



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2025 AND 2026
REQUEST FOR QUALIFICATIONS (RFQ) FOR TRANSPORTATION SERVICES
Contract Period: July 1, 2025 to June 30, 2027**

Essential Information and Dates

RFP Release Date	March 14, 2025
Deadline for Proposal Submission	April 25, 2025

HempsteadWorks
www.hempsteadworks.com

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

I. 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.

II. PURPOSE AND SCOPE OF SERVICES

The purpose of this RFQ is to solicit proposals from qualified vendors to provide transportation services for our customers. The selected vendor will be responsible for providing vehicles and drivers to ensure safe, reliable, and professional transportation services as outlined in this RFQ.

The selected vendor will be expected to provide the following services:

1. Transportation of Clients: Provide vehicles with qualified drivers to transport clients as specified by DOOR.

2. **Vehicle Maintenance and Condition:** Ensure that all vehicles are well-maintained, safe, and comply with all relevant regulations, including functioning heating, air conditioning, and all safety features.
3. **Driver Qualifications and Availability:** Ensure drivers are licensed, experienced, professional, and available for contact during transportation.
4. **Compliance with Regulations:** Adhere to all relevant safety, transportation, and Department of Transportation (DOT) regulations.
5. **Flexibility and Contingency Plans:** Accommodate scheduling changes and provide replacement vehicles or support in case of breakdowns or emergencies.

III. **VENDOR QUALIFICATIONS**

Selected vendor(s) will provide Transportation Services. The applicant’s organization must be a partnership, a registered business, an incorporated for-profit or non-profit organization, or a public agency, which is insured and has successfully provided transportation services for a minimum of three (3) years.

Note: No minimum number of transportation services will be guaranteed by DOOR.

IV. **Submission Requirements**

Interested vendors should include the following:

- **Company Overview** including your experience, qualifications, and a summary of relevant work
- Confirmation of **Services** here:

#	Service (Conducted in coordination with Business Services Team)	Yes	No
1.	Applicant will coordinate with DOOR to determine transport schedule.		
2.	Transport vehicles have functioning heat, air conditioning and are in good condition.		
3.	Transport vehicles meet all Department of Transportation laws, regulations and guidelines.		
4.	Applicant can certify that all drivers are in possession of a valid driver’s license qualifying them to operate transport vehicles.		
5.	Drivers are available for contact at any time during transport.		

6.	Applicant uses only their company owned or leased vehicles. Trips cannot be subcontracted to another company or individual.		
7.	Applicant can provide replacement vehicles in case of mechanical malfunctions or breakdowns.		
8.	In the case of emergency, applicant can provide a list of primary and secondary points of contacts.		
9.	Drivers are professional and perform good customer services.		
10.	Drivers must stay with transport vehicle and passengers during each trip.		

- Specification of the types of **Vehicles**: Provide details of the vehicles available for transportation services, including capacity, amenities (if applicable), and photos.
- **Description of Safety Protocols**: Outline your company's safety protocols and measures to ensure the safety and well-being of passengers during transportation.
- At least one **Reference** from a previous client who has used your transportation services.
- **Cost Estimate and Breakdown**: Provide a detailed cost estimate for the use of vehicles, including any additional fees.

V. Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- **Vehicle Condition and Compliance**: Assessment of the quality, maintenance, and regulatory compliance of the vehicles offered.
- **Driver Qualifications and Professionalism**: Review of driver qualifications, experience, and commitment to customer service.
- **Safety Protocols and Compliance**: Adherence to safety standards and Department of Transportation (DOT) regulations.
- **Availability and Flexibility**: Ability to meet scheduling needs and accommodate changes or emergencies.
- **Contingency and Support Plans**: Ability to provide replacement vehicles and emergency contact information in case of breakdowns or other issues.
- **Cost-Effectiveness**: Evaluation of the proposed rates and any associated costs for vehicle usage.

VI. Submissions

Please submit all required materials listed in Section IV with the attached Proposal Summary Form by **Friday, April 25, 2025** to Elizabeth Ajasin at eajasin@hempsteadworks.com with the subject line “RFQ Submission – Transportation Services.” Please limit your response to no more than 3 pages.

We look forward to reviewing your submission and partnering with you to enhance our services.

VII. 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.

VIII. 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.

IX. 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.

PROPOSAL SUMMARY FORM – TRANSPORTATION SERVICES
(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

Amount of Matching Funds and In-Kind Contributions (if applicable): _____

Terms of Agreement (please check all):

- Enclosed with my proposal are my responses to the RFQ's Section IV – Submission Requirements
- Certificate of Workers' Compensation
- Certificate of Disability Benefits Insurance

How did you learn about this Request for Proposals? _____

Print Name of Staff Submitting this Proposal

Title

Signature