



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022
REQUEST FOR PROPOSALS FOR TUTORING SERVICES, HIGH SCHOOL
EQUIVALENCY EXAM PREPARATION, ESL INSTRUCTION, AND ROAD TEST
PREPARATION**

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

Essential Information and Dates

RFP Release Date	January 13, 2023
Deadline for Proposal Submission	February 10, 2023

HempsteadWorks
www.hempsteadworks.com

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

Table of Contents

1. Background
2. Purpose and Applicant Eligibility
3. WIOA Eligible Participants
4. Scope of Work
5. Funding
6. Payments and Performance
7. Proposal Instructions
8. Limitations
9. EO and Nondiscrimination Assurance
10. Attachments
 - A. Proposal Summary Form
 - B. Budget Instructions and Forms

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 tutoring, high school equivalency exam preparation ESL instruction and road test preparation to jobseekers. These services are intended to prepare these individuals for employment, training, and education. 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. 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 HOME MAKER.—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 services to adults, dislocated workers and youth in a short-term pre-vocational service. WIOA defines this as services designed to prepare jobseekers for unsubsidized employment and/or training. The following services can be funded by WIOA for no longer than 6 months for each student:

- Reading and math tutoring
- English language proficiency instruction
- High School Diploma and equivalency exam preparation
- Road test preparation classes

5. FUNDING

The maximum award available for the selected vendor(s) is \$25,000 per program year. This amount is inclusive of all expenses (see Attachment B). HempsteadWorks will negotiate a final contracted number with approved providers based on the population to be served and the activities to be provided. 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. 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.

6. PAYMENTS AND PERFORMANCE

Eighty percent (80%) of the cost per student will be paid by DOOR to the selected vendor. The remaining twenty percent (20%) of the cost per student will be paid to selected vendor(s) upon the attainment of specific performance benchmarks specific in Section 6.3.F.

***All claims must be submitted to DOOR within 30 days of the prior billing month.**

7. PROPOSAL INSTRUCTIONS

7.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, February 3, 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.

7.2 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.

7.3 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 Work¹	✓
Reading and Math Tutoring Services	
English Language Proficiency Classes	
High School Diploma and Equivalency Exam Preparation	
Road Test Preparation Classes	

- 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.

¹If you select more than one Scope of Work, please be complete C-J in Section 6.3 for each selection.

- J. **Budget** – complete the attached forms (Attachment B). Provide sufficient detail to justify all costs of proposed activities in the budget narrative. Include any in-kind funding or services and how it will support this effort.

8. 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.

9. 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.

10. ATTACHMENTS

**PROPOSAL SUMMARY FORM –
TUTORING SERVICES, HIGH SCHOOL EQUIVALENCY EXAM PREPARATION, ESL
INSTRUCTION, AND ROAD TEST PREPARATION**

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

Proposing Organization: _____

Address: _____

Primary Contact: _____

Phone: _____

Email: _____

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

Proposed Scope of Work (select all that apply):

- Reading and math tutoring
- High School Diploma and equivalency exam preparation
- English language proficiency instruction
- Road test preparation

Budget Highlight:

Total Requested Amount: _____

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

Print Name of Staff Submitting this Proposal

Signature

Budget Instructions and Forms

- Total budget must not exceed \$25,000 for Program Year 2022 (March 1, 2023 through June 30, 2025).
- Proposals must include all completed Budget Forms below
- Details must be provided in the Budget Narrative/Justification for each item requested by itemizing the cost that comprises each total cost. Costs which are prorated must be supported by a cost allocation plan showing requested funds paying only its share of the costs for that item. Administrative costs are allowable up to 10% of entire budget and needs detailed support of costs.
- A copy of any agreement (i.e. audit, accounting fees, etc.) that substantiates contracted items may be requested by DOOR.
- Do not include/request the cost of youth participants' wages during the summer youth employment program. These costs will be absorbed by DOOR.
- Justification and reasonableness of costs will be considered when evaluating proposals.
- Matching funds and/or In-Kind* contributions are looked upon favorably; please note such funds where designated on Budget Forms.
- Contracts will be held to the most current approved budget and cannot exceed the award amount. Budget amendments may be allowed. All requests for amendments must be submitted for approval to DOOR prior to expenditure. All requests will require a written, detailed explanation and DOOR will provide a written approval before action can be taken. The amendments can be done only among the original line items of the budget. New line items cannot be added. Failure to follow these guidelines may result in disallowed costs. **Last budget amendment request date is June 1, 2025.**
- DOOR utilizes cash basis accounting, therefore all expenses should be paid before asking for reimbursement.
- Claim vouchers must be submitted within 30 days of the end of the previous month. by the 1st day of each month for the previous month. **All vouchering must be completed by September 30, 2025 to avoid expenses being disallowed.**

Budget Categories

Staff Costs: Include requested staff salaries and related fringe benefits.

- **Operating Costs:** Include requested costs associated with the day to day provision of WIOA youth services. *Many of the operating expenses are encouraged to be included as part of partnerships and/or collaborative arrangements and can be demonstrated as matching funds and/or in-kind contributions.*

Example of line item inclusion with determination/explanation (*these are examples only*):

Staff Salaries: Salaries of key **Staff** that will oversee the program

Staff Fringe Benefits: 19.5% of salary includes FICA and medical

Rent, Utilities, Telephone: Co-location, may be listed as match/in-kind

Supplies: Non- consumable only. May be listed as match/in-kind

Contracted Services- WIOA (Less than 100%): Audit or accounting fees - 5% of annual audit and accounting based upon estimated costs and percentage of WIOA funds as compared to whole

Mileage: Staff travel to include visits to worksites, homes, schools and training sites will be reimbursed at current IRS rate.

Admin Costs capped at 10%: Indirect costs of running the program such as finance, HR, payroll services and IT services. If the organization has an indirect cost agreement rate from a cognizant agency, please provide that as backup with each claim voucher.)

**Matching Funds and In-Kind contributions are considered non-requested funds, resources, services or product used to support program activities. All sources and amounts must be referenced.*

Budget Form

Organization Name: _____

	Requested Funds	Matching Funds/In-kind Contributions
Staff Costs		
Operating Costs		
Total		

Source and detail for any matching funds and in-kind contributions claimed under Staff and Operating Costs above.

Budget Form

Organization Name: _____

Requested Funds
 (do not include
 matching or in-kind
 funds here)

Staff Salaries	
Staff Fringes	
Total Staff Costs	
Rent	
Utilities	
Supplies- (none consumable only)	
Telephone	
Insurance	
Postage	
Copy/Printing	
Contracted Services - WIOA (Less than 100%)	
Mileage- @ current IRS rate	
Staff Training/Development	
Equipment	
Supportive Services	
Admin Costs- capped at 5%	
Total Operating Costs	
Total Funds Requested	

Proposed Staff Costs

Organization Name:

Proposed Staff	# Positions	Salary per Week	# of Weeks	% of Time Dedicated	Total Salary Requested
Total:					

Staff Fringe Benefits

	Rate		Base		Amount
F.I.C.A.	%	x		=	\$
Worker's Compensation	%	x		=	\$
Health Insurance	%	x		=	\$
Retirement	%	x		=	\$
Disability Insurance	%	x		=	\$
Unemployment Insurance	%	x		=	\$
Other:			%	x	=
	\$				
Other:			%	x	=
	\$				

Total Fringe Benefits: \$

Total Staff Costs Requested: \$

Contract Budget Narrative/Justification

For each line item in the Budget Forms (staff and operating), provide a narrative description of all costs requested in sufficient detail, at what rates and for what activities (include any non-requested funds as “match/in-kind” to demonstrate as a contribution). Provide a cost allocation plan for expenses that are charged to more than one funding source.

STAFF SALARIES: *Provide an explanation of salaries that are tied to staff that will support this project.*

STAFF FRINGE BENEFITS: *Fringe benefits should be budgeted with the organization’s standard fringe benefit policy. If budgeted fringe benefits represent an exception to standard policy, please explain.*

RENT: *Provide an explanation of costs needed to support this project.*

UTILITIES: *Provide an explanation of costs needed to support this project.*

SUPPLIES: NON-CONSUMABLE ONLY. *Provide information on the type of supplies with an explanation of costs needed to support this project.*

TELEPHONE: *Provide an explanation of costs needed to support this project.*

INSURANCE: *Provide an explanation of costs needed to support this project.*

POSTAGE: *Provide information on the type of supplies with an explanation of costs needed to support this project.*

COPYING/PRINTING: *Provide information on the type and amount of copying/printing with an explanation of costs needed to support this project.*

CONTRACTED SERVICES- WIOA (Less than 100%): *When subcontracting details are not known include a brief narrative of each service to be subcontracted, with whom subcontracting will be implemented, the anticipated outcomes and the projected budget.*

MILEAGE: *Provide information on the reasons for travel and mileage reimbursement. No out of state travel costs are allowed unless specifically detailed and approved below. (Please use current IRS rate for mileage reimbursements)*

STAFF TRAINING/DEVELOPMENT: *Provide information on the training and development activities with an explanation of costs needed to support this project.*

SUPPORTIVE SERVICES: *Please indicate total dollar amount that will be utilized for items not limited to: uniform, educational testing, necessary items for education and/or payment fees related to employment and training application, test and certification.*

EQUIPMENT: *Please provide a justification for all equipment purchases. There is a \$1,000 limit per unit on the total purchase of any equipment. If per unit price is more than \$1,000, please contact DOOR for prior approval.*

ADMIN COSTS- CAPPED @ 5%: *Please provide a detailed list of what is included in the admin cost and how they relate to program activities. If the organization has an indirect cost rate agreement letter, please provide for review.*