



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB)
REQUEST FOR PROPOSALS FOR
EMPLOYMENT-RELATED SERVICES**

Essential Information and Dates

RFP Release Date	May 26, 2023
Deadline for Proposal Submission	Ongoing

Contractual agreements negotiated pursuant to this RFP will commence and end at the discretion of the Town of Hempstead Department of Occupational Resources (DOOR), with options for renewal at the discretion of the Town of Hempstead Local Workforce Development Board (LWDB). Typically, DOOR contracts run on a 1-2 year cycle.

For all questions and inquiries, please email Elizabeth Ajasin at 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, youth-serving organizations. At the HempsteadWorks Career Center, we provide the following services:

- A. Career Planning and Counseling
- B. Occupational Skills Training Programs for Careers in High-Demand Industries
- C. Career and Computer Skills Workshops
- D. Online Job Banks
- E. Referrals to Partner Agencies
- F. 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 services that help individuals obtain, retain, and advance in their employment. Before responding to this RFP, please ensure that there are no active or archived RFPs that already align with your proposed employment-related service. You can view HempsteadWorks' active and archived RFPs here: <https://www.hempsteadworks.com/workforce-development-board>.

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. FUNDING

While there is no maximum award available for the selected vendor(s), cost competitiveness and efficiency are sought in this solicitation. HempsteadWorks will

negotiate a final contracted number with approved providers based on the population to be served and the activities to be provided. 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.

4. 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.

5. PAYMENT AND PERFORMANCE

HempsteadWorks strongly values the administration of high-quality services to its customers. Depending on the proposed service, HempsteadWorks reserves the right to hold back a percentage of payment to the selected vendor(s) if customers do not attain specific performance benchmarks specified in the RFP. Typically, up to 20% of the total cost of the service can be withheld.

6. PROPOSAL INSTRUCTIONS

6.1 Deadline

Proposals submitted pursuant to this RFP will be accepted on a rolling basis. 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

All proposals must be submitted in the required format, or it will not be reviewed.

6.2 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 its designee. Applicants will be rated on a 100-point system, and evaluation is based on, but not limited to:

- Quality of Service Design (30 Points)
 - Innovative, participant-centered service strategy
 - Comprehensive, high-quality services components
 - Structured, thorough service delivery design
 - Involvement of relevant community partners including private sector employers
- Demonstrated Capability (30 Points)
 - If previous contractor, past performance and monitoring issues
 - Capacity to spend awarded funds
 - 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 (20 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

6.3 Format and Content

Organizations interested in providing the proposed 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. Complete **Proposed Employment Services** (see attachment B)
- C. **Budget** – complete the attachment forms (Attachment C) for a one-year budget. Provide sufficient detail to justify all costs of program activities in the budget narrative.

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 – EMPLOYMENT-RELATED 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

Brief Summary of Proposed Services

Number of Years Providing Proposed Services: _____

Proposed Total Budget: _____

Print Name of Staff Submitting this Proposal

Title

Signature

Date

Proposed Employment-Related Services – RFP

1. General Information

- a. Full organization name and address
- b. Name and title of primary contact
- c. Organization website and social media
- d. Total number of employees (not including the CEO)
- e. Location(s) from which services will be performed
- f. Indicate the nature and mission of your business or organization

2. Responder Capability

- a. Provide a thorough description of the proposed service.
- b. Describe other projects involving a similar service. Outline your experience and duration in the provision of such similar services, including the population served, the length of time of providing such services, and the outcomes of the population served.
- c. Describe a strategy and work plan of the proposed service. Include how the services can benefit HempsteadWorks and its customers, potential outcomes of services provided, and a potential timeline for reaching the potential outcomes.
- d. Describe challenges, if any, that might impact your achieving successful outcomes as described in this RFP.

3. Qualifications and Experience of Personnel

- a. Describe the qualifications and backgrounds of the project coordinator and other key staff that will be assigned to provide the proposed service. Include the latest copy of their resume.
- b. Indicate if any temporary or contracted staff will be involved. If so, include details of their supervision and training.

4. Other

- a. If applicable, include any relevant company materials (e.g., flyers, brochures) relevant to the proposed service.

Please note: Any information on this page that is left blank may lead to disqualification of your proposal.

Budget Instructions and Forms

- Proposals must include all completed Budget Forms below. **Budgets submitted in any other format will not be accepted.**
- 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. (See **Attachment E**)
- A copy of any agreement (i.e. audit, accounting fees, etc.) that substantiates contracted items may be requested 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. 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 within one month of the contract's end date.**
- 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. **All vouchering must be completed within three months after the contract's end date 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 10%	
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 @ 10%: *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.*

WIOA Services Allocated to the Administration Cost Category

Below are the activities that must be charged to the Administrative Costs Category, as required by Sec. 683.215 of the WIOA Final regulations:

(a) The costs of administration are expenditures incurred by State and Local WDBs, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under title I of WIOA:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions;

(ix) Developing systems and procedures, including information systems, required for these administrative functions; and

(x) Fiscal agent responsibilities;

(2) Performing oversight and monitoring responsibilities related to WIOA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll

systems) including the purchase, systems development and operating costs of such systems.

(c)

(1) Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1) of this section, all costs incurred for functions and activities of subrecipients, other than those subrecipients listed in paragraph (a) of this section, and contractors are program costs.

(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible training providers, youth activities, and appropriate education activities;

(iv) Local area performance information; and

(v) Information relating to supportive services and unemployment insurance claims for program participants.