



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2022
REQUEST FOR PROPOSALS FOR TRANSPORTATION SERVICES – SECOND
REQUEST**

Contract Period: April 1, 2024 to June 30, 2026

Essential Information and Dates

RFP Release Date	March 29, 2024
Deadline for Proposal Submission	April 19, 2024

HempsteadWorks
www.hempsteadworks.com

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

Table of Contents

1. Background
2. Applicant Eligibility
3. Proposal Instructions
4. Limitations
5. EO and Nondiscrimination Assurance
6. Attachments
 - A. Proposal Summary Form
 - B. Applicant Background, Experience, and Qualifications
 - C. Budget

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. APPLICANT ELIGIBILITY

Under this RFP, the selected vendor(s) will provide Transportation Services. The applicant's organization must be a partnership, a registered business, an incorporated for-profit or non-profit organization, or a public agency, which is insured and has successfully provided transportation services for a minimum of three (3) years. Selected vendors will provide transport vehicles and a driver that will transport DOOR participants to various locations within the Town of Hempstead. Applicants must demonstrate their ability to provide these services and provide their qualifications/licenses, client references, and a budget for services.

Note: No minimum number of transportation services will be guaranteed by DOOR.

3. PROPOSAL INSTRUCTIONS

3.1 Deadline

Proposals submitted in response to this RFP must be received no later than COB on Friday, April 19, 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.

3.2 Evaluation Criteria

HempsteadWorks staff will review all proposals to ensure compliance with the requirements of the RFP. Proposals 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:

- Applicant Background and Experience (20 points)
- Qualifications (30 points)
- References (20 points)
- Budget (30 points)

To be eligible to receive an award, a proposal must be fully completed, contain all required documentation, and achieve a minimum score of 70 points. Failure to meet minimum requirements will result in an automatic rejection of the application.

3.3 Format and Content

Organizations with interest in providing the requested services should submit a proposal that includes the following information exactly as labeled (**in bold**) and as ordered below:

1. Complete **Proposal Summary Form** (see Attachment A)
2. Complete **Applicant Background, Experience, and Qualifications** (see Attachment B)
3. Include **References** (see Attachment B) from past clients.
4. **Budget** – complete the attached form (Attachment C). Provide sufficient information on all costs associated with the proposed services.

4. 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 sources 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.

5. 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.

6. ATTACHMENTS

Applicant Background, Experience, and Qualifications

A) Applicant Background and Experience

1. Indicate the nature and mission of your business or organization.
2. Describe whether your organization has the financial resources, or has the ability to obtain them, to perform the proposed services.
3. Summarize your organization's record of fiscal integrity, business ethics, and fiscal accountability.
4. Provide evidence that your organization possesses the necessary organization, experience, accounting and operational controls, as well as technical skills to perform the work.
5. Describe the ability of your organization to perform the proposed services at a reasonable cost, as well as the ability to meet performance goals.

B) Qualifications

1. Next to each Qualification below, please check "Yes" or "No" to indicate if your organizations meet the criteria.

#	Service (Conducted in coordination with Business Services Team)	Yes	No
1.	Applicant will coordinate with DOOR to determine transport schedule.		
2.	Transport vehicles have functioning heat, air conditioning and are in good condition.		
3.	Transport vehicles meet all Department of Transportation laws, regulations and guidelines.		
4.	Applicant can certify that all drivers are in possession of a valid driver's license qualifying them to operate transport vehicles.		
5.	Drivers are available for contact at any time during transport.		
6.	Applicant uses only their company owned or leased vehicles. Trips cannot be subcontracted to another company or individual.		
7.	Applicant can provide replacement vehicles in case of mechanical malfunctions or breakdowns.		
8.	In the case of emergency, applicant can provide a list of primary and secondary points of contacts.		
9.	Drivers are professional and perform good customer services.		
10.	Drivers must stay with transport vehicle and passengers during each trip.		

2. Specify the types of vehicles you have available for transportation services, including capacity, amenities (if applicable), and photos.
3. Describe your organization's safety protocols and measures to ensure the safety and well-being of passengers during transportation.
4. Provide **References** or testimonials from previous clients who have used your transportation services.

PROPOSAL SUMMARY FORM – TRANSPORTATION SERVICES
(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

Proposed Service Delivery Highlights

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

Included with my proposal are the following required documents:

- Attachment B – Applicant Background, Experience, and Qualifications including references/testimonials
- Attachment C – Budget
- Certificate of Workers’ Compensation
- Certificate of Disability Benefits Insurance

Print Name of Staff Submitting this Proposal

Title

Signature

Budget

Please include in your budget a detailed cost structure of your transportation services, including, but not limited to:

- Base fee per hour or per trip
- Driver cost (if applicable)
- Mileage rate
- Fuel Surcharge
- Tolls and parking fees
- Additional charges for extra services or amenities