



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022
REQUEST FOR PROPOSALS FOR LEASED OFFICE SPACE**

Contract Period: May 1, 2023 through April 30, 2028

Essential Information and Dates

RFP Release Date	March 10, 2023
Deadline for Proposal Submission	March 31, 2023

HempsteadWorks
www.hempsteadworks.com

For all questions and inquiries, please email Kurt Rockensies at krockensies@hempsteadworks.com.

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1. BACKGROUND

The Town of Hempstead Department of Occupational Resources (DOOR) is the grant subrecipient/fiscal agent for the Town of Hempstead/City of Long Beach Local Workforce Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA funding is used to help jobseekers access employment, education, training and supportive services, as well as match employers with skilled workers to compete in the global economy. HempsteadWorks is the name given to the One-Stop Workforce System, whose mission is to ensure that skilled workers are available to employers, to help jobseekers find work, and to foster economic development.

HempsteadWorks offers employment and training services to thousands of jobseekers and businesses in the Town of Hempstead and City of Long Beach in addition to services supported through competitively procured contracts among community-based organizations. At the HempsteadWorks Career Center, we provide the following services:

- Career Planning and Counseling
- Occupational Skills Training Programs for Careers in High-Demand Industries
- Career and Computer Skills Workshops
- Online Job Banks
- Referrals to Partner Agencies
- Access to Computers, Copiers, and Career Development Literature

We also assist businesses with identifying qualified employees, posting job vacancies, and accessing training funds for professional workforce development. Additional information on programs and services can be found at www.hempsteadworks.com.

2. SCOPE OF SERVICES

Under this RFP, DOOR is seeking to procure a lease for office space for the Local Workforce Development Board and the HempsteadWorks Career Center in the Hempstead Village area. In order to be considered for funding, applicants must provide information under the following categories: Documentation of Ownership; Facility Name and Locations; Rentable Square Feet; Parking; Facility Status; Building Information; Annual Rental; Escalation; Security; Environment and Compliance; and Exhibits (Floor Plan).

3. PROPOSAL INSTRUCTIONS

3.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, March 31, 2023. Proposals can be submitted by mail or email to:

ATTN: Kurt Rockensies

Town of Hempstead Department of Occupational Resources

50 Clinton Street, Suite 400

Hempstead, NY 11550

krockensies@hempsteadworks.com

Proposals received after the deadline will **not** be considered.

3.2 Evaluation Criteria

The Local Board, or its designee, will review all to ensure compliance with the requirements of the RFP. Applicants will be rated on a 100-point rating system, and evaluation is based on, but not limited to:

- Applicant Background and Qualifications (20 Points)
- Office Space Information (40 Points)
- Reasonableness of Cost (40 Points)

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 an automatic rejection of the application.

3.3 Format and Content

Organizations with interest in providing the requested services should submit the following:

1. Completed **Proposal Summary Form** (see Attachment A).
2. Completed **Applicant Background and Qualifications** (see Attachment B).
3. Completed **Office Space Information** (see Attachment C).

4. LIMITATIONS

The Hempstead/Long Beach WDB reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate all qualified sources; or to cancel in part or in its entirety this RFP if found not in the best interest of the WDB and/or Youth Standing Committee. This RFP does not commit the WDB to award a contract, to pay costs incurred for preparation of proposals, to pay for legal liability in refusing to award a contract, or to procure or contract for services. Vendors funded under WIOA must adhere to EEO laws and standards. Funding for any project will be dependent upon availability of WIOA funds. Demonstration of past performance and cooperation of the organization awarded in past contract years will be taken into consideration in review of proposals. Poor past or current contract performance with HempsteadWorks or other funding source may affect recommendations for awards. HempsteadWorks reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.

5. EO AND NONDISCRIMINATION ASSURANCE

- A. As a condition to the award of financial assistance from NYSDOL under Title I of WIOA, the grant applicant assures that it will comply fully with the EO and nondiscrimination provisions of the following laws:
- a. WIOA [Section 188](#) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency (LEP) individuals), age disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- B. The grant applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

6. ATTACHMENTS

PROPOSAL SUMMARY FORM – LEASED OFFICE SPACE

(This form must appear as cover and first pages of proposal submission)

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone: _____

Email: _____

Organization: Private-for-profit Not-for-profit Government Agency Other

Number of Proposed Properties: _____

Proposed Facility Name(s), Location(s) and Annual Rental Amount(s):

Print Name of Staff Submitting this Proposal

Signature

Applicant Background and Information – Leased Office Space RFP

Please complete the following questions:

1. Indicate the nature and mission of your business or organization.
2. Summarize your organization's record of fiscal integrity, business ethics, and fiscal accountability.
3. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to lease the space.
4. Describe the ability of your organization to perform the proposed space at a reasonable cost.

Office Space Information – Leased Office Space RFP

Please complete the following for each proposed leased space, if applicable.

1. FACILITY NAME(s) AND LOCATION(s):

Name: _____

Address: _____

2. RENTABLE SQUARE FEET:

- Amount of rentable square feet estimated to accommodate the program described in the RFP: _____
- Floor(s) that are available: _____
- Square footage for each floor to be occupied: _____

3. PARKING:

- Number of spaces available: _____
- Number of space available exclusively to lessee: _____

4. FACILITY STATUS: Is the facility (check one):

- Existing Under construction To be constructed
- If existing, age of facility: _____
- If under construction, or to be constructed, projected completion date: _____

5. BUILDING INFORMATION:

- Total number of floors: _____
- Number of usable sq. ft. per floor: _____ Average ceiling height: _____
- Does the building contain friable asbestos? _____
 - If yes, is the asbestos managed under a plan prepared by a licensed asbestos planner? _____ and is a copy of the plan available for review? _____

6. ANNUAL RENTAL:

- State the total annual rent for the first year of the lease: _____, which is \$_____ per rentable square foot.

- Describe ALL services offered or allowances included, such as utilizes, security services, any rent concession, assigned parking, tenant improvements, etc.:

7. **ESCALATION:** Describe any annual rent escalation, if applicable.

8. **SECURITY:** Describe facility and parking security.

9. **ENVIRONMENT AND COMPLIANCE:**

Describe how the proposed space provides a welcoming, tenant and visitor -friendly atmosphere, with safe, secure and Americans with Disabilities Act (ADA) compliant facilities.

10. **SIGNAGE:** Describe interior and exterior signage included, or available:

11. **EXHIBITS:**

Please attach a current floor plan of the space being offered.