REQUEST FOR INFORMATION (RFI)

The Town of Hempstead Department of Occupational Resources (DOOR) seeks information about potential youth services and infrastructure. The aim is to learn about potential strategies for recruiting, engaging, and improving the educational and economic outcomes of at-risk youth ages 14 to 24.

Through this Request for Information (RFI), DOOR is requesting responses from different organizations, agencies, and other interested parties which may be used to help specify parameters for the development of a future RFP(s). This RFI is not to be construed as an RFP and no contract awards will result directly from this RFI process. Contract awards will only follow a subsequent RFP(s), if any.

Questions about and responses to this RFI must be submitted electronically to the contact listed below **only**. Verbal questions, or questions directed to other individuals at the agency will not be accepted.

To respond to this RFI, please fill in the Request for Information (RFI) Response Form posted on our website at this link under "Board-Related Documents": https://www.hempsteadworks.com/workforce-development-board. All responses must be emailed to Elizabeth Ajasin at eajasin@hempsteadworks.com with "RFI RESPONSE" in the subject line. Responses are due by COB December 31, 2022.

Request for Information (RFI)

Purpose

With funding under the Workforce Innovation and Opportunity Act (WIOA), the Town of Hempstead Department of Occupational Resources (DOOR) supports programs and services that target at-risk youth ages 14-24 who are in-school or out-of-school. The aim of these programs and services is to improve these youths' educational and economic outcomes.

DOOR seeks information from agencies that serve this population and will use responses to assist in its planning and implementation of strategies for recruiting, engaging, and improving their outcomes.

Please note that any responses to this RFI should not be construed as a Request for Proposals (RFP) and no contract awards will result directly from the RFI process. Contracts awards will only follow a subsequent RFP(s), if any.

Instructions for Respondents

To inform the planning for this project, DOOR is seeking responses to the questions on this form. We appreciate your time in responding to this RFI. Not all questions are required to be answered in order for you to submit information to DOOR; however, **all questions in Category 1 are mandatory**. Please be sure to clearly indicate the Category and Question Numbers you are answering. You may attach additional sheets to provide your responses.

Please note that the content of all responses to this RFI is considered public information.

All questions and responses to this RFI must be submitted electronically to Elizabeth Ajasin at eajasin@hempsteadworks.com. All responses are due by COB December 31, 2022. Verbal questions or questions directed to other individuals at the agency will not be accepted.

REQUEST FOR INFORMATION (RFI) RESPONSE FORM

Company Information

Company Name: _____
Company Address: _____
Company Website: _____
Contact Person's Name: _____
Contact Person's Title: _____
Email Address: _____
Phone #:   _____

Category 1: Company's Services

1) Briefly describe your organization's history and current role in providing services to youth.
2) What specific services do you currently offer to youth?
3) On average, how many youth do you serve each calendar year?
4) How is your organization funded?
5) How many staff members do you have assigned to implement your youth program?
6) Do you collaborate or contract with other agencies to deliver services to your youth participants?
7) Do you currently offer virtual services?
8) What tools do you use to measure successful outcomes in youth participants?
9) Does your organization specialize in any special populations or offer services to any specific group (e.g., youth with a disability, youth with a disability, youth with criminal justice involvement, youth with limited English language proficiency, etc.)?

Category 2: Recruitment

1) What strategies do you use to recruit youth for your program?
2) Which of these strategies have you found to be most successful? Which have been the least successful?
3) Have you ever planned your recruitment strategy to target youth in special populations?

Category 3: Youth Engagement

1) What strategies do you use to engage youth so that they don't lose interest, get bored, etc. while participating in your program?
2) Which of these strategies have you found to be most successful in engaging youth? Which has been the least successful?

3) How do you re-engage youth whose participation in your program has waned?
4) Do you ever engage youths' parents/family members? If so, to what capacity?

Category 4: Improve Youth Outcomes

1) What kind of supportive services do you have available for youth participants (e.g., transportation, stipends, housing, etc.)?
2) In which ways do you address the specific needs of youth in special populations?

Category 5: Other

1) Do you have a system in place for tracking and recording administered youths' services and outcomes? If so, how does it operate?
2) Do you have a system in place for following up with youth who have successfully completed your program? If so, how does it operate and how long after completion of the program is follow-up conducted?
3) What qualities do you seek in the candidates you hire to work with youth?
4) On average, how long does it take to recruit, hire and onboard these candidates?