

Public Notice

NOTICE OF REQUEST FOR PROPOSALS FOR CAREER AND COMPUTER SKILLS WORKSHOP FACILITATOR FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH LOCAL WORKFORCE DEVELOPMENT AREA

I. Purpose and Services

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Local Workforce Development Board (LWDB) in its capacity as the Grant Subrecipient/Fiscal Agent. The applicant's organization must be a partnership, a registered business, an incorporated for-profit or non-profit organization, or a public agency, and have successfully provided workforce development services funded under federal or state legislation for a minimum of three (3) years. The applicant's organization must also be insured and demonstrate that it has provided Career and Computer Skills Workshop Facilitation for a minimum of 3 years. The scope of services includes facilitation of Career and Computer Skills Workshops covering, but not limited to, the following topics: Interviewing and Salary Negotiation; Resumes/Cover Letters and Thank You Notes; New Job Transition, Retention and Advancement; Networking; Social Media for Job Search; Microsoft Office; Bookkeeping; Coding and Programming; Graphic Design; Database Management and Analysis; and Cloud Computing. Applicants must submit a narrative and budget arranged to respond to the format provided in connection with this RFP, which can be accessed in person after December 7, 2018 at the Town of Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York 11550 between the hours of 9:30 AM and 4:30 PM, or online at www.hempsteadworks.com.

II. Submission Requirements

Completed proposals must be received by DOOR no later than 4:30 P.M. on Friday, February 22, 2019. Except for good cause shown, proposals that are received after that date will be reviewed and kept on file for future funding consideration only should conditions warrant. Proposals should be submitted in sealed envelopes and addressed to: Ana-Maria Hurtado, WDB Director, Town of Hempstead, Department of Occupational Resources, 50 Clinton, Suite 400, Hempstead, New York 11550. Applicants are advised that changes in the Local Workforce Development Area's One-Stop System, both in terms of content and funding levels, may be required to or during its operation due to new or revised legislation. All parties to contracts are expected to adhere to any necessary changes. This RFP does not commit the Local board or DOOR to award a contract to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The Local board and DOOR reserve the right to accept or reject any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in their best interests to do so. Any questions concerning this RFP should be directed to Ana-Maria Hurtado, in writing to the above address, by telephone at (516) 485-5000, extension 1105, by fax to (516) 585-5009, or by email to amh@hempsteadworks.com.