



**TOWN OF HEMPSTEAD/CITY OF LONG BEACH (WDB) PROGRAM YEAR 2023
REQUEST FOR PROPOSALS FOR
CAREER AND COMPUTER SKILLS WORKSHOP FACILITATION**

**Contract Period: July 1, 2023 to June 30, 2025
Essential Information and Dates**

RFP Release Date	Friday, March 31, 2023
Deadline for Proposal Submission	Friday, April 28, 2023

HempsteadWorks
www.hempsteadworks.com

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

Table of Contents

1. Background
2. Purpose
3. Applicant Eligibility
4. Proposal Instructions
5. Limitations
6. EO and Nondiscrimination Assurance
7. Attachments
 - A. Proposal Summary Form
 - B. Proposal Narrative
 - 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, 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. SCOPE OF SERVICES

Under this RFP, the selected vendor(s) will provide staff who will work within the HempsteadWorks Career Center under the supervision of the Town of Hempstead Department of Occupational Resources (DOOR). The services requested under this RFP will be provided to Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The scope of services includes facilitation of Career and Computer Skills workshops.

Career Workshops topics may cover, but should not be limited to:

- Interviewing and salary negotiation
- Developing resumes and cover letters
- Networking strategies
- New job transition, retention, and advancement
- Building a personal brand
- Using social media to job search
- Entrepreneurship and creating a business plan
- Financial literacy and building wealth
- “Soft” skills development
- Recognizing transferable skills

Computer Skills Workshops may cover:

- Microsoft Office Program (e.g., Word, PowerPoint, Excel, Access, Outlook)
- Bookkeeping (e.g., Intuit QuickBooks)
- ChatGPT and AI
- Cloud Computing
- Coding and Programming (e.g., HTML, CSS, JavaScript, WordPress)
- Graphic Design (e.g., Adobe Photoshop and Illustrator)
- Database Management and Analysis (e.g., SQL, Oracle)

3. APPLICANT ELIGIBILITY

Proposals will be considered from governmental units, public or private not-for-profit or for-profit corporations, local educational agencies, and community-based agencies.

4. PROPOSAL INSTRUCTIONS

4.1. Deadline

Proposals submitted in response to the RFP must be received later than COB on Friday, April 28, 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

4.2. 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 WBD 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 experience with conducting workshops for HempsteadWorks customers
 - Record of achievement in program management and operations
 - High level of professional and technical skills/knowledge including experienced staff with adequate support
- **Proposed Staff (30 Points)**
 - Experience of workshop facilitators
 - Ease of coordinating and/or modifying workshops to align with HempsteadWorks' needs
- **Cost Efficiency (20 Points)**
 - Clarity and completeness of budget detail
 - Reasonableness of costs
 - 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.

4.3. Format and Content

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

1. Completed **Proposal Summary Form** (see Attachment A).
2. Include as Attachment B, a narrative explaining the following:
 - a. The **Nature and Mission** of your organization.
 - b. **Evidence** that your organization possesses the necessary organization, experience, accounting, and operational controls as well as technical skills to perform the work.
 - c. Provide a list of proposed workshops, and for each workshop include:
 - i. A detailed description
 - ii. Clear learning objectives
 - iii. Materials, software, etc. needed to participate in the workshop, if applicable
 - iv. Hourly rate of the workshop facilitator
 - d. Provide the name(s) and resume(s) of key **Staff** that will conduct the workshops and/or oversee the program
3. Include as Attachment C a budget which includes the following:

- a. The hourly rate for the proposed Career and Computer Skills Workshop Facilitator
- b. A line-item breakdown of each element of the aggregate price for cost price analysis purposes
- c. An itemization of non-WIOA funds offered on a cash or in-kind basis to support WIOA services to be conducted through co-location, or through electronic linkages
- d. A budget narrative including an itemization of WIOA funds requested as reimbursement for WIOA services, along with a summary of the proposed services and the purpose of each item
- e. If the organization is classified as “non-profit,” then documentation of the organization’s legal non-profit status must be attached
- f. If the organization is classified as “for-profit,” then its proposal must demonstrate the amount of profit it proposes to retain, with sufficient documentation to demonstrate whether this profit is reasonable

5. 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.

6. EO AND DISCRIMINATION 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:
 - a. 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;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - e. 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.

7. ATTACHMENTS

PROPOSAL SUMMARY FORM – Career and Computer Skills Workshop Facilitation
(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 Workshop(s):

Print Name of Staff Submitting this Proposal

Signature

Date