

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

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

The Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board and the Town of Oyster Bay, Department of Intergovernmental Affairs' Division of Employment and Training solicit 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 subject areas outlined in this Request for Proposals. The period of performance will be July 1, 2024 through June 30, 2027. The deadline for proposals is 2:00 p.m. on March 4, 2024. Notice of this solicitation was published in Newsday.

AUTHORIZED CONTACT PERSON: Prospective applicants are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Michele Oliva, Director, Workforce Development Board
Town of Oyster Bay, Department of Intergovernmental Affairs
977 Hicksville Road
Massapequa, New York 11758
moliva@oysterbay-ny.gov
516) 797-4587

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

Issue Date	February 14, 2024
Bidders Zoom Meeting <i>Please submit early questions to be addressed at bidders meeting via email to the contact person listed above, with the Subject line: Professional Services RFP Q&A</i>	February 21 st , 2024 9:30 AM to 11 AM Email moliva@oysterbay-ny.gov to receive the meeting Zoom link and to submit questions
Application Due Date	March 4, 2024, 2:00 PM
Contract Award Date	April 8, 2024
Contract Period	July 1, 2024 through June 30, 2027
Anticipated Available Funding	\$85,000 Annually (subject to revision based on demand and funding availability)

WIOA GUIDING PRINCIPLES/MISSION

WIOA is designed to provide workforce development activities that increase employment, job retention and earnings of participants, resulting in a reduction in welfare dependency, an increase in economic self-sufficiency, and a higher quality workforce that meets the skill requirements of employers, culminating in enhanced productivity and competitiveness in the region.

BACKGROUND

The Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board provides employment and training services for residents of the Town of Oyster Bay, Town of North Hempstead and the City of Glen Cove through its direct service arm, The Workforce Partnership. Funding for these programs is provided under the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA funding is used to assist jobseekers access employment, education, training, and supportive services, as well as match employers with skilled workers to compete in the global economy. WIOA funding is used to ensure universal access to workforce development services for unemployed, underemployed, dislocated workers and youth. Services will be provided at multiple access points including One-Stop Career Center locations in Hicksville and Massapequa. At these locations 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 thewp.org.

SCOPE OF SERVICES

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, employability and computer skills workshops. Under this RFP, the selected vendor(s) will assign staff to provide workshop services to job seekers at both the Hicksville and Massapequa Career Centers. Additionally, services may also be provided at job fairs, business sites requiring rapid response services, or other locations. Services will be offered in-person and virtually, as needed. To better serve English Language Learners (ELL), we are also seeking workshops in non-English languages, particularly Spanish.

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 career center and partner agency 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/planning

- Job Fair Preparation
- Worker Retention for Jobseekers with Barriers, including Individuals with Disabilities
- Veterans Services and Resources
- Self-assessment
- Soft skills enhancement
- Resume preparation
- Networking
- Transferable skills identification
- Professional appearance
- Professional business writing skills
- Job search for mature workers
- Job Clubs

One-on-One Services:

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

SUBJECT AREA NO. 2 : COMPUTER LITERACY WORKSHOPS

- Basic Computers
- Microsoft Office Program (Word, PowerPoint, Excel, Access, Outlook)
- Introduction to the Internet and E-Mail
- Cybersecurity Awareness

SUBJECT AREA NO. 3 : SOCIAL MEDIA WORKSHOPS

- LinkedIn
- Facebook, Twitter, etc.
- Google Suite for Job Search

SUBJECT AREA NO. 4: STRESS MANAGEMENT WORKSHOPS

- Stress Management (respondent must have a counseling background particularly in the teaching of effective coping mechanisms; providing techniques for refocusing and re-energizing; and, strategies for how to learn from and turn negative experiences such as a job loss into a positive one).

SUBJECT AREA NO. 5 : ONE-ON-ONE SERVICES PROVIDED BY LICENSED SOCIAL WORKERS

Including but not limited to such topics as:

- Assessment and evaluation of appropriateness for training
- How to cope with unemployment
- Developing a positive attitude

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

1. Career Centers:
301 W. Old Country Road, Hicksville, NY 11801
977 Hicksville Road, Massapequa, NY 11758
2. Business sites requiring rapid response services
3. Job Fairs
4. Other locations as needed

One-on-one services will be provided only at the Hicksville and Massapequa Career Centers.

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 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 Workers Compensation (or, a waiver), and General Liability Insurance in the amount of: Personal Injury - \$1,000,000 per occurrence/\$2,000,000 aggregate; Property Damage - \$500,000 each occurrence. Liability Insurance must name the Town of Oyster Bay as an "Additional Insured" and must be accompanied by an endorsement certificate. Such insurance must be maintained for the duration of the program.

ELIGIBLE APPLICANTS

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

FUNDING

There will be approximately \$85,000 available **per year** for workshop services during the period of July 1, 2024 to June 30, 2027. (Actual expenditures will be based on customer demand and funding availability). It is anticipated that several workshop providers will be selected through this RFP process to deliver the various types of services outlined in the "subject areas." Services solicited under this RFP will be purchased on a fixed unit price, meaning that payment for workshop services will be reimbursed based on the delivery of each hour of service multiplied by an approved hourly rate. Payment is also contingent upon verification that services have been

provided and that all other conditions of the contract have been met. A Review Committee will consider cost effectiveness when scoring all proposals.

Affirmative Action and Equal Employment Opportunity

The Oyster Bay-North Hempstead-Glen Cove Local 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, and will comply fully with the nondiscrimination and equal opportunity provisions of 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, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), 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, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; 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. WIOA provides priority of service to all veterans and eligible spouses under all programs. 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

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.

1. Magnitude, scope and complexity of services in meeting WIOA program performance goals and objectives. (maximum 10 points)
2. Special equipment, facilities or learning materials relevant to delivering quality workshop services. (maximum 10 points)

3. Size, staffing, resources and financial capability of the firm vs. the size of the assignment.
(maximum 10 points)
4. Special knowledge relevant to project - experience and evident capability of the applicant to perform the work required (i.e., licensing and certifications.), and a history of successful performance.
(maximum 10 points)
5. Experience of the firm in delivering workshops or one-on-one services of similar size, scope and complexity in the specified area(s).
(maximum 10 points)
6. Experience in serving economically and educationally disadvantaged individuals, and dislocated workers.
(maximum 10 points)
7. Past performance with The Workforce Partnership - past record of successful outcomes with participants; the creativity, practicality and effectiveness of the proposed services.
(maximum 10 points)
8. Applicant provides a clear description of the services offered, and demonstrates an understanding of information requested and conforms to the requirements of the RFP.
(maximum 10 points)
9. Narrative includes a customer-focused approach, and addresses how customer satisfaction surveys will be used to adapt program design and improve customer service.
(maximum 10 points)
10. Cost effectiveness of proposed services.
(maximum 10 points)

(Minimum Score Required for Approval – 70)

INSTRUCTIONS FOR SUBMISSION

Three (3) 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 March 4, 2024 at 2:00 PM

A COMPLETE PROPOSAL CONSISTS OF THE FOLLOWING:

Signatory Form (see Attachment I)

Proposal Narrative (see instructions on the following page)

INSTRUCTIONS FOR PROPOSAL NARRATIVE

1. Background of applicant:

Describe your background, licensing or certifications. If services are to be provided by staff members other than the applicant, please include relevant qualifications of these individuals.

2 Experience:

Describe your experience in serving economically and educationally disadvantaged individuals and dislocated workers, and how feedback from these individuals will be used to redesign curriculums to better serve their needs.

Proposals will be grouped and rated separately by subject area. Questions 3 through 5, below, should be completed separately for each subject area for which you are applying. Each response should state the subject area (i.e., employability workshops, computer literacy training, social media workshops, stress management workshops or services provided by licensed social workers.)

3. Description of Services

Please provide a response for each subject area. Clearly describe the proposed services, and explain how they will meet the needs of job seekers.

4. Program Outcomes

Please provide a response for each subject area. Describe the outcomes of these or similar services you have provided in the past. (Approximate number of individuals served, and how the services helped them, etc.)

5. Price

Please provide a response for each subject area. Specify the price per hour for each service provided, including group workshops and one-on-one services.

Employability Workshops and One-on-One Services

Computer Literacy Training

Social Media Workshops

Stress Management Workshops

One-on-One Services provided by a Licensed Social Worker

SIGNATORY PAGE

FOR
PROPOSALS

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
Supervisor