

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, 2021 through June 30, 2024. The deadline for proposals is 4:00 p.m. on March 26, 2021. 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:

John Sarcone, Director, Workforce Development Board
Town of Oyster Bay Department of Intergovernmental Affairs
977 Hicksville Road
Massapequa, New York 11758
(516) 797-7973
Jsarcone@oysterbay-ny.gov

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

RFP Issue Date	February 26 2021
Bidders' Zoom Meeting	March 11, 2021 at 2:00 p.m.*
Application Due Date	March 26, 2021 at 4:00 pm
Contract Award Date	April 16, 2021
Contract Period	July 1, 2021 through June 30, 2024

*Zoom meeting information will be forwarded upon request.

SCOPE OF WORK

Background

The Oyster Bay-North Hempstead-Glen Cove Workforce Development Board (WDB) provides employment and training services for residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove through its direct services 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. Certain workshops and one-on-one services may also be provided online.

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

The WDB and the TOWN are 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 areas:

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

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

- Resume Preparation
- Interviewing Skills
- Salary Negotiation
- Job Search Techniques
- Career Exploration
- Job Search Strategies for Mature (over 40) Workers
- Self-Assessment
- Soft skills enhancement
- Transferable Skills Identification
- Networking
- Managing Change and Stress
- Professional Appearance
- Presentation Skills
- Professional business writing skills
- Developing a positive attitude
- Identifying companies that are hiring

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 – Word, PowerPoint, Excel
- QuickBooks
- Internet and Email

Subject Area No. 3: Social Media Workshops

- Beginning Social Media
- LinkedIn
- Facebook, Twitter, etc.

ONLINE COURSES

Online presentations should include access to instructional material during live training with download capability. Registrants should have access via audio or real time chat box functions to interact with the instructor and fellow students.

Applicants proposing to provide online courses must address the following:

Describe the format of the online course as well as your experience in online learning, and how it has informed the development of your course. Do you have any special innovative components in mind for the course? What challenges will there be in offering the proposed course(s) online?

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 Request for Proposals 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 and private entities and individuals with demonstrated effectiveness in the delivery of services to job seekers, including employability workshops, computer literacy training, and social media techniques.

Health and Safety (COVID-19) Requirements

Service Providers must always adhere to State and local government directives on health and safety.

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 must 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

The Oyster Bay-North Hempstead-Glen Cove Workforce Development Board is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. The Board, its' Grant Recipient and sub-contractors will comply with all of the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, 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 permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States or participation in any WIOA Title I financially assisted program or activity; the Non-traditional Employment for Women Act of 1991; Title II of the Genetic Information Nondiscrimination Act of 2008; 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. The United States DOL has the right to seek judicial enforcement of this assistance.

Veterans Priority (NYSDOL Workforce Development System Technical Advisory 12-12.4)

Priority of service will be provided to all veterans and eligible spouses under this program. Therefore, veterans and eligible spouses will be given priority over noncovered persons for the receipt of employment, training and placement services. A veteran or an eligible spouse must either receive access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse must receive access to the service instead of or before the non-covered person.

Review and Evaluation

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

CRITERIA	MAXIMUM SCORE
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 of workshops or on-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
10 TOTAL	100 POINTS

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION

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.

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

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

The deadline for proposals is 4:00 p.m. on March 26 2021.

PLASE 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