

Public Notice

NOTICE OF REQUEST FOR PROPOSALS FOR DISABILITY EMPLOYMENT INITIATIVE CONSULTING SERVICES 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 for the Town of Hempstead/City of Long Beach Local Workforce Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and all related statutes and regulations, and also, in its capacity as a subrecipient to the New York State Department of Labor under the Disability Employment Initiative (DEI) Grant – Round 8 Pathways to Employment (PTE) Project. The goals of the Pathways to Employment Project are to: 1) Improve education and employment outcomes for youth (ages 14 to 24) with disabilities by increasing their participation in existing Career Pathways programs; 2) Expand the capacity of the New York State Career Center system to serve youth with disabilities using a career-development approach; and 3) Develop a broader business engagement approach within existing Career Pathways programs to address business needs and develop a sustainable talent pipeline. DOOR is requesting proposals from qualified organizations to provide DEI Consulting Services.

In order to be considered, 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 consulting services for a minimum of three (3) years. 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. Contractual agreements negotiated pursuant to this RFP will commence upon execution and end no later than September 30, 2020, with options for renewal at the discretion of the Town of Hempstead Local Board.

II. Submission Requirements

Completed proposals must be received by DOOR no later than 4:30 P.M. on Friday, March 15, 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 LWDB 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 LWDB 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.