

REQUEST FOR INFORMATION (RFI)

Work Readiness Program

Introduction

The Town of Hempstead Department of Occupational Resources (DOOR) is seeking information from qualified organizations to provide work readiness training services for eligible individuals residing in the Town of Hempstead and City of Long Beach. This RFI aims to gather insights from potential bidders regarding their ability to deliver a comprehensive work readiness training program that meets specified competencies.

Background

DOOR operates a Workforce Innovation and Opportunity Act (WIOA) program that aims to support individuals in gaining the skills and training necessary for successful employment. Our mission is to empower eligible individuals, particularly those facing barriers to employment, by providing comprehensive training and resources. As part of our commitment to enhancing workforce readiness, we are seeking qualified organizations to deliver a structured work readiness training program.

Eligibility

This RFI is open to the following organizations:

- **For-Profit Organizations:** Entities that provide work readiness training or related services.
- **Educational Institutions:** Colleges, universities, and vocational training centers with a focus on workforce development.

Project Overview

Bidders must propose services that include essential work readiness skills competencies. The proposed training program should include a minimum of 100 hours of instruction and cover the following required competencies:

1. Professional Skill Development
 - a. Communication
 - b. Teamwork
 - c. Problem-solving
 - d. Time management
2. Workplace Culture and Etiquette
 - a. Professional communication and behavioral expectations
 - b. Dress code
 - c. Punctuality
 - d. Respect and accountability
 - e. Universal values in workplace settings
3. Additional Competencies (Optional)

Bidders may also include the following competencies in their training program:

- a. Career Exploration and Planning

- i. Initial assessment and ongoing assessment
 - ii. Career pathways exploration (job shadowing, field trips, career fairs)
- b. Resume Writing and Job Application Process
 - i. Effective resume and cover letter writing
 - ii. Tailoring documents to job listings
 - iii. Job search and application process understanding
- c. Interview Preparation
 - i. Articulating experiences and skills
 - ii. Non-verbal communication skills
 - iii. Mock interviews with feedback
- d. Financial Literacy
 - i. Budget creation
 - ii. Bank account initiation
 - iii. Understanding credit and identity theft
- e. Digital Literacy
 - i. Basic computer skills and software proficiency
 - ii. Internet basics and information literacy
- f. Networking and Mentorship
 - i. Building professional relationships
 - ii. Engaging in industry events
- g. Continuous Learning and Adaptability
 - i. Adapting to challenges and new technologies
 - ii. Importance of ongoing training
- h. Communication Skills
 - i. Workplace communication across generations

Submission Requirements

Interested parties are invited to submit a response that includes:

- a. An overview of your organization and relevant experience
- b. A description of the proposed training program and competencies
- c. A proposed methodology for delivering the training
- d. An estimated timeline for program implementation
- e. Any additional services or competencies you can offer

Contact Information

For questions or further information, please contact: Elizabeth Ajasin at eajasin@hempsteadworks.com.

Submission Instructions

Please submit your RFI responses by Tuesday, October 15, 2024 to eajasin@hempsteadworks.com.

Thank you for your interest in this project. We look forward to your responses.