

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career  
Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**Department of General Services Purchasing Division**

# Request for Proposal

**BID DISTRIBUTION - Important Notice** - The County of Rockland officially distributes bidding documents from the Bonfire Portal.

Firms wishing to participate in this solicitation can download all of the RFP documents from the link provided below:

<https://rocklandgov.bonfirehub.com/portal>

Where applicable, see RFP Document for Scheduled Pre-Proposal Meeting and Deadline for Receipt of questions.

**Closing date for the Request for Proposal is 3:00 pm, local time, on October 22, 2026.**

## **PRE-PROPOSAL MEETING**

A pre-proposal meeting will not be scheduled for this solicitation.

## **QUESTIONS**

All inquiries related to this Request for Proposal are to be in writing via email noted below. The solicitation number and title must appear in the subject line of the email communication.

Paul J. Brennan, FNIGP, NIGP-CPP, CPPO  
Director of Purchasing  
Department of General Services – Purchasing Division  
50 Sanatorium Road, Building A, 6th floor  
Pomona, NY 10970  
[purchasing@co.rockland.ny.us](mailto:purchasing@co.rockland.ny.us)  
Telephone: 845-364-3820  
Telefax: 845-364-3809

Deadline for submission of questions is **October 9, 2026 @ 4pm**. Answers will be given via addenda issued in response to the questions received

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career  
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RFP-WDB-2026-001**Required forms to be completed and uploaded with the proposal**

- **Statement of Required Disclosures, Representations and Certifications (see separate attachment)**
- **Federal Contract Clauses (see separate attachment)**

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career  
Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**PUBLIC NOTICE, ADVERTISING, AND DISTRIBUTION**

Notice of this opportunity, issued September 13, 2026 will be published on Rockland Work's website, Empire State Purchasing Group/BidNet and NYS Contract Reporter. It will also be distributed to a reasonable list of known workforce-development organizations, educational institutions, nonprofit providers, governmental entities, trade or professional organizations, such as NYATEP and other potentially qualified providers. The opportunity will also be advertised in the Rockland County Journal Newspaper and other communication channels reasonably designed to reach qualified and interested proposers. Direct distribution is provided for outreach purposes only and does not limit eligibility or restrict any organization from responding.

The complete RFP, including all attachments, forms, deadlines, and instructions, will be available electronically at:

**Bonfire Portal**

Proposals must be submitted no later than **October 22, 2026 @ 3pm in the Bonfire Portal.**

Issuance of this RFP does not obligate the Board to award a contract, reimburse proposal-preparation costs, or accept any proposal. The Board reserves the right to amend, postpone, cancel, reject, or reissue this solicitation in accordance with applicable law and funding requirements.

All questions must be submitted in writing to **[purchasing@co.rockland.ny.us](mailto:purchasing@co.rockland.ny.us) by October 9, 2026 @ 4pm**

Questions and corresponding Answers will be posted as an Addendum in Bonfire

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**PROCUREMENT SCHEDULE**

|                    |                      |
|--------------------|----------------------|
| Activity           | Date                 |
| RFP Release:       | September 13, 2026   |
| Questions Due:     | October 9, 2026      |
| Proposal Due       | October 22, 2026     |
| Date:              |                      |
| Evaluation Period: | 30 days from closing |
| Board Approval:    | TBD                  |
| Contract Start:    | 01/01/2027           |

**CONTACT**

Paul J. Brennan, FNIGP, NIGP-CPP, CPPO  
Director of Purchasing  
Department of General Services – Purchasing Division  
50 Sanatorium Road, Building A, 6th floor  
Pomona, NY 10970  
Telephone: 845-364-3820  
[purchasing@co.rockland.ny.us](mailto:purchasing@co.rockland.ny.us)

**SECTION 1 - PURPOSE**

The Workforce Development Board of Rockland County (Board) is soliciting proposals for Workforce Innovation and Opportunity Act (WIOA) Career Center Provider for the delivery of Adult, Dislocated Worker and Youth services. The Board will also be soliciting proposals for WIOA System Operator under a separate RFP and respondents may only apply for one role.

**SECTION 2 – BACKGROUND**

The Board provides oversight, governance, and strategic direction for the workforce development system in Rockland County, NY. The system operates under the Workforce Innovation and Opportunity Act (WIOA), which requires a coordinated, customer-centered service delivery model.

WIOA requires the competitive procurement of:

- A System Operator (system coordination)
- Career Center Provider

These roles must remain functionally distinct.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**STATEMENT OF OBJECTIVES**

The Board is seeking proposals for a public, private, non-profit entity or consortium of entities to serve as the Career Center Provider (Provider) for the comprehensive, affiliate, and virtual One-Stop Centers in the Rockland County Workforce Development Area known as Rockland Works. Services must align with current U.S. and New York State Department of Labor (NYSDOL) regulations, guidance, WIOA performance expectations and Board policies.

Rockland County residents currently navigate multiple systems for employment, higher education, workforce development, career exploration, and experiential learning opportunities. Rockland Works functions as a central hub that connects these systems while allowing each partner organization to maintain its own programs and operations.

The selected provider will enter into a cost reimbursement contract, a contract that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that may not be exceeded. A line-item budget shall be based on all legitimate costs to be incurred by the provider in carrying out the services. The provider will be reimbursed for all expenditures on a monthly basis after submittal of itemized invoices and all source documentation to the Fiscal Agent.

The provider will be held accountable for performance outcomes, data accuracy, and compliance with WIOA requirements. Contracts will be monitored for performance on a quarterly basis and may be amended or terminated if performance does not meet Board standards. Contracts may specifically be expanded to include any other programs that the Board deems necessary and appropriate. Contractor responsibilities are subject to change in conjunction with NYS or other oversight agency requirements.

**SECTION 3 – SCOPE OF WORK**  
**CAREER SERVICES PROVIDER (Rockland Works)**

Manage day-to-day physical and virtual operations of Rockland Works - Career Connect Rockland.

The Board is seeking proposals from qualified organizations to develop and operate Rockland County's One Stop Center, Rockland Works, a county-wide career center with a predominately virtual presence.

The physical location must be a comprehensive one stop center as described in section 20 CFR § 678.305 of the WIOA regulations. Bidders are responsible for locating and securing space for Rockland Works. Rockland Works must have appropriate space to host NYSDOL partners, in addition to other community partners. To discuss co-location plans for the comprehensive career center bidders should contact:

Jeanne Lipscomb  
Employment Services Manager 2  
NYSDOL  
845 770-2900 x6453  
[Jeanne.Lipscomb@labor.ny.gov](mailto:Jeanne.Lipscomb@labor.ny.gov)

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

The physical location needs to be accessible via public transportation and be an ADA compliant space.

Virtual opportunities through Rockland Works will improve access to services, strengthen partner collaboration, streamline referrals, and support workforce development outcomes throughout Rockland County. It will be inclusive of the NYSDOL Virtual career center.

The purpose of this initiative is to create an integrated career navigation ecosystem that connects residents, employers, educational institutions, workforce partners, and community organizations through a centralized platform: **Career Connect Rockland One County. One Career Network. Unlimited Opportunities**

### Project Goals

- Create a countywide career navigation hub with an online intake system
- Improve access to education and workforce services.
- Increase and track referrals among partner organizations.
- Support employer engagement and talent development.
- Improve data collection and outcome reporting.

### Core Functions

- **Shared Front Door:** Single point of access for career resources.
- **Recruitment and Outreach:** Leverage partnerships and social media to connect Adult Priority of Service Populations and other job seekers with career resources.
- **Navigation Engine:** Direct users to appropriate services and partners.
- **Referral Platform:** Facilitate referrals among participating organizations.
- **Community Calendar:** Centralized calendar for workforce and career events.
- **Resource Directory:** Training programs, workshops, internships, and career services.
- **Career Guidance Tools:** AI-assisted and staff-supported career navigation.
- **Professional Development:** Provide opportunities for staff and partner development through conferences, training and events especially those hosted by NYATEP or NYSDOL.
- **Performance Tracking:** Utilize NYS One-Stop Operating System (OSOS) to capture service and follow-up activities and outcomes

### Scope of Work

The Board is requesting proposals to operate federally funded Title I Services (see the Appendix A for a more detailed description of the services) and manage the Rockland County comprehensive One-Stop center effective January 1, 2027-December 31, 2027 with the option to extend the contract for up to two (2) consecutive one (1) year contract period, based on performance and funding availability.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

The selected provider shall develop and maintain both the physical, as well as the virtual Career Connect Rockland career center that includes:

**1. Workforce Services (Appendix A)**

- WIOA information and referrals for Adults, Dislocated Workers (DWs) and Youth
- Employment services
- Training opportunities
- Career planning assistance

**2. Employer Services**

- Recruitment support
- Employer profile management
- Internship development
- Talent pipeline initiatives

**3. Higher Education Services**

- From community college stackable industry credentials to academic and licenses and certifications in priority sectors
- Program information
- Enrollment guidance
- Internship and Apprenticeship opportunities
- Postsecondary referrals

**4. Community Access Services**

- Library and Community Center based access points
- Career readiness resources
- Workshop information
- Career assessment tools

**Deliverables**

- Monthly
  - Youth, Adult, DW activity report
  - User engagement report
  - Training report (activities and encumbrances)
- Quarterly
  - OSOS data desk review
  - System improvement recommendations

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

- Fiscal and program monitoring
- Board performance reports – program and fiscal
- Annually
  - Annual performance report
  - System improvement recommendations
  - Fiscal and program monitoring
  - Board performance reports – program and fiscal

Estimated Budget: \$600,000 to \$700,000

**SECTION 4 – PARTNERSHIP REQUIREMENTS**

The selected System and Career Center Provider shall collaborate with

- Workforce Development Board of Rockland County
- NYSDOL
- MOU Partners
- Dominican University New York
- Rockland Community College
- Local School Districts
- Public Libraries
- Employers
- Community-Based Organizations

**SECTION 5 – TRAINING**

Under WIOA, training activities include job search assistance, workforce preparation, and career development services, as well as classroom and work-based learning opportunities. Training opportunities occur in accordance with the Board's policies and procedures. The Provider will work with the Board to direct training funds to support eligible recipients through Individual Training Accounts (ITA), on-the-job training (OJT), contract training, pre apprenticeships and apprenticeships and other eligible WIOA training activities. Bidders of this RFP are not expected to budget for these activities. Upon contract award, the Board and Provider will meet to strategize how to leverage WIOA funds, Workforce Pell and other funding sources to support the preparation and skills upgrading of the workforce in priority occupations, especially those requiring Artificial Intelligence and Green Technologies Education.

The Board expects that the System Operator and Career Center Provider will work together to map out career pathways in Rockland County's priority sectors. Pathways should include apprenticeship opportunities and stackable credentials, including, but not limited to, credentials available through Rockland County Community College and other appropriately accredited or recognized educational and workforce-development institutions. Bidders should review publicly available information regarding relevant microcredentials and stackable credentials, including the Rockland County Community College Microcredential website, at <https://sunyrockland.edu/academics/micro/>.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

## **SECTION 6 – ELIGIBLE BIDDERS**

Eligible bidders include:

- Non-profits
- Government entities
- Educational institutions
- Workforce intermediaries
- Private for-profit organizations
- Consortia

## **SECTION 7 – PROPOSAL REQUIREMENTS**

Proposal Due October 22, 2026 @ 3pm. Must be submitted in the Bonfire Portal.

Must include cover letter with:

- Organization name
- Address
- Contact person & title
- Contact phone number and email.
- Proposed 12-month budget amount clearly stated
- Certification statement that the information contained in the proposal is true and accurate and that you are authorized to submit this proposal on behalf of the organization.
- Signature and date

### **Proposal Format**

- Submit the narrative and required documents as a separate PDF attachment to the email address listed in the RFP (be sure to clearly label each)
- Not to exceed ten (10) pages of narrative.
- Formatted to 8.5 x 11 paper size using 12-point font, 1-inch margins and Times New Roman.
- Text lines single spaced.
- All pages of the narrative section must be numbered and contain the bidder's name as the footer.
- Any proposed collaboration must be supported by detail.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

| Criteria                           | Points |
|------------------------------------|--------|
| Organizational Mission & Alignment | 10     |
| Relevant Experience                | 25     |
| Service Delivery Approach          | 25     |
| Performance Strategy               | 10     |
| Staffing & Management Plan         | 10     |
| Budget                             | 20     |
| Total                              | 100    |

**Section I – Organizational Mission & Alignment (10 points)**

Describe how your organization's mission aligns with the goals of the RFP and operation of Rockland Works.

**9–10 points — Excellent**

- Clearly explains how its mission aligns to serving job seekers, employers, and required workforce partners.
- Demonstrates a strong understanding of Rockland Works' role, customers, services, and operational environment.
- Provides specific examples, outcomes, programs, or prior experience demonstrating alignment.

**7–8 points — Good**

- Mission shows substantial alignment with the RFP and Rockland Works.
- Addresses the organization's relevant experience and intended contributions.
- Demonstrates a general understanding of workforce development services and customer needs

**5–6 points — Adequate**

- Describes a mission that is loosely compatible with the RFP.
- Relies primarily on broad statements rather than measurable examples or demonstrated results.
- Addresses some relevant services or populations but lacks detail or shows limited understanding of the operational responsibilities.

**3–4 points — Weak**

- Provides a limited or indirect link between the organization's mission and the RFP.
- Does not adequately address job seekers, employers, workforce partners, or service coordination.
- Includes unsupported claims or significant generalities

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**0–2 points — Unacceptable or nonresponsive**

- Fails to explain the relationship between the organization’s mission and the RFP.
- Demonstrates little or no understanding of Rockland Works
- Provides inaccurate, contradictory, or irrelevant information.
- Does not include a response.

**Section II – Relevant Experience (Center Operations) (25 points)**

Describe your experience with:

- Delivering customer-focused services to Adult, DW and Youth populations (0-9 points);
- Administering WIOA Title I or similar programs (0-5 points);
- Managing workforce centers and or similar programs to achieve positive performance outcomes (0-5 points);
- OSOS or comparable systems (0-2 points);
- Grant reporting and compliance requirements (0-2 points);
- Continuous improvement activities to better serve customers and achieve outcomes (0-2 points)

**Section III – Service Delivery Approach (25 points)**

Describe how you will:

- Work with the System Operator to ensure integrated service delivery across partners (0-5 points);
- Assess the need for and establish in-person and virtual services for Adults, DWs and Youth to increase customer flow and maintain service quality (0-5 points);
- Provide all WIOA Youth Program Elements Chart (Appendix B) (0-5 points);
- Incorporate technology into the service delivery to increase access to programs (0-4 points);
- Recruit Adults, DWs and Youth to the programs (0-3 points);
- Provide services to businesses (0-3 points);

**Section IV – Performance Strategy (10 points)**

Describe how you will:

- Meet or exceed WIOA performance measures which can be found at <https://dol.ny.gov/performance-indicators-goals> (0-5 points);
- Use data systems, especially OSOS to track performance outcomes (0-2 points);
- Gather and use customer feedback to ensure high-quality customer service (0-2 points);

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**Section V – Staffing & Management Plan (10 points)**

Describe:

- The organizational structure for Rockland Works (0-4 points);
- Staff roles and supervision, include job descriptions for positions that provide WIOA services to participants (0-4 points);
- Method for communicating positions to and interviewing existing Rockland Works staff who would like to continue working for Rockland Works (0-2 points);

**Section VI – Budget Proposal (20 points)**

Provide a:

- Detailed budget, Attachment C (0-8 points);
- Budget narrative that includes
  - Relationship of cost to proposed service levels (0-2 points);
  - Reasonableness of proposed staffing costs (0-2 points);
  - Appropriateness of administrative/indirect costs (0-2 points);
  - Cost effectiveness (0-2 points);
  - Reasonableness of the total proposed budget (0-2 points); and
  - Cost allocation methodology (0-2 points);

**Section VII – Required Attachments**

- Organizational chart
- Financial statements
- Insurance documentation
- Conflict of Interest Disclosure

**SECTION 8 – REVIEW PROCESS**

The review process presented here represents an outline of the process that will be used by the Board to identify a qualified entity to be considered for contract negotiation. The highest scoring proposal does not automatically become the Board's selection for contract negotiation. Award will be made to the responsible Bidder whose proposal is determined to be most advantageous to the Board based upon the evaluation criteria identified in this RFP, price and other factors considered.

- Incomplete proposals will be disqualified;
- All Bidders that are determined not to be responsive or responsible will be disqualified after completing a review; and
- Proposals that fail to meet requirements will be disqualified.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

## **AWARD ADMINISTRATION AND INFORMATION**

### **Award Notification**

All Bidders will receive a letter informing them of the decision on their proposal and the successful Bidder will be contacted by the Board to be notified of the maximum amount it has been awarded. The successful Bidder must be prepared to enter into contract negotiations immediately and begin project activities no later than January 2027. The Board reserves the right to rescind the award if the Bidder is unable or unwilling to promptly engage in the contracting process or to begin conducting project activities immediately following contract execution.

### **Payment**

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. The provider must first pay for incurred expenses and then submit a voucher for reimbursement. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Contractors must provide documentation that the service was provided including attendance records for each training session to document attendance or certificates of completion showing the participant completed all required elements of the training. Attendance verification is still required for remote activities.

## **SECTION 9 – GENERAL CONDITIONS**

- The Board reserves the right to reject any/all proposals
- Awards may be made in whole or in part
- The Board may vary the program and/or contract period as necessary and shall ensure compliance with WIOA, Temporary Assistance for Needy Families (TANF), and policies (including but not limited to OMB, CFR, FAR) in doing so.
- Initial contract period will be January 1, 2027, to December 31, 2027
- At its discretion, the Board may amend contracts based on performance and funding availability, and/or renew contracts for up to 2 consecutive one-year contract periods based on performance and funding availability.

## **SECTION 10 – Regulations, Links and Resources**

- [WIOA Laws Regulations and Guidance](#)
- [Uniform Guidance for Federal Awards](#)
- [NYSDOL Workforce Governance](#)
- [NYS Eligible Training Provider List](#)
- [Performance Indicators and Goals](#)
- [BOARD Policies & Procedures](#)
- Current Rockland Works inventory list available upon request

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**APPENDIX A. DETAILED SCOPE OF SERVICES**(per WIOA: <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>)**Adult and DW Career Services**

Career Services available through the One-Stop system consist of three types: Basic, Individualized, and Follow Up.

**1. Basic Career Services**

- Determinations of whether the individual is eligible to receive assistance from the Adult, DW, or Youth programs.
- Outreach, intake, and orientation to the information and other services available through the One-Stop delivery system.
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- Labor exchange services including:
  - Job search and placement assistance;
  - Provision of information on in-demand industry sectors and occupations;
  - Provision of information on nontraditional employment.
- Provision of referrals to and coordination of activities with other programs and services.
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas.
- Provision of program performance information and program cost information on eligible providers of education, training, and workforce services.
- Provision of information about how the local area is performing on local performance accountability measures.
- Provision of information relating to the availability of supportive services or assistance, and appropriate referrals and direct links to those services and assistance.
- Provision of information and referral to or direct linkages to meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
- Serving special populations (individuals with disabilities, non-English speaking, older workers, youth, etc.) and assuring access to One-Stop services.

**2. Individualized Career Services**

Individualized Career Services must be made available if determined to be appropriate for an individual to obtain or retain employment. Individualized Career services include:

- Comprehensive and specialized assessments of skill levels and service needs of Adults and DWs, such as diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. a. Development of an Individual Employment Plan.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

- Group or individual career guidance and career planning.
- Short-term prevocational services to prepare individuals for unsubsidized employment or training.
- Internships and work experience.
- Workforce preparation activities.
- Financial Literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

## **2. Follow Up Services**

Follow-up services must be provided, as appropriate, i.e. counseling and mentoring regarding the workplace, for participants in Adult or DW workforce development activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

### **Youth Services**

The goals of the Youth program are to support the attainment of a secondary school diploma or a recognized equivalent, entry into postsecondary education, successful obtainment of unsubsidized employment, and career readiness for participants. A Youth enrollment goal of 80-120 participants has been set. Local youth programs must make each of the following per WIOA H. R. 803—85 §129(c)2 14 services available to Youth participants:

- a) Tutoring, study skills training, and instruction that leads to completion of the requirements for a secondary school diploma or its recognized equivalent, or for a recognized postsecondary credential.
- b) Alternative secondary school services.
  - i. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include following types of work experience:
  - ii. Summer employment and other employment available throughout the school year;
  - iii. Pre-apprenticeship programs;
  - iv. Internships and job shadowing; and
  - v. On-the-job training opportunities.
- c) Occupational skills training.
- d) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- e) Leadership development opportunities.
- f) Supportive services.
- g) Adult mentoring for a duration of at least 12 months.

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

- h) Follow-up services.
- i) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling.
- j) Digital and Financial Literacy education.
- k) Entrepreneurial skills training.
- m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area.
- n. Activities that help youth prepare for a transition to post-secondary education and training.

**The design framework services of the local Youth program must:**

- Provide for an objective assessment of each youth participant and include a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the Individual Service Strategy.
- Develop, and update as needed, an Individual Service Strategy based on the needs of each youth participant that is directly linked to one or more indicators of performance, that identifies career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant.
- Provide case management of youth participants, including follow up services.

**In addition to the elements of the system described above, the following are also priorities:**

- Remaining current on WIOA changes and State regulations impacting youth through training, State conference attendance, and other means.
- On-going involvement in system development including policy, procedures, and gap assessment.
- Delivery of workshops or individual service delivery methods either through direct services or coordination with partners in the areas of work readiness, work ethics, basic literacy, job search, portfolio development, financial literacy and career options.
- Maintain knowledge of programs, supportive services, and activities in the community that assist youth in remaining in school or HSE classes and/or obtaining employment.

Each participant shall be provided information on the full array of applicable or appropriate services that are available through the local area's eligible providers or One-Stop partners; and referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

- a. The Provider must establish and develop relationships and networks with large and small employers; and must

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001

develop, convene, or implement industry or sector partnerships.

- b. Customized business services may be provided to employers, employer associations, or other such organizations. These services are tailored for specific employers and may include:
- i. Customized screening and referral of qualified participants in training services;
  - ii. Customized services on employment-related issues;
  - iii. Customized recruitment events, including targeted job fairs;
  - iv. Customized labor market information.
- c. Other business services and strategies may include:
- i. Assistance or referral for assistance in the development of a Registered Apprenticeship program;
  - ii. Developing and delivering services in career pathways and skills upgrading;
  - iii. Coordination with rapid response activities and strategies for aversion of layoffs; The marketing of business services to appropriate area employers;
  - iv. Assisting employers with accessing tax credits.

### **Referrals and Direct Linkages**

Referrals and direct linkages to mandated partners and service providers for services need a system of documentation, follow up, and reporting. The Provider is responsible for working with and coordinating partners and service providers to understand their programs and what constitutes an appropriate referral and identify key staff participating in the referral processes. The goal is to refer the right person to the right provider in the correct manner to ensure assistance and follow-up occur maximizing results. The Provider will be responsible for recording and reporting on this data. Customers should also be referred to employers based on a fit between skills/experience and the employer's stated qualifications. Employers should be able to trust that if the One-Stop staff has made a direct referral that the bidders have been screened on stated employer qualifications and skills.

### **Workshops**

Workshops should be coordinated with partners and service providers. Workshops are not required to be offered at the One-Stop locations. NYSDOL has developed Workshop Curriculum for many topics. These resources and others should be utilized. Workshops should be evaluated on a regular basis to measure effectiveness and the acquisition of knowledge and skills. Potential topics may include the following:

- Interviewing Skills
- Resume Development and Presentation
- On-line Applications
- Getting and Keeping a Job
- Financial Literacy
- Computer Literacy
- AI Literacy

**Edwin J. Day, County Executive****TITLE: Workforce Innovation and Opportunity Act Career  
Center Provider****RFP NUMBER:**  
RFP-WDB-2026-001**Data and Performance Management**

The Provider is responsible for the quality control and timely input of customer information into OSOS NYS's data system including all required fields and comment sections. The OSOS data is used by the State to monitor the federally and State-defined performance measures and customer service indicators. The State reports are based on OSOS and thus the Board's monitoring and evaluation will be based on OSOS data.

**Monitoring Procedures:**

Eligibility and services program and fiscal monitoring will occur regularly throughout the length of the contract by local and State staff. Programmatic and financial oversight activities will include site visits, desk reviews and analyses of program and fiscal activities, administrative activities, records and reports. These reviews ensure WIOA programs are in compliance with federal, State and local rules and regulations. Contractor is expected to fully cooperate with all monitoring activities.

Edwin J. Day, County Executive

**TITLE: Workforce Innovation and Opportunity Act Career Center Provider**
**RFP NUMBER:**  
 RFP-WDB-2026-001

## Appendix B: Youth Elements Chart

| WIOA Youth Program Element                                 | Provided by Vendor | Provided by Partner |
|------------------------------------------------------------|--------------------|---------------------|
| 1 Tutoring, study skills training, dropout prevention      |                    |                     |
| 2 Alternative secondary school services / dropout recovery |                    |                     |
| 3 Paid and unpaid work experiences (WEX)                   |                    |                     |
| 4 Occupational skills training                             |                    |                     |
| 5 Education offered concurrently with workforce prep       |                    |                     |
| 6 Leadership development opportunities                     |                    |                     |
| 7 Supportive services                                      |                    |                     |
| 8 Adult mentoring                                          |                    |                     |
| 9 Follow-up services (12 months)                           |                    |                     |
| 10 Comprehensive guidance & counseling                     |                    |                     |
| 11 Digital and Financial literacy education                |                    |                     |
| 12 Entrepreneurial skills training                         |                    |                     |
| 13 Labor market & employment information                   |                    |                     |
| 14 Transition to postsecondary education & training        |                    |                     |

## Appendix C: Budget Worksheet

Time Period: January 1, 2027 – December 31, 2027

|                          | Annual Salary | % to WIOA | Admin* | Program | Total |
|--------------------------|---------------|-----------|--------|---------|-------|
| <b>Provider Expenses</b> |               |           |        |         |       |
| <b>Personnel</b>         |               |           |        |         |       |
| Position Title           |               |           |        |         |       |
| Position Title           |               |           |        |         |       |

Edwin J. Day, County Executive

**TITLE: Workforce Innovation and Opportunity Act Career Center Provider**
**RFP NUMBER:**  
 RFP-WDB-2026-001

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Position Title                     |  |  |  |  |  |
| Fringe Benefits                    |  |  |  |  |  |
| <b>Subtotal Personnel</b>          |  |  |  |  |  |
| <b>Provider Expenses</b>           |  |  |  |  |  |
| Communication/Outreach             |  |  |  |  |  |
| Equipment                          |  |  |  |  |  |
| Materials & Supplies               |  |  |  |  |  |
| Meeting Expenses                   |  |  |  |  |  |
| Memberships                        |  |  |  |  |  |
| Technology                         |  |  |  |  |  |
| Facilities                         |  |  |  |  |  |
| Travel                             |  |  |  |  |  |
| Other: [identify]                  |  |  |  |  |  |
| <b>Subtotal Provider Expenses</b>  |  |  |  |  |  |
| <b>Participant Expenses</b>        |  |  |  |  |  |
| Paid work experience wages         |  |  |  |  |  |
| Internships or on-the-job training |  |  |  |  |  |
| Occupational skills training       |  |  |  |  |  |
| Classroom training                 |  |  |  |  |  |
| Supportive services                |  |  |  |  |  |
| Participant stipends or incentives |  |  |  |  |  |
| Transportation assistance          |  |  |  |  |  |

Edwin J. Day, County Executive

**TITLE: Workforce Innovation and Opportunity Act Career Center Provider**
**RFP NUMBER:**  
 RFP-WDB-2026-001

|                                      |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|
| Child care assistance                |  |  |  |  |  |
| Work clothing/tools/uniforms         |  |  |  |  |  |
| Licenses, certifications, or testing |  |  |  |  |  |
| Educational materials                |  |  |  |  |  |
| Other: [identify]                    |  |  |  |  |  |
| <b>Subtotal Participant Expenses</b> |  |  |  |  |  |
| <b>Total Budget</b>                  |  |  |  |  |  |

*\*Administrative costs should be separately identified and generally may not exceed the applicable WIOA administrative-cost limitation, commonly 10 percent of the total award unless a different requirement applies.*

**Edwin J. Day, County Executive**
**TITLE: Workforce Innovation and Opportunity Act Career Center Provider**
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 RFP-WDB-2026-001

|            | VENDOR CLASSIFICATION<br>CHECK APPROPRIATE BOX                             | Janitorial Services<br><input type="checkbox"/> | Contracted Services<br><input checked="" type="checkbox"/> | Consultant Services<br><input type="checkbox"/> | Licensed Professional Consultant Services - Legal, Accounting, Architect & Engineers, Medical, Forensics, Environmental, Etc.<br><input type="checkbox"/> | Public and School Transport<br><input type="checkbox"/>  | Capital Construction Projects –Buildings, Roads, Water Treatment<br><input type="checkbox"/> |
|------------|----------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------|
|            | <b>Type of Insurance</b>                                                   |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
| <b>A</b>   | <b>Commercial General Liability (CGL) Each Occurrence</b>                  |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | General Liability                                                          | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
|            | Personal & Adv Injury                                                      | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
|            | Med. Expense Any One Person                                                | \$5,000                                         | \$5,000                                                    | \$5,000                                         | \$5,000                                                                                                                                                   | \$5,000                                                  | \$5,000                                                                                      |
|            | Damage to Rented Premises                                                  | \$50,000                                        | \$50,000                                                   | \$50,000                                        | \$50,000                                                                                                                                                  | \$50,000                                                 | \$50,000                                                                                     |
|            | General Aggregate                                                          | \$2,000,000                                     | \$2,000,000                                                | \$2,000,000                                     | \$2,000,000                                                                                                                                               | \$2,000,000                                              | \$2,000,000                                                                                  |
|            | Products-Comp / Op Aggregate                                               | \$2,000,000                                     | \$2,000,000                                                | \$2,000,000                                     | \$2,000,000                                                                                                                                               | \$2,000,000                                              | \$2,000,000                                                                                  |
| <b>B</b>   | <b>Auto Liability – Incl BI and PD (AL)</b>                                | (2)                                             | (2)                                                        | (2)                                             | (2)                                                                                                                                                       | (2)                                                      | (2)                                                                                          |
|            | Combined Single Limit per accident                                         |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | Any Auto                                                                   | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
|            | Or                                                                         |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | All Owned                                                                  | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
|            | All Hired                                                                  | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
|            | All Non-Owned                                                              | \$1,000,000                                     | \$1,000,000                                                | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000                                              | \$1,000,000                                                                                  |
| <b>C</b>   | <b>Excess / Umbrella Liability</b>                                         |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | Each Occurrence                                                            | \$5,000,000                                     | XXXXX                                                      | XXXXX                                           | \$1,000,000                                                                                                                                               | \$10,000,000                                             | \$10,000,000                                                                                 |
|            | Aggregate                                                                  | \$5,000,000                                     | XXXXX                                                      | XXXXX                                           | \$1,000,000                                                                                                                                               | \$10,000,000                                             | \$10,000,000                                                                                 |
| <b>D</b>   | <b>Workers Compensation and Employers Liability</b>                        | (3)                                             | (3)                                                        | (3)                                             | (3)                                                                                                                                                       | (3)                                                      | (3)                                                                                          |
|            | E.L. Each Accident                                                         | Statutory                                       | Statutory                                                  | Statutory                                       | Statutory                                                                                                                                                 | Statutory                                                | Statutory                                                                                    |
|            | E.L. Each Disease-EA Employee                                              | Statutory                                       | Statutory                                                  | Statutory                                       | Statutory                                                                                                                                                 | Statutory                                                | Statutory                                                                                    |
|            | E.L. Disease-Policy Limit                                                  |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
| <b>E</b>   | <b>Disability Benefits</b>                                                 | (3)                                             | (3)                                                        | (3)                                             | (3)                                                                                                                                                       | (3)                                                      | (3)                                                                                          |
|            | Each Employee                                                              | Statutory                                       | Statutory                                                  | Statutory                                       | Statutory                                                                                                                                                 | Statutory                                                | Statutory                                                                                    |
| <b>F</b>   | <b>Other-Professional Liability or errors and Omissions or Malpractice</b> |                                                 |                                                            | (4)                                             | (4)                                                                                                                                                       | (4)                                                      |                                                                                              |
|            | Per Claim                                                                  |                                                 |                                                            | \$1,000,000                                     | \$1,000,000                                                                                                                                               | \$1,000,000 (Sexual Abuse)<br>School Transportation only |                                                                                              |
| <b>Opt</b> | <b>Owners and Contractors Protection</b>                                   |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | Each Occurrence                                                            |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          | \$1,000,000                                                                                  |
|            | Aggregate                                                                  |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          | \$2,000,000                                                                                  |
| <b>*</b>   | <b>All Other Insurance as Required by Law</b>                              |                                                 |                                                            |                                                 |                                                                                                                                                           |                                                          |                                                                                              |
|            | Rockland County to be named as Additional Insured on these coverage's      | GL-AL-EXCESS                                    | GL-AL-EXCESS                                               | GL-AL                                           | GL-AL-PROFESSIONAL                                                                                                                                        | GL-AL-EXCESS-PROFESSIONAL                                | GL-AL-EXCESS-OPT                                                                             |



The Certificate Date of issuance must be within 6 months of Request

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                             |                                                                                                                                                                                                                                                                                                                                |                                        |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>PRODUCER</b><br>The Ducey Agency, Inc<br>43 South Liberty Drive<br>Stony Point, NY 10980 | <b>CONTACT NAME:</b> Required<br><b>PHONE (A/C, No, Ext):</b> Required<br><b>E-MAIL ADDRESS:</b> Required<br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Rating as Required by Contract or Solicitation<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> | <b>FAX (A/C, No):</b><br><b>NAIC #</b> |
| <b>INSURED</b><br>CONTRACTED SERVICES<br>123 MAIN STREET<br>NEW CITY, NY 10956              | Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample-Name of Insured must be that of contract Holder                                                                                                                                                                         |                                        |

**COVERAGES** **CERTIFICATE NUMBER:** Required **REVISION NUMBER:** Required if applicable

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                          | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER:             | X         | X        | Required      | Required                | Required                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | X         | X        |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                               |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                     |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                      |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                 |           |          |               |                         |                         | PER STATUTE OTH-ER<br>E.I. EACH ACCIDENT \$<br>E.I. DISEASE - EA EMPLOYEE \$<br>E.I. DISEASE - POLICY LIMIT \$                                                                                                                          |

Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample Name of Insured must be that of contract Holder

Description of Operations/Locations/Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if needed)

Language Required naming County of Rockland as additionally insured.

The County of Rockland including its employees, its officials, volunteers and Rockland County Sewer District #1 are named as additionally Insured.

|                                                                                                    |                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br>County of Rockland<br>50 Sanatorium Road, Bldg. A<br>Pomona, NY 10970 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><b>AUTHORIZED REPRESENTATIVE</b><br>Signature is Required |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|