



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2025  
REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGY CONSULTING  
SERVICES – ONE-STOP OPERATING SYSTEM (OSOS) COORDINATION AND  
ACCOUNTING SERVICES**

**Contract Period: July 1, 2025 to June 30, 2027**

**Essential Information and Dates**

RFP Release Date	February 7, 2025
Deadline for Proposal Submission	March 14, 2025

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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## I. INTRODUCTION

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Workforce Development Board (LWDB) 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) of 2014 and all related statutes and regulations. The period of performance is July 1, 2025 through June 30, 2027.

In order to be considered, the applicant's organization must be a partnership, a registered business, an incorporated for-profit or non-profit organization, or a public agency. Contractual agreements negotiated pursuant to this RFP will commence at the discretion of DOOR and end on June 30, 2027, with options for renewal at the discretion of the Town of Hempstead Local Workforce Development Board (LWDB). The contract period may be extended or reduced at the option of the LWDB. Services funded under WIOA will be governed by WIOA. Applicants are also encouraged to propose augmenting non-WIOA services, which are to be funded through cash and in-kind contributions.

**Completed proposals must be received no later than 4:30 P.M. on Friday, March 14, 2025.**

## II. BACKGROUND

In accordance with WIOA, the WDB will implement the HempsteadWorks Workforce System. The mission of the system is to:

- ◆ Ensure that skilled workers are available to employers;
- ◆ Help jobseekers find work;
- ◆ Foster economic development.

HempsteadWorks is designed to provide customers with Workforce Development services through a "One-Stop" delivery system. The One-Stop Partners of the system integrate their resources electronically and also through co-location of staff within career centers and affiliate sites. The official Web site of the system is: [www.hempsteadworks.com](http://www.hempsteadworks.com). Co-location of staff is accomplished by teams comprised of individuals from a variety of independent organizations. These individuals adhere to common standards and reporting formats contained in the One-Stop Operating System (OSOS) and the HempsteadWorks Quality Assurance Program (HWQAP).

## III. FUNDING

HempsteadWorks will negotiate a final contracted number with approved providers based on the population to be served and the activities to be provided. Vendor(s) services will be requested depending on jobseekers' needs.

Cost competitiveness and efficiency are sought in this solicitation. Every applicant is expected to leverage additional non-WIOA support and/or work together with key community partners including educators, community and faith-based organizations, employers, career centers, and governmental units in support of services/activities generated as a result. Added consideration will be given to proposals that clearly demonstrate true quantifiable and value-added support.

## **IV. PROPOSAL INSTRUCTIONS**

### **4.1 Deadline**

Proposals submitted in response to this RFP must be received no later than COB on Friday, March 14, 2025. 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.

### **4.2 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 experience with OSOS and Accounting Services
  - Record of achievement in program management and operations
  - High level of professional and technical skills/knowledge including experienced staff with adequate support
- **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
- **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.

### 4.3 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 **Nature and Mission** of your business and organization.
- C. Provide **Evidence** that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work.
- D. Include as Attachment B, a **Narrative Description** of your experience with interfacing database operations with OSOS, including, but not limited to, your experience:

#### OSOS

- 1. Coordinating OSOS for a Local Workforce Development Area (LWDA);
- 2. Providing staff training for OSOS
- 3. Corresponding with New York State Department of Labor's (NYSDOL) OSOS Help Desk to obtain interpretations of procedures and to resolve operating anomalies
- 4. Interfacing OSOS platform with local area network, internet and database operations
- 5. Maintaining OSOS security protocols. Including staff Cornerstones of Confidentiality clearance
- 6. Coordination preparation of LWDA Quarterly Desk Review Reports and other reports, as required
- 7. Analyzing NYSDOL reports, including Primary Indicators of Performance reports and individuals in the measures to confirm accuracy and provide supplemental data, as required
- 8. Analyzing 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 reporting and data maintenance requirement
- 9. Providing technical assistance to OSOS

#### Accounting Services

- 1. Preparing budgets for various federal funding sources
- 2. Using MIP (Micro Information Products) Computerized Accounting System

3. Analyzing 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 reporting and data maintenance requirement
- E. Provide the name(s) and resume(s) of key **Staff** that will oversee the program.
- F. **Budget** – Include as Attachment C a budget that includes the following information:
1. The proposed hourly rate and number of hours for the services;
  2. An itemization of non-WIOA funds offered on a cash or in-kind basis to support WIOA services to be conducted through co-location, or through electronic linkages;
  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 this profit is reasonable
  5. Providing technical assistance to OSOS

## V. 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 WDB are final.

## VI. 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.

## **VII. ATTACHMENTS**

**PROPOSAL SUMMARY FORM –  
INFORMATION TECHNOLOGY CONSULTING SERVICES – ONE-STOP  
OPERATING SYSTEM (OSOS) COORDINATION AND ACCOUNTING SERVICES**  
*(This form must appear as cover and first pages of proposal submission)*

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

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

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

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

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

FEIN/Business ID#: \_\_\_\_\_

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

Status:  Current Contractor  Past Contractor  New Responder

**Budget Highlight:**

Total Requested Amount/Hourly Wage: \_\_\_\_\_

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

**Terms of Agreement (please check all):**

I acknowledge that I have completed all sections of this RFP and understand that failure to submit a complete proposal may jeopardize my opportunity to receive funding from DOOR.

How did you learn about this Request for Proposals? \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature