



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2023
REQUEST FOR PROPOSALS FOR DRIVING INSTRUCTION AND NEW YORK STATE
ROAD TEST PREPARATION SERVICES**

Contract Period: October 1, 2023 to June 30, 2025

Essential Information and Dates

RFP Release Date	August 25, 2023
Deadline for Proposal Submission	September 15, 2023

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 organizations. At the HempsteadWorks Career Center, we provide the following services:

- Career Planning and Counseling
- Occupational Skills Training Programs for Careers in High-Demand Industries
- Career and Computer Skills Workshops
- Online Job Banks
- Referrals to Partner Agencies
- 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 AND APPLICANT ELIGIBILITY

HempsteadWorks is soliciting proposals from organizations that can provide driving lessons and New York State Road Test preparation classes to adults, dislocated workers, and youth who need to obtain their driver's license to obtain and/or retain employment. Proposals will be considered from for-profit organizations.

3. WIOA ELIGIBLE PARTICIPANTS

Under WIOA, DOOR serves the following groups:

- According to WIOA Section 3 (2), “the term “adult” means an individual who is age 18 or older.”
- According to WIOA Section 3 (15), “the term “dislocated worker” means an individual who—

A) (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; H. R. 803—8 (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; (D) is a displaced homemaker; or (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B). (16) DISPLACED HOMEMAKER.—The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who— (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.”

- WIOA Section 129 (a)(1)(B) defines eligible youth as follows:
 - (a) Resident of the Town of Hempstead/City of Long Beach
 - (b) Age 16 through 24; and
 - (c) Within one or more of the following categories:

1. Basic skills deficient.
2. An English language learner.
3. An offender.
4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
5. Pregnant or parenting.
6. A youth who is an individual with a disability.
7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.*

Eligibility of all customers enrolled in any instruction is determined by DOOR.

4. SCOPE OF WORK

Under this RFP, selected vendor(s) will provide driving instruction and road test preparation services to adults, dislocated workers, and youth. The following services can be funded by WIOA for no longer than 3 months for each student:

- In-car driving lessons where students learn how to safely operate a vehicle
- 5-hour pre-licensing class where students learn the rules of the road and what to expect for the New York State Road Test
- Other instruction that teaches students topics of road safety and etiquette that includes but are not limited to driving in all weather conditions; the dangers of operating a vehicle while under the influence; sharing the road; handling emergencies and breakdowns; and consequences of unsafe driving and poor decision making.

5. FUNDING

Please be advised that no minimum number of students will be guaranteed by DOOR. Vendor(s) services will be requested depending on jobseekers' needs. Cost competitiveness and efficiency are sought in this solicitation. Added consideration will be given to proposals that clearly demonstrate true quantifiable and value-added support.

6. PROPOSAL INSTRUCTIONS

6.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, September 15, 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

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

6.2 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 (50 Points)
 - If previous contractor, past performance and monitoring issues
 - Record of achievement in program management and operations
 - High level of professional and technical skills/knowledge including experienced staff with adequate support
 - History of success in serving target area/population
- Cost Efficiency (30 Points)
 - Clarity and completeness of budget detail
 - Reasonableness of costs
 - Leverage resources and in-kind contributions that are clearly quantifiable and confirmed
 - Level of investment in relation to proposed outcomes
- Miscellaneous (20 Points)
 - Value of added resources (e.g., funds, contributions, activity/services, etc.)
 - Prior experience with HempsteadWorks
 - Overall understanding of RFP objectives

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.

6.3 Format and Content

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

- A. Complete **Proposal Summary Form** (see Attachment A)

B. Indicate the Scope(s) of Work that your organization will provide:

Scope of Work	✓
In-Car Driving Lessons	
5-Hour Pre-Licensing Class	
Other Instruction Involving Road Safety and Etiquette	

- C. Describe your **Organization and Experience** in providing services to students as it relates to this solicitation.
- D. Describe in detail your **Strategy and Work Plan** for providing the services requested in this RFP. Include specific location(s), hours, and days that services are to be available.
- E. Include a **Curriculum** that aligns with the Scope of Work you indicated above.
- F. Describe in detail the **Learning Benchmark(s)** you will use to show that students have obtained the necessary skills/knowledge to complete your program. Also, include the ways in which you will **Measure Student Progress** toward these benchmark(s). Include the specific tools, reports, etc. and include them as an attachment, if applicable.
- G. Describe **Challenges and Opportunities**, if any, that might impact your achieving successful performance outcomes as described in this RFP.
- H. Describe the **Quality Control Measures and Management Procedures** that will ensure successful oversight of staff, quality service delivery, satisfactory performance, and consistent communication with the funder.
- I. Provide the name(s) and resume(s) of key **Staff** that will oversee the program.
- J. **Budget** – provide a budget that provides sufficient detail to justify all costs of proposed activities. Include any in-kind funding or services and how it will support this effort.

7. 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 WBD are final.

8. 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:
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.

9. ATTACHMENTS

**PROPOSAL SUMMARY FORM – DRIVING INSTRUCTION AND NEW YORK STATE
ROAD TEST PREPARATION SERVICES**

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

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone: _____

Email: _____

Organization: Private-for-profit Other

Proposed Scope of Work (select all that apply):

In-Car Driving Lessons

5-hour Pre-Licensing Class

Other Instruction Involving Road Safety and Etiquette

How did you learn of this RFP (select all that apply)?

HempsteadWorks Website Newspaper Ad Family/Friend Other: _____

Print Name of Staff Submitting this Proposal

Signature