



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2025
REQUEST FOR QUALIFICATIONS FOR WORKSHOP FACILITATION SERVICES**

Contract Period: July 1, 2025 to June 30, 2027

Essential Information and Dates

RFP Release Date	March 28, 2025
Deadline for Proposal Submission	April 25, 2025

HempsteadWorks
www.hempsteadworks.com

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

I. Background

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

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

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

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

II. Purpose and Scope of Services

The purpose of this RFQ is to identify qualified vendors who can provide comprehensive workshop facilitation services for WIOA customers. We are seeking experienced facilitators to deliver workshops that equip participants with essential job readiness, technical/computer skills, and soft skills to enhance their employability and career development. These workshops will focus on preparing clients for employment, equipping them with the tools, knowledge, and skills necessary to secure and maintain meaningful, sustainable employment.

Selected vendor(s) will provide workshops in three of the following areas:

1. Job Readiness: These workshops are designed to prepare participants for the workforce. Workshops may include but are not limited to:
 - Developing resumes and cover letters
 - Interviewing and salary negotiation
 - Networking strategies
 - Job searching and navigating online job boards and social media

2. Technical/Computer Skills: These workshops are designed to enhance participants' technical and computer literacy. Workshops may include but are not limited to:
 - Microsoft Office Program (e.g., Word, PowerPoint, Excel, Access, Outlook)
 - Financial literacy and building wealth
 - Bookkeeping (e.g., Intuit QuickBooks)
 - Entrepreneurship and creating a business plan
 - Entrepreneurship and creating a business plan
 - Artificial Intelligence
 - Database Management and Analysis (e.g., SQL, Oracle)
 - Coding and Programming (e.g., HTML, CSS, JavaScript, WordPress)
 - Graphic Design (e.g., Adobe Photoshop and Illustrator)
 - Cloud Computing

3. Soft Skills: These workshops are aimed at developing essential soft skills that improve participants' workplace effectiveness. Workshops may include but are not limited to:
 - Building a personal brand
 - Effective communication
 - Time management
 - Team collaboration
 - Emotional intelligence
 - Conflict resolution
 - Adaptability

III. Vendor Qualifications

Proposals will be considered from governmental agencies, public or private not-for-profit or for-profit corporations, local educational agencies, and community-based agencies. Selected vendor(s) will have at least 2 years of experience in facilitating workshops.

To be considered, vendors must meet the following qualifications:

- Have at least 2 years of experience in facilitating workshops, particularly those related to job readiness, technical/computer skills, and soft skills development
- Can demonstrate an ability to deliver effective, engaging workshops for diverse audiences
- Can prove success in providing similar services to other organizations or governmental programs, with positive outcomes for participants

IV. Submission Requirements

Interested vendors should submit the following:

1. **Attachment A:** Proposal Summary Form
2. **Attachment B:** General Information About the Applicant's Programs
3. **Attachment C:** Proposed Workshops

Please submit all required materials by **Friday, April 25, 2025** to Elizabeth Ajasin at eajasin@hempsteadworks.com with the subject line "RFQ Submission – Workshop Facilitation Services."

We look forward to reviewing your submission and partnership with you to enhance services for our customers.

V. Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- Experience and Qualification of the Vendor (30%)
 - Experience in facilitating workshops, especially for job readiness, technical/computer skills, and soft skills development
 - Experience working with WIOA participants or similar workforce development programs, as well as experience with diverse populations
 - Qualifications of facilitators, including training, certifications, and relevant work experience in the subject areas
- Proposed Workshop Content (50%)
 - Alignment of the proposed workshops content with the needs of WIOA customers
 - Clarity, depth, and structure of the proposed workshops, including any customization based on customer needs
 - The ability to create engaging, hands-on, and practical learning experiences for participants
- Pricing and Cost Effectiveness (20%)

- Evaluation of overall value based on the quality of services proposed relative to the cost

VI. Limitations

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

VII. Equal Opportunity and Nondiscrimination Assurance

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

applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

VIII. Attachments

PROPOSAL SUMMARY FORM – Workshop Facilitation Services
(This form must appear as cover and first pages of proposal submission)

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone Number: _____

Email Address: _____

FEIN/Business ID #: _____

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

Status: Current Contractor Past Contractor New Responder

List of Proposed Workshop(s):

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

Terms of Agreement (please check all):

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

How did you learn about this Request for Qualifications? _____

Print Name of Staff Submitting this Proposal

Title

Signature

Date

GENERAL INFORMATION ABOUT THE APPLICANT'S PROGRAMS

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

Please answer the following questions.

Organization Overview and Experience

Provide a general description of your organization. Your response should include the following:

- ✓ Background and experience in providing job readiness, technical/computer, and/or soft skills workshops. Include details about the qualifications and experience of the instructors who will be leading the workshops.
- ✓ Explanation of how you tailor our workshops to meet the specific needs of diverse populations, including individuals facing barriers to employment.
- ✓ Outline the general goals and objectives your organization aims to achieve through the proposed workshops, specifically how they align with workforce needs and job market demands.

PROPOSED WORKSHOPS

Please note: All fields must be completed in full. Incomplete submissions will not be considered. Only workshops that meet our program's requirements and align with our needs will be approved.

Workshop Information

1. Workshop Name: _____

2. Is this workshop part of a larger series? Yes No
 - a. If yes, what is the series: _____

3. Length of Workshop (in hours): _____

4. Provide an overview of the workshop:

5. Indicate the topic covered in the workshop: Job Readiness Preparation Computer and Technical Skills Soft Skills Other – Please specify: _____

6. What are the specific learning objectives of the workshop? Please add additional objectives if necessary.
 1. Objective 1: _____
 2. Objective 2: _____
 3. Objective 3: _____

7. How do you ensure the workshop's content is up-to-date, relevant, and aligned with current industry standards?

8. What are the prerequisites for the workshop, if any?

9. Minimum and maximum number of students per workshop? Min: ____ Max: ____

10. Participants will receive supplementary materials (e.g. handout, workbooks, etc.) to support their learning. Yes No

11. Media and/or technology will be used as a part of the workshop. Yes No

12. Do you provide follow-up sessions or resources to support participants after the workshop ends? Yes No

13. Will the workshop always address the whole group or will any of it provide for one-on-one assistance?

Workshop Program Cost

1. Total Cost of Workshop: \$_____

Student Success and Outcomes

1. How will success be evaluated or measured for this workshop (e.g. pre/post assessments, surveys, etc.)?

2. How do you engage participants throughout the workshop to ensure they are actively learning and participating?

Additional Information

If applicable, include any additional information relevant to this workshop.
