

**FINGER LAKES WORKFORCE INVESTMENT BOARD, INC.  
(FLWIB)  
41 Lewis Street, Geneva, New York 14456  
(315) 789-3131  
REQUEST FOR PROPOSAL (RFP)**

**Request for Proposals  
For Adults and Dislocated Workers Program  
Under The Workforce Innovation and  
Opportunity Act  
Program Year 2022 - 2023**

**INITIAL CONTRACT PERIOD: August 1<sup>st</sup> , 2022 to June 30<sup>th</sup> , 2023**

*FLWIB may amend contracts based on performance and funding availability, and/or renew contracts for up to 2 subsequent, consecutive contract periods (July 1 through June 30) based on performance and funding availability through December 31, 2024  
(the contract may be progressive with increased funding)*

<b>Procurement Timeline</b>	
<b>Issue Date:</b>	<b>July 11<sup>th</sup>, 2022</b>
<b>Maximum Contract Award:</b>	<b>Up to \$86,977.00</b>
<b>Question and Answer Period:</b>	<b>7/11/2022 to 7/22/2022</b>
<b>Bidders's Conference</b>	July 22, 2022 at 1:30 pm please contact <a href="mailto:mwoolson@fingerlakesworks.com">mwoolson@fingerlakesworks.com</a> for Zoom link.
<b>Deadline For Submission:</b>	<b>July 22, 2022</b>
<b>FLWIB Workforce Board Selection Approval:</b>	<b>July 29, 2022</b>
<b>Formal Award Notification:</b>	<b>July 29, 2022</b>
<b>Contract Development:</b>	<b>July 29, 2022</b>
<b>Target Contract Start Date:</b>	<b>September 1, 2022</b>
<b>Contact Information:</b>	Michael Woloson, Deputy Director, P: (315) 789-3131 ext 1 E-Mail: <a href="mailto:mwoolson@fingerlakesworks.com">mwoolson@fingerlakesworks.com</a>

**Contracting Entity:**

Finger Lakes Workforce Investment  
Board. 41 Lewis Street, Geneva, NY,  
14456

**Respond To: Michael Woloson, Deputy Director**

**REQUESTS FOR PROPOSALS**  
**Workforce Development Services For WIOA**  
**Eligible Seneca County Adults and Dislocated**  
**Workers**

The Finger Lakes Workforce Investment Board Inc. (FLWIB) is requesting proposals from qualified sources to provide year-round services to WIOA eligible Adults and Dislocated Workers that are available to receive such services provided in Seneca County in accordance with the Workforce Innovation and Opportunity Act (WIOA).

Time Frame of Contract:

The first year starting on or about August 1, 2022 through June 30, 2023.

Funding Available:

Funds are available for the provider of services to deliver WIOA eligible Adults and Dislocated Workers services provided in Seneca County.

Proposal Deadline:

Sealed proposals must be in possession of FLWIB- 41 Lewis Street, Geneva New York 14456, no later than **FRIDAY, JULY 22, 2022 at 4:00pm**  
**Attention: Michael Woloson, Deputy Director**

**Late Proposals will be returned, unopened to contractor.**  
**FLWIB reserves the right to forego any informalities and reject any or all proposals.**

**REQUESTS FOR PROPOSALS**  
**Workforce Development Services For WIOA**  
**Eligible Seneca County Adults and Dislocated Workers**

**BACKGROUND: Services for WIOA Eligible Adults and Dislocated Workers Program :**

The FLWIB, Inc., through its fiscal agent (Ontario County), is soliciting proposals from organizations interested in establishing partnerships to provide Workforce development services for WIOA eligible adults and dislocated workers in Seneca County.

**Job Seeker Services**

Providers contract to provide the following services using WIOA funds (Adult and Dislocated Worker) as defined by the most current Training and Employment Guidance Letter (current is TEGL 3-15) as defined in the Federal Register, Vol 81., Number 161, pages 56012-56013. Currently, there are 11 elements:

- 1) Basic Career Services
  - a. Determine WIOA eligibility for Adult/Dislocated Worker/Youth programs\*\* Note: TAA is a Dislocated Worker service and is part of Basic Career Services; deliverable via the WIOA Contract by contracted providers. Currently, Finger Lakes region TAA services will be/are delivered via specific local DoL staff personnel with the following considerations:
  - TAA training will be provided to appropriate Contracted Provider/s in PY22
  - Contracted Providers will provide TAA services to eligible community members should any of the following circumstances occur:
    - DoL staff are directed either by State or Federal DoL to do other work duties (ie: pandemic related “other” duties)
    - Specific local DoL staff is unavailable (on leave; Sick/health or other)
    - A large TAA event; ie: large employer/#of employees are impacted by foreign trade and additional assistance is needed to satisfy large volume of displaced workers
    - Any other unforeseen event in-where the local region is impacted greater than the specific local DoL can manage TAA services.
- 2) Outreach and intake (worker profiling). Provide orientation of all available services through the one-stop delivery system.
- 3) Provide initial skills assessment, including literacy, numeracy and English proficiencies; aptitude abilities to assess supportive service needs.
- 4) Provide Labor exchange services:
  - a. Job search and placement assistance including career counseling such as:
    - Provide in-demand industry sector occupations information.
    - Provide nontraditional employment occupations information.
    - Provide appropriate recruitment and other eligible services as needed
- 5) Provide referrals and coordinate activities with other eligible programs and services.
- 6) Provide current local, regional and national labor market data, such as:

- a. Share regional job vacancy listings
  - b. Provide needed skill levels to obtain regional job vacancies
  - c. Provide local in-demand occupations, skill requirements and advancement opportunities for local in-demand occupations.
- 7) Provide information for eligible training programs including
- a. Training program cost
  - b. Details of training program
  - c. Training program providers
- 8) Share the mission and vision of the local Workforce Board including local area performance measures and accountabilities.
- 9) Provide information on all other supportive services including referrals for but not limited to:
- a. Childcare/child support/child healthcare assistance
  - b. SNAP
  - c. Assistance via earned income tax credit
  - d. TANF
  - e. Any other that may be relevant or eligible
- 10) Provide information and meaningful assistance for unemployment insurance, such as:
- a. In-person or remote unemployment insurance assistance including:
    - Claim filing
    - Understand rights and responsibilities of claimants
- 11) Provide assistance in establishing eligibility of financial aid assistance for skills training and educational programs not provided under WIOA; Individualized Services. Individualized services are made available for an individual to obtain or retain employment. These services may include:
- a. Comprehensive and specialized adult and dislocated worker skills assessments such as:
    - Diagnostic testing/assessment tools
    - Thorough evaluation to identify employment barriers and appropriate employment goals
    - Develop/prepare employment plan; goals, achievement objectives and identify needed services to best assist participant.
      - Can also include group counseling/individual counseling
      - Career planning
      - Short-term pre-vocational services
    - Internships/work experiences related to career opportunities/training
    - Financial literacy
    - Out of area job search and relocation assistance
    - ESL – English as a second language services

## **Business Services**

Staff funded to provide business services must develop, offer and deliver quality business services that assist business and industry sectors in overcoming the challenges of recruiting, retaining and developing talent for Seneca County region. To support area employers and industry, sectors most effectively, staff assigned as business service

reps need to gather local data and workforce intelligence to identify appropriate strategies for assisting employers and coordinating business service activities across programs.

Duties include:

- 12) Employer outreach to increase the number of businesses currently served.
- 13) Assisting employers with solutions to meet their recruitment and hiring needs including providing information on assessment tools such as Prove It.
- 14) Development and execution of On the Job Training (OJT) and Customized Training contracts including timely submission to the FLWIB, Inc. for payment to employers
- 15) Assisting with getting job orders in the job bank and coordination with job seeker staff to fill those positions.
- 16) Staff must be allowed to travel to meet with employers.

### **Other**

- 17) All WIOA funded staff must be allowed to attend regional and specific team meetings. Travel reimbursement is an allowable WIOA expense and should be included in the budget.
  - 18) Staff should be allowed to participate in statewide conferences and staff development initiatives that will assist them in performing their responsibilities.

### **PY'20 Primary Indicators of Performance**

Contractors will be responsible for meeting PY'20 Primary Indicators of Performance as negotiated with New York State Department of Labor. These will be sent under separate cover. See New York State Department of Labor Workforce Development System Technical Advisory #17-5 dated May 31, 2017.

Provide as a group with Ontario, Wayne, and Yates counties, 120 trainings in PY'20 for ITAs, OJTs and Customized Training.

## **PROPOSAL FORMAT**

### **Section A- Introduction:**

This section should contain an Executive Summary, which demonstrates your understanding of the FLWIB's goals and objectives in providing services.

### **Section B - Company Profile and History:**

- Name, phone number and e-mail address for FLWIB to contact with proposal questions.
- The name and title of person submitting the proposal.
- Documentation of vendor history, including capabilities in the areas of services to be provided, number of years in business, number of years doing business in New York State, size and scope of operation.
- Type of corporate organization (not for profit, for profit, etc.).
- Individual designated as the account manager for this service and submit a resume for this individual identifying past experience on similar projects. FLWIB reserves the right to interview the individual.

**Section C. - Budget Section:**

Draft budget attached – please review, edit and return to FLWIB for final review/approval.

**Section D - References:**

This section shall contain names of at least three (3) similar contracts within New York State you presently have (or previously had) with other municipalities or local government agencies in the past two to five years. Please include company name, address, telephone number, e-mail address and contact person.

**Section E - Additional Information:**

This section should include additional information the proposer finds would be helpful to the regarding proposed service

**GENERAL INFORMATION**

**Obligations of Proposers and Inquiries:**

- A. Every person intending to issue a proposal pursuant to these specifications, before submitting said proposal, shall make themselves fully familiar with the product to be provided.
  
- B. A vendor will be barred from pleading misunderstanding or deception because of estimates of quantities, character, and scope of work, location or other conditions surrounding the same. Permission will not be given to modify any proposals after the proposals are opened.
  
- C. Technical inquiries, in writing, should be addressed to:

Michael Woloson – Deputy Director  
Finger Lakes Workforce Investment Board  
41 Lewis Street, Geneva, New York 14456  
P: (315) 789-3131 ext 1  
C: (585) 233-8818  
E-Mail: mwoloson@fingerlakesworks.com

\*\* Questions posed must be submitted in writing, by email, to the Finger Lakes Workforce Investment Board . Questions will be accepted up to noon on July 22,2022. Please place **Seneca County RFP** in the email subject line. Questions will be answered by email.

**Submission of Proposals:**

Proposals must be submitted to include all sections from Proposal Format above.

Proposers are responsible for submitting proposals to the FLWIB, 41 Lewis Street, Geneva NY 14456 at or prior to the time indicated in the RFP package. Proposals will not be accepted after the designated time indicated in the bid package. **Proposals are due on or before Friday, July 22, 2022, prior to 4:00 PM local time.**

E-mail copies are acceptable.

**Late Proposals:**

Proposals received in the FLWIB office after the date and time prescribed shall not be considered for contract award and shall be returned to the Vendor as non-responsive. The Vendor is responsible for the delivery of the proposal. Delivery of the proposal to the specified location at the prescribed time and date is the sole responsibility of the Vendor.

**Contract Award:**

Award of contract will be made following review of proposals and approval by the FLWIB. When awarded, The FLWIB will award notify the proposer of the award.

**Contract Development:**

When awarded, The FLWIB, will enter a contractual agreement with the vendor as based on the RFP and requirements of the WIOA Contract program.

**Award Committee:**

The Award Committee will be made up of representatives of the FLWIB.

**Method of Award:**

Price will not necessarily be the determining factor in the award of the contract. All proposals will be evaluated to determine if they meet the required format and be in compliance with all requirements of the Request for Proposals.

Incomplete or non-responsive proposals may be rejected at the discretion of FLWIB.

FLWIB reserves the right to reject any and all proposals. FLWIB further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the FLWIB to do so.

**Advertising:**

In submitting its proposal, the Proposer agrees not to use the results there from as a part of any news release or commercial advertising without written approval of the FLWIB.

**Exceptions:**

Any exceptions to terms, conditions, or other requirements in any part of the RFP must be stated and described in detail as part of the proposal. Exceptions may result in a rejection of the proposal. Otherwise, the FLWIB will consider that all items proposed are in strict compliance with the RFP, and the successful Proposer will be responsible for compliance.

**Written Communication:**

No negotiations, decisions, or actions, shall be initiated or executed by the Vendor as a result of any verbal communication with any FLWIB employee or the Vendor's misinterpretation of this RFP. Only those communications, which are in writing from the FLWIB representative, as identified in this RFP may be considered as a duly authorized expression on behalf of the FLWIB. Also, only communications from vendors in writing shall be recognized by the FLWIB as duly authorized expressions on behalf of the vendors.

**Clarification of Proposal Information:**

FLWIB reserve the right to request verification, validation or clarification of any information contained in any of the proposals. This clarification may include checking of references and securing other data from outside sources, as well as from the Vendor.

**Altering Proposal:**

Proposals cannot be altered or amended after submission deadline. Any interlineations, alteration or erasure made before opening time and date shall be initialed by the signer of the proposal, guaranteeing authenticity. Proposal alternatives must be submitted in ink or typewritten. Penciling will not be accepted.

**Withdrawal of Proposal:**

A proposal may be withdrawn at any time prior to the submittal deadline. A proposal may be withdrawn and resubmitted at any time prior to the submittal deadline. No proposal may be withdrawn after the submittal deadline without the consent of FLWIB.

**Independent Contractor**

It is understood the contractor is an independent contractor and shall not be considered an agent of the FLWIB, nor shall any of the contractor's agents or employees be considered subagents for the FLWIB.

**Disqualifications:**

FLWIB reserves the right to disqualify any company upon convincing evidence of collusion with intent to defraud and to commit any other illegal practices on the part of the firm. Failure to comply with requests for insurance or bonding may also be grounds for disqualification. FLWIB reserves the right to reject any and all proposals, to waive all technicalities and irregularities, and to make the award considered to be in the best interest of the FLWIB.

**Proposal Subject to Disclosure:**

During the evaluation process, the content of each proposal will be held in confidence and details of any proposal will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which could cause injury to the competitive position of commercial enterprises. This exception would be effective both during and after the evaluation process.

Should you feel your firm's proposal contains any such trade secrets or other confidential or proprietary information, you must submit a request to except such information from disclosure. Such request shall be in writing, shall state the reasons why the information should be excepted from disclosure, shall be provided at the time of submission of the subject information and in the same envelop as the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Public Policy encourages disclosure of public documents and requests for exceptions to disclosure are infrequently granted.

Requests for exemption of the entire contents of a proposal from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm.

**Elaborate Proposals:**

Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are neither required nor desired.

**Right to Submitted Materials:**

All responses, inquiries, or correspondence relating to or in reference to this RFP, and all other reports, charts, display, schedules, exhibits and other documentation submitted by the Proposers, will become the property of the FLWIB when received.

**Minimum Conditions for Consideration:**

To be considered, the Proposer must, at a minimum, respond to the full scope of services specified in this RFP. The Vendor may provide suggested additions, enhancements or improvements to the scope of services, which, at the discretion of the FLWIB, may or may not be considered. Provide a detailed price breakdown for your services as they apply to this project.

**General Contract Terms:**

The terms and conditions contained within this Request for Proposal shall be incorporated into any contract resulting from the acceptance of any proposal.

**Failure to Execute:**

Failure of successful bidder to execute the Contract and furnish proof of insurance within the fifteen (15) calendar day period shall be just cause for cancellation of the award.

**Visit our Web Site:**

Information on FLWIB Bids/RFPs are available at the FLWIB Website: <https://fingerlakesworks.com/>

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**FLWIB Seneca County RFP 2022-03**  
**DRAFT BUDGET PROPOSAL**

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