TOWN OF HEMPSTEAD
WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSALS
FOR
SHORT-TERM PREVOCATIONAL SERVICES

PROGRAM YEAR 2011 & 2012
Table of Contents

A. Proposal Form

Section I: Introduction
Section II: Background
Section III: Contact Information
Section IV: Purpose
Section V: Selection Process
Section VI: Scope of Work
Section VII: Budget
Section VIII: Proposed Staff
Section IX: Assurance

B. Public Notice

Short-Term Prevocational Services Request For Proposals (RFP) Public Notice
I. Introduction

On behalf of the Town of Hempstead Local Workforce Investment Board (LWIB), the Town of Hempstead Department of Occupational Resources (DOOR), as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Workforce Investment Area under the Workforce Investment Act of 1998 (WIA) and the Temporary Assistance for Needy Families (TANF) Program is soliciting proposals for **Short-Term Prevocational Services** for adults, youth, dislocated workers, economically disadvantaged individuals and welfare recipients participating in the Town of Hempstead/City of Long Beach Local Workforce Investment Area (LWIA) programs.

Contractual agreements negotiated pursuant to this RFP will commence on August 1, 2011 and end on June 30, 2013, with options for renewal at the discretion of the Town of Hempstead WIB. The contract period may be extended or reduced at the option of the WIB. Services funded under the Workforce Investment Act of 1998 (WIA) (Public Law 105-220) will be governed by WIA Title I, and subject to the Final Rule, published in the Congressional Federal Register/Volume 65, No. 156 on August 11, 2000. Applicants are also encouraged to propose augmenting non-WIA services, which are to be funded through cash and **in-kind contributions**.

Costs incurred in the delivery of all services pursuant to this RFP will be allocated in accordance with the Office of Management and Budget (OMB) Circular Number A-87, and all other applicable OMB Circulars.

II. Background

In accordance with WIA, the WIB has implemented the **HempsteadWorks Workforce Investment System**. The mission of the system is to:

- Ensure that skilled workers are available to employers;
- Help jobseekers find work;
- Foster economic development.

**HempsteadWorks** is designed to provide customers with workforce investment services through a “One-Stop” delivery system. The One-Stop Partners of the system integrate their resources electronically and also through co-location of staff within career centers and affiliate sites. Electronic integration is accomplished through a wide area network (WAN) computer system, and also through the Internet. The official Web site of the system is: [www.hempsteadworks.com](http://www.hempsteadworks.com).

Co-location of staff is accomplished by teams comprised of individuals from a variety of independent organizations. These individuals adhere to common standards and reporting formats contained in the **“HempsteadWorks Quality Assurance Program (HWQAP)”**.
III. Contact Information

Ana-Maria Hurtado, Commissioner
Town of Hempstead
Department of Occupational Resources
Hempstead Executive Plaza
50 Clinton Street, Suite 400
Hempstead, New York 11550
(516) 485-5000
amh@hempsteadworks.com

IV. Purpose

The purpose of this RFP is to procure the services of a vendor to provide program participants with Short-Term Prevocational Services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare them for unsubsidized employment or training.

V. Selection Process

The WIB will review proposals and funding will be made available to applicants whose proposals represent the best overall value to the local Workforce Investment Area. The Board may award a contract for any and all parts of the proposal and may negotiate contract terms and conditions to meet program requirements consistent with this RFP.

Applicants will be rated on a 100-point system, as indicated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Background/Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Scope of Work (Services)</td>
<td>40</td>
</tr>
<tr>
<td>Budget</td>
<td>20</td>
</tr>
<tr>
<td>Proposed Staff</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

To be eligible to receive an award a proposal must be fully completed, contain all required documentation, and achieve a minimum score of 70 points.

FAILURE TO MEET MINIMUM REQUIREMENTS WILL RESULT IN AUTOMATIC REJECTION OF THE APPLICATION.
A. Cover Sheet

Please complete the information requested below:

Name of Organization: ________________________________________________

Address: _____________________________________________________________

____________________________________________________________________

Telephone Number: _________________________________________________

Fax Number: _________________________________________________________

Federal I.D. Number: ________________________________________________

Contact Person: _____________________________________________________

Title of Contact Person: ______________________________________________

Name of Official Authorized to Sign Contract:

____________________________________________________________________

Title of Authorized Official: ___________________________________________

Signature of Authorized Official: _______________________________________

Date of Signature: ____________________________________________________
B. Category of Applicant Organization (Mandated)

Please indicate the category below which best describes your organization by placing an “x” in the appropriate box. Please also provide the required Internal Revenue Service (IRS) identification information:

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>CATEGORY</th>
<th>IRS FEDERAL ID NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Private-For-Profit</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Private-Non-Profit</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Government Agency</td>
<td></td>
</tr>
</tbody>
</table>

C. Applicant Background and Qualifications (20 Points Total)

1. Indicate the nature and mission of your business or organization.

2. Describe whether your organization has the financial resources, or has the ability to obtain them, to perform the proposed services. (5 Points)

3. Summarize your organization’s record of fiscal integrity, business ethics, and fiscal accountability. (5 Points)

4. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work. (5 Points)

5. Describe the ability of your organization to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals. (5 Points)

VI. Scope of Work (Total of 40 Points)

1. Include as Attachment C, a curriculum that includes a time-framed lesson plan. (Must include: skill and theory to be taught; materials/tools used to teach them; time frame for lesson plan; name, instructor/organization, evaluation tool and method to assess skill/concept learned. (20 Points)
VII. Budget (20 Points)

Include an attachment labeled “Item IV. – Budget,” which includes the following information:

1. The aggregate price for the proposal services;

2. A line item breakdown of each element of the aggregate price for cost price analysis purposes;

3. An itemization of WIA funds requested as reimbursement for WIA services, along with a summary of the proposed services;

4. An itemization of non-WIA funds offered on a cash or in-kind basis to support WIA services to be conducted through co-location, or through electronic linkages;

5. If the partner’s organization is classified as “non-profit,” then the Budget must include sufficient documentation to demonstrate that it will receive no profit from any contract with the WIB or DOOR in connection with its plan;

6. If the partner’s organization is classified as “for-profit,” then its proposal must demonstrate the amount of profit it proposes to retain, with sufficient documentation to demonstrate whether or not this profit is reasonable.

VIII. Proposed Staff (20 Points)

Include, as Attachment “A”, a resume of the staff person(s) to be assigned to perform the services proposed.

IX. Assurance (Mandated)

Include, as Attachment “C”, the following forms, signed by the appropriate official of your organization:

1. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace;
2. Equal Employment Opportunity and Non-Discrimination Policy Statement;
3. Grievance Procedure;