



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2023  
REQUEST FOR PROPOSALS FOR SECTOR-BASED BUSINESS SERVICES**

**Contract Period: July 1, 2023 to June 30, 2025**

**Essential Information and Dates**

RFP Release Date	Friday, April 21, 2023
Deadline for Proposal Submission	Friday, May 19, 2023

HempsteadWorks  
[www.hempsteadworks.com](http://www.hempsteadworks.com)

For all questions and inquiries, please email Elizabeth Ajasin  
[eajasin@hempsteadworks.com](mailto:eajasin@hempsteadworks.com).

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## **1. INTRODUCTION**

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](http://www.hempsteadworks.com).

## **2. SCOPE OF WORK**

Under this RFP, the selected vendor will provide staff who will work in coordination with HempsteadWorks' administrative and business services staff. Services requested will benefit Adults, Dislocated Workers, and Youth under the WIOA program, as well as participants served under any non-WIOA programs.

The scope of work must include, but should not be limited to:

- Developing linkages, including the use of intermediaries, with employers to support employer utilization of the local workforce development system and employers, including small employers
- Developing and implementing proven or promising strategies for meeting the employment and skill needs of workers and employers

- Developing job openings, on-the-job training, customized training, and work experiences
- Develop partnerships with local school districts and introducing high school students to high-demand industries

Please review Attachment B for a more comprehensive list of service the selected vendor should provide.

### **3. FUNDING**

The maximum award available for the selected vendor is \$225,000. This amount is inclusive of all expenses (see Attachment D). HempsteadWorks will negotiate a final contracted number with the approved service provider based on activities to be provided.

Cost competitiveness and efficiency are sought in this solicitation. If applicable, every applicant is expected to leverage additional non-WIOA support and/or work together with key partners. Added consideration will be given to proposals that clearly demonstrate true quantifiable and value-added support.

### **4. APPLICANT ELIGIBILITY**

Proposals will be considered from governmental units, public or private not-for-profit or for-profit corporations, local educational agencies, and community-based agencies.

### **5. PROPOSAL INSTRUCTIONS**

#### **5.1 Deadline**

Proposals submitted in response to the RFP must be received no later than COB on Friday, May 19, 2023. Proposals can be submitted by mail or email to:

ATTN: Elizabeth Ajasin  
Town of Hempstead Department of Occupational Resources  
50 Clinton Street, Suite 400  
Hempstead, NY 11550  
[eajasin@hempsteadworks.com](mailto:eajasin@hempsteadworks.com)

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

#### **5.2 Evaluation Criteria**

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposal meeting requirements will be evaluated by a review

team of HempsteadWorks staff and the WDB or their designees. Applicants will be rated on a 100-point rating system, and evaluation is based on but not limited to:

- Demonstrated Capability (40 Points)
  - If a previous contractor, past performance and experience with providing sector-based business services
  - Record of achievement in program management and operation
- Proposed Staff (30 Points)
  - Experience of proposed staff in providing the scope of work
  - Capacity of proposed staff to go above and beyond scope of work
- Cost Efficiency (30 Points)
  - Clarity and completeness of budget detail
  - Reasonableness of costs
  - Level of investment in relation to proposed outcomes

To be eligible to receive an award, a proposal must be fully completed, contain all required documentation, and achieve a minimum score of 70 points. Failure to meet minimum requirements will result in an automatic rejection of the application.

### 5.3 Format and Content

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

1. Completed **Proposal Summary Form** (see Attachment A).
2. Completed **Services Checklist** (Attachment B).
3. Include as Attachment C, a narrative explaining the following:
  - a. The **Nature and Mission** of your organization.
  - b. **Evidence** that your organization possesses the necessary organization, experience, accounting, and operational controls as well as technical skills to perform the work
  - c. Describe **Challenges and Opportunities**, if any, that might impact your ability to perform the scope of work as described in this RFP.
  - d. Provide the name(s) and resume(s) of key **Staff** that will coordinate an awarded contract and or/oversee the program.
4. Completed **Budget Instructions and Forms** (Attachment D). Preference will be given to applicants that request program expenses only. Administrative expenses should not exceed 10% of total costs (see Attachment E). Proposed in-kind administrative services must be identified in the budget.

## 6. 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. This RFP does not commit the WDB to award a contract, to pay costs incurred for preparation of proposals, to pay for legal liability in refusing to award a contract, or to procure or contract for services. Vendors funded under WIOA must adhere to EEO laws and standards. Funding for any project will be dependent upon availability of WIOA funds. Demonstration of past performance and cooperation of the organization awarded in past contract years will be taken into consideration in review of proposals. Poor past or current contract performance with HempsteadWorks or other funding source may affect recommendations for awards. HempsteadWorks reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.

All decisions of the WDB are final.

## 7. EO AND NONDISCRIMINATION ASSURANCE

- A. As a condition to the award of financial assistance from NYSDOL under Title I of WIOA, the grant applicant assures that it will comply fully with the EO and nondiscrimination provisions of the following laws:
  - a. 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;
  - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
  - e. 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.

**8. ATTACHMENTS**

**PROPOSAL SUMMARY FORM – SECTOR-BASED BUSINESS SERVICES**

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

Proposing Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Proposed Budget:** \_\_\_\_\_

\_\_\_\_\_  
Print Name of Staff Submitting this Proposal

\_\_\_\_\_  
Signature



## Services Checklist

### A. Sector-Based Business Services

Place an “x” next to any services listed below which your agency plans to provide in collaboration with HempsteadWorks administrative and business services staff:

PLAN TO PROVIDE	SERVICE
	Engage with a diverse range of employers and with entities in the region.
	Arrange and facilitate meetings of local workforce development system stakeholders to assist in identifying non-Federal expertise and resources to leverage support for workforce development activities.
	Develop effective linkages, including the use of intermediaries, with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities.
	Ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers.
	Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
	Organize key stakeholders in various industry clusters into a working group, or groups that focus on the shared goals and human resources needs of the industry clusters.
	Conduct activities in coordination with the Business Services Team to facilitate remote access to services provided through a one-stop delivery system, including facilitating access through technology.
	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.

	<p>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 WIOA-funded services.</p>
	<p>Conduct activities to provide business services and strategies that meet the workforce investment needs of area employers, as determined by the local board, which services—</p> <p>(I) may be provided through effective business intermediaries working in conjunction with the local board, 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 local board; and</p> <p>(II) may include—</p> <p>(aa) developing and implementing industry sector strategies (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);</p> <p>(bb) 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.</p>
	<p>Conduct outreach to Town of Hempstead and City of Long Beach school districts.</p>
	<p>Introduce students to various industries, including manufacturing, healthcare, information technology, and construction, and the career paths available.</p>
	<p>Demonstrate to students that good-paying career opportunities available that do not require college degrees.</p>
	<p>Generate reports, as required by the LWDB and DOOR.</p>

## B. Intermediaries

Grantees will be tasked with developing effective linkages with employers, including the use of intermediaries, which are organizations that bring together partners in the workforce system to identify workforce needs; plan, develop, and implement strategies; and raise funds to support these strategies.

List the existing and potential intermediaries who might be engaged as part of your services and/or indicate if your organization intends to act as intermediary, either independently, or in collaboration with other entities:

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## C. Jobs and Training Program Measures

Grantees will be tasked with outreach to businesses and developing job openings, on-the-job training (OJT)/internship opportunities, and customized training programs.

Place an “x” next to any services listed below which your agency plans to provide in collaboration with HempsteadWorks administrative and business services staff:

PLAN TO PROVIDE	SERVICE
	Conduct outreach to at least 5 businesses in the following industries: advanced manufacturing, construction, information technology, healthcare, and clean/renewable energy
	Develop 10 job openings with the assurance that HempsteadWorks' customers will be interviewed and/or hired
	Develop 5 OJT or internship programs
	Develop 1 customized training program

### **Budget Instructions and Forms**

- Proposals must include all completed Budget Forms below. **Budgets submitted in any other format will not be accepted.**
- Details must be provided in the Budget Narrative/Justification for each item requested by itemizing the cost that comprises each total cost. Costs which are prorated must be supported by a cost allocation plan showing requested funds paying only its share of the costs for that item. Administrative costs are allowable up to 10% of entire budget and needs detailed support of costs. (See **Attachment E**)
- A copy of any agreement (i.e. audit, accounting fees, etc.) that substantiates contracted items may be requested by DOOR.
- Justification and reasonableness of costs will be considered when evaluating proposals.
- Matching funds and/or In-Kind\* contributions are looked upon favorably; please note such funds where designated on Budget Forms.
- Contracts will be held to the most current approved budget and cannot exceed the award amount. Budget amendments may be allowed. All requests for amendments must be submitted for approval to DOOR prior to expenditure. All requests will require a written, detailed explanation and DOOR will provide a written approval before action can be taken. The amendments can be done only among the original line items of the budget. New line items cannot be added. Failure to follow these guidelines may result in disallowed costs. **Last budget amendment request date is June 1, 2025.**
- DOOR utilizes cash basis accounting; therefore, all expenses should be paid before asking for reimbursement.
- Claim vouchers must be submitted within 30 days of the end of the previous month. **All vouchering must be completed by September 30, 2025 to avoid expenses being disallowed.**

## Budget Categories

**Staff Costs:** Include requested staff salaries and related fringe benefits.

**Operating Costs:** Include requested costs associated with the day to day provision of WIOA youth services. *Many of the operating expenses are encouraged to be included as part of partnerships and/or collaborative arrangements and can be demonstrated as matching funds and/or in-kind contributions.*

**Example of line-item inclusion** with determination/explanation (*these are examples only*):

**Staff Salaries:** Salaries of key **Staff** that will oversee the program

**Staff Fringe Benefits:** 19.5% of salary includes FICA and medical

**Rent, Utilities, Telephone:** Co-location, may be listed as match/in-kind

**Supplies:** Non-consumable only; may be listed as match/in-kind

**Contracted Services- WIOA (Less than 100%):** Audit or accounting fees - 5% of annual audit and accounting based upon estimated costs and percentage of WIOA funds as compared to whole

**Mileage:** Staff travel to include visits to worksites, homes, schools and training sites will be reimbursed at current IRS rate.

**Admin Costs capped at 10%:** Indirect costs of running the program such as finance, HR, payroll services and IT services. If the organization has an indirect cost agreement rate from a cognizant agency, please provide that as backup with each claim voucher.

*\*Matching Funds and In-Kind contributions are considered non-requested funds, resources, services or product used to support program activities. All sources and amounts must be referenced.*

**Budget Form**

Organization Name: \_\_\_\_\_

	Requested Funds	Matching Funds/In-kind Contributions
Staff Costs		
Operating Costs		
Total		

Source and detail for any matching funds and in-kind contributions claimed under Staff and Operating Costs above.

### Budget Form

Organization Name: \_\_\_\_\_

**Requested Funds**  
 (do not include  
 matching or in-kind  
 funds here)

Staff Salaries	
Staff Fringes	
<b>Total Staff Costs</b>	
Rent	
Utilities	
Supplies- (none consumable only)	
Telephone	
Insurance	
Postage	
Copy/Printing	
Contracted Services - WIOA (Less than 100%)	
Mileage- @ current IRS rate	
Staff Training/Development	
Equipment	
Supportive Services	
Admin Costs- capped at 10%	
<b>Total Operating Costs</b>	
<b>Total Funds Requested</b>	

**Proposed Staff Costs<sup>1</sup>**

Organization Name:

Proposed Staff	# Positions	Salary per Week	# of Weeks	% of Time Dedicated	Total Salary Requested
<b>Total:</b>					

**Staff Fringe Benefits**

	Rate		Base		Amount
F.I.C.A.	%	x		=	\$
Worker's Compensation	%	x		=	\$
Health Insurance	%	x		=	\$
Retirement	%	x		=	\$
Disability Insurance	%	x		=	\$
Unemployment Insurance	%	x		=	\$
Other:			%	x	=
\$					
Other:			%	x	=
\$					
<b>Total Fringe Benefits: \$</b>					

**Total Staff Costs Requested: \$**

<sup>1</sup>Each applicant should designate at least one full-time staff member to facilitate the proposed program with 100% of their time dedicated to it.



**Contract Budget Narrative/Justification**

For each line item in the Budget Forms (staff and operating), provide a narrative description of all costs requested in sufficient detail, at what rates and for what activities (include any non-requested funds as “match/in-kind” to demonstrate as a contribution). Provide a cost allocation plan for expenses that are charged to more than one funding source.

**STAFF SALARIES:** *Provide an explanation of salaries that are tied to staff that will support this project.*

**STAFF FRINGE BENEFITS:** *Fringe benefits should be budgeted with the organization’s standard fringe benefit policy. If budgeted fringe benefits represent an exception to standard policy, please explain.*

**RENT:** *Provide an explanation of costs needed to support this project.*

**UTILITIES:** *Provide an explanation of costs needed to support this project.*

**SUPPLIES: NON-CONSUMABLE ONLY.** *Provide information on the type of supplies with an explanation of costs needed to support this project.*

**TELEPHONE:** *Provide an explanation of costs needed to support this project.*

**INSURANCE:** *Provide an explanation of costs needed to support this project.*

**POSTAGE:** *Provide information on the type of supplies with an explanation of costs needed to support this project.*

**COPYING/PRINTING:** *Provide information on the type and amount of copying/printing with an explanation of costs needed to support this project.*

**CONTRACTED SERVICES- WIOA (Less than 100%):** *When subcontracting details are not known include a brief narrative of each service to be subcontracted, with whom subcontracting will be implemented, the anticipated outcomes and the projected budget.*

**MILEAGE:** *Provide information on the reasons for travel and mileage reimbursement. No out of state travel costs are allowed unless specifically detailed and approved below. (Please use current IRS rate for mileage reimbursements)*

**STAFF TRAINING/DEVELOPMENT:** *Provide information on the training and development activities with an explanation of costs needed to support this project.*

**SUPPORTIVE SERVICES:** *Please indicate total dollar amount that will be utilized for items not limited to: uniform, educational testing, necessary items for education and/or payment fees related to employment and training application, test and certification.*

**EQUIPMENT:** *Please provide a justification for all equipment purchases. There is a \$1,000 limit per unit on the total purchase of any equipment. If per unit price is more than \$1,000, please contact DOOR for prior approval.*

**ADMIN COSTS- CAPPED @ 10%:** *Please provide a detailed list of what is included in the admin cost and how they relate to program activities. If the organization has an indirect cost rate agreement letter, please provide for review.*

## 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.