



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022  
REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGY – DATABASE  
MANAGEMENT AND DEVELOPMENT, LOCAL AREA NETWORK ADMINISTRATION  
AND WEB DEVELOPMENT CONSULTING SERVICES**

**Contract Period: July 1, 2024 to June 30, 2026**

**Essential Information and Dates**

RFP Release Date	February 16, 2024
Deadline for Proposal Submission	March 8, 2024

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

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

## **2. APPLICANT ELIGIBILITY**

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

## **3. PROPOSAL INSTRUCTIONS**

### **3.1 Deadline**

Proposals submitted in response to this RFP must be received no later than COB on Friday, March 8, 2024. 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)

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

### 3.2 Evaluation Criteria

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposals 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:

- Applicant Background, Qualifications and Experience (20 points)
- Approach, Design, Innovation and Coordination (40 points)
- Budget (20 points)
- Proposed Staff (20 points)

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.

### 3.3 Format and Content

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

1. Complete **Proposal Summary Form** (see Attachment A)
2. Complete **Applicant Background and Approach, Design, Innovation, and Coordination** (Attachment B)
3. Provide the name(s) and resume(s) of key **Staff** that will oversee the program (Attachment C).
4. **Budget** – complete the attached form (Attachment D). Provide sufficient detail to justify all costs of program activities in the budget narrative. Include any in-kind funding or services and how it will support this effort.

## 4. 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 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.

All decisions of the WDB are final.

## **5. 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.

## **6. ATTACHMENTS**

**PROPOSAL SUMMARY FORM – IT DATABASE MANAGEMENT**

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

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

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

FEIN: \_\_\_\_\_

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

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

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

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

**Proposed Service Delivery Highlights**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget Highlights**

Total Requested Budget: \_\_\_\_\_

Included with my proposal are the following required documents:

- Attachment B – Applicant Background and Approach, Design, Innovation, and Coordination
- Attachment C – Proposed Staff
- Attachment D – Budget
- Certificate of Workers’ Compensation
- Certificate of Disability Benefits Insurance

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

## **Applicant Background and Approach, Design, Innovation, and Coordination**

### A) Applicant Background and Qualifications

1. Indicate the nature and mission of your business or organization.
2. Describe whether your organization has the financial resources, or has the ability to obtain them, to perform the proposed services.
3. Summarize your organization's record of fiscal integrity, business ethics, and fiscal accountability.
4. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work.
5. Describe the ability of your organization to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals.
6. Is your organization a member of the Long Island Software and Technology Network? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### B) Approach, Design, Innovation and Coordination

#### 1. Data Base

- Analyze user needs and the continuing process of data flow, collection, and documentation to provide timely and accurate information output systems and audit trails to accommodate WIOA and other agency reporting and data maintenance requirements;
- Prepare specialized utility programs for complex data manipulation and transfer to new systems;
- Use Microsoft Access to create data files, entry screens and reports
- Provide data transfer facility allowing for merging multiple media sources such as spreadsheets, document scans, and other sources into data base or Excel applications;
- Provide follow-up communications via web interface, E-mail, or mail or program outreach, customer notification relating to continuing employment and training opportunities, satisfaction or needs surveys, or post program outcomes.
- Interface data base operations with the OSOS.

#### 2. Local Area Network

- Install, configure, and support local area network, and internet system communications;
- Maintain network hardware and software, including workstations and related peripheral equipment and related software;
- Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability;
- Plan, coordinate and implement internet security measures; and

- Interface local area network operations, firewalls and security protocols with OSOS.

### 3. Web Development

Place an "x" next to any services listed below which your agency plans to provide:

PLAN TO PROVIDE	SERVICE
	Data storage on a server
	Design of Home Page and supplemental pages, including custom graphics and images that can be scanned
	Hosting of web site
	Search engines optimization
	Document conversion
	Establishment of HTML linkages to a variety of Internet URLs as designated by DOOR
	Establishment of data base inquiry systems
	Establishment and maintenance of E-Mail accounts
	Deployment of new and maintenance of existing application content
	Upgrades of content
	Management of user security access
	Maintenance of a reporting feature which measures system usage
	Flash development
	Multimedia services
	Programming services
	Train DOOR to administer site
	Train DOOR to enhance and revise content
	Design of collateral/marketing material
	Improve mobile compatibility
	Improve security
	Upgrade CMS system



**Proposed Staff**

Include a resume or summary of the qualifications of the staff person(s) to be assigned to perform the services proposed.

## Budget

Include a budget which includes the following information:

1. The aggregate price proposed for performance of the services;
2. A line item breakdown of each element of the aggregate price, for the cost price analysis purposes, including each service item listed above. (This breakdown must include the hourly costs of the items below, as appropriate. All of the items, A through U, indicated in the proposed budget must correspond to those items checked by the applicant in Section VI, Approach, Design, Innovation and Coordination. (DOOR reserves the right to evaluate each individual budget item separately, based upon the need to purchase each service.)
  - A. Data storage on a server;
  - B. Design of Home Page and supplemental pages, including custom graphics and scannable images;
  - C. Hosting of web site;
  - D. Search engines optimization;
  - E. Document conversion;
  - F. Establishment of HTML linkages to a variety of Internet URLs as designated by DOOR;
  - G. Establishment of data base inquiry systems;
  - H. Establishment and maintenance of E-Mail accounts;
  - I. Deployment of new and maintenance of existing application content;
  - J. Upgrades of content;
  - K. Management of user security access;
  - L. Maintenance of a reporting feature which measures system usage;
  - M. Flash development;
  - N. Multimedia services;
  - O. Programming services;
  - P. Train DOOR to administer site;
  - Q. Train DOOR to enhance and revise content;
  - R. Design of collateral/marketing material;
  - S. Improve mobile compatibility
  - T. Improve security
  - U. Upgrade CMS system
3. If the organization is classified as "non-profit," then documentation of the organization's legal non-profit status must be attached;
4. If the organization is classified as "for-profit," then its proposal must demonstrate the amount of profit it proposes to retain, with sufficient documentation to demonstrate whether or not this profit is reasonable.