

New York State Department of Labor

Consolidated Funding Application

Request for Proposals

Issue Date: September 2, 2011

Submission Deadline: October 31, 2011, 4:00 PM Eastern Time

The New York State Department of Labor is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

I. Introduction

A. Background

As part of a historic initiative to transform New York State's model for economic development and job creation, Governor Cuomo and the Department of Labor are announcing the creation of a NYS Consolidated Funding Application (CFA). Marking a fundamental shift in how economic development resources are allocated, the CFA will serve as a more efficient and effective tool to streamline and expedite the State's efforts to generate sustainable economic growth and employment opportunities across the state.

The CFA aligns agency resources behind a coordinated and comprehensive approach that ensures less bureaucracy and greater efficiency in the fulfillment of local economic development needs. By eliminating the need for businesses and others to navigate a complicated and uncoordinated system of economic incentives, the CFA will make it quicker and easier for economic development project applicants to access up to \$1 billion in state resources from multiple agencies.

To support the Governor's transformative plans to improve New York's business climate and stimulate economic growth, ten Regional Economic Development Councils were recently created. Through a performance based, community-driven approach, Regional Councils will design a strategic economic development model for their area and use the CFA as the primary support mechanism to work with eligible applicants to advance projects that demonstrate the greatest potential for job creation and economic opportunity.

In addition to Department of Labor, eight other state agencies and authorities have pooled together resources to be made available through the CFA including: Empire State Development; NYS Canal Corporation; Energy Research and Development Authority; Environmental Facilities

Corporation; Homes and Community Renewal; Parks, Recreation, and Historic Preservation; Department of State; and Department of Transportation.

B. Purpose

Through this Request for Proposals (RFP), the New York State Department of Labor (Department) is making available \$3 million in Workforce Investment Act (WIA) funding to support the following training activities.

1. Business Hiring and Training Incentives:
 - a. Worker Skills Upgrading; and
 - b. On-the-Job Training.
2. Unemployed Worker Skills Training.

These activities will be described in further detail below. The ultimate goal of this RFP is to develop and enhance the occupational skills of New York State's workforce to support the strategic plans of the Governor's Regional Economic Development Councils.

C. Eligibility Requirements

In order to be considered for an award, an applicant must meet the following eligibility criteria.

1. Worker Skills Upgrading – Be a for-profit or not-for-profit organization that is duly incorporated and eligible to do business in New York State, and have four or more employees.
2. On-the-Job Training – Be a for-profit or not-for-profit organization that is duly incorporated and eligible to do business in New York State.
3. Unemployed Worker Skills Training –
 - a. Be a for-profit or not-for-profit organization that is duly incorporated and eligible to do business in New York State; or
 - b. Be a training provider.

D. Department Responsibilities

The Department of Labor's Division of Employment and Workforce Services will oversee the implementation of the contract(s) resulting from this RFP. Program Unit staff will also maintain contact with the selected contractor and monitor performance of the contract. Funding for the activities outlined in this RFP will come from federal funds and is subject to State and federal legislative appropriation.

II. Process for Proposal Submission

A. Questions Concerning This RFP

Applicants may submit questions via electronic mail (WDTD.Onestop@labor.ny.gov). Questions regarding this RFP will be accepted until 5:00 PM Eastern time on October 7, 2011.

No telephone inquiries will be accepted. All inquiries should include the following reference: Consolidated Funding Application RFP. Answers to all questions will be posted on the Department's web site (<http://labor.ny.gov/businessservices/funding.shtm>) on an ongoing basis, with the final posting taking place no later than October 17, 2011.

B. Proposal Due Date and Forwarding Instructions

Proposals must be received no later than 4:00 PM Eastern time on October 31, 2011. Any proposals or unsolicited amendments to proposals received after the due date and time will not be considered in the review process. No faxed or hard copy documents will be accepted. Applicants must complete a Consolidated Funding Application (CFA) and submit it to the Department electronically. If the applicant does not have the technological capability to access, complete and submit the CFA, they may do so at their nearest One-Stop Center (please find the location nearest to you on our web site at <http://labor.ny.gov/workforcenypartners/osview.asp>. The CFA is available on-line at <http://nyworks.ny.gov>.

The CFA has attachments which must be completed, signed and submitted to the Department in hard copy by mail. These attachments must be received no later than 4:00 PM Eastern time on November 4, 2011. The attachments are: Responsibility Questionnaire; Federal and State Certifications; Notice to Individuals Submitting Applications; Application for a Competitively Bid Contract; and Master List of Trainees. These forms must be sent to:

Andrew Gehr
Workforce Programs Specialist
Division of Employment and Workforce Solutions
New York State Department of Labor
State Office Campus
Building 12, Room 440
Albany, New York 12240

C. RFP Timetable

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| ▪ RFP Release Date – | September 2, 2011 |
| ▪ Deadline Date for Questions – | October 7, 2011 |
| ▪ Final Date for Responses to Questions – | October 17, 2011 |
| ▪ Proposal Due Date – | October 31, 2011, 4:00 PM Eastern time. |
| ▪ Attachment Due Date – | November 4, 2011, 4:00 PM Eastern time. |
| ▪ Projected Date of Notification of Award – | To be Determined |

All applicants will receive a letter informing them of the decision on their proposal and successful applicants will be contacted by contract development staff. Those applicants that receive an award must be prepared to enter into contract negotiations immediately, and begin training upon execution of the contract. The Department reserves the right to rescind the award of any grantee that is unable or unwilling to begin conducting their training activities immediately following contract execution.

Eligible applicants may speak with a Business Services Representative (BSR) during the development of the proposal if there is a need for technical assistance or support. BSRs can be reached by contacting the local One-Stop Center (please see the list of Centers on Department's web site at <http://labor.ny.gov/workforcenypartners/osview.asp>). Please complete all of the fields in the CFA document.

It is a condition of this program that all businesses receiving funds must list job openings (to the extent applicable) during the contract period with the Department's Job Bank via the local One-Stop Operating System (OSOS). OSOS contacts for each local area can be obtained on the Department's web site at <http://labor.ny.gov/workforcenypartners/lwia/localboards.shtm>.

Applicants must comply with: Appendix A – Standard Clauses for all New York State Contracts; and Appendix C – New York State Department of Labor General Terms and Conditions, which will be incorporated into the contract of a successful bidder.

For additional, specific information on each of these funding options, including Program Descriptions, Descriptions of Services Sought, Proposal Requirements, Selection Process and Evaluation Criteria, please click on the following links:

1. [Business Hiring and Training Incentives: Worker Skills Upgrading](#)
2. [Business Hiring and Training Incentives: On-the-Job Training](#)
3. [Unemployed Worker Skills Training](#)