



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022
REQUEST FOR PROPOSALS FOR OCCUPATIONAL SKILLS TRAINING**

**Program Years 2022 through 2024
July 1, 2022 through June 30, 2025**

Essential Information and Dates

RFP Release Date	Friday, June 24, 2022
Deadline for Proposal Submission	<ul style="list-style-type: none">Proposals submitted under this RFP is will be reviewed on a rolling basisTraining Providers that currently have a contract with DOOR ending December 31, 2022, must submit their completed proposals by Friday, September 30, 2022

HempsteadWorks
www.hempsteadworks.com

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

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1. BACKGROUND

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

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

- I. Career Planning and Counseling
- II. Occupational Skills Training Programs for Careers in High-Demand Industries
- III. Career and Computer Skills Workshops
- IV. Online Job Banks
- V. Referrals to Partner Agencies
- VI. Access to Computers, Copiers, and Career Development Literature

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

2. PURPOSE OF RFP

The purpose of this RFP is to invite qualified educational institutions to provide occupational skills training¹. This training is an important facet of our program because it helps customers develop specific skills and certifications in career fields.

3. FUNDING

There is no maximum award available for the selected vendor(s); however, cost competitiveness and efficiency are sought in this solicitation.

¹ Section 681.540 of WIOA defines occupational skills training as an organized program that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

4. APPLICANT ELIGIBILITY

Proposals will be considered from entities that:

- Are certified by the New York State Education Department (SED) or other appropriate certifying agencies;
- Have demonstrated effectiveness in providing occupational skills training;
- Are listed on the NYS Eligible Training Providers List (https://apps.labor.ny.gov/ETPL_V2/);
- Provide training in occupational areas that may be found on the NYS Department of Labor's website under the following link: <https://dol.ny.gov/lmi-workforce-planning>
- Conduct training that will qualify participants to enter employment in full-time, permanent unsubsidized jobs at a salary rate of no less than \$18.00 per hour

5. CLASS SIZE AND PARTICIPANT SELECTION

In order to be considered, the applicant must be able to accommodate individual referrals forms and vouchers issued by DOOR. No minimum number of students will be guaranteed by DOOR. Applicant must ensure that clear and accurate records are kept for all participants referred by DOOR.

Under the direction of the WDB, the HempsteadWorks Workforce Development System will recruit, screen, assess and refer eligible adults, dislocated workers, and youth for proposed training. The applicant must clearly state the qualifying standards for enrollment including minimum skills required, required educational levels, vocational aptitude, etc. DOOR reserves the right to request of the applicant the reason for the rejection of any participant for training.

6. REPORTING REQUIREMENTS

The applicant selected must demonstrate a capability to generate accurate and timely information and submit periodic reports to DOOR.² These reports include, but are not limited to:

- Biweekly Attendance Reports: contains verified copies of participant's classroom attendance and explanation of failure to attend. This report should include any discrepancies in students' attendance. Telephone contact with DOOR staff to discuss attendance is also welcome at any time.

² When a participant is accepted into a training program at your school, please include a class schedule with their acceptance letter.

- Monthly Student Progress Reports: reflects participant's competency levels reached, including technical performance as well as behavioral patterns and basic attitudes information. This report must:
 - Reflect immediate achievement of entry level skills including the testing or evaluation method utilized for determining such achievements, as well as any counseling or other interventions
 - Include copies of updated transcripts and percent of the course students have attended
 - Be forwarded to DOOR staff on the 15th of each month
- Completion Reports: a report no more than ten (10) calendar days after class completion reflecting the graduation information on each participant. This report should include a copy of students' certificate of completion, whether the student sat for a certification exam, and the outcome of the exam
- Placement Reports: a report on each participant's placement in employment no greater than seventy-five (75) days after course completion, including placement information (name and address of employer, start date, hourly wage, telephone number of employer, hours worked, job title, date of first paycheck). For courses that require an externship, this report should also include placement information.

7. COST AND PAYMENTS

Applicants must understand that billing and payments will be in accordance with the following guidelines:

- Training provider will quote a training charge per WIOA participant, which will be an all-inclusive figure for tuition, books, supplies, uniforms, tools, licenses and test fees, and/or other incidentals.
- The per participant training cost will be divided by the total number of scheduled training hours to arrive at an hourly charge per participant.
- Upon completion of an individual referral training program, the training institution will be paid 100% of the sum calculated by multiplying the actual hours attended by each participant by hourly charge per participant.
- The remaining unattended tuition hours will be paid upon documented proof that the participant:
 - Completed at least 80% of the scheduled class hours
 - Successfully completed the training and was awarded a certificate of completion (a copy of this certificate must be submitted to DOOR)

- Payments for participants who do complete the program will be made based upon actual hours of attendance.
- The payment procedure may provide for a mutually agreeable schedule for installment or periodic payments to training institutions.
- In the case of accredited colleges, DOOR will abide by the school's payment schedule and refund policy as stated by the college catalog. A copy of the College's/University's payment schedule and refund policy must be attached to this RFP.

Contractors will be expected to maintain complete and accurate records justifying all actual and accrued expenditures, leaving a clear audit trail to the point of origin. Contractor's records with respect to programs funded under WIOA, and/or any other grants administered by DOOR will be subject to periodic audit by DOOR and/or New York State, Nassau County, and/or USDOL and such records must be retained and made available for such purposes.

8. PROPOSAL INSTRUCTIONS

8.1 Deadline

DOOR will review and accept proposals on a rolling basis³; however, the end date of all contractual agreements negotiated pursuant to this RFP is June 30, 2025. The contract may be extended or reduced at the option of the LWDB.

8.2 Applicant Eligibility Criteria

- a) Is the applicant certified by the New York State Department of Education?
- b) Does the applicant have training facilities located within Nassau and Suffolk Counties and New York City⁴?
- c) Does the applicant have a financial statement or audit that demonstrates acceptable financial viability?⁵
- d) Does the applicant have courses that are listed on the New York State Eligible Training Provider's List (ETPL)?⁶
- e) Does the applicant offer courses that lead to the attainment of an industry-recognized postsecondary credential?
- f) Does the applicant have Workers' Compensation and Disability insurance?
- g) Can the applicant provide courses that develop skills leading to employment in identified high-demand occupations within growing industry sectors which show potential for growth and placement opportunities, satisfactory salary levels, and for which funded training would be appropriate in terms of length of training required for prerequisite skill?⁷

8.3 Evaluation Criteria

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposal requirements will be evaluated by a review team of HempsteadWorks staff and the Youth Standing Committee and WDB or their designees. Applicants will be rated on a 100-point rating system, and the applicant must achieve a rating of **seventy points or higher** before the review team will consider reviewing proposed courses.

³ Training providers that have an active contract with DOOR ending on December 31, 2022 must submit a proposal by Friday, September 30, 2022.

⁴ Training providers outside of these areas may be considered if training is offered virtually.

⁵ Applicants must provide a copy of their most recent financial statements.

⁶ If applicant does not have listed courses, applicant must submit a request for eligibility to the New York State Department of Labor by creating an account here: https://apps.labor.ny.gov/ETPL_V2/.

⁷ A list of these occupations may be found on the New York State Department of Labor website at the following link under "Priority Occupations – Long Island Region": <https://dol.ny.gov/lmi-workforce-planning>.

- Experience and prior effectiveness in administering the proposed occupational skills training and in dealing with adults, dislocated workers, and youth who lack self-sufficiency, who are veterans, economically disadvantaged, are public assistance recipients, and who have serious barriers to employment
- Proven capability in the design, implementation, and conduct of training courses responsive to the demands of the labor market
- Adequacy and accessibility of training facilities
- Curriculum and method for service delivery, with emphasis on demonstrated attainment of competencies by students and the relationship of these competencies to the requirement of high-growth industry sectors and clusters
- Demonstrates that it has adequate job placement capabilities
- Past performance quantified in terms of enrollments, completions, job placement, and average wages at placement
- Capability of the institution to comply with DOOR's reporting requirements for fiscal and programmatic information
- Total proposed cost per student
- All questions must be answered in order for the proposal to be reviewed
- Willingness and capability of the institution to comply with WIOA and other federal statutes, rules and regulations; evidence of Equal Employment Opportunity/Affirmative Action plans or policy statements; evidence of course approval by an appropriate State or Federal agency such as Education or the Health Department

8.4 Format and Content

Organizations with interest in providing the requested occupational skills training should submit a proposal narrative that includes the following below:

1. Completed **Proposal Summary Form and Terms of Agreement** (see Attachment A)
2. Completed **General Information about the Applicant's Programs** (see Attachment B)
3. Completed **Proposed Courses** (see Attachment C) to provide information specific to each proposed course. One **Proposed Courses** attachment should be completed for each proposed course.
4. Completed **Required Attachments Checklist** (see Attachment D)

9. LIMITATIONS

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

10. 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.

11. PUBLIC NOTICE

NOTICE OF REQUEST FOR PROPOSALS FOR OCCUPATIONAL SKILLS CLASSROOM TRAINING FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH LOCAL WORKFORCE DEVELOPMENT AREA.

I. Purpose and Services

The Town of Hempstead Department of Occupational Resources (DOOR), acting on behalf of the Town of Hempstead Workforce Development Board (WDB), 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) and/or any other grants administered by DOOR, is soliciting proposals for qualified institutions to provide high quality education and training. In this same capacity, DOOR is soliciting applications from training vendors for programs to be included on the WDB List of Approved Training Vendors.

In order to be considered, the applicant's organization must be certified by the New York State Education Department (SED) or other appropriate certifying agencies; have demonstrated effectiveness in providing occupational skills training; is listed on the NYS Eligible Training Providers List (https://apps.labor.ny.gov/ETPL_V2/); provide training in occupational areas that may be found on the NYS Department of Labor's website under the following link: <https://dol.ny.gov/lmi-workforce-planning>; conduct training that will qualify participants to enter employment in full-time, permanent unsubsidized jobs at a salary rate of no less than \$18.00 per hour.

This RFP is available for download on our website at: <https://www.hempsteadworks.com/workforce-development-board>. Proposals will be reviewed on a rolling basis, but contractual agreements negotiated pursuant to this RFP will commence upon execution and end no later than June 30, 2025, with options for renewal at the discretion of the Town of Hempstead Local Board.

II. Submission Requirements

Proposals should be submitted in sealed envelopes and addressed to Elizabeth Ajasin at the Town Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, NY 11550. Applicants are advised that changes in the Local Workforce Development Area's One-Stop System, both in terms of content and funding levels, may be required 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 LWDB or DOOR 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 LWDB and DOOR reserve 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 by email to eajasin@hempsteadworks.com.

12. 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.

13. ATTACHMENTS

Attachment A – Proposal Summary Form and Terms of Agreement

PROPOSAL SUMMARY FORM

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

Organization Name: _____

Address: _____

Primary Contact and Title: _____

Phone: _____

Email: _____

Federal I.D. #: _____

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

Planned Service Delivery Highlights

Number of total proposed courses: _____

List all proposed courses:

Terms of Agreement

- All courses I have proposed in this RFP are listed on the New York State Eligible Training Provider’s List (ETPL).
- I have read and understood all Reporting Requirements (Section 7 of RFP).
- I have enclosed Attachment D – Required Attachments Checklist.
- I understand that failure to submit a complete proposal package will jeopardize my opportunity to receive funding from the Town of Hempstead Department of Occupational Resources (DOOR).

Print Name and Title of Official
Authorized to Bind Applicant

Authorized Signature

Attachment B – General Information about the Applicant’s Program

GENERAL INFORMATION ABOUT THE APPLICANT'S PROGRAMS

Please answer the following questions.

1. Provide a general description of your organization. The statement should address the following:
 - a. Background of your organization
 - b. Prior experience in offering the training proposed
 - c. Prior effectiveness in placing trainees in employment
 - d. Experience in dealing with special target groups (e.g. dislocated workers, the economically disadvantaged, public assistance recipients, and those with barriers to employment)
 - e. Goals and Objectives
2. Provide a statement attesting to the fiscal soundness of the institution and its capability and willingness to provide DOOR with any necessary data and related documentation pertaining to training funded through DOOR. Your reply should also include a statement that the applicant will honor the audit requirements of DOOR, the New York State Department of Labor, and the U.S. Department of Labor. A copy of your latest fiscal audit must be attached (a CPA statement is acceptable).
3. Provide either a) an organizational chart for the institution, or b) a description of the institution's organization and staffing. Provide as attachments to this section the resumes of key administrative staff. Discuss how the institution will ensure performance through adequate management, supervision, and control.
4. Provide a description of the institution's facilities including classroom dimensions. If you wish, please attach a floor plan.
5. Provide a description of the institution's attendance and record keeping procedure. How are attendance records kept? How are excused absences verified? Is the institution willing to provide DOOR with attendance records related to WIOA and/or any other grants administered by DOOR funded trainees?
6. In addition to attendance and financial reports, is the institution able to generate the following reports in an accurate and timely manner: Biweekly Attendance Reports, Monthly Student Progress Reports, Completion Reports, and Placement Reports, and other periodic reports that may be required? Yes _____ No _____
7. Provide a description of procedures used to evaluate the progress of students including procedures used to assess the student's mastery of skills and topics.

8. Discuss any tutoring services provided by the institution.
9. Discuss any counseling or case management services provided to students.
10. Discuss the institution's placement services and capabilities. What types of services are provided (e.g. job development, resume assistance, pre-employment counseling, interviewing techniques, job referral, follow-up services, etc.)? Provide the name(s) of the individual(s) responsible for job placements.
11. Does the institution participate in or administer any student aid or grant programs? If so, list all available.
12. Has the institution provided training in the past to participants referred by DOOR?
Yes _____ No _____
13. How long has the institution been in existence (under present ownership at the same location)?
14. Is the institution licensed/accredited by any state or national organizations? Specify and submit a copy of license or accreditation certificate.
15. Is the training institution fully accessible to individuals with disabilities?
Yes _____ No _____

If not, do you have a State or Federal waiver to that effect? Yes _____ No _____
16. Discuss if special classes be established for WIOA, (and/or any other grants administered by DOOR) participants, or if they will be integrated into regular classes.
17. Describe the total student capacity of the school.
18. Does the institution have Equal Employment Opportunity (EEO) and Affirmative Action (AA) plans? Please provide either a) a statement of such plans, or b) a policy statement demonstrating the institution's commitment to EEO and AA standards. This statement should guarantee that all services provided by the institution are free from discrimination and that all participants referred by DOOR will not be discriminated against because of race, creed, color, handicap, national origin, sex, political affiliation, or belief.

Attachment C – Proposed Courses

PROPOSED COURSES

Course Description # _____

(A) Name of training program

(B) Credentials/Licenses

- i. Does this course lead to an industry-recognized postsecondary credential or license¹ Yes ___ No ___
 - a. If so, what is the credential/license? _____
 - b. Which organization is the issuer of this credential/license? _____
- ii. Is an externship part of this course? Yes ___ No ___
 - a. If so,

(C) Length of training:

- i. Hours per day
- ii. Days per week
- iii. Total hours of training
- iv. Total weeks of training

(D) Course Cost

- i. Is tuition cost quoted the same cost that is offered to the general public?
Yes ___ No ___
 - a. If no, please indicate why: _____

- ii. Total cost per student
- iii. Tuition cost
- iv. Items included in total cost per student
- v. Items not included in total cost per student
- vi. List the book titles, supplies, fees, tools, tests, license, and uniforms to be used while enrolled in this course.

(E) Skills

- i. List of specific skills to be obtained from training program
- ii. Occupation(s) for which the program is training
- iii. License(s) or certification(s) required for employment in above field.

¹ The term "industry-recognized postsecondary credential" means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

- iv. Provide a list of State or industry-recognized credentials that a student may receive after completing this course.
- v. School's experience in providing this training.

(F) Certifications

- i. Provide copies of the licenses for the instructors of this course.
- ii. Provide any certifications or approval from the overseeing agency for this course.

(G) List criteria for acceptance into this course (e.g. minimum academics or skills)

(H) Will special classes be established for WIOA (and/or other grants administered by DOOR) participants, or will they be integrated into regular classes? Yes ___ No ___

(I) Provide a course curriculum and resume of the course instructor.

(J) Provide proposed start dates over the course of the next two years (January 2023 through December 2025).

(K) Statistics for past 2 years

- i. Percentage of completions
- ii. Percentage of training-related job placements
- iii. Average starting salary or hourly wage of these placements

(L) Attendance

- i. Indicate here what is a classroom hour if other than 60 minutes:
1 classroom hour = _____ minutes
- ii. Concerning attendance, New York State Education Department guidelines generally require that a student be absent for no more than 20% of the scheduled class time in order to qualify for graduation; that is, a student who has complete 80% of the scheduled class time may be eligible for graduation.

Please complete the following statement: Students of this course may qualify for completion if they complete _____% of the scheduled class time.

Attachment D – Required Attachments Checklist

Required Attachments Checklist

Below is a list of attachments each applicant must provide in addition to their completed proposal:

Attachment	✓
Attachment A – Proposal Summary Form	
Attachment B – General Information about the Applicant's Programs	
Attachment C – Proposed Courses	
Curriculum for each proposed course	
Resumes of course instructors for each proposed course	
Resumes of key administrative staff	
Copy of most recent financial statement or fiscal audit report that demonstrates financial viability	
Certificate of Workers' Compensation and Certificate of Disability Benefits	
Copy of Attendance Policy	
Copy of Refund Policy	
Copy of license or accreditation that specifies that the institution is licensed/accredited by a state or national organization	
Statement of EEO and AA plans or a policy statement demonstrating the institution's commitment to EEO and AA standards	