



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2025 REQUEST
FOR PROPOSALS FOR ADULT MENTORING SERVICES FOR YOUTH**

**Program Year 2025 and 2026
Contract Period: July 1, 2025 to June 30, 2027**

Essential Information and Dates

RFP Release Date	March 14, 2025
Deadline for Proposal Submission	April 11, 2025

HempsteadWorks
www.hempsteadworks.com

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

2. PURPOSE

The purpose of this RFP is to solicit qualified vendors to provide adult mentoring services for youth participants who have completed and exited the WIOA youth program. The mentorship program will focus on providing continued support for a one-year period post-exit. Mentors will assist youth in achieving their personal, educational, and career goals while fostering self-advocacy, social and emotional development, and career pathways awareness. The successful vendor will deliver a combination of virtual and in-person services that cater to the unique needs of each mentee.

3. SCOPE OF WORK

The selected vendor will be responsible for the following:

- Provide one-on-one mentorship for one year to youth who have exited the WIOA program
- Work with each youth to develop and support the achievement of personal and occupational goals
- Tailor mentorship strategies to address the specific challenges faced by youth who meet WIOA eligibility (see Section 6)
- Encourage and support youth in developing skills needed to advocate for themselves effectively in their careers, educational settings, and personal relationships
- Track and report on key outcomes, including but not limited to self-determination, self-esteem, and social-emotional awareness, as they relate to career pathway development and navigation (see Attachment C – Sample Report for Youth Mentee):
 - Provide regular progress reports and a comprehensive final report at the conclusion of each mentorship period
 - Evaluate the success of mentorship, documenting both qualitative and quantitative outcomes
- Offer mentorship opportunities that are accessible and convenient for youth participants regardless of location

4. FUNDING

HempsteadWorks will review the applicant’s budget and negotiate a final contracted number with approved service providers based on population to be served and activities to be provided.

Cost competitiveness and efficiency are sought in this solicitation. Every applicant is expected to leverage additional non-WIOA support and/or work together with key community partners including educators, community and faith-based organizations, employers, career centers, and governmental units in support of services/activities generated as a result. Added consideration will be given to proposals that clearly demonstrate true quantifiable and value-added support.

5. APPLICANT ELIGIBILITY

Proposal will be considered from 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 in providing mentorship services to youth, particularly those participating in or transitioning out of a workforce development program or similar initiatives and who face barriers to employment, education, or personal development.

6. PARTICIPANT ELIGIBILITY

Youth who participate in Adult Mentoring must meet WIOA eligibility. WIOA Section 129 defines eligible youth as follows:

- (a) Resident of the Town of Hempstead/City of Long Beach
- (b) Age 16 through 24
- (c) Low income, as defined in WIOA Sec. 129 (a)(1)(C); and
- (d) Within one or more of the following categories:
 - 1. Basic skills deficient.
 - 2. An English language learner.
 - 3. An offender.
 - 4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
 - 5. Pregnant or parenting.
 - 6. A youth who is an individual with a disability.
 - 7. An individual who requires additional assistance to complete an educational program or to secure or hold employment*

*Youth Who Require Additional Assistance to Enter or Complete an Education Program or to Secure or Hold Employment

The term “requires additional assistance to enter or complete an education program or to secure or hold employment” means:

- A. The WIOA participant is at risk of dropping out of high school, an alternative school, or a post-secondary program, based on an assessment of the participant's academic records, transcripts, and/or evaluations from teachers or educational institutions; or

- B. The WIOA participant is unable to secure permanent, unsubsidized employment that offers a reasonable expectation of long-term employment and career growth, based on an assessment of the participant’s education and skills, in relation to labor market information; and
- C. The participant faces barriers, which may include but are not limited to:
 - Failing a core subject
 - Being a victim of abuse
 - Struggling with alcohol or substance use, or medical issues
 - Being an expectant father
 - Experiencing truancy or a poor academic record
 - Having chronic behavioral problems
 - Lacking job readiness skills or a poor work history
 - Experiencing trauma, emotional issues, gang affiliation, or exposure to gun violence
 - Being an immigrant or refugee
 - Being an emancipated youth
 - Experiencing the loss of a primary caregiver due to serious health issues, death, incarceration, or military service

7. PROPOSAL INSTRUCTIONS

7.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, April 11, 2025. Proposals can be submitted by email to Elizabeth Ajasin at eajasin@hempsteadworks.com.

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

7.2 Evaluation Criteria

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposal meeting requirements will be evaluated by a review team of HempsteadWorks staff, Youth Standing Committee and WDB or their designees. Applicants will be rated on a 100-point rating system, and evaluation is based on, but not limited to:

- Quality of Service Design for 25 Youth Participants (40 Points)
 - Innovative, participant-centered service strategy

- Comprehensive, high-quality services components
- Structured, thorough service delivery design
- Involvement of relevant community partners including private sector employers
- Demonstrated Capability (30 Points)
 - If previous contractor, past performance and monitoring issues
 - Record of achievement in program management and operations
 - High level of professional and technical skills/knowledge including experienced staff with adequate support
 - History of success in serving target area/population
- Cost Efficiency (20 Points)
 - Clarity and completeness of budget detail
 - Reasonableness of costs
 - Leverage resources and in-kind contributions that are clearly quantifiable and confirmed
 - Level of investment in relation to proposed outcomes
- Miscellaneous (10 Points)
 - Value of added resources (e.g., funds, contributions, activity/services, etc.)
 - Prior experience with HempsteadWorks
 - Overall understanding of RFP objectives

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 the minimum requirements will result in an automatic rejection of the application.

7.3 Format and Content

Organizations with interest in providing the requested services should submit a proposal narrative that includes the following information exactly as labeled (**in bold**) and as ordered below.

1. Completed **Proposal Summary Form** (see Attachment A)
2. Completed **General Information about the Applicant's Proposed Program** (see Attachment B), addressing the following:
 - a. Organization Overview, Background, and Experience
 - b. Program Design and Structure
 - c. Engagement and Retention
 - d. Additional Information

3. Completed **Budget Instructions and Narrative** (Attachment C). Provide sufficient detail to justify all costs of program activities in the budget narrative. Include any in-kind funding or services and how it will support this effort.

8. 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.

All decisions of the WDB are final.

9. 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:
 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.

10. WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS

Contracts awarded pursuant to this RFP will require the contractor to secure and maintain Workers' Compensation Insurance and Disability Benefits as required by the State of New York for the life of this contract. In accordance with Workers' Compensation Law Sections 57 and 220(8), the contractor must be legally exempt from obtaining workers' compensation insurance coverage; or obtain such coverage from an insurance carrier; or be a Workers' Compensation Board approved self-insured employer or participate in an authorized group self-insurance plan. Proposals submitted in response to this RFP must include one of the following forms:

(A) WC/DB-100, Affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Insurance Coverage Is Not Required (Must be stamped as "received" by New York State Workers' Compensation Board); or

(B) C-105.2 – Certificate of Workers' Compensation; or

(C) SI-12 – Certificate of Workers' Compensation Self-Insurance.

In addition, proposals must include one of the following forms to DOOR:

(A) DB-120.1 – Certificate of Disability Benefits Insurance; or

(B) DB-155 - Certificate of Disability Benefits Self-Insurance.

11. ATTACHMENTS

PROPOSAL SUMMARY FORM – ADULT MENTORING SERVICES FOR YOUTH

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

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone: _____

Email: _____

FEIN/Business ID#: _____

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

Status: Current Contractor Past Contractor New Responder

Budget Highlight:

Total Requested Amount: _____

Amount of Matching Funds and In-Kind Contributions (if applicable): _____

Terms of Agreement (please check all):

- I have completed all sections of this RFP and understand that failure to submit a complete proposal may jeopardize my opportunity to receive funding from DOOR.
- Enclosed with my proposal are my responses to Attachments B and C, and my organization's Workers' Compensation and Disability Insurance certificates
- I acknowledge that I have completed all sections of this RFP and understand that failure to submit a complete proposal may jeopardize my opportunity to receive funding from DOOR.

How did you learn about this Request for Proposals? _____

Print Name of Staff Submitting this Proposal

Title

Signature

GENERAL INFORMATION ABOUT THE APPLICANT'S PROGRAMS

Please note: This proposal narrative provides an opportunity for you to demonstrate your organization's capacity to meet the program requirements and deliver the desired training. All questions must be answered in full. Failure to provide clear, complete, and adequate responses will result in a significant deduction of points during the evaluation process. Incomplete or unclear answers may negatively impact the evaluation of your proposal.

Please answer the following questions.

Organization Overview, Background, and Experience

1. Provide a general description of your organization. Your response should include:
 - a. Background: Describe your organization's mission, history, any relevant credentials or accreditations, and how long the institution has been in existence under its current ownership at the same location.
 - b. Prior experience: Outline your experience in providing mentoring services to youth, including any notable outcomes or successes
 - c. Experience with Youth: Detail your experience working with youth facing barriers to employment, education, or personal development
2. If your organization has previously had a contract with DOOR, indicate the nature of the contract(s) and the level at which you achieved program deliverables.

Program Design and Structure

1. Provide a detailed description of the structure of the mentoring program. Your response should include the following:
 - a. The frequency and length of each session
 - b. Whether sessions will be held one-on-one or in group settings
 - c. Whether sessions will be held in-person or virtually, and how often each mode will be offered
 - d. How the mentoring sessions will be tailored to meet the specific needs of each youth mentee
 - e. An outline of the activities and methods that will be used to help mentees develop skills, confidence and personal growth
 - f. Whether mentees will have the opportunity to make up missed sessions, and describe the process for a make-up
2. Provide a timeline for the 12-month mentoring period that includes:
 - a. The projected goals for each month of the program

- b. An explanation of how mentee progress will be tracked and evaluated over the course of the program
3. Describe how mentors are selected for the program, including their qualifications and prior experience in similar roles. Also, explain the process by which mentees will be matched with the appropriate mentor.

Engagement and Retention

1. Describe your strategies for maintaining youth engagement and involvement throughout the full 12-month program to reduce dropout rates.

Additional Information

1. Explain how you will prepare mentees for 'life' after completing the mentoring program, including any support or resources that will be available.
2. If applicable, describe any additional or unique services your organization can offer to youth mentees that may enhance their experience or outcomes.
3. Identify any potential challenges you foresee in delivering the program and how you plan to address them. Also, describe any opportunities for growth or innovation in service delivery that you anticipate.

Budget Instructions and Forms

Budget Instructions for Mentoring Program Proposal

In this section, you are asked to provide a detailed budget for the proposed 12-month mentoring program. The budget should reflect all anticipated costs necessary to deliver the program effectively and meet the program goals. Please ensure that all costs are reasonable, clearly outlined, and align with the proposed activities.

The following categories must be included in your budget submission. Provide a detailed breakdown within each category, including descriptions and justifications where necessary.

- Proposals must include both a Budget and Budget Narrative. Details must be provided in the Budget Narrative for each item requested by itemizing the cost that comprises each total cost. Costs which are prorated must be supported by a cost allocation plan showing requested funds paying only its share of the costs for that item. Administrative costs are allowable up to 10% of the entire budget and needs detailed support of costs.
- Justification and reasonableness of costs will be considered when evaluating proposals.
- Matching funds and/or In-Kind contributions are looked upon favorably
- Contracts will be held to the most current approved budget and cannot exceed the award amount. Budget amendments may be allowed. All requests for amendments must be submitted for approval to DOOR prior to expenditure. All requests will require a written, detailed explanation and DOOR will provide written approval before action can be taken. The amendments can be done only among the original line items of the budget. New line items cannot be added. Failure to follow these guidelines may result in disallowed costs.
- DOOR utilizes cash basis accounting; therefore, all expenses should be paid before asking for reimbursement.
- Claim vouchers must be submitted within 30 days of the end of the previous quarter.

Budget Categories

The budget categories outlined below are provided as guidance to help structure your proposal and ensure that all relevant expenses are considered. You are not required to follow these categories exactly, and we understand that different approaches to program delivery may result in varying budget structures. While these categories help to align your budget with the program's objectives, you have the flexibility to adjust the categories or combine expenses in a way that best fits your program's needs. Please ensure that all costs are clearly explained and justified in your budget narrative.

1. Personnel Costs

- **Mentors:** Provide the total costs for mentor compensation over the course of the program, including hourly rates, number of hours per week/month, and the expected number of mentors. Include any benefits or payroll taxes related to their compensation.
- **Program Manager/Coordinator:** Include the salary for the person responsible for overseeing the mentoring program, managing day-to-day operations, coordinating mentors and mentees, and tracking progress.
- **Administrative Support:** If applicable, include costs for any administrative staff who will support the program, such as scheduling, communication, or data entry.

Note: Clearly outline the role and time commitment for each position.

2. Program Materials and Supplies

- **Mentor Training Materials:** Provide a breakdown of costs for any training materials, workshops, or resources required to prepare mentors for their role (e.g., manuals, online courses, handouts).
- **Mentee Materials:** Include costs for materials required for the mentees, such as journals, learning guides, books, or workbooks.
- **Technology and Software:** If virtual sessions are planned, list costs for necessary software, platforms (e.g., Zoom, Microsoft Teams), or technology tools that will be used to facilitate meetings or track progress.
- **Miscellaneous Supplies:** Outline any other program-related supplies, such as office materials, transportation (if applicable), or other resources.

3. Mentoring Sessions and Activities

- **Session Costs:** Provide a detailed cost for each mentoring session, including room rentals (if in-person), refreshments, and any additional activity costs (e.g., guest speakers, group outings, or team-building exercises).
- **Activity Expenses:** If there are any group activities or workshops planned (e.g., career fairs, team-building events, skill development sessions), list the costs associated with these activities. Include venue rental, transportation, materials, and any guest speakers or facilitators' fees.

4. Participant Support

- Incentives or Stipends for Mentees: If applicable, include any stipends, rewards, or incentive programs designed to motivate and retain mentees throughout the program (e.g., completion bonuses, transportation stipends, gift cards).
- Scholarships or Educational Support: If your program includes supporting mentees with educational resources, list any scholarships, training programs, or other financial support that will help mentees overcome barriers to success.

5. Evaluation and Monitoring

- Program Evaluation: Include costs related to assessing the program's effectiveness, such as surveys, focus groups, external evaluators, or data collection tools.
- Progress Tracking: Outline the cost of any tools or systems used to track mentee progress, such as performance metrics, databases, or software for collecting and analyzing data.

6. Indirect Costs/Overhead

- Administrative Overhead: If your organization has indirect costs, such as utilities, rent, insurance, or administrative overhead, provide a breakdown of these costs. Be sure to specify how these costs are related to the mentoring program's operation.
- Other Indirect Costs: If there are any additional overhead costs that will support the program (e.g., marketing, fundraising, or organizational capacity-building), include them here.

7. Costs Associated with Mentee Dropout

- Dropout Management: Please outline any anticipated costs related to a mentee's premature exit from the program. These costs may include, but are not limited to, the following:
 - Replacement Costs: If a mentee drops out, will you need to recruit and onboard a replacement mentee? If so, estimate the cost for recruitment and the onboarding process for a new participant.
 - Mentor Reallocation: If a mentee exits the program, will mentors need to adjust their schedules or work with a different mentee? Include any associated costs for mentor time spent re-aligning or adjusting to new mentees.
 - Session or Activity Adjustments: In the event of a dropout, will there be any costs for rescheduling or adjusting group activities, one-on-one sessions, or specialized resources?
 - Incentives or Stipends: If the mentee dropout occurs mid-program and incentives or stipends were paid out to that individual, will there be any refund or financial adjustment needed?

Note: It's important to identify the financial impact of potential dropouts in your program and provide a reasonable estimate for managing this scenario.

Budget Summary and Justification

- **Total Budget:** Provide a summary table of the total costs for the 12-month program, broken down by each category mentioned above.
- **Justification:** For each major line item, provide a brief narrative explanation to justify the cost. Explain how each expense contributes to the successful delivery of the program. For example, if hiring additional staff is necessary to manage the workload or if purchasing new software is critical for tracking mentee progress, make sure to explain why it is essential.

Sample Monthly Report for Youth Mentee

Mentee Name:

Mentor Name:

Report Month and Year:

Date of Report Submission:

1. Mentee Goals and Progress

Provide an update on the mentee's progress toward their personal and occupational goals.

2. Mentorship Activities

Provide a summary of the key mentorship activities for the month.

3. Mentee Engagement and Participation

Assess the mentee's level of engagement and participation in the program this month (i.e., their level of participation and engagement in meetings and activities).

4. Success Stories or Notable Achievements

If applicable, highlight any significant successes or achievements the mentee has experienced during this reporting period.

5. Mentor's Reflection and Additional Notes

Add any notable observations, insights, or recommendations from the mentor.