

PUBLIC NOTICE

NOTICE OF REQUEST FOR PROPOSALS FOR WORKFORCE DEVELOPMENT STAFF TRAINING 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, which is insured and has successfully provided workforce development staff training services for a minimum of three (3) years. Selected vendor(s) will provide Workforce Development Staff Training pertaining to WIOA programs and services in a workshop setting. The training will be directed to WIOA program staff and partner organization staff assigned to work within the HempsteadWorks Career Center under the supervision of the Town of Hempstead Department of Occupational Resources (DOOR). WIOA programs and services may involve Adults, Dislocated Workers and Youth under WIOA. Applicants must document ownership of or authorization to utilize existing curricula to be implemented for the training project contracted for under this solicitation. In addition, 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 February 8, 2019 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, March 8, 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 Elizabeth Ajasin, in writing to the above address, by telephone at (516) 485-5000, extension 1158, by fax to (516) 585-5009, or by email to eajasin@hempsteadworks.com.