



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022  
REQUEST FOR PROPOSALS FOR DISABILITY AWARENESS AND INCLUSION  
STAFF TRAINING SERVICES**

**Contract Period: October 1, 2022 to December 31, 2024**

**Essential Information and Dates**

RFP Release Date	September 2, 2022
Deadline for Proposal Submission	September 23, 2022

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

For all questions and inquiries, please email Elizabeth Ajasin  
[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:

1. Career Planning and Counseling
2. Occupational Skills Training Programs for Careers in High-Demand Industries
3. Career and Computer Skills Workshops
4. Online Job Banks
5. Referrals to Partner Agencies
6. 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. PURPOSE

In January 2022, HempsteadWorks received funding under the New York Systems Change and Inclusive Opportunities Network (NY SCION) grant. The goals of the grant are to:

1. Improve employment outcomes for individuals with disabilities who are 18 and over using existing training, career pathway, Integrated Resource Teams (IRTs), Ticket to Work (TTW), asset development, and other promising and proven interventions;
2. Expand available career services provided in the New York State (NYS) Career Center network to jobseekers with disabilities;
3. Support and expand partnerships, collaboration, service coordination, and service delivery across multiple education, workforce, and disability systems; and
4. Support evaluation, sustainability planning, and implementation strategies including partnership development, business and funder outreach, and revenue identification.

HempsteadWorks is soliciting proposals from a variety of governmental units, public or private not-for-profit or for-profit corporations, local educational agencies, faith-based and community-based agencies to provide comprehensive staff training that will improve staff's capacity to serve the disability population.

### **3. SCOPE OF WORK**

The selected vendor(s) will provide Staff Training pertaining to WIOA/SCION programs and services in a workplace setting. Topics may include but are not limited to:

1. Developing strategies to help maximize the experience of jobseekers with disabilities
2. Identifying communication methods to meet the needs of people with different disabilities (e.g. intellectual, depression and anxiety, bipolar disorder, etc.)
3. Recognizing common stereotypes and societal barriers for individuals with disabilities
4. Defining neurodiversity and understanding how people interact with and experience the world in different ways
5. Identifying the different uses of languages as it relates to people with disabilities
6. Understanding general disability-related etiquette
7. Understanding the federal laws that prohibit discrimination against individuals with disabilities
8. Increasing staff's abilities to effectively recruit, hire and retain individuals with disabilities
9. Describing definitions of disability, disability history and the disability rights movement
10. Describing the self-advocacy movement

### **4. FUNDING**

While there is no maximum award available for the selected vendor(s), the vendor must conduct at least one training per year over the contract period. HempsteadWorks will negotiate a final contracted number with approved vendors based on proposed expenses.

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.

### **5. 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. Preference in this application will be given to applicants that demonstrate a thorough understanding of the targeted geographic

area and/or population, experience conducting staff training in the topic areas, and cost efficiency.

Strong private-sector involvement is recommended under WIOA funding. Such leveraged partnerships will receive added consideration in this solicitation.

## **6. PROPOSAL INSTRUCTIONS**

### **6.1 Deadline**

Proposals submitted in response to this RFP must be received no later than COB on Friday, September 23, 2022. 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)

### **6.2 Required Documentation**

Responders to this solicitation will be required to submit the following information with their proposals:

- a) An executive summary that provides an overview of the organization and proposed training;
- b) Explanation of experience conducting staff training on this topic;
- c) A list of key individuals and their resumes; and
- d) A detailed cost and price proposal

### **6.3 Strategy and Work Plan(s)**

Responders must briefly describe clearly and specifically their proposals for carrying out the responsibilities associated with the Scope of Work in (Section 3). The description should include clear and measurable learning objectives for each proposed training.

### **6.4 Personnel**

Responders must identify personnel who will perform tasks outlined in the Scope of Work (Section 3) and provide a detailed resume for each individual responsible for service delivery. HempsteadWorks must be notified of any personnel changes if individual(s) assigned to work on this project are relieved of their responsibilities or reassigned. Responders should designate one individual as the point of contact who is responsible for project management, coordination, and accountability for the entire project.

## 6.5 Budget

Responders must justify all costs in terms of activities and objects of expenditure to ensure the costs are reasonable and necessary to the project, as outlined in the Scope of Work (Section 3). Financial resources must be adequately and appropriately allocated among cost categories in a cost-effective and prudent business manner to accomplish the RFP objectives and activities. All services must be specified. In the budget, please include:

- Name of each staff member assigned to conduct training;
- Billing/hourly rate of each training;
- Number of hours per training; and
- All fees and/or expenses that will be incurred in the development and execution of each training

## 6.6 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.

1. Complete **Proposal Summary Form** (see Attachment A)
2. Describe your **Organization and Experience** in providing staff training similar to those listed in the Scope of Work (Section 3).
3. 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.
4. 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.
5. Provide the name(s) and resume(s) of key **Staff** that will oversee the program.
6. **Budget** – 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.

## 6.7 Evaluation Criteria

HempsteadWorks will evaluate all responses received by the deadline. A 100-point scale will be used to create the final evaluation recommendation. The factors on which proposals will be judged are:

	<b>Criteria</b>	<b>Maximum Score</b>
1)	Organization and Experience	20
2)	Strategy and Work Plan	30
3)	Proposed Staff	30
4)	Proposed Budget	20
	<b>Total Score</b>	

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.

## 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 WDB 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 – DISABILITY AWARENESS AND INCLUSION  
STAFF TRAINING SERVICES**

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

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

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

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

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

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

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

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

**Proposed Service Delivery Highlights**

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

**Budget Highlights**

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

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

\_\_\_\_\_  
Print Name of Staff Authorized to Sign and Submit this Proposal

\_\_\_\_\_  
Signature