fdn	DC	1	

Wires						
Scope Segment	Phase Wire Type	Qty Phase Install (Station mi)	Qty Phase Remove (Station mi)	Shield Wire Type	Qty SW Install (Station mi)	Qty SW Remove (Station mi)
S.1	SC Round Conductor	0.75		Single OPGW	1.00	1.00

Major Property Units:

Below are the major property units that will be installed/removed as part of this project:

	Property Unit	Install	Remove	Comments
1	Arrester (Multiple)	No	No	0 Str(s) Installed & 0 Str(s) Removed above
2	Conductor Overhead (2920187209)	Yes	Yes	3.25 Station mile(s) install, 1 Station mile(s) remove above
3	Damper (2950189709)	Yes	Yes	Assumed that installed and removed structures have dampers
4	Guy Wire (3490241709)	No	No	0 Str(s) Installed & 0 Str(s) Removed above
5	Insulator (2920189459)	Yes	Yes	5 Str(s) Installed & 5 Str(s) Removed above
6	Pole, Cross Arm (6460817409)	Yes	No	4 Str(s) Installed & 0 Str(s) Removed above
7	Pole, Insulated Cross Arm (6460817509)	Yes	No	1 Str(s) Installed & 0 Str(s) Removed above
8	Pole Not Wood (6460816409)	Yes	Yes	5 Str(s) Installed & 2 Str(s) Removed above
9	Pole Wood (6460817209)	No	No	0 Str(s) Installed & 0 Str(s) Removed above
10	Switch Gang (Multiple)	No	No	0 Str(s) Installed & 0 Str(s) Removed above
11	Tower (7960880809)	No	Yes	0 Str(s) Installed & 3 Str(s) Removed above
12	X-Brace (8710945709)	No	No	0 Str(s) Installed & 0 Str(s) Removed above
13	Anti-Galloping Device (Not a PU)	No	No	Not a Property Unit

(1b) SAP Entry Form

Project Title: 0846-STR3(0821)-DBL 115KV Structure 9-13 Relocation
 Region: NSPM
 State: MN

Project Stage: Scoping
 Estimate Date: 9/29/2025

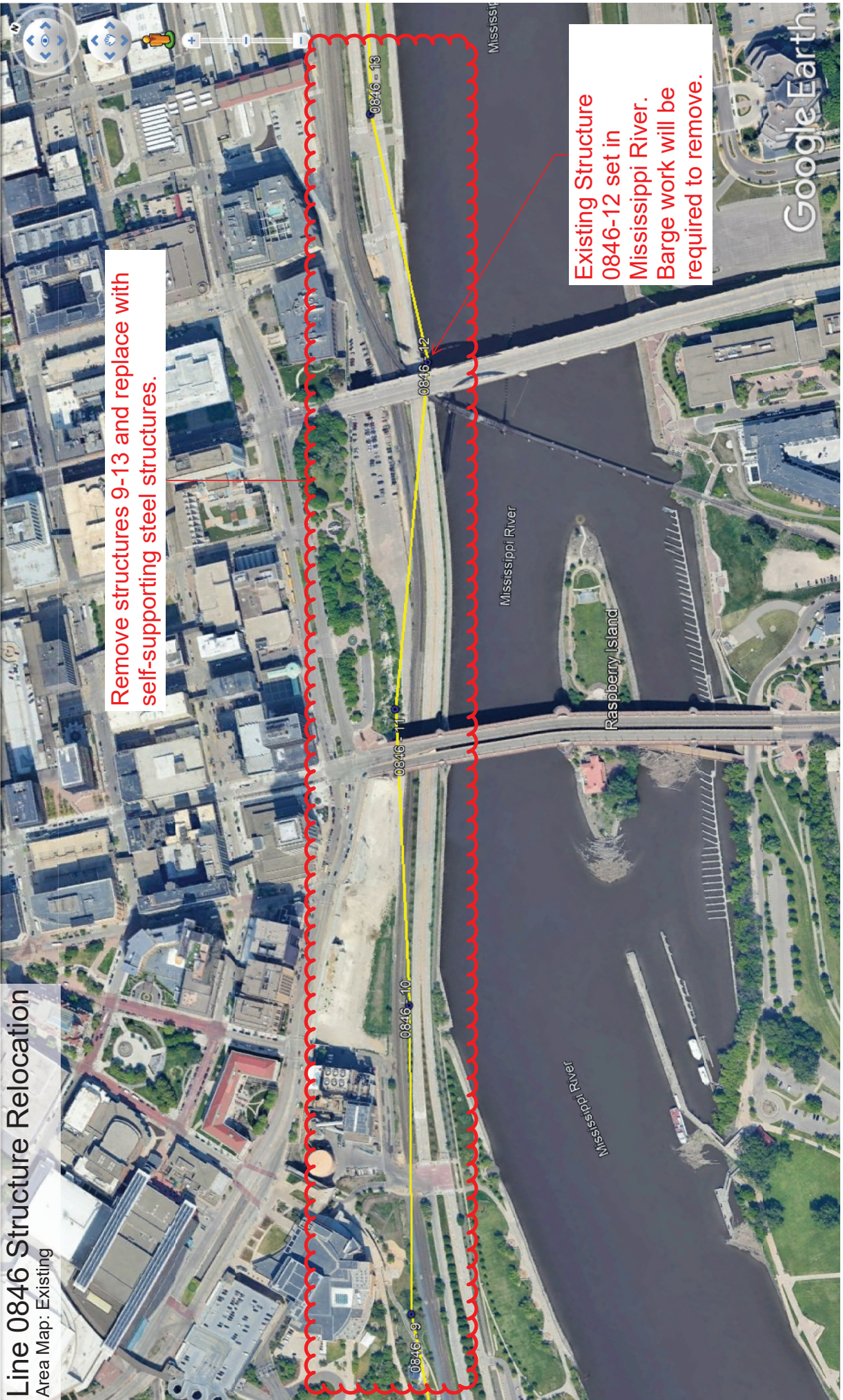
Snapshot Date: 9/29/2025

Project Structure Overview	Name	Identification	Cost to Date (From CJ3N)	Estimate Costs to Complete	Overheads Cost to Complete	Total Cost	Estimate Total Hrs to Complete (1)	Scoping Est. Snapshot	Approp. Est. Snapshot	Eng. Est. Snapshot	Closeout Actuals	Variance %	Closeout Comments
WBS Level 1	Group Name	A.0000276			E&S (% of Directs) >	3.58%		3.58%					
WBS Level 2		A.0000276.120			Material P&W (% of Directs) >	2.39%							
WBS Level 3		A.0000276.120.001			A&G (% of Directs) >	0.24%		0.24%					
					Escalation (% of Directs) >	1.19%							
WBS Level 4 - Transmission Line	0846-STR3(0821)-DBL 115KV Structure 9-13 Reloc	A.0000276.120.001.002	\$ 0	\$ 6,682,052	\$ 262,342	\$ 6,944,394	(w/out AFUDC)	\$ 6,944,394				0.00%	
WBS Level 5 - PLAN		A.0000276.120.001.002.01	\$ 0	\$ 635,908	\$ 28,582	\$ 664,490		\$ 664,490					
Order - Internal Labor (INLAB)	Internal Labor (INLAB)	113782999	\$ -	\$ 258,408	\$ 10,110	\$ 268,518	2315	\$ 268,518				0.00%	
Order - Contribution in Aid of Const (CAIC)	Contribution in Aid of Const (CAIC)	2	\$ -	\$ -	\$ -	\$ -	0	\$ -				0.00%	
Order - External Siting & Land Rights (EXSLR)	External Siting & Land Rights (EXSLR)	113782904	\$ -	\$ 184,000	\$ 9,003	\$ 193,003	0	\$ 193,003				0.00%	
Order - External Engineering (EXENG)	External Engineering (EXENG)	113782905	\$ -	\$ 193,500	\$ 9,468	\$ 202,968	0	\$ 202,968				0.00%	
Order - EXPM	EXPM	113782906	\$ -	\$ -	\$ -	\$ -	0	\$ -				0.00%	
WBS Level 5 - PROC		A.0000276.120.001.002.02	\$ 0	\$ 1,341,782	\$ 83,297	\$ 1,425,079		\$ 1,425,079					
Order - Anchor Bolts (ANCR BLT)	Anchor Bolts (ANCR BLT)	113782907	\$ -	\$ 87,000	\$ 5,401	\$ 92,401	-	\$ 92,401				0.00%	
Order - Conductor and Fiber/Shield Wire (COND)	Conductor and Fiber/Shield Wire (COND)	113782908	\$ -	\$ 49,100	\$ 3,048	\$ 52,148	-	\$ 52,148				0.00%	
Order - Culverts (CLVT)	Culverts (CLVT)	113782913	\$ -	\$ -	\$ -	\$ -	-	\$ -				0.00%	
Order - Foundation Material (FND MAT)	Foundation Material (FND MAT)	113782914	\$ -	\$ 58,299	\$ 3,619	\$ 61,919	-	\$ 61,919				0.00%	
Order - Insulators & Hardware (INS & HW)	Insulators & Hardware (INS & HW)	113782915	\$ -	\$ 16,411	\$ 1,019	\$ 17,429	-	\$ 17,429				0.00%	
Order - Structures (STR)	Structures (STR)	113782916	\$ -	\$ 1,023,561	\$ 63,542	\$ 1,087,103	-	\$ 1,087,103				0.00%	
Order - Switch (SW)	Switch (SW)	22	\$ -	\$ -	\$ -	\$ -	-	\$ -				0.00%	
Order - Temporary Work Material (TMP MAT)	Temporary Work Material (TMP MAT)	23	\$ -	\$ -	\$ -	\$ -	-	\$ -				0.00%	
Order - Wood Structures (WD STR)	Wood Structures (WD STR)	24	\$ -	\$ -	\$ -	\$ -	-	\$ -				0.00%	
Order - Concrete	Concrete	113782917	\$ -	\$ 107,411	\$ 6,668	\$ 114,079	-	\$ 114,079				0.00%	
Order - FLD RQ MT	FLD RQ MT	113782919	\$ -	\$ -	\$ -	\$ -	-	\$ -				0.00%	
WBS Level 5 - CNST		A.0000276.120.001.002.03	\$ 0	\$ 3,432,029	\$ 150,464	\$ 3,582,493		\$ 3,582,493					
Order - Internal Construction (INCNST)	Internal Construction (INCNST)	113782920	\$ -	\$ 1,242,548	\$ 47,499	\$ 1,290,047	13015	\$ 1,290,047				0.00%	
Order - External Construction (EXCNST)	External Construction (EXCNST)	113782921	\$ -	\$ 1,800,000	\$ 88,077	\$ 1,888,077	0	\$ 1,888,077				0.00%	
Order - Civil Construction (CVL)	Civil Construction (CVL)	113782923	\$ -	\$ 155,239	\$ 5,934	\$ 161,174	2035	\$ 161,174				0.00%	
Order - Trucking (TRCK)	Trucking (TRCK)	113782924	\$ -	\$ 10,102	\$ 386	\$ 10,488	150	\$ 10,488				0.00%	
Order - Restoration (RSTR)	Restoration (RSTR)	60	\$ -	\$ 78,531	\$ 3,002	\$ 81,533	750	\$ 81,533				0.00%	
Order - Temporary Facilities (TFAC)	Temporary Facilities (TFAC)	61	\$ -	\$ -	\$ -	\$ -	0	\$ -				0.00%	
Order - Vegetation Management (VMGMT)	Vegetation Management (VMGMT)	62	\$ -	\$ -	\$ -	\$ -	0	\$ -				0.00%	
Order - Removal (REM)	Removal (REM)	113782925	\$ -	\$ 145,608	\$ 5,566	\$ 151,174	645	\$ 151,174				0.00%	
WBS Level 5 - Other		A.0000276.120.001.002.04	\$ 0	\$ -	\$ -	\$ -		\$ -					
Indirect Costs			\$ 0	\$ 1,272,333	\$ -	\$ 1,272,333		\$ 1,272,333					
	Risk Reserve		\$ -	\$ 1,227,378	\$ -	\$ 1,227,378	-	\$ 1,227,378				0.00%	
	Escalation		\$ -	\$ 44,955	\$ -	\$ 44,955	-	\$ 44,955				0.00%	
AFUDC (Not included in project totals above)													
	AFUDC			\$ 11,542	\$ -	\$ 11,542	-	\$ 11,542				0.00%	
	Project Total with AFUDC					\$ 6,955,936	(w AFUDC)	\$ 6,955,936					

Note 1: Estimated hours to complete do not account for Contract Construction labor hours, S&L labor hours, or actual hours to date

Line 0846 Structure Relocation

Area Map: Existing



Remove structures 9-13 and replace with self-supporting steel structures.

Existing Structure 0846-12 set in Mississippi River. Barge work will be required to remove.

Google Earth

Line 0846 Structure Relocation
Area Map: Proposed Route



New Proposed Route

0846-9

0846-10-DE

0846-11

0846-12

0846-13

MISSISSIPPI

Mississippi River

Mississippi River

Raspberry Island

Google Earth

Item Number: 2026-124

Meeting Date: 4/14/2026

Sponsor: Economic Growth and Community Investment

Title

Ramsey County Economic Development Strategy Launching Building Stronger Together

Recommendation

Approve and endorse the Building Stronger Together Economic Development Strategy and authorize its implementation.

Background and Rationale

Since 2018, Ramsey County has made a clear and deliberate shift toward strategic economic development. The county hired its first Community and Economic Development Director in over a decade, expanded its team, strengthened partnerships with municipalities, launched the Economic Competitiveness and Inclusion Plan, and secured new funding sources. These actions have positioned the county to move forward with confidence-using its tools and influence to accelerate downtown housing development and drive economic growth across the entire county.

Over the past several years, the county has consistently risen to meet extraordinary challenges. Through the COVID-19 pandemic, federal shutdowns, and Operation Metro Surge, Ramsey County has demonstrated resilience, adaptability, and strong partnerships.

The county faces a defining moment. Funding pressures are placing unprecedented strain on property owners and exposing deeper structural challenges that affect long-term fiscal stability. The county operates with a limited tax base, with approximately 14% of property tax-exempt and the lowest per capita net tax capacity in the metro area. As a fully developed and densely populated county, opportunities for large-scale new development are limited, increasing reliance on more complex and costly redevelopment.

In 2021, Ramsey County adopted its first Economic Competitiveness and Inclusion (ECI) Plan. A key early component of the ECI Plan was a fiscal health analysis. On March 7, 2026, the Ramsey County Board of Commissioners held a board workshop on the update to the fiscal health analysis. The updated analysis continued to reinforce the importance of downtown to the county's fiscal health, however showed downtown lost value where the overall county gained value. The updated analysis also illustrated an abundance of tax-exempt property, especially county-owned property, underscoring the opportunity to put county assets to work.

At the same time, service demands continue to rise while external cost pressures intensify. Federal shifts are expected to move significant costs to state and local governments over the next decade, and a projected state budget deficit increases the likelihood of additional unfunded mandates. Together, these forces create a structural imbalance that requires a more proactive and strategic response.

Through targeted investments toward economic growth, Ramsey County can strengthen its tax base, reduce pressure on property owners, and ensure long-term stability and vitality.

Building Stronger Together is Ramsey County's forward-looking \$320 million economic development initiative.

It builds on previous strategies with targeted investments in key areas and partnerships to support a dynamic downtown-encouraging new housing and business development, creating jobs, and generating tax revenue. Together, these efforts will help create a more vibrant, walkable downtown that attracts visitors and new investment.

The plan builds on the county's values of well-being, prosperity, opportunity, and accountability. It also strengthens economic development by selling county-owned land suited for redevelopment. Once developed, these properties would generate additional property tax revenue, helping distribute the tax burden more broadly among all taxpayers.

This plan is a catalytic investment strategy that decisively advances the county's most critical priorities. It builds directly on the recommendations and strategies outlined in the [Ramsey County Economic Inclusion & Competitiveness Plan <https://www.ramseycountymn.gov/your-government/projects-initiatives/economic-development-initiatives/economic-competitiveness-inclusion-plan>](https://www.ramseycountymn.gov/your-government/projects-initiatives/economic-development-initiatives/economic-competitiveness-inclusion-plan), the [All Abilities 2050 Transportation Plan <https://www.ramseycountymn.gov/residents/roads-transportation/multi-modal-planning/all-abilities-2050-transportation-plan>](https://www.ramseycountymn.gov/residents/roads-transportation/multi-modal-planning/all-abilities-2050-transportation-plan), [Ramsey County Climate Equity Action Plan <https://www.ramseycountymn.gov/your-government/projects-initiatives/climate-action/climate-equity-action-plan>](https://www.ramseycountymn.gov/your-government/projects-initiatives/climate-action/climate-equity-action-plan), and the [Ramsey County Transportation Improvement Plan <https://www.ramseycountymn.gov/residents/roads-transportation/transportation-improvement-program>](https://www.ramseycountymn.gov/residents/roads-transportation/transportation-improvement-program) -turning long-standing community-informed priorities into coordinated, actionable investment.

Fully aligned with Ramsey County's Vision, Mission, Goals, and Strategic Plan, this framework unifies policy, planning, and investment into a clear, results-driven strategy in alignment with key partners including the Downtown Alliance's Downtown Investment Strategy.

Building Stronger Together focuses on two key areas:

- Building a Dynamic Downtown, *and*
- Selling County-Owned Land.

Building a Dynamic Downtown - Strategic county investments will focus on four key areas to stimulate both private and public investment, with the goal of creating a more vibrant, active downtown. These initiatives will drive business activation, support residential growth, and expand the tax base, fostering long-term economic vitality that benefits all county residents.

Key strategies:

- Catalyze key projects - Invest in properties, like the Park at RiversEdge, to expand businesses, housing and public spaces.
- Support downtown housing - Establish a housing fund and support office-to-residential development. This housing fund will be funded through bonding by the Housing and Redevelopment Authority (HRA).
- Enhance public spaces - Improve transit and elevate central downtown corridors that better connect residents, workers, and visitors through high-impact public realm enhancements.
- Activate business growth - Use existing Critical Corridors program and future flexibility created by the County's newly formed Economic Development Authority to establish business activation resources to attract and support new businesses downtown.

Strategic investments for *Building a Dynamic Downtown* are estimated to require up to \$250 million to advance. Funding comes from existing dedicated resources and strategic bonding. Existing dedicated resources include previously established project budgets, existing and future state funding awards, transportation funding where eligible, and through dedicated support from existing HRA programming. Funding will be additionally augmented by strategic bonding through a capital improvement bond and by the Housing

and Redevelopment Authority (HRA). County investment will augment existing and future support from other public and philanthropic partners as well as leverage private investment.

Selling County-owned Land - The county is uniquely positioned to drive meaningful growth. The county currently owns hundreds of acres of vacant, under-utilized land. By leveraging strategic partnerships, we will prioritize selling county-owned properties that are ready for redevelopment, transforming them into revenue-generating projects that attract businesses, create jobs, and generate property tax revenue. This includes enhancing and advancing the development readiness of projects like Rice Creek Commons through the construction of Rice Creek Blvd. and other site infrastructure.

Investments for *Selling County-owned Land* are estimated to be \$70 million. Funding comes from existing dedicated resources including established project budgets and transportation funding. County investment will augment existing and future support from other public and philanthropic partners as well as leverage private investment.

Key strategies:

- Expediate real estate project readiness and jumpstart the large portfolio of underutilized properties owned by Ramsey County.
- Invest in public infrastructure that fosters economic opportunities and contributes to sustaining and enhancing vitality.
- Cultivate new and enhanced partnerships to strengthen the tax base

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

Advancing the Building Stronger Together strategy is critical to addressing longstanding racial and economic disparities in Ramsey County.

Current structural challenges-limited revenue capacity, rising costs, and constrained redevelopment opportunities-do not impact all residents equally. Due to historic and ongoing inequities in housing, employment, lending, and public investment, Black, Indigenous, and other communities of color are more likely to experience barriers to economic opportunity, lower household wealth, and greater vulnerability to economic instability.

Without intentional action, these disparities risk being reinforced. Increasing reliance on residential property taxes, for example, can disproportionately burden renters and homeowners in lower-income communities, where residents are more likely to be people of color. At the same time, higher-cost redevelopment and limited new growth can bypass communities that have historically experienced disinvestment unless equity is centered in decision-making.

The Building Stronger Together Strategy provides an opportunity to change this trajectory. By prioritizing inclusive economic growth, strengthening partnerships, and targeting investment where it is most needed, the county can expand access to opportunity, support wealth-building, and ensure that economic development benefits all residents-particularly those who have been historically excluded.

Community Participation Level and Impact

Building Stronger Together is grounded in deep community engagement and shared responsibility. It reflects ongoing collaboration with cities, businesses, developers, community organizations, and residents-ensuring that the plan is shaped by those who live and work in Ramsey County and is responsive to real community needs and priorities.

The investment strategy is designed to maximize impact through these partnerships-advancing inclusive, vibrant communities that build on the county’s existing strengths while expanding opportunities for residents and future residents of all incomes to call Ramsey County home.

This plan carries forward extensive community-informed strategies from the Economic Competitiveness and Inclusion Plan, the All Abilities 2050 Transportation Plan, and the County’s Transit Improvement and Transportation Investment plans-aligning past engagement, current priorities, and future investments into one cohesive, action-oriented vision.

Inform Consult Involve Collaborate Empower

Fiscal Impact

This strategy does not increase property tax levy in the county’s general fund. Instead, it relies on existing dedicated resources and employing strategic bonding. This is made possible by the county’s strong, disciplined financial management. That foundation allows us to responsibly leverage our capacity to make high-impact investments, alongside a targeted legislative bonding request for Park at RiversEdge.

Funding for Building Stronger Together will come from a range of coordinated sources, including existing project accounts, the Housing & Redevelopment Authority (HRA) levy, the Transportation and Transit Sales Tax, and the Regional Railroad Authority (RRA) levy. These investments will be directed toward projects and infrastructure that reduce racial disparities in housing, redevelopment, and small business district growth, consistent with the Economic Competitiveness and Inclusion (ECI) Plan.

While this board action represents a \$320 million investment, Building Stronger Together is the synthesis of various efforts with some components already having secured necessary board approvals. Any additional fiscal investments will occur through future board actions as specific strategies advance and funding is deployed from sources noted above.

Last Previous Action

On March 14th, 2026, the Ramsey County Board of Commissioners held two board workshops. In the first workshop, the board discussed how the county can respond to property tax realities using county tools. The second workshop discussed a county strategy that creates a moment to build stronger together. In that workshop, the County Manager and economic development staff presented an economic growth strategy that centers downtown and county assets to address property tax pressures.

On March 7th, 2026, the Ramsey County Board of Commissioners held a board workshop that highlighted Ramsey County’s fiscal health.

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-119

Meeting Date: 4/14/2026

Sponsor: Public Works

Title

Vacation of Unimproved County Road Right-of-Way

Recommendation

1. Approve the vacation of unimproved county road right-of-way located along the eastern border of Ramsey County within the Northeast Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 24, Township 28, Range 22, Ramsey County, Minnesota.
2. Request that a copy of this resolution be filed with the County Auditor and the County Recorder.

Background and Rationale

A recent review of a proposed subdivision plat revealed that the land included an interest in favor of the County of Ramsey ("County") as road right-of-way that is not currently being used and does not appear to be necessary for current or planned needs.

The unused county road right-of-way is located on the eastern border of Ramsey County, bordering Washington County's western border. The legal description, which contains the unused right-of-way to be vacated, is: The east 33 feet of the Northeast Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 24, Township 28, Range 22, Ramsey County, Minnesota. This property has historically been part of the Bailey Nurseries property.

Review of the history of the right-of-way demonstrates that the right-of-way was created in 1894, according to Document No. 182943, through an order of the Ramsey County Board of Commissioners opening the county road. The order clearly defined a specific location for the road, though there is no evidence that the road was actually built through this particular property. Other north-south roadways in the area were established, likely reducing the need to build the road at this location. The proposed subdivision will dedicate new right-of-way on the Washington County side of the project, east of where the current right-of-way is.

The vacation of unused rights-of-way that are recorded against the property and are not currently used or needed for foreseeable public uses would return the property to unencumbered use by the property owner, would help clear the title to the property, would remove land that requires potential county maintenance, and would eliminate risk and potential liabilities associated with the historic property interests. Therefore, the county engineer recommends vacating the county's interest in the unused right-of-way. The county may vacate its interest in the county highway pursuant to Minnesota Statute Section 163.11, subdivision 4 if:

- The County Board approves this resolution.
- The county has caused personal service of this resolution to be made upon each occupant of land through which the vacated portions pass.
- The county also must post notice of the resolution for at least ten days.
- The county shall file this resolution together with proof of service and the affidavit of posting in the County Auditor's Office and the County Recorder's Office.
- Any person claiming to be damaged by the vacation may appeal within 30 days after the service.

Therefore, Ramsey County may vacate the interest in the county road right-of-way by adopting this resolution to vacate the above-described right-of-way and completing the above-described steps.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

There is no impact racial impact associated with this action.

Community Participation Level and Impact

The resulting resolution must be personally served to each occupant of the land which the vacated portion passes. There is no other community engagement associated with this action.

Inform Consult Involve Collaborate Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

None.

Attachments

1. Attachment A - Roadway Vacation Exhibit

ATTACHMENT A

CARVER LAKE
ESTATES

OF SEC. 19,
T. 28, R. 21

ROAD EASEMENT PER
DOC. NO. 182943

NE 1/4 OF
THE SE 1/4
OF SEC. 24,
T. 28, R. 22

NW 1/4 OF
THE SW 1/4
OF SEC. 19,
T. 28, R. 21

RAMSEY
COUNTY

WASHINGTON
COUNTY

ROAD EASEMENT PER
DOC. NO. 182943

SE 1/4 OF
THE SE 1/4
OF SEC. 24,
T. 28, R. 22

SW 1/4 OF
THE SW 1/4
OF SEC. 19,
T. 28, R. 21

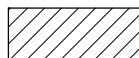
WASHINGTON

COUNTY

NE 1/4 OF
THE NE 1/4
OF SEC. 25,
T. 28, R. 22

BAILEY ROAD

BAILEY ROAD



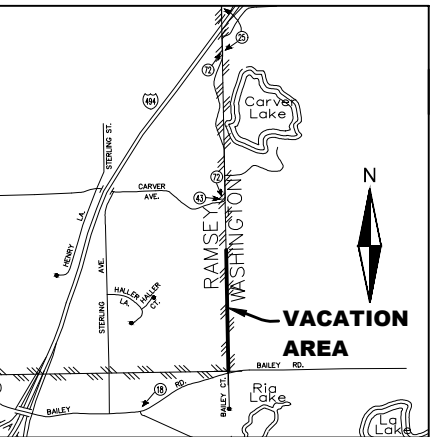
Road Easement
Vacation Area



0 250 500 1000



SCALE IN FEET



VICINITY MAP
NOT TO SCALE

Legal Description of Road Easement Vacation

Vacating that part of the road easement per Document No. 182943, that lies within the following described properties:

The Northeast Quarter of the Southeast Quarter of Section 24, Township 28, Range 22, Ramsey County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter of Section 24, Township 28, Range 22, Ramsey County, Minnesota.

JOB NO.	DRAWN BY:
2230113	DE
SCALE	CHECKED BY:
1" = 500'	DE
FIELD DATE:	FIELD CREW:
-	-

**BAILEY WEST
ROAD EASEMENT VACATION EXHIBIT
MAPLEWOOD, MINNESOTA**



Item Number: 2026-082

Meeting Date: 4/14/2026

Sponsor: Workforce Solutions

Title

2026 Unified Local Youth Plan for the Workforce Innovation and Opportunity Act and Minnesota Youth Program

Recommendation

1. Approve the 2026 Unified Local Youth Plan for the Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program for the period of April 1, 2026, through March 31, 2027.
2. Authorize the Chair and Chief Clerk to execute the Youth Plan.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the approved Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program budgets.
4. Authorize the County Manager to enter into expenditure grant agreements and execute amendments to agreements in a form approved by the County Attorney's Office and Finance, provided the amounts are within the limits of the approved program budgets.
5. Authorize the County Manager to apply for and accept additional Workforce Innovation and Opportunity Act Youth and Minnesota Youth Program grant funds as they become available under the Grant Agreement.

Background and Rationale

Ramsey County Workforce Solutions (WFS) provides employment services to low-income and at-risk youth ages 14-24 through state and federal funding. WFS is required to submit an annual Unified Local Youth Plan (Plan) to the Minnesota Department of Employment and Economic Development (DEED). The Ramsey County Board of Commissioners and the Workforce Innovation Board of Ramsey County (WIB) must approve the Plan.

The Workforce Innovation and Opportunity Act (WIOA) and Minnesota Youth Program (MYP) support career pathway development, employer engagement, and strategies that improve service delivery and participant outcomes. WFS implements these programs through a collaborative service delivery model that partners with community-based organizations, education providers, and employers to reduce disparities and increase access to employment and training opportunities.

WFS delivers Youth and Young Adult Employment Services through agreements with ten organizations - of which the following seven currently receive WIOA and MYP funding: Hired, Face to Face, Goodwill Easter-Seals of MN, Change Inc., Hmong American Partnership, Tree Trust, and Urban Boat Builders. These agreements will remain in place through June 30, 2027. WFS will amend contracts on an annual basis to allocate new DEED-distributed funds.

The Unified Local Youth Plan for the Program Year 2026 (April 1, 2026, to March 31, 2027) and the State Fiscal Year 2027 (July 1, 2026, to June 30, 2027) is due to DEED on April 17, 2025. The Plan reflects recommendations and updates approved by the WIB Youth Committee on March 19, 2026, and the full WIB on April 2, 2026.

At the time of submission, final WIOA Youth funds for the 2026 program year have not yet been determined due to delays of information from the U.S. Department of Labor and DEED. Because allocations are delayed, DEED requires submission of the Plan without budget forms. WFS will submit budget information to DEED once allocations are finalized and will return to the county board if additional approvals are required.

County Goals (Check those advanced by Action)

- Well-being
- Prosperity
- Opportunity
- Accountability

Racial Equity Impact

The Plan advances racial equity by increasing access to employment, education, and training opportunities for young people in Ramsey County, particularly those from communities of color and those experiencing barriers to employment.

In the previous program year, the majority of participants identified as people of color, and all participants faced at least one barrier to employment. Labor market data continues to show disproportionate impacts on opportunity youth, including educational disruption and systemic barriers to employment.

WFS uses this data to inform service strategies, provider partnerships, and resource allocation. The Plan emphasizes equitable access to career pathways, barrier reduction, and a coordinated “no wrong door” approach to services. These strategies align with the county’s Economic Competitiveness and Inclusion Plan and support efforts to reduce racial disparities in employment and income.

Community Participation Level and Impact

The Plan was developed with input from WFS staff, WIB Youth Committee members, WIB members, community partners, and young people engaged through the Young Adult Career Academy (YACA). The WIB Youth and Executive Committees review the Plan and the full WIB approves it prior to submission to the County Board.

WFS incorporates community input through ongoing engagement with providers, employers, and system partners, as well as direct feedback from youth participants. Previous youth engagement efforts informed the current service delivery model, and recent participant surveys and Youth Advisory Council input continue to guide program improvements.

- Inform
- Consult
- Involve
- Collaborate
- Empower

Fiscal Impact

DEED allocations covered in the Plan are both federal and state funded employment and training grants. WIOA Youth funds for the 2026 Program Year have not yet been determined. But, based on trends of a 10% statewide funding decline each year over the last three years, it is likely that Ramsey County’s annual WIOA allocation will decrease in Program Year 2026, from the Program Year 2025 allocation of \$523,490.

MYP allocations for the current State Fiscal Year (2026) and next (2027) are known. Amid broader statewide budget cutbacks, MYP funding levels reverted from the stimulus-supplemented State Fiscal Years 2024 and 2025 (\$962,974) back towards levels seen in Fiscal Year 2023 (\$472,082) and prior. State Fiscal Year 26 and 27 allocations to Ramsey County were set by DEED at \$457,864 per year.

Due to the delay in determining WIOA Youth allocations, WFS will submit the Plan without budget documentation, as required by DEED, and will submit budget information once available. Programs will be maintained within allocated grants with no net fiscal impact to WFS.

Last Previous Action

On April 8, 2025, the Ramsey County Board of Commissioners approved the Program Year 2025 Unified Local Youth Plan (Resolution 2025-076).

Attachments

1. Unified Local Youth Plan PY2026 WIOA Youth Formula Funds SFY2027 Minnesota Youth Programs

Unified Local Youth Plan
PY 2026 WIOA Youth Formula Funds
SFY 2027 Minnesota Youth Program (MYP)

Due Friday, April 17, 2026

Minnesota Department of Employment and Economic Development
Employment and Training Programs
Office of Youth Development

**PY 2026 WIOA Youth Formula Funds
SFY 2027 Minnesota Youth Program (MYP)
Cover Sheet/Signature Page**

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Ramsey County Workforce Solutions	
Director Name: Catrice O'Neal Telephone Number: 651-707-2172 Fax: 651-266-9891 E-Mail: Catrice.ONeal@co.ramsey.mn.us	Contact Name: Bradley Mahr Telephone Number: 651-266-3452 Fax: 651-266-9891 E-Mail: Bradley.Mahr@co.ramsey.mn.us

Basic Organization Information

Federal Employer ID Number:	Minnesota Tax Identification Number:
41-6005878	8027726
Unique Entity ID (UEI) Number:	SWIFT Vendor ID Number (if known):
S5C3Q2AJXM83	0000196508 001

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature:	
Title:	Director
Date:	4/6/2026

Checklist of Items to be Included With Your Unified Local Youth Plan Submitted to DEED:

NOTE: Budget forms included in this document are samples only, to demonstrate the format of the WIOA Youth and Minnesota Youth Program budgets. After the unified plan is approved by DEED and final allocations have been released by DOL, a WIOA Youth budget form and instructions will be sent to you to complete and return so your PY26 WIOA Youth Formula Grant funding can be released as quickly as possible. Since SFY27 MYP allocations are final, we encourage you to submit the SFY27 MYP budget with the Unified Local Youth Plan in April or shortly thereafter to ensure that MYP contracts are in place when the new fiscal year begins July 1, 2026. The budget forms are Excel documents that are attached separately from this planning document.

Signed Cover Page:	_____
PY26-27 WIOA Youth Performance (submitted after local goals negotiated):	_____ N/A _____
Current Youth Committee Mission Statement and Workplan (if applicable):	_____ X _____
List of Youth Committee Members (if applicable):	_____ X _____
List of Youth Service Providers For PY26 (WIOA) and SFY27 (MYP):	_____ X _____
Copy of the Most Recent Request For Proposal (RFP) Used to Select Service Providers and/or Services OR a Copy of LWDB Minutes Affirming LWDA Staff are the Sole Providers of WIOA Youth Services for the WDA:	_____ X _____
Copy of Current ITA Policy for Youth, Plus Related Forms:	_____ X _____
Copy of Current Local Youth Incentive Policy:	_____ X _____
Copy of Current Local Supportive Services Policy for Youth Participants:	_____ X _____
Copy of Current Local Stipend Policy:	_____ X _____
Completed "WIOA Youth Program Elements" Chart:	_____ X _____
Completed "Shared Vision for Youth" Chart:	_____ X _____
Completed Narrative:	_____ X _____
(If applicable) Attachment 1H Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care	_____ X _____

PY24 and PY25 WIOA Youth Approved/Negotiated Levels of Performance - MN

(as of 7/24/2024)

State	Program Year 2024 (7/1/24 - 6/30/25)					Program Year 2025 (7/1/25 - 6/30/26)				
	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG	Q2 EET	Q4 EET	Yth Cred	Median Earnings	MSG
	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 1	74.5%	74.9%	62.0%	\$ 5,200	53.0%	74.5%	74.9%	62.0%	\$ 5,200	53.0%
WDA 2	74.5%	74.9%	62.0%	\$ 5,800	55.0%	76.0%	76.0%	63.0%	\$ 5,900	60.0%
WDA 3	74.5%	74.9%	62.0%	\$ 4,500	53.0%	74.5%	74.9%	62.0%	\$ 5,000	53.0%
WDA 4	74.5%	74.9%	60.0%	\$ 5,400	53.0%	74.9%	74.9%	62.0%	\$ 5,400	53.0%
WDA 5	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 6	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 7	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 8	75.0%	75.0%	62.0%	\$ 4,500	53.0%	75.0%	75.0%	62.0%	\$ 4,500	53.0%
WDA 9	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 10	74.5%	74.9%	62.0%	\$ 6,272	53.0%	74.5%	74.9%	62.0%	\$ 6,272	53.0%
WDA 12	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 14	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 15	72.0%	72.0%	62.0%	\$ 6,000	53.0%	72.0%	72.0%	62.0%	\$ 6,000	53.0%
WDA 16	74.5%	74.9%	62.0%	\$ 5,400	53.0%	74.5%	74.9%	62.0%	\$ 5,400	53.0%
WDA 17	76.0%	75.0%	62.0%	\$ 5,400	53.0%	76.0%	75.0%	62.0%	\$ 5,400	53.0%
WDA 18	74.5%	74.9%	62.0%	\$ 5,000	53.0%	74.5%	74.9%	62.0%	\$ 5,000	53.0%

denotes WDA-negotiated level of performance which is different from state-negotiated level

PY 2026-2027 WIOA Youth Performance

(Definitions of Each Measure are on the Following Page)

WDA/Contact:	Bradley Mahr
E-Mail Address/Phone Number:	Bradley.Mahr@co.ramsey.mn.us
Date Submitted (or Modified):	

WIOA Youth Performance Measure	PY 2026 (STATE PLANNED)	PY 2027 (STATE PLANNED)	PY 2026 (WDA PLANNED)	PY 2027 (WDA PLANNED)
Employment/Training 2nd Quarter After Exit:	TBD	TBD		
Employment/Training 4th Quarter After Exit:	TBD	TBD		
Credential Attainment:	TBD	TBD		
Median Earnings:	TBD	TBD		
Measurable Skills Gain:	TBD	TBD		

Youth team will negotiate WDA-level performance goals AFTER DEED negotiates state-level performance goals with DOL in May/June 2026. No action is needed by WDAs on this form until after performance goals are negotiated.

WIOA Youth Performance Definitions

Employment/Training 2nd Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.

Employment/Training 4th Quarter After Exit: The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skills Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; OR,
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

DO NOT COMPLETE THIS BUDGET – SAMPLE FORM ONLY

Attachment 2 - 75% OSY Version							
PY 2026 Budget Information Summary: WIOA Youth Formula Grant Program							
(See attachment for definitions of cost categories)							
WDA Number and Contact:							
E-Mail Address/Phone No:							
Date Submitted (or Modified):							
Cost Category	Carryover From PY25 <i>(Cannot exceed 20% of PY 25 amount without waiver)</i>	New WIOA Funds	Total Funds Available	Estimated Expenditures 4/1/26 to 9/30/26	Estimated Expenditures 4/1/26 to 3/31/27	Estimated Expenditures 4/1/26 to 9/30/27	Estimated Expenditures 4/1/26 to 3/31/28
833 Administration <i>(Cannot Exceed 10%)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
841 In-School Youth (ISY) Work Experience Wages/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
825 Out-of-School Youth (OSY) Work Experience Wages/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
872 ISY Work Experience Staff/Support Services Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
855 OSY Work Experience Staff/Support Services Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
874 ISY Direct Services (Non-Work Exp.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
877 OSY Direct Services (Non-Work Exp.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
848 ISY Support Services (Non-Work Exp. or Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862 OSY Support Services (Non-Work Exp. or Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
860 ISY Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
878 OSY Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
837 ISY Training and Training-Related Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
838 OSY Training and Training-Related Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Planned Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):							#DIV/0!
Planned Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):							#DIV/0!
Planned Percentage of NEW WIOA Funds Expended on Administration (Cannot Exceed 10 percent of total):							#DIV/0!
Estimated number of youth served with PY26 WIOA funds:							0

DO NOT COMPLETE THIS BUDGET – SAMPLE FORM ONLY

Attachment 2						
SFY 2027 Budget Information Summary: Minnesota Youth Program						
(See attachment for definitions of cost categories)						
WDA/Provider Name and Contact:						
E-Mail Address/Phone No:						
Date Submitted (or Modified):						
Cost Category	Total Funds Available	Estimated Expenses 7/1/26 to 9/30/26	Estimated Expenses 7/1/26 to 12/31/26	Estimated Expenses 7/1/26 to 3/31/27	Estimated Expenses 7/1/26 to 6/30/27	Estimated Expenses 7/1/26 to 9/30/27
833 Administration (<i>Cannot Exceed 10%</i>)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
881 Youth Participant Wages and Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
885 Direct Services to Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
863 Outreach to Schools (Direct Services; cannot exceed 20%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
828 Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated number of MYP Youth Served:						0
Outreach to Schools (OTS) Youth and Families Served (Note that OTS is an optional activity):						0
Estimated Total Number of MYP + OTS Youth and Families Served:						0
Estimated Cost Per MYP Participant:						#DIV/0!
Estimated Cost Per OTS Participant/Family:						#DIV/0!
Percentage Budgeted for Administration (cannot exceed 10%):						#DIV/0!
Percentage Budgeted for Outreach to Schools (cannot exceed 20%):						#DIV/0!
If your area is budgeting funds for 860 - Outreach to Schools, please provide a few sentences summarizing planned activities:						

Youth Committee Information For PY 2026/SFY 2027

Provide a current Mission Statement and Work Plan for your Youth Committee

Youth Committee Mission: Supporting and building a foundation for all youth to thrive as healthy productive members of our community.

Youth Committee Work Plan: This document is located in Attachment 2.

Include a Current Youth Committee Membership List (see below for sample format). Add additional rows as needed. Indicate “Yes” or “No” in the right-hand column if the Youth Committee member is a voting member of the LWIB.

YOUTH COMMITTEE MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)	Full LWDB Member?
Chair: <i>Aalayha Traub</i> Phone Number: (763) 525-3020 E-Mail: atraub@KnutsonConstruction.com	Business	Yes
Member Name: <i>Tom Aasheim</i> Phone Number: (651) 230-5742 E-Mail: taasheim@ftium.edu	Education	Yes
Member Name: <i>Tami Cybulski</i> Phone Number: (651) 265-6107 E-Mail: tami.cybulski@blazecu.com	Business	Yes
Member Name: <i>Breanna Galuska</i> Phone Number: (651) 744-6061 E-Mail: Breanna.galuska@spps.org	Education	No
Member Name: <i>Jennifer Germain</i> Phone Number: (651) 539-36161 E-Mail: jennifer.germain@state.mn.us	One-Stop Operator	Yes
Member Name: <i>Camila Mercado Michelli</i> Phone Number: (612) 399-6140 E-Mail: camila.mercado.michelli@bluecrossmnfoundation.org	Community-based organization	No
Member Name: <i>Abdi Mohamed</i> Phone Number: (612) 636-1031 E-Mail: abdi.mohamed@itmetrohub.com	Business	No
Member Name: <i>Virginia Nayman-Tonn</i> Phone Number: (651) 444-1820 E-Mail: nayman-tonn.virginia@jobcorps.org	Education	No
Member Name: <i>Sheri Riemers</i> Phone Number: (651) 227-4184 ex 14 E-Mail: sheri.riemers@adycenter.org	Community-based organization	Yes
Member Name: <i>Jenni Severson</i> Phone Number: (651) 604-2704 E-Mail: jenni.severson@apigroupinc.us	Business	Yes
Member Name: <i>Nardos Tesfalidet</i> Phone Number: (651) 266-6547 E-Mail: nardos.tesfalidet@ci.stpaul.mn.us	Government	No

Youth Service Provider Information For PY 2026/SFY 2027

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
<p>Name of Service Provider: <i>Change Inc.</i></p> <p>Address: <i>281 East Robie St</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55107</i></p> <p>Contact Person: <i>Regina Edmisten</i></p> <p>Contact Person Phone: <i>(651) 231-1898</i></p> <p>Contact Person E-Mail: redmisten@thechangeinc.org</p> <p>Service Provider Website: https://www.thechangeinc.org/gap-school.html</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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Year-Round (incl. summer):		X																					
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<p>Name of Service Provider: <i>Face to Face</i></p> <p>Address: <i>1165 Arcade St</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55106</i></p> <p>Contact Person: <i>Stephanie Reinitz</i></p> <p>Contact Person Phone: <i>(651) 772-5596</i></p> <p>Contact Person E-Mail: reinitzs@face2face.org</p> <p>Service Provider Website: https://face2face.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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Year-Round (incl. summer):		X																					
Outreach to Schools:		X																					
<p>Name of Service Provider: <i>Goodwill Easter Seals</i></p> <p>Address: <i>553 Fairview Ave N</i></p> <p>City, State, ZIP <i>Saint Paul, MN 55104</i></p> <p>Contact Person: <i>Kristen Hoyles</i></p> <p>Contact Person Phone: <i>(612) 424-1050</i></p> <p>Contact Person E-Mail: krhoyles@gesmn.org</p> <p>Service Provider Website: https://www.goodwilleasterseals.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td></td> <td>X</td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):		X	Outreach to Schools:		X
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<p>Name of Service Provider: <i>Hired</i></p> <p>Address: 800 Minnehaha Ave E Suite 200 City, State, ZIP Saint Paul, MN 55106</p> <p>Contact Person: <i>Rachel Grosskurth</i></p> <p>Contact Person Phone: (612) 708-3717</p> <p>Contact Person E-Mail: Rachel.Grosskurth@HIRED.org</p> <p>Service Provider Website: www.hired.org</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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Outreach to Schools:		X																					
<p>Name of Service Provider: <i>Hmong American Partnership</i></p> <p>Address: 394 University Ave City, State, ZIP Saint Paul, MN 55013</p> <p>Contact Person: <i>Foua Vang</i></p> <p>Contact Person Phone: (651) 760-6994</p> <p>Contact Person E-Mail: fouav@hmong.org</p> <p>Service Provider Website: https://hmong.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Tree Trust</i></p> <p>Address: 1419 Energy Park Dr City, State, ZIP Saint Paul, Mn 55108</p> <p>Contact Person: <i>Tanika Reese</i></p> <p>Contact Person Phone: (612) 875-2439</p> <p>Contact Person E-Mail: Tanika.Reese@treetrust.org</p> <p>Service Provider Website: https://treetrust.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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<p>Name of Service Provider: <i>Urban Boat Builders</i></p> <p>Address: 2288 University Ave W</p> <p>City, State, ZIP Saint Paul, MN 55114</p> <p>Contact Person: Marc Hosmer</p> <p>Contact Person Phone: (651) 644-9225</p> <p>Contact Person E-Mail: Marc@urbanboatbuilders.org</p> <p>Service Provider Website: https://www.urbanboatbuilders.org/</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td></td> <td>X</td> </tr> <tr> <td>OSY:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	ISY:		X	OSY:		X	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:		X
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Attachment 1

Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2026 WIOA Young Adult and SFY 2027 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. **If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such.**
2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)
 - In-School Youth (“ISY”)

Ramsey County Workforce Solutions (WFS) employs a collaborative, equity-centered, and multifaceted approach to outreach and recruitment for both Out-of-School Youth (OSY) and In-School Youth (ISY), leveraging a network of contracted service providers, public systems, and community-based partners. Each vendor funded through WIOA Young Adult (WIOA), Minnesota Youth Program (MYP), and other aligned funding streams utilizes recruitment strategies tailored to their target populations, service models, and cultural communities.

Out-of-School Youth (OSY) Recruitment

OSY outreach prioritizes community-based engagement strategies designed to reach youth who are disconnected from traditional education or workforce systems. Providers conduct outreach through partnerships with housing and homelessness response systems, juvenile justice and corrections partners, behavioral and mental health providers, community and faith-based organizations, and workforce and reentry programs. Recruitment methods include peer referrals, word-of-mouth engagement, digital outreach, and participation in community events.

Providers such as [Change Inc.](#) and [Hired](#) rely heavily on trusted community relationships and incentive-based engagement strategies. [Face to Face](#) integrates employment and education outreach into its [Safe Zone](#) intake process to ensure youth experiencing housing instability or other barriers are informed of workforce opportunities early and through low-barrier entry points.

In-School Youth (ISY) Recruitment

ISY outreach focuses on partnerships with schools, school districts, and youth-serving systems

to engage students early in career exploration and work-based learning opportunities. Recruitment occurs through collaboration with educators, work-based learning coordinators, counselors, and school support staff, including partnerships with Saint Paul Public Schools and other local education partners. Providers such as [Goodwill Easter Seals Minnesota](#) and [Tree Trust](#) recruit ISY through classroom presentations, career events, school referrals, and targeted engagement of priority populations, including youth with disabilities.

Systemwide Outreach and Coordination

To strengthen consistency and visibility across the youth workforce system, WFS maintains a centralized [Youth Employment Services webpage](#) that provides current information on programs and referral pathways. WFS also receives direct referrals from non-contracted partners participating in the [Ramsey County Youth Works!](#) network and [CareerForce](#). Monthly [Youth Works! systems-orientation sessions](#) support shared understanding among practitioners and help ensure WIOA and MYP-funded services are integrated within the broader youth-serving landscape.

WFS continues to promote the youth [career exploration and readiness website](#) launched in 2024 in partnership with [Roadtrip Nation](#) and [Youth Lens 360](#). This platform provides career exploration tools, youth-friendly content, and connections to county, city, and community-based programs, supporting earlier engagement for ISY and clearer transitions for OSY by helping young people understand career pathways, required credentials, and available supports.

Continuous Improvement and Accessibility

Outreach effectiveness is monitored through referral sources, participation trends, and enrollment outcomes, allowing WFS and its providers to adjust strategies over time. Across all recruitment efforts, WFS and its partners prioritize accessibility, cultural responsiveness, and flexibility, recognizing that youth may enter the workforce system through multiple touchpoints. Recruitment strategies are designed to reduce barriers, meet youth where they are, and support timely connections to education, training, and employment opportunities aligned with local labor market needs.

3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy).

Eligibility Determination and Enrollment Process

WFS ensures eligibility determination for WIOA Youth participants is conducted in a consistent,

compliant, and youth-centered manner while minimizing barriers to enrollment. Eligibility determination is carried out by contracted service providers in alignment with Minnesota WIOA Youth Administrative Policy, Chapter 2, with oversight, monitoring, and technical assistance provided by WFS staff.

The eligibility determination and enrollment process generally includes the following steps:

1. Initial Contact

Youth are connected to a WIOA-funded provider through outreach or referrals from WFS staff, schools, community partners, or other youth-serving systems. During intake, providers collect basic participant information, including age, school status, and presenting needs.

2. Case Assignment

Participants are assigned to a youth case manager who serves as the primary point of contact throughout eligibility determination and service delivery.

3. Eligibility Assessment

Case managers support participants in completing the application and gathering required documentation to verify eligibility criteria, including age, school status, income eligibility (when applicable), and qualifying barriers to employment. Allowable documentation methods, including self-attestation when appropriate, are used to reduce delays and support timely access to services.

4. Pre-Enrollment Requirements

Participants are supported in providing required documentation, including proof of identity, Social Security number verification, residency or connection to Ramsey County, and Selective Service registration when applicable. Providers assist youth in obtaining missing documentation and may use alternative documentation methods consistent with policy.

5. Enrollment

Once eligibility is confirmed, the participant is enrolled in the Workforce One (WF1) system and service planning begins.

This structured yet flexible process promotes compliance while recognizing that youth—particularly OSY—may face documentation barriers, housing instability, or system involvement. Providers integrate eligibility determination into broader intake processes and provide documentation assistance to ensure equitable access. Eligibility determination timelines are designed to be responsive and efficient while maintaining documentation integrity.

Through ongoing monitoring, training, and collaboration with providers, WFS ensures eligibility determination processes remain accurate, consistent, and accessible.

Strategy for Use of the 5% Window

WFS allows for strategic use of the WIOA Youth “5% window” to serve a limited number of income-ineligible ISY and OSY participants who meet priority categories outlined in WIOA Section 129(c). This flexibility ensures youth with significant barriers are not excluded solely due to income thresholds.

When use of the 5% window is proposed:

1. Provider staff notify their assigned WFS planner prior to enrollment.
2. The planner reviews enrollment data to confirm the WDA and provider remain within the allowable limit.
3. Upon approval, the provider documents the enrollment in WF1, including case notes identifying the qualifying category.

Use of the 5% window is monitored throughout the program year to ensure compliance, transparency, and equitable application across providers.

4. Identify the WDA’s definition of “An individual who requires additional assistance to complete an education program or to secure and hold employment.” The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The [Workforce Innovation Board of Ramsey County Youth Committee](#) defines “an individual who requires additional assistance to complete an education program or to secure and hold employment,” beyond standard WIOA eligibility barriers, as a youth experiencing one or more of the following conditions:

- Incarcerated parent
- Risk of gang involvement
- Chemical or substance abuse challenges
- Experience of domestic violence
- Chronic health conditions

Determinations are made by vendor staff in consultation with their assigned WFS planner following intake and preliminary assessment activities. Decisions are informed by documented barriers, assessment results, and case review processes to ensure consistent and objective application. The planner provides a final recommendation to the vendor supervisor after reviewing the participant’s educational and employment history, support needs, and available service options.

This process ensures determinations are evidence-based, consistently applied, and responsive to individual circumstances.

5. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as “basic skills deficient” if he or she—

- a. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- b. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of “basic skills deficient” in their local youth plans. Please provide any additional local policy that defines “basic skills deficient” differently from existing federal policy, or indicate if your local policy will mirror existing federal policy as shown above.

Ramsey County (WDA 15) defines “basic skills deficient” as the status of an individual who either cannot read, write, speak, compute, or solve problems at or above an eighth-grade level, or is otherwise unable to perform these tasks at a level necessary to function on the job, in the individual's family, or in society.

Ramsey County does not apply a local definition that differs from federal policy. Assessment practices incorporate appropriate accommodations and culturally responsive approaches for multilingual learners and youth with disabilities to ensure equitable evaluation of skills and support needs.

6. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

WFS utilizes a comprehensive, objective, and youth-centered assessment process to identify appropriate services and potential career pathways for both ISY and OSY. The assessment process is designed to evaluate participants’ strengths, interests, academic readiness, employment experience, and support needs while centering participant voice and informed choice.

The objective assessment directly informs the Individual Service Strategy (ISS), ensuring alignment between participant goals, regional labor market demand, and WIOA Youth Program elements.

Assessment Process Overview

1. Initial Engagement and Intake

Upon enrollment, participants meet with a youth case manager or employment counselor to complete a structured intake. This process gathers information related to:

- Educational history and school status
- Employment experience and career interests
- Basic needs (housing, transportation, childcare, food access)
- Social, emotional, and environmental factors impacting participation

Providers use motivational interviewing and trauma-informed practices to ensure culturally responsive engagement, particularly for OSY participants who may have experienced system involvement or housing instability.

2. Standardized and Structured Assessment Tools

WFS providers use a combination of standardized assessments and structured tools across ISY and OSY populations to ensure consistency and objectivity.

Career Exploration and Interest Assessment

- [CareerOneStop Interest Profiler](#)
- [My Next Move](#) (O*NET-based career exploration tool)
- [RIASEC](#)-based interest inventories
- Vendor-specific structured interest surveys

Academic and Skills Assessment

- TABE (Test of Adult Basic Education), when appropriate
- CASAS (for English language proficiency assessment)
- SelectABLE (strengths-based aptitude assessment)
- Structured work-readiness or employability skills assessments

Barrier and Support Needs Assessment

- Basic needs and stability assessments
- Employability and soft skills evaluations
- Documentation of required accommodations

Assessment tools are selected based on participant age, school status, language proficiency, disability status, and service model, ensuring accessibility and appropriateness.

3. Ongoing and Dynamic Evaluation

Objective assessment is not a one-time event. Case managers revisit assessment results through regular check-ins, milestone tracking, and service plan reviews. Career goals, training pathways, and support services are adjusted as participants progress, refine interests, or encounter new barriers.

4. Alignment with Career Pathways

Assessment results guide referrals to:

- Work-based learning opportunities
- Postsecondary education or credential programs
- Occupational skills training aligned with in-demand industries
- Supportive services necessary for completion

Career pathway planning emphasizes stackable credentials, advancement potential, and

alignment with regional labor market demand.

Through consistent assessment tools, structured documentation, and ongoing monitoring, WFS ensures services are individualized, evidence-informed, and responsive to the needs of both ISY and OSY participants.

7. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts For Success” with some (or all) of your participants, please discuss when and how it is used.

WFS and its contracted youth service providers implement a collaborative, youth-centered process to develop and maintain an Individual Service Strategy (ISS) for every WIOA Youth participant. The ISS serves as a structured yet flexible roadmap that integrates assessment results, participant-defined goals, and coordinated services to support education, employment, and long-term career pathway progression.

The ISS process is informed by WIOA Section 129, [WorkforceGPS](#) guidance, and best practices in trauma-informed and strengths-based youth development.

ISS Development Process

1. Assessment-Informed Planning

Following completion of the objective assessment, the case manager and participant jointly review assessment findings to identify:

- Career interests and pathway options
- Educational and credential needs
- Employment readiness goals
- Documented barriers to participation

Assessment data provides the evidentiary foundation for service selection and goal development.

2. Participant-Led Goal Setting

Participants actively co-develop their ISS using S.M.A.R.T. goal principles. Goals typically address:

- Secondary diploma or equivalency attainment (for OSY)
- Postsecondary enrollment or credential completion
- Work experience participation
- Employment placement and retention
- Leadership and skill development

Goals are aligned, as appropriate, with the [14 WIOA Youth Program Elements](#) to ensure comprehensive service access.

3. Service Strategy and Coordination

The ISS outlines action steps, timelines, responsible parties, and supportive services required for success. Case managers coordinate across education providers, training institutions, employers, and community organizations to ensure continuity and reduce duplication of services.

4. Ongoing Monitoring and Updates

The ISS is reviewed regularly through participant meetings and formally updated at least quarterly, or sooner if circumstances change. Adjustments reflect progress made, new barriers identified, or refined career interests. This dynamic approach ensures responsiveness and accountability.

Use of Individualized Education Plans (IEPs)

When a participant has an existing Individualized Education Plan (IEP), WFS providers incorporate relevant goals, accommodations, and transition planning elements into the ISS. Coordination may include:

- Collaboration with school staff and special education professionals
- Alignment of transition goals with career pathway planning
- Incorporation of documented accommodations into work experiences or training

This integration supports smoother transitions from secondary education to postsecondary education, training, or employment.

Wraparound Support Services

Wraparound supports are embedded within ISS implementation to reduce barriers that could impede participation or completion. Supports may include:

- Transportation assistance
- Housing referrals or stabilization support
- Food access and emergency financial assistance
- Mental health or wellness referrals
- Tutoring and academic support
- Childcare referrals
- Legal or culturally specific community services

Supportive services are provided in a timely, flexible manner and documented within the ISS to ensure coordination and compliance.

Incorporation of Guideposts for Success

Many WFS-funded youth programs incorporate the [Guideposts for Success](#) framework as a guiding structure for holistic youth development. The framework informs service delivery across five domains:

1. School-based preparation

2. Career preparation and work-based learning
3. Youth development and leadership
4. Family engagement (when appropriate)
5. Connecting activities

Guideposts are introduced during early ISS development and reinforced during work experience placements, credential attainment milestones, and transition planning. This framework supports long-term engagement, self-advocacy, and sustainable employment outcomes.

This integrated ISS process ensures that services remain coordinated, individualized, and aligned with both participant goals and workforce system performance expectations.

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants.

WFS implements an integrated “learn and earn” strategy that embeds experiential learning, paid work experience, and occupational skill development throughout youth programming. Work-based learning is designed to build foundational employability skills, support occupational exploration, and connect participants to high-quality career pathways aligned with regional labor market demand.

Work experiences are structured, supervised, and directly connected to participants’ ISS.

Key Components of the Strategy

1. Paid Work Experience as a Core Engagement Tool

Paid work experience is prioritized for both In-School Youth (ISY) and Out-of-School Youth (OSY). Opportunities include:

- Summer and year-round internships
- Transitional jobs
- On-the-job training (OJT)
- Sector-based cohort training with embedded work experience

Each participant completes a Work Experience Learning Plan outlining skill goals, learning objectives, and supervision expectations. Plans are reviewed collaboratively by the participant, case manager, and employer to ensure alignment with career interests and measurable skill development.

2. Integrated Work Readiness and Occupational Skills

Work readiness instruction is intentionally integrated with hands-on experience and may include:

- Professional communication and workplace expectations
- Financial literacy
- Resume and interview preparation
- Career navigation and advancement planning

Occupational skills training is delivered in partnership with postsecondary institutions, labor organizations, and community-based providers in high-demand sectors such as healthcare, construction and skilled trades, information technology, manufacturing, and green careers.

3. Project-Based and Experiential Learning

Programs incorporate hands-on, project-based learning that mirrors real workplace environments. Examples include:

- Construction and environmental improvement projects
- IT support and digital skills applications
- Media and communications internships
- Community-based leadership projects

Structured reflection, supervisor evaluations, and case manager check-ins reinforce skill acquisition and professional growth.

4. Career Pathway Alignment

Work-based learning experiences are intentionally sequenced to support career pathway progression. Participants may move from career exploration to occupational skills training, to paid work experience, and ultimately to unsubsidized employment. Experiences are aligned with stackable credentials and advancement opportunities.

Career exposure activities—such as job shadowing, employer panels, site visits, and mentorship—supplement paid work experiences and expand participant awareness of long-term career options.

5. Employer and Industry Engagement

WFS partners with employers committed to youth-friendly worksites that provide structured supervision and meaningful skill development. Employers support programming by:

- Hosting paid internships and work experiences
- Participating in career fairs, panels, and mock interviews
- Collaborating on curriculum and skill validation

Initiatives such as [Right Track](#) and other sector partnerships expand access to employer-paid experiences across Ramsey County.

Supportive Infrastructure and Quality Assurance

Participants receive wraparound supports—including transportation assistance, work clothing, tools, and coaching—to promote retention and success. Case managers maintain regular contact with worksites to monitor progress, address challenges, and ensure quality learning experiences.

Through this coordinated approach, experiential learning and work-based learning function as integrated components of a broader career development strategy that supports skill attainment, income generation, credential completion, and long-term economic mobility.

9. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

WFS introduces Career Pathways through a structured, data-informed approach that combines early exposure, individualized planning, real-time labor market intelligence, and employer engagement. Career pathway education begins early in participation and is reinforced throughout service delivery to support informed decision-making and sustained progress.

Career Pathway Strategy

1. Data-Informed Pathway Framework

Career pathways are grounded in regional labor market analysis, including findings from the [Youth Employment Report](#) and [Promising Career Pathways Report](#) developed in partnership with [Real Time Talent](#).

These analyses identify high-growth, in-demand industries with wage progression and accessible entry points for young adults, including:

- Healthcare and human services
- Construction and skilled trades
- Information technology and digital careers
- Manufacturing
- Clean energy and emerging climate-related occupations

Pathways are presented as flexible and stackable, allowing participants to enter at various points and advance over time.

2. Early Career Exploration and Exposure

Participants engage in structured exploration activities that connect interests and strengths to labor market opportunities. Strategies include:

- RIASEC-based interest inventories and pathway mapping exercises
- Employer site visits and training provider tours
- Job shadowing, industry panels, and guest speakers
- Exposure to non-traditional and emerging occupations

These activities broaden awareness and support informed pathway selection.

3. Centralized and Youth-Friendly Resources

WFS leverages its youth career exploration and readiness website developed in partnership with Roadtrip Nation and Youth Lens 360. The platform translates complex labor market data

into accessible content and provides information on training programs, credentials, and youth employment resources.

4. Pathway-Aligned Training and Credentials

Service providers offer no-cost training opportunities that lead to industry-recognized credentials aligned with employer demand. Examples include Certified Nursing Assistant (CNA), OSHA certifications, MC3 (Multi-Craft Core Curriculum), and other sector-based credentials.

Hands-on labs, simulation tools, and short-term exposure experiences help participants assess fit before committing to longer-term training.

5. Employer Engagement and Career Navigation

Employers support pathway education by participating in hiring events, industry panels, and curriculum consultation. Case managers and job developers guide participants in understanding:

- Entry-level “origin” occupations
- Advancement or “gateway” occupations
- Required credentials and wage expectations
- Transferable skills across industries

Provision of Current Labor Market Information

1. Real-Time Labor Market Tools

WFS and partners utilize labor market intelligence tools, including Real Time Talent analysis, state workforce data, and industry reports, to monitor:

- Job demand trends
- Wage progression
- Required credentials and technical skills

This information is shared regularly with providers and incorporated into career coaching and program design.

2. Youth-Centered Translation of Data

Labor market information is delivered through workshops, one-on-one coaching, visual pathway maps, and online tools. Staff emphasize career mobility, skill transferability, and long-term earning potential rather than focusing solely on immediate job placement.

3. Continuous Alignment and Feedback

Career pathway priorities are reviewed through ongoing employer engagement, Youth Works! system coordination, and Youth Committee discussions. This continuous feedback loop ensures alignment with regional workforce needs and participant interests.

Through this integrated strategy, WFS ensures young adults receive timely, accessible labor market information and meaningful exposure to career pathways that connect short-term opportunities to long-term economic mobility.

10. Describe the strategies used to provide financial literacy training to youth participants.

WFS and its contracted youth service providers integrate financial literacy training as a core component of youth development, recognizing financial capability as essential to short-term stability and long-term economic mobility. Financial literacy is embedded throughout programming rather than delivered as a stand-alone activity and is provided in developmentally appropriate, trauma-informed, and culturally responsive ways that reflect participants' lived experiences.

Core Strategies

1. Integration with Work Readiness and Employment

Financial literacy is incorporated into work readiness instruction and aligned with paid work experiences, internships, and cohort-based training. Topics commonly include:

- Understanding paychecks, taxes, and direct deposit
- Budgeting based on earned income or stipends
- Banking fundamentals and account management
- Credit awareness and responsible borrowing
- Financial goal-setting tied to education and employment milestones

Instruction is often timed to coincide with participants' first paychecks or employment transitions to reinforce practical application.

2. Experiential and Applied Learning

Providers emphasize real-world application to ensure financial concepts are immediately relevant. Strategies include:

- Budget simulations based on actual wages or stipends
- Planning for short-term expenses and long-term savings goals
- Discussions on balancing work, school, and household financial responsibilities

This applied approach strengthens financial decision-making skills and supports youth managing independent or family financial obligations.

3. Individualized Financial Coaching

Financial literacy is reinforced through individualized coaching and incorporated into each participant's Individual Service Strategy (ISS). Case managers provide ongoing guidance related to budgeting, banking, and financial goal progress, particularly when participants begin employment, increase earnings, or encounter financial barriers affecting program participation.

4. Evidence-Informed Instruction and Staff Training

Providers utilize established curricula and evidence-informed frameworks to ensure consistent and effective delivery of financial education. Staff training supports accurate, youth-centered instruction and promotes alignment with best practices in financial wellness education.

5. Partnerships and Resource Access

Community partnerships expand access to financial education and youth-friendly banking resources. Providers collaborate with financial institutions, such as [Sunrise Banks](#), and community-based organizations to connect participants with financial workshops, account access, and ongoing support.

6. Equity-Centered and Trauma-Informed Delivery

Financial literacy instruction recognizes that many participants have experienced financial instability or limited access to traditional financial systems. Providers emphasize confidence-building, practical skill development, and supportive learning environments that normalize questions and reduce stigma.

7. Continuous Improvement and Outcome Monitoring

WFS monitors financial literacy delivery through program oversight, participant feedback, and provider collaboration. Ongoing system improvement efforts focus on:

- Strengthening consistency of financial literacy content across providers
- Enhancing connections between financial education, work experience, and career planning
- Identifying effective practices and sharing strategies across the youth workforce system

Through this integrated approach, financial literacy training supports both immediate financial stability and long-term career and economic outcomes.

11. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Indicate if your WDA will be using Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21.

WFS provides policy guidance to all Youth vendors regarding use of ITAs and other training supports. This policy is located in Attachment 5. Vendors may have their own procedures for how the policy is to be implemented. But there are no present plans from our vendors to use ITAs. WFS/WDA 15 does not plan to use Minnesota's waiver to allow use of ITAs for ISY, ages 16-21.

12. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

WFS and its contracted youth service providers implement comprehensive follow-up strategies to support sustained employment, education, and career advancement for young adults after

program exit. Follow-up services meet WIOA statutory requirements and are designed to remain accessible, youth-centered, and responsive to participants' evolving needs.

Key Components of Follow-Up Services

1. Pre-Exit Planning and Communication

Prior to exit, participants are informed of their eligibility to receive at least 12 months of follow-up services and are oriented to available supports and contact methods. Providers document preferred communication channels and establish expectations for ongoing engagement.

2. Structured and Flexible Ongoing Contact

Providers maintain regular contact after exit, with frequency adjusted based on participant needs and stability. Follow-up activities include:

- Verification of employment or education status
- Collection of documentation for performance reporting
- Identification and resolution of emerging barriers
- Support for job retention or educational persistence

Contact methods may include phone, text, email, or digital platforms, allowing flexible and youth-responsive engagement.

3. Continued Supportive Services

Follow-up services may include limited supportive services and career assistance to promote retention and advancement, such as:

- Job coaching and career advancement guidance
- Resume development and interview preparation
- Referrals to training or credential opportunities
- Transportation assistance or community resource referrals

Services focus on preventing job loss, supporting education completion, and promoting long-term stability.

4. Alumni Engagement and Ongoing Connection

Many providers maintain informal alumni engagement strategies, including invitations to hiring events, workshops, and program activities. These efforts reinforce long-term relationships and encourage participants to seek assistance when new needs arise.

5. Accessibility and Youth-Centered Approach

Follow-up services are delivered in a supportive, non-punitive manner that emphasizes trust, responsiveness, and continued partnership. Participants are encouraged to re-engage if circumstances change, including job loss, schedule changes, or evolving career interests.

Policy on Follow-Up Beyond the 12-Month Requirement

WFS requires providers to deliver follow-up services for at least 12 months after exit, consistent with federal and state policy. While formal follow-up is not required beyond this period, several provider practices support continued engagement:

- Open-door policies allowing former participants to access referrals or coaching
- Informal alumni connections and community-based relationships
- Opportunities for re-enrollment when eligibility criteria are met

WFS supports consistent implementation of follow-up requirements through provider monitoring, technical assistance, and performance review processes. Follow-up activities and outcomes are documented in the case management system and reviewed to assess retention, advancement, and program effectiveness.

13. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background.

WFS provides policy guidance to all youth service providers regarding the use of participant incentives, ensuring compliance with federal cost principles under 2 CFR 200.438 and Minnesota Department of Employment and Economic Development (DEED) guidance, including Chapter 18 of the WIOA Youth Cost Matrix. The Workforce Innovation Board Youth Committee approves the Youth Incentive Policy, and all providers must administer incentives in accordance with its requirements. (See Attachment 6 for the full policy.)

Purpose and Policy Framework

Youth incentives are used to encourage participation, recognize achievement, and support progress toward education, training, and employment goals. Incentives must:

- Be tied to documented program milestones or outcomes (e.g., completion of work experience, credential attainment, or employment placement);
- Be reasonable, necessary, and allowable program costs;
- Not be wages or supportive services;
- Be clearly documented and consistently applied across participants; and
- Support participant engagement without creating undue influence or coercion.

WFS establishes allowable incentive categories, documentation standards, and monitoring expectations. Providers may develop internal procedures for implementation, provided they align with WFS policy and federal guidance.

Provider Implementation Examples

- **Hmong American Partnership (HAP)**
 - Youth internship completion incentives of up to \$50 in gift cards.
 - Training program incentives of up to \$150 for program completion, credential attainment, or employment placement.
- Other providers similarly use incentives to reinforce participation milestones such as attendance, credential completion, and employment outcomes.

Oversight and Monitoring

WFS monitors incentive use through program and fiscal oversight, including review of documentation, expenditure tracking, and compliance monitoring. This ensures incentives are administered equitably, consistently, and in alignment with program performance goals

14. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA's Supportive Service Policy for Youth)

WFS and its contracted youth service providers use supportive services as a critical strategy for removing barriers to participation, persistence, and success in education, training, and employment. Supportive services are individualized, goal-oriented, and aligned with each participant's ISS, ensuring services directly support progress toward career and educational outcomes.

WFS Policy on Supportive Services

WFS maintains a countywide Supportive Services Policy for Youth, included as Attachment 7, which provides guidance on allowable services, documentation requirements, spending limits, and alignment with WIOA Youth regulations. All youth service providers are required to implement this policy consistently while retaining flexibility to respond to individual participant needs and circumstances.

Supportive services are intended to:

- Enable participation in program activities;
- Promote retention in employment, education, or training;
- Address barriers that could prevent successful completion or advancement.

Supportive Service Practices Across Partner Organizations

1. Needs Assessment and Individualized Support

- Supportive service needs are identified during intake and reassessed throughout participation using structured conversations, needs assessments, and ongoing case management.
- Services must be connected to documented ISS goals and reviewed regularly to ensure continued relevance.
- Providers emphasize youth choice and transparency, helping participants understand available supports and expectations.

2. Types of Support Provided

Across providers, supportive services commonly include:

- **Transportation assistance:** Bus cards, gas cards, ride coordination, and support for accessing driver's licensing resources.
- **Technology access:** Laptops, tablets, hotspots, and digital literacy support to enable participation in virtual and hybrid programming.

- **Work-related supports:** Work clothing, tools, safety gear, and fees required for employment or training.
- **Basic needs assistance:** Grocery cards, emergency financial assistance, and referrals for housing or food support.
- **Health and wellness referrals:** Mental health support, counseling, and connections to community-based services.

In recent years, WFS has also expanded access to system-level resources, such as the Driver's License Academy and Job Ready Supports, which complement provider-level supportive services and address common barriers identified across programs.

3. Transportation and Access Solutions

- Transportation remains one of the most frequently identified barriers for youth participants.
- Providers employ a mix of direct support, coordinated rides, and referrals to ensure participants can reliably access worksites, classrooms, and training locations.
- These supports are particularly critical for work-based learning, construction and trades programming, and participants living farther from employment centers.

4. Documentation and Accountability

- All supportive services are documented in Workforce One (WF1), including:
 - Type and amount of service;
 - Connection to ISS goals;
 - Funding source and justification.
- Providers maintain separate tracking by funding stream (e.g., ISY and OSY) to ensure fiscal accountability and compliance with WIOA requirements.
- WFS reviews supportive service usage through monitoring, fiscal oversight, and regular technical assistance.

5. Ongoing Communication and Flexibility

- Providers maintain open communication with participants about evolving needs, including during follow-up after exit.
- Youth are encouraged to request support proactively, and case managers work collaboratively to reassess needs as circumstances change.

Commitment to Participant Success

Supportive services are foundational to WFS's youth service delivery model. By combining clear policy guidance with individualized, youth-centered practices, WFS and its partners ensure that supportive services are equitable, responsive, and directly tied to successful education, employment, and career advancement outcomes.

15. Describe the strategies used to address transportation barriers for youth participants.

WFS and its youth service providers recognize transportation as one of the most significant and persistent barriers to youth participation in education, training, and employment. Transportation strategies are intentionally integrated into program design, supportive services,

and case management to ensure youth can reliably access services, worksites, and career pathway opportunities.

System-Level Transportation Strategies

WFS addresses transportation barriers through a combination of direct assistance, system-level investments, and coordinated planning:

Transportation as a Core Supportive Service

Transportation needs are assessed during intake and revisited throughout participation as part of each youth's ISS. Supports are provided when transportation is necessary for participation in program activities, including work experience, training, education, and supportive services. Transportation assistance is tailored to individual circumstances and adjusted as youth transition between activities or employment.

Driver's License Access and Long-Term Mobility

WFS recognizes that access to a driver's license can significantly expand employment options and improve long-term economic stability, particularly for youth in suburban or transit-limited areas. When available, youth are supported in accessing driver's license preparation resources, studying for exams, and planning for licensure as a long-term mobility goal. Providers also assist youth in navigating public transportation systems and mapping commutes to increase independence and reliability.

Alignment with Work-Based Learning and Career Pathways

Transportation planning is intentionally aligned with work experience and career pathway placement decisions. Case managers and job developers work with youth to identify employment and training opportunities that are accessible given current transportation options, while simultaneously planning for expanded mobility over time as wages, schedules, or credentials change.

Provider-Level Practices

Youth service providers employ flexible, participant-centered strategies to address transportation barriers, including:

Direct Transportation Assistance

Providers offer bus passes, transit cards, gas cards, and limited ride-share support (e.g., Uber or Lyft) to help youth attend work, school, interviews, and required appointments. Youth may choose between transit-based or vehicle-based supports depending on their circumstances and comfort level.

Safety- and Comfort-Informed Transportation Planning

Providers recognize that not all youth feel safe or comfortable using public transportation. In these cases, staff may:

- Meet youth in community locations near their homes;
- Provide transportation to offices, libraries, or other neutral meeting spaces;
- Offer rides to worksites or key appointments when appropriate.

This approach prioritizes participant safety while maintaining consistent engagement.

Coordinated and Group-Based Transportation Solutions

For programs involving group worksites or limited transit access, providers coordinate transportation solutions such as shared rides, designated pick-up and drop-off locations, or staff-facilitated transportation. For example, Tree Trust uses crew-based transportation models in which staff transport youth to and from worksites, ensuring safe and reliable access to employment.

Ongoing Problem-Solving and Transition Planning

Transportation needs are discussed regularly during case management meetings, allowing staff to respond to changes such as:

- New work schedules or locations;
- Relocation or housing instability;
- Transit disruptions or seasonal barriers.

As youth begin earning wages, providers support budgeting and planning for ongoing transportation costs, reinforcing long-term self-sufficiency.

Equity and Access Considerations

WFS and its partners prioritize equitable access by:

- Accounting for disparities in transit availability across urban and suburban areas of the county;
- Supporting youth with disabilities, justice-system involvement, or housing instability who may face compounded transportation challenges;
- Ensuring transportation assistance does not become a barrier to enrollment or continued participation.

Transportation strategies are implemented in a trauma-informed manner that recognizes the intersection of mobility, safety, and economic stability.

Monitoring and Continuous Improvement

Transportation supports are documented in WF1 and reviewed through program monitoring, fiscal oversight, and technical assistance. WFS uses this information, along with vendor feedback and participant experience, to identify common transportation challenges and inform future system-level investments, partnerships, and program design adjustments.

16. If applicable, describe how stipends will be used for participants and attach a copy of your WDA's Stipend Policy.

WFS and its youth service providers use stipends strategically to reduce financial barriers and support youth participation in program activities that are not otherwise compensated through wages. Stipends are one component of WFS's broader Learn and Earn approach and are used to promote access, equity, and sustained engagement in education, training, and career exploration activities.

WFS Policy on Stipends

WFS provides clear guidance on the appropriate use of stipends for youth participants, as outlined in the WDA's Youth Stipend Policy (Attachment 8). Stipends are intended to:

- Support participation in structured program activities;
- Offset costs associated with engagement (e.g., time, transportation, missed income opportunities);
- Complement, but not replace, paid work experience or employment wages.

Vendors are responsible for implementing stipend practices consistent with WFS policy, maintaining appropriate documentation, and ensuring stipends are tied to allowable WIOA Youth activities.

Stipend Use Across Partner Organizations

Youth service providers use stipends in a variety of ways, depending on program design and participant needs:

1. **Encouraging Engagement in Skill-Building Activities**
 - *Face to Face*: Provides stipends for participation in work readiness classes, career navigation sessions, and structured one-on-one activities. Stipends are issued based on attendance and engagement, supporting consistency and follow-through.
2. **Supplementing Career Pathway Participation**
 - *Change Inc.*: Uses stipends to support youth participating in additional training, workshops, or learning experiences that extend beyond core program services and support progression along a career pathway.
3. **Supporting Hands-On Learning and Pre-Employment Activities**
 - *Hired (in partnership with [Minnesota Training Partnership](#))*: Provides stipends during structured training and skill-development activities that prepare youth for entry into paid employment or apprenticeships.
4. **Promoting Equity and Access**
 - Stipends help ensure participation is feasible for youth who are financially supporting themselves or their families, balancing school, caregiving responsibilities, or facing other economic constraints.

Oversight and Accountability

All stipend payments are:

- Clearly connected to documented program activities;
- Tracked in WF1 with appropriate case notes;
- Reviewed through fiscal monitoring and program oversight to ensure compliance with WFS policy and WIOA requirements.

Commitment to Youth Success

The use of stipends reflects WFS's commitment to equitable program access and youth-centered service delivery. By reducing financial barriers to participation, stipends enable youth

to engage fully in career exploration, skill development, and pathway advancement while maintaining stability during their transition to education and employment.

17. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.

WFS facilitates co-enrollment strategically to expand participant access to services, maximize outcomes, and ensure efficient use of public resources. Co-enrollment decisions are guided by participant needs, allowable funding uses, and clear service alignment rather than routine practice.

WFS Approach to Co-Enrollment

Intentional and Case-by-Case Use

Co-enrollment is permitted but used selectively. Providers must demonstrate that:

- Each funding source supports distinct and allowable services;
- Services are not duplicative;
- Co-enrollment directly supports goals outlined in the Individual Service Strategy (ISS).

WFS planners review co-enrollment decisions through program oversight and monitoring processes.

Braided and Blended Funding

WFS and its partners regularly braid funding streams to enhance service delivery while maintaining separate accounting and documentation. Blended funding is used only when program requirements align.

Key Funding Sources Supporting Youth Services

- WIOA Youth Formula Grant funds
- Minnesota Youth Program (MYP) funds
- American Rescue Plan Act (ARPA) funds
- DEED Direct Appropriations
- YouthBuild funding through multiple sources, including the U.S. Department of Labor, DEED, and AmeriCorps
- LEAP funding through the Minnesota Department of Labor and Industry and Ramsey County
- Youthprise Opportunity Reboot
- Philanthropic contributions and earned revenue

These resources support work-based learning, pathway training, supportive services, and extended program participation.

Provider Co-Enrollment Practices

- **Change Inc.** uses multiple funding streams to provide integrated education, training, and supportive services aligned with program components.
- **Goodwill Easter Seals Minnesota** primarily braids WIOA funds with YouthBuild programming to support credential attainment and career pathway continuity.
- **Hired** utilizes co-enrollment to extend training and support services when participant needs exceed the scope of a single funding source.

Oversight and Accountability

All co-enrollments and braided funding arrangements are:

- Documented in Workforce One (WF1);
- Reviewed through fiscal and program monitoring;
- Evaluated to ensure compliance with federal, state, and local policy.

Through intentional co-enrollment and coordinated funding strategies, WFS expands access to comprehensive services while maintaining fiscal integrity and supporting positive education and employment outcomes.

18. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations

WFS collaborates with a broad network of county departments, community-based organizations, school systems, and culturally specific providers to serve opportunity youth with significant barriers to employment. These partnerships are intentionally designed to reduce systemic inequities, improve access to services, and support youth who are under-served and under-represented in the workforce.

1. Dropouts and Potential Dropouts

WFS partners with alternative education programs, Adult Basic Education (ABE) providers, and school districts—including [Saint Paul Public Schools](#), [Harmony Learning Center](#), and charter schools—to re-engage youth who have disconnected from traditional education pathways. Vendors maintain relationships with school counselors, social workers, and attendance staff to identify youth at risk of dropping out and connect them to employment, training, and re-engagement options that align with their goals.

2. Youth with Language and/or Cultural Barriers to Employment

Consistent with Ramsey County's racial equity framework, WFS prioritizes partnerships with culturally specific organizations such as Hmong American Partnership (HAP), [CLUES](#), [Karen Organization of Minnesota](#), and [Ain Dah Yung Center](#). These partners provide linguistically appropriate services, culturally responsive case management, and trusted entry points for youth and families. WFS also facilitates cross-referrals among vendors to ensure youth are connected to services that reflect their cultural identities and lived experiences.

3. Youth in Foster Care and Youth Aging Out of Foster Care

WFS collaborates closely with Ramsey County Social Services, child protection staff, and community partners such as [Foster Advocates](#) to support youth transitioning out of foster care. Workforce services are coordinated with independent living supports, education planning, and basic needs assistance. Cross-system convenings, including Creating Meaningful Connections (CMC), provide opportunities to align employment services with housing, education, and permanency planning for this population.

4. Homeless Youth or Runaways

Youth experiencing homelessness are served through partnerships with the Housing Stability Office, [Continuum of Care](#) providers, and organizations such as Face to Face's SafeZone Drop-In Center. These partnerships integrate employment services with coordinated entry, housing navigation, healthcare, and crisis response. WFS vendors prioritize low-barrier enrollment, flexible scheduling, and intensive case management to ensure youth can engage in workforce activities while stabilizing their housing situation.

5. Youth Offenders and Youth at Risk of Juvenile Justice Involvement

WFS partners with Ramsey County Community Corrections, the [Transforming Systems Together](#) (TST) initiative, and community-based organizations to support justice-involved youth and those at risk of system involvement. Workforce services are aligned with diversion, reentry, and restorative justice efforts. Vendors such as Change Inc. and Hired provide pathway-based training and employment opportunities that emphasize skill-building, accountability, and long-term stability.

6. Youth with Disabilities

Youth with disabilities are supported through collaboration with [Minnesota Vocational Rehabilitation Services \(VRS\)](#), special education programs, and disability-focused community organizations. These partnerships support access to accommodations, assistive technology, subsidized work experiences, and inclusive employment opportunities. VRS participation on the WIB and Youth Committee further strengthens alignment between workforce and disability services.

7. Teen Parents

Teen parents are supported through partnerships with MFIP, [Ramsey County Public Health programs](#) (including Nurse Home Visiting), and alternative schools such as [AGAPE High School](#). Workforce services are coordinated with parenting support, childcare resources, and public benefits navigation to reduce barriers to participation. Vendors incorporate flexible scheduling and wraparound supports to ensure teen parents can pursue education and employment goals.

8. Youth of Color and Other Under-Served Populations

Addressing racial and systemic inequities is central to WFS’s youth strategy. The majority of youth served through WIOA and MYP programs are youth of color, reflecting intentional outreach, culturally specific partnerships, and community-based service delivery. Programs are designed to be accessible, trauma-informed, and responsive to the lived experiences of BIPOC youth and other historically under-served populations.

Partner Contributions Across Populations

WFS youth vendors—including Change Inc., Tree Trust, Face to Face, Hired, and other community partners—play critical roles in serving opportunity youth through specialized programming:

- **Change Inc.** focuses on justice-involved youth and youth of color through pathway programs in construction, healthcare, and skilled trades.
- **Tree Trust** provides inclusive work experiences, including for youth with disabilities, through robust summer and year-round employment models.
- **Face to Face** delivers integrated education, employment, health, and housing services for homeless and highly vulnerable youth.

Commitment to Equity and Systems Alignment

WFS continues to invest in cross-system partnerships and innovative initiatives—such as driver’s license access, learn-and-earn models, and ARPA-supported efforts—that address structural barriers to employment. Ongoing collaboration through initiatives like Creating Meaningful Connections and Youth Advisory structures ensures that youth voice and lived experience inform program design and continuous improvement.

Through these partnerships, Ramsey County remains committed to advancing equitable access to education, training, and employment opportunities for opportunity youth across the county.

19. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer’s evaluation of the youth participant’s work readiness skills.

Ramsey County Workforce Solutions (WFS) implements the Work Readiness Indicator as a core strategy for measuring and strengthening youth participants’ foundational employability skills across subsidized work experiences. The indicator is used with both WIOA Youth and MYP participants, particularly those engaged in paid work experience, internships, and learn-and-earn models.

Approach to Assuring Work Readiness Skill Attainment

WFS provides youth vendors with the **Work Readiness Indicator Tool** (Attachment 9), developed by [Wilder Research](#) and the Sundance Family Foundation, as a recommended standardized resource for assessing work readiness skill development. The tool uses a youth self-assessment model built around 14 “I can” statements representing essential workplace competencies (e.g., communication, teamwork, problem-solving, professionalism).

Key elements of implementation include:

- **Pre- and post-assessment:** Youth complete the Work Readiness Indicator at the beginning and end of their work experience to measure growth over time.
- **Goal alignment:** Youth also complete a Work Experience Learning Plan, identifying specific skills they aim to develop. This plan aligns with the Work Readiness Indicator domains and provides a practical framework for coaching and reflection.
- **Ongoing coaching:** Case managers, employment counselors, and job coaches reinforce work readiness skills through regular check-ins, reflection conversations, and skill-building activities embedded in work readiness curricula.

While the Work Readiness Indicator Tool is strongly encouraged, vendors may supplement it with additional tools that align with their program model, provided skill development is clearly documented and connected to participant goals.

Approach to Employer/Supervisor Evaluation of Work Readiness Skills

Worksite supervisors are active partners in assessing youth work readiness. WFS expects vendors to ensure that supervisors understand the purpose of work readiness evaluations and their role in supporting youth development.

Key practices include:

- **Supervisor orientation:** Worksite supervisors receive an overview of youth program expectations, including the Work Experience Learning Plan and targeted skill areas.
- **Performance feedback:** Supervisors provide structured feedback on attendance, professionalism, communication, teamwork, and task completion.
- **End-of-experience evaluation:** At a minimum, supervisors complete an end-of-experience evaluation documenting youth performance and skill growth. Mid-point evaluations may also be conducted depending on program length and structure.
- **Documentation:** Employer feedback is captured through written evaluations, competency checklists, or structured feedback forms and summarized in case notes within Workforce One (WF1).

Although WFS does not mandate a single standardized supervisor evaluation form, example templates and technical assistance are provided to promote consistency and quality across vendors.

Vendor-Specific Approaches and Quality Assurance

Youth vendors apply the Work Readiness Indicator within their program models while maintaining alignment with WFS expectations:

- **Change Inc.** uses competency-based checklists and employer feedback tied directly to pathway-specific skill development.
- **Tree Trust** incorporates supervisor evaluations into project-based learning models, with program managers reviewing evaluations for quality and completeness.
- **Hired** and **HAP** integrate mid-term and final employer reviews, aligning supervisor feedback with youth self-assessments.
- **Face to Face**, **GES**, and **UBB** use individualized development plans and reflective exit conversations to reinforce and document work readiness outcomes.

WFS monitors implementation through monthly file reviews, technical assistance meetings, and periodic audits, ensuring that work readiness skill attainment and employer evaluations are documented consistently and meaningfully.

Continuous Improvement

WFS continues to work with youth vendors to strengthen consistency in work readiness measurement, align employer feedback practices, and elevate the use of shared tools where appropriate. These efforts support both accountability and the long-term employability of youth participants.

20. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2027, please provide an overview and anticipated goals/objectives.

Although Minnesota Youth Program funding decreased statewide for SFY 2027, WFS will continue Outreach to Schools (OTS) activities as a core strategy for connecting students—particularly those facing significant barriers—to career exploration, work readiness, and employment supports.

Outreach will be delivered through WFS vendors and a consolidated Outreach to Schools and [Power Within Us \(PWU\)](#) Planner role, strengthening coordination across schools, workforce programs, and juvenile justice systems.

Overview of Outreach to Schools Activities

1. Consolidated OTS / PWU Strategy

Beginning in PY26/SFY27, WFS consolidated the Outreach to Schools Program Specialist and PWU Planner roles to improve alignment across education, workforce, and probation systems. This coordinated approach supports:

- Outreach to traditional, alternative, and transition-focused schools;
- Alignment of workforce programming with diversion and stabilization efforts;
- Improved referral pathways among schools, probation officers, workforce providers, and community partners.

The role builds relationships with school counselors, social workers, career and technical education staff, and probation partners to ensure consistent access to workforce opportunities.

2. School-Based Outreach Activities

Activities may include:

- Classroom presentations and small-group workshops on career pathways and work readiness;
- Participation in school-based career fairs and resource events;
- Collaboration with educators and probation staff to prepare students for employer engagement;
- Direct referrals to WIOA Youth, MYP, PWU, and related programs.

3. Career Exploration and Experiential Learning

WFS partners with Tree Trust to provide experiential learning activities such as:

- Virtual reality career exploration tools;
- Hands-on industry modules aligned with high-demand sectors;
- Mock interviews and employer-led panels.

These experiences support both in-school youth and system-involved youth who benefit from applied learning models.

4. Targeted Outreach to Priority Populations

Outreach prioritizes schools and programs serving historically underserved youth, including:

- Alternative learning centers and charter schools;
- Students involved in probation or diversion programs;
- Youth with disabilities, teen parents, and students experiencing housing instability.

Messaging and materials address common barriers such as transportation, documentation challenges, and access to supportive services.

Anticipated Goals and Objectives

If MYP-funded OTS activities are implemented in SFY 2027, WFS anticipates:

- Increased awareness of youth workforce programs and career pathways;
- Stronger coordination between schools, probation, and workforce systems;
- Expanded equitable access to career exploration and employment opportunities;
- Improved referral pipelines to WIOA Youth, MYP, and partner programs.

Funding and Partnerships

The consolidated OTS/PWU Planner role is primarily supported through MYP funding and aligned with other youth workforce initiatives. Outreach activities are coordinated with WFS vendors, CareerForce partners, Youth Works!, and school-based stakeholders to ensure consistent service delivery and maximize impact.

21. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See chart below.)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.
- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including VRS; and activities related to the Guideposts for Success, such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.
- Strategies for coordinating with after-school and out-of-school time programming.
- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

WFS continues to advance youth-focused innovations and best practices that address systemic inequities, strengthen cross-system coordination, and expand access to meaningful education and employment pathways for young people—particularly opportunity youth facing significant barriers.

Shared Vision for Youth Blueprint

WFS aligns its youth workforce strategies with the Shared Vision for Youth Blueprint, which serves as a guiding framework for interagency collaboration to address opportunity gaps, achievement gaps, and disparities in workforce participation. The Blueprint informs coordination across workforce development, education, human services, probation, housing stability, and public health systems to ensure services are youth-centered, trauma-informed, and equity-driven.

(See attached Shared Vision for Youth Blueprint.)

This shared framework supports initiatives such as Youth Works!, CMC, PWU, and cross-departmental data-informed planning.

Private Sector Internships, OJT, and Apprenticeship Pathways

WFS and its partners prioritize paid, structured work-based learning as a best practice for youth engagement and long-term success. Strategies include:

- **Learn and Earn Models:** Paid internships, transitional jobs, and subsidized work experiences embedded within training pathways.
- **Pre-Apprenticeship and Apprenticeship Exposure:**
 - YouthBuild programs through partners such as GES and Change Inc. provide hands-on construction and manufacturing training and connect youth to Joint Apprenticeship and Training Committees (JATCs).
 - Hired and Minnesota Training Partnership support pre-apprenticeship readiness and employer connections.
- **Employer Engagement Innovations:**

- A countywide youth supervisor training, developed with [Right Track](#) and [World Youth Connect](#), helps employers build youth-supportive workplace cultures.
- Employers participate in mock interviews, career panels, job shadowing, and cohort-based hiring models.

Pre-Employment Transition Services (Pre-ETS)

While WFS does not directly administer Pre-ETS, the Workforce Development Area collaborates closely with VRS to ensure youth with disabilities are connected to appropriate Pre-ETS providers when eligible. Referrals are made through coordinated case management and partner networks.

Disability Employment Strategies and Guideposts for Success

WFS integrates many Disability Employment-aligned best practices:

- **Expanded Collaboration with VRS:**
VRS participates on the Workforce Innovation Board and Youth Committee, supporting alignment of services for youth with disabilities.
- **Guideposts for Success Integration:**
Many vendors incorporate elements of the Guideposts for Success, including:
 - Employability skills and work experience
 - Career preparation and exploration
 - Youth leadership development and self-advocacy
 - Connecting activities such as mentoring and resource navigation
- **Peer Learning and Capacity Building:**
CMC sessions increasingly focus on disability inclusion, neurodiversity, and accommodations in education and employment settings, informed by community expertise and vendor best practices.

Coordination with After-School and Out-of-School Time Programming

WFS coordinates with after-school and out-of-school time providers to expand access to workforce exploration and skill-building opportunities:

- **[Saint Paul Sprockets Network](#) and [Suburban Ramsey Family Collaborative](#):**
Dissemination of workforce resources to youth-serving providers.
- **Right Track (City of Saint Paul):** Summer employment and internships emphasizing career exploration.
- **Urban Boatbuilders and Tree Trust:** After-school and summer programming combining hands-on learning, mentorship, and paid work experience.

These partnerships ensure continuity between school-day learning and workforce development opportunities.

Connections with MFIP and SNAP Partners

WFS ensures strong policy and service alignment with public assistance programs serving youth under age 25:

- **MFIP:** As the sole MFIP Employment & Training provider for parents under 25, WFS integrates workforce services, education pathways, and supportive services to support young parents' economic stability.
- **SNAP E&T:** Partners such as Hired operate SNAP Employment & Training programs, enabling eligible youth to access employment services while maintaining benefit compliance.

Cross-program coordination reduces barriers and supports sustained engagement in education and employment.

Summary of Innovation and Impact

Together, these youth-focused innovations reflect Ramsey County's commitment to:

- Centering youth voice and lived experience
- Aligning systems to reduce fragmentation
- Expanding equitable access to paid work-based learning
- Strengthening employer readiness to support young workers
- Addressing disability inclusion and other systemic barriers

These best practices continue to evolve through partner feedback, data-informed planning, and cross-sector collaboration.

22. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460] by completing the WIOA Youth Program Elements Checklist below. Also respond to the following for each of the 14 required elements:
- a. If the element is provided by another agency (or agencies) describe how the WDA ensures participants are receiving appropriate service levels.
 - b. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
 - c. Summarize how the required program element is delivered to participants and any "best practices" associated with that element.

Details of service provision are located in the WIOA Youth Program Elements Checklist on pages 51-56 of this document.

23. Describe the local WDA approach to monitoring the provision of WIOA Youth services and service providers (as applicable).

WFS uses a combination of contract management, data review, and collaborative oversight to monitor the provision and quality of WIOA Youth services delivered by service providers. Monitoring activities are designed to ensure compliance with WIOA requirements, support

continuous improvement, and promote equitable and effective service delivery for youth participants.

WFS program staff conduct monthly check-ins with youth service providers to review program implementation, participant progress, and challenges impacting service delivery. These conversations allow WFS to provide technical assistance, clarify expectations, and address issues in real time. Contract monitoring also includes review of invoices, participant eligibility and enrollment documentation, and adherence to approved work plans and budgets.

Program performance is monitored through analysis of participant-level data in WF1, including activities, supportive service utilization, credential attainment, employment outcomes, and measurable skill gains. WFS uses this data to identify trends, ensure required program elements are being delivered, and assess alignment with performance expectations and local youth priorities.

In addition to these regular, “soft” monitoring activities, WFS conducts annual programmatic and fiscal audits of each vendor. Mirroring the structure of DEED annual audits, WFS allows vendors one month to respond to narrative questions, ensure Workforce One participant files are current, and submit requested financial backup documentation as part of a comprehensive monitoring guide. After receiving these materials, WFS schedules a one- to two-hour meeting with program directors from each vendor to clarify any areas of ambiguity, provide opportunities for reflection on successes and areas for improvement, and communicate any concerns identified by WFS staff. An official written summary of the audit is issued following this meeting, along with any required corrective actions or improvement plans, if applicable.

Importantly, while formal monitoring procedures serve a distinct and critical purpose, WFS emphasizes relationship-based oversight through ongoing collaboration with providers, participation in communities of practice, and information sharing through various convenings. Feedback from youth participants, partner agencies, and system stakeholders is also used to inform monitoring activities and continuous program improvement.

Together, these strategies support accountability while allowing flexibility for providers to implement youth-centered, trauma-informed, and culturally responsive services that meet the diverse needs of WIOA Youth participants.

24. Describe how your WDA incorporates industry-driven strategies in youth programming:
 - a. How does your WDA gather feedback from industry leaders to create job and skill development strategies for young people in the WIOA Youth program?
 - b. How does your WDA use data to check how effectively the strategies are working to help young people build career pathways?
 - c. How does your WDA make sure that the training and job opportunities for WIOA Youth participants fit the needs of local businesses?
 - d. What partnerships does your WDA have with local businesses or organizations to help support the sector strategies for the WIOA Youth program?

Industry-Driven Strategies in Youth Programming

WFS incorporates industry-driven strategies into WIOA Youth programming to ensure that young people develop skills aligned with local labor market demand while gaining early, meaningful exposure to career pathways. These strategies are informed by continuous employer engagement, labor market data, youth feedback, and strong partnerships with community-based service providers, training institutions, and industry intermediaries.

a. Gathering Feedback from Industry Leaders

WFS gathers feedback from industry leaders through multiple coordinated mechanisms at both the system and provider levels to inform job and skill development strategies for youth:

- **WIB and Youth Committee Engagement:**
Employers and industry representatives serving on the WIB and Youth Committee provide ongoing guidance on workforce trends, entry-level skill needs, and sector priorities affecting young workers.
- **Employer Engagement Through Youth Service Providers:**
Contracted youth providers maintain direct relationships with employers hosting internships, apprenticeships, work experiences, and entry-level placements. Feedback is gathered through supervisor evaluations, debrief meetings, employer check-ins, advisory committees, and post-placement conversations.
- **Sector and Industry Intermediary Partnerships:**
WFS and its vendors collaborate with industry intermediaries such as Minnesota Training Partnership, trade unions, professional associations, postsecondary institutions, and employer networks to stay informed about credential requirements, evolving skill expectations, and hiring pipelines in high-demand sectors.
- **Employer-Focused Convenings and Learning Opportunities:**
County-led youth supervisor trainings, employer spotlights, hiring events, and sector meetings have provided structured opportunities for employers to share challenges, best practices, and workforce needs related to recruiting, training, and retaining young workers.

b. Using Data to Assess Strategy Effectiveness

WFS uses a combination of quantitative and qualitative data to assess how effectively industry-driven strategies support youth in building career pathways:

- **WIOA Performance and Outcome Data:**
WF1 data—including enrollment, credential attainment, employment placement, retention, and wage outcomes—is regularly reviewed to monitor program effectiveness and alignment with labor market goals.
- **Program-Level and Provider Data Systems:**
Youth providers track attendance, completion, credential attainment, and participant progress using internal data systems and reporting tools. This information is used to identify strengths, gaps, and opportunities for improvement.

- **Youth Voice and Feedback:**
Providers collect youth feedback through surveys, focus groups, and one-on-one check-ins to understand participant experiences, perceived skill development, and career readiness. This input is used to refine programming and improve engagement and outcomes.
- **Labor Market Information (LMI):**
WFS and its partners utilize data from sources such as DEED, Real Time Talent, Talent Neuron, Lightcast, the U.S. Bureau of Labor Statistics, and other regional labor market tools to ensure training and work experiences align with high-growth, in-demand occupations.
- **Continuous Improvement Practices:**
Data trends and employer feedback are reviewed during contract monitoring, peer learning sessions, and technical assistance meetings, allowing WFS to make timely adjustments to program design and sector strategies.

c. Aligning Training and Job Opportunities with Local Business Needs

To ensure training and employment opportunities reflect the needs of local businesses, WFS emphasizes employer-informed, flexible program design:

- **Industry-Recognized Credentials and Skill Development:**
Youth programs prioritize credentials and competencies valued by employers, including pre-apprenticeship training, OSHA, MC3, CNA, and other sector-specific certifications tied to entry-level employment.
- **Real-World Work Experience:**
Paid internships, transitional jobs, apprenticeships, and unsubsidized employment placements allow youth to develop skills in actual workplace settings while enabling employers to shape training based on operational needs.
- **Employer-Informed Curriculum and Training Models:**
Providers adjust curriculum content, soft skill development, and job readiness training based on employer feedback, job posting trends, and sector expectations.
- **Youth-Centered and Employer-Responsive Matching:**
Case managers and job developers work collaboratively to match youth with training and job opportunities that align with both participant interests and employer demand, supporting stronger retention and advancement outcomes.

d. Partnerships Supporting Sector Strategies

WFS maintains a broad and diverse network of partnerships that support sector-based strategies within WIOA Youth programming:

- **Local Employers:**
Businesses across construction, healthcare, IT, manufacturing, landscaping, transportation, public service, and creative industries provide work experiences, apprenticeships, job placements, mentorship, and ongoing feedback.

- **Industry Intermediaries and Training Partners:**
Partnerships with organizations such as Minnesota Training Partnership, trade unions, professional associations, [Saint Paul College](#), [Metro State University](#), [Takoda Institute](#), and other training providers support credentialed pathways and industry-aligned skill development.
- **Community-Based Youth Service Providers:**
Vendors including Hired, Tree Trust, Face to Face, HAP Academy OIC, UBB, Change Inc., and GES serve as critical connectors between youth, employers, and training opportunities.
- **Public Sector and Workforce System Partners:**
WFS collaborates with CareerForce, VRS, county departments, and regional workforce partners to align youth sector strategies with broader workforce and economic development goals.

Summary

Through structured employer engagement, data-informed decision-making, youth feedback, and strong sector partnerships, WFS ensures that WIOA Youth programming remains responsive to local labor market needs while supporting young people in building sustainable, high-quality career pathways.

WIOA Youth Program Elements Checklist

Program Element	How Each Program Element is Offered							How program element is coded and entered in MIS
	In House	Partner Agreement			Provider Name(s)	Supporting Documentation	Notes	
		Contract	MOU	Other				
1. Tutoring, study skills training, instruction, and dropout prevention	No			X	Local Public School Districts Local Private Schools Local Charter Schools	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators and often in individualized settings.	Study Skills Training/Tutoring Activity in Workforce One
2. Alternative secondary school services or dropout recovery services	No	X		X	Goodwill Easter-Seals Change Inc. City Academy ABE Providers	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators in both individualized and group settings.	Alternative Secondary School Services Activity in Workforce One
3. Paid and unpaid work experiences	No	X			Goodwill Easter-Seals of MN Hired Face 2 Face Change Inc. Urban Boat Builders Tree Trust Restoration for All Hmong American	A plan for this program element is noted in the participant's ISS and Worksite agreement, provision is detailed in Workforce One Case Note(s)	Participant is matched with agency that is appropriate fit to their skills and interests.	WEX Activity in Workforce One

					Partnership		Learning objectives are set prior to experience and evaluated at completion.	
4. Occupational skill training	No	X		X	Community-Based Agencies Local Post-Secondary Secondary Institutions Tree Trust Urban Boat Builders Goodwill-Easter Seals of MN Hmong American Partnership Hired Face 2 Face	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Participant choice of training is critical to the completion and success of the element. Paying participants for training time via stipend or other form of payment allow participants to engage in continuing education.	OST Activity in Workforce One
5. Education offered concurrently with workforce preparation for a specific occupation	No			X	Community-Based Agencies Local Post-Secondary Institutions ABE Providers	A plan for this program element is noted in the participant's ISS, and provision is detailed	Participant choice of training is critical to the	Case-specific activity/activities in Workforce One (Examples: Workforce Preparation and

						in Workforce One Case Note(s)	completion and success of the element.	Education, Classroom Training, Entrepreneurial Training, Non-Credentialed Training, Secondary School Classes, etc.)
6. Leadership development opportunities	No			X	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Community-Based Organizations	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Participant's choice and investment in this element is key. Must be offered to all youth, regardless of barriers.	Community Involvement & Leadership Development Activity in Workforce One
7. Supportive services	No	X			Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All Hmong American Partnership	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s), Support Service Tab entry, and uploaded Obligation form	See support service policy attached.	Staff Assisted Assessment Activity in Workforce One
8. Adult mentoring	No			X	Community-Based Agencies	A plan for this program element is noted in the participant's ISS, and provision is detailed	Mentorship should not be provided by EGC and should	Mentoring Activity in Workforce One

						in Workforce One Case Note(s)	include at least 12 months of mentor relationship with at least monthly contact between mentors and mentees.	
9. Follow-up services	No	X			Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Hmong American Partnership Tree Trust	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s) and Follow-Up Tab entries	Offered to all participants who are exiting (unless no contact can be paid). Provided for up to 12 months for the purpose of assisting with participants to remain successful.	Case-specific activity/activities in Workforce One (Examples: Planned Extended Leave, Remained in School, etc.)
10. Comprehensive guidance and counseling	No	X			Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Scope of services provided does not include the provision of mental health,	Career Counseling Activity in Workforce One

					Restoration for All, Inc. Hmong American Partnership		chemical health or housing supports, but rather appropriate referrals to qualified providers.	
11. Financial literacy education	No	X		X	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Community-based organizations	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Multiple approaches to financial literacy, including curriculum that acknowledges historical disparities in wealth building	Financial Literacy Education Activity in Workforce One
12. Entrepreneurial skills training	No	X		X	Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All, Inc. Hmong American Partnership Ramsey County Community & Economic Development	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Multiple approaches to training, including curriculum that acknowledges historical disparities in entrepreneurial investment	Entrepreneurial Training Activity in Workforce One

					Community based organizations			
13. Services that provide labor market information	No			X	MN DEED Real Time Talent	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	One to one and group training when doing career exploration and work experience planning	Labor Market/In-Demand Employment Information Activity in Workforce One
14. Post-secondary preparation and transition activities	No	X		X	Local Public School Districts Local Private Schools Local Charter Schools ABE Providers Goodwill Easter-Seals of MN Hired Face to Face Change Inc. Urban Boat Builders Tree Trust Restoration for All Inc. Hmong American Partnership	A plan for this program element is noted in the participant's ISS, and provision is detailed in Workforce One Case Note(s)	Delivered by trained educators in both individualized and group settings.	Transition to Post-Secondary Activity in Workforce One

WIOA Youth Program Element Section 129 (c)(2)	Is the element further described in Final Rule? If so, application citations	Relates to or overlaps with other program element?	Applicable PIRL Data Element Number(s)
1. Tutoring, study skills training, instruction and dropout prevention	No	Program elements 2 and 4	1402

2. Alternative secondary school services or dropout recovery services	No	Program element 1	1403
3. Paid and unpaid work experiences	Yes, 681.600, 681.590, 681.480		
4. Occupational skills training	Yes, 681.540, 681.550	Program element 1	1300, 1302, 1303, 1306, 1307, 1308
5. Education offered concurrently with workforce preparation and training for a specific occupation	Yes, 681.630	Program elements 2, 3, and 4	1407
6. Leadership development opportunities	Yes, 681.520, 681.530		1408
7. Supportive services	Yes, 681.570		1409
8. Adult mentoring	Yes, 681.490		1410
9. Follow-up services	Yes, 681.580	Program elements 7, 8, 11, 13, and 14	1412
10. Comprehensive guidance and counseling	Yes, 681.580		1411
11. Financial literacy education	Yes, 681.500		1206
12. Entrepreneurial skills training	Yes, 681.560		1413
13. Services that provide labor market information	Yes, 651.10		1414
14. Postsecondary preparation and transition activities	No		1415

Attachment 1H

Workplan: Youth Program Service Delivery Design Addendum to Enhance Services to In-School Youth (ISY) Who Are Homeless or in Foster Care (Applies to WIOA Youth funded programs ONLY)

IMPORTANT NOTE: The waiver granted by the U.S. Department of Labor to the State of Minnesota allows WDAs the option to enhance services to homeless, in-school youth and foster care youth who are in school and reduce the statutory requirement for OSY expenditures from 75 percent to 60 percent. If your WDA plans to implement this waiver please complete the following questions.

Questions to be completed:

1. Please describe your WDA's strategies for outreach and recruitment of homeless in-school youth and/or in-school youth in foster care.

Ramsey County Workforce Solutions (WFS) recognizes that in-school youth experiencing homelessness or foster care involvement face significant barriers to employment, education continuity, and long-term stability. These youth often require targeted outreach, trusted referral pathways, and coordinated service delivery to successfully engage in WIOA Youth programming. To reach and support this population, WFS employs the following strategies:

1. Coordinated Community Outreach through Heading Home Ramsey

WFS actively participates in Heading Home Ramsey, a countywide initiative focused on preventing and ending homelessness. Youth team planners attend practitioner meetings to share information, align resources, and stay informed about emerging needs among homeless and highly mobile youth and families. Information gathered through this collaboration is shared with providers through Creating Meaningful Connections (CMC) convenings, orientations, and ongoing technical assistance to strengthen system-wide awareness and referral pathways.

2. Targeted Vendor Partnerships Serving Homeless Youth

WFS contracts with community-based vendors that specialize in serving youth experiencing homelessness. Since 2022, Face to Face has served as a key WIOA Youth provider offering street outreach, a Saint Paul-based drop-in center (SafeZone), and integrated medical, mental health, and case management supports. Formalized referral processes between WFS, Face to Face, and other youth-serving partners support engagement of homeless ISY who may not otherwise access workforce services.

3. Interdepartmental and Systems-Level Collaboration

As a department within Ramsey County, WFS works closely with [Social Services](#), [Community Corrections](#), and child welfare partners to support youth involved in foster care, mental health services, and related systems. Partnerships with organizations such as Foster Advocates help ensure foster youth receive tailored career exploration, education, and employment supports. WFS

continues to identify opportunities to expand these collaborations to improve outreach and service coordination for homeless and foster care youth.

4. Engagement with Schools and McKinney-Vento Liaisons

WFS and its contracted vendors maintain and strengthen relationships with school-based staff, including [McKinney-Vento](#) liaisons, school social workers, counselors, and alternative education staff. These partnerships support early identification and referral of homeless and foster care ISY into WIOA Youth services. Existing relationships with Saint Paul Public Schools and alternative and charter high schools serve as a foundation for continued expansion of school-based outreach efforts across the county.

2. Identify school district(s) you would anticipate working with to recruit homeless, in-school youth and in-school foster care youth.

WFS anticipates working with all school districts serving high school-aged youth residing in Ramsey County, including traditional, alternative, and special education settings. These districts include:

- Saint Paul Public Schools (ISD 625)
- North St. Paul–Maplewood–Oakdale Schools (ISD 622)
- Mounds View Public Schools (ISD 621)
- White Bear Lake Area Schools (ISD 624)
- Roseville Area Schools (ISD 623)
- Northeast Metro Intermediate School District 916

Outreach efforts also extend to charter schools, alternative learning centers, and other specialized educational programs that serve youth experiencing housing instability or foster care involvement.

3. What services would you anticipate may need to be provided above and beyond what you are already offering?

To effectively meet the needs of homeless ISY and ISY in foster care, WFS anticipates the need for enhanced or expanded services beyond standard WIOA Youth programming, including:

1. Prioritized Access and Referrals

Referrals for homeless and foster care youth will be prioritized to reduce delays in enrollment and ensure timely access to employment, training, and supportive services.

2. Expanded Support Services Flexibility

WFS recognizes that youth experiencing homelessness often have greater and more immediate needs related to transportation, food, clothing, work equipment, and housing stability. Vendors, particularly those specializing in serving homeless youth, will assess the need to exceed standard support service spending caps on a case-by-case basis, consistent with WIOA policy and local guidance.

3. Coordinated Referrals to Housing and Stabilization Resources

WFS will continue to connect youth to additional service providers through partnerships with the Ramsey County Office of Housing Stability and other community-based organizations. These

referrals support a holistic approach to service delivery, recognizing that employment and education outcomes are closely tied to housing and overall stability.

MINNESOTA BLUEPRINT FOR SHARED VISION FOR YOUTH

Interagency Projects Supporting Positive Outcomes for At-Risk Youth

Vision: “By age 25, Minnesota’s young people will be ready for the responsibilities and rewards of economic self-sufficiency, healthy family and social relationships, community involvement, stable housing and life-long learning.”

MISSION STATEMENT: *State and local agencies will collaborate to assure that Minnesota’s neediest youth will acquire the talents, skills, and knowledge necessary to ensure their healthy transition to successful adult roles and responsibilities.*


Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Accept direct referrals from Juvenile and Adult Probation Officers to connect justice-involved youth to WIOA Youth employment, training, and supportive services.	Accept direct referrals from Ramsey County Social Services, including Child Protection, Fostering Connections, and Permanent Connections units, to ensure timely access to employment and training services.	Make coordinated cross-referrals to Minnesota Vocational Rehabilitation Services (VRS) to provide integrated employment, training, and accommodation supports for youth with disabilities.	Continue active participation as a stakeholder in Heading Home Ramsey and related countywide initiatives focused on preventing and ending homelessness.	Partner with Adult Basic Education (ABE), K–12 school districts, alternative learning centers, and charter schools to re-engage youth in education while connecting them to workforce services.
Coordinate closely with Ramsey County Community Corrections and the Power Within Us (PWU) initiative to align workforce services with probation requirements, diversion strategies, and reentry planning.	Coordinate workforce services with child welfare transition planning to support education continuity, career exploration, and long-term economic stability.	Maintain active collaboration with VRS leadership through Workforce Innovation Board (WIB) and Youth Committee participation to share best practices and align service strategies.	Engage in workgroups specifically focused on connecting youth experiencing homelessness to employment, training, and income supports.	Collaborate with school counselors, social workers, and McKinney-Vento liaisons to identify students at risk of dropping out and provide early employment and career exploration supports.
Participate in countywide systems reform efforts, including the	Support the work of Foster Advocates and other contracted	Encourage youth vendors to incorporate accessible work	Contract with specialized vendors, such as Face to Face, to provide	Integrate workforce services with credential attainment efforts,

Outcomes				
Improve Transition Outcomes for Juvenile Offenders	Improve Transition Outcomes for Youth Aging Out of Foster Care	Improve Transition Outcomes for Youth with Disabilities	Prevent and End Homelessness	Reduce High School Dropout Rates
Strategies				
Juvenile Detention Alternatives Initiative (JDAI), to inform policy and practice changes that reduce system involvement and improve employment outcomes.	partners by reinforcing education engagement through career pathway information, employment readiness, and referrals to WIOA Youth programming.	readiness training, individualized goal setting, and employer engagement strategies aligned with youth abilities and interests.	WIOA Youth services to youth experiencing homelessness, including access to drop-in spaces, housing navigation, health services, and case management.	including GED preparation, credit recovery, and career pathway alignment.
Accept referrals through the Ramsey County Attorney’s Community Response Team diversion process to provide early workforce engagement as an alternative to deeper justice involvement.	Engage in countywide Transforming Child Welfare initiatives focused on reducing the number of youth aging out of foster care without permanency and addressing racial disparities in outcomes.	Support work-based learning opportunities, including subsidized employment and internships, that allow youth with disabilities to build skills in integrated work settings.	Coordinate referrals with the Ramsey County Office of Housing Stability and other housing providers to align workforce services with stabilization efforts.	Leverage Outreach to Schools activities to expose youth to career options, paid work experiences, and supportive services that increase school engagement and persistence.
Partner with community-based vendors experienced in serving justice-involved youth (e.g., Change Inc., Hired) to deliver work readiness, sector training, and paid work experiences that reduce recidivism risk.	Prioritize foster youth for paid work experiences, supportive services, and barrier-removal supports during key transition periods.		Prioritize homeless youth for supportive services and flexible funding to address transportation, basic needs, and employment-related barriers.	

[ATTACHMENT 2]

Workforce Innovation Board – Action Plan

Youth Committee			
Action	Timing	KPIs	Strategic Areas
Support Ramsey County Youth Works! Initiative	On-going	Annual assessment	<ul style="list-style-type: none"> Systems Alignment, Support and Leadership Employer Engagement Systems Innovation Culturally Responsive Leadership
Gather nominations, evaluate, and present Youth Workforce Champion Awards	Q1 of each year	# of nominees	<ul style="list-style-type: none"> Systems Alignment, Support and Leadership
Employer support strategies in partnership with City of Saint Paul: On-boarding, supervisor training, youth-employer advisory	On-going	# of employers engaged	<ul style="list-style-type: none"> Systems Innovation Employer Engagement
Assess and grow committee membership <ul style="list-style-type: none"> Add youth member to the Youth Committee Recruit more employers to the Youth Committee Youth Workforce Champion Award - Legacy winner join for the following year 	2026	# of youth members # of business members	<ul style="list-style-type: none"> Systems Alignment, Support and Leadership Employer Engagement
Monthly evaluation of Youth Dashboard and quarterly evaluation of performance outcomes	On-going	Performance outcomes	<ul style="list-style-type: none"> Systems Alignment, Support and Leadership

 **County Request for Proposals ("RFP")**

RFP #: JTPA0000003389

RFP Title: Workforce Youth Programming

Procurement Specialist Name: Andrew Greenlee
Procurement Specialist Email: Andrew.greenlee@ramseycounty.us
Procurement Specialist Telephone: 651-266-8069
Procurement Specialist Fax: NA

- a. Responses must be received by 2:00 p.m. Central time on October 30, 2021.

THIS IS A PRICE INQUIRY. THIS IS NOT AN ORDER.

- b. General Contract/Agreement Terms and Conditions governing this solicitation, including applicable insurance requirements, are included as a part of this document in Section 3. Ramsey County has no obligation to place an order as a result of this inquiry.

Solicitation Schedule

- c. Listed below is the solicitation schedule. Actions with specific dates and/or times must be completed as indicated. If Ramsey County needs to change any of the dates and/or times, an addendum will be posted to DemandStar.

RFP Released:

Pre Solicitation Response Conference: TBD Central time, October 28, 2021

Pre Solicitation Response Conference Location: TBD

Contractor Questions Due:

Addendum with Answers to Questions Issued:

Solicitation Responses Due: October 30, 2021

Solicitation Public Opening:

Notice of Interviews:

Interviews:

Notice of Intent to Award:

Anticipated Contract Start Date: April 01, 2022

○ **Solicitation Description**

Workforce Youth Programming

Pre Solicitation Response Conference

- d. A non-mandatory pre solicitation response conference will be held at TBD Central time, on October 28, 2021 at TBD. The purpose of the conference is to discuss the work to be performed, answer questions, clarify ambiguities and respond to general issues in order to establish a common basis for understanding all of the solicitation requirements. Individuals needing an interpreter or individuals with a disability needing accommodation should contact the Procurement Specialist identified above prior to the date set for the pre solicitation response conference so that a reasonable accommodation can be made.

Project Information

Purpose

Ramsey County (the "County"), through the Workforce Solutions Department, seeks proposals from qualified youth employment service providers to assist eligible youth and young adults to access employment, education/training, and/or support services to succeed in a competitive labor market and to match employers with the skilled workers they need to compete in the global economy.

WFS is seeking partners to provide a variety of workforce supports for youth and young adults. Because of funding stream complexities, these services will be delivered in components. Details about components can be found in "Scope of Services".

WFS is seeking partners to provide employment & training services for youth and young adults in Ramsey County. In particular, WFS is seeking opportunities to enhance services for youth and young adults that may be justice-involved, foster or former foster youth, black, indigenous and youth of color, and youth living in the suburbs of Ramsey County.

Background Information

Overview of Ramsey County, the Workforce Investment Board and WIOA

The Workforce Innovation Opportunity Act (WIOA) legislation was signed into law on July 22, 2014, which supersedes the Workforce Investment Act (WIA) of 1998 and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. New provisions in WIOA are intended to generate innovative, cross program approaches that align employment and training policies and funding to support integrated, comprehensive services that help low-skilled and low-income people including disconnected youth, under-employed adults and others with unique barriers to employment gain access to education, training, employment and support services needed to successfully enter and/or advance in the workforce.

Employment Services are authorized by the Ramsey County Board of Commissioners ("Board") and the Workforce Innovation Board of Ramsey County ("WIB"), which have joint responsibility for oversight and policy direction for workforce development services carried out under WIOA in the State of Minnesota's Workforce Development Area (WDA) #15. WDA #15 covers all nineteen cities of geographical Ramsey County, including the City of Saint Paul.

The Board is the fiscal agent for these services. The County assumes direct fiscal management responsibilities on behalf of the Board and receives the funds to provide Employment Services through its department WFS and contracted Employment Service Providers.

Community Engagement & Development of Proposals

In alignment with Ramsey County's strategic priority of "Advancing racial & health equity and shared community power", Workforce Solutions, in partnership with two paid consultants, completed a number of community engagements to inform the development of this Request for Proposals. Through community townhalls, a youth & young adult survey and two facilitated focused conversations about the future of youth employment services, Workforce Solutions gleaned a number of themes regarding what young people in Ramsey County want and need from services to support their education and career goals. Additionally, throughout the COVID emergency, Workforce Solutions completed a variety of listening sessions and evaluation of emergency youth and adult workforce programs. That input and information also deeply impacted the development of this solicitation. Workforce Solutions encourages all applicants to review these findings (located in Exhibit 1 – Section A) and use them to inform the response.

Workforce One

Workforce One is a state operated internet-based electronic case management system that is required to be used in all federal & state funded workforce development programs. This system includes electronic data collection and document storage to maintain case files. The state provides regular Workforce One basics training and Ramsey County will provide initial Workforce One training. After the initial Workforce One trainings, organizations will be required to provide the training to their own staff.

CareerForce Center

Workforce Solutions is an affiliate partner of the Minnesota CareerForce system. CareerForce operates a space at 540 Fairview Ave N, Suite 103, St Paul MN. Job seekers are invited into that space for career support, and connection to ongoing employment and training programs. Youth and young adult employment and training programs must be represented at this site. Partner organizations should expect to provide program information to staff who work at the CareerForce site and possibly provide services out of the location, when/if it is safe to do so. Beyond the physical CareerForce location, partners should also be prepared to coordinate with other workforce partners within the local workforce eco-system.

Program Goals

The County is seeking partners to assist in achieving the goals of assisting youth and young adults with entering in-demand career pathways. Additionally, the Minnesota Department of Employment & Economic Development mandates the number of performance outcomes for youth and young adults served with state & federal workforce funds. These benchmarks may be slightly negotiated between WDAs, states and the federal Department of Labor, but have been stable for many years. Progress on these goals is tracked through entering mandated activities in Workforce One and does not need to be reported on separately.

- 75% of youth employed in quarter two after successful exit from program
- 73% of youth employed in quarter four after successful exit from program
- 62% of youth enrolled in training activities receive a credential within 12 months of exit from program
- 49% of participants in school or training have documented measurable skills gain
- Average earnings of \$3,700 for youth working after successful exit from program

1.3. Scope of Services

WFS seeks to partner with organizations to provide two types of employment & training programs, described as Program 1 and Program 2 below. Interested organizations must indicate which Program they propose to provide in Attachment A – Narrative and Budget Form. Organizations can propose to provide multiple Programs, but the programming and services proposed must be substantially different and the same participants should not be served by multiple programs. The differences in programming should be detailed in the Narrative Form, including participants served, program elements and service model.

Youth Services that result from this RFP will be paid for using a variety of funding sources, including but not limited to Federal and State workforce grants, foundation grants, Federal grants for COVID-19 relief and recovery, and Ramsey County levee funds.

Requirements

The program requirements for Program 1 are more extensive and specific than the requirements for Program 2. For example, providers of services for Program 1 must provide *all* 14 program elements in accordance with WIOA requirements (as stated in the State Policy Manual).

Providers of services for Program 2 must only provide *some* (one or more) services in the areas of career exploration, career pathways supports, personal and/or professional development, and other education and employment supports; these services can include, but are not limited to, the services described in Program 2.

The County encourages organizations to propose to provide Program 1 if they have the capacity/resources to provide all the required services for Program 1 and the ability to comply with all federal WIOA requirements. The County encourages organizations to propose to provide Program 2 if they can provide creative, innovative employment & training that may not meet the more extensive and specific WIOA requirements included in Program 1.

Program 1 – Traditional WIOA Youth Services

WFS is seeking partners to provide traditional youth and young adult employment & training services to eligible Ramsey County residents ages 14-24. These services should assist participants with achieving their individual education, employment & career goals. Federal regulation also dictates the performance outcomes of participants completing occupational and other recognized credentials.

Participant Eligibility- Additional details regarding participant eligibility can be located in [State Policy Manual](#) (chapter 2) or in the Exhibit.

In School Youth: Attending school AND not younger than age 14 or older than age 21 at time of enrollment AND low-income individual AND one or more of the following:

- Basic skills deficient
- An English language learner
- Justice-involved
- Experiencing/experienced homelessness
- Foster or former foster youth
- Pregnant or parenting
- An individual with a disability; OR
- An individual who requires additional assistance to complete an educational program or to secure or hold employment

Out of School Youth: Not attending school AND not younger than age 16 or older than age 24 at time of enrollment AND one or more of the following:

- Dropped out of school
- Low-income AND basic skills deficient or an English language learner
- Justice involved
- Experiencing/experienced homelessness
- Foster or former foster youth
- Pregnant or parenting
- An individual with a disability; OR
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Required Supports & Activities- Additional details regarding required program elements can be located in [State Policy Manual – \(chapter 11\)](#) or in the Exhibit.

1. Recruit eligible participants into the program. The number of participants each service provider must enroll will be mutually agreed upon at the beginning of the program year. At a minimum, 60% of enrollments (and spending) must be for Out of School Participants.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. A new plan should be developed at least every 365 days.
6. Develop and maintain active participant case notes in Workforce One with appropriate, on-time activity documentation, attendance records, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled in the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Make all 14 required program elements (below) available to all participants. Details of program elements can be located in [State Policy Manual -chapter 11](#). This can be done either through internal sources, formal (paid) partnership & referrals, and/or informal (unpaid) partnership & referrals.
 - Program Element 1: Tutoring, study skills training, instruction and dropout prevention
 - Program Element 2: Alternative secondary school services or dropout recovery services
 - Program Element 3: Paid and unpaid work experience (minimum of 20% of total expenses must be spent on work experiences)
 - Program Element 4: Occupational skills training
 - Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation
 - Program Element 6: Leadership development opportunities
 - Program Element 7: Support services
 - Program Element 8: Adult mentoring
 - Program Element 9: Follow-up services
 - Program Element 10: Comprehensive guidance and counseling (note: NOT general case management & career counseling)
 - Program Element 11: Financial literacy education
 - Program Element 12: Entrepreneurial skills training
 - Program Element 13: Services that provide labor market information
 - Program Element 14: Postsecondary preparation and transition activities
9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.
10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

Program 2- Minnesota Youth Programs (Service Delivery)

WFS is seeking partners to provide new, innovative, career pathway services and programming for eligible Ramsey County residents ages 14-24.

Participant Eligibility- Additional details regarding participant eligibility can be located on page 8-9 of the [State Youth Eligibility Handbook](#), “Minnesota Youth Program”. Eligible participants meet the following criteria:

- Between the ages of 14 and 24
- Be economically disadvantaged OR “at-risk”. “At-risk” participants are
 - Pregnant/parenting youth
 - Youth with limited English proficiency
 - Potential or actual dropouts
 - Justice-involved
 - Receiving public assistance and/or group home services
 - Youth with disabilities, including learning disabilities
 - Homeless or runaway youth
 - Chemically dependent or children of drug or alcohol abusers
 - Youth with basic skills deficiency
 - Youth with educational attainment one or more levels below grade level appropriate to age
 - Foster child

Required Supports & Services- Below are activities that are REQUIRED be included in Program 2. Activities may be provided to individual participants or in a cohort.

1. Recruit eligible participants into the program as per agreed upon enrollment goals.
2. Utilize agreed upon spending thresholds for cost categories, as described in Budget Form.
3. Collect all necessary participant information and perform all necessary assessments to enroll eligible participants as per eligibility guidelines.
4. Utilize a standardized assessment (such as TABE test) to determine, develop and mutually establish a Career Pathway based on current labor market information for each individual participant, as a part of the service plan.
5. Develop, in partnership with individual participant, a specific Individual Service Strategy (ISS) Plan for each participant that clearly defines intended outcomes (linking education or career), maps out a strategy to get to the outcomes, and ensures that the support will be available for each youth as they work toward achieving mutually agreed upon career pathway goals. New plan should be developed at least every 365 days.
6. Develop and maintain, Workforce One, active participant case notes with appropriate on time activity documentation, attendance, and participant progress in the program. All case notes and additional documentation should be entered within 5 working days of activity being completed.
7. Retain basic demographic information on applicants who are not enrolled into the Program, through use of “Pending” status in Workforce One, including participant’s social security number, name, address, date of birth, age, phone number, email, veteran status, citizenship status and staff’s name.
8. Provide career exploration, career pathway supports, personal **and/or** professional development and other education and employment supports. These services **may** also be culturally or population specific. Examples of these activities include:
 - a. Financial literacy education: providing information & training regarding budgeting, saving, credit, debt, understand financial products, protect from identity theft and more.
 - b. Entrepreneurial skills training: providing information, training & mentorship to participants interested in starting their own business, this may include creatively seeking and identify business opportunities; developing budgets and forecast resource needs; understanding various options for acquiring capital and the trade-offs associated with each option; communicating effectively and market oneself and one’s ideas and more.
 - c. Adult mentorship: mentorship can be delivered individually or in groups but should be for the purpose of developing a sustained relationship between the participant and the adult to support the participants personal or professional goals.
 - d. Occupational/career pathway training: training to be provided to participants for the purpose of either entering or advancing in a career pathway or in-demand industry, this training may lead to industry-recognized credentials.
 - e. Resource connection: provide information, exploration and training for participants where to location and how to connect with other supports and services available to them in the community, such as food support, housing support, mental health & wellness supports, etc.
 - f. Internships/work experience: provide subsidized internships and other on the job learning opportunities for participants.

9. Send an invoice to Workforce Solutions for any costs incurred by the 7th of each month. Program is a reimbursed based project. See section 3.3 of this RFP for more details. Advanced payments may be made in accordance with Ramsey County Vendor Advancement Policy. This policy is available upon request.
10. Return any open participant files and data to Workforce Solutions within 15 working days of completion of contract.

General Requirements and Considerations for Program 1 & Program 2

Partnerships & Other Resources

WFS encourages organizations to develop partnerships and leverage other resources to ensure that youth and young adult participants are served using a wholistic method. This includes leveraging in resources to support food, housing, mental health and other basic needs of participants. Additionally, all partners should expect to participate in a variety of Ramsey County Workforce events, including Workforce Innovation Board meetings & committees, technical assistance training, and monthly and quarterly meetings with Workforce Solutions staff.

Internships & Subsidized Work Experiences

Organizations applying to provide services in Program 1 must be prepared to administer subsidized work experiences for youth and young adult participants. If an organization is proposing to provide subsidized internships or work experiences in Program 2 they must also be prepared to administer payroll for participant. Subsidized participant internships are a critical activity for youth employment & training services. This includes administering payroll, worker’s compensation and other liability insurance and can be paid for with contract funds. Advances, including for youth and young adult payroll expenses, may be administered following Ramsey County’s Advance Policy.

- i.
 - i. The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.
 - ii. The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

1.4. Contractor Qualifications

- Contractor’s mission must align with the County’s mission to grow a competitive workforce through programming aimed at meaningful and stable employment for youth and young adults.
- Contractor’s team must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous, Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.
- Contractor’s fiscal management and team must have demonstrated qualifications in accounting, reporting and monitoring programs.
- Contractor must have the ability to collect, protect and disseminate data utilizing Workforce One, Minnesota’s employment services case management system.
- Contractor must have the ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.
- Contractor must have the ability to comply with all informal and formal monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.
- Contractor must participate in regular technical assistance provided by the County.

Multiple Contractors

- ↳ Ramsey County reserves the right to contract with one or more Contractors based on the evaluation criteria stated in this solicitation.

1.5. Contract Term

- i. The term of the resulting Agreement is estimated to begin on April 01, 2022 and shall not exceed 5 years, including any renewal options.

1. Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

1.6. Costs

- ii. The resulting contract fee shall be a maximum not to exceed, threshold and rates to be determined.

The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the Work.

- iii. The contractor is understood to have included in its response price any *applicable* State or Federal sales, excise or other tax on all materials, supplies and equipment that are to be utilized. Do not itemize tax separately.

Subcontractors

- ↳ Subcontractors may be used to perform work under the resulting contract.

Special Conditions

1.9.1 Additional Services

During the term of the contracts that result from this RFP, the County reserves the right to add additional funds and additional youth programs and services or reduce funds and youth being served, via written amendment, to accommodate unanticipated needs, accidental omissions, new service offerings, or changes in funding. In the event that additional funds or services are added or removed, funding information, requirements, and other updates will be added to the contract via written amendment.

Some or all of the payments under this Agreement may be made from federal funds obtained by the County through COVID-19 emergency relief and recovery efforts. In the event this type of federal funding is utilized, the Contractor will be notified of associated award details, performance requirements and updates consistent with federal Uniform Administrative Requirements.

1.9.2 Communications and Marketing Requirements

All publications or presentations related to the Purchased Services and produced by the Contractor must be pre-approved and shall include the County’s new logo and the statement, "...funded by [or “funded in part by”, as appropriate] Workforce Solutions, a department of Ramsey County" The County shall provide the Contractor with an electronic version of the County’s logo.

All information released to the media regarding the Purchased Services shall state that the program is, "...sponsored and administered by Workforce Solutions, a department of Ramsey County, and operated under contract by” the Contractor.

All brochures, publications, presentations, media releases and other written materials produced by the Contractor relating to Purchased Services must be pre-approved by County management or planning staff.

If the Contractor applies for or partners with other agencies for grant funding that involve data or information about the population served through the Purchased Services, Contractor agrees to notify the County thirty (30) days in advance of the grant application. If the Contractor desires to conduct or publish any research, or to speak or present at professional conferences, involving such data, the Contractor agrees to notify the County thirty (30) days prior to conducting or publishing such research or applying to present at any conferences.

The Contractor must notify the County a minimum of thirty (30) days in advance when facilitating workshops, seminars, conferences or webinars and participating in research or research studies relating to Purchased Services. The distribution of publications pertaining to programs or project outcomes and evaluation results directly related to Purchased Services must be pre-approved by County management staff.

1.9.3 Monitoring Requirements

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services and mandated by the Federal, State or County grant administration. This includes any outside audit that includes grant management and procurement policies and procedures related to procuring support services for customers. Such information shall be furnished within a reasonable period, set by the County and outlined in the negotiated contract, upon request.

Contractor’s underspending at the end of the contract year will automatically revert back to the County. WFS reserves the right to pull back funds due to underspending at any time during any contract year and re-allocate funds.

The County reserve the rights to monitor files for each Contractor, require Contractor to provide results of internal monitoring to the County bi-monthly, conduct at least monthly continuous improvement reviews, require improvement plans or corrective actions when appropriate.

The Contractor shall participate in ongoing monitoring activities and training provided by the County which may include, but is not limited to, check-in calls, desk reviews and on-site visits with County staff. Further, as applicable, Contractor shall be responsible for ongoing monitoring of its subcontractors if subcontractors are part of the approved work plan.

The Contractor shall maintain financial records through an accounting system which sufficiently and properly reflects all revenue received and all direct and indirect costs of any nature incurred in the performance of this Agreement as determined by the County. All financial transactions must have supporting documentation. The accounting system must clearly state the fiscal processes and internal controls for cash and cash in-kind items.

The Contractor shall maintain an accounting policy and procedure manual as part of a sound financial accounting system.

1.9.4 Background Check Requirements

The Contractor shall ensure it has a Background Studies policy in place and shall perform background studies on all staff, volunteers and contractors who may have contact with clients or client families. Contractor shall maintain records of completed and passed background studies. Contractor’s background studies policies and records of completion shall be made available to the County upon request.

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General Solicitation Standard Terms and Conditions

1.8. Solicitation Process

- i. The County will not provide compensation to the Contractor for any expenses incurred for solicitation response preparation.
- ii. All communications during the solicitation process shall be directed to the Procurement Specialist as identified on the first page of this solicitation. Contractors shall not have contact with any other County employees, elected officials, community representatives, County consultants and/or other contractors associated with the solicitation at any time during the procurement process. Violation of this provision may disqualify the contractor from consideration.
- iii. The County expressly reserves the right to amend or withdraw this solicitation at any time and to reject any or all responses, and to waive any informalities or irregularities in the responses as may be deemed in the best interest of the County.

d. Solicitation Questions

- ↳ All questions concerning this solicitation shall be submitted in writing to the Procurement Specialist at the email address listed on the first page of this solicitation document.

e. Solicitation Addenda

- ↳ Any solicitation changes, additions, alterations, corrections, or revisions shall be made in writing via an addendum within a reasonable time to allow prospective contractors to consider them in preparing their solicitation responses.

Collusion

- ↳ Contractors shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result from its acceptance, including actions involving other contractors, competitors, County employees, County consultants or County Board members. Evidence of such activity will result in rejection of the solicitation response.

1.9. Solicitation Response Content Checklist

Contractors shall include the following forms and information in their solicitation responses. Responses, including all content listed below, should be a maximum of 20 pages.

i.

- i. Completed Solicitation Response Form, attached.

ii.

- ii. Completed Contractor Information and Reference Form, attached.

A completed Attachment A – Narrative and Budget Form

- iii. Any exceptions to the General Contract/Agreement Terms and Conditions must appear in the Contractor's proposal under a separate section titled "Exceptions", with proposed alternate language or deletions. The County has no obligation to accept or agree to any such exceptions requested by a Contractor. Even if there are no exceptions, a statement must be provided.

- iv. Completed Lobbying Certification Form, attached.

Response Submission

Contractors must submit the solicitation response electronically on Demandstar.com. Proposal responses must be uploaded no later than 2:00 P.M., Central time, on October 30, 2021. Faxed, delivered, emailed, and oral solicitation responses will not be considered. The Contractors' names will be read at public opening. If you wish to hear the names, please join the zoom meeting at 2:01 P.M., Central time, on October 30, 2021, using the following link:

<https://zoom.us/j/102575333?pwd=dDA2Rnk4MEtVW9DS3k4cUpIRDJlQT09>

1.11. Solicitation Response

- v. Upon submission, a solicitation response becomes the property of the County and will not be returned. The County retains the right to use any concept or idea presented in any solicitation response, whether or not that solicitation response is accepted. All information included in the submitted solicitation response will be classified in accordance with Minn. Stat. §13.591 governing data practices.

1.11.1.

The solicitation response shall remain valid for 120 days starting on the solicitation response due date.

Conditioning Solicitation Responses Upon Other Awards Not Acceptable

- ↳ Solicitation responses conditioned upon receiving award of both this particular contract being solicited and another County contract shall be rejected.

1.12. Solicitation Response Mistakes

- i. A solicitation response may be withdrawn on written request of the Contractor prior to the solicitation due date and time. Negligence of the Contractor in preparing its response confers no right to withdraw the solicitation response after the solicitation due date and time. Prior to the due date and time, changes may be made, provided the change is initialed by the Contractor's agent. If the intent of the Contractor is not clearly identifiable, the interpretation most advantageous to the County will prevail.

- ii. Any solicitation response, withdrawal, or modification received after the solicitation due date and time shall be considered late and the solicitation response, withdrawal, or modification shall be rejected.
- iii. If the solicitation response includes a unit price calculation and the Contractor has made an error when calculating the extended price, the unit price shall be used for contract award.

1.13. Evaluation and Selection Process

Creation of Evaluation Team

- iv. The County shall create an Evaluation Team composed of scorers and contributors. The Evaluation Team scorers will consist of County employees, or community representatives who represent different backgrounds, experience, subject matter, and departments. The Evaluation Team contributors may consist of County employees, community representatives and County consultants. Contractors can only communicate with the County Procurement Specialist. Exceptions include interviews/demonstrations, site visits/e-visits or upon Notice of Intent to Award. Violation of this provision may disqualify the contractor from further consideration.

1.13.1.

The Evaluation Team shall evaluate the written solicitation responses using the following Evaluation Criteria, with the identified maximum points values:

⊕ Evaluation Criteria and Maximum Points Value

- 15 Contractor Qualifications (experience, training, technical and professional ability)
 - 30 Quality of proposed services/programs
 - 15 Recruitment and enrollment/intake plan
 - 10 Resources for wholistic services to participants
 - 15 Ability to serve BIPOC, justice-involved, foster or former foster, and/or suburban youth & young adults in Ramsey County.
 - 15 Plan for accountability to youth and young adults being served.
- 100 Total Possible Points**

1.13.2. Optional Contractor Interviews/Demonstrations

The County reserves the right to interview any or all proposers, or to require a demonstration at its discretion. The County is not responsible for any costs incurred by the proposer in preparing for or participating in an interview or demonstration.

1.13.2.2.

If interviews or demonstrations are required, Contractors selected shall be given enough time to make necessary preparations and travel arrangements. All Contractors interviewed shall be given the same amount of time for the interview.

An additional 100 points are allocated to interviews and/or demonstrations. The department determines how the points are to be split between interview and demonstration, if both are conducted.

Optional Site Visits/E-Site Visits

1.13.3.1.

The County reserves the right to conduct site visits or e-site visits with any or all proposers. The County is not responsible for any costs incurred by the proposer in relation to a site visit or e-site visit.

1.13.3.2.

If site visits or e-site visits are required, Contractors selected shall be given enough time to make necessary preparations and arrangements. All Contractors selected shall be given the same amount of time for the site visit or e-site visit.

1.13.3.3.

An additional 100 points are allocated to site/e-site visits if conducted.

1.13.3.4.

Departments may choose to conduct a site visit at the proposers' premises or an e-site visit using video conferencing as long as the same type of visit is used for all proposers.

1.14. Selection of Contractor

The responsible and responsive contractor that scores the highest combined score for the evaluation response, interview/demonstration (if requested by the County), and the site visit/e-site visit (if requested by the County) will be issued a Notice of Intent to Award Letter.

The County is not bound to accept the lowest cost.

The County reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of Contractors as the County deems to be in its best interests.

- v. The County reserves the right to request any additional information at any stage of the solicitation process. Compliance shall be at the contractor's expense.

1.15. Notice of Intent to Award

The following must be submitted in response to a Notice of Intent to Award Letter within 10 business days:

vi.

- vi. Taxpayer Identification Number and Certification, I.R.S. Form W-9

vii.

- vii. All Contractors, with the exception of sole proprietors, shall be properly registered with the State of Minnesota prior to contract award. A Contractor whose main office is not in the State of Minnesota must register with the State of Minnesota as a foreign vendor.

viii.

- viii. Certificate of Insurance (COI)

Financial Review Form

Public Notice

- ↳ The County uses DemandStar to release competitive solicitations and associated addenda. Subscription to DemandStar is free by following the [DemandStar Registration Instructions](#). Contractors may contact DemandStar directly by calling 206-940-0305 or email at demandstar@demandstar.com. Solicitations shall be published in the County's official newspaper as required by state statute.

1.16. Trade Secret Information

Trade Secret Information Caution

- i. Solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by the County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b)

No Contingency

- ii. The solicitation response shall not be contingent on the County accepting the contractor's claim that certain data is Trade Secret Information within the meaning of Minnesota Statute Section 13.37, subd. 1(b)

Trade Secret Information Review

- iii. County review of data identified as Trade Secret Information will not occur unless and until such time as an appropriate request for the data is made by a third party

Notice of Request for Trade Secret Information

- iv. At such time as an appropriate request for data identified in a response as Trade Secret Information is made, the County will provide the responder with notice of the request for the Trade Secret Information

Only One Solicitation Response Received

- ┘ If only one solicitation response is received, an award may be made to the single Contractor if the County finds that the price submitted is fair and reasonable, and that either other Contractors had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

General Contract/Agreement Terms and Conditions

j. Contract Term and Schedule

- ┘ Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.

Payment

i.

- i. No payment will be made until the invoice has been approved by the County.

ii.

- ii. Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

Application for Payments

1.17.1.

The Contractor shall submit an invoice by the 7th of the month..

i.

- iii. Invoices for any goods or services not identified in this Agreement will be disallowed.

ii.

- iv. Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

iii.

- v. Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

iv.

- vi. Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

v.

- vii. The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

Independent Contractor

- ┘ The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

m. Successors, Subcontracting and Assignment

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

- i. The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.
- ii. The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

Compliance With Legal Requirements

- i. The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.
- ii. Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

Data Practices

- iii. All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.
- vi. The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

1.19. Security

- v. The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.
- viii. Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who

received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

vii.

- ix. Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.
- x. The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.
- xi. All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

Contractor's Insurance

i.

- xii. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.
- xiii. Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

iii.

- xiv. Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.
 - 1.**
 - 1. All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.
 - 2. The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

iv.

- xv. Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.

- 1.**
 1. Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.
 2. Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.

v.

- xvi. Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

vi.

- xvii. An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.
- xviii. If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.
- xix. The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.
- xx. These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

x.

- xxi. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.
- xxii. The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.
- xxiii. All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

xxiv.

- xxv. A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

q. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

r. Notices

iii. All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

- v. **County:** TBD
- vi.
- vii. **Contractor:** TBD

s. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

t. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

u. Conflict of Interest

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

v. Respectful Workplace and Violence Prevention

xi. The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

w. Force Majeure

xii. Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

x. Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

y. Termination

- xxvi. The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.
- xxvii. If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.
- xxviii. The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

z. Interpretation of Agreement; Venue

- i.**
 - xxix. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.
- ii.**
 - xxx. The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

aa. Warranty

- ┘ The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

bb. Infringement

- i. Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.
- ii. If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinderment imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

1.20.1.

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

iii.

iii. Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.

iv.

iv. **Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

v.

v. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

vi.

vi. **Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

Debarment and Suspension

- └ Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

dd. Diverse Workforce Inclusion

- └ For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:
 - └ 1. <http://www.JobConnectmn.com/>
 - └ 2. <http://www.ConstructionHiringConnection.com/>
- └
- └ Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.
- └

- ↵ Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.
- ↵
- ↵ Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.
- ↵
- ↵ Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.
- ↵
- ↵ Additional assistance is available through jobconnectmn@ramseycounty.us or call 651-266-6042.

Alteration

- xiv. Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

ff. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Special Contract Terms and Conditions

1.21.

Manually Add Special Conditions in this Section



**RAMSEY COUNTY
SOLICITATION RESPONSE FORM**

<p>Solicitation Number: JTPA000003389</p> <p>Solicitation Title: Workforce Youth Programming</p> <p>The following shall be completed by the Contractor:</p> <p>Contractor Company Name:</p> <p>State the number of solicitation addenda received:</p>
<p>PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS SOLICITATION RESPONSE FORM</p> <p>The provisions of the solicitation document should be reviewed and understood before preparing a solicitation response. Unless the solicitation document provides otherwise, the solicitation response shall be the best price for all labor, equipment, materials and services for the project described in the solicitation document.</p>
<p>Max NTE Information (Edit Section to add Pricing Detail): Complete Attachment A</p>

ACKNOWLEDGEMENT

By signing below, I certify that I understand, agree, and bind the Contractor to the provisions contained in the solicitation document for the above Solicitation Number, including the General Solicitation Terms and Conditions and the General Contract/Agreement Terms and Conditions and that I am authorized to submit this solicitation response on behalf of the Contractor.

COLLUSION

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees, County Consultants or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion.

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA000003389

Solicitation Title: Workforce Youth Programming



RAMSEY COUNTY
CONTRACTOR INFORMATION AND REFERENCE FORM

Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response may result in rejection of the Contractor's solicitation response.

Company Information:

- Contractor Name:
- Name of CEO or Company President:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:
- Is your company a Certified Small Business Enterprise?
- If yes, what is your certification number?
- Is your company a Veteran Small Business Enterprise?
- If yes, what is your certification number?

Solicitation Response Contact:

- Name:
- Telephone Number:
- Email Address:
- Address:
- City:
- State:
- Zip Code:

Reference Requirements: Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation.

- First Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Second Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:

- Third Reference

1. Company Name:
2. Contact Name and Title:
3. Telephone Number:
4. Email Address:
5. Address:
6. City:
7. State:
8. Zip Code:
9. Description of Work Completed:



RAMSEY COUNTY
CONTRACTOR APPLICATION FOR DESIGNATION OF
TRADE SECRET INFORMATION FORM

Solicitation #

Solicitation Title

The submitted solicitation response data includes Trade Secret Information that we, the contractor, believe to be classified as nonpublic (relating to a non-person) or private (relating to a person) information under §13.37 of the Minnesota Government Data Practices Act.

As such, we are requesting that certain provisions of our submitted solicitation response data as indicated below, be treated as Trade Secret Information data and that any request for access to the data be handled in accordance with state law and the provisions of Ramsey County Policies and Procedures. We agree to indemnify and hold Ramsey County harmless from any damages arising out of the release of any materials or data unless they are specifically identified on this Trade Secret Information Form.

Section
Page #
Topic
Classification Justification

We understand that a decision regarding this request will be made by Ramsey County. We agree to indemnify and hold Ramsey County, its agents and employees, harmless from any claims or causes of action relating to the County's withholding of data based upon reliance on the above representations including payment of all costs and attorney fees incurred by the County in defending such action.

We further understand that solicitation response data marked as, for example, "confidential" or "proprietary" or other similar designation, will not be considered by Ramsey County to be Trade Secret Information within the meaning of Minnesota Statutes Chapter 13 unless the data meet the criteria set forth in Section 13.37, subd. 1(b).

Company Name

Name and Title of Authorized Preparer

Signature

Date



Contractor Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name	Program
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Signature of Certifying Official	Print Name	Title	Date
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Solicitation Number: JTPA0000003389
Solicitation Title: Workforce Youth Programming



RAMSEY COUNTY
NO SOLICITATION RESPONSE FORM

Ramsey County strives to conduct all solicitations in an open, fair, and transparent manner. If you have selected to not participate in this solicitation, the Procurement Office is asking you to complete this form and return it via e-mail to the appropriate Procurement Specialist.

- 1. We did not feel we could be competitive.
- 2. Insufficient time to respond.
- 3. We did not have sufficient staffing to complete the solicitation response.
- 4. Other (350 character limit):

Contractor Name:
Contact Name:
Telephone Number:
Email Address:
Address:
City:
State:
Zip Code:

Name and Title of Authorized Contractor Representative:

Signature:

Date:

Solicitation Number: JTPA0000003389

Solicitation Title: Workforce Youth Programming

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Website</i>	
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Project Information

Please give a 3-5 sentence overview of your organization and previous work you have completed with youth & young adults.

	2022-2023
Total # of Planned Youth Served, Annually	

Budget

Total of Request : \$

Below is list of required contractor qualifications. Please check each indicating that your organization understands and has capacity to fulfil the obligation.

- Organization must be able to meet the unique employment & education needs of justice-involved, foster or former foster youth, Black, Indigenous and Youth & Young Adults of Color in Ramsey County and youth living in the suburbs of Ramsey County.
- Organization must have proper fiscal management and comply with all federal and state funding requirements, reporting and monitoring.
- Organization has ability to collect, protect and disseminate data utilizing Workforce One, Minnesota’s employment services case management system.
- Organization has ability to produce data reports and performance outcomes required by local, state and/or federal programs including indicators specified by the County.
- Organization will comply with all informal and formal fiscal and programmatic monitoring requested by the County, the state or other monitoring entities, including providing fiscal and programmatic information.
- Organization will participate in regular technical assistance provided by the County.

Authorization: By signing below I acknowledge that I am authorized to submit this proposal and if awarded a contract, I further acknowledge that the organization will comply with all state and federal funding requirements and guidance as amended and will comply with data and report submission requirements.

Name and title:

Signature

REQUEST FOR PROPOSAL NARRATIVE

Use the following outline as a guide to your narrative (10 page maximum):

1. Please identify which program or programs your organization would like to pursue. **If applying for Program 1, complete the program elements chart below (pages 6-7).**
2. Please describe your organization's experience and history, including providing services to low-income and youth who experience barriers to employment. (15 points)
3. Please describe your proposed services/programs. Please include target population, targeted industry sectors and occupation and how your services/programs will meet the goals as described in the Program Goals section of the solicitation. If applying for Program 2, please identify what supports & services you will make available to participants. (30 points)
4. How will you identify, recruit and support participants during the enrollment/intake process? (15 points)
5. Please identify any other resources you are leveraging to provide wholistic services to participants. Please include any relationships with partners that you will be utilizing and identify if any subcontracts will be required. (10)
6. As described in the Solicitation, Advancing Racial Equity is a strategic priority of Ramsey County. Please describe your organizations commitment to racial equity and how you will serve Black, Indigenous and Other Youth of Color. Also, if applicable, describe how you plan to serve justice-involved youth, foster or former foster youth, and/or youth living in suburban Ramsey County. Make sure to provide evidence that your organization is qualified to provide services catered to the unique needs of the specific groups you plan to serve. (15 points)
7. How will your organization be accountable to the youth and young adults you are serving? Please include how you will determine customer satisfaction, involve youth and young adults as stakeholders in your services and incorporate their feedback and input into the program? (15 points)

BUDGET

Organization/Project Name: _____

Information: All financial transactions, including Overhead Costs, must have supporting documentation. All costs, including overhead, must be necessary and directly linked to the project and within compliance with federal regulations.

Instructions: Please complete the budget(s) for the component that your organization is applying for. Administrative costs may not exceed 10% of total other expenses. In Program 1 budget, all Out-of-School Costs should be at least 60% of total allocation. Additionally, Work Experience Wages/Fringe & Work Experience Staff Costs should be at least 20% of total allocation. Information about cost categories is included below (see page 8 - 9).

Program 1 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
WORK EXPERIENCE WAGE/FRINGE	
In-School Youth Work Experience Wage/Fringe	
Out-of-School Work Experience Wage/Fringe	
Work Experience Total	
WORK EXPERIENCE STAFF COSTS	
In-School Youth Work Experience Staff Cost	
Out-of-School Youth Work Experience Staff Cost	
Work Experience Staff Costs Total:	
DIRECT SERVICES	
In-School Youth Direct Services	
Out-of-School Youth Direct Services	
Direct Services Total:	
SUPPORT SERVICES	
In-School Support Services	
Out-of-School Support Services	
Support Services Total:	
OTHER SERVICES	
In-School Youth Other Services	
Out-of-School Youth Other Services	
Other Services Total:	
BUDGET TOTAL **	

Program 2 Budget

	Proposed Budget
ADMINISTRATION * Max 10%	
YOUTH PARTICIPANT WAGE/FRINGE	
Wages/Fringe - Participant	
Youth Participant Wage/Fringe Total	
DIRECT SERVICES TO YOUTH	
Wages/Fringe - Staff	
Overhead: Computer Network, Phone, Printing, Postage	
Program Supplies	
Other:	
Direct Services Total	
SUPPORT SERVICES	
Training - Education and training	
Wraparound Services Support	
Client incentives	
Support Services Total:	
BUDGET TOTAL **	

Program 1 - Program Elements

Program Element	Who Provides the Element?	How will the Element be made available? Formal partnership, informal, cross referral, etc.
Tutoring, study skills training, instruction and dropout prevention services		
Alternative secondary school services or dropout recovery services		
Paid and unpaid work experience		
Occupational skill training		
Education offered concurrently with workforce preparation		
Leadership development opportunities		
Supportive services		

Adult mentoring		
Follow-up services		
Comprehensive guidance and counseling		
Financial literacy education		
Entrepreneurial skills training		
Labor market information		
Postsecondary preparation and transition activities		

WIOA YOUTH POLICY

REVISED: April 24, 2024

TO: Workforce Solutions (WFS) Staff and Vendor Staff

FROM: WFS Director

SUBJECT: Youth 5% Enrollment Window

PURPOSE: This policy defines how the local Workforce Development Area interprets and implements the “5% window” for non-income eligible youth participants, as described in Federal WIOA Policy Sec. 129(a)(3)(A)(ii) and 129(3)(B).

POLICY: Up to 5% of in-school youth participants served by WIOA Young Adults in Ramsey County, may be individuals who do not meet the income criteria for eligible in-school participants, provided they have at least one additional identified barrier to education and employment. Additionally, up to 5% of out-of-school youth participants, who would otherwise be required to be low-income, do not need to meet the income requirements.

PROCEDURES: If staff encounter youth who do not meet the income criteria yet need WIOA Youth services and meet the other eligibility criteria, a supervisor/manager will consult with agency planner and together they will evaluate if that person can be enrolled based on the 5% window. Eligible participants must:

- Reside in Ramsey County.
- Register for the Selective Service if born male and currently 18 years old or older.

EFFECTIVE DATE: April 24, 2024

CONTACT PERSON: WFS Youth Planner

WIOA YOUTH POLICY

REVISED: April 24, 2024

TO: WIOA Youth Employment Service Vendors

FROM: Workforce Solutions

SUBJECT: Youth Client Training Policy

PURPOSE: Document guidance for providing training to Youth clients

BACKGROUND: WIOA Youth program allows funding, through two different mechanisms, to provide training to enrolled youth clients as a tool for meeting program performance outcomes and for meeting the skill development needs of the clients necessary for their successful education and employment.

The first funding mechanism is a competitive procurement process. If a training is over a certain amount of money, dictated by the federal regulations, vendors must comply with competitive solicitation rules. Vendor should follow their individual policies for solicitation with federal funds.

The second funding mechanism is Individualized Training Accounts (ITAs). ITAs are a tool to provide additional flexibility in funding training for In School and Out of School youth.

PROCEDURES: If a youth is enrolled in WIOA Youth program and would like to attend occupational or entrepreneurial training, they must, in consultation with their employment counseling staff, document the desire for the training in their Individualized Service Strategy (ISS).

Once the desire to attend training is identified and documented, youth interested in attending training must first complete a training proposal in consultation with their employment guidance counselor. The proposal should compare training institutions, cost, availability/start date, length of training and labor market data related to that specific training. Short term training is supported with a focus on training that results in a credential. The training proposal must be filed in Workforce One EDS.

Once specific training is identified, employment guidance staff must document details of training in ISS and results of training (i.e., completion with credential, completion without credential, never attended, did not complete)

Training services may be provided if the participant:

- is unlikely or unable to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- needs training services to obtain or retain desired employment in a career pathway which leads to self-sufficient wage levels; **and**
- has the skills and qualifications to successfully participate in the selected program of training services; **and**
- selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate; **and**

Additionally, a determination should be made whether the participant:

- is unable to obtain grant assistance from other sources to pay the costs of such training, including state-funded training funds or Federal Pell Grants.

Duration: Each participant is allowed to use the total budget of the ITA once within the sequence of their program. If a youth unsuccessfully exits the program and re-enrolls, this eliminates their eligibility for ITA, without supervisor approval.

Eligible Trainings: Training services, when determined appropriate, will be provided through an ITA, when appropriate. The training provider must be listed on the State Eligible Training Provider List (ETPL). If a training is on currently on the ETPL, alert program supervisor and efforts will be made to aid the training provider in getting approval to be on the ETPL. Internships, transitional jobs or unpaid work experience opportunities, which are career services, are also excluded. WIOA funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment (also known as Credentialed Training or Classroom Training)
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs
- Training programs operated by the private sector
- Occupation-specific skill upgrading and retraining Entrepreneurial training programs that assist qualified unemployed individuals who are seriously interested in starting a business and becoming self-employed (note: TAA participants cannot have a goal of self-employment, and entrepreneurial activities are not allowed under TAA law)
- Job readiness training provided in combination with any of the above training services, with the exception of registered apprenticeships (note: job readiness training alone does not constitute a training service)
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

- Non-credentialed training, which is an organized program or course of study that provides occupation-specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at intermediate or advanced levels but does not result in an industry-recognized credential when successfully completed.

EFFECTIVE DATE: April 24, 2024

CONTACT PERSON: WFS Youth Programs Planner

RELATED DOCUMENTS:

Workforce One Training Activity Guide

WIOA YOUTH POLICY

- REVISED:** February 25, 2022
- TO:** Youth Employment Service Providers
- FROM:** Workforce Solutions
- SUBJECT:** Incentives for Youth Programming
- PURPOSE:** The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.”
- BACKGROUND:** DOL included the reference to the Uniform Guidance at 2 CFR part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie, sporting event tickets, or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.
- While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, *incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training.* Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcome.
- All Incentive cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be locked in an individual folder, and it shall have sections for each support service gift card. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how

many cards are left in each program, and for which businesses or services they can be used.

Workforce One Coding:

The transfer of the Support Service between the EGC and participant shall be case noted using the Subject Line “**Incentive.**” The amount, type of incentive, and goal obtained (reason for the distribution of the incentive), shall all be included in the case note.

The Incentive shall also be recorded under the **Support Service** tab (as there is no Incentive tab in WF1) in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria, and therefore must be specified when distributed to each participant. This policy highlights the specifics of what an incentive is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Support Services Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

WIOA YOUTH POLICY

- REVISED:** February 25, 2022
- TO:** Youth Employment Service Providers
- FROM:** Workforce Solutions
- SUBJECT:** Support Services for Youth Programming
- PURPOSE:** Support services are those services which enable a participant to continue to participate in youth programming activities.
- BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) 20 CFR § 681.570 describes support services for youth as defined in WIOA Sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
- Linkages to community services
 - Assistance with transportation
 - Assistance with childcare and dependent care
 - Assistance with housing
 - Needs-related payments
 - Assistance with educational testing
 - Reasonable accommodations for youth with disabilities
 - Legal aid services
 - Referrals to health care
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
 - Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
 - Payments and fees for employment and training related applications, tests, and certifications
- PROCEDURES:** Youth vendors will utilize support services to encourage and help youth to stay on track with their program activities in order to reach their specific goals and obtain positive outcomes. Support Services will be provided to youth who are in compliance with their employment staff and have shown positive progress at achieving their program goals.

Youth may receive support services if all eligibility documents are in their file, the staff approves, and the staff obtains the approval of the program supervisor. Support Services are **not to exceed \$1,000.00 per calendar year per participant.**

All Support Service cards are to be kept and tracked, according to the program funding stream in which they were purchased, and according to which type/business they are attached to. For example, all WIOA In School Youth cards are to be kept in an individual folder, and it shall have sections for bus cards, gas cards, Target cards, Sears cards, etc. WIOA Out of School Youth should have their own separate folder with the same sections specifically marked. By using this method all staff will be able to determine how many cards are left in each program, and for which businesses or services they can be used.

Every youth vendor should have their own individualized procedure for safeguarding and tracking support services. Any gift cards provided to participants should be considered and protected as cash. Additionally, vendor cannot request reimbursement for support services until the services (gift cards) are distributed/provided to participants.

Workforce One (WF1) Coding:

The transfer of the Support Service between the staff and participant shall be case noted using the Subject Line **“Support Service.”** The amount, type of support service, and the need/reason for the support service, shall all be included in the case note.

The Support Service shall also be recorded under the **Support Service** tab in WF1, including the Service, Date the transaction took place, and the total amount.

Incentives vs. Support Services:

Incentives and Support Services are tracked through different criteria and therefore must be specified when distributed to each participant. This policy highlights the specifics of what a Support Service is, and how to document those transactions. For definitions and procedures related to Support Services, please read the Incentives Policy.

EFFECTIVE DATE: February 25, 2022

CONTACT PERSON: Youth Programs Planner

WIOA YOUTH POLICY

DATED ISSUED: February 28, 2022

TO: Youth Employment Service Vendors

FROM: Workforce Solutions (WFS)

SUBJECT: Participant Stipends

BACKGROUND: In WIOA Youth programs, there are times which it may be appropriate for participants to be compensated for training time, even when they are not engaging in a formal paid work experience, that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend, rather than with compensation through vendor's payroll system.

PURPOSE: The purpose of this policy is to provide guidance to vendors & their staff on how to administer stipends to youth participants.

POLICY: Stipends may be offered to participants to fairly compensate for their time engaging in approved classroom training, on-the-job training, occupational training or other training activities. The decision to offer stipends for a specific training program will must be approved by WFS staff prior to initiation of recruiting of participants for the program and will be formally incorporated into that specific program model. When approved, a stipend amount will be pre-determined and will be the same for all participants who complete training program. Stipends are considered taxable income to program participants. Participants will be notified of IRS implications.

PROCESS: In the planning of any training programs, vendors, in consultations with WFS, will determine if a stipend for participants is appropriate. If appropriate, vendor will determine the amount of the stipend, the payment structure (lump sum or multiple payments) for the specific program and obtain applicable approvals from relevant Local, State or Federal Agencies.

For any events when a participant will be receiving a stipend, vendor organization will:

- Ensure that the use of stipend is detailed in the participant's Individualized Service Strategy (ISS)

- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipend is income, and they will need to consider this in regard to their personal income taxes

EFFECTIVE DATE: February 28, 2022

CONTACT PERSON: WFS Youth Planner

YOUNG ADULT PROGRAM EVALUATION

WORK READINESS TOOL

EMPLOYER NAME:		EMPLOYEE EVALUATION			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Current Review Date:			
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC WORKPLACE AND CAREER SKILL	PERFORMANCE EXPECTATIONS	(1)	(2)	(3)	(4)
ENGAGEMENT IN “SOMETHING MEANINGFUL”	<i>Either attending high school, completing high school degree, completing a GED, applying to/accepted into/attending a post-secondary institution (e.g. college, technical school, etc.), applying to/maintaining paid employment, or engaging in “professional volunteering” (E.g., Peace Corp, VISTA, internship, etc.), or entering the military.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL SELF-SUFFICIENCY	<i>Creating and adhering to a budget or being able to do so, earning or taking steps to earn a living wage, and having and regularly contributing to personal savings or taking steps toward doing so</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB APPLICATION/ EMPLOYABILITY SKILLS	<i>Has skills necessary to secure a job, including ability to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Employers may add as many or few additional skills as they see fit based on the position.</i>	TOTAL SCORE _____ <i>(add 4-box total; average score = total/# of skills)</i>	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____

To meet work readiness skill attainment:

- (1)* employee must have an overall average score that is “proficient” (3.0) or employee must meet “proficient” standard in 80% of the total categories listed.
- (2) supervisor MUST verify that performance on job was satisfactory.
- (3) employee must not have been fired from this work experience.

**Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.*

Employee had satisfactory work performance and has met minimum total score:

Employer Signature: _____

Employee Signature _____

Date: _____ (see page 2 for comments)

Review Comments/Goals:

_____ **Employer Initials:**

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILITY:** This work readiness tool is modifiable to best meet employer’s needs. Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer’s discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or “mid-point” assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a “1” in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the “general key” and modify as they see fit.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

- (1) US Dept. of Labor – ETA’s “ Building Blocks for Competency Models” http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx
- (2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: “New Graduates’ Workforce Readiness”, “Are They Really Ready to Work?”, and “The Ill-Prepared US Workforce”.
- (3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County’s Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: “Tips on Measuring Work Readiness” www.workforce3one.org/view/5000910643776065645/info

EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively, Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

ENGAGEMENT IN SOMETHING MEANINGFUL

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Isn't working towards any of the following: completing high school or obtaining a GED, attending a post-secondary institution, entering the military, or participating in a professional volunteering opportunity.	Is working towards one of the following, but needs substantial support to be successful: completing high school or obtaining a GED, attending a post-secondary institution, entering the military, or participating in a professional volunteering opportunity	Either is (a) in high school and doing just enough to graduate; (b) completing a GED; (c) applying to the military, jobs, a "professional volunteering" opportunity, or a post-secondary institution.	If person is in high school, then he/she is on target to graduate with honors or with other notable accomplishments. If person has completed high school or a GED, either is (a) accepted into or is attending a post-secondary institution and is on track to graduate, (b) participating in the military or a professional internship and is doing well, or (c) has secured or is maintaining employment.

FINANCIAL SELF-SUFFICIENCY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating or developing the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings. May need additional training.	Inconsistent in demonstrating and developing the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings, and development is needed.	With rare exception, demonstrates the skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings, and shows initiative in improving skills.	Consistently demonstrates skills and commitment required for planning and adhering to a budget, maintaining a living wage job, and creating and contributing to a personal savings required for the position. Often exceeds expectations.

JOB SEEKING SKILLS/EMPLOYABILITY SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating or developing the skills needed to apply for a job successfully, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills needed to apply for a job, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and development is needed.	Has the basic skills required to apply for a job, such as being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview; and shows initiative in improving skills.	Has the basic skills necessary for applying for a job, and is either exemplary in one or more of the required areas or has secured a job using these skills (i.e., being able to effectively locate open positions, identify positions that are a good match for them, write a resume, complete a job application, write a cover letter, and engage in an interview)..

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.
<i>This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.</i>			

Item Number: 2026-086

Meeting Date: 4/14/2026

Sponsor: Workforce Solutions

Title

Appointment to the Workforce Innovation Board of Ramsey County

Recommendation

Appoint Alexandria Merritt to serve on the Workforce Innovation Board of Ramsey County for a term beginning April 14, 2026, and ending July 31, 2027.

Background and Rationale

Local workforce development boards are required entities under the Workforce Innovation and Opportunity Act to provide oversight for the public workforce system. The Workforce Innovation Board (WIB) serves as the local workforce development board for Ramsey County. The 33 WIB members represent business, community-based organizations (CBO), one-stop center partners, organized labor, economic development, education and elected officials. Eighteen of the members are appointed by the Ramsey County Board of Commissioners and 15 are appointed by the Mayor of Saint Paul for two-year terms.

Currently, there are one CBO and one One-Stop Partner opening on the WIB. An application has been received from Alexandria Merritt of Twin Cities Rise to serve the remainder of the term of the CBO seat, beginning April 14, 2025, and ending July 31, 2027.

At its March 25, 2026 meeting, the WIB's Executive Committee voted to recommend approval of this appointment. On March 25, the application and recommendation was forwarded to the Ramsey County Board of Commissioners for review.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

The WIB is committed to advancing racial equity; a commitment that starts from within by intentionality recruiting a diverse board reflective of the racial and ethnic makeup of the community. The WIB Executive Committee routinely assesses vacancies and analyzes a dashboard that tracks members' race/ethnicity and other demographics to identify gaps and inform the WIB's recruitment strategies. Currently, 63% of WIB members identify as White, 25% as African American, 6% as Native American, and 6% as Asian.

The WIB prioritizes having members that reflect the community and acknowledges the need for further diversity among its members. Several strategies have been implemented to advance this priority. The WIB created a Membership Committee to focus on strategic recruitment and outreach efforts. Connections have been made with several local ethnic chambers to cultivate relationships and increase awareness of the WIB's work. The WIB Partnership and Outreach Committee developed a culturally inclusive partnership matrix which is being used to broaden the WIB's identity and reach when promoting membership opportunities.

Community Participation Level and Impact

The WIB harnesses the knowledge and expertise of its members, representing a wide variety of roles within the community, to collectively develop strategic solutions that address employer and job seeker needs. Broadening the pool of prospective members by leveraging community relationships is a key component of the WIB's recruitment strategy. Membership opportunities are promoted online through the WIB, county and city of Saint Paul websites and by WIB members through their networks. Although its membership criteria are legislatively mandated, the WIB seeks to bring additional community engagement to its work through participation on its committees and workgroups. The WIB Executive Committee reviews membership applications and makes recommendations to the county board. The WIB Chair appoints committee members.

The WIB is responsible for setting strategic direction and providing oversight for the public workforce system in Ramsey County. As a policy-making board, the WIB helps shape priorities for programs and services that support both job seekers and employers in our community. The WIB Policy and Oversight Committee advocates for legislation and policies that benefit our community and addresses local business and workforce needs. Additionally, the WIB engages with Ramsey County's Economic Competitiveness & Inclusion Vision Plan as the Workforce Development Working Group with the goal of ensuring an aligned workforce system that meets local industry needs. The WIB's strategic priorities and Ramsey County's goals of well-being, prosperity, opportunity and accountability are aligned. For more information on the WIB, please visit [RamseyCountyMN.gov/wib](https://www.ramseycountymn.gov/wib) <<https://www.ramseycountymn.gov/your-government/volunteer/advisory-boards-committees/workforce-innovation-board-ramsey-county/applications-memberships>>.

Inform Consult Involve Collaborate Empower

Fiscal Impact

Representatives on the WIB do not receive county compensation. They contribute their time and expertise to the county to provide guidance and oversight to county workforce policies and programs. Members may request reimbursement for mileage and parking expenses.

Last Previous Action

On December 2, 2025, the Ramsey County Board of Commissioner approved the appointment of Sharon Blomgren for a term beginning December 2, 2025, and ending on July 31, 2027 (Resolution B2025-222).

Attachments

1. County Appointment Checklist
2. WIB Membership Roster

Nomination Checklist For County Appointment

Name	Category	Employer	Title	Lives in RC	Works in RC	Provides Services in RC
Alexandria Merritt	Community-Based Organization	Twin Cities Rise	Vice President, Program Operations	No	No	Yes

Workforce Innovation Board of Ramsey County Member Roster

As of March 23, 2026

Member	Category	Current Term	Member Since
Ismail Ali	Business	8/1/2025 - 7/31/2027	2024
Tami Cybulski	Business	8/1/2024 - 7/31/2026	2024
Becky Degendorfer	Business	8/1/2025 - 7/31/2027	2020
Sara Garbe	One-Stop	8/1/2025 - 7/31/2027	2024
Ethel Garcia	Business	11/5/2024 - 7/31/2026	2024
Karen Gerdin	Education	8/1/2025 - 7/31/2027	2025
Jennifer Germain	One-Stop	8/1/2022 - 7/31/2026	2018
Fidelity Goodlaxson	Community-Based Organization	11/5/2024 - 7/31/2026	2024
Traci Leffner	Business	8/1/2025 - 7/31/2027	2025
Kelly Miller	Chief Local Elected Official	8/1/2025 - 7/31/2027	2025
Donald Mullin	Labor	8/1/2025 - 7/31/2027	2015
Koami Pedado	Business	8/1/2025 - 7/31/2027	2019
John Perlich	Business	8/1/2022 - 7/31/2026	2022
Elisa Rasmussen	Business	8/1/2022 - 7/31/2026	2020
Aalayha Traub	Business	8/1/2025 - 7/31/2027	2023
Sharon Blomgren	Education	12/2/2025 - 7/31/2027	2025
<i>Alexandria Merritt</i>	<i>Community-Based Organization</i>	Pending	Previously held by Ricardo Guzman
Vacant	One-Stop	Vacant	Previously held by Lisa Guetzow

Board of Commissioners

Request for Board Action

Item Number: 2026-099

Meeting Date: 4/14/2026

Sponsor: Sheriff's Office

Title

Agreements with Taher, Inc., and Trinity Services Group, Inc., for Food Services

Recommendation

1. Approve the selection of and the agreements with Taher, Inc., 5570 Smetana Drive, Minnetonka, Minnesota 55343 and Trinity Services Group, Inc., 477 Commerce Boulevard, Oldsmar, Florida 34677 for food services for the period of May 18, 2026 through May 17, 2028 with the option to be renewed for three additional one-year periods for a total of five years, in accordance with the rates established in the agreements.
2. Authorize the Chair and Chief Clerk to execute the agreements.
3. Authorize the County Manager to execute amendments to the agreements in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding.

Background and Rationale

The Sheriff's Office operates the Adult Detention Center, commonly referred to as the Ramsey County jail, which is a 500-bed pre-trial facility providing safe and secure detention services to individuals following their arrest until a court disposition is reached. A variety of services are provided by the Sheriff's Office for those in-custody, including educational programming, chemical addiction classes, parenting classes, and religious service. Through the use of contract vendors, inmate commissary, trust accounting, food service, telephone, video visitation, and tablet services are also provided.

Under state law, Ramsey County is responsible for providing food services at the Adult Detention Center. Traditionally, food services have been provided by a contractor.

The Sheriff's Office issued a competitive solicitation for these services on November 19, 2025. The county received three (3) proposal responses.

Below is the competitive solicitation summary:

Request for Proposals (RFP Title): Food Services

RFP Release Date: November 19, 2025

RFP Response Date: January 8, 2026

Number of Contractors Notified: 630

Respondents: Summit Food Services
Taher, Inc.
Trinity Services Group, Inc.

Proposal Evaluation Committee: Lieutenant, Sheriff’s Office
 Acting Lieutenant, Sheriff’s Office
 Correctional Officer, Sheriff’s Office
 Planning Manager, Sheriff’s Office
 Lieutenant, Community Corrections Department
 Manager, Social Services Department

RFP Evaluation Criteria: Qualifications and Experience
 Workplan
 Pricing
 Menus
 Exceptions to County’s Terms and Conditions
 Originality/Creativity

Contractor Recommended: Taher, Inc. (prime contractor)
 Trinity Services Group, Inc. (secondary contractor)

The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending Taher, Inc., as the prime contractor and Trinity Services Group, Inc., as the secondary contractor to provide food services. A prime and secondary contractor is recommended to ensure continuity of operations for this mandated service.

The full term of both cooperative agreements is May 18, 2026 through May 17, 2028 with the option to be renewed for three additional one-year periods for a total of five years.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

The Adult Detention Center serves individuals with diverse cultural and religious beliefs and backgrounds. As such, special and religious dietary food is also provided. There is a disproportionate amount of people of color and individuals with mental illness involved in the criminal justice system. This action will help continue and strengthen the delivery of food services and provide a more humane environment.

Community Participation Level and Impact

There is no community engagement associated with this board action.

Inform Consult Involve Collaborate Empower

Fiscal Impact

Funding for food services is provided in the Sheriff’s Office 2026-2027 operating budget.

Last Previous Action

On November 18, 2025, the Ramsey County Board of Commissioners approved the issuance of Request for Proposals for Food Services (Resolution B2025-211).

Attachments

1. Professional Services Agreement with Taher, Inc.
2. Professional Services Agreement with Trinity Services Group, Inc.



Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Sheriff's Office, 425 Grove Street, Saint Paul, MN 55101 ("County") and Taher, Inc., 5570 Smetana Drive, Minnetonka, MN 55343, registered as a S Corporation in the State of Minnesota ("Contractor").

1. Term

1.1.

The original term of this Agreement shall be from May 18, 2026 through May 17, 2028 and may be renewed for up to three (3) additional one year period(s).

The full term of this agreement (including renewals) is 5 year(s), 0 month(s) and 0 day(s).

1.1.1.

Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

2.1.

The Contractor's Proposal response dated January 8, 2026 (the "Proposal") is incorporated by reference herein. The County's Request for Proposals RFP-SHRF-25466 entitled Food Services dated November 19, 2025 and any addendums (the "RFP") are incorporated by reference herein.

The Contractor shall perform as the prime contractor and provide all supplies, equipment, materials, labor, transportation, and services necessary in providing all management, staffing, planning of menus, food preparation and equipment, food, beverages, supply inventory, and cleanup for the complete operation of on-site food service program.

The Contractor and the County shall mutually agree upon a kick-off meeting within fourteen (14) days from the original term start date of this Agreement on May 18, 2026.

A. Food Service Requirements

The Contractor shall meet all food service requirements set forth in the *Food Service Requirements* attached hereto and made a part of this Agreement as **Attachment A**.

B. Dietary Requirements

The Contractor shall meet all dietary requirements set forth in the *Dietary Requirements* attached hereto and made a part of this Agreement as **Attachment B**.

C. Current Food Service Equipment and Small Wares

1. The current list of *Food Service Equipment* owned by the County is attached hereto and made a part of this Agreement as **Attachment C**.

2. The current list of *Small Wares* owned by the County and current Contractor are attached hereto and made a part of this Agreement as **Attachment D**.

D. Background Checks

1. The Contractor shall comply with the following screening and security requirements in addition to those included in Section 9 Special Contract Terms and Conditions below.

2. All Contractor employees working on-site at the Adult Detention Center (ADC) shall successfully pass a background check before first entering the facility and upon request by the Undersheriff or designee. The background check will be conducted by and at the expense of the Ramsey County Sheriff's Office. Failure to comply may result in immediate termination of the resulting agreement. Any subcontractors, if authorized by the Sheriff's Office administrators or designee, must also pass a background check as described.

3. The Undersheriff or designee shall have the sole right, at any time, to reject any such employee who it determines in its sole discretion poses a risk or potential risk to the security or operations of the ADC.

4. All Contractor employees shall complete an orientation as defined by the Sheriff's Office administrator or designee. The Contractor and its employees will comply with all rules and regulations, policies and procedures, as well as any directives and/or orders by the Sheriff's Office administrators and staff. Any Contractor employee or subcontractor failing to comply with the aforementioned rules, regulations, policies, procedures, or directives may be escorted from the building and such action may be cause for termination of the resulting agreement.

E. Quantities

The County does not guarantee any minimum or maximum number of meals or food items during the term of this Agreement. Any quantities given were estimates only and were given only as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

F. Reports

The Contractor shall be able to report monthly to the County a usage report (MS Excel format) summarizing item usage that shall include at least the following information:

Description of items purchased

Quantity of items purchased
Frequency of items purchase
Individual cost per item
Monthly total cost per item
Year to date quantity per item
Year to date total cost per item

The Contractor shall provide hard copies of usage reports at each monthly in-person meeting at the ADC.

The County reserves the right to request additional reports as needed.

G. Contract Management

The following staff are points of contact for managing this Agreement:

County:

Megan Schaefer, Planning Manager
Ramsey County Sheriff's Office
Law Enforcement Center
425 Grove Street, Saint Paul, Minnesota 55101
Office: 651-266-9374
Mobile: 651-775-6469
Email: megan.schaefer@co.ramsey.mn.us

Contractor:

Pete Virnig, Vice President of Operations
Taher, Inc.
5570 Smetana Drive
Minnetonka, MN 55343
Mobile: 612-965-8109
Email: p.virnig@taher.com

2.2.

During the term of the contract, the County reserves the right to add similar in scope goods/services, via written amendment, to accommodate accidental omissions, unanticipated needs, or new offerings.

2.3.

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

2.4.

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

3. Schedule

The Contractor shall provide services as and if requested by the County, it being understood that the County might not purchase any services under this Agreement.

4. Cost

4.1.

The County shall pay the Contractor the following unit rates:

A. Pricing

The Contractor shall conform to the *Pricing Worksheet* attached hereto and made a part of this Agreement as **Attachment E**.

B. Post Award Pricing

1. Pricing will not change during the first twelve (12) months after the commencement date of this Agreement. After the initial twelve (12) months, and annually thereafter on the anniversary of this Agreement, a price change request may be submitted to the County.

2. Pricing may be subject to review and adjustment annually based on the rate of increase or decrease in food costs as reported by the Consumer Price Index for all urban consumers in the Twin Cities Metropolitan, food away from home area as published by the U.S Bureau of Labor Statistics. The increase will be based on the annual adjustment listed for the previous year or a cap of 3% whichever is less. The meals must still be consistent with the agreed upon menus.

3. All price change requests must be submitted in writing to the County forty-five (45) days prior to the date the requested changes will take effect and must be accompanied by appropriately documented market justification. Price changes will only be granted by way of written amendment to this Agreement and approved by both parties.

5. Special Conditions

5.1. Mandatory Legal Requirements

A. Material Conditions

The Contractor shall conform to the material conditions set forth in the *ADC Material Conditions* attached hereto and made a part of this Agreement as **Attachment F**.

6. County Roles and Responsibilities

The County shall conform to the roles and responsibilities set forth in the *County Roles and Responsibilities* attached hereto and made a part of this Agreement as **Attachment G**.

7. Contracting for Equity

7.1. Commitment to Advancing Racial Equity

The county is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's [Advancing Racial Equity policy](#) to learn more about Ramsey County's commitment to racial equity.

7.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

(3) that a violation of this section is a misdemeanor; and

(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."

7.3. Equal Employment Opportunity and Civil Rights

7.3.1.

Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

7.3.2.

Contractors shall comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel.

7.3.3.

Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

7.3.3.1.

Denied access to or opportunity to participate in or receive benefits from any service offered by contractors under the terms and provisions of this agreement; nor

7.3.3.2.

Subject to discrimination in employment under any program or activity related to the services provided by contractors.

7.3.3.3.

If it is discovered that a contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory practices, as described above, then the county may cancel said agreement as provided by the cancellation clause of this agreement.

7.4. Diverse Workforce Inclusion Resources

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. <http://www.ramseycounty.us/jobconnect>
2. <http://www.ramseycounty.us/constructionconnect>

Job Connect and the Construction Connect provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through askworkforcesolutions@ramseycounty.us or by calling 651-266-9890.

8. General Contract/Agreement Terms and Conditions

8.1. Payment

8.1.1.

No payment will be made until the invoice has been approved by the County.

8.1.2.

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

8.2. Application for Payments

8.2.1.

The Contractor shall submit an invoice monthly upon completion of services.

8.2.2.

Invoices for any goods or services not identified in this Agreement will be disallowed.

8.2.3.

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

8.2.4.

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

8.2.5.

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

8.2.6.

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

8.3. Independent Contractor

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

8.4. Successors, Subcontracting and Assignment

8.4.1.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

8.4.2.

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

8.5. Compliance With Legal Requirements

8.5.1.

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

8.5.2.

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

8.6. Data Practices

8.6.1.

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

8.6.2.

The Contractor designates BRUCE TAHER, CEO as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

8.6.3.

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

8.7. Security

8.7.1.

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published by Information Services Information Security. The Policies are posted at <https://www.ramseycounty.us/businesses/doing-business-ramsey-county/contracts-vendors/information-security-policies-vendors>.

8.7.2.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

8.7.3.

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

8.7.4.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

8.7.5.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

8.8. Payment Card Industry (PCI) Compliance

8.8.1.

All Point of Interaction (POI) devices must meet the Payment Card Industry (PCI) PIN Transaction Security (PTS) requirements and be included in the PCI PIN transaction devices list. In order for these devices to transmit cardholder data on the Ramsey County network these devices must meet the PCI Point-To-Point Encryption (P2PE) standards.

8.9. HIPAA Compliance

8.9.1.

The Contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments. The Contractor also agrees to comply with the HIPAA Privacy requirements, the HIPAA Standards for Electronic Transactions, the HIPAA Security requirements, the HIPAA Enforcement Rule, the HIPAA Breach Notification requirements, and any other applicable HIPAA laws, standards and requirements now or as they become law, including any future guidance issued by the Secretary of Health and Human Services.

8.9.2.

Because the Contractor's function or service, described in Section I, Scope of Services, will involve the disclosure of Protected Health Information (PHI) by the County, or the creation, use or disclosure of PHI by the Contractor on behalf of the County, the County (Covered Entity) is required to enter into a separate Business Associate Agreement (BAA) with the Contractor (Business Associate). The BAA ensures that the Contractor's performance under this contract (the Covered Agreement) complies with the privacy and security requirements under HIPAA and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH ACT). Consequently, the Contractor agrees to the terms and conditions of the BAA, attached hereto and incorporated herein by reference as Exhibit 1, and the parties further agree that the electronic approval of this contract also constitutes approval of the BAA.

8.10. Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

8.11. Prison Rape Elimination Act (PREA)

Contractor and staff will comply with the Prison Rape Elimination Act of 2003 (42 U.S.C. § 15601 *et seq.*), which establishes a zero-tolerance standard against sexual assault, and with all applicable PREA Standards including background checks, county policies related to PREA and county standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse with Facilities/Client Services owned, operated or contracted. Contractor acknowledges that, in addition to "self-monitoring requirements" the county will conduct announced or unannounced, compliance monitoring to include "on-site" monitoring. Failure to comply with PREA, including PREA Standards and county PREA policies may result in termination of the Agreement.

8.12. Contractor's Insurance

8.12.1.

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

8.12.2.

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

8.12.3.

Commercial general liability of no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,000,000 personal injury and advertising liability.

8.12.3.1.

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

8.12.4. Workers' Compensation

Contractor certifies it is in compliance with Minnesota Statutes Ch. 176 (Workers' Compensation). The Contractor's employees, subcontractors and agents will not be considered County employees. Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota.

Required minimum limits of \$500,000/\$500,000/\$500,000. Any claims that may arise under Minnesota Statutes Ch. 176 on behalf of these employees, subcontractors or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees, subcontractors or agents are in no way the County's obligation or responsibility.

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements. If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the County with a certificate of insurance.

8.12.5.

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

8.12.6.

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

8.12.7.

If the contractor is driving on behalf of the County but not transporting clients as part of the contractor's services under this contract, a minimum of \$500,000 combined single limit auto liability, including hired, owned and non-owned.

8.12.8.

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability, professional liability and umbrella liability insurance required of the Contractor under this Agreement.

8.12.9.

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies and/or certificates of insurance shall be submitted to the County upon written request and within 10 business days.

8.12.10.

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

8.12.11.

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

8.12.12.

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

8.12.13.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

8.13.Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

8.14.Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

County:

MEGAN SCHAEFER, PLANNING MANAGER, LAW ENFORCEMENT CENTER: 425 GROVE STREET, SAINT PAUL, MN 55101

Contractor:

BRUCE TAHER, CEO, 5570 SMETANA DRIVE, MINNETONKA, MN 55343

8.15. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

8.16. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

8.17. Conflict of Interest

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

8.18. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

8.19. Force Majeure

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but

not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

8.20.Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

8.21.Termination

8.21.1.

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

8.21.2.

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

8.21.3.

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

8.22.Interpretation of Agreement; Venue

8.22.1.

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

8.22.2.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

8.23.Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

8.24.Infringement

8.24.1.

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

8.24.2.

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

8.25.Ramsey County Cooperative Contract

This is a Ramsey County Cooperative Contract available to all Ramsey County departments.

8.26.Cooperative Purchasing

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from

the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

8.27.Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

8.27.1.

Contracts and subcontracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

8.27.2.

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.

8.27.3.

Debarment and Suspension (Executive Orders 12549 and 12689)--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

8.27.4.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

8.27.5.

Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

8.27.6. 48 CFR § 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT

(a) Definitions. As used in this clause -

Agent means any [individual](#), including a director, an officer, an [employee](#), or an independent Contractor, authorized to act on behalf of the organization.

Full cooperation - (1) Means disclosure to the Government of the [information](#) sufficient for law enforcement to identify the nature and extent of the offense and the [individuals](#) responsible for the conduct. It includes providing timely and complete response to Government auditors' and investigators' request for documents and access to [employees](#) with [information](#);

(2) Does not foreclose any Contractor rights arising in law, the Federal Acquisition Regulation (FAR), or the terms of the contract. It does not require --

(i) A Contractor to waive its attorney-client privilege or the protections afforded by the attorney [work](#) product doctrine; or

(ii) Any officer, director, owner, or [employee](#) of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or [Fifth Amendment](#) rights; and

(3) Does not restrict a Contractor from --

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

Principal means an officer, director, owner, partner, or a [person](#) having primary management or supervisory responsibilities within a business entity (e.g., general

manager; plant manager; head of a division or business segment; and similar positions).

Subcontract means any contract entered into by a [subcontractor](#) to furnish [supplies](#) or services for performance of a prime contract or a [subcontract](#).

Subcontractor means any supplier, distributor, vendor, or firm that furnished [supplies](#) or services to or for a prime contractor or another [subcontractor](#).

United States means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct.

(1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall -

(i) Have a written code of business ethics and conduct;

(ii) Make a copy of the code available to each [employee](#) engaged in performance of the contract.

(2) The Contractor shall --

(i) Exercise due diligence to prevent and detect criminal conduct; and

(ii) Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)

(i) The Contractor shall timely disclose, in writing, to the [agency](#) Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of this contract or any [subcontract](#) thereunder, the Contractor has credible evidence that a [principal](#), [employee](#), [agent](#), or [subcontractor](#) of the Contractor has committed -

(A) A violation of Federal criminal law involving fraud, conflict of [interest](#), bribery, or gratuity violations found in [Title 18](#) of the [United States Code](#); or

(B) A violation of the civil [False Claims Act](#) ([31 U.S.C. 3729-3733](#)).

(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat [information](#) obtained pursuant to the Contractor's disclosure as confidential where the [information](#) has been marked "confidential" or "proprietary" by the company. To the extent permitted by law and regulation, such [information](#) will not be released by the Government to the public pursuant to a [Freedom of Information Act](#)

request, [5 U.S.C. Section 552](#), without prior notification to the Contractor. The Government may transfer documents [provided](#) by the Contractor to any department or [agency](#) within the [Executive](#) Branch if the [information](#) relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the Contractor shall notify the OIG of the ordering [agency](#) and the IG of the [agency](#) responsible for the basic contract.

(c) Business ethics awareness and compliance program and internal control system. This paragraph (c) does not apply if the Contractor has represented itself as a [small business concern](#) pursuant to the award of this contract or if this contract is for the acquisition of a [commercial product](#) or [commercial service](#) as defined at [FAR 2.101](#). The Contractor shall establish the following within 90 days after contract award, unless the Contracting Officer establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the Contractor's standards and procedures and other aspects of the Contractor's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating [information](#) appropriate to an [individual](#)'s respective roles and responsibilities.

(ii) The training conducted under this program shall be [provided](#) to the Contractor's [principals](#) and employees, and as appropriate, the Contractor's [agents](#) and subcontractors.

(2) An internal control system.

(i) The Contractor's internal control system shall -

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the Contractor's internal control system shall [provide](#) for the following:

(A) [Assignment](#) of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an [individual](#) as a [principal](#), whom due diligence would have exposed as having engaged in conduct that is in conflict with the Contractor's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting, including --

(1) Monitoring and auditing to detect criminal conduct;

(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which [employees](#) may report suspected instances of improper conduct, and instructions that encourage [employees](#) to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the [agency](#) OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the Contractor or a [subcontractor](#) thereunder, the Contractor has credible evidence that a [principal](#), [employee](#), [agent](#), or [subcontractor](#) of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of [interest](#), bribery, or gratuity violations found in [Title 18 U.S.C.](#) or a violation of the civil [False Claims Act](#) ([31 U.S.C. 3729-3733](#)).

(1) If a violation relates to more than one Government contract, the Contractor may make the disclosure to the [agency](#) OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the contractor shall notify the OIG of the ordering [agency](#) and the IG of

the [agency](#) responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an [individual](#) contract continues until at least 3 years after [final payment](#) on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b)(3)(ii) of this clause.

(G) [Full cooperation](#) with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (d), in [subcontracts](#) that exceed the threshold specified in [FAR 3.1004\(a\)](#) on the date of [subcontract](#) award and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil [False Claims Act](#) or of Federal criminal law shall be directed to the [agency](#) Office of the Inspector General, with a copy to the Contracting Officer.

8.28. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

8.29. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

8.30. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

9. Special Contract Terms and Conditions

9.1. Subcontractors

The Contractor will be authorized to subcontract pest control services. All other subcontractors shall be approved by the Undersheriff or designee. All subcontractors shall adhere to Section 8.11 and 9.4 PREA and CJIS Requirements.

9.2 Contractor's Personnel

Contractor shall ensure that during the term of this Agreement, it has adequate staff of competent personnel to perform the services and provide the deliverables set forth in this Agreement. The County may, at any time, request in writing, the withdrawal or replacement of any personnel assigned to an SOW and such request shall not be unreasonably refused by the Contractor. The Contractor shall not replace or withdraw any personnel assigned to this Agreement without prior written consent of the County.

9.3 Acknowledgement of Necessity of Services

Because of the nature of necessity of the services provided under this Agreement, the Contractor acknowledges that the Contractor cannot discontinue services under Agreement, for ANY reason without providing the County with enough time to obtain the same or similar services from an alternative contractor.

9.4 CJIS Requirements

The County has electronic access to state and federal databases containing unencrypted and confidential Criminal Justice Information ("CJI"). These databases are managed by the Minnesota Bureau of Criminal Apprehension ("BCA") which requires that anyone who could have 'logical and physical access to CJI' must submit to a fingerprint-based record check ("Covered Individuals"). This includes not only those who actually have authorization to access CJI from their desktop computers, but also includes those who receive the CJI for any reason and those who do not receive CJI but are or could be in the general physical proximity of those who do receive it. This includes both a Contractor's employees and sub-contractors.

Covered Individuals must contact the BCA at BCACJISSATScreening@state.mn.us to complete the vendor screening program. Covered Individuals must complete the program and obtain approval prior to accessing any CJIS data under this Agreement.

Upon receipt of the record checks, the County will evaluate them to determine, in the County's sole discretion, whether the individual may provide services to the County pursuant to this Agreement. The County may require Covered Individuals to submit to a background check every five years

Additionally, Contractor and all applicable employees and/or subcontractors must be in compliance with all applicable data security rules and regulations. Contractor must maintain an overall understanding and provide the current level of compliance with Federal Bureau of Investigation's Criminal Justice Information Services (FBI CJIS) Security Policy 5.4, and related security policy(ies) or its successor version(s), including the *CJIS Security Addendum, Exhibit 2* and the *CJIS Security Addendum Certification, Exhibit 3* as well as the Minnesota Bureau of Criminal Apprehension's Minnesota Justice Information Services (BCA MNJIS) security requirements outlined in FBI CJIS requirements document(s) and BCA Security Policy 5050, or its successor version(s). **Exhibit 2** and **Exhibit 3** are attached and made a part of this Agreement.

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The Contractor shall meet all food service requirements including, but not limited to the following:

A. Service Requirements

1. The Contractor shall serve high quality, nutritious, well prepared and tasteful meals at appropriate temperature at a reasonable cost. Meals should align with Minnesota Department of Health (MDH) regulations and the United States Department of Agriculture (USDA) nutrition guidelines for Americans.
2. The Contractor shall operate the food service program utilizing professional personnel trained in a correctional food service/supervised living environment.
3. The Contractor shall develop and implement a written food service plan with clear objectives, policies, procedures and a plan of evaluation of compliance. A system for ordering meals in advance will be negotiated with the Contractor to ensure the proper number of meals are provided.
4. The Contractor shall operate the food service program to meet or exceed the laws, rules, and regulations of all jurisdictional agencies and trade associations covering food preparation and service for detention facilities including, but not limited to: Minnesota Department of Health (MDH), American Correctional Association (ACA), Minnesota Department of Corrections (DOC) and the National Commission on Correctional Health Care, as well as all federal, state and local laws and regulations governing the food service industry.
5. The Contractor shall provide the expertise, management, staff, and preparation skills for the consistent, timely service of meals, sanitary food management and supervision.
6. The Contractor shall maintain all Material Safety Data Sheets (MSDS) and hazardous chemical inventory and chemical labeling system in compliance with MN DOC Rule 2911.5450.
7. The County reserves the right to inspect the Contractor's food storage facility(ies) prior to award and at any time during this Agreement.

B. Staffing Requirements

1. The Contractor shall provide one (1) full-time on-site Certified Food Service Manager and one (1) full-time on-site Assistant Food Service Manager who have attained MDH Food Service Certification.
 - a. The Certified Food Service Manager and Assistant Food Service Manager will be provided an office on-site at the ADC.
 - b. It is desired that the Certified Food Service Manager and Assistant Food Service Manager have a minimum of five (5) years of correctional / institutional food service management experience.

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2. The Contractor shall provide adequately experienced and trained full-time staff to provide competent services, along with sufficient back-up personnel. It is desired that staff have a minimum of two (2) years of correctional / institutional food service experience.
3. All on-site staff shall be ServSafe certified by the National Restaurant Association prior to the anticipated agreement start date and shall remain ServSafe certified during the term of the Agreement. If on-site staff are not ServSafe certified, the Food Service Manager must provide the ADC proof that staff are registered for the ServSafe classes.
4. The Contractor shall provide adequate staffing for all positions to ensure full staffing at the ADC to address vacations, sickness, resignations, discharges of personnel, and/or other types of staff absences.
5. The Contractor shall provide production chefs that shall be assigned to work in the ADC facility exclusively and shall not rotate to other facilities without prior approval by the ADC Administrator or designee.
6. The Contractor shall provide and ensure all staff receive annual training on safety, security and proper food handling procedures. An option for training may be for staff to become members of a professional organization, such as the Association or Correctional Food Service Affiliates, for training and mentorships.
7. The Contractor shall provide a corrections-experienced Registered Dietitian available for menu development and to ensure quality, nutritious meals are being served and in accordance with the requirement listed within this Agreement.
8. The Contractor shall ensure that the Registered Dietitian reviews periodic requests for special diets and will respond to the ADC staff within 48 hours.
9. The Contractor shall provide and ensure all staff wear a uniform that properly identifies the staff member as a contract worker. The uniform must be clean and presentable daily.
10. The Contractor shall ensure all staff shall comply with the MDH Food Handlers regulations, which include but are not limited to: TB screening and annual testing, immunizations policies, policies regarding sick employees and use of universal blood and body fluid precautions. Screening, testing, and immunizations shall be at no cost to the County. The Contractor will be required to give the County written documentation of its compliance with these regulations prior to any staff or subcontractor staff providing services under this Agreement.

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11. The Contractor shall ensure all staff, while in any County facility, follow County security procedures and shall take direction from the designated County representative in an emergency situation.
12. The Contractor shall ensure all staff shall comply with the County's written policy and procedures relating to facility security. The Contractor's staff will be responsible for the security and control of their work tools, utensils, and County issued keys. All tools, utensils, and keys shall be kept in a locked area when not in use. Recorded inventory control shall be maintained of all such items on a daily basis.
13. The Contractor shall ensure no staff, agents or subcontractors will carry or possess a firearm, ammunition, or other weapons on County premises or while acting on behalf of Ramsey County pursuant to the terms of this Agreement. Violation of this provision will be considered a substantial breach of the agreement and, in addition to any other remedy available to the County under law or equity, violation of this provision will be grounds for immediate suspension or termination of this Agreement.

C. Meal Requirements for ADC Inmates

1. The Contractor shall be responsible for providing food that is nutritionally balanced, well prepared, tasteful, and maintains proper temperature control. Nutritional value and recommended daily allowances for macro and micronutrients will, at a minimum, conform to the MN DOC Rules 2911.3800 - 4800 for this facility. NO PORK PRODUCTS, byproducts, or flavorings with pork are allowed to be served due to religious and allergy requirements.
2. The Contractor shall provide and ensure a minimum of that two (2) of the three (3) meals provided per day will be HOT in accordance with ACA standards, unless the menu is approved in advance by the Undersheriff or designee. Any changes to the written food service plan during this Agreement term shall be approved by the Undersheriff or designee, IN WRITING, and will only be approved if accompanied by a licensed dietitian's certification that the new food service plan will meet all requirements described in this Agreement specifications. If the nutritional standards are changed during the term of this Agreement, menus will be adjusted to comply at no change in the pricing.
3. The Contractor shall ensure that the temperature of prepared foods (hot and cold foods) is expected to meet the following standards just prior to making up trays at the serving line:
 - a. Cold Foods 40⁰ or Below
 - b. Beef 155⁰ or Higher
 - c. Chicken 165⁰ or Higher
 - d. Pork 145⁰ or Higher
 - e. Fish 145⁰ or Higher
 - f. Reheated Leftovers 165⁰ or Higher
 - g. Food at Serving Line 145⁰ or Higher

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Foods may be cooked to a higher temperature as these are minimum temperatures that should be reached for at least 15 seconds.

Foods should be cooled from 140⁰ to 40⁰ within 4 (four) hours.

4. The Contractor shall ensure that all thermometers should be calibrated at a minimum on a weekly basis.
5. The Contractor shall provide seasonal changes to ADC inmate menus at least three (3) times per year, every 120 days.
6. The Contractor shall ensure when serving fruits and vegetables, the minimum amount of liquids is included with the approved serving size amount.
7. The Contractor shall ensure when serving fresh fruit and vegetables, the fresh fruit and vegetables are fresh for the growing seasons. For example, strawberries and watermelon for the summer season.
8. The Contractor shall ensure all meals for inmates and staff shall be reasonably seasoned to industry standards.

D. Meal Requirements for ADC Staff

1. The Contractor shall provide and furnish food that is nutritionally balanced, well prepared, and tasteful, served buffet style and/or on trays, which includes but not limited to at least three (3) of the following:
 - a. hot entrées
 - b. soup
 - c. salad bar
 - d. sandwiches and chips or some kind of 'grab and go' menu option
2. The Contractor shall also provide and furnish at each food service mealtime there will be at least two (2) of the following:
 - a. fruit option, fresh fruit when reasonably available
 - b. vegetable option, fresh vegetables when reasonably available
 - c. dessert option
3. The Contractor shall provide and furnish milk that will be served at each food service mealtime. The Contractor shall provide a variety of milk options to include but not limited to 2% milk and chocolate milk.
4. The Contractor shall provide and furnish cold cereal, milk, and bread that will be provided in the officer dining room 24 hours per day. The Contractor shall provide condiments for toast and hard-boiled eggs.

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- a. The Contractor shall ensure continuous availability and replenish food items during high volumes, especially before and after each shift change.
5. The Contractor shall ensure and provide name brand condiments furnished in bulk or in portion-controlled packets. The Contractor shall monitor the availability of all condiments on an on-going basis and shall refill condiments in order to maintain an adequate supply in the officer dining room at all times.
6. Prior to commencement of services, the Contractor shall meet with the Undersheriff or designee and Food Service Director to review and approve menu items. Upon approval, the Contractor shall serve and provide food in accordance with the approved menus.
7. Menu items shall be reviewed and approved on a semi-annual basis with the Undersheriff or designee and Food Service Director. The County reserves the right to change menu items during the term of this Agreement at the request of the Undersheriff or designee without any cost increase as long as the overall meal requirements stated above are not changed. Upon approval, the Contractor shall serve and provide food in accordance with the approved menu.
8. The Contractor shall ensure ADC staff menus rotate every 14 calendar days with no repeat meals.
9. The Contractor shall post in the officer dining room the weekly ADC staff menu.
10. Meals shall be paid for by the County for Sheriff's Office, Detention Services Division staff only.
11. The Contractor shall submit quarterly reports to the Undersheriff or designee indicating the number of staff meals served on a monthly basis.
12. The County reserves the right to provide staff meals from an outside food service contractor on an as-needed basis.
13. Upon request by the County, the Contractor shall provide additional staff meals to during ADC campus events.
14. Upon request by the County, the Contractor shall provide specialty staff meals served to each mealtime on a monthly basis or upon request.

E. ADC Inmate Mealtime Schedules

1. ADC Inmate meals are served at the following times:
 - Breakfast at 4:30 AM
 - Lunch at 10:30 AM
 - Dinner at 4:30 PM

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2. The Contractor must ensure food trays will be started 90 minutes prior to the start of each mealtime. Food carts with trays may be pushed down the hall 30 minutes prior to each mealtime.
3. A mealtime schedule shall be mutually agreed upon between the County and Contractor.
4. At least three (3) meals, seven (7) days a week, shall be provided at regular mealtimes. DOC rules require one (1) hot meal per day, but the ADC has elected to provide two (2) hot meals per day in accordance with ACA standards and Minnesota 2911.3900 Dietary Allowances.
5. Other DOC approved schedules such as Weekend/Holiday brunches shall be mutually agreed upon by the County and Contractor.
6. The Contractor may be required to provide food services for some inmates at times other than normal scheduled mealtimes, as determined by the County.
7. The County reserves the right to alter the meals times based on the needs of the ADC.

F. ADC Staff Mealtime Schedules

1. The Contractor shall ensure food services for on duty ADC staff shall be provided buffet style at the following mealtimes:
 - Lunch from 10:30 AM through 12:30 PM
 - Dinner from 5:00 PM through 7:00 PM
 - Overnight dinner from 12:00 AM through 2:00 AM
2. The overnight dinner meals are currently prepared on trays and placed on a cart. The County wishes to continue this service, but would like the option for buffet style as requested.
3. The Contractor shall ensure all meals will be prepared fresh for each food service mealtime schedule.
4. The Contractor shall ensure the ADC staff food shall be made available in the officer dining room adjacent to the tower elevator lobby.

G. Food Service Preparation and Delivery for ADC

1. The Contractor shall provide food service 365 days a year. No excuse or deviations shall be accepted for non-compliance with this requirement.
2. The Contractor shall ensure sufficient quantities of food shall be available for each meal to allow for unexpected increases in facility populations.
3. The Contractor shall ensure meals served must follow set menus as provided and approved by the Contractor, Registered Dietitian and the County.

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4. The Contractor shall ensure all foods served shall be wholesome and free from spoilage and decay. All food items purchased shall meet and comply with all local, county, state and federal codes, laws, rules and regulations.
5. The Contractor shall ensure all institutional meat purchased must meet the "General Requirements" as formulated by the USDA. The Contractor shall ensure no mechanically separated chicken or turkey shall be used to feed the ADC inmates or staff.
6. The Contractor shall ensure the minimum grade for food items is as follows:
 - a. Poultry - USDA Grade A
 - b. Fish - USDA Grade A
 - c. Beef - USDA Good or Better and 80% lean or greater
 - d. Eggs - USDA Grade A Medium Vegetables (frozen only) Standard or Better
 - e. Fruit (canned in water packed or light syrup only) Standard or Better
 - f. Fresh fruit and vegetables - USDA No. 1
 - g. Dairy products and real cheese - USDA Grade A
 - h. Ground beef - USDA Good or Better - not to exceed 20% fat
 - i. Smoked meats - Best quality
 - j. Provisions and variety meats - Retail quality, Grade #1 (USDA inspected plants)
 - k. Coffee and tea - Best grade/national brands
 - l. Other beverages - Best grade/national brands
7. The Contractor shall procure and provide all raw food and ingredients necessary to prepare meals and shall provide adequate trays, cups, sporks, napkins, and condiments, including, but not limited to; salt, pepper, mustard, ketchup, jelly, and sugar, for all inmate meals. Generally non-disposable trays, cups, and sporks will be used for ADC inmates; however, disposable options must be available for ADC staff.
 - a. The Contractor shall ensure all food preparation for ADC inmates and staff shall take place in the ADC kitchen provided by the County. The Contractor may be allowed to purchase or produce food off-site at the approval of the Undersheriff or designee.
 - b. The County and Contractor ensure that NO inmate labor will be allowed in the food service operation. The Undersheriff or designee may authorize inmates to assist with cleaning the kitchen, which is separate from the requirements included in this Agreement.
 - c. Food Service at the ADC:
 - i. The Contractor shall ensure all tray meals for ADC inmates shall be equally portioned and have the exact same food items on the food trays, with the exception of religious or special diet meals, and placed in food delivery carts.

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- ii. The Contractor shall deliver prepared food trays, cups, sporks and utensils via the kitchen sally port adjacent to the second-floor housing tower elevator lobby. Trays will then be delivered by ADC staff. The return of food trays, cups, and sporks, and trash will be accomplished via the same route.

H. Billing and Record Keeping

1. The County shall pay for all ADC inmates and ADC staff meals ordered, whether consumed or not, provided that the meals are consistent with the agreed-upon menus.
2. The Contractor shall provide full and accurate records of meal counts in connection with food services provided for ADC inmates and separate from records for the ADC staff.
3. The Contractor shall provide full and accurate records of sales and meal count records in connection with food services for ADC staff. A copy of all records shall be furnished on a monthly basis, on or before the 10th calendar day, covering the preceding month, to designated County personnel. In addition, all records pertaining to this Agreement shall be available for auditing by the County or an independent auditor designated by the County.

I. Contingency of Food Services

1. For continuation of food service should the on-site ADC kitchen be rendered unusable through unanticipated events including, but not limited to: fire, power outages, natural disaster, and actions taken as a result of health inspections, the Contractor shall provide the Undersheriff or designee with an agreed upon food service procedure and menu.
2. For continuation of food services including, but not limited to: pandemic, social injustice, civil unrest or other events, the Contractor shall work through, be flexible, and adjust coming up with alternative solutions to providing food services.
3. The Contractor shall immediately inform designated County staff of any equipment failures, loss of materials or any other condition that will affect the preparation and service of meals or the security of the ADC and shall provide a plan to remedy the problem so as not to interrupt the onsite food services program.

J. Deliveries of Food Products and Supplies

1. The Contractor shall keep the ADC loading dock free of obstructions and in a state of cleanliness that complies with state and local health related requirements.
2. The Contractor shall unload all deliveries for food services immediately after the delivery arrives to ensure food safety.
3. The Contractor shall be responsible to provide any equipment needed to complete the food service delivery process. A loading dock is available at the ADC.

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4. All items delivered must fit through the elevator, the measurements of the opening to the elevator are 47.5" x 95".
5. All delivery items must be delivered between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding County holidays, unless otherwise requested by the County.

K. Housekeeping Services

1. The Contractor shall maintain a neat and orderly operation at all times, including the necessary housekeeping services in the ADC kitchen and the removal of all trash and recycling, including breaking down all cardboard. Refer to *Waste Resource Management* section S below.
2. The Contractor shall keep, track, and provide upon request a documented cleaning schedule for all areas of the ADC kitchen.
3. The Contractor shall wipe down and clean all counters, tables, and chairs in the ADC officer dining room on a daily basis prior to each meal.
4. The Contractor shall sweep and mop the ADC officer dining room on a daily basis.
5. The Contractor shall remove the trash and recycling and breakdown all cardboard in the ADC officer dining room on a daily basis.
6. The Contractor shall provide a deep clean of the ADC officer dining room on a weekly basis.
7. The Contractor shall keep all perimeter ADC kitchen doors closed and secure when not in use.
8. The Contractor shall empty and wash all food delivery carts trays, cups, dishes, eating utensils, food preparation utensils, food delivery carts, and other equipment necessary for the food service operation after each meal.
9. The Contractor shall wipe down the food delivery carts after each meal and spray down the carts in the soak room daily.

L. Key/Card Access Control

Key/card access control shall be the responsibility of the Contractor. The County may issue keys or access cards on an as-needed basis. Any key/access card that is lost, stolen or broken will be reported immediately to the County. In the event the Contractor, for any reason, does not return a key or access card, it shall be at the expense of the Contractor to restore and/or maintain security of the facility as deemed necessary by the County. This may include, but is not limited to, rekeying of all effected locksets or reprogramming costs for the card access system.

M. Laundry

All linens used to provide food services to the ADC and will be the sole responsibility of the Contractor to furnish and be laundered.

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N. Permits, Licenses and Codes and Safety

1. The Contractor shall possess and maintain in force all required federal, state and local licenses, permits, public health certificates, and public safety inspections for the operation of food services in correctional facilities. It is the sole responsibility of the Contractor to determine the requirements and pay all applicable fees and make all documentation available to the County upon request.
2. Inspections of the food service areas within either the ADC shall be made by the County when deemed necessary, with or without advance notice to the Contractor.
3. Mandatory annual Fire Department, MDH, DOC and inspections of the kitchen and other food preparation areas in the ADC must show compliance with the rules and regulations of those agencies. Failure to comply may result in contract termination for cause.

O. Space/Property

1. The Contractor shall protect all surfaces that the Contractor may come in contact with (walls, floors, elevators, etc.) from damage by providing adequate building protection. Damages caused by the Contractor to ADC shall be reported and documented to the Sheriff's Office immediately.
2. Any and all damages due to the Contractor's negligence or willful misconduct shall be replaced or repaired by the Contractor to the Sheriff's Office satisfaction and at no cost to the Sheriff's Office.
3. The Contractor shall be responsible for contracting with a licensed pest control contractor for monthly scheduled services or more frequently if needed, in the food preparation area of the ADC.
4. The space and equipment used by the Contractor within the ADC shall not be used to prepare food for other agencies or persons other than those designated under this Agreement without prior approval by the Undersheriff or designee.

P. Surveys

1. In order to assure a high quality of service and food being provided to both the ADC inmates and staff, the Contractor shall provide a survey system with the supervision of the County on a semi-annual basis or as requested.
2. The survey must allow the respondent to be anonymous or include their names for follow-up by the Contractor and County.
3. Survey items to be rated shall include, but are not limited to:
 - a. Food Quality
 - b. Food Appearance
 - c. Taste

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- d. Temperature
- e. Portion Size

4. The Contractor agrees to maintain a rate of 3 or better on a scale of 1 to 4.

Q. Temperature Logs

The Contractor shall keep and provide the County with the following documents on a monthly basis or upon request:

- Refrigeration and freezer temperatures
- Food temperatures
- Dishwashers temperatures
- Dry storage temperatures

R. Quality Control

The Contractor shall comply with the following requirements to ensure quality goods and services are provided to the County:

1. The Contractor shall meet monthly in-person or via conference call with the Undersheriff or designee and staff to discuss the quality of service and to ensure that the Contractor is meeting their contractual obligations. The Contractor's Food Service Director and Regional Director are required to attend these monthly meetings.
2. The Contractor shall meet monthly for no less than the first six (6) months of this Agreement and may be adjusted to quarterly meetings after the six (6) months at the discretion of the ADC administrator or designee.
3. Failure of the Contractor to participate in these meetings may be cause for termination of this Agreement.

S. Waste Resource Management

1. The County's top priority for waste management and the use of resources is to reduce the volume and toxicity of the waste produced in its operations. The Contractor shall use County facilities, equipment and other resources in an environmentally responsible manner so that energy is conserved and resources are sustained instead of depleted.
2. The Contractor shall meet the following objectives in its day-to-day operations:
 - a. Foodservice waste shall be minimized. The Contractor shall work with the County to identify waste reduction and reuse opportunities and develop strategies to implement them.
 - b. The separation of recyclables and organic materials from the foodservice waste stream, as directed by the County's recycling and organics management program, shall be

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maximized. Recyclables include: (1) cardboard; (2) recyclable paper; (3) cans, glass and plastic food and beverage containers; and (4) additional materials as identified by the County. Organic materials include: (1) food waste (e.g., food preparation waste, plate waste, expired or spoiled food and un-served edible food); (2) non-recyclable paper and cardboard; (3) wood waste; and (4) additional materials as identified by the County. Separation of recyclables and organic materials from the foodservice waste stream includes: (1) training foodservice staff on what types of materials are accepted in the County’s recycling and organics management program; (2) placing recyclables and organic materials in the appropriate collection containers provided by the County; (3) preparing recyclables and organic materials for storage and shipment (e.g., flattening cardboard boxes, etc.) by the County; and (4) transferring recyclables and organic materials to storage areas designated by the County, as appropriate.

- c. The use of garbage disposals to grind and sewer food waste will be minimized and eliminated, wherever possible.
- d. Unless otherwise provided by the County’s recycling and organics management program, grease and fat shall be disposed of in separate containers that will be stored in the trash compactor room and shall be removed as per arrangement between the Contractor and a designated grease and fat recycling contractor at the Contractor’s expense.
- e. Residual foodservice waste not accepted in the County’s recycling and organics management program shall be transferred and placed in the compactor or other disposal equipment designated by the County.
- f. The Contractor shall keep the loading dock in a state of cleanliness that meets the satisfaction of the Saint Paul-Ramsey County Department of Public Health and is free of obstructions.
- g. The County shall provide the following:
 - i. Waste collection containers, equipment and pick-up services.
 - ii. Recycling collection containers, equipment and pick-up services.
 - iii. Organics collection containers, equipment and pick-up services.
 - iv. Information and resources to train foodservice staff on participating in the County’s recycling and organics management program.
- h. The Contractor shall be in compliance with the county’s food waste management and recycling policies and procedures.

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T. Additional Requirements

1. The County reserves the right throughout the term of this Agreement to request pricing for and add this Agreement a limited number of like items to accommodate the need for any items that may have been inadvertently omitted from the items included in this Agreement.
2. The Contractor may be asked to provide additional bulk food items (e.g. gallons of coffee, 100% juice, hot chocolate) and ala carte items as requested by an authorized department representative throughout the term of this Agreement.
3. Throughout the term of this Agreement, the Contractor may be asked to provide food and beverage services for official/special functions or other events of the County including the Sheriff's Office and any other County department(s), upon request. The Contractor's service must include the ability to provide full meals, fruits and vegetables, desserts, coffee, juices, box lunches, and/or other items as requested. These catering orders shall be invoiced separately from ADC inmate meal costs and ADC staff meals costs. Depending on the nature/location of the function or event, the Contractor may be asked to agree to/sign additional documentation.
4. The Contractor will have a supplier and a back-up supplier and have an account with a local grocery store for small purchases.
5. The Contractor will work the ADC and Ramsey County Correctional Facility for opportunity buys.

U. Requirements Prior to Commencement of Services

1. The Contractor shall develop and provide written procedures specific to the ADC for approval by the applicable facility's authorized representative for the following topics:
 - a. Meal delivery details to include written Service Delivery Procedures
 - b. Sample menus, particularly for special diet menus, religious diets, such as diabetic, heart healthy, vegetarian, etc. along with pictures of meals.
 - c. Safe, sanitary and secure food management including supervision of food service, staff, and security
 - d. Monthly billing
 - e. Dealing with complaints by inmates and County staff about food. This procedure shall include the Certified Food Service Manager talking to inmates about food complaints if requested by the County.
2. The Contractor shall provide:
 - a. The Contractor shall provide the County a list of all staff and subcontractors who will require access into the ADC.

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- b. The Contractor shall provide the County a list of all subcontractor information and names and resumes of the subcontractor's staff who will be assigned to this Agreement shall be submitted to the County for approval. The County retains the right to review and approve any subcontractors proposed.
 - c. The Contractor shall ensure all staff and subcontractors who work in the ADC shall receive a Mantoux screening and a criminal background check at the County's cost. Thereafter, all assigned staff must submit to an annual Mantoux screening and criminal background checks prior to starting work under this Agreement.
 - d. All Contractor staff and subcontractors who work in the ADC shall be approved by the County. The County reserves the right to approve and/or deny entry to the ADC to any Contractor staff or personnel who have not received prior approval by the County to work in the facilities. The Contractor may not change the staff assigned to work in the ADC without prior approval by the County. It is the Contractor's responsibility to ensure that all staff assigned to work in the ADC are made familiar with and follow all specific requirements outlined in this Agreement. It is the Contractor's responsibility to monitor performance of its staff (including but not limited to: scheduling periodic meetings with its personnel, performing regular background checks, and visiting the ADC and to take appropriate corrective action if the performance falls below the standards set forth in this Agreement. The Contractor shall be required to provide adequate staffing levels of approved personnel at all times.
 - e. The Contractor shall distribute to all staff, as part of its employee in-service training, documentation and information provided by the Sheriff's Office, relating but not limited to: building access and security.
3. Within a mutually agreed upon time period after execution of this Agreement with the County, the Contractor will organize and hold an in-person kick-off meeting to review expectations, provide a high-level project schedule/workplan with key tasks, milestones, deliverables and staffing requirements that are necessary to ensure a successful start date for the requested services.

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ATTACHMENT B – DIETARY REQUIREMENTS

The Contractor shall meet all dietary requirements including, but not limited to the requirements listed below:

DIETARY REQUIREMENTS FOR ADC INMATES

1. Menus will be based on a four-week cycle, seven (7) days per week, including holidays.
2. Menu food items must be served as stated each day and may not be adjusted unless extreme circumstances occur, such as power outage, disaster, etc.
3. Menus are to be submitted for the following three (3) month period, already approved by a Registered Dietitian to the Undersheriff or designee for approval on a quarterly basis.
4. The meals must still be consistent with the agreed-upon pre-approved menus.
5. All meals prepared and served at the ADC facility shall always be under the supervision of the Contractor.
6. The food provided to inmates each day shall meet an average weekly calorie requirement of 2400 calories per day and meet the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine. The meals served will meet the mandated dietary allowances through the Minnesota Department of Health rules; however, will be adjusted if revisions and updates to the Minnesota Department of Health rules occur during this Agreement in order to reflect the most up-to-date nutrition requirements accordingly.
7. The Contractor shall ensure no more than three (3) casserole dishes shall be included on the menu per week. Any menu substitutions and/or portion size changes must be approved in advance, in writing, by the Undersheriff or designee.
8. **Breakfast**
Breakfast meals shall include the following, but not limited to:
 - a. One (1) **protein**, such as egg, meat, poultry, cottage cheese, or yogurt.
 - b. One (1) **Fruit** or Orange juice (requirement of the Minnesota Administrative Rules)
 - c. One (1) **Grain** (starch), such as toast or other bread product, potatoes, or hot (such as oatmeal) or cold cereal (must include, but not limited to: Cheerios, Raisin Bran, Rice Krispies, Corn Flakes, Chex Cereal, no high sugar content cereals). Cereal will be provided in pre-made, measured bowls for easy to serve.
 - d. The Contractor may rotate the breakfast menu to ensure the same meal is not served every day. The Contractor may rotate the grain and protein product.
 - e. The Contractor may serve breakfast meals cold or hot.
9. **Lunch and Dinner**
Lunch and dinner meals shall include the following, but not limited to:
 - a. One (1) **protein** source, such as meat, poultry, eggs, cheese, or cottage cheese. Serving size shall be three (3) ounces or greater portion.
 - b. At least one (1) green, red, or yellow **vegetable** (served hot or cold, such as peppers, lettuce, tomatoes, squash, zucchini) for two (2) meals each day.

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ATTACHMENT B – DIETARY REQUIREMENTS

- c. One (1) **grain** (starch) source, such as pasta, rice, other grain, bread, or potato); ½ the recommended servings of grains must be whole grain (whole grain bread, pasta, or brown rice), the other ½ servings must be enriched.
- d. At least one (1) **fruit** for two (2) meals each day.
- e. Some foods with fat can be included, such as salad dressing, butter, margarine, sour cream, oil, or gravy.

10. Bag Lunches

Bag lunch meals shall include the following, but not limited to:

- a. Bag lunch meals shall be equivalent to the hot meals 2400 calorie requirement for the day.
- b. Two (2) sandwiches (protein plus grain) to include: meat (shall be a four (4) ounce portion) cheese.
- c. One (1) dairy beverage (1% or greater fluid milk)
- d. One (1) piece of fruit (apple).
- e. Vegetables (carrots or celery sticks).
- f. One (1) dessert (cookie).
- g. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

11. Snack Bags

Snack bag meals shall include the following, but not limited to:

- a. One (1) sandwich to include: meat (shall be a two (2) ounce portion) cheese.
- b. One (1) dairy beverage (1% or greater fluid milk)
- c. One (1) piece of fruit
- d. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

12. Desserts

Desserts shall include the following, but not limited to:

- a. Desserts shall be served three (3) days per week and one (1) weekend day only during lunch or dinner meals.
- b. Of the four (4) desserts served each week, desserts shall include:
 - i. One (1) must be a fruit dessert
 - ii. One (1) must be a dairy dessert (using low-fat dairy products if possible)

13. Beverages

Beverages shall include the following, but not limited to:

- a. 1% or greater milk in individual cartons
- b. Orange juice in individual cartons
- c. Other juice in individual cartons
- d. Water
- e. Juice drink packet
- f. Fortified juice drink packet

14. Evening Snacks

Upon request by the Undersheriff or designee, the Contractor shall provide evening snacks that include the following, but not limited to:

- a. Snack items will be provided each day
- b. Delivery of snack items can be during the evening meal

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ATTACHMENT B – DIETARY REQUIREMENTS

- c. Snack items may include, but not limited to: cheese or yogurt in individual pouches, fruits, crackers, granola bars, flavored snack chips, and sweet snacks (only two (2) times per week)

15. Holiday Meals:

The Contractor shall provide special, traditional type meals to be served on holidays (spirit lifters), to include, but not limited to: New Year’s Day, Easter, July 4th, Thanksgiving and Christmas.

16. Special Diets

The Contractor shall provide special diet meals that are required for medical, therapeutic, religious and special diets of nutritional value equivalent to the regular menu (where applicable), at no additional charge. Snacks associated with the above diets, such as diabetic or heart healthy, will be provided as part of the diet at no additional charge.

The Contractor shall provide the County with a PDF version manual of all special diet meals. Printed copies shall be provided upon request by the County.

17. Finger Foods

Upon request by the County, the Contractor shall provide a meal of “finger foods”, served with paper eating utensil, on a preapproved tray for inmates on special watches.

18. Other

The Contractor shall ensure meals are compliant with all federal, state, and local laws, statutes, ordinances, rules, regulations, and standards per the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine.

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

The food service equipment owned by the County includes, but is not limited to the items listed below.

ITEM #	QTY	DESCRIPTION
1.	1	POST ISS Shelving Model No. PY74 – 74-58” high, 24” wide, 72” long
2.	4	DUNNAGE RACK, TUBULAR Kelmax Equipment Model # DR482012 Tubular, one tier, 20” wide, 48” long, 12” high aluminum, economy, 1500 lb capacity, NSF.
3.	68	POST ISS Shelving Model # PC86 Digital Post, 86” high, with adjustable feet, chrome plated
	12	2448Z Shelf, wire, 24” wide, 48” long, plating plus finish
	56	2460Z Shelf, wire, 24” wide, 60” long, plating plus finish
4.	1	80-QUART MIXER, FOOD Hobart Model HL800 Serial #: 31-1586-396 80-quart planetary mixer; gray powder coat finish; stainless steel 80-quart bowl; "B" beater; "ED" dough hook; bowl scraper; ingredient chute; stainless steel bowl guard; power bowl lift; bowl truck; 20-minute timer, automatic time recall; thermal overload protection; 3 HP motor; 4-speed shift on-the-fly controls; floor model
5.	1	21-QUART MIXER, FOOD Hobart Serial # 31-1291-234 Mixer, food, 21 – qt. Capacity bowl, variable speed drive, 1 HP motor, s/s bowl, silver-grey hammertone powder paint finish, incl; s/s wire whip, flat beater, thermal overload protection, #17 attachment hub, painted lid & bowl screen
	1	115v/60/1, standard (nc)
	1	Eagle MET2430S Mobile equipment stand, 24” x 30” x 28”H, 18 ga. 430 s/s top w/die formed no-drip edge, galv. Undershelf & tubular legs, (2) 4” swivel casters, Uni-Lok system
6.	1	WORK TABLE, BAKERS TOP Eagle Group Model # MT3060ST-BS Work Table, Bakers Top, 1-3/4” thick wood top, 30” wide top, with splash at rear and both sides, 60” long, open base, with side and rear rails only, with adjustable bullet feet CAH4-SB Table Casters, 5” diameter, two swivel and two with brakes (set of four)
7.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers. Stainless Steel Undershelf
	1	T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with ½” IPS eccentric flanged female inlets, lever handles

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, csa certified
8.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
9.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep, stainless steel construction, with splash mounted faucet
	1	K-320-LU Wrist Handles, for deck mounted hand sinks
10.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
11.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Vegetable Prep Sinks And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
12.	1	DISPOSER Model #: SS100-28 Serial #: 19103150271
13.	1	FOOD PROCESSOR, ELECTRIC Robot Coupe Model # R2N Serial #: 247020280J06 Food Processor, commercial, with stainless steel bowl with handle, continuous feed kit & 2 plates, 3 1/2 qt. Bowl capacity, 120V, 60HZ, 9 amps, 1ph, 1/2 HP motor, 1725 RPM, 17" x 16" x 22-14"
14.	1	SLICER, FOOD Hobart Food Slicer, angle feed, automatic, 12-1/2" dia. Knife, s/s and anodized aluminum, belt driven blade assembly, built in dual action sharpener, 2 spd motor and permanent knife guard, 1/2 hp
	1	115v/60/1ph, 1/2 hp std. (nc)
15.	1	MEAT SLICER

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		Hobart Model # HS7N-1 Heavy Duty Meat Slicer, automatic, 13" CleanCut™ knife, burnished finish, (3) stroke lengths & (4) stroke speeds, removable meat grip assembly, removable ring guard cover, product fence, single action top mounted sharpener with Borazon™ stones, cleaning kickstand, 5.6amps, 120v/60hz/1-ph, NSF cETLus 1 ea
16.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS Eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
17.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
18.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep stainless steel construction, with splash mounted faucet
	1	K-320-LU Wrist Handles for deck mounted hand sinks
19.	1	COMBINATION COOLER AND FREEZER Kolpak Model # KOLPAK Kolpak Combination Cooler And Freezer With Floor
	1	ADD Option For Adding for 5/8" marine plywood floor underlayment
	1	KOLPAK ADD For Stainless Steel In Front And Side Of Cooler And Freezer.
20.	1	COMPRESSOR Custom Refrigeration Model # CUSTOM Custom Refrigeration Compressor System For Item #26 (located outside)
21.	44	POST ISS Shelving Model # PY74 Digital Post, 74-5/8" high, with adjustable feet, Gold Bond Finish
	24	2460Y Shelf, wire, 24" wide, 60" long, Gold Bond Finish
	4	2454Y Shelf, wire, 24" wide, 54" long, Gold Bond Finish
	16	2472Y Shelf, wire, 24" wide, 72" long, Gold Bond Finish
	5	Kelmax DR48248 Dunnage Rack, Tubular, one tier, 24" wide, 48" long, 8"high, aluminum, economy, 1500ib. capacity, NSF
22.	44	POST

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		ISS Shelving Model # PY74 Digital Post, 74-5/8" high, with adjustable feet, Gold Bond Finish
	16	2472Y Shelf, wire, 24" wide, 72" long, Gold Bond finish
	28	2460Y Shelf, wire, 24" wide, 60" long, Gold Bond Finish
	4	Kelmax DR60248 Dunnage Rack, tubular, one tier, 24" wide, 60" long, 8" high, aluminum, economy, 1500 ib capacity, NSF
23.	1	DRYING RACK UNIT Metro Model # PR48VX2-XDR MetroMax® i Mobile Drying Rack Unit with Drip Tray, 48"W x 24"D x 68"H, 3-tier, for trays/cutting boards/sheet pans, includes: (3) open shelf frames, (4) 63" mobile posts, (3) cutting board/tray drying racks, (1) adjustable drip tray, (4) polymer swivel casters (2 with brakes), built in Microban® antimicrobial product protection, NSF
24.	1	EXHAUST HOOD Captive-Aire Model # CAPTIVE AIRE Captive Aire NFR Island Style Exhaust Hood Back To Back Per Plan
25.	1	CONVECTION OVEN, 2-SECTION Model# Zephaire-100-G-ES DBL Serial# 070919CE030T, 070919CEO31B Double compartment oven; natural gas operation; energy star; stainless steel front, top, and sides; dual pane thermal glass windows, stainless steel doors; porcelain enamel interior; five chrome plated racks; solid state digital controls with LED display cook and hold and Pulse Plus; 3/4 HP blower motor; two-speed motor; control area cooling fan; manifold gas connections; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; 4" low profile casters, front with brakes
26.	1	CONVECTION STEAMER, GAS STEAMER, 2-SECTION Model #: 24CGA10.2 Serial #: 1509230001250
27.	1	BRAISING PAN, GAS Groen Model # HFP/2E-4, NAT (127750) Tilting Braising Pan, Natural gas, 40-gallon cap., 9" deep pan, manual tilt, electric ignition, open leg frame base, s/s construction, pressure regulator, with bullet feet, 0-2000' elevation, 144,000BTU (STOCK ITEM)
	1	019652 Faucet, double pantry with hose (T&S B-201 or equal tilting braising pans): (TDB, TDBC, water-resistant; not usable on TDB6-10 table top kettles) & (all other floor model kettles)
	1	122879 Pan Carrier, not available on size2 FPC/1 or HFP/2E-2 or size 3 w/TDO tilting braising pans
	1	Dormont 1675 BPQR-48" Gas Connector Hose, 3/4" connection, for castered equipment, 48" long, stainless steel braid with plastic coat exterior, brass "push to connect" quick disconnect coupling
28.	1	GAS FLOOR FRYER Vulcan Model #: 1TR45CF-1

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

		Serial #: 650196124 PowerFry3™ Fryer, gas, high efficiency, 15-1/2" W, free-standing, 4550 lb. capacity, programmable computer control with melt cycles, ThreePass™ heat transfer system, electronic ignition, KleenScreen PLUS® filtration system, twin baskets, stainless steel cabinet and fry tank, adjustable casters (2 swivel locking & 2 non-locking), 70,000 BTU, CSA, NSF, ENERGY STAR®
29.	1	GRIDDLE TOP Imperial Model: ITG-36-CG Serial #: 07161419 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
30.	1	RANGE, 36" RESTAURANT, GAS Southbend Model # 436D Range, 36" Restaurant, Gas, 6 (26,000 BTU) open burners, with 27" deep standard oven base, stainless front, sides, and backsplash, with single deck backshelf, casters
	1	Dormont 1675 BPQR-48" Gas Connector Hose, 3/4" connection, for castered equipment, 48" long, stainless steel braid with plastic coat exterior, brass "push to connect" quick disconnect coupling
31.	12	POST ISS Shelving Model # PC86 Digital Post, 86" high, with adjustable feet, chrome plated
	4	2460Z Shelf, wire, 24" wide, 60" long, Plating Plus Finish
	8	2448Z Shelf, wire, 24" wide, 48" long, Plating Plus Finish
32.	1	REFRIDGERATOR, REACH-IN Delfield Model # MRR2-S Serial #: T0200017886 Meridian Series Refridgerator, Reach-in, two section, self-contained refrig. System, s/s front & sides, anodized, alum. Interior, standard depth, hinged s/s doors, dial thermometer, 4" casters, 1/3 HP
	1	115/60/1 with cord & NEMA 5-15, std (nc)
33.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified

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34.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershef.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
35.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshef To Mount On Block Wall
36.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep, stainless steel construction, with splash mounted faucet
37.	1	HOSE STATION T&S Brass Model # B-2312-CR with EP-1421 Self-closing spray valve; quick disconnect socket; flex hose with polyurethane inner hose; vacuum breaker; hose hook; mixing faucet
38.	1	3-COMPARTMENT SINK Custom Items Model # Custom Custom 3-compartment Sink With Drainboards.
	2	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	3	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
39.	1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep stainless steel construction, with splash mounted faucet
	2	K-320-LU Wrist Handle only
	1	7-PS-17 Side Splash, for hand sinks, for two side splashes
40.	24	POST ISS Shelving Model # PNY74 Digital Post, 74" high, for use with stem casters, Gold Bond finish
	24	CM5MB Stem Caster, swivel –brake, 5" diameter, 1-1/4" wide face, resilient wheel tread, 200 lb capacity
	16	2472Y shelf, wire, 24" wide, 72" long, Gold Bond finish
	8	2448Y shelf, wire, 24" wide, 48" long, Gold Bond finish

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

41.	1	CLEAN DISHTABLE Custom Items Model # CUSTOM Custom Clean Dishtable with Undershelf Per Plan
42	1	BOOSTER HEATER, ELECTRIC Hatco Model # S-54 Imperial Booster Heater, Electric, 16-gallon storage capacity, electric operation, 54-KW, stainless steel front, custom fittings & Castone tank
	1	208V, 3-phase
	1	PRVB Brass Pressure Reducing Valve w/By-Pass in lieu of cast iron
	1	SSBB Stainless steel body and base (not for retrofit)
	1	SSA-Legs 6" – 8" Stainless steel adjustable legs
43	1	DISHWASHER, CONVEYOR TYPE Hobart Model # CLPS66E Serial #: 85-1091585
44.	1	SOILED DISHTABLE Custom Items Model # Custom Custom Soiled Dishtable L-Shaped With Landing Area And Pre Rinse Sink With Glides
	1	T&S B-0133-B Pre-Rinse Unit, 8" O.C. wall mounted faucet, ½" IPS female eccentric flanged inlets, 34" high, 15" overhang, 18" riser, B-0107 spray valve, B-0044-H flexible s/s hose, B-0109-01 6" wall bracket
	1	T&S B-0156 Add on faucet for pre-rinse units, 12" nozzle, includes 3" nipple, for pre-rinse units
45.	1	DISPOSER In-Sink-Erator Model # SS-125-6-MRS Serial #: 1459124648 Disposer, sink mounted, 6-5/8" dia. Inlet, with collar adapter for trough installation, 1-1/4 HP motor, stainless steel construction, manual reverse switch 208v, 3 phase
46.	1	UTILITY CART Metro Model # BC2636-24B BC Series Utility Cart, 2-shelves, open base, shelf size 27" x 40", heavy duty plastic shelf, with 4 swivel/resilient tread casters, beige
47.	64	POST ISS Shelving Model # PC74 Digital Post, 74" high, with adjustable feet, chrome plated
	44	2472Z Shelf, wire, 24" wide, 72" long Plating Plus finish
	16	2460Z Shelf, wire, 24" wide, 60" long Plating Plus finish
	4	2436Z Shelf, wire, 24" wide, 36" long Plating Plus finish

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48.	3	CABINET, MOBILE HEATED TURBO AIR Model #: PRO-26H-RI PRO Series Heated Cabinet, roll-in, one-section, 39.3 cu. ft., (1) hinged self-closing full length solid doors with locks & stay open feature, lifetime guaranteed heavy duty hinges & handles, digital temperature control, LED interior lighting, stainless steel interior, 22 gauge stainless steel exterior (galvanized steel top & bottom), stainless steel ramp, 1550 watts, 115v/60/1-ph, 13.5 amps, NEMA 5-15P, ETLus, ETLSanitation
49.	2	WORKTABLE Custom Items Model # CUSTOM Custom Worktable With Wheels And Undershef
50.	1	CUSTOM CONVEYOR
51.	1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front to back x 5" deep, stainless steel construction, with splash mounted faucet
	2	K-316-LU Wrist Handle Only
	1	7-PS-17 Side Splash, for hand sinks, for two side splashes
52.	1	BEVERAGE COUNTER Custom Items Model ##CUSTOM Custom Beverage Counter With Quick Drain And Storage Below
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
53.	2	SHELF, WALL MOUNTED Advance Tabco Model # WS-12-60 Shelf, wall-mounted, stainless steel, 12" wide, 5 feet long
54.	3	FLOOR TROUGH Custom Floor Trough
55.	1	WALK-IN REFRIGERATION Premier Restaurant Equipment Model # REFRIGERATION Premier Walk-In Refrigeration Located On Top Of Box
56.	1	HOT FOOD SERVING COUNTER/TABLE Duke Manufacturing Model #: TEHF-74PG Serial #: 04202981 Thurmaduke™ Hot Food Unit, mobile, electric, 74"W x 32"D x 36"H, 16ga stainless steel top, (5) stainless steel heat wells, drains, copper manifolds, (1) valve, thermostats, dish shelf, 20ga paint grip steel body & undershef, 5" swivel casters & brakes, 6 ft cord with plug, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

		<p>phase or when adding electric options - Contact Factory for more info) 1 ea PH_VOLTAGE Voltage to be determined</p> <p>1 PH_PAINT Powder Coat color to be determined 1 ea SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks</p> <p>1 HTD-BASE-M Heat-In-Base Unit, 30" left to right, 23" deep, 17" high, includes electric outlet in cabinet base when ordered with steamtable, NOT available for 2-well units, (2) can be used with (5) or 6-well units, holds (4) 6"dp or (6) 4"dp or (12) 2"dp pans, 120v/60/1-ph, 4.2 amps, 6 ft cord with plug, UL</p> <p>TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 74"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Class</p> <p>1 1SSS Stainless Steel Shelf, in lieu of standard painted steel</p> <p>1 SSE Stainless Steel Ends, in lieu of standard painted steel</p>
57.	1	<p>SERVING COUNTER, COLD FOOD (CURRENTLY IN THE PROCESS OF REPLACEMENT) Duke Manufacturing TCM-60PG-N7 Thurmaduke™ Cold Food Unit, mobile, 60"W x 32"D x 36"H, 16ga stainless steel top, NSF 7 stainless steel mechanical cold pan, 8" deep, 56-1/2" x 21-3/4" liner, 1" drain line & valve, 20ga paint grip steel body & undershelf, 5" dia. swivel casters & brakes, R448a, 120v/60/1-ph, 4.8 amps, NEMA 5-15P, cULus, UL EPH Classified</p> <p>MOD-4N7 10" deep cold pan liner in lieu of standard 8" liner</p> <p>1 COND-EVAP Condensate evaporator</p> <p>SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid stainless steel, on hinged brackets, wTS530-60-1SN Thurmaduke™ Designer Sneeze Guard, 60"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified with (2) 1/8" die-formed rubbing tracks</p> <p>1 SS Stainless Steel Shelf, in lieu of standard painted steel</p> <p>1 SSE Stainless Steel Ends, in lieu of standard painted steel</p>
58.	1	<p>CUSTOM MODEL # CARTS Custom Carts 58" x 28"</p>
59.	8	<p>CUSTOM MODEL # CARTS Custom Carts 74" x 28"</p>
60.	1	<p>ROLL-IN COMBI OVEN Alto-Shaam Model #: CTP20-20G Roll-in combination oven/steamer; provide (2) roll-in pan carts with capacity for (20) 18 x 26 sheet pans or (40) 12 x 20 pans, two rows deep; natural gas operation; electronic</p>

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

		ignition; boilerless steam system with heat exchange assembly; removable drip trays; PROtouch controls; multi-shelf timers; USB port; HACCP data access; single point core temperature probe; automatic tablet cleaning system, provide (1) CE-36354; retractable spray hose, provide (1) CE-24750; adjustable stainless steel legs; mechanical start-up check; installation kit and startup check; gas quick disconnect hose with restraining chain and water quick disconnect hoses
61.	1	COMBI OVEN, 2-SECTION Convotherm Model #: C4 Et 6.20 GB Two section unit; low profile casters; six 18" x 26" pan capacity; natural gas operation; quick disconnect water connections and gas quick disconnect gas hose with restraining chain
62.	1	GRILL Imperial Model #: ITG-36-CG Serial #: 07161719 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
63	1	CHARBROILER Imperial Model #: IRB-36 36" wide; stainless steel exterior; stainless steel flashing; natural gas operation; rear gas connection; cap and cover unused manifolds; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
64.	6	MOBILE RACK DOLLY Piper Products Model 750 14-gauge stainless steel construction; accommodates 20" X 20" racks; drainage hole; full perimeter bumper; four 4" diameter polyurethane swivel casters
65.	1	TRAY ASSEMBLY CONVEYOR Custom fabrication
67.	1	MOBILE HEATED CABINET Food Warming Equipment Co., Inc. Model #: TS-1826-7 Heated Cabinet, mobile, insulated, humi-temp heat system with eye level controls, (5) pair universal tray slides, 4-1/2" OC, adjustable on 11/2" increments, for 18" x 26", 14" x 18", 12" x 20" & GN 1/1, removable slides & uprights, includes recessed hand grips, stainless steel interior & exterior, 2" swivel casters, UL, cULus, NSF, CE, IPX4 1 ea.
68.		Intentionally left blank.
69.	1	CAN RACK-X3 New Age Model # 1250CK Can Storage Rack, mobile design with casters, sloped glides for automatic can retrieval, aluminum construction, holds (162) #10 or (216) #5 cans, (4) 6" plate casters, (2) swivel with brakes, (2) rigid, NSF
70.	48	WIRE SHELVING Metro Model # A2472NK3

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

	48	<p>Super Adjustable Super Erecta® Shelf, wire, 72"W x 24"D, Metroseal 3 (corrosion-resistant) finish, corner release system, with Microban® antimicrobial protection,</p> <p>74UPK3 Super Erecta® SiteSelect™ Post, 73-7/8"H, for use with stem casters, Metroseal 3 epoxy coated corrosion-resistant finish with Microban® antimicrobial protection, 5PC Super Erecta® Stem Caster, swivel, 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper, 5PCB Super Erecta® Stem Caster, swivel (with foot operated brake), 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper</p>
71.	2	<p>TRAY DRYING RACKS</p> <p>The Vented Tray Drying Rack is designed to promote foster more effective drying of trays than traditional tray drying racks. There are two parts to these racks, a stainless steel frame and vented polycarbonate shelf inserts that fit on the frame. With vented inserts, air can circulate more fully around the trays, allowing any water that accumulates to evaporate more quickly. Additionally, these inserts can be easily washed in the dish machine pot sink with sanitation. With spacing at 3", these racks hold a variety a trays and are great for drying and storing product. The frames 1-1/2" all welded stainless steel square tube and rack inserts are highly curable. Break-resistant polycarbonate.</p>

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ATTACHMENT D – FOOD SERVICE SMALL WARES LIST

The list of small wares owned by the County's current Contractor include, but are not limited to:

1. Pitchers, mugs, cups, tableware and flatware
2. Food containers, film, papers, and foils
3. Paper plates, cutlery, cups, and dispensers
4. Knives, sharpeners, cutting boards, utensils, tongs, ladles, dippers, dishers, and spoodles
5. Mixing bowls, colanders, graters, timers, scales, rolling pins, pastry brushes, measures and scoops, sheet pans and hotel pans
6. Electric can opener, pots, pans, first aid kit, ingredient bins, Cambro beverage containers, carts, trucks, dollies
7. Microwave, peelers, floor matting, buckets, towels, scrubbers, trash cans, pallet jack
8. Computer and supplies

The list of small wares owned by the County include, but are not limited to:

9. Serving trays
10. Tray drying racks, (2 each)
11. Dish racks (2 each)
12. Food containers
13. Cutlery dispensers (3 each)
14. Ketchup, Mustard, and BBQ dispensers (2 each)
15. Ladles
16. Food delivery carts, two-wheeler, flatbed cart, storage racks (12 each), ingredient bins (3 each)
17. Trash cans and recycling bins located in the ADC kitchen
18. Pancake dispenser
19. Officer furniture: desk, chairs, filing cabinets located in ADC kitchen
20. Set-up bins for hot and cold carts
21. Roll tops for hot carts (5 each)
22. Compartment trays, salad containers with lids used for ADC staff midnight meals
23. Warning blender
24. Bunn, two-gallon coffee pot
25. Can dispensers (dry storage, on wheels - 3 each)
26. APW Soup warmer (2 each)
27. APW cheese warmer (2 each)
28. Oliver heat sealer
29. Cereal dispenser
30. Ice paddles
31. Heating lamp
32. Wire ship dispenser (3 each)
33. Salad bar dry dispenser (2 each)
34. Salad bar cold dispenser (2 each)
35. All tables and chairs in the officer dining room
36. Toaster in officer dining room
37. Robot coup – blender
38. Nemco portable hotwells (4)

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ATTACHMENT E - PRICING WORKSHEET

The County does not guarantee any minimum or maximum number of meals or food items during the term of this agreement. Any quantities given were estimates and only given as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

ADC INMATE MEALS				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Breakfast (cold)	\$ 2.794885	450	365	\$ 459,059.86
Lunch (hot)	\$ 2.794885	350	365	\$ 357,046.56
Dinner (hot)	\$ 2.794885	450	365	\$ 459,059.86
Bag Lunches (Court) M-F	\$ 2.794885	150	261	\$ 109,419.75
Snack Bags	\$ 2.794885	50	365	\$ 51,006.65
SUBTOTAL				\$ 1,435,592.68
ADC STAFF MEALS				
WEEKDAY				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Lunch (hot)	\$ 5.602496	90	252	\$ 127,064.62
Dinner (hot)	\$ 5.602496	45	252	\$ 63,532.31
Midnight Meal (hot)	\$ 5.602496	10	252	\$ 14,118.29
WEEKEND AND HOLIDAYS				
Lunch (hot)	\$ 5.602496	40	113	\$ 25,323.28
Dinner (hot)	\$ 5.602496	35	113	\$ 22,157.87
Midnight Meal (hot)	\$ 5.602496	10	113	\$ 6,330.82
SUBTOTAL				\$ 258,527.19
ADC TOTAL FOR ONE YEAR				\$ 1,694,119.87

ADC OPTIONAL MEALS				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Snack - to meet total calorie requirement when brunch is served (for inmates)	\$ 3.05	450	104	\$ 142,743.84
Evening Snacks (for inmates)	\$ 1.57	50	365	\$ 28,740.06
Special staff meals	\$ 5.60	140	20	\$ 15,686.99
Staff coffee and snack (once per month)	\$ 1.50	140	12	\$ 2,520.00

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ATTACHMENT F – ADC MATERIAL CONDITIONS

The County shall pay the Contractor for meals and food served at the ADC at the prices contained in Attachment E – Pricing Worksheet, except if in the event of a Material Conditions occurs.

A “Material Condition” is any aspect of food safety or food quality that directly causes an incident that profoundly affects the safety, security of ADC inmates or ADC staff, or operational integrity of the ADC as determined by the Sergeant on duty and the Lieutenant on call at the time the food is served. Examples of Material Conditions include, but are not limited to:

1. undercooked, spoiled or contaminated food served to ADC staff or inmates, such as food that is grossly discolored, textured, or malodorous to the point that it is not consumable;
2. meal service that results in a significant disruption or alteration in ADC staff performance of duty, such as unreasonable delays, delays to or cancellation of ADC programming, client transfers, or professional visits, or interference with court schedules;
3. meal service that causes a disturbance of the orderly operation of the ADC or puts ADC staff or inmates at risk, or
4. insufficient food amount or insufficient calorie count amount to feed each inmate the required portions.

In the event a Material Condition is suspected, the Sergeant on duty at the ADC will consult with the Lieutenant on call to make a Material Condition determination. If the County determines a Material Condition exists, it will photograph the food subject to the Material Condition and will also preserve the affected food trays for Contractor’s inspection. Contractor will replace food subject to a Material Condition within 90 minutes of notification of the Material Condition by County. If it is later determined that no Material Condition existed after Contractor provided replacement food, County will pay for the replacement food provided by Contractor.

In the event that any of the following circumstances occur at the ADC, the County will be entitled to charge Contractor administrative expenses set forth below, which shall not constitute a waiver by the County of any other rights or remedies it may have against Contractor:

1. Each instance of serving of food meeting the Material Condition involving 10 or more inmate food trays, \$250 for each meal period of non-compliance and food needs to be replaced at each instance at no charge within ninety (90) minutes.
2. Meal start time more than 30 minutes late, due to fault of Contractor, \$250 per meal period.
3. Critical violation on any Health Department inspection report, \$500 per each inspection.
4. Any Material Condition or contract requirement, not cited above, found to be in non-compliance; if reported in writing to the Contractor and Contractor does not cure within prescribed time lines; \$250 for each day of non-compliance until corrected and food needs to be replaced at each instance.

The County will promptly notify the Contractor that any of the above circumstances has occurred at the ADC. In addition, in the event that a Material Condition occurs and Contractor has not, after notice by County, replaced meals affected by the Material Condition within 90 minutes, the Contractor will credit to County all sums paid by County to Contractor for the meal service in which the Material Condition occurred and apply such credit to the current invoice.

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ATTACHMENT G – COUNTY ROLES AND RESPONSIBILITIES

The County shall be responsible for, but not limited to the following roles and responsibilities:

1. The County shall provide building space and utilities for the kitchen in the ADC, including the appliances and accessory equipment identified in **Attachment C – Food Service Equipment List**. Any and all items owned by the County shall be no cost to the Contractor, unless damage due to negligence.
2. The County shall provide internet service and access to telephone service; the Contractor shall be responsible for the cost of any long-distance telephone calls.
3. In cooperation with the Contractor, develop an inventory and documented condition of County-provided small wares and accessory equipment identified in **Attachment D – Food Service Small Wares List**, which will be signed by the County and the Contractor prior to commencement of services under this Agreement. Upon signing by both parties, the signed inventory will become a part of this Agreement, as will any future additions or deletions.
4. The County shall provide trash and recycling containers and removal.
5. The County shall submit to the Contractor accurate orders for the number of meals to be served to detained persons and ADC staff no less than two (2) hours prior to the time for meals to be served. Special diet orders will also be identified at this time.
6. The County shall provide picture ID badges for use by the Contractor's staff.
7. Designate County staff to verify accuracy of meal count reports.
8. The County shall be responsible for counting all trays, cups, accessories and utensils of each living unit food cart before meals are served and before the cart is returned to the Contractor after the meal.
9. The County shall make available a dedicated break area in the kitchen and a designated smoking area outside the ADC for the Contractor's staff to utilize.
10. The County shall provide tables and chairs in the ADC officer dining room
11. The County shall provide parking for delivery trucks.

EXHIBIT 1 - BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“BA Agreement”) is referenced by and incorporated within Agreement # RC-000709 (the “Service Agreement”) between Ramsey County, Minnesota, a political subdivision of the State of Minnesota, on behalf of the Community Human Services Department, 160 E. Kellogg Blvd, St. Paul, MN 55101 AND/OR the St. Paul-Ramsey County Department of Public Health, 555 Cedar St., St. Paul, MN 55101 (“Covered Entity”) and Taher, Inc., 5570 Smetana Drive, Minnetonka, MN 55343 (“Business Associate”) (each a “Party” and collectively the “Parties”).

Recitals

- A. The Service Agreement identifies services between the Parties that require execution of a Business Associate Agreement as defined by the Health Insurance Portability and Accountability Act of 1996 as amended (“HIPAA”) and the Privacy, Security, Breach Notification, Electronic Transactions, and Enforcement Rules at 45 C.F.R. Parts 160, 162, and 164 (HIPAA Rules).
- B. Ramsey County is a Covered Entity that is a Hybrid Entity as defined at 45 C.F.R. § 164.105.
- C. The Service Agreement identifies certain program areas/units of Covered Entity that are included in Covered Entity’s Health Care Component and in need of Business Associate’s services;
- D. In accordance with HIPAA Rules, which require Covered Entity to have a written contract or memorandum of understanding with its Business Associates, the Parties wish to establish satisfactory assurances that Business Associate will appropriately safeguard PHI and, therefore, execute this BA Agreement.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows:

1. **Definitions.** Terms defined in the Recitals and introductory paragraph of this BA Agreement are incorporated by reference. Capitalized terms used but not otherwise defined in this BA Agreement shall have the same meaning as those terms in the HIPAA Rules as amended from time to time.
 - (a) “Business Associate” shall generally have the meaning set forth in HIPAA Rules and also shall refer to the Party identified in this BA Agreement that serves as the Business Associate.
 - (b) “Covered Entity” shall generally have the meaning set forth in HIPAA Rules and also shall refer to the identified Health Care Components of the Party identified above as the Covered Entity, in accordance with the use of this term at 45 C.F.R. § 164.105(a)(2)(i)(A).

- (c) Protected Health Information (PHI) shall generally have the meaning set forth in HIPAA Rules and also shall refer to PHI applicable to the relationship between the Parties under this BA Agreement and the Service Agreement.
2. **Representations, Acknowledgements, & Satisfactory Assurances of Business Associate.** Business Associate hereby represents and acknowledges: i) it has legal status as a Business Associate under HIPAA Rules as a direct result of its relationship with Covered Entity under the Service Agreement; ii) it has read and fully understands the extensive legal requirements of Business Associates under HIPAA Rules; iii) it has sufficient technical, legal, and monetary resources and know-how to comply with all Business Associate regulatory and contractual requirements for the full term of the Service Agreement, including any renewals or amendments it may execute; and iv) that the consideration identified in the Service Agreement is, in part, in exchange for obligations under this BA Agreement, which may be referenced or incorporated into the Service Agreement. Business Associate offers and Covered Entity accepts these representations and acknowledgments, along with other promises in this BA Agreement, as satisfactory assurances that Business Associate will appropriately safeguard PHI, including electronic PHI.
3. **Obligations of Business Associate.** Business Associate agrees and promises in good faith to do all of the following:
- (a) Comply with all Business Associate obligations and requirements under HIPAA Rules and, if uncertainty exists as to how to achieve compliance, request direction from Covered Entity.
- (b) Comply with other requirements under HIPAA Rules that may apply to the Covered Entity, such as when Business Associate carries out one or more of the Covered Entity's obligations under HIPAA Rules.
- (c) Use and disclose PHI only: (i) when required by law; ii) as set forth in this BA Agreement; or (iii) as set forth in the Service Agreement or, if the Service Agreement is ambiguous or incomplete, then only as permitted or required by the Covered Entity's Notice of Privacy Practices that was in effect when the information was collected from the individual.
- (d) MINIMUM NECESSARY. Limit its use, disclosure, and requests for use or disclosure to the minimum amount necessary to accomplish the intended purpose in accordance with the requirements of the HIPAA Rules.
- (e) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity.

- (f) Manage Security Incidents in compliance with 45 C.F.R. Part 164 Subpart C, including immediate notification to the Covered Entity of a Security Incident upon discovery.
- (g) Upon discovery of a Breach as defined at 45 C.F.R. § 164.402, which is recognized by HIPAA Rules as a type of Security Incident, comply with 45 C.F.R. Part 164 Subpart D, which includes immediate notification to Covered Entity in a prescribed form and providing prescribed information. In addition to the requirements of HIPAA Rules, Business Associate shall:
 - (1) Identify all known individuals or entities that caused or contributed to the occurrence of a Breach at Business Associate's expense; and
 - (2) Cooperate with Covered Entity to notify, at Business Associate's expense, all Individuals and media required to be notified under the HIPAA Rules; and
 - (3) Indemnify Covered Entity for any reasonable expenses Covered Entity may incur in connection with such Breach, including notification.
- (h) The parties acknowledge that the definition of Breach as set forth in the HIPAA Rules at 45 C.F.R. Part 164.402 excludes the following circumstances and therefore Breach notice requirements do not apply:
 - (1) Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of a Covered Entity or a Business Associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under 45 C.F.R. Part 164, Subpart E.
 - (2) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same Covered Entity or Business Associate, or organized health care arrangement in which the Covered Entity participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under 45 C.F.R. Part 164, Subpart E.
 - (3) A disclosure of PHI where a Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- (i) In accordance with 45 C.F.R. § 164.524, provide access to PHI in a Designated Record Set to an Individual at the request of Covered Entity and in the time

and manner designated by Covered Entity. Provide immediate notice to Covered Entity when Business Associate receives a request for access from an Individual.

- (j) In accordance with 45 C.F.R. § 164.526, make amendments to PHI in a Designated Record Set as directed by the Covered Entity or take other measures as necessary to satisfy Covered Entity's obligations regarding amendments. Provide immediate notice to Covered Entity when Business Associate receives a request for an amendment from an Individual.
- (k) Make its internal practices, books and records, including policies, procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of Covered Entity available to the Covered Entity or to the Secretary or the Secretary's designee, in a time and manner designated by the requestor, for purposes of audit or determining Covered Entity's compliance with HIPAA Rules.
- (l) In accordance with 45 C.F.R. § 164.528, document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI. Provide to Covered Entity or an Individual, in time and manner designated by Covered Entity, information required to provide an individual with an accounting of disclosures of PHI.
- (m) Implement written policies and procedures, conduct periodic security risk assessments and evaluations, and train employees who have access to PHI about the standards, obligations, policies and procedures required by HIPAA Rules.
- (n) Enter into a written agreement with each agent and subcontractor who has access to the PHI created, received, maintained, or transmitted by Business Associate in relation to Covered Entity and include in such agreement the same or parallel restrictions, requirements, and conditions that apply through this BA Agreement to Business Associate, including provisions with respect to reasonable and appropriate safeguards to protect electronic PHI.

4. **Obligations of Covered Entity.** Covered Entity shall not direct Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity. Covered Entity agrees to provide Business Associate with:

- (a) the applicable notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R § 164.520 and material changes to such notice over time;
- (b) any changes in, or revocation of, permission by an Individual to use or disclose PHI, if such changes affect Business Associate's permitted or

required uses and disclosures; and

- (c) notice of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with HIPAA if such restrictions affect Business Associate's permitted or required uses and disclosures.

- 5. **Defense, Indemnification and Hold Harmless.** The Business Associate agrees to defend, indemnify, and save and hold the Covered Entity, its agents, officers, and employees harmless from all claims, fines, penalties, damages, and settlement amounts arising out of, resulting from, or in any manner attributable to any unauthorized use or disclosure of PHI by Business Associate, its subcontractors, agents and employees under this BA Agreement, including legal fees or disbursements paid or incurred to enforce the provisions of this BA Agreement.

6. **Term and Termination.**

- (a) **Term.** The Term of this BA Agreement shall be effective as of the Effective Date listed below, and shall continue until terminated as provided herein.
- (b) **Termination upon Termination of the Underlying Relationship.** This BA Agreement will terminate upon the termination of the Business Associate's relationship with Covered Entity under the Service Agreement.
- (c) **Termination for Cause.** Upon learning of a violation by Business Associate of a material term of this BA Agreement, Covered Entity shall provide Business Associate with notice to cure or end the violation by a specified time, which may be different for each type of violation, but the default for which shall be two (2) business days. The Covered Entity will have the right to terminate this BA Agreement and the Service Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or the Covered Entity may immediately terminate this BA Agreement and the Service Agreement if the Business Associate has breached a material term of this BA Agreement and cure is not possible or is not in the best interest of Covered Entity, based on Covered Entity's sole determination.
- (d) **Upon Termination.**
 - (1) Except as provided in paragraph (2) of this section, upon termination of this BA Agreement for any reason, Business Associate shall immediately return or destroy, according to Covered Entity's instructions, all PHI that it created, received, maintained, or transmitted on behalf of or to or for Covered Entity to the extent that Business Associate still maintains such PHI in any form. Business Associate shall take the same action for all such PHI that may be in the possession of its subcontractors and agents. Business Associate and its subcontractors and agents shall not retain

copies of any such PHI.

- (2) In the event that Business Associate knowingly cannot or does not return or destroy PHI as described in paragraph (1) of this section, it shall notify Covered Entity of the specific circumstances and continue to extend the protections of this BA Agreement to such PHI and take all measures possible to limit further uses and disclosures of such PHI for so long as Business Associate or its subcontractors or agents maintain such PHI. The Parties intend that the provisions of this section 6(d)(2) survive termination of this BA Agreement.

7. **Mutual Representations and Warranties of the Parties.** Each Party represents and warrants to the other Party that it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized, it has the full power to enter into this BA Agreement and to perform its obligations, and that the performance by it of its obligations under this BA Agreement have been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws; and that neither the execution of this BA Agreement, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party.
8. **Governing Law.** This BA Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the conflicts of laws principles thereof.
9. **Notices.** All demands, notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or by registered or certified mail return receipt requested to the Parties at the following addresses:

if to Covered Entity, addressed to:

Privacy Officer
250 Courthouse
15 West Kellogg Blvd.
St. Paul, MN 55101

if to Business Associate, addressed to:

Taher, Inc.
Attn: Bruce Taher, CEO
5570 Smetana Drive
Minnetonka, MN 55343

or to such other address as a Party hereto will specify to the other Party hereto in writing in a notice which complies with this Section. Any party may give any Notice using other means (including personal delivery, expedited courier, messenger service, telecopy, telex, ordinary mail, or electronic mail), but no such Notice shall be deemed to have been duly given unless and until it is actually received by the intended recipient.

10. **Amendment and Modification.** No part of this BA Agreement may be amended, modified, supplemented in any manner whatsoever except by a written document signed by the Parties' authorized representatives. The Parties agree to take action to amend this BA Agreement from time to time as necessary for Covered Entity to comply with the requirements of the Privacy Rule, Security Rule and the Health Insurance Portability and Accountability Act of 1996.
11. **Headings.** The headings used in this BA Agreement have been inserted for convenience of reference only and do not define or limit the provisions hereof.
12. **Counterparts.** This BA Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Faxed signatures shall be treated as effective as original signatures.
13. **No Third Party Beneficiaries.** Nothing express or implied in this BA Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
14. **Disputes.** If any controversy, dispute or claim arises between the Parties with respect to this BA Agreement, the Parties shall make good faith efforts to resolve such

matters informally.

15. **No Partnership, Joint Venture, or Fiduciary Relationship Created Hereby.** This BA Agreement does not constitute a joint venture or partnership arrangement between the Parties and it does not create any relationship of principal and agent, or otherwise between the Parties. Neither Party shall be liable for any obligation incurred by the other, except as might otherwise be expressly provided in this BA Agreement. All employees of each Party shall remain the employee of that Party, and shall not be subject to any direction or control by the other Party. Nothing contained in this BA Agreement shall be interpreted as creating a partnership, joint venture, or employment relationship of the Parties, it being understood that the sole relationship created hereby is one of independent contractor.
16. **Failure to Enforce Not a Waiver.** The failure of either Party to enforce at any time any provision of this BA Agreement shall in no way be construed to be a waiver of such provision or of any other provision hereof.
17. **Successors and Assigns.** This BA Agreement shall be binding upon the respective successors, heirs, administrators and permitted assigns of the Parties.
18. **Entire Agreement.** This BA Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior understandings or agreements, written or oral, with respect to the rights and responsibilities of the Parties set forth in this BA Agreement.
19. **Effect on Covered Agreement.** Except as relates to the use, security and disclosure of PHI and electronic transactions, this BA Agreement is not intended to change the terms and conditions of, or the rights and obligations of the Parties under, the Service Agreement.
20. **Interpretation.** A reference in this BA Agreement to a section in the Privacy Rule or Security Rule means the section as amended from time to time. Any ambiguity in this BA Agreement shall be resolved in favor of a meaning that permits Covered Entity and Business Associate to comply with the HIPAA Privacy Rule and the Security Rule.

WHEREFORE, this BA Agreement is duly approved as of the date of the Service Agreement.

EXHIBIT 2 - CJIS SECURITY ADDENDUM

This Security Addendum is an agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of the Sheriff's Office and Taher, Inc., This Security Addendum is in support of a contract between the Contracting Government Agency and the Contractor for the provision of services that require compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Systems Security Policy (CJIS Security Policy).

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.0 Definitions.

1.01 Contracting Government Agency (CGA) – the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor- a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.03 Contract – the primary agreement between the CGA and the Contractor for the provision of services.

2.00 Responsibilities of the Contracting Government Agency.

RFP-SHRF-25466 Food Services

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgement of such receipt and the contents of the Security Addendum. The signed acknowledgements shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see CJIS Security Policy glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and the Contractor.

4.02 Security violations can justify termination of the Contract between the CGA and the Contractor.

4.03 Upon notification, the CSO and FBI reserve the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend, or terminate access and services, including telecommunications links. The CSO will provide the CGA with timely written notice of any action taken. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the CSO or FBI by the CGA. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit.

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum or the Contract.

6.00 Scope and Authority.

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; (4) Title 28, Code of Federal Regulations, Part 20; and (5) the Contract. The parties are also subject to applicable federal and state laws and regulations.

RFP-SHRF-25466 Food Services

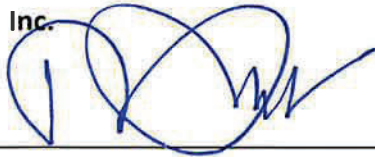
6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the Contract which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the Contract without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 23606

Taher, Inc.



Signature of officer

Bruce Taher

Printed Name & Title

2/15/24

Date

Thank You

Ramsey County

Signature

Printed Name & Title


Date

Exhibit 3 – CJIS Security Addendum Certification


CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than the execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.



Bruce Taher




2/15/2026

Printed Name/Signature of Contractor Employee

Date



Bruce Taher



2/15/2026

Printed Name/Signature of Contractor Representative

Date

CEO - Taher, Inc

Organization and Title of Contractor Representative



Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Sheriff's Office, 425 Grove Street, Saint Paul, MN 55101 ("County") and Trinity Services Group, Inc., 477 Commerce Boulevard, Oldsmar, Florida 34677, registered as a Corporation in the State of Minnesota ("Contractor").

1. Term

1.1.

The original term of this Agreement shall be from May 18, 2026 through May 17, 2028 and may be renewed for up to three (3) additional one year period(s).

The full term of this agreement (including renewals) is 5 year(s), 0 month(s) and 0 day(s).

1.1.1.

Contract renewals shall be made by way of a written Amendment to the original contract and signed by authorized representatives.

2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

2.1.

The Contractor's Proposal response dated January 6, 2026 (the "Proposal") is incorporated by reference herein. The County's Request for Proposals RFP-SHRF-25466 entitled Food Services dated November 19, 2025 and any addendums (the "RFP") are incorporated by reference herein.

The Contractor shall provide food services as the secondary/back-up contractor. The Contractor understands and agrees that services may never be rendered under this Agreement. In the event that the prime contractor is unable to perform its obligations, the County will notify the secondary/back-up contractor to commence its food services for the County.

A. Food Service Requirements

The Contractor shall meet all food service requirements set forth in the *Food Service Requirements* attached hereto and made a part of this Agreement as **Attachment A**.

B. Dietary Requirements

The Contractor shall meet all dietary requirements set forth in the *Dietary Requirements* attached hereto and made a part of this Agreement as **Attachment B**.

C. Current Food Service Equipment and Small Wares

1. The current list of *Food Service Equipment* owned by the County is attached hereto and made a part of this Agreement as **Attachment C**.
2. The current list of *Small Wares* owned by the County and current Contractor are attached hereto and made a part of this Agreement as **Attachment D**.

D. Background Checks

1. The Contractor shall comply with the following screening and security requirements in addition to those included in Section 9 Special Contract Terms and Conditions below.
2. All Contractor employees working on-site at the Adult Detention Center (ADC) shall successfully pass a background check before first entering the facility and upon request by the Undersheriff or designee. The background check will be conducted by and at the expense of the Ramsey County Sheriff's Office. Failure to comply may result in immediate termination of the resulting agreement. Any subcontractors, if authorized by the Sheriff's Office administrators or designee, must also pass a background check as described.
3. The Undersheriff or designee shall have the sole right, at any time, to reject any such employee who it determines in its sole discretion poses a risk or potential risk to the security or operations of the ADC.
4. All Contractor employees shall complete an orientation as defined by the Sheriff's Office administrator or designee. The Contractor and its employees will comply with all rules and regulations, policies and procedures, as well as any directives and/or orders by the Sheriff's Office administrators and staff. Any Contractor employee or subcontractor failing to comply with the aforementioned rules, regulations, policies, procedures, or directives may be escorted from the building and such action may be cause for termination of the resulting agreement.

E. Quantities

The County does not guarantee any minimum or maximum number of meals or food items during the term of this Agreement. Any quantities given were estimates only and were given only as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

F. Reports

The Contractor shall be able to report monthly to the County a usage report (MS Excel format) summarizing item usage that shall include at least the following information:

- Description of items purchased
- Quantity of items purchased
- Frequency of items purchase
- Individual cost per item
- Monthly total cost per item

Year to date quantity per item
Year to date total cost per item

The Contractor shall provide hard copies of usage reports at each monthly in-person meeting at the ADC.

The County reserves the right to request additional reports as needed.

G. Contract Management

The following staff are points of contact for managing this Agreement:

County:

Megan Schaefer, Planning Manager
Ramsey County Sheriff's Office
Law Enforcement Center
425 Grove Street, Saint Paul, Minnesota 55101
Office: 651-266-9374
Mobile: 651-775-6469
Email: megan.schaefer@co.ramsey.mn.us

Contractor:

James Perry, Senior Vice President of Sales
Trinity Services Group, Inc.
477 Commerce Boulevard
Oldsmar, Florida 34677
Mobile: 909-214-8670
Email: jim.perry@trinityservicesgroup.com

2.2.

During the term of the contract, the County reserves the right to add similar in scope goods/services, via written amendment, to accommodate accidental omissions, unanticipated needs, or new offerings.

2.3.

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

2.4.

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

3. Schedule

The Contractor shall provide services as and if requested by the County, it being understood that the County might not purchase any services under this Agreement.

4. Cost

4.1.

The County shall pay the Contractor the following unit rates:

A. Pricing

The Contractor shall conform to the *Pricing Worksheet* attached hereto and made a part of this Agreement as **Attachment E**.

B. Post Award Pricing

1. Pricing will not change during the first twelve (12) months after the commencement date of this Agreement. After the initial twelve (12) months, and annually thereafter on the anniversary of this Agreement, a price change request may be submitted to the County.

2. Pricing may be subject to review and adjustment annually based on the rate of increase or decrease in food costs as reported by the Consumer Price Index for all urban consumers in the Twin Cities Metropolitan, food away from home area as published by the U.S Bureau of Labor Statistics. The increase will be based on the annual adjustment listed for the previous year or a cap of 3% whichever is less. The meals must still be consistent with the agreed upon menus.

3. All price change requests must be submitted in writing to the County forty-five (45) days prior to the date the requested changes will take effect and must be accompanied by appropriately documented market justification. Price changes will only be granted by way of written amendment to this Agreement and approved by both parties.

5. Special Conditions

5.1.

Mandatory Legal Requirements

A. Material Conditions

The Contractor shall conform to the material conditions set forth in the *ADC Material Conditions* attached hereto and made a part of this Agreement as **Attachment F**.

6. County Roles and Responsibilities

The County shall conform to the roles and responsibilities set forth in the *County Roles and Responsibilities* attached hereto and made a part of this Agreement as **Attachment G**.

7. Contracting for Equity

7.1. Commitment to Advancing Racial Equity

The county is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's [Advancing Racial Equity policy](#) to learn more about Ramsey County's commitment to racial equity.

7.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

(3) that a violation of this section is a misdemeanor; and

(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."

7.3. Equal Employment Opportunity and Civil Rights

7.3.1.

Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

7.3.2.

Contractors shall comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel.

7.3.3.

Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

7.3.3.1.

Denied access to or opportunity to participate in or receive benefits from any service offered by contractors under the terms and provisions of this agreement; nor

7.3.3.2.

Subject to discrimination in employment under any program or activity related to the services provided by contractors.

7.3.3.3.

If it is discovered that a contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory practices, as described above, then the county may cancel said agreement as provided by the cancellation clause of this agreement.

7.4. Diverse Workforce Inclusion Resources

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. <http://www.ramseycounty.us/jobconnect>
2. <http://www.ramseycounty.us/constructionconnect>

Job Connect and the Construction Connect provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through askworkforcesolutions@ramseycounty.us or by calling 651-266-9890.

8. General Contract/Agreement Terms and Conditions

8.1. Payment

8.1.1.

No payment will be made until the invoice has been approved by the County.

8.1.2.

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

8.2. Application for Payments

8.2.1.

The Contractor shall submit an invoice monthly upon completion of services.

8.2.2.

Invoices for any goods or services not identified in this Agreement will be disallowed.

8.2.3.

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

8.2.4.

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

8.2.5.

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

8.2.6.

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

8.3. Independent Contractor

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

8.4. Successors, Subcontracting and Assignment

8.4.1.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

8.4.2.

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

8.5. Compliance With Legal Requirements

8.5.1.

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

8.5.2.

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

8.6. Data Practices

8.6.1.

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

8.6.2.

The Contractor designates JIM PERRY as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

8.6.3.

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

8.7. Security

8.7.1.

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published by Information Services Information Security. The Policies are posted at <https://www.ramseycounty.us/businesses/doing-business-ramsey-county/contracts-vendors/information-security-policies-vendors>.

8.7.2.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

8.7.3.

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

8.7.4.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

8.7.5.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

8.8. Payment Card Industry (PCI) Compliance

8.8.1.

All Point of Interaction (POI) devices must meet the Payment Card Industry (PCI) PIN Transaction Security (PTS) requirements and be included in the PCI PIN transaction devices list. In order for these devices to transmit cardholder data on the Ramsey County network these devices must meet the PCI Point-To-Point Encryption (P2PE) standards.

8.9. HIPAA Compliance

8.9.1.

The Contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments. The Contractor also agrees to comply with the HIPAA Privacy requirements, the HIPAA Standards for Electronic Transactions, the HIPAA Security requirements, the HIPAA Enforcement Rule, the HIPAA Breach Notification requirements, and any other applicable HIPAA laws, standards and requirements now or as they become law, including any future guidance issued by the Secretary of Health and Human Services.

8.9.2.

Because the Contractor's function or service, described in Section I, Scope of Services, will involve the disclosure of Protected Health Information (PHI) by the County, or the creation, use or disclosure of PHI by the Contractor on behalf of the County, the County (Covered Entity) is required to enter into a separate Business Associate Agreement (BAA) with the Contractor (Business Associate). The BAA ensures that the Contractor's performance under this contract (the Covered Agreement) complies with the privacy and security requirements under HIPAA and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH ACT). Consequently, the Contractor agrees to the terms and conditions of the BAA, attached hereto and incorporated herein by reference as Exhibit 1, and the parties further agree that the electronic approval of this contract also constitutes approval of the BAA.

8.10. Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

8.11. Prison Rape Elimination Act (PREA)

Contractor and staff will comply with the Prison Rape Elimination Act of 2003 (42 U.S.C. § 15601 *et seq.*), which establishes a zero-tolerance standard against sexual assault, and with all applicable PREA Standards including background checks, county policies related to PREA and county standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse with Facilities/Client Services owned, operated or contracted. Contractor acknowledges that, in addition to "self-monitoring requirements" the county will conduct announced or unannounced, compliance monitoring to include "on-site" monitoring. Failure to comply with PREA, including PREA Standards and county PREA policies may result in termination of the Agreement.

8.12. Contractor's Insurance

8.12.1.

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

8.12.2.

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

8.12.3.

Commercial general liability of no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,000,000 personal injury and advertising liability.

8.12.3.1.

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

8.12.4. Workers' Compensation

Contractor certifies it is in compliance with Minnesota Statutes Ch. 176 (Workers' Compensation). The Contractor's employees, subcontractors and agents will not be considered County employees. Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota.

Required minimum limits of \$500,000/\$500,000/\$500,000. Any claims that may arise under Minnesota Statutes Ch. 176 on behalf of these employees, subcontractors or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees, subcontractors or agents are in no way the County's obligation or responsibility.

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements. If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the County with a certificate of insurance.

8.12.5.

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

8.12.6.

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

8.12.7.

If the contractor is driving on behalf of the County but not transporting clients as part of the contractor's services under this contract, a minimum of \$500,000 combined single limit auto liability, including hired, owned and non-owned.

8.12.8.

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability, professional liability and umbrella liability insurance required of the Contractor under this Agreement.

8.12.9.

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies and/or certificates of insurance shall be submitted to the County upon written request and within 10 business days.

8.12.10.

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

8.12.11.

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

8.12.12.

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

8.12.13.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

8.13.Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

8.14.Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

County:

MEGAN SCHAEFER, PLANNING MANAGER, 425 GROVE STREET, SAINT PAUL, MN 55101

Contractor:

JIM PERRY, SENIOR VICE PRESIDENT OF SALES, 477 COMMERCE BOULEVARD, OLDSMAR, FLORIDA 34677

8.15. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

8.16. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

8.17. Conflict of Interest

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

8.18. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

8.19. Force Majeure

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but

not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

8.20.Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

8.21.Termination

8.21.1.

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

8.21.2.

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

8.21.3.

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

8.22.Interpretation of Agreement; Venue

8.22.1.

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

8.22.2.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

8.23.Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

8.24.Infringement

8.24.1.

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

8.24.2.

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinderment imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

8.25.Ramsey County Cooperative Contract

This is a Ramsey County Cooperative Contract available to all Ramsey County departments.

8.26.Cooperative Purchasing

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from

the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

8.27.Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

8.27.1.

Contracts and subcontracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

8.27.2.

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.

8.27.3.

Debarment and Suspension (Executive Orders 12549 and 12689)--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

8.27.4.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

8.27.5.

Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

8.27.6. 48 CFR § 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT

(a) Definitions. As used in this clause -

Agent means any [individual](#), including a director, an officer, an [employee](#), or an independent Contractor, authorized to act on behalf of the organization.

Full cooperation - (1) Means disclosure to the Government of the [information](#) sufficient for law enforcement to identify the nature and extent of the offense and the [individuals](#) responsible for the conduct. It includes providing timely and complete response to Government auditors' and investigators' request for documents and access to [employees](#) with [information](#);

(2) Does not foreclose any Contractor rights arising in law, the Federal Acquisition Regulation (FAR), or the terms of the contract. It does not require --

(i) A Contractor to waive its attorney-client privilege or the protections afforded by the attorney [work](#) product doctrine; or

(ii) Any officer, director, owner, or [employee](#) of the Contractor, including a sole proprietor, to waive his or her attorney client privilege or [Fifth Amendment](#) rights; and

(3) Does not restrict a Contractor from --

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

Principal means an officer, director, owner, partner, or a [person](#) having primary management or supervisory responsibilities within a business entity (e.g., general

manager; plant manager; head of a division or business segment; and similar positions).

Subcontract means any contract entered into by a [subcontractor](#) to furnish [supplies](#) or services for performance of a prime contract or a [subcontract](#).

Subcontractor means any supplier, distributor, vendor, or firm that furnished [supplies](#) or services to or for a prime contractor or another [subcontractor](#).

United States means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct.

(1) Within 30 days after contract award, unless the Contracting Officer establishes a longer time period, the Contractor shall -

- (i)** Have a written code of business ethics and conduct;
- (ii)** Make a copy of the code available to each [employee](#) engaged in performance of the contract.

(2) The Contractor shall --

- (i)** Exercise due diligence to prevent and detect criminal conduct; and
- (ii)** Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)

(i) The Contractor shall timely disclose, in writing, to the [agency](#) Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of this contract or any [subcontract](#) thereunder, the Contractor has credible evidence that a [principal](#), [employee](#), [agent](#), or [subcontractor](#) of the Contractor has committed -

(A) A violation of Federal criminal law involving fraud, conflict of [interest](#), bribery, or gratuity violations found in [Title 18](#) of the [United States](#) Code; or

(B) A violation of the civil [False Claims Act](#) ([31 U.S.C. 3729-3733](#)).

(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat [information](#) obtained pursuant to the Contractor's disclosure as confidential where the [information](#) has been marked "confidential" or "proprietary" by the company. To the extent permitted by law and regulation, such [information](#) will not be released by the Government to the public pursuant to a [Freedom of Information Act](#)

request, [5 U.S.C. Section 552](#), without prior notification to the Contractor. The Government may transfer documents [provided](#) by the Contractor to any department or [agency](#) within the [Executive](#) Branch if the [information](#) relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the Contractor shall notify the OIG of the ordering [agency](#) and the IG of the [agency](#) responsible for the basic contract.

(c) Business ethics awareness and compliance program and internal control system. This paragraph (c) does not apply if the Contractor has represented itself as a [small business concern](#) pursuant to the award of this contract or if this contract is for the acquisition of a [commercial product](#) or [commercial service](#) as defined at [FAR 2.101](#). The Contractor shall establish the following within 90 days after contract award, unless the Contracting Officer establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the Contractor's standards and procedures and other aspects of the Contractor's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating [information](#) appropriate to an [individual](#)'s respective roles and responsibilities.

(ii) The training conducted under this program shall be [provided](#) to the Contractor's [principals](#) and employees, and as appropriate, the Contractor's [agents](#) and subcontractors.

(2) An internal control system.

(i) The Contractor's internal control system shall -

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the Contractor's internal control system shall [provide](#) for the following:

(A) [Assignment](#) of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an [individual](#) as a [principal](#), whom due diligence would have exposed as having engaged in conduct that is in conflict with the Contractor's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Contractor's code of business ethics and conduct and the special requirements of Government contracting, including --

(1) Monitoring and auditing to detect criminal conduct;

(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which [employees](#) may report suspected instances of improper conduct, and instructions that encourage [employees](#) to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the [agency](#) OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the Contractor or a [subcontractor](#) thereunder, the Contractor has credible evidence that a [principal](#), [employee](#), [agent](#), or [subcontractor](#) of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of [interest](#), bribery, or gratuity violations found in [Title 18 U.S.C.](#) or a violation of the civil [False Claims Act](#) ([31 U.S.C. 3729-3733](#)).

(1) If a violation relates to more than one Government contract, the Contractor may make the disclosure to the [agency](#) OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the contractor shall notify the OIG of the ordering [agency](#) and the IG of

the [agency](#) responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an [individual](#) contract continues until at least 3 years after [final payment](#) on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b)(3)(ii) of this clause.

(G) [Full cooperation](#) with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The Contractor shall include the substance of this clause, including this paragraph (d), in [subcontracts](#) that exceed the threshold specified in [FAR 3.1004\(a\)](#) on the date of [subcontract](#) award and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil [False Claims Act](#) or of Federal criminal law shall be directed to the [agency](#) Office of the Inspector General, with a copy to the Contracting Officer.

8.28. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

8.29. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

8.30. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

9. Special Contract Terms and Conditions

9.1.

Subcontractors

The Contractor will be authorized to subcontract pest control services. All other subcontractors shall be approved by the Undersheriff or designee. All

subcontractors shall adhere to Section 8.11 and 9.4, PREA and CJIS Requirements, respectively.

9.2 Contractor's Personnel

Contractor shall ensure that during the term of this Agreement, it has adequate staff of competent personnel to perform the services and provide the deliverables set forth in this Agreement. The County may, at any time, request in writing, the withdrawal or replacement of any personnel assigned to an SOW and such request shall not be unreasonably refused by the Contractor. The Contractor shall not replace or withdraw any personnel assigned to this Agreement without prior written consent of the County.

9.3 Acknowledgement of Necessity of Services

Because of the nature of necessity of the services provided under this Agreement, the Contractor acknowledges that the Contractor cannot discontinue services under Agreement, for ANY reason without providing the County with enough time to obtain the same or similar services from an alternative contractor.

9.4 CJIS Requirements

The County has electronic access to state and federal databases containing unencrypted and confidential Criminal Justice Information ("CJI"). These databases are managed by the Minnesota Bureau of Criminal Apprehension ("BCA") which requires that anyone who could have 'logical and physical access to CJI' must submit to a fingerprint-based record check ("Covered Individuals"). This includes not only those who actually have authorization to access CJI from their desktop computers, but also includes those who receive the CJI for any reason and those who do not receive CJI but are or could be in the general physical proximity of those who do receive it. This includes both a Contractor's employees and sub-contractors.

Covered Individuals must contact the BCA at BCACJISSATScreening@state.mn.us to complete the vendor screening program. Covered Individuals must complete the program and obtain approval prior to accessing any CJIS data under this Agreement.

Upon receipt of the record checks, the County will evaluate them to determine, in the County's sole discretion, whether the individual may provide services to the County pursuant to this Agreement. The County may require Covered Individuals to submit to a background check every five years

Additionally, Contractor and all applicable employees and/or subcontractors must be in compliance with all applicable data security rules and regulations. Contractor must maintain an overall understanding and provide the current level of compliance with Federal Bureau of Investigation's Criminal Justice Information Services (FBI CJIS) Security Policy 5.4, and related security policy(ies) or its successor version(s), including the *CJIS Security Addendum, Exhibit 2* and the *CJIS Security Addendum Certification, Exhibit 3* as well as the Minnesota Bureau of Criminal Apprehension's Minnesota Justice Information Services (BCA MNJIS) security requirements outlined

in FBI CJIS requirements document(s) and BCA Security Policy 5050, or its successor version(s). **Exhibit 2** and **Exhibit 3** are attached and made a part of this Agreement.

PROFESSIONAL SERVICES AGREEMENT #: RC-000710
ATTACHMENT A – FOOD SERVICE REQUIREMENTS

The Contractor shall meet all food service requirements including, but not limited to the following:

A. Service Requirements

1. The Contractor shall serve high quality, nutritious, well prepared and tasteful meals at appropriate temperature at a reasonable cost. Meals should align with Minnesota Department of Health (MDH) regulations and the United States Department of Agriculture (USDA) nutrition guidelines for Americans.
2. The Contractor shall operate the food service program utilizing professional personnel trained in a correctional food service/supervised living environment.
3. The Contractor shall develop and implement a written food service plan with clear objectives, policies, procedures and a plan of evaluation of compliance. A system for ordering meals in advance will be negotiated with the Contractor to ensure the proper number of meals are provided.
4. The Contractor shall operate the food service program to meet or exceed the laws, rules, and regulations of all jurisdictional agencies and trade associations covering food preparation and service for detention facilities including, but not limited to: Minnesota Department of Health (MDH), American Correctional Association (ACA), Minnesota Department of Corrections (DOC) and the National Commission on Correctional Health Care, as well as all federal, state and local laws and regulations governing the food service industry.
5. The Contractor shall provide the expertise, management, staff, and preparation skills for the consistent, timely service of meals, sanitary food management and supervision.
6. The Contractor shall maintain all Material Safety Data Sheets (MSDS) and hazardous chemical inventory and chemical labeling system in compliance with MN DOC Rule 2911.5450.
7. The County reserves the right to inspect the Contractor's food storage facility(ies) prior to award and at any time during this Agreement.

B. Staffing Requirements

1. The Contractor shall provide one (1) full-time on-site Certified Food Service Manager and one (1) full-time on-site Assistant Food Service Manager who have attained MDH Food Service Certification.
 - a. The Certified Food Service Manager and Assistant Food Service Manager will be provided an office on-site at the ADC.
 - b. It is desired that the Certified Food Service Manager and Assistant Food Service Manager have a minimum of five (5) years of correctional / institutional food service management experience.

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2. The Contractor shall provide adequately experienced and trained full-time staff to provide competent services, along with sufficient back-up personnel. It is desired that staff have a minimum of two (2) years of correctional / institutional food service experience.
3. All on-site staff shall be ServSafe certified by the National Restaurant Association prior to the anticipated agreement start date and shall remain ServSafe certified during the term of the Agreement. If on-site staff are not ServSafe certified, the Food Service Manager must provide the ADC proof that staff are registered for the ServSafe classes.
4. The Contractor shall provide adequate staffing for all positions to ensure full staffing at the ADC to address vacations, sickness, resignations, discharges of personnel, and/or other types of staff absences.
5. The Contractor shall provide production chefs that shall be assigned to work in the ADC facility exclusively and shall not rotate to other facilities without prior approval by the ADC Administrator or designee.
6. The Contractor shall provide and ensure all staff receive annual training on safety, security and proper food handling procedures. An option for training may be for staff to become members of a professional organization, such as the Association or Correctional Food Service Affiliates, for training and mentorships.
7. The Contractor shall provide a corrections-experienced Registered Dietitian available for menu development and to ensure quality, nutritious meals are being served and in accordance with the requirement listed within this Agreement.
8. The Contractor shall ensure that the Registered Dietitian reviews periodic requests for special diets and will respond to the ADC staff within 48 hours.
9. The Contractor shall provide and ensure all staff wear a uniform that properly identifies the staff member as a contract worker. The uniform must be clean and presentable daily.
10. The Contractor shall ensure all staff shall comply with the MDH Food Handlers regulations, which include but are not limited to: TB screening and annual testing, immunizations policies, policies regarding sick employees and use of universal blood and body fluid precautions. Screening, testing, and immunizations shall be at no cost to the County. The Contractor will be required to give the County written documentation of its compliance with these regulations prior to any staff or subcontractor staff providing services under this Agreement.

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11. The Contractor shall ensure all staff, while in any County facility, follow County security procedures and shall take direction from the designated County representative in an emergency situation.
12. The Contractor shall ensure all staff shall comply with the County's written policy and procedures relating to facility security. The Contractor's staff will be responsible for the security and control of their work tools, utensils, and County issued keys. All tools, utensils, and keys shall be kept in a locked area when not in use. Recorded inventory control shall be maintained of all such items on a daily basis.
13. The Contractor shall ensure no staff, agents or subcontractors will carry or possess a firearm, ammunition, or other weapons on County premises or while acting on behalf of Ramsey County pursuant to the terms of this Agreement. Violation of this provision will be considered a substantial breach of the agreement and, in addition to any other remedy available to the County under law or equity, violation of this provision will be grounds for immediate suspension or termination of this Agreement.

C. Meal Requirements for ADC Inmates

1. The Contractor shall be responsible for providing food that is nutritionally balanced, well prepared, tasteful, and maintains proper temperature control. Nutritional value and recommended daily allowances for macro and micronutrients will, at a minimum, conform to the MN DOC Rules 2911.3800 - 4800 for this facility. NO PORK PRODUCTS, byproducts, or flavorings with pork are allowed to be served due to religious and allergy requirements.
2. The Contractor shall provide and ensure a minimum of that two (2) of the three (3) meals provided per day will be HOT in accordance with ACA standards, unless the menu is approved in advance by the Undersheriff or designee. Any changes to the written food service plan during this Agreement term shall be approved by the Undersheriff or designee, IN WRITING, and will only be approved if accompanied by a licensed dietitian's certification that the new food service plan will meet all requirements described in this Agreement specifications. If the nutritional standards are changed during the term of this Agreement, menus will be adjusted to comply at no change in the pricing.
3. The Contractor shall ensure that the temperature of prepared foods (hot and cold foods) is expected to meet the following standards just prior to making up trays at the serving line:
 - a. Cold Foods 40⁰ or Below
 - b. Beef 155⁰ or Higher
 - c. Chicken 165⁰ or Higher
 - d. Pork 145⁰ or Higher
 - e. Fish 145⁰ or Higher
 - f. Reheated Leftovers 165⁰ or Higher
 - g. Food at Serving Line 145⁰ or Higher

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Foods may be cooked to a higher temperature as these are minimum temperatures that should be reached for at least 15 seconds.

Foods should be cooled from 140⁰ to 40⁰ within 4 (four) hours.

4. The Contractor shall ensure that all thermometers should be calibrated at a minimum on a weekly basis.
5. The Contractor shall provide seasonal changes to ADC inmate menus at least three (3) times per year, every 120 days.
6. The Contractor shall ensure when serving fruits and vegetables, the minimum amount of liquids is included with the approved serving size amount.
7. The Contractor shall ensure when serving fresh fruit and vegetables, the fresh fruit and vegetables are fresh for the growing seasons. For example, strawberries and watermelon for the summer season.
8. The Contractor shall ensure all meals for inmates and staff shall be reasonably seasoned to industry standards.

D. Meal Requirements for ADC Staff

1. The Contractor shall provide and furnish food that is nutritionally balanced, well prepared, and tasteful, served buffet style and/or on trays, which includes but not limited to at least three (3) of the following:
 - a. hot entrées
 - b. soup
 - c. salad bar
 - d. sandwiches and chips or some kind of 'grab and go' menu option
2. The Contractor shall also provide and furnish at each food service mealtime there will be at least two (2) of the following:
 - a. fruit option, fresh fruit when reasonably available
 - b. vegetable option, fresh vegetables when reasonably available
 - c. dessert option
3. The Contractor shall provide and furnish milk that will be served at each food service mealtime. The Contractor shall provide a variety of milk options to include but not limited to 2% milk and chocolate milk.
4. The Contractor shall provide and furnish cold cereal, milk, and bread that will be provided in the officer dining room 24 hours per day. The Contractor shall provide condiments for toast and hard-boiled eggs.

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- a. The Contractor shall ensure continuous availability and replenish food items during high volumes, especially before and after each shift change.
5. The Contractor shall ensure and provide name brand condiments furnished in bulk or in portion-controlled packets. The Contractor shall monitor the availability of all condiments on an on-going basis and shall refill condiments in order to maintain an adequate supply in the officer dining room at all times.
6. Prior to commencement of services, the Contractor shall meet with the Undersheriff or designee and Food Service Director to review and approve menu items. Upon approval, the Contractor shall serve and provide food in accordance with the approved menus.
7. Menu items shall be reviewed and approved on a semi-annual basis with the Undersheriff or designee and Food Service Director. The County reserves the right to change menu items during the term of this Agreement at the request of the Undersheriff or designee without any cost increase as long as the overall meal requirements stated above are not changed. Upon approval, the Contractor shall serve and provide food in accordance with the approved menu.
8. The Contractor shall ensure ADC staff menus rotate every 14 calendar days with no repeat meals.
9. The Contractor shall post in the officer dining room the weekly ADC staff menu.
10. Meals shall be paid for by the County for Sheriff's Office, Detention Services Division staff only.
11. The Contractor shall submit quarterly reports to the Undersheriff or designee indicating the number of staff meals served on a monthly basis.
12. The County reserves the right to provide staff meals from an outside food service contractor on an as-needed basis.
13. Upon request by the County, the Contractor shall provide additional staff meals to during ADC campus events.
14. Upon request by the County, the Contractor shall provide specialty staff meals served to each mealtime on a monthly basis or upon request.

E. ADC Inmate Mealtime Schedules

1. ADC Inmate meals are served at the following times:
 - Breakfast at 4:30 AM
 - Lunch at 10:30 AM
 - Dinner at 4:30 PM

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2. The Contractor must ensure food trays will be started 90 minutes prior to the start of each mealtime. Food carts with trays may be pushed down the hall 30 minutes prior to each mealtime.
3. A mealtime schedule shall be mutually agreed upon between the County and Contractor.
4. At least three (3) meals, seven (7) days a week, shall be provided at regular mealtimes. DOC rules require one (1) hot meal per day, but the ADC has elected to provide two (2) hot meals per day in accordance with ACA standards and Minnesota 2911.3900 Dietary Allowances.
5. Other DOC approved schedules such as Weekend/Holiday brunches shall be mutually agreed upon by the County and Contractor.
6. The Contractor may be required to provide food services for some inmates at times other than normal scheduled mealtimes, as determined by the County.
7. The County reserves the right to alter the meals times based on the needs of the ADC.

F. ADC Staff Mealtime Schedules

1. The Contractor shall ensure food services for on duty ADC staff shall be provided buffet style at the following mealtimes:
 - Lunch from 10:30 AM through 12:30 PM
 - Dinner from 5:00 PM through 7:00 PM
 - Overnight dinner from 12:00 AM through 2:00 AM
2. The overnight dinner meals are currently prepared on trays and placed on a cart. The County wishes to continue this service, but would like the option for buffet style as requested.
3. The Contractor shall ensure all meals will be prepared fresh for each food service mealtime schedule.
4. The Contractor shall ensure the ADC staff food shall be made available in the officer dining room adjacent to the tower elevator lobby.

G. Food Service Preparation and Delivery for ADC

1. The Contractor shall provide food service 365 days a year. No excuse or deviations shall be accepted for non-compliance with this requirement.
2. The Contractor shall ensure sufficient quantities of food shall be available for each meal to allow for unexpected increases in facility populations.
3. The Contractor shall ensure meals served must follow set menus as provided and approved by the Contractor, Registered Dietitian and the County.

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4. The Contractor shall ensure all foods served shall be wholesome and free from spoilage and decay. All food items purchased shall meet and comply with all local, county, state and federal codes, laws, rules and regulations.
5. The Contractor shall ensure all institutional meat purchased must meet the "General Requirements" as formulated by the USDA. The Contractor shall ensure no mechanically separated chicken or turkey shall be used to feed the ADC inmates or staff.
6. The Contractor shall ensure the minimum grade for food items is as follows:
 - a. Poultry - USDA Grade A
 - b. Fish - USDA Grade A
 - c. Beef - USDA Good or Better and 80% lean or greater
 - d. Eggs - USDA Grade A Medium Vegetables (frozen only) Standard or Better
 - e. Fruit (canned in water packed or light syrup only) Standard or Better
 - f. Fresh fruit and vegetables - USDA No. 1
 - g. Dairy products and real cheese - USDA Grade A
 - h. Ground beef - USDA Good or Better - not to exceed 20% fat
 - i. Smoked meats - Best quality
 - j. Provisions and variety meats - Retail quality, Grade #1 (USDA inspected plants)
 - k. Coffee and tea - Best grade/national brands
 - l. Other beverages - Best grade/national brands
7. The Contractor shall procure and provide all raw food and ingredients necessary to prepare meals and shall provide adequate trays, cups, sporks, napkins, and condiments, including, but not limited to; salt, pepper, mustard, ketchup, jelly, and sugar, for all inmate meals. Generally non-disposable trays, cups, and sporks will be used for ADC inmates; however, disposable options must be available for ADC staff.
 - a. The Contractor shall ensure all food preparation for ADC inmates and staff shall take place in the ADC kitchen provided by the County. The Contractor may be allowed to purchase or produce food off-site at the approval of the Undersheriff or designee.
 - b. The County and Contractor ensure that NO inmate labor will be allowed in the food service operation. The Undersheriff or designee may authorize inmates to assist with cleaning the kitchen, which is separate from the requirements included in this Agreement.
 - c. Food Service at the ADC:
 - i. The Contractor shall ensure all tray meals for ADC inmates shall be equally portioned and have the exact same food items on the food trays, with the exception of religious or special diet meals, and placed in food delivery carts.

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- ii. The Contractor shall deliver prepared food trays, cups, sporks and utensils via the kitchen sally port adjacent to the second-floor housing tower elevator lobby. Trays will then be delivered by ADC staff. The return of food trays, cups, and sporks, and trash will be accomplished via the same route.

H. Billing and Record Keeping

1. The County shall pay for all ADC inmates and ADC staff meals ordered, whether consumed or not, provided that the meals are consistent with the agreed-upon menus.
2. The Contractor shall provide full and accurate records of meal counts in connection with food services provided for ADC inmates and separate from records for the ADC staff.
3. The Contractor shall provide full and accurate records of sales and meal count records in connection with food services for ADC staff. A copy of all records shall be furnished on a monthly basis, on or before the 10th calendar day, covering the preceding month, to designated County personnel. In addition, all records pertaining to this Agreement shall be available for auditing by the County or an independent auditor designated by the County.

I. Contingency of Food Services

1. For continuation of food service should the on-site ADC kitchen be rendered unusable through unanticipated events including, but not limited to: fire, power outages, natural disaster, and actions taken as a result of health inspections, the Contractor shall provide the Undersheriff or designee with an agreed upon food service procedure and menu.
2. For continuation of food services including, but not limited to: pandemic, social injustice, civil unrest or other events, the Contractor shall work through, be flexible, and adjust coming up with alternative solutions to providing food services.
3. The Contractor shall immediately inform designated County staff of any equipment failures, loss of materials or any other condition that will affect the preparation and service of meals or the security of the ADC and shall provide a plan to remedy the problem so as not to interrupt the onsite food services program.

J. Deliveries of Food Products and Supplies

1. The Contractor shall keep the ADC loading dock free of obstructions and in a state of cleanliness that complies with state and local health related requirements.
2. The Contractor shall unload all deliveries for food services immediately after the delivery arrives to ensure food safety.
3. The Contractor shall be responsible to provide any equipment needed to complete the food service delivery process. A loading dock is available at the ADC.

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4. All items delivered must fit through the elevator, the measurements of the opening to the elevator are 47.5" x 95".
5. All delivery items must be delivered between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding County holidays, unless otherwise requested by the County.

K. Housekeeping Services

1. The Contractor shall maintain a neat and orderly operation at all times, including the necessary housekeeping services in the ADC kitchen and the removal of all trash and recycling, including breaking down all cardboard. Refer to *Waste Resource Management* section S below.
2. The Contractor shall keep, track, and provide upon request a documented cleaning schedule for all areas of the ADC kitchen.
3. The Contractor shall wipe down and clean all counters, tables, and chairs in the ADC officer dining room on a daily basis prior to each meal.
4. The Contractor shall sweep and mop the ADC officer dining room on a daily basis.
5. The Contractor shall remove the trash and recycling and breakdown all cardboard in the ADC officer dining room on a daily basis.
6. The Contractor shall provide a deep clean of the ADC officer dining room on a weekly basis.
7. The Contractor shall keep all perimeter ADC kitchen doors closed and secure when not in use.
8. The Contractor shall empty and wash all food delivery carts trays, cups, dishes, eating utensils, food preparation utensils, food delivery carts, and other equipment necessary for the food service operation after each meal.
9. The Contractor shall wipe down the food delivery carts after each meal and spray down the carts in the soak room daily.

L. Key/Card Access Control

Key/card access control shall be the responsibility of the Contractor. The County may issue keys or access cards on an as-needed basis. Any key/access card that is lost, stolen or broken will be reported immediately to the County. In the event the Contractor, for any reason, does not return a key or access card, it shall be at the expense of the Contractor to restore and/or maintain security of the facility as deemed necessary by the County. This may include, but is not limited to, rekeying of all effected locksets or reprogramming costs for the card access system.

M. Laundry

All linens used to provide food services to the ADC and will be the sole responsibility of the Contractor to furnish and be laundered.

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N. Permits, Licenses and Codes and Safety

1. The Contractor shall possess and maintain in force all required federal, state and local licenses, permits, public health certificates, and public safety inspections for the operation of food services in correctional facilities. It is the sole responsibility of the Contractor to determine the requirements and pay all applicable fees and make all documentation available to the County upon request.
2. Inspections of the food service areas within either the ADC shall be made by the County when deemed necessary, with or without advance notice to the Contractor.
3. Mandatory annual Fire Department, MDH, DOC and inspections of the kitchen and other food preparation areas in the ADC must show compliance with the rules and regulations of those agencies. Failure to comply may result in contract termination for cause.

O. Space/Property

1. The Contractor shall protect all surfaces that the Contractor may come in contact with (walls, floors, elevators, etc.) from damage by providing adequate building protection. Damages caused by the Contractor to ADC shall be reported and documented to the Sheriff's Office immediately.
2. Any and all damages due to the Contractor's negligence or willful misconduct shall be replaced or repaired by the Contractor to the Sheriff's Office satisfaction and at no cost to the Sheriff's Office.
3. The Contractor shall be responsible for contracting with a licensed pest control contractor for monthly scheduled services or more frequently if needed, in the food preparation area of the ADC.
4. The space and equipment used by the Contractor within the ADC shall not be used to prepare food for other agencies or persons other than those designated under this Agreement without prior approval by the Undersheriff or designee.

P. Surveys

1. In order to assure a high quality of service and food being provided to both the ADC inmates and staff, the Contractor shall provide a survey system with the supervision of the County on a semi-annual basis or as requested.
2. The survey must allow the respondent to be anonymous or include their names for follow-up by the Contractor and County.
3. Survey items to be rated shall include, but are not limited to:
 - a. Food Quality
 - b. Food Appearance
 - c. Taste

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- d. Temperature
- e. Portion Size

4. The Contractor agrees to maintain a rate of 3 or better on a scale of 1 to 4.

Q. Temperature Logs

The Contractor shall keep and provide the County with the following documents on a monthly basis or upon request:

- Refrigeration and freezer temperatures
- Food temperatures
- Dishwashers temperatures
- Dry storage temperatures

R. Quality Control

The Contractor shall comply with the following requirements to ensure quality goods and services are provided to the County:

1. The Contractor shall meet monthly in-person or via conference call with the Undersheriff or designee and staff to discuss the quality of service and to ensure that the Contractor is meeting their contractual obligations. The Contractor's Food Service Director and Regional Director are required to attend these monthly meetings.
2. The Contractor shall meet monthly for no less than the first six (6) months of this Agreement and may be adjusted to quarterly meetings after the six (6) months at the discretion of the ADC administrator or designee.
3. Failure of the Contractor to participate in these meetings may be cause for termination of this Agreement.

S. Waste Resource Management

1. The County's top priority for waste management and the use of resources is to reduce the volume and toxicity of the waste produced in its operations. The Contractor shall use County facilities, equipment and other resources in an environmentally responsible manner so that energy is conserved and resources are sustained instead of depleted.
2. The Contractor shall meet the following objectives in its day-to-day operations:
 - a. Foodservice waste shall be minimized. The Contractor shall work with the County to identify waste reduction and reuse opportunities and develop strategies to implement them.
 - b. The separation of recyclables and organic materials from the foodservice waste stream, as directed by the County's recycling and organics management program, shall be

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maximized. Recyclables include: (1) cardboard; (2) recyclable paper; (3) cans, glass and plastic food and beverage containers; and (4) additional materials as identified by the County. Organic materials include: (1) food waste (e.g., food preparation waste, plate waste, expired or spoiled food and un-served edible food); (2) non-recyclable paper and cardboard; (3) wood waste; and (4) additional materials as identified by the County. Separation of recyclables and organic materials from the foodservice waste stream includes: (1) training foodservice staff on what types of materials are accepted in the County’s recycling and organics management program; (2) placing recyclables and organic materials in the appropriate collection containers provided by the County; (3) preparing recyclables and organic materials for storage and shipment (e.g., flattening cardboard boxes, etc.) by the County; and (4) transferring recyclables and organic materials to storage areas designated by the County, as appropriate.

- c. The use of garbage disposals to grind and sewer food waste will be minimized and eliminated, wherever possible.
- d. Unless otherwise provided by the County’s recycling and organics management program, grease and fat shall be disposed of in separate containers that will be stored in the trash compactor room and shall be removed as per arrangement between the Contractor and a designated grease and fat recycling contractor at the Contractor’s expense.
- e. Residual foodservice waste not accepted in the County’s recycling and organics management program shall be transferred and placed in the compactor or other disposal equipment designated by the County.
- f. The Contractor shall keep the loading dock in a state of cleanliness that meets the satisfaction of the Saint Paul-Ramsey County Department of Public Health and is free of obstructions.
- g. The County shall provide the following:
 - i. Waste collection containers, equipment and pick-up services.
 - ii. Recycling collection containers, equipment and pick-up services.
 - iii. Organics collection containers, equipment and pick-up services.
 - iv. Information and resources to train foodservice staff on participating in the County’s recycling and organics management program.
- h. The Contractor shall be in compliance with the county’s food waste management and recycling policies and procedures.

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T. Additional Requirements

1. The County reserves the right throughout the term of this Agreement to request pricing for and add this Agreement a limited number of like items to accommodate the need for any items that may have been inadvertently omitted from the items included in this Agreement.
2. The Contractor may be asked to provide additional bulk food items (e.g. gallons of coffee, 100% juice, hot chocolate) and ala carte items as requested by an authorized department representative throughout the term of this Agreement.
3. Throughout the term of this Agreement, the Contractor may be asked to provide food and beverage services for official/special functions or other events of the County including the Sheriff's Office and any other County department(s), upon request. The Contractor's service must include the ability to provide full meals, fruits and vegetables, desserts, coffee, juices, box lunches, and/or other items as requested. These catering orders shall be invoiced separately from ADC inmate meal costs and ADC staff meals costs. Depending on the nature/location of the function or event, the Contractor may be asked to agree to/sign additional documentation.
4. The Contractor will have a supplier and a back-up supplier and have an account with a local grocery store for small purchases.
5. The Contractor will work the ADC and Ramsey County Correctional Facility for opportunity buys.

U. Requirements Prior to Commencement of Services

1. The Contractor shall develop and provide written procedures specific to the ADC for approval by the applicable facility's authorized representative for the following topics:
 - a. Meal delivery details to include written Service Delivery Procedures
 - b. Sample menus, particularly for special diet menus, religious diets, such as diabetic, heart healthy, vegetarian, etc. along with pictures of meals.
 - c. Safe, sanitary and secure food management including supervision of food service, staff, and security
 - d. Monthly billing
 - e. Dealing with complaints by inmates and County staff about food. This procedure shall include the Certified Food Service Manager talking to inmates about food complaints if requested by the County.
2. The Contractor shall provide:
 - a. The Contractor shall provide the County a list of all staff and subcontractors who will require access into the ADC.

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- b. The Contractor shall provide the County a list of all subcontractor information and names and resumes of the subcontractor's staff who will be assigned to this Agreement shall be submitted to the County for approval. The County retains the right to review and approve any subcontractors proposed.
 - c. The Contractor shall ensure all staff and subcontractors who work in the ADC shall receive a Mantoux screening and a criminal background check at the County's cost. Thereafter, all assigned staff must submit to an annual Mantoux screening and criminal background checks prior to starting work under this Agreement.
 - d. All Contractor staff and subcontractors who work in the ADC shall be approved by the County. The County reserves the right to approve and/or deny entry to the ADC to any Contractor staff or personnel who have not received prior approval by the County to work in the facilities. The Contractor may not change the staff assigned to work in the ADC without prior approval by the County. It is the Contractor's responsibility to ensure that all staff assigned to work in the ADC are made familiar with and follow all specific requirements outlined in this Agreement. It is the Contractor's responsibility to monitor performance of its staff (including but not limited to: scheduling periodic meetings with its personnel, performing regular background checks, and visiting the ADC and to take appropriate corrective action if the performance falls below the standards set forth in this Agreement. The Contractor shall be required to provide adequate staffing levels of approved personnel at all times.
 - e. The Contractor shall distribute to all staff, as part of its employee in-service training, documentation and information provided by the Sheriff's Office, relating but not limited to: building access and security.
3. Within a mutually agreed upon time period after execution of this Agreement with the County, the Contractor will organize and hold an in-person kick-off meeting to review expectations, provide a high-level project schedule/workplan with key tasks, milestones, deliverables and staffing requirements that are necessary to ensure a successful start date for the requested services.

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ATTACHMENT B – DIETARY REQUIREMENTS

The Contractor shall meet all dietary requirements including, but not limited to the requirements listed below:

DIETARY REQUIREMENTS FOR ADC INMATES

1. Menus will be based on a four-week cycle, seven (7) days per week, including holidays.
2. Menu food items must be served as stated each day and may not be adjusted unless extreme circumstances occur, such as power outage, disaster, etc.
3. Menus are to be submitted for the following three (3) month period, already approved by a Registered Dietitian to the Undersheriff or designee for approval on a quarterly basis.
4. The meals must still be consistent with the agreed-upon pre-approved menus.
5. All meals prepared and served at the ADC facility shall always be under the supervision of the Contractor.
6. The food provided to inmates each day shall meet an average weekly calorie requirement of 2400 calories per day and meet the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine. The meals served will meet the mandated dietary allowances through the Minnesota Department of Health rules; however, will be adjusted if revisions and updates to the Minnesota Department of Health rules occur during this Agreement in order to reflect the most up-to-date nutrition requirements accordingly.
7. The Contractor shall ensure no more than three (3) casserole dishes shall be included on the menu per week. Any menu substitutions and/or portion size changes must be approved in advance, in writing, by the Undersheriff or designee.
8. **Breakfast**
Breakfast meals shall include the following, but not limited to:
 - a. One (1) **protein**, such as egg, meat, poultry, cottage cheese, or yogurt.
 - b. One (1) **Fruit** or Orange juice (requirement of the Minnesota Administrative Rules)
 - c. One (1) **Grain** (starch), such as toast or other bread product, potatoes, or hot (such as oatmeal) or cold cereal (must include, but not limited to: Cheerios, Raisin Bran, Rice Krispies, Corn Flakes, Chex Cereal, no high sugar content cereals). Cereal will be provided in pre-made, measured bowls for easy to serve.
 - d. The Contractor may rotate the breakfast menu to ensure the same meal is not served every day. The Contractor may rotate the grain and protein product.
 - e. The Contractor may serve breakfast meals cold or hot.
9. **Lunch and Dinner**
Lunch and dinner meals shall include the following, but not limited to:
 - a. One (1) **protein** source, such as meat, poultry, eggs, cheese, or cottage cheese. Serving size shall be three (3) ounces or greater portion.
 - b. At least one (1) green, red, or yellow **vegetable** (served hot or cold, such as peppers, lettuce, tomatoes, squash, zucchini) for two (2) meals each day.

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ATTACHMENT B – DIETARY REQUIREMENTS

- c. One (1) **grain** (starch) source, such as pasta, rice, other grain, bread, or potato); ½ the recommended servings of grains must be whole grain (whole grain bread, pasta, or brown rice), the other ½ servings must be enriched.
- d. At least one (1) **fruit** for two (2) meals each day.
- e. Some foods with fat can be included, such as salad dressing, butter, margarine, sour cream, oil, or gravy.

10. Bag Lunches

Bag lunch meals shall include the following, but not limited to:

- a. Bag lunch meals shall be equivalent to the hot meals 2400 calorie requirement for the day.
- b. Two (2) sandwiches (protein plus grain) to include: meat (shall be a four (4) ounce portion) cheese.
- c. One (1) dairy beverage (1% or greater fluid milk)
- d. One (1) piece of fruit (apple).
- e. Vegetables (carrots or celery sticks).
- f. One (1) dessert (cookie).
- g. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

11. Snack Bags

Snack bag meals shall include the following, but not limited to:

- a. One (1) sandwich to include: meat (shall be a two (2) ounce portion) cheese.
- b. One (1) dairy beverage (1% or greater fluid milk)
- c. One (1) piece of fruit
- d. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

12. Desserts

Desserts shall include the following, but not limited to:

- a. Desserts shall be served three (3) days per week and one (1) weekend day only during lunch or dinner meals.
- b. Of the four (4) desserts served each week, desserts shall include:
 - i. One (1) must be a fruit dessert
 - ii. One (1) must be a dairy dessert (using low-fat dairy products if possible)

13. Beverages

Beverages shall include the following, but not limited to:

- a. 1% or greater milk in individual cartons
- b. Orange juice in individual cartons
- c. Other juice in individual cartons
- d. Water
- e. Juice drink packet
- f. Fortified juice drink packet

14. Evening Snacks

Upon request by the Undersheriff or designee, the Contractor shall provide evening snacks that include the following, but not limited to:

- a. Snack items will be provided each day
- b. Delivery of snack items can be during the evening meal

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- c. Snack items may include, but not limited to: cheese or yogurt in individual pouches, fruits, crackers, granola bars, flavored snack chips, and sweet snacks (only two (2) times per week)

15. Holiday Meals:

The Contractor shall provide special, traditional type meals to be served on holidays (spirit lifters), to include, but not limited to: New Year’s Day, Easter, July 4th, Thanksgiving and Christmas.

16. Special Diets

The Contractor shall provide special diet meals that are required for medical, therapeutic, religious and special diets of nutritional value equivalent to the regular menu (where applicable), at no additional charge. Snacks associated with the above diets, such as diabetic or heart healthy, will be provided as part of the diet at no additional charge.

The Contractor shall provide the County with a PDF version manual of all special diet meals. Printed copies shall be provided upon request by the County.

17. Finger Foods

Upon request by the County, the Contractor shall provide a meal of “finger foods”, served with paper eating utensil, on a preapproved tray for inmates on special watches.

18. Other

The Contractor shall ensure meals are compliant with all federal, state, and local laws, statutes, ordinances, rules, regulations, and standards per the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine.

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

The food service equipment owned by the County includes, but is not limited to the items listed below.

ITEM #	QTY	DESCRIPTION
1.	1	POST ISS Shelving Model No. PY74 – 74-58” high, 24” wide, 72” long
2.	4	DUNNAGE RACK, TUBULAR Kelmax Equipment Model # DR482012 Tubular, one tier, 20” wide, 48” long, 12” high aluminum, economy, 1500 lb capacity, NSF.
3.	68	POST ISS Shelving Model # PC86 Digital Post, 86” high, with adjustable feet, chrome plated
	12	2448Z Shelf, wire, 24” wide, 48” long, plating plus finish
	56	2460Z Shelf, wire, 24” wide, 60” long, plating plus finish
4.	1	80-QUART MIXER, FOOD Hobart Model HL800 Serial #: 31-1586-396 80-quart planetary mixer; gray powder coat finish; stainless steel 80-quart bowl; "B" beater; "ED" dough hook; bowl scraper; ingredient chute; stainless steel bowl guard; power bowl lift; bowl truck; 20-minute timer, automatic time recall; thermal overload protection; 3 HP motor; 4-speed shift on-the-fly controls; floor model
5.	1	21-QUART MIXER, FOOD Hobart Serial # 31-1291-234 Mixer, food, 21 – qt. Capacity bowl, variable speed drive, 1 HP motor, s/s bowl, silver-grey hammertone powder paint finish, incl; s/s wire whip, flat beater, thermal overload protection, #17 attachment hub, painted lid & bowl screen
	1	115v/60/1, standard (nc)
	1	Eagle MET2430S Mobile equipment stand, 24” x 30” x 28”H, 18 ga. 430 s/s top w/die formed no-drip edge, galv. Undershelf & tubular legs, (2) 4” swivel casters, Uni-Lok system
6.	1	WORK TABLE, BAKERS TOP Eagle Group Model # MT3060ST-BS Work Table, Bakers Top, 1-3/4” thick wood top, 30” wide top, with splash at rear and both sides, 60” long, open base, with side and rear rails only, with adjustable bullet feet CAH4-SB Table Casters, 5” diameter, two swivel and two with brakes (set of four)
7.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers. Stainless Steel Undershelf
	1	T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with ½” IPS eccentric flanged female inlets, lever handles

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	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, csa certified
8.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
9.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep, stainless steel construction, with splash mounted faucet
	1	K-320-LU Wrist Handles, for deck mounted hand sinks
10.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
11.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Vegetable Prep Sinks And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
12.	1	DISPOSER Model #: SS100-28 Serial #: 19103150271
13.	1	FOOD PROCESSOR, ELECTRIC Robot Coupe Model # R2N Serial #: 247020280J06 Food Processor, commercial, with stainless steel bowl with handle, continuous feed kit & 2 plates, 3 1/2 qt. Bowl capacity, 120V, 60HZ, 9 amps, 1ph, 1/2 HP motor, 1725 RPM, 17" x 16" x 22-14"
14.	1	SLICER, FOOD Hobart Food Slicer, angle feed, automatic, 12-1/2" dia. Knife, s/s and anodized aluminum, belt driven blade assembly, built in dual action sharpener, 2 spd motor and permanent knife guard, 1/2 hp
	1	115v/60/1ph, 1/2 hp std. (nc)
15.	1	MEAT SLICER

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		Hobart Model # HS7N-1 Heavy Duty Meat Slicer, automatic, 13" CleanCut™ knife, burnished finish, (3) stroke lengths & (4) stroke speeds, removable meat grip assembly, removable ring guard cover, product fence, single action top mounted sharpener with Borazon™ stones, cleaning kickstand, 5.6amps, 120v/60hz/1-ph, NSF cETLus 1 ea
16.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershef.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS Eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
17.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshef To Mount On Block Wall
18.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep stainless steel construction, with splash mounted faucet
	1	K-320-LU Wrist Handles for deck mounted hand sinks
19.	1	COMBINATION COOLER AND FREEZER Kolpak Model # KOLPAK Kolpak Combination Cooler And Freezer With Floor
	1	ADD Option For Adding for 5/8" marine plywood floor underlayment
	1	KOLPAK ADD For Stainless Steel In Front And Side Of Cooler And Freezer.
20.	1	COMPRESSOR Custom Refrigeration Model # CUSTOM Custom Refrigeration Compressor System For Item #26 (located outside)
21.	44	POST ISS Shelving Model # PY74 Digital Post, 74-5/8" high, with adjustable feet, Gold Bond Finish
	24	2460Y Shelf, wire, 24" wide, 60" long, Gold Bond Finish
	4	2454Y Shelf, wire, 24" wide, 54" long, Gold Bond Finish
	16	2472Y Shelf, wire, 24" wide, 72" long, Gold Bond Finish
	5	Kelmax DR48248 Dunnage Rack, Tubular, one tier, 24" wide, 48" long, 8"high, aluminum, economy, 1500ib. capacity, NSF
22.	44	POST

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		ISS Shelving Model # PY74 Digital Post, 74-5/8" high, with adjustable feet, Gold Bond Finish
	16	2472Y Shelf, wire, 24" wide, 72" long, Gold Bond finish
	28	2460Y Shelf, wire, 24" wide, 60" long, Gold Bond Finish
	4	Kelmax DR60248 Dunnage Rack, tubular, one tier, 24" wide, 60" long, 8" high, aluminum, economy, 1500 ib capacity, NSF
23.	1	DRYING RACK UNIT Metro Model # PR48VX2-XDR MetroMax® i Mobile Drying Rack Unit with Drip Tray, 48"W x 24"D x 68"H, 3-tier, for trays/cutting boards/sheet pans, includes: (3) open shelf frames, (4) 63" mobile posts, (3) cutting board/tray drying racks, (1) adjustable drip tray, (4) polymer swivel casters (2 with brakes), built in Microban® antimicrobial product protection, NSF
24.	1	EXHAUST HOOD Captive-Aire Model # CAPTIVE AIRE Captive Aire NFR Island Style Exhaust Hood Back To Back Per Plan
25.	1	CONVECTION OVEN, 2-SECTION Model# Zephaire-100-G-ES DBL Serial# 070919CE030T, 070919CEO31B Double compartment oven; natural gas operation; energy star; stainless steel front, top, and sides; dual pane thermal glass windows, stainless steel doors; porcelain enamel interior; five chrome plated racks; solid state digital controls with LED display cook and hold and Pulse Plus; 3/4 HP blower motor; two-speed motor; control area cooling fan; manifold gas connections; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; 4" low profile casters, front with brakes
26.	1	CONVECTION STEAMER, GAS STEAMER, 2-SECTION Model #: 24CGA10.2 Serial #: 1509230001250
27.	1	BRAISING PAN, GAS Groen Model # HFP/2E-4, NAT (127750) Tilting Braising Pan, Natural gas, 40-gallon cap., 9" deep pan, manual tilt, electric ignition, open leg frame base, s/s construction, pressure regulator, with bullet feet, 0-2000' elevation, 144,000BTU (STOCK ITEM)
	1	019652 Faucet, double pantry with hose (T&S B-201 or equal tilting braising pans): (TDB, TDBC, water-resistant; not usable on TDB6-10 table top kettles) & (all other floor model kettles)
	1	122879 Pan Carrier, not available on size2 FPC/1 or HFP/2E-2 or size 3 w/TDO tilting braising pans
	1	Dormont 1675 BPQR-48" Gas Connector Hose, 3/4" connection, for castered equipment, 48" long, stainless steel braid with plastic coat exterior, brass "push to connect" quick disconnect coupling
28.	1	GAS FLOOR FRYER Vulcan Model #: 1TR45CF-1

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		Serial #: 650196124 PowerFry3™ Fryer, gas, high efficiency, 15-1/2" W, free-standing, 4550 lb. capacity, programmable computer control with melt cycles, ThreePass™ heat transfer system, electronic ignition, KleenScreen PLUS® filtration system, twin baskets, stainless steel cabinet and fry tank, adjustable casters (2 swivel locking & 2 non-locking), 70,000 BTU, CSA, NSF, ENERGY STAR®
29.	1	GRIDDLE TOP Imperial Model: ITG-36-CG Serial #: 07161419 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
30.	1	RANGE, 36" RESTAURANT, GAS Southbend Model # 436D Range, 36" Restaurant, Gas, 6 (26,000 BTU) open burners, with 27" deep standard oven base, stainless front, sides, and backsplash, with single deck backshelf, casters
	1	Dormont 1675 BPQR-48" Gas Connector Hose, 3/4" connection, for castered equipment, 48" long, stainless steel braid with plastic coat exterior, brass "push to connect" quick disconnect coupling
31.	12	POST ISS Shelving Model # PC86 Digital Post, 86" high, with adjustable feet, chrome plated
	4	2460Z Shelf, wire, 24" wide, 60" long, Plating Plus Finish
	8	2448Z Shelf, wire, 24" wide, 48" long, Plating Plus Finish
32.	1	REFRIDGERATOR, REACH-IN Delfield Model # MRR2-S Serial #: T0200017886 Meridian Series Refridgerator, Reach-in, two section, self-contained refrig. System, s/s front & sides, anodized, alum. Interior, standard depth, hinged s/s doors, dial thermometer, 4" casters, 1/3 HP
	1	115/60/1 with cord & NEMA 5-15, std (nc)
33.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified

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34.	1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf.
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
35.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
36.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep, stainless steel construction, with splash mounted faucet
37.	1	HOSE STATION T&S Brass Model # B-2312-CR with EP-1421 Self-closing spray valve; quick disconnect socket; flex hose with polyurethane inner hose; vacuum breaker; hose hook; mixing faucet
38.	1	3-COMPARTMENT SINK Custom Items Model # Custom Custom 3-compartment Sink With Drainboards.
	2	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles
	3	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
39.	1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep stainless steel construction, with splash mounted faucet
	2	K-320-LU Wrist Handle only
	1	7-PS-17 Side Splash, for hand sinks, for two side splashes
40.	24	POST ISS Shelving Model # PNY74 Digital Post, 74" high, for use with stem casters, Gold Bond finish
	24	CM5MB Stem Caster, swivel –brake, 5" diameter, 1-1/4" wide face, resilient wheel tread, 200 lb capacity
	16	2472Y shelf, wire, 24" wide, 72" long, Gold Bond finish
	8	2448Y shelf, wire, 24" wide, 48" long, Gold Bond finish

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41.	1	CLEAN DISHTABLE Custom Items Model # CUSTOM Custom Clean Dishtable with Undershelf Per Plan
42	1	BOOSTER HEATER, ELECTRIC Hatco Model # S-54 Imperial Booster Heater, Electric, 16-gallon storage capacity, electric operation, 54-KW, stainless steel front, custom fittings & Castone tank
	1	208V, 3-phase
	1	PRVB Brass Pressure Reducing Valve w/By-Pass in lieu of cast iron
	1	SSBB Stainless steel body and base (not for retrofit)
	1	SSA-Legs 6" – 8" Stainless steel adjustable legs
43	1	DISHWASHER, CONVEYOR TYPE Hobart Model # CLPS66E Serial #: 85-1091585
44.	1	SOILED DISHTABLE Custom Items Model # Custom Custom Soiled Dishtable L-Shaped With Landing Area And Pre Rinse Sink With Glides
	1	T&S B-0133-B Pre-Rinse Unit, 8" O.C. wall mounted faucet, ½" IPS female eccentric flanged inlets, 34" high, 15" overhang, 18" riser, B-0107 spray valve, B-0044-H flexible s/s hose, B-0109-01 6" wall bracket
	1	T&S B-0156 Add on faucet for pre-rinse units, 12" nozzle, includes 3" nipple, for pre-rinse units
45.	1	DISPOSER In-Sink-Erator Model # SS-125-6-MRS Serial #: 1459124648 Disposer, sink mounted, 6-5/8" dia. Inlet, with collar adapter for trough installation, 1-1/4 HP motor, stainless steel construction, manual reverse switch 208v, 3 phase
46.	1	UTILITY CART Metro Model # BC2636-24B BC Series Utility Cart, 2-shelves, open base, shelf size 27" x 40", heavy duty plastic shelf, with 4 swivel/resilient tread casters, beige
47.	64	POST ISS Shelving Model # PC74 Digital Post, 74" high, with adjustable feet, chrome plated
	44	2472Z Shelf, wire, 24" wide, 72" long Plating Plus finish
	16	2460Z Shelf, wire, 24" wide, 60" long Plating Plus finish
	4	2436Z Shelf, wire, 24" wide, 36" long Plating Plus finish

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48.	3	CABINET, MOBILE HEATED TURBO AIR Model #: PRO-26H-RI PRO Series Heated Cabinet, roll-in, one-section, 39.3 cu. ft., (1) hinged self-closing full length solid doors with locks & stay open feature, lifetime guaranteed heavy duty hinges & handles, digital temperature control, LED interior lighting, stainless steel interior, 22 gauge stainless steel exterior (galvanized steel top & bottom), stainless steel ramp, 1550 watts, 115v/60/1-ph, 13.5 amps, NEMA 5-15P, ETLus, ETLSanitation
49.	2	WORKTABLE Custom Items Model # CUSTOM Custom Worktable With Wheels And Undershef
50.	1	CUSTOM CONVEYOR
51.	1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front to back x 5" deep, stainless steel construction, with splash mounted faucet
	2	K-316-LU Wrist Handle Only
	1	7-PS-17 Side Splash, for hand sinks, for two side splashes
52.	1	BEVERAGE COUNTER Custom Items Model ##CUSTOM Custom Beverage Counter With Quick Drain And Storage Below
	1	T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles
	1	T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
53.	2	SHELF, WALL MOUNTED Advance Tabco Model # WS-12-60 Shelf, wall-mounted, stainless steel, 12" wide, 5 feet long
54.	3	FLOOR TROUGH Custom Floor Trough
55.	1	WALK-IN REFRIGERATION Premier Restaurant Equipment Model # REFRIGERATION Premier Walk-In Refrigeration Located On Top Of Box
56.	1	HOT FOOD SERVING COUNTER/TABLE Duke Manufacturing Model #: TEHF-74PG Serial #: 04202981 Thurmaduke™ Hot Food Unit, mobile, electric, 74"W x 32"D x 36"H, 16ga stainless steel top, (5) stainless steel heat wells, drains, copper manifolds, (1) valve, thermostats, dish shelf, 20ga paint grip steel body & undershef, 5" swivel casters & brakes, 6 ft cord with plug, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3

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		<p>phase or when adding electric options - Contact Factory for more info) 1 ea PH_VOLTAGE Voltage to be determined</p> <p>1 PH_PAINT Powder Coat color to be determined 1 ea SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks</p> <p>1 HTD-BASE-M Heat-In-Base Unit, 30" left to right, 23" deep, 17" high, includes electric outlet in cabinet base when ordered with steamtable, NOT available for 2-well units, (2) can be used with (5) or 6-well units, holds (4) 6"dp or (6) 4"dp or (12) 2"dp pans, 120v/60/1-ph, 4.2 amps, 6 ft cord with plug, UL</p> <p>TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 74"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Class</p> <p>1 1SSS Stainless Steel Shelf, in lieu of standard painted steel</p> <p>1 SSE Stainless Steel Ends, in lieu of standard painted steel</p>
57.	1	<p>SERVING COUNTER, COLD FOOD (CURRENTLY IN THE PROCESS OF REPLACEMENT) Duke Manufacturing TCM-60PG-N7 Thurmaduke™ Cold Food Unit, mobile, 60"W x 32"D x 36"H, 16ga stainless steel top, NSF 7 stainless steel mechanical cold pan, 8" deep, 56-1/2" x 21-3/4" liner, 1" drain line & valve, 20ga paint grip steel body & undershelf, 5" dia. swivel casters & brakes, R448a, 120v/60/1-ph, 4.8 amps, NEMA 5-15P, cULus, UL EPH Classified</p> <p>MOD-4N7 10" deep cold pan liner in lieu of standard 8" liner</p> <p>1 COND-EVAP Condensate evaporator</p> <p>SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid stainless steel, on hinged brackets, wTS530-60-1SN Thurmaduke™ Designer Sneeze Guard, 60"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified with (2) 1/8" die-formed rubbing tracks</p> <p>1 SS Stainless Steel Shelf, in lieu of standard painted steel</p> <p>1 SSE Stainless Steel Ends, in lieu of standard painted steel</p>
58.	1	<p>CUSTOM MODEL # CARTS Custom Carts 58" x 28"</p>
59.	8	<p>CUSTOM MODEL # CARTS Custom Carts 74" x 28"</p>
60.	1	<p>ROLL-IN COMBI OVEN Alto-Shaam Model #: CTP20-20G Roll-in combination oven/steamer; provide (2) roll-in pan carts with capacity for (20) 18 x 26 sheet pans or (40) 12 x 20 pans, two rows deep; natural gas operation; electronic</p>

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		ignition; boilerless steam system with heat exchange assembly; removable drip trays; PROtouch controls; multi-shelf timers; USB port; HACCP data access; single point core temperature probe; automatic tablet cleaning system, provide (1) CE-36354; retractable spray hose, provide (1) CE-24750; adjustable stainless steel legs; mechanical start-up check; installation kit and startup check; gas quick disconnect hose with restraining chain and water quick disconnect hoses
61.	1	COMBI OVEN, 2-SECTION Convotherm Model #: C4 Et 6.20 GB Two section unit; low profile casters; six 18" x 26" pan capacity; natural gas operation; quick disconnect water connections and gas quick disconnect gas hose with restraining chain
62.	1	GRILL Imperial Model #: ITG-36-CG Serial #: 07161719 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
63	1	CHARBROILER Imperial Model #: IRB-36 36" wide; stainless steel exterior; stainless steel flashing; natural gas operation; rear gas connection; cap and cover unused manifolds; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
64.	6	MOBILE RACK DOLLY Piper Products Model 750 14-gauge stainless steel construction; accommodates 20" X 20" racks; drainage hole; full perimeter bumper; four 4" diameter polyurethane swivel casters
65.	1	TRAY ASSEMBLY CONVEYOR Custom fabrication
67.	1	MOBILE HEATED CABINET Food Warming Equipment Co., Inc. Model #: TS-1826-7 Heated Cabinet, mobile, insulated, humi-temp heat system with eye level controls, (5) pair universal tray slides, 4-1/2" OC, adjustable on 11/2" increments, for 18" x 26", 14" x 18", 12" x 20" & GN 1/1, removable slides & uprights, includes recessed hand grips, stainless steel interior & exterior, 2" swivel casters, UL, cULus, NSF, CE, IPX4 1 ea.
68.		Intentionally left blank.
69.	1	CAN RACK-X3 New Age Model # 1250CK Can Storage Rack, mobile design with casters, sloped glides for automatic can retrieval, aluminum construction, holds (162) #10 or (216) #5 cans, (4) 6" plate casters, (2) swivel with brakes, (2) rigid, NSF
70.	48	WIRE SHELVING Metro Model # A2472NK3

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ATTACHMENT C – FOOD SERVICE EQUIPMENT LIST

	48	<p>Super Adjustable Super Erecta® Shelf, wire, 72"W x 24"D, Metroseal 3 (corrosion-resistant) finish, corner release system, with Microban® antimicrobial protection,</p> <p>74UPK3 Super Erecta® SiteSelect™ Post, 73-7/8"H, for use with stem casters, Metroseal 3 epoxy coated corrosion-resistant finish with Microban® antimicrobial protection, 5PC Super Erecta® Stem Caster, swivel, 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper, 5PCB Super Erecta® Stem Caster, swivel (with foot operated brake), 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper</p>
71.	2	<p>TRAY DRYING RACKS</p> <p>The Vented Tray Drying Rack is designed to promote foster more effective drying of trays than traditional tray drying racks. There are two parts to these racks, a stainless steel frame and vented polycarbonate shelf inserts that fit on the frame. With vented inserts, air can circulate more fully around the trays, allowing any water that accumulates to evaporate more quickly. Additionally, these inserts can be easily washed in the dish machine pot sink with sanitation. With spacing at 3", these racks hold a variety a trays and are great for drying and storing product. The frames 1-1/2" all welded stainless steel square tube and rack inserts are highly curable. Break-resistant polycarbonate.</p>

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ATTACHMENT D – FOOD SERVICE SMALL WARES LIST

The list of small wares owned by the County's prime Contractor include, but are not limited to:

1. Pitchers, mugs, cups, tableware and flatware
2. Food containers, film, papers, and foils
3. Paper plates, cutlery, cups, and dispensers
4. Knives, sharpeners, cutting boards, utensils, tongs, ladles, dippers, dishers, and spoodles
5. Mixing bowls, colanders, graters, timers, scales, rolling pins, pastry brushes, measures and scoops, sheet pans and hotel pans
6. Electric can opener, pots, pans, first aid kit, ingredient bins, Cambro beverage containers, carts, trucks, dollies
7. Microwave, peelers, floor matting, buckets, towels, scrubbers, trash cans, pallet jack
8. Computer and supplies

The list of small wares owned by the County include, but are not limited to:

9. Serving trays
10. Tray drying racks, (2 each)
11. Dish racks (2 each)
12. Food containers
13. Cutlery dispensers (3 each)
14. Ketchup, Mustard, and BBQ dispensers (2 each)
15. Ladles
16. Food delivery carts, two-wheeler, flatbed cart, storage racks (12 each), ingredient bins (3 each)
17. Trash cans and recycling bins located in the ADC kitchen
18. Pancake dispenser
19. Officer furniture: desk, chairs, filing cabinets located in ADC kitchen
20. Set-up bins for hot and cold carts
21. Roll tops for hot carts (5 each)
22. Compartment trays, salad containers with lids used for ADC staff midnight meals
23. Warning blender
24. Bunn, two-gallon coffee pot
25. Can dispensers (dry storage, on wheels - 3 each)
26. APW Soup warmer (2 each)
27. APW cheese warmer (2 each)
28. Oliver heat sealer
29. Cereal dispenser
30. Ice paddles
31. Heating lamp
32. Wire ship dispenser (3 each)
33. Salad bar dry dispenser (2 each)
34. Salad bar cold dispenser (2 each)
35. All tables and chairs in the officer dining room
36. Toaster in officer dining room
37. Robot coup – blender
38. Nemco portable hotwells (4)

ATTACHMENT E - PRICING WORKSHEET

The County does not guarantee any minimum or maximum number of meals or food items during the term of the resulting agreement. Any quantities given in this RFP are estimates only and are given only as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

ADC INMATE MEALS				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Breakfast (cold)	\$ 3.56	450	365	\$ 584,565.75
Lunch (hot)	\$ 3.56	350	365	\$ 454,662.25
Dinner (hot)	\$ 3.56	450	365	\$ 584,565.75
Bag Lunches (Court) M-F	\$ 3.56	150	261	\$ 139,334.85
Snack Bags	\$ 3.56	50	365	\$ 64,951.75
SUBTOTAL				\$ 1,828,080.35
ADC STAFF MEALS				
WEEKDAY				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Lunch (hot)	\$ 5.50	90	252	\$ 124,740.00
Dinner (hot)	\$ 5.50	45	252	\$ 62,370.00
Midnight Meal (hot)	\$ 5.50	10	252	\$ 13,860.00
WEEKEND AND HOLIDAYS				
Lunch (hot)	\$ 5.50	40	113	\$ 24,860.00
Dinner (hot)	\$ 5.50	35	113	\$ 21,752.50
Midnight Meal (hot)	\$ 5.50	10	113	\$ 6,215.00
SUBTOTAL				\$ 253,797.50
ADC TOTAL FOR ONE YEAR				\$ 2,081,877.85

ADC OPTIONAL MEALS				
	COST PER MEAL	# OF MEALS	# OF DAYS	COST PER YEAR
Snack - to meet total calorie requirement when brunch is served (for inmates)	\$ 1.75	450	104	\$ 81,900.00
Evening Snacks (for inmates)	\$ 1.75	50	365	\$ 31,937.50
Special staff meals	\$ 5.50	140	20	\$ 15,400.00
Staff coffee and snack (once per month)	\$ 1.75	140	12	\$ 2,940.00



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ATTACHMENT F – ADC MATERIAL CONDITIONS

The County shall pay the Contractor for meals and food served at the ADC at the prices contained in **Attachment E – Pricing Worksheet**, except if in the event of a Material Conditions occurs.

A “Material Condition” is any aspect of food safety or food quality that directly causes an incident that profoundly affects the safety, security of ADC inmates or ADC staff, or operational integrity of the ADC as determined by the Sergeant on duty and the Lieutenant on call at the time the food is served. Examples of Material Conditions include, but are not limited to:

1. undercooked, spoiled or contaminated food served to ADC staff or inmates, such as food that is grossly discolored, textured, or malodorous to the point that it is not consumable;
2. meal service that results in a significant disruption or alteration in ADC staff performance of duty, such as unreasonable delays, delays to or cancellation of ADC programming, client transfers, or professional visits, or interference with court schedules;
3. meal service that causes a disturbance of the orderly operation of the ADC or puts ADC staff or inmates at risk, or
4. insufficient food amount or insufficient calorie count amount to feed each inmate the required portions.

In the event a Material Condition is suspected, the Sergeant on duty at the ADC will consult with the Lieutenant on call to make a Material Condition determination. If the County determines a Material Condition exists, it will photograph the food subject to the Material Condition and will also preserve the affected food trays for Contractor’s inspection. Contractor will replace food subject to a Material Condition within 90 minutes of notification of the Material Condition by County. If it is later determined that no Material Condition existed after Contractor provided replacement food, County will pay for the replacement food provided by Contractor.

In the event that any of the following circumstances occur at the ADC, the County will be entitled to charge Contractor administrative expenses set forth below, which shall not constitute a waiver by the County of any other rights or remedies it may have against Contractor:

1. Each instance of serving of food meeting the Material Condition involving 10 or more inmate food trays, \$250 for each meal period of non-compliance and food needs to be replaced at each instance at no charge within ninety (90) minutes.
2. Meal start time more than 30 minutes late, due to fault of Contractor, \$250 per meal period.
3. Critical violation on any Health Department inspection report, \$500 per each inspection.
4. Any Material Condition or contract requirement, not cited above, found to be in non-compliance; if reported in writing to the Contractor and Contractor does not cure within prescribed time lines; \$250 for each day of non-compliance until corrected and food needs to be replaced at each instance.

The County will promptly notify the Contractor that any of the above circumstances has occurred at the ADC. In addition, in the event that a Material Condition occurs and Contractor has not, after notice by County, replaced meals affected by the Material Condition within 90 minutes, the Contractor will credit to County all sums paid by County to Contractor for the meal service in which the Material Condition occurred and apply such credit to the current invoice.

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ATTACHMENT G – COUNTY ROLES AND RESPONSIBILITIES

The County shall be responsible for, but not limited to the following roles and responsibilities:

1. The County shall provide building space and utilities for the kitchen in the ADC, including the appliances and accessory equipment identified in **Attachment C – Food Service Equipment List**. Any and all items owned by the County shall be no cost to the Contractor, unless damage due to negligence.
2. The County shall provide internet service and access to telephone service; the Contractor shall be responsible for the cost of any long-distance telephone calls.
3. In cooperation with the Contractor, develop an inventory and documented condition of County-provided small wares and accessory equipment identified in **Attachment D – Food Service Small Wares List**, which will be signed by the County and the Contractor prior to commencement of services under this Agreement. Upon signing by both parties, the signed inventory will become a part of this Agreement, as will any future additions or deletions.
4. The County shall provide trash and recycling containers and removal.
5. The County shall submit to the Contractor accurate orders for the number of meals to be served to detained persons and ADC staff no less than two (2) hours prior to the time for meals to be served. Special diet orders will also be identified at this time.
6. The County shall provide picture ID badges for use by the Contractor's staff.
7. Designate County staff to verify accuracy of meal count reports.
8. The County shall be responsible for counting all trays, cups, accessories and utensils of each living unit food cart before meals are served and before the cart is returned to the Contractor after the meal.
9. The County shall make available a dedicated break area in the kitchen and a designated smoking area outside the ADC for the Contractor's staff to utilize.
10. The County shall provide tables and chairs in the ADC officer dining room
11. The County shall provide parking for delivery trucks.

EXHIBIT 1 - BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“BA Agreement”) is referenced by and incorporated within Agreement # RC-000710 (the “Service Agreement”) between Ramsey County, Minnesota, a political subdivision of the State of Minnesota, on behalf of the Community Human Services Department, 160 E. Kellogg Blvd, St. Paul, MN 55101 AND/OR the St. Paul-Ramsey County Department of Public Health, 555 Cedar St., St. Paul, MN 55101 (“Covered Entity”) and Trinity Services Group, Inc., 477 Commerce Blvd., Oldsmar, FL 34677 (“Business Associate”) (each a “Party” and collectively the “Parties”).

Recitals

- A. The Service Agreement identifies services between the Parties that require execution of a Business Associate Agreement as defined by the Health Insurance Portability and Accountability Act of 1996 as amended (“HIPAA”) and the Privacy, Security, Breach Notification, Electronic Transactions, and Enforcement Rules at 45 C.F.R. Parts 160, 162, and 164 (HIPAA Rules).
- B. Ramsey County is a Covered Entity that is a Hybrid Entity as defined at 45 C.F.R. § 164.105.
- C. The Service Agreement identifies certain program areas/units of Covered Entity that are included in Covered Entity’s Health Care Component and in need of Business Associate’s services;
- D. In accordance with HIPAA Rules, which require Covered Entity to have a written contract or memorandum of understanding with its Business Associates, the Parties wish to establish satisfactory assurances that Business Associate will appropriately safeguard PHI and, therefore, execute this BA Agreement.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows:

1. **Definitions.** Terms defined in the Recitals and introductory paragraph of this BA Agreement are incorporated by reference. Capitalized terms used but not otherwise defined in this BA Agreement shall have the same meaning as those terms in the HIPAA Rules as amended from time to time.
 - (a) “Business Associate” shall generally have the meaning set forth in HIPAA Rules and also shall refer to the Party identified in this BA Agreement that serves as the Business Associate.
 - (b) “Covered Entity” shall generally have the meaning set forth in HIPAA Rules and also shall refer to the identified Health Care Components of the Party identified above as the Covered Entity, in accordance with the use of this term at 45 C.F.R. § 164.105(a)(2)(i)(A).

- (c) Protected Health Information (PHI) shall generally have the meaning set forth in HIPAA Rules and also shall refer to PHI applicable to the relationship between the Parties under this BA Agreement and the Service Agreement.
2. **Representations, Acknowledgements, & Satisfactory Assurances of Business Associate.** Business Associate hereby represents and acknowledges: i) it has legal status as a Business Associate under HIPAA Rules as a direct result of its relationship with Covered Entity under the Service Agreement; ii) it has read and fully understands the extensive legal requirements of Business Associates under HIPAA Rules; iii) it has sufficient technical, legal, and monetary resources and know-how to comply with all Business Associate regulatory and contractual requirements for the full term of the Service Agreement, including any renewals or amendments it may execute; and iv) that the consideration identified in the Service Agreement is, in part, in exchange for obligations under this BA Agreement, which may be referenced or incorporated into the Service Agreement. Business Associate offers and Covered Entity accepts these representations and acknowledgments, along with other promises in this BA Agreement, as satisfactory assurances that Business Associate will appropriately safeguard PHI, including electronic PHI.
3. **Obligations of Business Associate.** Business Associate agrees and promises in good faith to do all of the following:
- (a) Comply with all Business Associate obligations and requirements under HIPAA Rules and, if uncertainty exists as to how to achieve compliance, request direction from Covered Entity.
- (b) Comply with other requirements under HIPAA Rules that may apply to the Covered Entity, such as when Business Associate carries out one or more of the Covered Entity's obligations under HIPAA Rules.
- (c) Use and disclose PHI only: (i) when required by law; ii) as set forth in this BA Agreement; or (iii) as set forth in the Service Agreement or, if the Service Agreement is ambiguous or incomplete, then only as permitted or required by the Covered Entity's Notice of Privacy Practices that was in effect when the information was collected from the individual.
- (d) MINIMUM NECESSARY. Limit its use, disclosure, and requests for use or disclosure to the minimum amount necessary to accomplish the intended purpose in accordance with the requirements of the HIPAA Rules.
- (e) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity.

- (f) Manage Security Incidents in compliance with 45 C.F.R. Part 164 Subpart C, including immediate notification to the Covered Entity of a Security Incident upon discovery.
- (g) Upon discovery of a Breach as defined at 45 C.F.R. § 164.402, which is recognized by HIPAA Rules as a type of Security Incident, comply with 45 C.F.R. Part 164 Subpart D, which includes immediate notification to Covered Entity in a prescribed form and providing prescribed information. In addition to the requirements of HIPAA Rules, Business Associate shall:
 - (1) Identify all known individuals or entities that caused or contributed to the occurrence of a Breach at Business Associate's expense; and
 - (2) Cooperate with Covered Entity to notify, at Business Associate's expense, all Individuals and media required to be notified under the HIPAA Rules; and
 - (3) Indemnify Covered Entity for any reasonable expenses Covered Entity may incur in connection with such Breach, including notification.
- (h) The parties acknowledge that the definition of Breach as set forth in the HIPAA Rules at 45 C.F.R. Part 164.402 excludes the following circumstances and therefore Breach notice requirements do not apply:
 - (1) Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of a Covered Entity or a Business Associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under 45 C.F.R. Part 164, Subpart E.
 - (2) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same Covered Entity or Business Associate, or organized health care arrangement in which the Covered Entity participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under 45 C.F.R. Part 164, Subpart E.
 - (3) A disclosure of PHI where a Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- (i) In accordance with 45 C.F.R. § 164.524, provide access to PHI in a Designated Record Set to an Individual at the request of Covered Entity and in the time

and manner designated by Covered Entity. Provide immediate notice to Covered Entity when Business Associate receives a request for access from an Individual.

- (j) In accordance with 45 C.F.R. § 164.526, make amendments to PHI in a Designated Record Set as directed by the Covered Entity or take other measures as necessary to satisfy Covered Entity's obligations regarding amendments. Provide immediate notice to Covered Entity when Business Associate receives a request for an amendment from an Individual.
- (k) Make its internal practices, books and records, including policies, procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of Covered Entity available to the Covered Entity or to the Secretary or the Secretary's designee, in a time and manner designated by the requestor, for purposes of audit or determining Covered Entity's compliance with HIPAA Rules.
- (l) In accordance with 45 C.F.R. § 164.528, document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI. Provide to Covered Entity or an Individual, in time and manner designated by Covered Entity, information required to provide an individual with an accounting of disclosures of PHI.
- (m) Implement written policies and procedures, conduct periodic security risk assessments and evaluations, and train employees who have access to PHI about the standards, obligations, policies and procedures required by HIPAA Rules.
- (n) Enter into a written agreement with each agent and subcontractor who has access to the PHI created, received, maintained, or transmitted by Business Associate in relation to Covered Entity and include in such agreement the same or parallel restrictions, requirements, and conditions that apply through this BA Agreement to Business Associate, including provisions with respect to reasonable and appropriate safeguards to protect electronic PHI.

4. **Obligations of Covered Entity.** Covered Entity shall not direct Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity. Covered Entity agrees to provide Business Associate with:

- (a) the applicable notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R § 164.520 and material changes to such notice over time;
- (b) any changes in, or revocation of, permission by an Individual to use or disclose PHI, if such changes affect Business Associate's permitted or

required uses and disclosures; and

- (c) notice of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with HIPAA if such restrictions affect Business Associate's permitted or required uses and disclosures.

5. **Defense, Indemnification and Hold Harmless.** The Business Associate agrees to defend, indemnify, and save and hold the Covered Entity, its agents, officers, and employees harmless from all claims, fines, penalties, damages, and settlement amounts arising out of, resulting from, or in any manner attributable to any unauthorized use or disclosure of PHI by Business Associate, its subcontractors, agents and employees under this BA Agreement, including legal fees or disbursements paid or incurred to enforce the provisions of this BA Agreement.

6. **Term and Termination.**

- (a) **Term.** The Term of this BA Agreement shall be effective as of the Effective Date listed below, and shall continue until terminated as provided herein.
- (b) **Termination upon Termination of the Underlying Relationship.** This BA Agreement will terminate upon the termination of the Business Associate's relationship with Covered Entity under the Service Agreement.
- (c) **Termination for Cause.** Upon learning of a violation by Business Associate of a material term of this BA Agreement, Covered Entity shall provide Business Associate with notice to cure or end the violation by a specified time, which may be different for each type of violation, but the default for which shall be two (2) business days. The Covered Entity will have the right to terminate this BA Agreement and the Service Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or the Covered Entity may immediately terminate this BA Agreement and the Service Agreement if the Business Associate has breached a material term of this BA Agreement and cure is not possible or is not in the best interest of Covered Entity, based on Covered Entity's sole determination.
- (d) **Upon Termination.**
 - (1) Except as provided in paragraph (2) of this section, upon termination of this BA Agreement for any reason, Business Associate shall immediately return or destroy, according to Covered Entity's instructions, all PHI that it created, received, maintained, or transmitted on behalf of or to or for Covered Entity to the extent that Business Associate still maintains such PHI in any form. Business Associate shall take the same action for all such PHI that may be in the possession of its subcontractors and agents. Business Associate and its subcontractors and agents shall not retain

copies of any such PHI.

- (2) In the event that Business Associate knowingly cannot or does not return or destroy PHI as described in paragraph (1) of this section, it shall notify Covered Entity of the specific circumstances and continue to extend the protections of this BA Agreement to such PHI and take all measures possible to limit further uses and disclosures of such PHI for so long as Business Associate or its subcontractors or agents maintain such PHI. The Parties intend that the provisions of this section 6(d)(2) survive termination of this BA Agreement.

7. **Mutual Representations and Warranties of the Parties.** Each Party represents and warrants to the other Party that it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized, it has the full power to enter into this BA Agreement and to perform its obligations, and that the performance by it of its obligations under this BA Agreement have been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws; and that neither the execution of this BA Agreement, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party.
8. **Governing Law.** This BA Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the conflicts of laws principles thereof.
9. **Notices.** All demands, notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or by registered or certified mail return receipt requested to the Parties at the following addresses:

if to Covered Entity, addressed to:

Privacy Officer
250 Courthouse
15 West Kellogg Blvd.
St. Paul, MN 55101

if to Business Associate, addressed to:

Trinity Services Group, Inc.
Attn: Chief Operating Officer
477 Commerce Blvd.
Oldsmar, FL 34677

With Copy to:
Trinity Services Group, Inc.
Attn: General Counsel
10880 Lin Page Place
St. Louis, MO 63136

or to such other address as a Party hereto will specify to the other Party hereto in writing in a notice which complies with this Section. Any party may give any Notice using other means (including personal delivery, expedited courier, messenger service, telecopy, telex, ordinary mail, or electronic mail), but no such Notice shall be deemed to have been duly given unless and until it is actually received by the intended recipient.

10. **Amendment and Modification.** No part of this BA Agreement may be amended, modified, supplemented in any manner whatsoever except by a written document signed by the Parties' authorized representatives. The Parties agree to take action to amend this BA Agreement from time to time as necessary for Covered Entity to comply with the requirements of the Privacy Rule, Security Rule and the Health Insurance Portability and Accountability Act of 1996.
11. **Headings.** The headings used in this BA Agreement have been inserted for convenience of reference only and do not define or limit the provisions hereof.
12. **Counterparts.** This BA Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Faxed signatures shall be treated as effective as original signatures.
13. **No Third Party Beneficiaries.** Nothing express or implied in this BA Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
14. **Disputes.** If any controversy, dispute or claim arises between the Parties with respect to this BA Agreement, the Parties shall make good faith efforts to resolve such

matters informally.

15. **No Partnership, Joint Venture, or Fiduciary Relationship Created Hereby.** This BA Agreement does not constitute a joint venture or partnership arrangement between the Parties and it does not create any relationship of principal and agent, or otherwise between the Parties. Neither Party shall be liable for any obligation incurred by the other, except as might otherwise be expressly provided in this BA Agreement. All employees of each Party shall remain the employee of that Party, and shall not be subject to any direction or control by the other Party. Nothing contained in this BA Agreement shall be interpreted as creating a partnership, joint venture, or employment relationship of the Parties, it being understood that the sole relationship created hereby is one of independent contractor.
16. **Failure to Enforce Not a Waiver.** The failure of either Party to enforce at any time any provision of this BA Agreement shall in no way be construed to be a waiver of such provision or of any other provision hereof.
17. **Successors and Assigns.** This BA Agreement shall be binding upon the respective successors, heirs, administrators and permitted assigns of the Parties.
18. **Entire Agreement.** This BA Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior understandings or agreements, written or oral, with respect to the rights and responsibilities of the Parties set forth in this BA Agreement.
19. **Effect on Covered Agreement.** Except as relates to the use, security and disclosure of PHI and electronic transactions, this BA Agreement is not intended to change the terms and conditions of, or the rights and obligations of the Parties under, the Service Agreement.
20. **Interpretation.** A reference in this BA Agreement to a section in the Privacy Rule or Security Rule means the section as amended from time to time. Any ambiguity in this BA Agreement shall be resolved in favor of a meaning that permits Covered Entity and Business Associate to comply with the HIPAA Privacy Rule and the Security Rule.

WHEREFORE, this BA Agreement is duly approved as of the date of the Service Agreement.

EXHIBIT 2 - CJIS SECURITY ADDENDUM

This Security Addendum is an agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of the Sheriff's Office and TrinityServicesGroup, Inc. This Security Addendum is in support of a contract between the Contracting Government Agency and the Contractor for the provision of services that require compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Systems Security Policy (CJIS Security Policy).

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.0 Definitions.

1.01 Contracting Government Agency (CGA) – the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor- a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.03 Contract – the primary agreement between the CGA and the Contractor for the provision of services.

2.00 Responsibilities of the Contracting Government Agency.

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2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgement of such receipt and the contents of the Security Addendum. The signed acknowledgements shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see CJIS Security Policy glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and the Contractor.

4.02 Security violations can justify termination of the Contract between the CGA and the Contractor.

4.03 Upon notification, the CSO and FBI reserve the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend, or terminate access and services, including telecommunications links. The CSO will provide the CGA with timely written notice of any action taken. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the CSO or FBI by the CGA. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit.

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum or the Contract.

6.00 Scope and Authority.

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; (4) Title 28, Code of Federal Regulations, Part 20; and (5) the Contract. The parties are also subject to applicable federal and state laws and regulations.

RFP-SHRF-25466 Food Services

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the Contract which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the Contract without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 23606

Trinity Services Group, Inc.

Ramsey County



Signature of officer

Signature

James M. Perry, Sr. VP, Sales

Printed Name & Title

Printed Name & Title

January 26, 2026

Date

Date

Board of Commissioners

Request for Board Action

Item Number: 2026-106

Meeting Date: 4/14/2026

Sponsor: Safety and Justice
Property Management and Finance

Title
Capital Improvement Program Contingent Fund Request for the Saint Paul Campus Security Project

Recommendation

Authorize the County Manager to transfer up to \$200,000 from the Capital Improvement Program Contingent Account to the Saint Paul Campus Security Project Capital Improvement Program project budget for project activities.

Background and Rationale

As part of the 2024-2025 budget process, which included the 2024-2029 Capital Improvement Program (CIP), funding was approved for the Saint Paul Campus Security Project. The project includes the installation of a comprehensive permanent security fence with controlled access gates, along with additional security cameras across the campus.

The Saint Paul campus houses several critical county facilities, including the Law Enforcement Center, Adult Detention Center (county jail), Emergency Communications (9-1-1) Center, courtrooms, the Public Defender's Office, County Attorney's Office, and the 402 Building (Mental Health Center). Collectively, the campus serves as a hub for essential 24-hour emergency response, detention, judicial, and health services that are vital to the safety and well-being of the community. A breach of security at this location could compromise multiple public safety systems and disrupt services relied upon by residents.

The project is currently in progress and is expected to be completed this year. At the time the project was proposed, costs were estimated based on then current market conditions. Since then, unanticipated increases in material and labor costs have occurred. In addition, a separate city construction project along University Avenue was not known during the original planning process and has introduced new coordination requirements and design modifications that have increased project costs. As a result, this request for contingent CIP funding is not due to an expansion of the project scope, but rather to external market conditions and revisions related to the city street project that emerged after the original project budget was approved.

Contingent funding is necessary to complete the originally approved scope without reducing critical security elements. Delaying completion until the next CIP cycle would leave the campus perimeter partially unsecured for an extended period. From the outset, the fence was intentionally designed to balance security with accessibility. The design prioritizes safety while remaining community-friendly, avoiding an appearance that could be perceived as unwelcoming or overly fortified.

Safety & Justice and Property Management recommend approval of this request.

County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

Racial Equity Impact

There is no direct racial equity impact associated with this request. However, as with most CIP projects, workforce inclusion goals apply. These include a target of 32% minority participation and 20% women participation in the workforce, as well as a goal of 32% utilization of certified Small Business Enterprises (SBEs). Eligible SBEs must be listed in the Central Certification (CERT) Program directory, which is recognized by the county as the approved source for identifying SBE subcontractors and suppliers, in accordance with the county’s workforce inclusion and contracting goals policy.

Community Participation Level and Impact

This project has been presented twice to the Capital Improvement Program Citizens’ Advisory Committee (CIPAC). On both occasions, the committee recommended approval, including the original request as part of the 2024-2025 budget process and, most recently, a recommendation for contingent approval on March 6, 2026. CIPAC provides residents with the opportunity to participate in the development and adoption of the Capital Improvement Program. The committee consists of up to 14 residents, along with county staff, who review project requests and make recommendations to the Ramsey County Board of Commissioners.

Throughout the planning and architectural design process, deliberate efforts were made to ensure that the selected fencing materials are unobtrusive and community-friendly, helping to preserve a welcoming and inviting appearance.

- Inform
- Consult
- Involve
- Collaborate
- Empower

Fiscal Impact

There are sufficient funds available in the CIP Contingent Account to support this request. Funds will be transferred to the Saint Paul Campus Security Project. The originally approved project budget was \$1.09 million. Upon completion of the project, any remaining funds will be returned to the CIP Contingent Fund Account.

Last Previous Action

On June 17, 2025, the Ramsey County Board of Commissioners approved the agreement with Sheehy Construction Company for security fencing at the Ramsey County Law Enforcement Center Campus (Resolution B2025-121).

On December 12, 2023, the Ramsey County Board of Commissioners approved the 2024-25 Capital Improvement Program Budget (Resolution B2023-246).

Attachments

None.