



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2025
REQUEST FOR QUALIFICATIONS (RFQ) FOR ASSISTIVE TECHNOLOGY TRAINING FOR
WORKFORCE STAFF**

**Program Year 2024 and 2025
April 1, 2025 through March 31, 2026**

Essential Information and Dates

RFP Release Date	February 28, 2025
Deadline for Proposal Submission	March 28, 2025

HempsteadWorks
www.hempsteadworks.com

For all questions and inquiries, please email Elizabeth Ajasin eajasin@hempsteadworks.com.

I. 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, youth-serving organizations. At the HempsteadWorks Career Center, we provide the following services:

- i. Career Planning and Counseling
- ii. Occupational Skills Training Programs for Careers in High-Demand Industries
- iii. Career and Computer Skills Workshops
- iv. Online Job Banks
- v. Referrals to Partner Agencies
- vi. 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.

II. Purpose and Scope of Services

Since 2021, HempsteadWorks has received funding to implement the New York Systems Change and Inclusive Opportunities Network (SCION) project. As part of this initiative, we are seeking qualified vendors to provide in-person training on assistive technology for our workforce staff. This training will enable staff to effectively support individuals with disabilities who visit our career center.

We have a catalog of assistive technology equipment stored in our facility but lack the expertise to train our staff on its proper usage. The goal of this RFQ is to identify experienced vendors who can deliver high-quality, in-person training sessions that will help our staff integrate these tools into their work with jobseekers with disabilities.

The selected vendor will be responsible for delivering in-person training to our workforce staff on the use of assistive technology devices. This includes:

- Training on various assistive technologies (e.g., screen readers, adaptive keyboards, communication devices) that are available in our stock.
- Hands-on demonstrations and practice sessions for staff to ensure they can comfortably use the technology.

- Multiple training sessions may be required due to the size of our staff and scheduling needs, ensuring we maintain service coverage during training.
- Post-training support may be requested, such as follow-up consultations or troubleshooting.

III. Vendor Qualifications

Eligible vendors for this RFQ are governmental agencies, public or private not-for-profit or for-profit organizations, local educational agencies, and incorporated faith-based and community-based organizations. The ideal vendor will have:

- Demonstrated experience working with individuals with disabilities
- Experience using assistive technology in a workforce development context, particularly for individuals with disabilities.
- Proven track record of providing training on assistive technologies to staff, especially in settings like career centers or educational environments.
- Knowledge of NY SCION's mission and goals and the ability to align training efforts with these objectives.
- References from similar training programs or partnerships, if applicable.

IV. Submission Requirements

Interested vendors should submit the following:

- **Company Overview** including your experience, qualifications, and a summary of relevant work.
- **Training Proposal:** A detailed description of the training you propose to offer, including the methodology, duration, and number of sessions.
- **Timeline:** A proposed timeline for completing the training.
- **Staff Qualifications:** Information about the trainers who will be delivering the sessions, including their experience with assistive technology and disabilities.
- **Cost Estimate:** A cost estimate for the staff training.

V. Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- Experience and qualifications of the vendor in providing assistive technology training and working with individuals with disabilities.
- Training approach and how well it aligns with our goals of equipping staff to effectively use assistive technology.
- Timeline and ability to meet project deadlines.
- References and past success with similar projects.

- Cost-effectiveness of the proposed training program.

VI. Submissions

Please submit all required materials listed in Section IV with the attached Proposal Summary Form by **Friday, March 28, 2025** to Elizabeth Ajasin eajasin@hempsteadworks.com with the subject line “RFQ Submission – Assistive Technology Staff Training.” Please limit your responses to no more than 3 pages.

We look forward to reviewing your submission and partnering with you to enhance our services for individuals with disabilities in the workforce.

VII. 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 sources 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.

VIII. Equal Opportunity 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:
1. 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;
 2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 5. 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.

PROPOSAL SUMMARY FORM – ASSISTIVE TECHNOLOGY TRAINING FOR WORKFORCE STAFF

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

Organization Name: _____

Address: _____

Primary Contact and Title: _____

Phone Number: _____

Email Address: _____

FEIN/Business ID #: _____

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

Status: Current Contractor Past Contractor New Responder

Planned Service Delivery Highlights

Brief summary of proposed assistive technology training:

Terms of Agreement (please check all):

I have completed all sections of this RFQ and understand that failure to submit a include all required materials may jeopardize my opportunity to receive funding from DOOR.

How did you learn about this Request for Qualifications? _____

Print Name of Staff Submitting this Proposal

Title

Signature