

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

## REQUEST FOR PROPOSALS ONE-STOP SYSTEM OPERATOR UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training is soliciting proposals for a One-Stop System Operator to coordinate the service delivery of partner agencies and other service providers across its One- Stop Delivery System. The individual or entity chosen will report to the Oyster Bay - North Hempstead - Glen Cove Workforce Development Board (WDB) through its Director. Notice of this solicitation was published in Newsday.

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

RFP Issue Date	July 21 <sup>st</sup> , 2023
*Bidders' Meeting	August 4 <sup>th</sup> , 2023 – 11:00 a.m.
Application Due Date	August 25 <sup>th</sup> , 2023 – 4:00 p.m.
Contract Award Date	October 4 <sup>th</sup> , 2023
Contract Period	January 1, 2024 through December 31, 2025

Questions concerning this RFP may be directed to Michele Oliva, Director, Workforce Development Board at (516) 797-4587

\*Bidders' Meeting will be held at Town Hall South (ZOOM option), 977 Hicksville Rd, Massapequa, NY 11758

### SCOPE OF WORK

#### Background

The Oyster Bay- North Hempstead-Glen Cove Workforce Development Board is responsible for development, oversight, and implementation of the publicly funded workforce system, which provides workforce services for the residents of the Towns of Oyster Bay, North Hempstead and the City of Glen Cove. Funding is provided by the Workforce Innovation and Opportunity Act of 2014 (WIOA.)

WIOA is the primary federal legislation that supports workforce development. Succeeding the Workforce Investment Act (WIA), WIOA was enacted in 2014 to bring about increased coordination among federal workforce development and related programs.

Workforce development programs provide a combination of education and training services to prepare individuals for work and improve their prospects in the labor market.

They include activities such as; job search assistance, career counseling, occupational skill training, classroom training and on the job training.

The One-Stop System Operator is a role within the local workforce system, mandated by WIOA.

**WIOA titles and their corresponding programs are as follows:**

Title I –Workforce Development Activities (Adult, Dislocated Workers, and Youth programs, the Job Corp program, and certain national programs), which authorizes job training and related services to unemployed or underemployed individuals and establishes the governance and performance accountability system for WIOA;

Title II - Adult Education and Family Literacy Act (AEFLA), which authorizes education services to assist adults in improving their basic skills, completing secondary education, and transitioning to postsecondary education;

Title III - Amendments to the Wagner-Peyser Act of 1933 (Employment Services), which integrates the U.S. Employment Service into the One-Stop system and provides labor exchange services that match employers with qualified job seekers.

Title IV - Amendments to the Rehabilitation Act of 1973, which authorizes employment-related vocational rehabilitation services to individuals with disabilities, and integrates vocational rehabilitation into the One-Stop system; and

Title V - General Provisions, which specifies transition provisions from WIA to WIOA.

**One-Stop Delivery System**

The cornerstone of WIOA workforce development is a One-Stop service delivery system. This delivery-system is the mechanism through which programs and services are integrated within the Local Workforce Area (LWA). Integrated points of service are located in One-Stop centers, where state and local WIOA employment and training activities are provided, and certain partner programs coordinated. Administration of the One-Stop system occurs through Workforce Development Boards (WDBs), previously called Workforce Investment Boards (WIBs). WDBs, the majority of whose members are representatives of business, are authorized to determine, among other things, the mix of services provided, eligible providers, and types of training programs. The WDB will enter into a Memorandum of Understanding (MOU) with each of its required one stop partner programs that describe the operations of the workforce delivery system in our local area.

## **The One-Stop Center**

The central role of the One-Stop Center is to:

- Provide career services and access to training services;
- Provide access to programs and activities carried out by One-Stop partners (the list of required partners, including references to the authorizing statutes for each program is in Section 121(b)(1)(B) of WIOA; and
- Provide access to all workforce and labor market information, job search placement, recruitment and labor exchange services authorized under the Wagner-Peyser Act.

Each local workforce development area is required to have at least one physical comprehensive One-Stop Center (also known as American Job Centers) in which these programs and services are accessible. Services may be co-located or available through a network of affiliated sites or One-Stop partners linked electronically.

Full-service comprehensive One-Stop Centers in our area are located in **Massapequa** and **Hicksville**. These One-Stop Centers bring together a variety of workforce development organizations and partner agencies whose primary goal is to assist residents of the local area in their job search, training and placement needs, as well as assist employers in finding qualified workers.

### **Roles and Responsibilities of the One- Stop Operator**

WIOA requires that service providers work within a functionally integrated service delivery model. The system operator will be charged with coordinating the service delivery model required of One- Stop partners and service providers as developed by the WDB.

This will include the following activities:

- Coordinate the service delivery of One-Stop partners and service providers across the One-Stop system
- Coordinate partner responsibilities as defined in the Memorandum of Understanding (MOU) and work with partners to continuously improve the system
- Convene mandated partner meetings at least 4 times per year, or at intervals determined by the Board to discuss system coordination, customer engagement, and system performance
- Make recommendations to the Workforce Board Director to improve program effectiveness through the sharing of services, resources and technologies among partners
- Coordinate regional system activities as required
- Perform related activities as assigned

### Eligibility for Selection

Proposals will be accepted from entities who can demonstrate the administrative capacity to successfully provide the services identified in this RFP. Eligible applicants for this designation include:

- An individual
- An institution of higher education
- A community based organization, nonprofit organization, or workforce intermediary
- A private for profit entity
- Chamber of Commerce, business organization, or labor organization

Individuals and organizations who are receiving WIOA funds from WDB are precluded from eligibility under this RFP.

### Limitations

This Request for Proposals does not commit the Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training 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 Request for Proposals. The Town may require offers 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.

### 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 Department of Labor has the right to seek judicial enforcement of this assurance.

### Proof of Insurance

Approved service providers will be required to submit proof of Workers Compensation and Liability Insurance in the amount of \$1,000,000. Liability Insurance must name the Town of Oyster Bay as an “Additional Insured” and must be accompanied by an ***additional insured endorsement*** from the policy. Such insurance must be maintained for the duration of the program.

### Funding

A total of up to \$70,000 is available for the 24-month period January 1, 2024 through December 31, 2025, based on anticipated funding under the Workforce Innovation and Opportunity Act.

Funding will be based on the approved proposal and activities provided. One contract will be awarded under this RFP. The contract will provide payment on a cost reimbursement basis. The contract may be renewed on a year to year basis for a maximum of three years based on performance and funding availability. Each year renewed on a year-to year basis over a three year period will a total of up to \$35,000.

### Review and Evaluation

Proposals will be reviewed by the Oyster Bay-North Hempstead-Glen Cove Workforce Development Board,

Proposals must be responsive to this RFP in order to be rated. To be responsive, proposals must:

1. Be submitted by the closing date and time.
2. Be submitted with the original and two (2) copies (emailed proposals not accepted).
3. Include the completed Attachment I with original signature.
4. Address all of the information requested in the RFP.
5. Be presented in the format requested by the RFP.

All proposals will be reviewed and rated according to the criteria on the following page:

CRITERIA	MAXIMUM SCORE
Magnitude, scope and complexity of the services to be rendered.	20
Relevant experience and evident capability of the offeror to perform the work required.	20
Special knowledge relevant to the proposed project.	10
An understanding of the Request for Proposals based on a description of proposed tasks.	20
Time constraints and deliverability of service.	10
Cost effectiveness of the Proposal.	20
TOTAL	100 Points

\*Passing score - 65

## INSTRUCTIONS FOR COMPLETION OF AN APPLICATION

*Three copies of your application, one with original signature, must be received by 4:00 p.m. on August 25th, 2023 to:*

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

***A complete application consists of:***

- 1. Application Summary Form (see Attachment I)***
- 2. Application (follow order of instruction sheet and number each section from 1 to 6.)***

### Project Narrative

Provide a comprehensive description of how you will interface with the WDB and its One-Stop partners and service providers to coordinate the One-Stop Delivery System. Please address the following:

- How you will coordinate partner services and ensure adherence to the terms of partner MOUs?
- Describe your approach for ensuring communication and collaboration among One-Stop partners and service providers. How will you ensure the proper and optimum collaboration of service delivery and system integration?
- Describe the sequence and duration of each service/activity you will provide to meet the requirements of this RFP.
- Include a timetable for implementation and operation of the proposed program.

### Experience

Please state your professional/organizational qualifications that demonstrate the administrative capacity to successfully provide the services identified in this RFP, including your ability to work with diverse groups, seamlessly coordinate program activities, and convene stakeholder meetings. Identify the professional staff that will be directly engaged in providing the scope of services proposed, and include a resume (s), which articulates the qualifications of that staff member(s).

## Budget Worksheet and Budget Narrative

We anticipate a budget up to \$70,000 for the scope of services being requested under this RFP. Please provide a detailed budget, along with a budget narrative, describing the costs for the required services in the 24 month period. Each year renewed on a year-to-year basis over a three year period will have a budget of up to \$35,000.

Please include a monthly timeline of your activities with the number of hours proposed for each activity.

## References

Please provide a list of three (3) professional references, including the name of the contact person and his/her telephone number. References listed must be familiar with the Applicant's work and be able to comment on services performed that were similar in scope to the services being requested under this RFP.



**OYSTER BAY/NORTH HEMPSTEAD/GLEN COVE WORKFORCE DEVELOPMENT AREA  
ONE-STOP SYSTEM OPERATOR PROGRAM APPLICATION SUMMARY FORM**

Legal Name of Organization –

Address –

Chief Executive Officer –

Designated Contact Person –

Telephone Number –

Fax Number –

Email –

Total Grant Request –

Program Period –

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Proposal Summary

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Chief Executive Officer or  
Authorized Representative