



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2024
REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF APPRENTICESHIP
PROGRAMS IN ADVANCED MANUFACTURING**

Contract Period: January 1, 2025 to December 31, 2026

*At its discretion, the WDB may amend contracts based on performance and funding availability.

Essential Information and Dates

RFP Release Date	October 18, 2024
Deadline for Proposal Submission	November 15, 2024
Contract Start Date	January 1, 2025

HempsteadWorks
www.hempsteadworks.com

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:

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.

2. PURPOSE AND SCOPE OF WORK

The purpose of this program is to establish and enhance apprenticeship opportunities in advanced manufacturing by partnering with local businesses. Through this initiative, we aim to address workforce skill gaps, promote career pathways for individuals, and foster economic growth in the community. The selected vendor will collaborate with businesses to develop tailored apprenticeship programs that meet industry needs, ensuring a skilled workforce that supports innovation and competitiveness in the advanced manufacturing sector.

Scope of Work

The specific duties of the selected vendor developing apprenticeship programs include:

1. Program Design and Framework Development

- **Outreach and Relationship Building:** Perform outreach and establish relationships with at least 30 local businesses within the advanced manufacturing industry
- **NYSDOL Liaison:** Assist businesses in navigating the New York State Department of Labor's (NYSDOL) process for establishing registered apprenticeship programs, ensuring that the programs are tailored to meet business needs and align with industry standards
- **Curriculum Development:** Assist businesses in developing the related-instruction component, including curriculum, training materials, and resources necessary for the apprenticeship
- **Training Plans:** Support businesses in developing training plans for the on-the-job training component, including working with HempsteadWorks' Business Services team and processes
- **Candidate Promotion:** Collaborate with HempsteadWorks to promote apprenticeship opportunities and refer qualified candidates to businesses

2. Evaluation and Improvement

- **Ongoing Support:** Provide continuous support and guidance to businesses throughout the apprenticeship period
- **Feedback Collection:** Collect feedback from businesses to refine and enhance apprenticeship programs
- **Progress Reporting:** Deliver regular updates and reports to HempsteadWorks on project progress
- **Skill Advancement:** Ensure that developed apprenticeships include provisions for promotion and/or wage increases as apprentices acquire new skills and education.

HempsteadWorks Partnership:

The HempsteadWorks Career Center will partner with the selected vendor and local businesses to provide services that support the success of the developed apprenticeship opportunities, including but not limited to:

- Recruitment and outreach
 - Identifying and recruiting eligible candidates who would benefit from the apprenticeship, including assessing their skills and training needs
 - Promoting the apprenticeship programs throughout our network, including at job fairs, community events and online platforms
- Training and development support
 - Assisting businesses with sponsoring the cost of related-instruction and a portion of apprentices' wages during on-the-job training
 - Assisting apprentices in obtaining certifications or credentials required for their fields
- Supportive Services

- Providing additional support services to apprentices, such as career counseling, transportation, and training- and employment-related assistance
- Monitoring and Evaluation
 - Monitoring the progress of apprentices throughout their training
 - Gathering feedback from apprentices and employers to evaluate the effectiveness of the apprenticeship program and make improvements as needed

Exclusivity of Apprenticeship Opportunities

Please note that the apprenticeship programs developed through this program will be exclusively reserved for participants in HempsteadWorks' WIOA program. The contractor is required to ensure that all apprenticeship placements are allocated solely to individuals enrolled in the WIOA program, and no other candidates. This exclusivity is essential to meet the needs of our program participants and to ensure that the program's objectives are fully achieved.

3. FUNDING

The maximum award available for the selected vendor is \$100,000. This amount is inclusive of all expenses (see Attachment C). The expectation is that written contracts will clearly state that the selected vendor will work with businesses in the advanced manufacturing sector to develop apprenticeship programs. HempsteadWorks will negotiate a final contracted number with approved service providers based on population to be served and activities to be provided.

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.

4. APPLICANT ELIGIBILITY

Proposals will be considered from for-profit and non-profit organizations and institutions of higher education that:

- Have a thorough understanding of apprenticeship programs and NYSDOL's process for registering them
- Have previous success in designing and developing apprenticeship programs in relevant industries
- Have expertise in the relevant industry sectors and understanding of current labor market trends and needs
- Have established connections with local businesses and employers willing to participate in apprenticeship programs

- Have some knowledge of WIOA regulations and compliance
- Can provide references from previous business clients who can vouch for their effectiveness and reliability in assisting in the development of apprenticeship programs

5. PARTICIPANT ELIGIBILITY

Eligible participants for placement in an apprenticeship program include:

1. Adults with barriers to employment (e.g., low-income individuals; public assistance recipients; English language learners; ex-offenders; single parents; homeless individuals; individuals with disabilities; veterans; older individuals (aged 55 and older); and displaced homemakers)
2. WIOA dislocated workers (the definition of a dislocated worker can be found [here](#))
3. Out-of-school, at-risk youth aged 18-24

6. PAYMENT STRUCTURE AND PERFORMANCE

Payments to the contractor shall be made in accordance with the approved Budget (Attachment C) as well as on a cost reimbursement basis (actual expenditures) with proper supporting documentation. DOOR shall be in receipt of quarterly claim submission from contractor within 30 days of the prior billing quarter.

The payment structure for services rendered will be based on the attainment of criteria for each year of the contract. Ten percent (10%) of the total contract will be paid on a cost reimbursement basis upon contract commencement. The remaining contract amount will be held back by DOOR and paid to the selected vendor based upon the attainment of performance objectives for Year 1 and Year 2 as specified below:

Year 1: Develop 5 Apprenticeship Programs – Total Amount: \$65,000

1. **Initial Payment:**
 - a. **Amount:** \$10,000
 - b. **Timing:** Upon contract signing
 - c. **Purpose:** To support initial planning and setup activities.
2. **Quarterly Payments:**
 - a. **Amount:** Up to \$7,500 each (totaling \$30,000)
 - b. **Timing:** Paid at the end of each quarter
 - c. **Conditions:** Payment is contingent on the submission of quarterly progress reports detailing outreach efforts and program development.
3. **Milestone Payment:**
 - a. **Amount:** Up to \$25,000
 - b. **Conditions:** Paid upon successful development of the first 5 apprenticeship programs (\$5,000 per apprenticeship).

Year 2: Develop Remaining 5 Apprenticeship Programs – Total Amount: \$35,000

1. **Quarterly Payments:**
 - a. **Amount:** Up to \$2,500 each (totaling \$10,000)
 - b. **Timing:** Paid at the end of each quarter
 - c. **Conditions:** Payment is contingent on the submission of quarterly progress reports detailing outreach efforts and program development.
2. **Milestone Payment:**
 - a. **Amount:** Up to \$25,000
 - b. **Conditions:** Paid upon successful development of the remaining 5 apprenticeship programs (\$5,000 per apprenticeship).

Bonuses

DOOR will provide supplementary funding, referred to as *Bonus Incentives*, in increments of \$10,000 to the approved main Budget in specific conditions. The contractor will be eligible for Bonus 1, 2 and 3 based on the following objective:

Bonus 1: Facilitate placement of at least 2 apprentices by end of Year 1

Bonus 2: Facilitate placement of at least 3 more apprentices by end of Year 2

Bonus 3: Develop 10 apprenticeships and achieve Bonus 1 and Bonus 2 by end of Year 2

Summary of Payments

- **Total Year 1 Payments:** \$65,000
- **Total Year 2 Payments:** \$35,000
- **Total Bonus Potential:** Up to **\$30,000**

Note: *The contractor is to submit a monthly reimbursement claim for actual expenditures based on approved Budget line items. The claim review process requires verification in the student or participant's case file that established criteria has been met to support claim payment. And the contractor is to monitor expenditures and request Budget revision(s) as necessary. Costs can be moved between budget headings with our approval to give the contractor the flexibility to spend funds to benefit the program.*

7. PROPOSAL INSTRUCTIONS

7.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, November 15, 2024. 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. Applicants will be rated on a 100-point rating system, and evaluation is based on, but not limited to:

- Quality of 10 Apprenticeship Programs Developed (50 Points)
 - Innovative, business-centered service strategy
 - Comprehensive, high-quality services components
 - Structured, thorough service delivery design
- Demonstrated Capability (30 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 (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

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 the 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.

1. Complete **Proposal Summary Form** (see Attachment A)
2. Address the request for information in the Proposal Narrative (Attachment B). The narrative should address the following:
 - a. **Organization and Experience** in working with businesses to develop apprenticeship programs
 - b. Strategy for conducting **Outreach** to advanced manufacturing businesses
 - c. **Strategy and Workplan** for providing the requested services for businesses
 - d. Any **Additional or Unique Services** that you can provide to businesses
 - e. Any **Challenges and Opportunities** in service delivery
 - f. Your **Quality and Control Measures and Management Procedures**

3. Provide the name(s) and resume(s) of key **Staff** that will oversee the project.
4. Provide three **References** from businesses with whom you have developed apprenticeship programs.
5. **Budget** – complete the attached forms (Attachment C). Provide sufficient detail to justify all costs of project 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 and/or Youth Standing Committee. 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

(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

Total Requested Budget: _____

Amount of Matching Funds and In-Kind Contributions: _____

Included with my proposal are the following required documents:

- Attachment B – Proposal Narrative
- Attachment C – Budget Forms
- Name(s) and resume(s) of key Staff that will oversee the program
- 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

Proposal Narrative

This proposal narrative provides an opportunity for you to demonstrate your understanding of the program requirements and to showcase your capabilities. *Failure to address any of these questions clearly and adequately will result in a significant deduction of points during the evaluation process.*

- 1) Describe your **Organization** and your **Experience** in developing apprenticeship programs.
- 2) Outline your strategy for conducting **Outreach** to at least 30 businesses in the advanced manufacturing sector to promote the development of apprenticeship programs. Describe your approach, including any specific methods or partnerships you plan to leverage.
- 3) Describe in detail your **Strategy and Work Plan** for providing the services requested in this RFP by addressing the following:
 - a. For each deliverable, enter a number for each quarter that contributes to reaching the overall goal over the two-year period.

Deliverables	Year 1 (Q1)	Year 1 (Q2)	Year 1 (Q3)	Year 1 (Q4)	Year 2 (Q1)	Year 2 (Q2)	Year 2 (Q3)	Year 2 (Q4)
Conduct business outreach (Goal: 30 local businesses)								
Develop apprenticeship programs (Goal: 10)								

- b. Indicate how you approach tailoring apprenticeship programs to meet the specific needs of individual businesses.
 - c. Describe how you assist businesses in developing effective on-the-job training (OJT) plans. Include the factors you consider in this process.
 - d. Define the methodology you use to assist businesses in developing curricula and training materials for apprentices.
 - e. Indicate the metrics you have used to evaluate the success of the apprenticeship programs you have developed.
 - f. List the businesses you plan to target first if your proposal is successful.
 - g. If applicable, specify the kind of ongoing support and guidance you offer to businesses during the apprenticeship period.
- 4) Describe any **Additional or Unique Services** you will provide to enhance and/or complement the services you will provide under this RFP. Include any in-kind contributions.
 - 5) Describe any **Challenges and Opportunities**, if any, that might impact your achieving successful performance outcomes as described in this RFP.

- 6) Describe the **Quality and Control Measures and Management Procedures** that will ensure successful oversight of staff, quality service delivery, satisfactory performance, and consistent communication with funder.
- 7) If your organization has previously had a contract with DOOR, please indicate the nature of the contract and the level at which you achieved program deliverables.

Budget Instructions and Forms

- Total budget must not exceed \$100,000 for the proposed contract period (January 1, 2025 through December 31, 2026).
- 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.
- 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.
- 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 quarter.

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.*