

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

## REQUEST FOR PROPOSALS OUT-OF-SCHOOL YOUTH EMPLOYMENT AND TRAINING SERVICES 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 the provision of employment and training services for eligible out-of-school youth, ages 16-24, residing in the Town of Oyster Bay, Town of North Hempstead and City of Glen Cove. The period of performance will be September 1, 2025 to August 31, 2028. The deadline for proposals is 2:00 p.m. on Friday, June 20, 2025. Notice of this solicitation was published in Newsday on Tuesday, May 20, 2025.

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

Harry Malhotra, Director, Workforce Development Board  
Town of Oyster Bay, Department of Intergovernmental Affairs  
977 Hicksville Road  
Massapequa, New York 11758  
hmalhotra@oysterbay-ny.gov  
516) 677-6075

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

Issue Date	May 20, 2025
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: Out-of-School Youth Services RFP Q&amp;A</i>	May 28, 2025 10:00 AM to 11:30 AM  Email hmalhotra@oysterbay-ny.gov to receive the meeting zoom link and to submit questions.
Application Due Date	June 20, 2025 @ 2:00 PM
Contract Award Date	July 16, 2025
Contract Period	September 1, 2025 through August 31, 2028
Anticipated Available Funding	\$157,053 for Contract Period (subject to revision based on WIOA funding availability)

Questions relating to this RFP will not be answered by telephone. Questions a bidder wishes to have answered at the Bidders Meeting should be submitted in writing no later than 3:00 pm on Tuesday, May 27, 2025. 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 Friday, June 13, 2025 at 2:00 p.m. Questions received after this deadline will not be answered. Responses to these additional questions will be distributed by email to prospective bidders and will be available on thewp.org no later than Monday, June 16, 2025. **Email all questions to Harry Malhotra, LWDB Director, at: hmalhotra@oysterbay-ny.gov**

## **INTRODUCTION**

The Local Workforce Development Board (LWDB) of Oyster Bay-North Hempstead-Glen Cove requests proposals for the provision of education, employment, training, and youth development services for out-of-school youth ages 16-24 residing in the Town of Oyster Bay, Town of North Hempstead or City of Glen Cove. Services will be funded in accordance with resources coming from the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market and to match employers with the skilled workforce they need to compete in the global economy. Working within the youth age range, the LWDB seeks proposals from community organizations that will center youth to increase visibility to training, employment, and/or support services while navigating career goals and pathways. The LWDB seeks to fund innovative and effective programs and/or partnerships that demonstrate close collaboration with youth and community stakeholders in order to:

- Conduct comprehensive, up-front assessments resulting in customized service/career plans;
- Facilitate participant linkages to critical work supports and barrier removal resources internally and externally among community and business partners (including legal, adult education, behavioral health, and transportation partners);
- Deliver quality work readiness training, soft skills training, referral to training, and placement/job retention approaches;
- As appropriate, dependent upon candidates' determined level of readiness, broker participants' respective access to training and/or coaching leading to placement in an initial work opportunity or referral to an occupational skills training program. (The proposed training approach must include a soft skills component);
- Support youth in obtaining the vital documents necessary to enroll in occupational skills training and obtain meaningful employment;
- Address alternative learning access to align with post-pandemic modalities; and
- Implement innovative youth employment programs with an emphasis on behavioral health, entrepreneurship, youth leadership advisory, etc.

## **SCOPE OF WORK**

### **PROGRAM GOALS**

Services to out-of-school youth place a priority on high school dropout recovery and achievement of work readiness skills and recognized postsecondary credentials, and placement in employment or post-secondary education. Career Pathways and work-based learning are to be promoted as leading approaches. Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, transition into adulthood, and long-term success in employment. The proposed services design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of the performance measures.

Furthermore, proposals should describe innovative approaches to service delivery that meet the specifications outlined in this RFP. The organization should demonstrate that it can offer a range of training and employment services for youth based on individual need and employer demand; resources to deliver comprehensive youth services that focus on assisting out-of-school youth, with one or more barriers to employment; prepare for employment and post-secondary education opportunities; attain educational and/or skills training credentials; and secure employment with

career/promotional opportunities. Successful applications will describe in detail the organization's plan to implement the activities described in this RFP; demonstrate ability to innovate; design and develop work experience opportunities and training programs; achieve, track, and report outcomes; demonstrate ability to secure additional funding to supplement existing funding streams; and meet government accounting and expense requirements.

### PERFORMANCE PERIOD

DET will award WIOA Youth Program Provider contracts to entities that demonstrate an ability to effectively deliver and manage services as described herein. It is the expectation of DET that respondents will become proficient in their understanding of the WIOA Youth services, subsequent regulations, and other funding sources. All proposals must be comprehensive and address the full scope of services or demonstrate a relationship with other entities that together will deliver the full scope of services identified within this RFP.

DET anticipates funding grant agreements effective September 1, 2025 to August 31, 2028. Proposals should reflect costs and program outcomes for this three-year 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 term, as it deems necessary.

### TARGETED YOUTH/PROGRAM ELIGIBILITY

Eligible program participants include youth who are not younger than 16 or older than 24 years of age, who are not attending any school as defined by State law unless the school is specifically excluded by WIOA, and an individual who is facing one or more of the following designated barriers:

- 1) High school dropout;
- 2) Within the age of compulsory school attendance, but has not attended school for at least the most recent 45-day school calendar year quarter;
- 3) Pregnant or parenting, including non-custodial parents;
- 4) With a disability;
- 5) Offender – youth involved in any stage of juvenile or adult justice system;
- 6) Homeless or a runaway, who meet the criteria defined by the McKinney Vento Homeless Assistance or Violence Against Women Act;
- 7) Involved in any stage of the foster care system:
  - a. In foster care;
  - b. Aged out of the foster care system;
  - c. Attained 16 years of age and left foster care for kinship, guardianship or adoption;
  - d. In an out-of-home placement; or
  - e. A child eligible for assistance under sec. 477 of the Social Security Act. (John H. Chafee Foster Care Independence Program)
- 8) Low-income and is a recipient of a high school diploma or its equivalent, and is basic skills deficient (at or below 8th grade or unable to compute/read/write as defined in the local policy);

- 9) Low-income and is a recipient of a high school diploma or its equivalent, and is an English Language Learner (ELL); or
- 10) Low-income and a youth who needs additional assistance to enter or complete an educational program or to secure or hold employment, as determined by the LWDB.

## ELIGIBILITY DEFINITIONS

### Low-income Criteria for WIOA Title I Youth Programs (WIOA §681.200 - §681.320)

Participant demographic information, including income status and eligibility barriers, are used in the Statistical Adjustment Model used during performance negotiations. Therefore, low-income status should be recorded for any youth that meets the criteria and who provides documentation of low-income status. This should be recorded even when it is not an eligibility requirement for the selected barriers to employment. A youth who meets one or more of the following low-income criteria can be identified as low-income status (WIOA Sec.129(a)(2) & Sec. 3(36)):

1. Receives, has received in the past six months, or is a member of a family that is receiving or has received in the past six months, assistance through:
  - The Supplemental Nutrition Assistance Program (SNAP);
  - Temporary Assistance for Needy Families (TANF) programs;
  - The Supplemental Security Income (SSI) program; or
  - State or local income-based public assistance.
2. Is in a family with total family income that does not exceed the higher of:
  - The poverty line/Lower Living Standard (LLS); or
  - 70 percent of the Lower Living Standard Income Level (LLSIL).
3. Is an individual with a disability whose individual income meets the requirement of criteria 2, but is a member of a family whose income does not meet criteria 2;
4. Is a homeless individual, as defined in the Violence Against Women Act, or a homeless child or youth, as defined under the McKinney-Vento Homeless Assistance Act;
5. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
6. Is a foster child on behalf of whom State or local government payments are made; or
7. Lives in a high-poverty area. See Attachment II of Training and Employment Guidance Letter (TEGL 21-16) for additional information on determining if a youth is living in a high poverty area.

### Basic Skills Deficiency

WIOA defines a basic skills deficient individual as an individual:

1. With English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test; or
2. Who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Per the first part of the definition, to demonstrate that a youth is reading below the 8th grade level, only standardized testing instruments including records from the schools, should be used.

## English Language Learner

The Workforce Innovation and Opportunity Act (WIOA) defines an English Language Learner (ELL) as someone who has limited ability to read, write, speak, or understand English. This could be due to their native language or the language spoken in their community.

An ELL is an individual whose native language is not English; someone who lives in a community where a language other than English is the primary language; or someone whose English proficiency is a barrier to learning or employment.

**All youth participants must be US Citizens or non-citizens authorized to work in the United States. Males, ages 18 to 24, must be registered with Selective Service.**

## WIOA PROGRAM ELEMENTS

Services solicited under this RFP consist of outreach, recruitment, eligibility determination, assessment and development of individual service strategies in addition to the 14 program elements listed below. Proposers are encouraged to include as many of the elements as possible in their program design. These elements can be made available directly or through partnerships with other agencies, programs or funding sources. (Please note that it is required that the 14 WIOA youth program elements be made available to enrolled youth as needed or requested. If a Provider does not directly provide one of the program elements, it must demonstrate the ability to make seamless referrals to appropriate providers of such services). **All programs must include work experience components and follow-up for a period of at least 12 months.**

1. Tutoring, Study Skills Training, Instruction, and Evidence-Based Dropout Prevention and recovery strategies leading to completion of the requirements for a secondary school or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities, or for a recognized postsecondary credential).
2. Alternative Secondary School Services, or Dropout Recovery Services, as appropriate to assist youth who have struggled in traditional secondary education or have dropped out of school.
3. Work Experience – (a required element funded directly through the Division of Employment and Training, and not included in the grant request). Must include an academic and occupational component. Provides a structured learning experience in a workplace and provides opportunities for career exploration and skill development. The work experience implemented for in-school youth must provide a “bridge” between school years; provide enrollees with exposure to the world of work; and connect with school-to-work and/or tech. prep. programs. Work experience may include:
  - Subsidized employment opportunities;
  - Pre-apprenticeship programs;
  - Internships and job shadowing; and
  - On-the-Job Training Opportunities**REQUIRED ELEMENT**
4. Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field. Must include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area. **REQUIRED ELEMENT (unless an assessment determines that youth has occupational skills in a demand occupation).**

5. Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. May include community service and peer-centered activities, as appropriate.
6. Supportive Services are services that enable a youth to participate in program activities such as assistance with books, fees, school supplies, transportation, childcare, housing, legal aid and other supports.
7. Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement.
8. Follow-up Services for at least 12-months after program completion. Provided to help ensure youth succeed in employment or education. May include career planning, counseling, job development, job search, needs assessment, outcome enhancement services, support services, and support service referrals. **REQUIRED ELEMENT**
9. Comprehensive Guidance and Counseling which may include drug and alcohol abuse counseling and referral, as appropriate.
10. Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills within a specific occupation or cluster.
11. Financial Literacy Education supports the ability of participants to create budgets, learn how to manage spending, and offers the knowledge and skills to achieve long-term financial stability. **REQUIRED ELEMENT**
12. Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills.
13. Services that Provide Labor Market Information about in-demand industry sectors and occupations available in the local area, such as career awareness, career counseling, and career exploration services. **REQUIRED ELEMENT**
14. Post-Secondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training. **REQUIRED ELEMENT**

**Note: All Fourteen (14) Youth Service Elements must be addressed in your proposal for consideration of award. Additionally, please state how you plan on providing the “REQUIRED ELEMENTS.”**

### Program Design

Programs funded through this RFP will emphasize the individualized services below based on expertise and participant interest. WIOA outlines a vision for supporting youth and young adults through an integrated service delivery system. This vision includes high-quality services for out-of-school youth, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education.

Programs should be designed to prepare youth for a successful transition to employment and/or post-secondary education. It is anticipated that the majority of the below components will be included in the program design. (Please note that at least 20% of the local workforce area’s funds must be spent on work-based learning, including work experience, pre-apprenticeship programs, On-the Job Training (OJT) and internships that have academic and occupational education as a component. Although work experience wages are not to be included in the grant request, all programs will be required to include work experience components). Bidders will have to describe

the model and approach proposed to provide the WIOA Required Elements and articulate a clear service strategy and program design that includes the following core services

- Outreach, Recruitment and Eligibility Determination
- Assessment and Development of Individual Service Strategy (ISS)
- Work Readiness Skills/Resume/Interviewing Skills
- Work Experience
- Development of Career Zone Portfolio
- Basic Skills Training, if appropriate
- Assistance in obtaining High School Equivalency Diploma
- Referral to Training for Occupational Skill Development/Certifications
- Job Search Techniques
- Career Exploration and Counseling
- Job Placement/Referral to post-secondary training

Programs should include a planned schedule of activities, including where the service is to be provided, the staff member/agency providing the service, and other relevant information.

#### Outreach and Recruitment

Outreach and recruitment activities should be directed to youth who are most in need of services under the Workforce Innovation and Opportunity Act. These efforts may be coordinated with, non-profit organizations, faith-based organizations, community-based organizations, juvenile justice agencies, school districts and other organizations as appropriate. Emphasis should be placed on youth who require assistance in making a successful transition to further education and employment in occupations that lead to self-sufficiency – to get hired, to advance on the job, and to succeed as independent adults.

#### Performance Measures/Outcomes

The federally funded Workforce Innovation and Opportunity Act (WIOA) youth program is an “outcome based” program. Contracts will be performance-based, and full payment will be contingent upon satisfactory performance as outlined under “Funding.”

Successful bidders requesting WIOA funding will be required to meet WIOA performance measures at the level negotiated by the LWDB with the state. Performance levels are adjusted each year based on past system performance and may be adjusted in the future based on the populations served in the region.

Programs will be evaluated based on the following WIOA Performance Measures:

1. Percentage of program participants who are in education, training activities, or in unsubsidized employment during second quarter after exit.
2. Percentage of participants who are in education, training activities, or in unsubsidized employment during fourth quarter after exit.

3. Median earnings of participants in unsubsidized employment during second quarter after exit.
4. Percentage of participants enrolled in education or training programs who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within one year after program exit.
5. Percentage of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains towards those goals.

### Provider Responsibilities

Providers are responsible for recruitment, intake and eligibility determination of appropriate youth. Eligibility determination information must be submitted to the Town of Oyster Bay Youth Unit for certification prior to enrollment in a WIOA-funded activity. Youth activities started or completed prior to the application date will not be counted as achieved during the program.

Youth providers will complete an objective assessment for each participant including academic and occupational skill levels, interests and aptitudes, prior work experience, and supportive service needs. The assessment is to be utilized to develop an appropriate Individual Service Strategy (ISS) plan to meet a youth's individual needs. The ISS identifies the participant's academic and employment goals, and lists appropriate achievement objectives and services. It will include both long-term and short-term goals, career pathways, a plan for needed educational, employment-related and personal support services, and requires a listing of appropriate WIOA youth program elements (pages 5-6). The ISS will identify the timeframe in which each youth will be expected to complete all activities related to each of the goal(s) specified in the ISS and should be updated with the youth during the course of service. The ISS will clearly connect the services to be provided to each youth, identifying the outcomes to be achieved between WIOA enrollment and exit. The ISS directly links to one or more indicators of performance outcomes as outline on pages 7-8.

The Youth Unit will provide the required forms to complete the documentation necessary for eligibility, including the Objective Assessment and the Individual Service Strategy. All forms must be submitted at the time of enrollment. Other required forms will include timesheets, evaluations, progress reports and appropriate follow-up information. Duplicate copies of paperwork submitted to DET must be maintained at the provider site.

During the program, case notes detailing individual participant activities are required on a weekly basis. If the youth is in training, whether a high school equivalency program or occupational training, progress reports must be provided. Proof of attainment of diplomas or certificates, placement in unsubsidized employment, entrance into post-secondary education or the military must be provided to the Youth Unit in order to meet program responsibilities and pass quarterly performance reviews.

Following participant exit, provider will be required to follow-up on a monthly basis, or more often if necessary, for a twelve-month period and provide relevant information with regard to the performance measures and goal attainment to the Youth Unit at the Town of Oyster Bay. Where there has been a change in the participant's situation, i.e., loss of a job or completion of a training program, appropriate assistance must be provided.



## Local Workforce Development Board Roles and Responsibilities

Roles and Responsibilities of the Local Workforce Development Board include:

- Overseeing and evaluating the management and operations of all programs funded under WIOA.
- Allocating funds and paying invoices as agreed upon in the contract.
- Monitoring youth provider performance, quality of service and cost-effectiveness.
- Developing and providing technical assistance to youth providers.
- Informing and assisting youth providers in implementing federal, state, and local policies, procedures, and rules that may impact the operations of the program(s) needed to implement them.
- Ensuring compliance with all rules, regulations, and procedures issued by all funding sources.
- Ensuring Integrated Service Delivery and system integration through technical assistance and relationship building.

The roles and responsibilities may be refined and changed as:

- Relevant federal and state law requirements are enacted and implemented covering the workforce development system.
- Regulations and procedures are developed or changed by the United States Department of Labor.
- LWDB's governing board adopts local direction and procedures.

## 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 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 non-covered 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 program.

#### Eligibility for Selection

Eligible applicants include public or private entities with experience in the delivery of employment and training services to youth as outlined in this RFP.

#### Allowable Uses of Funds

WIOA funds may be used to cover the costs of staff wages and benefits, administrative operating expenses, and direct participant costs. Use of federal funds must be in compliance with WIOA regulations, and New York State Department of Labor and LWDB policies.

#### Funding

A total of approximately \$157,053 is available for the period of September 1, 2025 through August 31, 2028, based on anticipated funding under the Workforce Innovation and Opportunity Act (WIOA). Contingent on WIOA youth expenditure requirements and availability of funding, additional funds may be available to expand existing programs to better serve the needs of youth, which can include enrollment of additional youth and/or provision of supplemental services. Additional funds can also be used to consider proposals not initially funded under this RFP. These decisions shall be at the discretion of the LWDB.

Funding will cover two years of program activities, and one year of follow-up services. DET, pending funding availability and program performance, may extend the contract for a maximum of twelve (12) additional months, at an added cost. DET reserves the right to utilize this total funding for multiple grants with multiple providers.

Work experience wages will be paid directly to the participants; therefore, work experience wages should **not** be included in the funding request. Additionally, if a youth is in need of occupational training, and approved by DET, tuition will be paid directly by DET to the training institution, and therefore, should not be included in the funding request.

The LWDB may decide not to fund part or all of a proposal even though it has a high overall score, if, in the opinion of the LWDB, the services proposed are not needed or the costs are higher than the LWDB finds reasonable in relation to the overall funds available, or if past management concerns lead the LWDB to believe that the bidder has undertaken services that it cannot successfully carry out.

The LWDB may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors such as balancing services to customers.

Funding will be based on the number of youth to be served, the program design, and the number and quality of program elements provided within the design. Funds under this RFP cannot be used to pay for services currently funded through other sources. Rather, funds are intended to support additional services so that a comprehensive range of service options are available to successfully prepare youth for employment and post-secondary educational opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities.

The LWDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

The Town of Oyster Bay Youth Unit will negotiate performance benchmarks with the contractor prior to the beginning of the program. Benchmarks will be established based on planned outcome (goal) data submitted within the proposer's completed application. The programs will be evaluated quarterly to assess progress toward meeting benchmarks based on performance goals and will be subject to probation or cancellation for failure to perform.

### Review and Evaluation

Proposals will be reviewed by the Oyster Bay-North Hempstead-Glen Cove Youth Committee. Recommendations of the Youth Committee will then be reviewed by the full Local Workforce Development Board (LWDB), which will have responsibility for final approval. All bidders will receive email or written notification of the contract award recommendation. A bidder has the right to protest a denial by forwarding a bid protest which must contain a complete statement of the reasons and facts for the protest. The protest should be emailed to the attention of the LWDB Director, Harry Malhotra, at [hmalhotra@oysterbay-ny.gov](mailto:hmalhotra@oysterbay-ny.gov).

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 on the following page:

CRITERIA	MAXIMUM SCORE
1. Experience in serving disadvantaged youth, operating youth programs, and evident capability to perform the work required.  Record of past performance in delivering effective youth services.	10 points
2. Program design clearly describes the services offered, incorporates as many as possible of the WIOA program elements and meets the goals of the RFP, and includes coordination with other program and agencies where applicable.  Program as described will result in positive outcomes and attainment of skills.  Program described meets the needs of the eligible youth to be served.	40 points
3. Plan ensures adequate supervision of program, and demonstrates a clear system to provide timely submission of required information to the Town of Oyster Bay (TOB).  Staff responsibilities are clearly outlined.  Adequate system for provision of participant post-program follow-up information to TOB.	15 points
4. Proposal has an appropriate plan for recruitment, identification and enrollment of eligible youth.	15 points
5. Cost effectiveness of youth program.  Completeness of budget.	20 points
<b>TOTAL</b>	<b>100 Points</b>

\*Passing score - 65

## **INSTRUCTIONS FOR COMPLETION OF AN APPLICATION**

*Three copies of your application, one with original signature, must be submitted by 2:00 p.m. on Friday, June 20, 2025 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 label each section from A-D)*

### **A. Applicant**

- Indicate whether your organization is a youth agency, or another kind of organization.
- Please provide three (3) professional references.

### **B. Program Narrative - Previous Experience and Organization Background: (with emphasis on history related to operation of youth programs).**

*The selection and funding of service providers will be based on each organization's track record of demonstrated effectiveness in providing similar services. Organizations should demonstrate the ability to successfully design and deliver services, programs and activities for the customers that are cost effective and customer sensitive.*

1. a) Describe your organization's length of existence, vision, mission, and goals.
- b) Describe the background of your organization, licensing or certifications, compliance with relevant federal and state regulations.
- c) Describe your facility and equipment necessary to operate the program; accessibility of public transportation to the program site(s). State whether your facilities are accessible to individuals with disabilities.
- d) Discuss in detail the proposing organization's relevant, current (within the last five years):
  - Successful experience in delivering similar workforce or youth services as those being proposed.
  - Experience with employers and youth participants.
  - Experience in working in the geographical locations being proposed in the RFP.
  - Experience in serving economically and educationally disadvantaged youth.
- e) Provide statistical data on success of your program. For current WIOA out-of-school youth providers, please include the following for the period of October 1, 2023 to present:
  - Number of overall program participants.
  - Number or percentage of participants who have been placed into education/training activities or employment.

- Wage information on those placed into employment.
- Number or percentage of credentials earned.

For other providers, please provide statistical data on the success of your program including:

- Number of overall program participants.
  - Any education or employment-based outcomes.
  - Overall outcomes based on goals of your program.
2. Describe the administrative and financial management capabilities of the proposing organization as it relates to the requirements for administering youth programs.

### **C. Program Narrative - Program Proposed, Service Strategy(s) and Objectives:**

1. Describe in detail your outreach, marketing, and recruitment efforts:
  - a) Include ways you will provide outreach to the disengaged young adult population.
  - b) Describe how you may engage youth outside of normal hours of operations.
  - c) Describe how you will provide information to youth regarding services and benefits.
  - d) Describe your process for incorporating program eligibility based on WIOA rules and regulations as part of the outreach process.
  - e) Describe how you will provide outreach information for youth who do not speak/understand English, those who have limited English proficiency, persons with learning and physical disabilities and persons with special needs.
  - f) Describe how you will incorporate technology into outreach.
2. Provide a description of how all required services will be provided. Programs should be designed to prepare youth for a successful transition to competitive employment and/or post-secondary education. Proposals should include an appropriate combination of activities from the **14 WIOA Youth Program Elements** and **Program Design Activities** listed on pages 5-7. Be specific, for example, how many sessions will there be, how many youth will be in each, what material will be covered, etc.

#### Timeline:

- *Provide a timeline detailing projected enrollments and the attainment of the specified goals for the program period.*
- *The timeline should include the number of youth to be registered in the program, the number to be enrolled in each activity, and the anticipated number to attain each goal. For example, include the number of youth expected to receive a high school equivalency, the number receiving a college credential, the number receiving other industry-recognized credentials, the number entering post-secondary education, the number entering employment or the military, etc.*
  - a) Objective assessment, development of the Individual Service Strategy (Plan), and case management. This description should have a level of detail sufficient to ensure a complete understanding of the WIOA service delivery system.
  - b) Tell us how you will ensure that the participants are aware of all of the 14 WIOA Youth Program Elements and describe which program elements your organization will provide to the youth participants. If your organization is

not equipped to provide all of the 14 WIOA Youth Program Elements, explain how you will partner with other organizations in the area that can offer these services. (Please note that the Town of Oyster Bay's Division of Employment and Training will be available to assist in coordination of these services).

- c) Describe how you will incorporate "paid and unpaid work experiences" that have academic and occupational education as a component and may include the following types of work experience: subsidized employment opportunities; pre-apprenticeship programs; internships; job shadowing; and on-the-job training, keeping in mind that one of the WIOA priorities is to use at least 20% of funds to provide these activities. Specify some of the worksites to be used for work experience and the types of positions and job duties planned.
  - d) WIOA youth follow-up services aim to support sustained employment, job retention, and career advancement, and can include regular contact with employers, addressing work-related problems, and providing services like supportive services, mentoring, financial literacy, and career guidance. Therefore, as the provision of post-program follow-up information for 12-months after exit is a requirement under this program, the proposal should describe how this will be accomplished.
3. Describe in detail how you will incorporate a client-centered/human-centered design approach into your overall service delivery.
  4. Describe the creative and innovative design features of your proposed activities and services, and how programs will focus on high-growth, high-demand industries.
  5. Describe any special populations you propose to work with (e.g., dropouts/adult education students, justice-involved youth, parenting youth, youth with disabilities, etc.).
  6. For out-of-school youth in adult education, describe how your organization will collaborate with adult education providers to meet the goals and objectives of both programs.
  7. Describe other partnerships established or to be established in communities.
  8. How will the proposed program better serve the community?
  9. Describe any planned in-kind or volunteer services or other resources (outside of WIOA) to be used in meeting goals.
  10. Describe how you will engage youth to maintain satisfactory levels of participation.
  11. Indicate how many staff you will have including position titles, experience levels, and relationship each position will have to the scope of work outlined in your proposal. Specifically, explain how you will ensure adequate management and supervision specific to this program. Describe the system and the staff responsible for recruitment of eligible youth, WIOA application procedures, work experience payroll procedures, work-readiness/occupational/basic skills training, career counseling, etc., as well as the timely submission of required reports, case notes and post-program follow-up information to the Youth Unit.
  12. Describe your organization's approach to professional staff development including historical as well as proposed activities.
  13. Describe the procedures to be used in your program to comply with the submission of all required program paperwork, such as, attendance sheets, progress reports,



credentials attained, etc.

**D. Program Narrative - Performance Objectives/Deliverables:**

*Performance Outcomes for WIOA Youth are established by the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) and negotiated with the New York State Department of Labor. Youth providers will be made aware of expected youth performance outcomes on an annual basis.*

Please respond to the following. Responses must be measurable and described in sufficient detail to ensure a thorough understanding by proposal reviewers.

1. Describe how you will work with the Youth Unit to achieve performance.
2. How do you measure your success and the success of the customer/client so that results will be in line with your program objectives as well as local and state requirements?
3. Describe how you will determine customer satisfaction.
4. Describe any continuous improvement process planned that will address any identified deficiencies in attainment of objectives or delivery of services. Specifically, provide what measurements will be used and a description of how the continuous improvement plan will be achieved.
5. For current providers only:
  - a) Describe current program activities and services and explain why your organization should be retained.
  - b) If retained, what changes will you implement to increase program services, performance and effectiveness?

**Budget Requirements**

Proposals are required to include line-item cost category budgets for the services described in the application narrative. Each proposal must include a budget for the period of September 1, 2025 through August 31, 2028, specifically, a budget should be prepared for each year of the contract period. All applications that are submitted will be reviewed to ensure that the proposal included all of the information that was requested.

Any purchases for your program must be done through an established procurement system. You must specify in your budget, if the procurement system you will be using is one that has been established by your agency or if you will be using a procurement system established by another agency. The procurement system that you use must be available for audit and inspection by Town of Oyster Bay personnel.

All items listed on the budget must clearly specify how the item is related to the program. If necessary, write a narrative to explain. Equipment purchases may not be made with the funds from this grant; therefore, we advise that you rent or lease the equipment needed for your program.

All financial records for this program must be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and must be available for audit and inspection by Town of Oyster Bay personnel or a duly authorized representative. These records must be retained for a period of five (5) years after the expiration of the contract.

Organizations preparing a budget will be given a “cost-reimbursement” contract. Budget calculations should factor in the number of youth expected to be served. Additionally, the budget must provide detailed estimates of what you expect to spend, as you will only be reimbursed for costs that are necessary to run the program. All procurement and purchases under these contracts must comply with OMB Circulars A-87, A-21 and A-122. When formulating your budget, keep in mind that each item must have sufficient documentation, when expensed, to substantiate reimbursement from WIOA. If you plan on obtaining materials, supplies, and/or services from another source, (under your procurement guideline) research before preparing your budget what the cost will be. The budget will become a part of your contract and the mechanism for payment.

Each staff position on the budget must have a brief narrative describing the relationship of the position to the program. Staff salaries should include the percentage of time spent on the project, the types of fringe benefits, and the rate of each benefit. Fringe benefits are limited to federal and state required benefits. Copies of certified payroll registers and/or cancelled checks must support these charges and be included with each invoice.

If your program performed an activity which generated some sort of income, that income must be tracked with the program expenses and used to defray the program costs. The manner in which that will be accomplished must be stated in the budget and reported with the final program expenses. If your organization is a Community-Based Organization with no formal procurement system in place, you may use the procurement list established by the local School District to purchase supplies and secure transportation.

Appropriate grant costs may include teachers, counselors, consultants and other staff, materials and supplies, field trips, transportation, entrance fees, incentives, follow-up costs in connection with the project design, and other costs directly related to the proposed program design. 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](mailto:dpalmieri@oysterbay-ny.gov) no later than Friday, June 13, 2025 at 2:00 p.m.

**OYSTER BAY/NORTH HEMPSTEAD/GLEN COVE WORKFORCE DEVELOPMENT AREA**

**OUT-OF-SCHOOL YOUTH 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 –

Total Number of Youth –

.....  
Program 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