

**TOWN OF HEMPSTEAD/CITY OF LONG BEACH
LOCAL WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSALS FOR A
ONE-STOP OPERATOR IN THE TOWN OF
HEMPSTEAD/CITY OF LONG BEACH LOCAL
WORKFORCE DEVELOPMENT AREA**

**PROGRAM YEARS 2021 THROUGH 2024
JULY 1, 2021 THROUGH JUNE 30, 2025**

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I. Introduction

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Workforce Development Board (LWDB) in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and all related statutes and regulations. The period of performance is July 1, 2021 through June 30, 2025.

To be considered, the applicant must be an incorporated for-profit or non-profit organization, or a public agency, and have successfully provided workforce development services funded under federal or state legislation for a minimum of three (3) years. **Priority will be given to organizations who conduct WIOA program-related services that are allocable to the WIOA Administration Cost Category on an in-kind basis. A list of WIOA services that must be allocated to the Administration Cost Category is included as Addendum i.**

Contractual agreements negotiated pursuant to this RFP will commence at the discretion of DOOR and end on June 30, 2025, with options for renewal at the discretion of the Town of Hempstead Local Workforce Development Board (LWDB). The contract period may be extended or reduced at the option of the LWDB. Services funded under the Workforce Innovation and Opportunity Act of 2014 (WIOA) (Public Law 113-128) will be governed by WIOA. Applicants are also encouraged to propose augmenting non-WIOA services, which are to be funded through cash and in-kind contributions.

Completed proposals must be received no later than 4:30 P.M. on Friday, April 30, 2021.

II. Background

The Workforce Innovation and Opportunity Act (2014) was enacted “to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.” Pursuant to WIOA, Subtitle B, Chapter 1, section 121, the LWDB plans to implement a one-stop delivery system. Section 121 (d)(1) of WIOA authorizes the LWDB, “with the agreement of the chief elected official...to designate or certify one-stop operators and to terminate for cause the eligibility of such operators.” The role of the one-stop operator is defined under 20 CFR Parts, 676, 677, 678, the WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule, at Sec. 678.620, as follows: “At a minimum, the one-stop operator must coordinate the services delivery of required one-stop

partners and service providers. Local WDBs may establish additional roles of one-stop operator, including, but not limited to: coordinating service providers across the one-stop delivery systems, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites.” Under this RFP, DOOR is making available a maximum amount of \$125,000 of WIOA funding, per program year, to support the services of a one-stop operator. This maximum amount may be reduced, based upon the availability of funds.

III. Contact Information

Elizabeth Ajasin
Town of Hempstead
Department of Occupational Resources
50 Clinton Street, Suite 400
Hempstead, New York 11550
(516) 485-5000
eajasin@hempsteadworks.com

IV. Eligibility/Programs and Activities

To be eligible to perform the functions of the one-stop operator, organizations must be an entity (public private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes three or more of the one-stop partners described in WIOA Section 121 subsection (b)(1)), of demonstrated effectiveness, with a minimum of three (3) years related experience, which may include:

1. An institution of higher education;
2. An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
3. A community-based organization, nonprofit organization, or intermediary;
4. A private for-profit entity;
5. A government agency; and
6. Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

The one-stop partners included under WIOA Section 121 subsection (b)(1), referenced above, include the following:

1. Programs authorized under WIOA;
2. Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
3. Adult education and literacy activities authorized under title II;

4. Programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741));
5. Activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);
7. Activities authorized under chapter 2 of title II of the Trade Act of 1974(19 U.S.C. 2271 et seq.);
8. Activities authorized under chapter 41 of title 38, United States Code;
9. Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);
10. Employment and training activities carried out by the Department of Housing and Urban Development
11. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);
12. Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
13. Programs authorized under Part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).

V. Scope of Services

The services to be performed pursuant to this solicitation include the following:

1. Coordination of the service delivery of required one-stop partners and service providers in accordance with **20 CFR Sec. 678.620(a)**;
2. Submission of an annual report that describes the performance of the local one-stop system and includes, but is not limited to the following
 - a. Actual outcomes compared against negotiated Common Measures performance standards;
 - b. Actual outcomes compare against prescribed Customer Service Indicators goals;
 - c. Performance improvement plans for any Common Measures performance standards or Customer Service Indicators goals for which a passing score, as determined by the New York State Department of Labor (NYSDOL) was not achieved for the program year;
 - d. A Return-On-Investment Report for the WIOA Program within the local one-stop system;
 - e. A description of activities conducted by the local one-stop for the most recently complete program year;
 - f. Other information that may be required at the discretion of the LWDB.

3. Submission of performance improvement plans for any Common Measure performance standards for which as passing score, as determined by NYSDOL, was not achieved in any fiscal quarter.
4. Specific functions of the one-stop operator cited by WIOA which are listed below, with parenthetical references to WIOA:
 - a. "COLLECTION AND DISSEMINATION OF INFORMATION.—A one-stop operator in a local area shall collect such performance information from providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require. The one-stop operator shall disseminate information identifying such providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. Providers determined to meet the criteria shall be considered to be identified as eligible providers of training services." (WIOA Sec. 122(h)2)
 - b. USE OF PREVIOUS ASSESSMENTS.—A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under subparagraph (A)(xii) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program." (WIOA Sec. 134 (c)(2)(B))
 - c. "USE OF PREVIOUS ASSESSMENTS.—A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under clause (i) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program." (WIOA Sec. 134 (c)(3)(A)(ii)) D.
 - d. "CONSIDERATION.—In determining whether an individual requires assistance under clause (i)(II), a one-stop operator (or one-stop partner, where appropriate) may take into consideration the full cost of participating in training services, including the costs of dependent care and transportation, and other appropriate costs." (WIOA Sec. 134 (c)(3)(B)(iii))
 - e. "PRIORITY.—With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority." 7 (WIOA Sec. 134 (c)(E))
 - f. "INDIVIDUAL TRAINING ACCOUNTS.—An individual who seeks training services and who is eligible pursuant to subparagraph (A), may, in consultation with a career planner, select an eligible provider of training

services from the list of providers described in clause (ii). Upon such selection, the one-stop operator involved shall, to the extent practicable, refer such individual to the eligible provider of training services, and arrange for payment for such services through an individual training account.” (WIOA Sec. 134(F)(ii))

5. Activities described under **WIOA Section (d)(1)(2)(3)(4)** designed to:
 - a. “Improve coordination between workforce investment activities and economic development activities carried out within the local area involved, and to promote entrepreneurial skills training and microenterprise services;
 - b. Improve services and linkages between the local workforce investment system (including the local one-stop delivery system) and employers, including small employers, in the local area, through services described in this section; and
 - c. Strengthen linkages between the one-stop delivery system and unemployment insurance programs”
6. Activities described under **WIOA Section 134 (d)(1)(A)(ix)** to “provide business services and strategies that meet the workforce development needs of area employers, as determined by the local board, consistent with the local plan under section 108, which services may be provided through effective business intermediaries working in conjunction with the LWDB, and may also be provided on a fee for service basis or through the leveraging of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the LWDB; and may include –
 - a. Developing and implementing industry sector strategies (including Strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);
 - b. Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and 8 other effective initiatives for meeting the workforce investment needs of area employers and workers;
 - c. Assistance to area employers in managing reductions in force in coordination with rapid response activities provided under subsection (a)(2)(A) and with strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors;
 - d. The marketing of business services offered under this title, to appropriate area employers, including small and mid-sized employers.”
7. Activities described under **WIOA Section 134 (d)(1)(A)(xi)** designed to achieve “improved coordination between employment and training activities and programs carried out in the local area for individuals with disabilities, including programs carried out by State agencies relating to intellectual disabilities and developmental disabilities, activities carried out by Statewide Independent Living

Councils established under section 705 of the Rehabilitation Act of 1973 (29 U.S.C. 796d), programs funded under part B of chapter 1 of title VII of such Act (29 U.S.C. 796e et seq.), and activities carried out by centers for independent living, as defined in section 702 of such Act (29 U.S.C. 796a).”

8. Coordination of youth programs and services offered by One-Stop partner organizations within the Local Workforce Development Area (LWDA) with youth services provided and activities conducted by DOOR and local youth service providers to ensure efficient and effective implementation of the Youth Requirements and Elements required under WIOA Section 129(c)(1)(2), as described below:

“(c) LOCAL ELEMENTS AND REQUIREMENTS. –

(1) PROGRAM DESIGN. – Funds allocated to a local area for eligible youth under section 128(b) shall be used to carry out, for eligible youth, programs that -

(A) Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

(B) Develop service strategies for each participant that are directly linked to 1 or more of the indicators of performance described in WIOA Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;

(C) Provide—

(i) activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;

(ii) preparation for postsecondary educational and training opportunities;

(iii) strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;

(iv) preparation for unsubsidized employment opportunities, in appropriate cases; and

(v) effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets;

(2) PROGRAM ELEMENTS. —In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career

readiness for participants, the programs described in paragraph (1) shall provide elements consisting of—

- (A) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- (B) Alternative secondary school services, or dropout recovery services, as appropriate;
- (C) Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
 - (i) Summer employment opportunities and other employment opportunities available throughout the school year;
 - (ii) Pre-apprenticeship programs;
 - (iii) Internships and job shadowing; and
 - (iv) On-the-job training opportunities;
- (D) Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in WIOA Section 123;
- (E) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (F) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- (G) Supportive services;
- (H) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- (J) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- (K) Financial literacy education;
- (L) Entrepreneurial skills training;
- (M) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (N) Activities that help youth prepare for and transition to postsecondary education and training.”

VI. One-Stop Delivery System

In accordance with WIOA section 121 (d) and (e), services must be delivered through a one-stop delivery stem, which at a minimum must:

- 1) Make each of the WIOA programs, services, and activities accessible at not less than one physical center in the local area of the Town of Hempstead/ City of Long Beach the State; and may also make programs, services, and activities available—
 - a. Through a network of affiliated sites that can provide one or more of the programs, services, and activities to individuals; and
 - b. Through a network of eligible one-stop partners—
 - i. In which each partner provides one or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and
 - ii. That assures individuals that information on the availability of the career services will be available regardless of where the individuals initially enter the statewide workforce development system; and may also operate
 - c. Specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters; and
 - d. As applicable and practicable, make programs, services, and activities accessible to individuals through electronic means in a manner that improves efficiency, coordination, and quality in the delivery of one-stop partner services.
- 2) One-stop operators must:
 - a. Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers;
 - b. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
 - c. Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

VII. Selection Process

Proposals that represent the best overall value to the Local Workforce Area may be selected for funding. 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 rating system, as indicated below:

Applicant Background, Qualifications and Experience	30 points
Proposed Services	30 points
Budget	20 points
<u>Proposed Staff</u>	<u>20 points</u>
Total	100 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. In addition to the portions of the narrative included in the rating points, applicants must also respond to the “mandated” sections.

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

VIII. Applicant Information (Mandated)

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:

ITEM NUMBER	CATEGORY	IRS FEDERAL ID NUMBER
1.	Private-For-Profit	
2.	Private-Non-Profit	
3.	Government Agency	

C. Eligibility, Programs and Activities (Mandated)

Complete “Table I: Eligibility Criteria/Program and Activities” below. The instructions for completing this table are as follows: (1) Insert the legal name of your entity, or if applicable, of each entity that comprises your consortium. (2) Choosing from the list below entitled “Eligibility Criteria,” next to the name of each entity that is responding to this solicitation, indicate the criteria under which the entity meets WIOA eligibility. (3) ***For applicants that are a consortium only,*** choosing from the list below entitled “Programs and Activities,” indicate the relevant program and activity that the entity conducts that meets WIOA requirements: ***if the applicant is not a consortium, indicate “N/A” in this column.***

Eligibility Criteria:

- An institution of higher education
- An employment service State agency established under the Wagner Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private for-profit entity;
- A government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Programs and Activities:

- Programs authorized under WIOA;

- Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
- Adult education and literacy activities authorized under title II;
- Programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741));
- Activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);
- Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
- Activities authorized under chapter 41 of title 38, United States Code;
- Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);
- Employment and training activities carried out by the Department of Housing and Urban Development;
- Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);
- Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
- Programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).

Table I – Eligibility, Programs and Activities

Name of Entity	Eligibility Criteria	Programs and Activities (Complete this section only if the applicant is a consortium, otherwise indicate "N/A.")

Note: If applicant is a consortium of entities, then a minimum of three (3) items among the Programs and Activities must be represented.

D. Applicant Background, Qualifications and Experience (30 Points)

1. Indicate the nature and mission of your business or organization. **(Mandated)**
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 organizational entity or consortium of entities to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals. **(5 Points)**
6. Disclose any potential conflicts of interest arising from the relationship of the entity or consortium of entities with particular training service providers or other service providers, or if applicable, confirm that no such conflicts exist. **(Mandated)**
7. Describe how the entity or consortium of entities would comply with Federal regulations, and procurement policies, relating to the calculation and use of profits, if applicable. **(Mandated)**
8. Describe the experience of your organization in operation publically funded workforce development systems and programs. **(10 Points)**

IX. Proposed Services (30 Points Total)

Instructions: Place an “X” on the appropriate line next to “Yes” or “No” below to indicate whether or not he applicant will perform the service listed.

1. Coordination of the service delivery of required one-stop partners and service providers in accordance with **20 CFR Sec. 678.620(a)**;

Yes ____ No: ____

2. Submission of an annual report that describes the performance of the local one-stop system that includes, but is not limited to the following items:
 - a. Actual outcomes compared against negotiated Common Measures performance standards;

Yes ____ No: ____

- b. Actual outcomes compared against prescribed Customer Service Indicators goals;

Yes ____ No: ____

- c. Performance improvement plans for any Common Measures performance standards or Customer Service Indicators goals for which a passing score, as determined by the New York State Department of Labor (NYSDOL) was not achieved for the program year;

Yes ____ No: ____

- d. A Return-On-Investment Report for the WIOA Program within the local one-stop system;

Yes ____ No: ____

- e. A description of activities conducted by the local one-stop for the most recently completed program year;

Yes ____ No: ____

- f. Other information that may be required at the discretion of the LWDB. Yes

____ No: ____ 18

- 3. Submission of performance improvement plans for any Common Measure performance standards for which a passing score, as determined by NYSDOL, was not achieved in any fiscal quarter.

Yes ____ No: ____

- 4. Specific functions of the one-stop operator cited by WIOA which are listed below, with parenthetical references to WIOA:

- a. "COLLECTION AND DISSEMINATION OF INFORMATION.—A one- stop operator in a local area shall collect such performance information from providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require. The one-stop operator shall disseminate information identifying such providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. Providers determined to meet the criteria shall be considered to be identified as eligible providers of training services."

(WIOA Sec. 122(h)2)

Yes ____ No: ____

- b. **“USE OF PREVIOUS ASSESSMENTS.—**A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under subparagraph (A)(xii) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the **participant conducted pursuant to another education or training program.” (WIOA Sec. 134 (c)(2)(B) and WIOA Sec. 134 (c)(3)(A)(ii))**

Yes ____ No: ____

- c. **“CONSIDERATION.—**In determining whether an individual requires assistance under clause (i)(II), a one-stop operator (or one-stop partner, where appropriate) may take into consideration the full cost of participating in training services, including the costs of dependent care and transportation, and other appropriate costs.” **(WIOA Sec. 134 (c)(3)(B)(iii))**

Yes ____ No: ____

- d. **“PRIORITY.—**With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.” **(WIOA Sec. 134 (c)(E))**

Yes ____ No: ____

- e. **“INDIVIDUAL TRAINING ACCOUNTS.—**An individual who seeks training services and who is eligible pursuant to subparagraph (A), may, in consultation with a career planner, select an eligible provider of training services from the list of providers described in clause (ii). Upon such selection, the one-stop operator involved shall, to the extent practicable, refer such individual to the eligible provider of training services, and arrange for payment for such services through an individual training account.” **(WIOA Sec. 134(F)(ii))**

Yes ____ No: ____

5. Activities described under **WIOA Section 134 (d)(1)(2)(3)(4)** designed to:

- a. “Improve coordination between workforce investment activities and economic development activities carried out within the local area involved, and to promote entrepreneurial skills training and microenterprise services;

Yes ____ No: ____

- b. Improve services and linkages between the local workforce investment system (including the local one-stop delivery system) and employers, including small employers, in the local area, through services described in this section;

Yes ____ No: ____ and

- c. Strengthen linkages between the one-stop delivery system and unemployment insurance programs”

Yes ____ No: ____

- 6. Activities described under **WIOA Section 134 (d)(1)(A)(ix)** to “provide business services and strategies that meet the workforce investment needs of area employers, as determined by the local board, consistent with the local plan under section 108, which services may be provided through effective business intermediaries working in conjunction with the LWDB, and may also be provided on a fee for service basis or through the leveraging of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the LWDB; and may include—

- 1. Developing and implementing industry sector strategies (including Strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);

Yes ____ No: ____

- 2. Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers;

Yes ____ No: ____

3. Assistance to area employers in managing reductions in force in coordination with rapid response activities provided under subsection (a)(2)(A) and with strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors; and

Yes ____ No: ____

4. The marketing of business services offered under this title, to appropriate area employers, including small and mid-sized employers.”

Yes ____ No: ____

7. Activities described under **WIOA Section 134 (d)(1)(A)(xi)** designed to achieve “improved coordination between employment and training activities and programs carried out in the local area for individuals with disabilities, including programs carried out by State agencies relating to intellectual disabilities and developmental disabilities, activities carried out by Statewide Independent Living Councils established under section 705 of the Rehabilitation Act of 1973 (29 U.S.C. 796d), programs funded under part B of chapter 1 of title VII of such Act (29 U.S.C. 796e et seq.), and activities carried out by centers for independent living, as defined in section 702 of such Act (29 U.S.C. 796a).”

Yes ____ No: ____

8. Coordination of youth programs and services offered by One-Stop partner organizations within the Local Workforce Development Area (LWDA) with youth services provided and activities conducted by DOOR and local youth service providers to ensure efficient and effective implementation of the Youth **Requirements and Elements** required under **WIOA Section 129(c)(1)(2)**.

Yes ____ No: ____

X. Budget (20 Points Total)

Include as “**Appendix A**” the Budget, which includes the following information:

1. The aggregate price (excluding in-kind contributions) for performing the proposed services;
2. A line item breakdown of each element of the aggregate price for cost price analysis purposes
3. An itemization of non-WIOA funds offered on a cash or in-kind basis to support WIOA services to be conducted through co-location, or through electronic linkages
4. If the organization is classified as "non-profit," then documentation of the organization's legal non-profit status must be attached;
5. If the 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.

Note: Payments to vendors under contracts executed pursuant to this solicitation will be limited to the salary and fringe benefits of staff providing One-Stop Operator services, with the exception of the cost of administrative salaries and fringe benefits, which will be approved on a case by case basis, not to exceed one percent (1%) of the total vendor budget in response to this RFP.

XI. Proposed Staff (20 Points Total)

Include, as “**Appendix B**” a resume or summary of the qualifications of the staff person(s) who would be assigned to perform the Proposed Services.

XII. Assurances

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

1. Equal Employment Opportunity and Non-Discrimination Policy Statement;
2. Grievance Procedure;
3. Certification Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters and Drug-Free Workplace
4. Responsibility Questionnaire
5. Federal Certifications
6. Certification (Only required if contractor’s chief executive officer does not sign contract)
7. Worker’s Compensation Insurance and Disability Benefits
8. Certificate of Insurance

Appendix A – Budget

Appendix B – Proposed Staff

Appendix C – Assurances

**TOWN OF HEMPSTEAD WORKFORCE INVESTMENT BOARD (WIB)/
DEPARTMENT OF OCCUPATIONAL RESOURCES (DOOR)
EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
NON DISCRIMINATION POLICY**

- I. No person will be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Furthermore, no person will be excluded from participation in, denied the benefits of, or subject to discrimination under a Workforce Innovation and Opportunity Act (WIA), Balanced Budget Act Welfare-to-Work (WtW) or Temporary Assistance to Needy Families (TANF) funded program, on the grounds of their citizenship, participation in WIA, WtW, TANF, race, color, religion, sex, national origin, age, disability, political affiliation, or belief.
- II. The WIB and DOOR will not discriminate in the award of contracts on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship.
- III. The WIB and DOOR will not discriminate on any prohibited grounds to: registrants, applicants, and eligible applicants/registrants; participants; applicants for employment and employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; subrecipients that receive WIA, WtW or TANF funds from the recipient; and members of the public including those with impaired vision or hearing.
- IV. WIA, WtW and TANF financially assisted programs are equal opportunity programs and auxiliary aids and services are available upon request to individuals with disabilities.
- V. Services and information will be provided in languages other than English when there is a significant number or proportion of the population eligible to be served or likely to be directly affected by a WIA, WtW or TANF financially assisted program or activity, that may need services or information in a language other than English.
- VI. The Town of Hempstead/City of Long Beach Local Workforce Investment Area (LWIA) Equal Opportunity (EO) Officer who will be responsible for transmitting complaints of discrimination to the Director of Civil Rights Center is listed below:

Name: Sal Scibetta
Address: Town of Hempstead
Department of Occupational Resources
50 Clinton Street
Suite 400
Hempstead, New York 11550

Telephone Number: (516) 485-5000
- VII. DOOR will monitor the EO compliance status of its subrecipients and annually. Periodic on site reviews of subrecipients will be conducted to assess their EO compliance posture, the results of which are communicated to the subrecipient in writing.

Received by _____

(sign name)

(print name)

Date _____ Rev. 05/23/05

WIOA Title I Complaint/Grievance Procedure and Discrimination/Criminal Complaint Procedure

Local Workforce Development Area Name: Town of Hempstead/City of Long Beach

Designated Grievance Officer: Kurt Rockensies

Phone: 516-485-5000, ext. 1154

Email: krockensies@hempsteadworks.com

Designated Hearing Officer: Sal Scibetta

Phone: 516-485-5000, ext. 1205

Email: Sscibetta@hempsteadworks.com

1. The process starts when a complaint/grievance is filed with the Grievance Officer. The officer must log the complaint, and review it to seek a resolution.
 - a. Note, while not required, customers are encouraged to file complaints using the Customer Complaint Information Form (Attachment C). This same form can be utilized to file complaints under the Title III Wagner-Peyser program and/or for discrimination complaints filed under Section 188 of the Workforce Innovation and Opportunity. Appropriate procedure should be followed when filing a complaint in those cases.
2. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance to provide the person or entity (Complainant) with an opportunity to present witnesses and other evidence.
 - a. Notice of the grievance hearing shall be in writing and include: the date, the time, and place of hearing; a statement of the law and regulations under which the hearing is to be held, and a short and clear statement of the complaint/grievance.
 - b. Note that if the Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
3. At the Local Area level, a written Decision must be issued to the Complainant by the Hearing Officer within sixty (60) calendar days of the filing of the complaint/grievance.
4. Complainants not in receipt of a written decision within sixty (60) calendar days of filing the complaint/grievance have the right to request a State Level review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision. The request for State Level Review must be filed with the State Level Grievance Officer. State level appeals must be submitted by certified mail, return receipt requested to:

State Level Grievance Officer

New York State Department of Labor

W. Averell Harriman State Office Building Campus

Building 12, Room 440,

Albany, New York 12240-0001

5. The Complainant also has the right to request a State Level review of an adverse decision issued by the Local Level Hearing Officer. Such request must be filed with the State Level Grievance Officer within ten (10) calendar days of receipt of the adverse decision.

6. State Level Review shall only proceed to the extent that a Local level hearing has been held, findings of fact made, and a decision rendered. If not, the State Level Grievance Officer shall return the complaint/grievance to the Local Level Grievance Officer with instructions on how to complete the review and hearing process.
7. To the extent that Local Level Hearing is complete, requests to review the Local Level Hearing decision shall be limited to any allegations of procedural errors or errors in interpreting or applying the law. Findings of Fact must occur at the Local Level. Any finding at the State Level indicating that errors were made at the Local Level in making Findings of Fact will be returned to the Local Level for further review.
8. If a State Level Review is requested, the State Level Grievance Officer shall investigate the complaint/grievance, seek resolution, and issue a written decision within sixty (60) calendar days of receipt of a request for a review by a Complainant.
9. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance.
 - a. Note that if the State Level Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
10. Complainants either not given a hearing or who did not receive a hearing decision within sixty (60) calendar days of requesting State Level Review, and which were not remanded back to the Local Level, have the right to request a Federal Level Review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision.
11. Complainants in receipt of a written State Level hearing decision, have the right to request a Federal Level Review. Such a request must be filed within ten (10) calendar days from the date on which Complainant received the written hearing decision. Such requests must allege either procedural violations or errors in interpreting or applying the law at the lower level hearing. Federal Level Appeals must be submitted by certified mail, return receipt requested, to the Secretary, U.S. Department of Labor, Washington, DC 20210, Attention: ASET. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator (address below) and the opposing party.

U.S. Department of Labor Employment and Training Administration
25 New Sudbury St,
John F. Kennedy Federal Building, Room E-350
Boston, MA 02203

Discrimination Complaints

Applicants, participants, and staff alleging discrimination based upon race, national origin, citizenship, sex, age, color, political affiliation, religious belief, or retaliation must file their complaints directly with the United States Department of Labor, Office of Civil Rights, within 180 days of the occurrence of the allegedly discriminatory action. A complaint may be filed by official form, letter, telephone call, or visit to: Director, Office of Civil Rights, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N4123, Washington, DC, 20210. Complaints alleging discrimination on the grounds of handicap will be received and processed on the local level as part of the regular Workforce Development Area grievance process outlined above as "General Procedures."

Criminal Complaints

All information and complaints involving fraud, abuse, or other criminal activity shall be reported immediately to the United States Department of Labor, 200 Constitution Avenue, NW., Washington D.C. 20210. A duplicate notice should also be sent at the same time to the New York State Department of Labor, in care of State Representative, New York State Department of Labor, State of New York Department of Labor, Division of Employment and Workforce Solutions, 75 Varick Street, New York, New York 10003.

WIOA/TANF Program Complaint Resolution Officer

The WIOA/TANF Program Complaint Resolution Officer may be reached at the Department of Occupational Resources, 50 Clinton Street, 4th Floor, Hempstead, New York 11550, (516) 485-5000. The Grievance Officer will provide you with any forms or technical assistance which you may require in order to file or process a grievance or complaint. The WIOA Program Complaint Resolution Officer is also responsible for the receipt and resolution of complaints. If your complaint is not WIOA/TANF-related, it will be referred to the appropriate agency or agencies. Your complaint may also involve or entitle you to recourse from other state or federal agencies pursuant to other state and federal laws. To the maximum extent possible, the identity of a complainant will be kept confidential consistent with applicable law and a fair determination of the complaint. The making of a complaint will in no way affect your status or participation in or with the WIOA/TANF program. If you have any questions concerning this procedure or wish to file a complaint or grievance, please contact the WIOA/TANF Complaint Resolution Officer.

Date: _____

Received by: _____

(sign name)

**CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed with the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;
- (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 84, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not, within a three-year period preceding this application and/or contract, had one or more public transactions, whether Federal, State or Local, terminated for cause or default; and been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A(b) of this certification, and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE

(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. The applicant that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance program; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number of each affected grant.

Check here if there are any workplace on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT PROJECT NAME	PREAWARD NUMBER and/or
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

RESPONSIBILITY QUESTIONNAIRE 7/13/06

Instructions:

Please complete this form answering every question. A "Yes" answer to questions 1-22 requires a written explanation attached to the questionnaire and submitted on company letterhead signed by an officer of the company.

Questions:

Within the past five years, has your firm, any affiliate, any principal, owner or officer or major stockholder (10% or more shares) or any person involved in the bidding or contracting process been the subject of any of the following:

(1) a judgment or conviction for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(2) a criminal investigation or indictment for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(3) an unsatisfied judgment, injunction or lien obtained by a government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any local, state or federal government agency?

Yes ___ No ___

(4) an investigation for a civil violation for any business related conduct by any local, state or federal agency?

Yes ___ No ___

(5) a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including, but not limited to fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(6) a local, state or federal suspension, debarment or termination from the contracting process?

Yes ___ No ___

(7) a local, state or federal contract suspension or termination for cause prior to the completion of the term of a contract?

Yes ___ No ___

(8) a local, state or federal denial of a lease or contract award for non-responsibility?

Yes ___ No ___

(9) an agreement to voluntary exclusion from bidding/contracting?

Yes ___ No ___

(10) an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal contract or lease?

Yes ___ No ___

(11) a local, state or federal determination of a willful violation of any prevailing wage law or a violation of any other labor law or regulation?

Yes ___ No ___

(12) a sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?

Yes ___ No ___

(13) a denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status?

Yes ___ No ___

(14) a rejection of a low bid on a local, state or federal contract for failure to meet statutory affirmative action or MWBE requirements on a previously held contract?

Yes ___ No ___

(15) a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local government laws?

Yes ___ No ___

(16) an Occupational Safety and Health Act citation and Notification of Penalty containing a violation classified as serious or willful?

Yes ___ No ___

(17) a rejection of a bid on a New York contract or lease for failure to comply with the MacBride Fair Employment Principles?

Yes ___ No ___

(18) a citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of

federal, state or local health laws, rules or regulations

unemployment insurance or workers' compensation coverage or claim requirements

ERISA (Employee Requirement Income Security Act)

federal, state or local human rights laws

- federal or state security laws
- federal INS and Alienage laws
- Sherman Act or other federal anti-trust laws?

Yes No

(19) a finding of non-responsibility by an agency or authority due to the failure to comply with the requirements of Tax Law Section 5-a?

Yes ___ No ___

ADDITIONAL QUESTIONS

(20) Has the vendor been the subject of agency complaints or reports of contract deviation received within the past two years for contract performance issues arising out of a contract with any federal, state or local agency? If yes, provide details regarding the agency complaints or reports of contract deviation received for contract performance issues.

Yes ___ No ___

(21) Does the vendor use, or has it used in the past five (5) years, an Employee Identification No., Social Security No., Name, DBA, trade name or abbreviation different from that listed on your mailing list application form? If yes, provide the name(s), FEIN(s) and d/b/a(s) and the address for each such company and d/b/a on a separate piece of paper and attach to this response.

Yes ___ No ___

(22) During the past three years, has the vendor failed to:

(a) File returns or pay any applicable local, state or federal government taxes?

Yes ___

No ___

If yes, identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the company failed to file/pay and the current status of the liability: _____

_____.

(a) File returns or pay New York State Unemployment Insurance?

Yes ___ No ___

If yes, indicate the years the company failed to file/pay the insurance and the current status of the liability: _____
_____.

_____.

(23) Have any bankruptcy proceedings been initiated by or against the vendor or its affiliates within the past seven years (whether or not closed) or is any bankruptcy proceeding pending by or against the vendor or its affiliates, regardless of the date of filing?

Yes ___ No ___

If yes, indicate if this is applicable to the submitting vendor or one of its affiliates: _____

If it is an affiliate, include the affiliate's name and FEIN: _____

Provide the court name, address and docket number: _____

Indicate if the proceedings have been initiated, remain pending or have been closed: _____

If closed, provide the date closed: _____

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the State of New York or its agencies or political subdivisions to make a determination regarding the award of a contract or approval of a subcontract; acknowledges that the State or its agencies and political subdivisions may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by

a fine of up to \$10,000 or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and

The undersigned certifies that he/she:

Has not altered the content of the questions in the questionnaire in any manner;

Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;

Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;

Is knowledgeable about the submitting vendor's business and operations;

Understands that New York State will rely on the information supplied in this questionnaire when entering into a contract with the vendor; and

Is under a duty to notify the procuring State Agency of any material changes to the vendor's responses herein prior to the State Comptroller's approval of the contract.

Name of Business Signature of Officer

Address Typed Copy of Signature

City, State, Zip Title

Principal place of business if different from address listed above (include complete address):

FEDERAL CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States

Department of Labor which requires the following certifications:

A. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Innovation and Opportunity Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA 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.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations

implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA 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.

B. BUY AMERICAN NOTICE REQUIREMENT

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act will be American made. See WIA Section 505 – Buy American Requirements.

C. SALARY AND BONUS LIMITATIONS

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

D. VETERANS’ PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of

the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid,

certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

_____ Yes _____ No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern

Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

_____ Yes _____ No

F. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative _____

Title _____

Date _____

Page 1 June, 2006

STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE.

In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the previous consent, in writing, of the State and any attempts to assign the contract without the State's written consent are null and void. The Contractor may, however, assign its right to receive payment without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL.

In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6.a).

4. WORKERS' COMPENSATION BENEFITS.

In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New

York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS.

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

7. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an

authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION.

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. SET-OFF RIGHTS.

The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of setoff any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term Page 2 June, 2006 specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER.

All

invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

(2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities

without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the

Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and

regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this

Appendix A shall control.

14. GOVERNING LAW.

This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT.

Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION.

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS.

In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of

each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165. (Use of Tropical Hardwoods) which prohibits purchase and Page 3 June, 2006 use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992.

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts. Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development Division for Small Business

30 South Pearl St -- 7th Floor

Albany, New York 12245

Telephone: 518-292-5220

Fax: 518-292-5884

<http://www.empire.state.ny.us>

A directory of certified minority and women-owned business enterprises

is available from:

NYS Department of Economic Development

Division of Minority and Women's Business Development

30 South Pearl St -- 2nd Floor

Albany, New York 12245

Telephone: 518-292-5250

Fax: 518-292-5803

<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective

bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain

offset credits from foreign countries as a result of this contract and

agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a

current list of jurisdictions subject to this provision.

22. PURCHASES OF APPAREL.

In accordance with State Finance Law 162 (4-a), the State shall not purchase any apparel from any vendor unable or unwilling to certify that: (i) such apparel was manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, child labor laws, wage and hours laws and workplace safety laws, and (ii) vendor will supply, with its bid (or, if not a bid situation, prior to or at the time of signing a contract with the State), if known, the names and addresses of each subcontractor and a list of all manufacturing plants to be utilized by the bidder.

CERTIFICATION

I hereby certify that the following is a true copy of resolution duly adopted by the Board of Directors of _____, a domestic corporation, at a meeting held on _____20____, at which a quorum was present, that said resolution has not been rescinded or modified, and it still in full force and effect, that said resolution is not contrary to any provision in the Certificate of Incorporation or By-Laws of said corporation, and that said certification is made knowing that the Town of Hempstead Department of Occupational Resources at 50 Clinton St., Suite 400, Hempstead, New York, will rely upon this certification incident to the execution of any documents by _____ with respect to Contract No. _____ pertaining to _____

RESOLVED, that _____
is hereby elected as _____
of _____
with full authority to enter into any agreement or transaction on behalf of
the corporation.

WITNESS my hand and seal this _____ day of _____,
20_____.

(Secretary)

(Seal)

Note. This form must be completed for all agreements that will be executed by an officer other than President or Superintendent.

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.

Appendix D – WIOA Services Allocated to the Administration Cost Category

Below are the activities that must be charged to the Administrative Costs Category, as required by Sec. 683.215 of the WIOA Final regulations:

(a) The costs of administration are expenditures incurred by State and Local WDBs, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under title I of WIOA:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions;

(ix) Developing systems and procedures, including information systems, required for these administrative functions; and

(x) Fiscal agent responsibilities;

(2) Performing oversight and monitoring responsibilities related to WIOA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll

systems) including the purchase, systems development and operating costs of such systems.

(c)

(1) Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients, other than those subrecipients listed in paragraph (a) of this section, and contractors are program costs.

(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible training providers, youth activities, and appropriate education activities;

(iv) Local area performance information; and

(v) Information relating to supportive services and unemployment insurance claims for program participants.

Appendix E – Public Notice

NOTICE OF REQUEST FOR PROPOSALS FOR A ONE-STOP OPERATOR UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH LOCAL AREA.

I. Purpose

This request for proposals (RFP) is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead/City of Long Beach Local Workforce Development Board (LWDB) in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area under the of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128) and all related regulations. The purpose of this RFP is to procure the services of a one-stop operator, which will coordinate the service delivery of required one-stop partners and service providers, and perform additional roles required by the LWDB. The period of performance is July 1, 2021 through June 30, 2025.

II. Eligibility

To be eligible to receive funds pursuant to this solicitation, applicants must be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities) that, at a minimum, includes three or more of the one-stop partners described in WIOA Section 121 (b)(1), of demonstrated effectiveness, with a minimum of three (3) years related experience in the field of workforce development. Pursuant to WIOA, these entities may include:

1. An institution of higher education;
2. An employment service State agency established under the Wagner Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
3. A community-based organization, nonprofit organization, or intermediary;
4. A private for-profit entity;
5. A government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

III. Scope of Services (Approach, Design, Innovation and Coordination)

The scope of services to be performed pursuant to this RFP, at a minimum, include the following: 1. Coordination of the service delivery of required one-stop partners and service providers in accordance with 20 CFR Sec. 678.620(a); 2. Submission of annual and quarterly reports; 3. Specific functions of the one-stop operator cited by WIOA under Sections: 122(h)2); 134 (c)(2)(B)); 134 (c)(3)(A)(ii)); 134 (c)(3)(B)(iii)); 134 (c)(E)); 134(F)(ii)); 4. Activities described under WIOA Sections: 134 (d)(1)(2)(3)(4);134

(d)(1)(A)(ix); 5. Coordination of youth programs and services offered by One-Stop partner organizations within the Local Workforce Development Area (LWDA) with youth services provided and activities conducted by DOOR and local youth service providers to ensure efficient and effective implementation of the Youth Requirements and Elements required under WIOA Section 129(c)(1)(2).

IV. Submission Requirements

Applicants must submit a narrative and budget arranged to respond to the format provided in connection with this RFP, which can be accessed in person on any business day between the hours of 9:30 A.M. and 4:00 P.M. at the Town of Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York 11550, or online at www.hempsteadworks.com. Completed proposals must be received by DOOR **no later than 4:30 P.M. on Friday, April , 2021**. Except for good cause shown, proposals that are received after that date will be reviewed and kept on file for future funding consideration only should conditions warrant.

Applicants are advised that changes in the Local Area's One-Stop System, both in terms of content and funding levels, may be required prior to or during its operation due to new or revised legislation. All parties to contracts are expected to adhere to any necessary changes. This RFP does not commit the Local Board or the Department of Occupational Resources to award a contract to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Local Board reserves the right to accept or reject any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in their best interests to do so. Any questions concerning this RFP should be directed to Elizabeth Ajasin, in writing to the above address, or by e-mail to eajasin@hempsteadworks.com.

IV. Proposal Review Form – One-Stop Operator (For DOOR use only)

Vendor: _____

SECTION TO BE EVALUATED	TOTAL POINTS	POINTS AWARDED
Applicant Background, Qualifications and Experience	30	
Proposed Services	30	
Budget	20	
Proposed Staff	20	
Assurances and Certifications	Mandated	Mandated
Amount Proposed: _____		

_____ POINTS ACCUMULATED

To be eligible to receive an award, a proposal must achieve a minimum score of 70 points.

Reviewer: _____ Date: _____