

OYSTER BAY-NORTH HEMPSTEAD-GLEN COVE WORKFORCE INVESTMENT AREA

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES UNDER THE WORKFORCE INVESTMENT ACT

The Oyster Bay-North Hempstead-Glen Cove Workforce Investment 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 Investment Act. Proposals will be accepted on a quarterly basis as follows: March 31, 2009, June 30, 2009, September 30, 2009, December 31, 2009, and March 31, 2010. Proposals must be received by the initial due date of March 31, 2009 to be considered for funding for the entire two-year period from July 1, 2009 through June 30, 2011. Subsequent submissions will be considered for funding for a lesser period, ending on June 30, 2011. 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:

Gail Parainfo, Director, Division of Employment and Training
Town of Oyster Bay Department of Intergovernmental Affairs
977 Hicksville Road
Massapequa, New York 11758
(516) 797-4566
gparainfo@oysterbay-ny.gov

SCOPE OF WORK

Background

The Oyster Bay-North Hempstead-Glen Cove Local Workforce Investment Area (LWIA) 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 by the Workforce Investment Act of 1998 (WIA).

Under the Workforce Investment Act, the LWIA has established a One-Stop service delivery system designed to ensure universal access to workforce development services for unemployed, underemployed, incumbent workers and youth. The One-Stop delivery system will provide job search assistance, and access to training and related services for job seekers. Services will be provided at multiple access points including One-Stop Career Center locations in Hicksville and Massapequa. Services may also be provided at Job Fairs, or business sites requiring rapid response services.

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 Consortium and partner agency staff. Services include, but are not limited to:

1. Employability workshops, including but not limited to such topics as:
 - interviewing and negotiating skills
 - presentation skills
 - job search techniques
 - career exploration
 - self-assessment
 - resume preparation
 - networking
 - transferable skills
 - professional appearance
2. Computer literacy training
 - Word
 - Excel
 - PowerPoint
 - Access
 - Outlook
 - QuickBooks
3. Office Skills
 - business writing skills
 - presentation skills
 - effective communication
4. Specialized workshops or services
 - managing change and stress
 - financial counseling
 - improving credit scores to obtain employment
 - developing a positive attitude
5. Group counseling
6. Individual career counseling and job search assistance
7. Customized resume preparation/development
8. Customized interview preparation, including videotaping of mock interviews
9. Specialized services for customers with barriers to employment, including stress-related barriers (comprehensive and specialized assessments, individual counseling, development of individual employment plans)

Workshops and focus groups will be provided to groups of approximately 25 participants on-site at the specified locations. Workshops will be provided on a regular basis, and focus groups will be available on a flexible basis dependent on customer need. They will be designed to go into detail on topics covered in the workshops, and will allow customers to select from a variety of topics specific to their individual circumstances.

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 Comprehensive General Liability Insurance in the amount of \$1,000,000 with an endorsement to the Town of Oyster Bay, as well as Workers Compensation if applicable.

Eligible Applicants

Proposals are sought from public 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, professional counseling services, and comprehensive and specialized assessments.

Funding

Services solicited under this RFP will be purchased on a fixed unit price basis. Payments will be based on the delivery of each hour of service following verification that services have been delivered and that all other conditions of the contract have been met.

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. Experience and evident capability of the applicant to perform the work required (i.e., licensing and certifications.) (maximum 15 points)
2. Experience in serving economically and educationally disadvantaged individuals and dislocated workers. (maximum 15 points)
3. Experience in the delivery in workshops or one-on-one services in the specified areas (maximum 15 points)

4. Past record of successful outcomes with participants; the creativity, practicality and effectiveness of the proposed services. (maximum 15 points)
5. Applicant provides a clear description of the services offered. (maximum 15 points)
6. Services described meet the needs of the target population. (maximum 10 points)
7. Cost effectiveness of proposed services. (maximum 15 points)

INSTRUCTIONS FOR SUBMISSION

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

Oyster Bay-North Hempstead-Glen Cove WIB
977 Hicksville Road
Massapequa, New York 11758
Attention: Eugene L. Faber, Director

Proposals will be accepted on a quarterly basis, with the following quarterly deadlines:

March 31, 2009
June 30, 2009
September 30, 2009
December 31, 2009
March 31, 2010

Proposals must be received by the initial due date of March 31, 2009 to be considered for funding for the entire two-year period from July 1, 2009 through June 30, 2011. Subsequent submissions will be considered for funding for a lesser period, ending on June 30, 2011.

A COMPLETE PROPOSAL CONSISTS OF THE FOLLOWING:

Signatory Form (see Attachment I)

Proposal Narrative (see instructions on page 5)

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.

3. Description of Services

Clearly describe the proposed services, and explain how they will meet the needs of job seekers.

4. Program Outcomes

Describe the outcomes of the previous services provided. (Approximate numbers of individuals served and specify how the services helped them, etc.)

5. Price

Specify the price per hour for each service provided, including group workshops and focus groups, one-on-one services and other services as appropriate.

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 Investment Act of 1998.

Date

Signature – Chief Executive Officer
Authorized Representative