

PUBLIC NOTICE

NOTICE OF REQUEST FOR PROPOSALS FOR INCUMBENT WORKER TRAINING UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH.

I. Purpose and Requirements

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) and the Town of Hempstead Youth Standing Committee in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Under this RFP, the selected vendor(s) will provide incumbent worker training to its employees under the supervision of the Town of Hempstead Department of Occupational Resources. Payment to vendors under contracts executed pursuant to this solicitation will be limited to the cost of training incumbent workers. Applicants must submit a narrative and budget arranged to respond to the format provided in this RFP, which can be accessed in person on any business day, between the hours of 9:30 A.M. and 4:30 P.M. at the Town of Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York 11550, or online at www.hempsteadworks.com.

II. Submission Deadline

DOOR will accept completed proposals on an ongoing basis until 4:30 P.M. on Friday, May 31, 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: Elizabeth Ajasin, Planner, Town of Hempstead, Department of Occupational Resources, 50 Clinton Street, 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 prior 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 1104, by fax to (516) 485-5009, or by e-mail to gbecker@hempsteadworks.com.

III. Bidders' Conference

DOOR will be holding a Bidders' Conference for organizations interested in submitting this RFP. **The date, venue, and time of the Bidders' Conference is to be determined.** If you would like to attend the conference, please send an email to Elizabeth Ajasin at eajasin@hempsteadworks.com by Monday, January 21, 2018.