

Workforce Development Corporation (“WDC”)
Request for Proposals
Title: NYC Workforce Development
Strategic Planning and WIOA Local Plan
Development
PIN #: 2025WDC001

Table of Contents

Section I: Timetable	Page 1
Section II: Summary of RFP	Page 3
Section III: Scope of Services	Page 5
Section IV: Format and Content of Proposal	Page 9
Section V: Proposal Evaluation and Contract Award Procedures	Page 11

Proposers are advised that the **Authorized WDC Contact Person** for all matters concerning this Request for Proposals (“RFP”) is:

Name: Chenelle Dennis
Title: Executive Director
Mailing Address: 1 Liberty Plaza, 10th floor, New York, New York 10006
Telephone #: 212-513-6437
E-mail Address: CDennis@sbs.nyc.gov

SECTION I – TIMETABLE

A. Release Date of this RFP: February 12, 2025

Responses must be submitted electronically by email, in either Adobe PDF or Microsoft Word to Chenelle Dennis at CDennis@sbs.nyc.gov, with a copy to WDCfiscal@sbs.nyc.gov.

B. Questions due by: February 19, 2025, by 5:00 PM

All questions should be submitted via email to Chenelle Dennis at CDennis@sbs.nyc.gov and WDCFiscal@sbs.nyc.gov. All questions and answers will be posted online by end of day on February 28, 2025.

C. Proposal Due Date: March 12, 2025

Responses must be submitted electronically by email, in either Adobe PDF or Microsoft Word, to Chenelle Dennis at CDennis@sbs.nyc.gov with a copy to WDCfiscal@sbs.nyc.gov. All responses to this RFP are to be prepared and submitted at the proposer’s expense. The WDC will not pay any costs incurred by proposers in connection with the preparation, submission, and evaluation of the RFP response.

***Note:** The WDC will consider requests made to the Authorized WDC Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the WDC issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.*

D. Anticipated Contract Start Date: April 17, 2025

***Note:** The Contractors must be able to begin immediately upon receipt of a written notice to proceed from WDC.*

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

A. Background

The Mayor’s Office of Talent and Workforce Development (“*NYC Talent*”) focuses on aligning the City’s education, career preparedness, and skills training programs. It utilizes the City’s various resources and investments to help both residents and employers succeed. By collaborating with public agencies, educational institutions, nonprofits, unions, and industries, NYC Talent creates diverse career pathways for New Yorkers. The office also connects employers with potential talent, aims to reduce economic inequality, and ensures that public resources are used efficiently and effectively.

The Workforce Development Corporation (“*WDC*”) is an independent 501(c)(3) not-for-profit created by the City of New York (the “*City*”) specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and the NYC Talent work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

B. Context and Purpose of this Project

In 2020, NYC Mayor Eric Adams signed [Executive Order #22 \(EO22\)](#) laying out citywide talent objectives and empowering the NYC Talent to convene key partners and drive progress towards meeting those goals. Shortly after EO22 was released, NYC Talent convened the Future of Workers Task Force to engage key stakeholders across the system in a visioning and planning exercise to catalyze future joint work and drive progress towards a thriving economy and shared prosperity. The [report and recommendations](#) from that task force was released in early 2023.

One key recommendation of the Future of Workers Task Force was to reconfigure the local Workforce Development Board, which NYC Talent later expanded to include launching a new NYC Workforce Development Council. The NYC Workforce Development Council serves as the "center of gravity" for public-private collaboration on talent and workforce development for NYC. The NYC Workforce Development Board works in partnership with the Council and has the additional statutory requirement of overseeing federal funding associated with the Workforce Innovation and Opportunity Act (“*WIOA*”). The Council and Board members participate in several joint committees on key topic areas including Early Career Success, Expanding Apprenticeships, Five Borough Future of Work, Data and Impact, and Outreach/Communications.

As provided below in Section III.C.1.d of this RFP, under Section 108 of WIOA, each Local Workforce Development Board must develop and submit a comprehensive four-year plan to the Governor, in collaboration with the chief local elected official – in New York City’s case, the Mayor.

The purpose of this project is to conduct a research, stakeholder engagement, and strategic planning process that enables (1) the complete and timely submission of the New York City region’s 2025 WIOA Local Plan and related documents, (2) implementation planning aligned to the vision articulated in the 2025 WIOA Local Plan, and (3) support for NYC Talent and key partners, including relevant NYC government agencies, in executing the set of strategies.

This project should take into account the scale and complexity of NYC’s talent ecosystem, the pre-existing stated priorities of NYC government and key partners, such as those articulated in EO22, and the shifting priorities and politics of the federal and state governments. In particular, as of this RFP’s release, the future federal program design, and levels of funding for WIOA are in flux. Successful proposals will include a clear description of how they will recognize and incorporate changes from the federal government into the strategic planning process and how the proposer intends to use the implementation planning and execution phases of the work to support City agencies and other key actors in adapting their practices accordingly.

C. Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be April 17th, 2025, through June 30th, 2027 (“*Term*”) with extension options at the WDC’s sole discretion for up to five (5) years inclusive of the Term and any extensions or renewals. WDC, at any time and for any reason whatsoever in WDC’s sole discretion, may terminate the contract for WDC’s convenience.

D. Anticipated Available Funding

The final contract amount is dependent upon the availability and appropriation of funds, which is subject to change and to the WDC securing additional funding. In addition, the WDC reserves the right to set and modify the funding allocation and the resulting contract structure in the best interests of the WDC. Greater consideration will be given to proposers that propose more competitive prices.

E. Anticipated Payment Structure

This project has three discrete phases: (1) strategic planning and preparation of required documentation, (2) implementation planning, and (3) support to key partners with execution.

It is anticipated that the payment structure of the contract awarded from this RFP will be milestone-based payments tied to outcomes for Phase 1 and 2 as defined below in Section III. The WDC is open to proposals about what payment arrangement would be most effective for Phase 3, including but not limited to, a deliverables-based and/or retainer agreement. The WDC reserves the right to select any payment structure that is in the WDC’s best interest. No payments will be made, nor funds applied to other uses. WDC will endeavor to accommodate reasonable requests for payment structures that incorporate work performed and the Contractor’s allocation, dedication, and expenditure of resources. Work performed by the Contractor beyond the scope of this solicitation and the resulting contract award will not be compensated without WDC’s prior approval.

F. Minimum Qualification Requirements

The following are the Minimum Qualification Requirements of this RFP for the proposing organization. Proposals that fail to meet any of these requirements may be found non-responsive and rejected.

1. Be an incorporated entity for at least five (5) years and in good standing with the City of New York.
2. Have prior experience working on government projects.
3. Have prior experience with strategic planning and/or workforce development strategy.
4. Have prior and significant experience with stakeholder engagement and managing multi-stakeholder planning processes.
5. Demonstrate the institutional resources, including staff, necessary for successful completion of this project.

G. Preferred Qualifications

WDC will prefer that proposers possess the following, non-exclusive list of qualifications and/or skills:

1. Prior experience working with NYC government or related public authorities or a similarly sized government.
2. Expertise related to NYC's local economic and workforce development ecosystem or similarly sized ecosystem.

SECTION III – SCOPE OF SERVICES

A. WDC's Goals and Objectives for this RFP

The WDC's goal for this RFP is to award a contract to an appropriately qualified Contractor to support the NYC Workforce Development Council ("**Council**"), NYC Workforce Development Board ("**Board**"), and NYC Talent in a strategic planning process that results in the production and submission of the 2025 WIOA Local Plan documents, followed by support with implementation planning and execution of identified strategies. Additionally, the WDC intends that the resulting contract award will ultimately accomplish the following goals and objectives:

1. Ensure a collaborative stakeholder participation process.
2. Produce a complete set of documents as required for submission of the 2025 WIOA Local Plan to New York State Department of Labor.
3. Conduct an assessment of the NYC local economy and workforce reflective of current conditions as well as where both data and stakeholder insight suggest dynamics will change in the coming years.
4. Articulate a coherent and cohesive vision, co-designed by stakeholders, for how the local workforce ecosystem should function and the ways in which relevant collaborators will work towards that goal.
5. Help the Council and Board to drive progress towards these goals through and after the strategic planning process.
6. Provide a roadmap for how NYC Talent and other NYC government partners should orient their resources in the years ahead.

B. WDC's Assumptions Regarding Contractor's Approach

The WDC's assumptions regarding which approach will most likely achieve the goals and objectives set out above are as follows. The Contractor is expected to:

1. Effectively and efficiently research, analyze, synthesize, and communicate an assessment of the NYC economic circumstances and current workforce ecosystem.
2. Facilitate a strategic planning process that results in stakeholder alignment on key priorities and the production of complete WIOA Local Plan documentation. This work should not only serve for submission to New York State for compliance, but also to progress the NYC workforce ecosystem through smart, practical, and strategic actions.
3. Support NYC Talent and key partners with implementation of those strategies identified in the strategic planning process.
4. Possess the ability to work under a tight timeline and staff multiple streams of the project concurrently.
5. Have a team available to begin work as soon as a notice to proceed is issued.

***Note:** The WDC's assumption regarding the proposer's approach represent what the WDC believes to be most likely to achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the WDC's goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capacity, or price, that alternative approach should be submitted as a complete and separate proposal providing all the information in Section IV of this RFP.*

C. Contractor Responsibilities

The selected Contractor is expected to be responsible for the following services, activities, and deliverables during the Term:

This project is anticipated to span three discrete phases: (1) strategic planning and preparation of required documentation, (2) implementation planning, and (3) support to key partners with execution.

*Phase 1: Strategic Planning and Preparation of Required Documentation (Expected duration of Phase 1 is approximately **6 months** up to the submission of the WIOA Local Plan)*

1.a: Research

Building off of research conducted by NYC Talent and other research that has already been done in or applicable to the NYC landscape:

- Conduct an analysis of NYC's local economy, including data about existing and in-demand occupations and sectors.
- Conduct an analysis of NYC's workforce, including employment/unemployment statistics, trends, the education/skill-level of the workforce, and barriers to employment for priority populations.
- Conduct an inventory and landscape analysis of NYC's workforce development ecosystem, including NYC government funded or administered programs, training and education providers, and employer-based career development supports. This landscape analysis should also include:
 - An assessment of the workforce system's capacity to address labor market needs, the needs of priority populations, and any notable redundancies or gaps.

- A financial and performance analysis to identify areas of improvement.
- A review of best practices for regional workforce strategic plans, including but not limited to those included in WIOA Local Plans, from other geographies and their applicability to NYC's system and environment.
- A preliminary review of current City-contracted vendors and programs as well as efforts aligned to those programs and the ability to make modifications within the current scope of contracts and programs.
- Conduct a review of NYC's previously submitted WIOA Local Plan and assess the status of included strategies and the reason for that status.
- Conduct an analysis of where local economic growth/business needs, labor force, and workforce development system are well aligned and where there are important gaps.
- Conduct a change readiness assessment for all key partners and stakeholder types to gauge their likely ability to participate in work towards achieving a shared vision.

1.b: Strategic plan production and documentation

- Conduct a strategic visioning process that involves preliminary information gathering and a series of workshops to drive alignment.
- Document vision and strategies appropriately to ensure all parties have a clear idea of what coordinated work will look like and that relevant information is fully prepared for inclusion in the WIOA Local Plan submission.

1.c: Stakeholder Participation

- Facilitate a process of stakeholder participation in the research and strategic planning process. This must include a set of interviews and focus groups for the purpose of data collection, facilitated workshops for collaborative design, and leveraging the NYC Workforce Development Council, Board, and their six (6) committees.
- Assist NYC Talent in managing the WIOA Local Plan required public comment period of 10-30 days before submission.

Key stakeholders include, but are not limited to:

- Central coordinating entities
 - NYC Mayor's Office of Talent and Workforce Development (NYC Talent)
 - NYC Workforce Development Board
 - NYC Workforce Development Council
- NYC agencies responsible for the administration of WIOA funds:
 - NYC Department of Small Business Services
 - NYC Department of Youth and Community Development
- Additional NYC offices or agencies responsible for education, workforce, or economic development such as:
 - City University of New York
 - NYC Public Schools
 - NYC Human Resources Administration
 - NYC Economic Development Corporation
 - NYC Opportunity
- Other partners required under WIOA, including:
 - New York State Department of Labor
 - New State Department of Education – adult literacy
 - New York State Department of Education – ACCES-VR (Vocational Rehabilitation)
 - New York State Office of Children and Family Services – Commission for the Blind

- Select non-governmental intermediaries and their members, such as:
 - Partnership for NYC
 - NY Jobs CEO Council
 - NYC Employment and Training Coalition
 - JobsFirst NYC
 - NYC Workforce Funders
 - New York Association of Training and Employment Professionals (NYATEP)

1.d: Review, prepare, and package WIOA Local Plan

- Review, prepare, and package all WIOA Local Plan required materials for submission to New York State (provided no change to the related law). NYC Talent anticipates submitting the WIOA Local Plan by the end of August 2025.
 - Note: The WIOA Local Plan and required supplemental documents will need to conform to the New York State reporting requirement. The federal rules for what is included in a WIOA Local Plan, and which the State requirements closely mirror, can be referenced at this link: <https://www.ecfr.gov/current/title-20/chapter-V/part-679/subpart-D>

Phase 2: Implementation Planning (Expected to commence immediately on or after completion of the strategic planning process)

- Conduct a review of current programs, investments, and priorities to assess likely timelines and implementation challenges. This should include information about current City-contracted vendors and programs as well as efforts aligned to those programs, the ability to make modifications within the current scope of those contracts, and the timing of how other changes might be considered.
- Work with NYC Talent as well as both public and private partners to translate the strategic plan into actionable implementation steps.
- Articulate key implementation success metrics that should be monitored and reported to the NYC Workforce Development Board on a regular basis.
- Develop and document a methodology that speaks to the return on investment for investing in workforce programming.
- Create a plan for how those success metrics will be captured and analyzed, including a recommendation on related technology infrastructure and dashboard layout.

Phase 3: Support with Execution

- Work with NYC Talent and select partners on delivering those things articulated in the implementation planning process. See key stakeholder list in [Section III.C.1.c](#) above.

Performance Management and Collaboration with NYC Talent Staff or Contractors

Throughout the Term, the Contractor will be expected to check in regularly with the NYC Talent team to ensure alignment and progress. Proposer should include regular check-ins with NYC Talent staff and leadership as well as any other related processes in the timeline included with the proposal.

NYC Talent also has staff or contractors focused on data, priority sectors of the economy (healthcare, tech, and industrial/manufacturing/construction), priority populations (youth, people with disabilities, older adults), and priority projects (apprenticeship, and community hiring). Proposals should also include

a description of how this project will support the work of those teams and how those teams will contribute to the strategic planning and implementation process. Read more about NYC Talent’s work and teams here; <https://www.nyc.gov/site/wkdev/industry-partnerships/industry-partnerships.page>

D. Work Product License

Any and all materials created under any contract that is entered into as a result of this RFP (the “**Work Product**”) are the exclusive property of WDC. WDC may use any Work Product prepared by the Contractors in such manner, for such purposes, and as often as WDC may deem advisable, in whole, in part or in modified form, in all formats now known or hereafter to become known, without further employment of or additional compensation to the Contractors. The Contractors shall not use, transmit, display, publish or otherwise license such Work Product without WDC’s prior written consent. The Work Product shall be considered “work-made-for-hire” within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. § 101, and WDC is the copyright owner thereof and of all aspects, elements, and components thereof in which copyright protection might subsist. To the extent that the Work Product does not qualify as a “work-made-for-hire,” the Contractor hereby irrevocably transfers, assigns, and conveys exclusive copyright ownership in and to the Work Product to WDC, free and clear of any liens, claims or other encumbrances. The Contractors shall retain no copyright or other intellectual property interest in the Work Product.

***Note:** This section of the solicitation **DOES NOT** include any materials created by the selected Contractor **prior to** entering into the agreement with WDC. Note, however, that the selected Contractor will be **required** to provide WDC an irrevocable, world-wide, royalty-free, non-exclusive, sub-licensable, license to reproduce, translate, publish, use, make derivative works, distribute and dispose of, for governmental purposes, any pre-existing reports, documents, data, photographs, deliverables, and/or other pre-existing materials delivered under any contract that is entered into as a result of this RFP.*

SECTION IV – FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. All proposals should be written using Times New Roman font style and a 12-point font size.

The proposal should be submitted in either PDF or Word format and attached to a single email (further delivery details below).

The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

A. Proposal Format

1. Proposal Cover Sheet (Attachment A)

The Proposal Cover Sheet (Attachment A) transmits the proposer’s Proposal Package to WDC. It should be completed, signed, and dated by an authorized representative of the proposer. If the proposal is being submitted by a joint venture, include a Proposal Cover Sheet for each entity that is a party to the joint venture.

2. Program Proposal (Attachment B)

The Program Proposal is a clear, concise narrative that addresses in detail how the proposer will provide the work described in Section III – Scope of Services of this RFP and demonstrate that the proposer proposed approach will fulfill the WDC’s goals and objectives.

The Program Proposal description submitted by each proposer shall **not exceed four (4) pages** in length. Specifically, proposals should address the following:

- i. Overview of how the proposer intends to support each phase of the project and why that approach is likely to be successful.
- ii. Description of how the proposer will conduct required research.
- iii. Description of how the proposer will enable stakeholder participation.
- iv. Description of how the proposer will assess and document the change readiness of partners and incorporate that information into the strategic planning, implementation, and execution phases of the work.
- v. Project Timeline and Deliverables
 - a. Proposers should provide the proposed deliverables and a schedule for completion of those deliverables based on the description in Section III, including identification of key dates, deadlines, or timeframes for submission of deliverables. If Proposer recommends splitting deliverables outlined in Section III into smaller components, Proposer should articulate what that would look like and why they recommend doing so.
- vi. Provide a detailed budget utilizing the attachment provided, outlining how funds will be spent.

3. **Experience and Organizational Capability** (Attachment C)

- i. Demonstrate the proposer’s organizational, technical, managerial, and financial experience and capacity to provide the work described in Section III – Scope of Services. Specifically, address the following:
 - a. **Experience:** Proposer’s mission, commitment, and organizational strengths as they relate to the goals of the project.
 - A. Prior experience with landscape analyses and benchmarking.
 - B. Prior experience with facilitating collaborative strategic planning that results in vision, role definition, and accountability.
 - C. Prior experience managing a stakeholder engagement process.
 - D. Prior experience with WIOA requirements and related operationalization
 - E. Understanding of NYC’s local economy, workforce, and workforce development ecosystem.
 - F. Prior experience compiling information for submission to a government entity and packaging that information as required.
 - b. **Organizational Capacity:** Demonstrate proposer’s organizational, technical, managerial, and financial capacity to provide the work described in Section III. Specifically, proposals should address the following:
 - A. Name(s), qualifications, and relevant experience of the lead contact/organizer responsible.
 - B. Attach a resume and/or description of the qualifications required for each lead contact/organizer and a statement certifying that the proposed staff will be available for the duration of the project.
- ii. In addition:
 - a. Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer’s organization.

- b. Attach a copy of the proposer’s latest audit report or certified financial statement, or a statement as to why no report or statement is available.
- c. Attach proof that the business has been in operation for at least five (5) years.

***Note:** Proposers should complete the annexed Attachment C to respond to the areas identified above relating to “Experience” and “Organizational Capability.” Proposers should attach additional sheets, as applicable, to submit their responses to the WDC if there is insufficient space or if a particular area does not appear on Attachment C.*

4. Price Proposal (Attachment D)

- i. For the purposes of comparison, Proposers are required to complete and submit the Price Proposal Attachment (Attachment D). However, proposers are also encouraged to propose innovative payment structures. WDC reserves the right to select any payment structure that is in WDC’s best interest.

***Note:** The Contractor(s) must be able to begin immediately upon receipt of a written notice to proceed from WDC.*

B. Proposal Package Contents (“Checklist”)

- 1. The Proposal Package should contain the following materials. Proposers should utilize this section as a “Checklist” to assure completeness prior to submitting their proposal to WDC.

- i. **ELECTRONIC SUBMISSIONS ONLY:**

- a. One PDF or Word document labeled “Program Proposal [*Proposer Organization Name*]”
 - A. **Proposal Cover Sheet (Attachment A)**
 - B. **Program Proposal (Attachment B)**
 - C. **Experience and Organizational Capacity (Attachment C)**
 - D. **Acknowledgment of Addenda Form (Attachment E)**
- b. A separate PDF or Word Document labeled “Price Proposal [*Proposer Organization Name*]”
 - A. **Price Proposal Form (Attachment D)**
- c. One email with previous file attached, which includes:
 - A. A subject line with the following format: Title of RFP, RFP Pin #
 - B. A message in the body of the email noting the Proposer’s name and address, the Title, and PIN of this RFP and the name and telephone number of the Proposer’s Contact Person.
 - C. CDennis@sbs.nyc.gov in the recipient (“To”) field, in the “cc” field, NYC Workforce Development Strategic Planning and WIOA Local Plan Development Proposal: [*insert organization name*] in the subject line.

SECTION V – PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

- A. Evaluation Procedures.** All proposals accepted by WDC will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by WDC to be non-responsive will be rejected. WDC’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The proposals

will be ranked in order of highest to lowest technical score and the agency will establish a shortlist through a natural break in scores. WDC reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as WDC deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, WDC reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria. Selection will be made to the proposer with the highest overall score. The criteria for evaluation and weight assigned are set forth below.

- a. Demonstrated quantity and quality of successful relevant experience: 40%
- b. Demonstrated level of organizational capability: 30%
- c. Quality of proposed approach: 30%

C. Basis for Contract Award. A contract will be awarded to the responsible proposer(s) whose proposal is determined to be the most advantageous to WDC, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Contract award shall be subject to the timely completion of contract negotiations between WDC and the selected proposer(s). WDC shall rank proposers by technical merit, and the price proposal of ONLY the shortlisted highest technically ranked firms will be opened and reviewed by WDC to determine whether such price proposal(s) is responsive. WDC may request best and final offers (BAFOs) and will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). In the event that such a fee is not successfully negotiated, WDC may conclude such negotiations, and enter into negotiations with the next highest technically ranked proposer, as necessary.

D. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by WDC. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by WDC.

E. RFP Postponement/Cancellation. WDC reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

F. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

G. Applicable Laws. This Request for Proposals and the resulting contract award, if any, unless otherwise stated, are subject to all applicable provisions of the federal Workforce Innovation Opportunity Act (29 U.S.C. 3101 et seq.), New York State Law, the New York City Charter and Administrative Code, the Rules of the City of New York. In addition, contract award is subject to applicable provisions of federal, state, and local laws and executive orders, including those requiring affirmative action and equal employment opportunity.

H. General Contract Provisions. Contracts shall be subject to WDC's general contract provisions, in substantially the form that they appear in the attached "Appendix A—Standard Terms and

Conditions (Public Funds)” or, if WDC utilizes other than the formal Appendix A, in substantially the form that they appear in WDC’s general contract provisions. Additionally, if applicable, contracts shall be subject to Appendix 1, 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards) and Appendix 2 (Combined Federal-State Certifications). Copies of the applicable documents are attached to this RFP.

- I. **Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to WDC prior to contract award. This shall not limit the discretion of WDC to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

SECTION VI – ATTACHMENTS

Attachment A – Proposal Cover Sheet

Attachment B – Program Proposal

Attachment C – Experience and Organizational Capability Form

Attachment D – Price Proposal Form

Attachment E – Acknowledgment of Addenda

Appendix A – Standard Terms and Conditions (Public Funds)

Appendix 1 – Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards

Appendix 2 – Combined Federal-State Certifications

ATTACHMENT A

PROPOSAL COVER SHEET

RFP TITLE:

PIN:

Proposer:

Name: _____

Address:

Tax Identification #: _____

Years in Operation: _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____

Email Address: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT B

PROGRAM PROPOSAL (PROPOSED APPROACH)

The Program Proposal is a clear, concise narrative. Refer to Section IV (Program Proposal) for guidance about what should be included in this section.

Describe in detail how the proposer will provide the work described in Section III of this RFP and demonstrate that the proposer's proposed approach will fulfill the WDC's goals and objectives.

The "Proposed Approach" description submitted by each proposer should **not exceed four (4) pages.**

ATTACHMENT C

EXPERIENCE AND ORGANIZATIONAL CAPABILITY PROPOSER RESPONSE FORM

In accordance with Section IV of this RFP, proposers should provide the information requested below regarding their Experience and Organizational Capability. Proposers may attach additional pages if necessary.

1. Describe your prior experience with landscape analyses and benchmarking:

2. Describe your experience with facilitating collaborative strategic planning that results in vision, role definition, and accountability:

3. Describe your prior experience managing a stakeholder engagement process:

4. Describe your prior experience with WIOA requirements and related operationalization:

5. Describe your understanding of NYC's local economy, workforce, and workforce development ecosystem:

6. Describe your prior experience compiling information for submission to a government entity and packaging that information as required:

7. Provide the name(s), qualifications, and relevant experience of the lead contact(s)/organizer(s) responsible and includes resumes and expected time spent on this contract:

In addition:

- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
- Attach a copy of the proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.
- Attach proof that the business has been in operation for at least five (5) years.

ATTACHMENT D

PRICE PROPOSAL FORM

Total Price: \$ _____

Total Price in Words: _____

Phase	Proposed Due Date	Cost (\$)
Phase 1: Research, Coordination, and Preparation of WIOA Local Plan		
Phase 2: Strategic and Implementation Planning		
Phase 3: Execution Support		
Total Contract Amount: \$ _____		

Printed Name of Proposer

Signature of Proposer

Please Note: In case of discrepancies between the price in words and the price in figures, the price in words will be considered the price. Proposers can provide either an annual or multi-year budget proposal but will need to clearly identify the time period(s) that is included in the budget. WDC will prefer to see an annual budget. The WDC will accept proposals that include indirect or overhead costs. The maximum allowable for indirect or overhead costs is 10% of the program budget.

ATTACHMENT E

ACKNOWLEDGMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III. All proposers must complete and include this page as part of their proposal package.

Part I. Acknowledgment of Receipt of Addenda

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum #1, Dated _____, 2025.

Addendum #2, Dated _____, 2025.

Addendum #3, Dated _____, 2025.

Addendum #4, Dated _____, 2025.

Addendum #5, Dated _____, 2025.

Part II. Acknowledgment of No Receipt of Addenda

_____ No Addendum was received in connection with this RFP.

Part III. Proposer's Name and Authorized Representative

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

APPENDIX A

APPENDIX 1

APPENDIX 2