

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

REQUEST FOR PROPOSALS FOR COMPUTERIZED ACCOUNTING SYSTEM SUPPORT AND ONE-STOP OPERATING SYSTEM SUPPORT UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Town of Oyster Bay, Department of Intergovernmental Affairs' Division of Employment and Training (DET) is soliciting proposals for computerized accounting system support and assistance with the Abila Micro Information Products (MIP) Fund Accounting software system, and with oversight of the One-Stop Operating System (OSOS) which serves as the management information system used to track Workforce Innovation and Opportunity Act (WIOA) services and activities. The period of performance will be January 1, 2025 through December 31, 2025. Contracts may be extended on a year-by-year basis for up to two (2) additional years based on performance and funding availability. The deadline for proposals is 2:00 p.m. on Thursday, August 29, 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	August 2, 2024
Bidders Zoom Meeting (attendance recommended) <i>Please submit early questions to be addressed at bidders meeting via email to the contact person listed above, with the Subject line: Computerized Accounting/OSOS Services RFP Q&A</i>	August 9, 2024 10:00 AM to 11:30 AM Email moliva@oysterbay-ny.gov to receive the meeting zoom link and to submit questions
Application Due Date	August 29, 2024, 2:00 PM
Contract Award Date	September 11, 2024
Contract Period	January 1, 2025 through December 31, 2025
Anticipated Available Funding	\$50,000 for Contract Period

Questions related to this RFP will not be answered by telephone. Questions a proposer wishes to have answered at the Bidders Meeting should be submitted by email no later than 3:00 pm on Wednesday, August 7, 2024. This will allow time for staff to fully research questions and provide detailed answers at the Bidders Meeting. After the Bidders Meeting, additional questions

pertaining to this RFP must be submitted via email no later than 3:00 pm on Friday, August 23, 2024. Questions received after this deadline will not be answered. Responses to these additional questions will be distributed by email to prospective bidders and posted on *thewp.org* no later than 48 hours from the date question was submitted. Email all questions to Michele Oliva, LWDB Director, at: moliva@oysterbay-ny.gov

BACKGROUND AND PROGRAM GOALS

The Oyster Bay - North Hempstead - Glen Cove Workforce Development Area provides employment and training services for residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove. Funding for these programs is provided through the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The Workforce Innovation and Opportunity Act seeks to increase the employability of job seekers, including their longevity and earning capacity, and in doing so, improve the quality of the workforce resulting in a boost in economic growth and productivity in the local workforce area.

SCOPE OF WORK

The solicited services will enable the Division of Employment and Training (DET) to meet mandated state and federal fiscal and programmatic record-keeping and reporting requirements for funded programs under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires the tracking of funds and cost allocations by cost category for each funding stream, as well as the tracking of customer participation through the New York State Department of Labor's One-Stop Operating System (OSOS).

The following services are solicited:

Data Management Computer Support Services

Assist with the reporting of cost category expenditures for all WIOA programs using the Abila MIP Fund Accounting System. Deliver technical assistance and support for the accounting system. Reconcile Abila MIP with the Town Information Technology (IT) Department and Microsoft AX on a monthly basis. Provide fiscal staff with ongoing system support.

Proposals must include a detailed list of tasks needed to maintain and support the Abila MIP Fund Accounting System on a weekly/monthly basis. Proposals will also describe the process of accessing information from the OSOS management information system for the purpose of determining fiscal expenditures.

One-Stop Operating System Support

How your organization will assist and train DET program staff on the responsibilities involved in entering information into the OSOS management information system; conduct data entry of Workforce Innovation and Opportunity Act (WIOA) services and activities, and assist with corrections and revisions to ensure compliance with OSOS data entry requirements; query and analyze management reports to ensure satisfactory program performance.

Applicants are required to possess knowledge of regulations and reporting requirements under the federal Workforce Innovation and Opportunity Act (WIOA).

PERFORMANCE PERIOD

DET will award WIOA contracts to entities that demonstrate an ability to effectively deliver and manage services as described herein. All proposals must be comprehensive and deliver the full scope of services identified within this RFP.

DET anticipates funding grant agreements effective January 1, 2025 to December 31, 2025. Proposals should reflect costs and program outcomes for this period.

CONTRACT TYPE

Contracts executed as a result of this RFP process will be paid through cost-reimbursement. Final contracts will be subject to any changes in legislation, regulations or policies promulgated by the funding sources. DET reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, scope of services, performance standards, referral sources and contract terms, as it deems necessary.

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 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.

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 1-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.

PROOF OF INSURANCE

Approved service providers will be required to submit proof of Workers Compensation 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 contract.

ELIGIBILITY FOR SELECTION

Preference will be given to those applicants who have knowledge of WIOA regulations and reporting requirements, U.S. Department of Labor Performance Measures policies and the One-Stop Operating System (OSOS). Applicants should be proficient in computer accounting system support, preferably the Abila MIP Fund Accounting software system, as well as the New York State Department of Labor’s One-Stop Operating System (OSOS). Proposals will be accepted from individuals or organizations having demonstrated effectiveness in the specified areas.

Applicants may respond to this Request of Proposals in whole or in part. To be considered, all proposals must contain an itemized description of the fee for services.

FUNDING

A total of \$50,000 is available for the period of January 1, 2025 through December 31, 2025, based on anticipated funding under the Workforce Innovation and Opportunity Act (WIOA).

There is an option for two (2) one-year extensions of this contract, not to exceed an amount of \$50, 000 per year, which will be based on funding availability and performance.

REVIEW AND EVALUATION

Proposals will be reviewed by Division of Employment and Training staff, select members of the Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Board (LWDB), and may be reviewed by staff to the LWDB. Approval of award will be made by the full LWDB.

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

1. Be submitted by the application due date and time.
2. Be submitted (mailed or hand-delivered) 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 in the RFP.

All proposals will be reviewed and rated using the criteria listed as follows:

CRITERIA	MAXIMUM SCORE
Experience in computerized accounting system support, specifically the ABILA MIP Fund Accounting System, and proficiency with the One-Stop Operating System (OSOS).	25 points
Magnitude, scope and complexity of the services to be rendered with an understanding of the Request for Proposals (RFP) based on a description of proposed tasks/products.	20 points
Additional computer software of which proposer possesses advanced knowledge.	5 points
Special knowledge relevant to ensuring satisfactory program performance based on the New York State Department of Labor's negotiated WIOA performance standard requirements.	15 points
Past performance with the Division of Employment and Training.	10 points
Cost effectiveness of proposal.	15 points
Completeness and clarity of budget.	10 points
TOTAL	100 Points

*Passing score - 65

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION

Three copies of your application, one with original signature, must be mailed or hand-delivered and received by 2:00 p.m. on August 29, 2024 to:

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

(Please note that emailed proposals will not be accepted)

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 5)***

1. Applicant

Indicate whether your organization is a sole proprietorship, partnership, or corporation.

Please describe the background of your organization, including any licensing, certifications, or professional/organizational qualifications. Demonstrate your organization's administrative capacity to successfully provide the services identified in this RFP.

2. Experience of Organization

a) Data Management Computer Support Services

Describe your organization's experience in providing accounting system support, and the accounting software your organization has proficiency in administering.

Also, how you will assist with the reporting of cost category expenditures for all WIOA programs using the Abila MIP Fund Accounting System; deliver technical assistance and support for the accounting system; reconcile Abila MIP with the Town Information Technology (IT) Department and Microsoft AX on a monthly basis; and, provide DET fiscal staff ongoing system support.

Proposals must include a detailed list of tasks needed to maintain and support the Abila MIP Fund Accounting System on a weekly/monthly basis. Proposals should also describe the process of accessing information from the OSOS management information system for the purpose of determining fiscal expenditures.

b) One-Stop Operating System Support

Explain your organization's experience in performing tasks related to the New York State Department of Labor's One-Stop Operating System (OSOS), such as the data entry of Workforce Innovation and Opportunity Act (WIOA) services and activities; ability to assist with corrections and revisions to comply with OSOS data entry requirements; capacity to train DET program staff on the responsibilities involved in entering information into the

OSOS management information system; and the querying and analyzing of management reports to ensure satisfactory WIOA program performance.

Applicants are required to possess knowledge of regulations and reporting requirements under the federal Workforce Innovation and Opportunity Act (WIOA).

3. Staffing

Describe the proposed staff who will be responsible for implementing required tasks as outlined in this RFP. Provide the qualifications of designated staff.

4. Budget Worksheet and Budget Narrative

We anticipate a budget of up to \$50,000, annually, 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 for the period of January 1, 2025 through December 31, 2025. As there is an option for two (2) one-year extensions, based on funding availability and performance, include a brief budget/budget narrative of anticipated costs for each year of extension, not to exceed \$50, 000 per year. Organizations preparing a budget will be given a “cost-reimbursement” contract.

It is recommended that proposers prepare a budget that includes an hourly rate for solicited services requested under this RFP.

If you require additional assistance concerning the budget portion of your proposal, email your questions to Dennis Palmieri, Fiscal Unit, at dpalmieri@oysterbay-ny.gov, no later than 3:00 pm on Friday, August 23, 2024.

5. References

Please provide a list of three (3) professional references, including the name of the contact person, email address and 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

APPLICATION SUMMARY FORM

Legal Name of Organization –

Address –

Chief Executive Officer –

Designated Contact Person –

Telephone Number –

Fax Number –

Email –

Total Grant Request –

Program Period –

Service Delivery 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