

# OYSTER BAY-NORTH HEMPSTEAD-GLEN COVE WORKFORCE DEVELOPMENT AREA

## REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Oyster Bay-North Hempstead-Glen Cove Workforce Development Board (WDB) and the Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training (TOWN) are soliciting proposals for the delivery of workshops and one-on-one services to eligible job seekers under the Workforce Innovation and Opportunity Act (WIOA). Proposals will be accepted for one or more of the listed subject areas. The contract period will be July 1, 2018 through June 30, 2021. The deadline for proposals is 4:00 p.m. on March 16, 2018. Notice of this solicitation was published in Newsday.

Authorized Contact Person: Prospective applicants are advised that the authorized TOWN contact person for all matters concerning this Request For Proposals (RFP) is:

Linda Scalera, Acting Director, Division of Employment and Training  
Town of Oyster Bay Department of Intergovernmental Affairs  
977 Hicksville Road  
Massapequa, New York 11758  
(516) 797-4579  
[lscalera@oysterbay-ny.gov](mailto:lscalera@oysterbay-ny.gov)

The procurement schedule is as follows (dates are subject to change upon notice):

- RFP Issue Date February 15, 2018
- Bidders Meeting February 28, 2018 at 2:00pm \*
- Application Due Date March 16, 2018
- Contract Award Date April 25, 2018
- Contract Period July 1, 2018 through June 30, 2021

\*Bidders' Meeting will be held at Town Hall South, 977 Hicksville Rd. Massapequa, NY 11758

### **SCOPE OF WORK:**

#### Background

The Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board (WDB) provides employment and training services for residents of the Towns of Oyster Bay, North Hempstead and the City of Glen Cove through its direct service arm The Workforce Partnership (TWP). Funding for these programs is provided by WIOA.

Therefore, under WIOA, the WDB has established a One-Stop service delivery system designed to ensure universal access to workforce development services for unemployed, underemployed,

incumbent workers and youth. The One-Stop delivery system provides job search assistance, and access to training and related services for job seekers. Services are provided at multiple access points including One-Stop Career Center locations in Hicksville and Massapequa. Services may also be provided at job fairs, business sites requiring rapid response services or other locations.

Purpose: Solicitation of Workshop and One-on-One Services for Job Seekers

The Town of Oyster Bay is seeking proposals for the delivery of workshops and one-on-one services to supplement existing assistance provided by staff. Services include, but are not limited to the following subject areas:

Subject Area No. 1: Employability Workshops and One-on-One Services

Employability workshops, including but not limited to such topics as:

- Interviewing and negotiating skills
- Presentation skills
- Job search techniques
- Career exploration
- Self-assessment
- Soft skills enhancement
- Resume preparation
- Networking
- Transferable skills identification
- Professional appearance
- Professional business writing skills
- Job search for mature workers

One-on-One Services:

- Individualized Job Readiness Training
- Customized resume preparation/development
- Customized interview preparation, including filming of mock interviews

Subject Area No. 2 : Computer Literacy Workshops

- Basic Computers
- Microsoft Office Suite
- QuickBooks
- Internet and Email

Subject Area No. 3 : Social Media Workshops

- LinkedIn
- Facebook, Twitter, etc.

Workshops will be provided to groups of up to approximately 25 participants on-site at the following locations:

1. Career Centers:  
301 Old Country Road, Hicksville, NY 11801  
977 Hicksville Road, Massapequa, NY 11758
2. Other locations as needed

### Limitations

This RFP does not commit the TOWN to award a contract, pay costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The TOWN reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, if it is in the best interest of the program, or to cancel in part or in its entirety this RFP. The TOWN may require the offerors selected to participate in negotiations and to submit such cost, technical or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of Federal, State or Local Laws and regulations.

### Proof of Insurance

Approved service providers will be required to submit proof of Comprehensive General Liability Insurance in the amount of \$1,000,000 with an endorsement to the Town of Oyster Bay, as well as Workers Compensation, if applicable.

### Eligible Applicants

Proposals are sought from public, private entities and individuals with demonstrated effectiveness in the delivery of services to job seekers, including employability workshops, focus groups, computer literacy training, and social media techniques.

### Funding

Services solicited under this RFP will be procured on a fixed hourly rate. A review committee will conduct a cost benefit analysis and determine cost effectiveness of proposed hourly rates. Service providers should list the amount of hours per class, hourly rates and total costs per class.

Payment will be based on the delivery of each hour of service following verification that services have been delivered and that all other conditions of the contract have been met.

### Affirmative Action and Equal Employment Opportunity

TWP is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. TWP and all contractors will comply with all the nondiscrimination and equal opportunity provisions of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national

origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title II of the Genetic Information Nondiscrimination Act of 2008; the Non-traditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; the Americans with Disabilities Act, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to, 29 CFR, Part 34.

Review and Evaluation

All proposals will be reviewed and rated by an evaluation committee in accordance with the criteria listed below. In addition to the proposal review, the Town reserves the right to observe the applicant in the performance of a similar training session.

<b>Scope of Work</b>	<b>Maximum points</b>
1. Magnitude, scope and complexity of the services to be rendered.	10 points
2. Special equipment, facilities or materials relevant to project, where applicable.	10 points
3. Special knowledge relevant to project - experience and evident capability of the applicant to perform the work required (i.e., licensing and certifications).	10 points
4. Experience of the firm in assignments of similar size, scope and complexity.	10 points
5. Experience in serving economically and educationally disadvantaged individuals and dislocated workers.	10 points
6. Experience in the delivery in workshops or one-on-one services in the specified areas.	10 points
7. Applicant provides a clear description of the services offered.	15 points
8. Cost effectiveness of proposed services.	15 points
9. Services described meet the needs of The Workforce Partnership.	10 points
<b>Total</b>	<b>100 points</b>

To be eligible to receive an award, proposals must be fully completed, contain all required documentation and acquire a minimum score of 70 Points. In addition to the above a demonstration may be necessary to receive an award.

**INSTRUCTIONS FOR SUBMISSION**

Three copies of your proposal, one with original signature must be submitted to:

Town of Oyster Bay  
Frank V. Sammartano, Commissioner  
Department of Intergovernmental Affairs  
977 Hicksville Road  
Massapequa, NY 11758

The deadline for proposals is 4:00 p.m. on March 16, 2018.

**PLEASE INCLUDE THE FOLLOWING:**

Legal Name of Organization –

Address –

Telephone Number –

Fax Number –

E-Mail Address –

Chief Executive Officer –

Designated Contact Person –

The undersigned agrees to provide services and conduct the program in accordance with the description provided in this proposal and to comply with the rules and regulations of the Workforce Innovation and Opportunity Act of 2014.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Chief Executive Officer