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Town of Hempstead
Department
Of
Occupational Resources

50 CLINTON STREET, HEMPSTEAD, NY 11550-4201
(516) 485-5000 FAX# (516) 485-5009



LAURA A. GILLEN
Supervisor

Dear Administrator:

On behalf of the Town of Hempstead Local Workforce Development Board, the Town of Hempstead Department of Occupational Resources (DOOR), which is the Grant Subrecipient/ Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and/or any reauthorization legislation enacted thereafter and/or any other grants administered by DOOR, is requesting proposals from organizations of demonstrated effectiveness which are interested in providing skills training to participants which will lead to unsubsidized employment, during program years 2019, 2020 and 2021 (July 1, 2019 – June 30, 2022).

Occupational skills classroom training is a program activity conducted in an institutional setting designed to provide individuals with the technical knowledge and skills required to function within a specific occupation. Courses must be listed in the New York Eligible Provider List (<https://applications.labor.ny.gov/ETPL/>) and cost less than \$15,000 total. The institution must be approved by the New York State Education Department or other appropriate qualifying agencies.

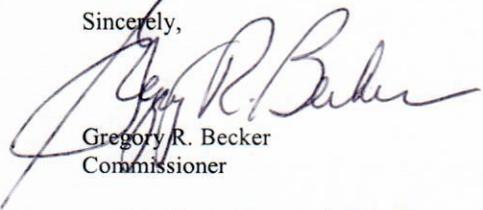
Proposals will be accepted from training organizations of demonstrated effectiveness which are interested in providing occupational skills classroom training to WIOA, and/or any other grants administered by DOOR to program participants. Applicants submitting proposals in response to this solicitation must demonstrate the ability to conduct training that will qualify participants to enter employment in full-time, permanent unsubsidized jobs a salary rate of no less than \$14.00 per hour.

A Request for Proposal (RFP) package may be obtained after November 2, 2018 by contacting the Town of Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York 11550, (516) 485-5000 extension 1105 on any business day between the hours of (9:30 AM and 4:30 PM). It may also be downloaded at www.hempsteadworks.com.

Any questions concerning this RFP should be directed to Ana-Maria Hurtado, WDB Director, by writing to the above address, by calling (516) 485-5000, extension 1105, or by e-mail at amh@hempsteadworks.com (subject: CRT-RFP).

Thank you for your interest and cooperation.

Sincerely,


Gregory R. Becker
Commissioner

cc: Ana-Maria Hurtado, WDB Director

The Workforce Innovation and Opportunity Act Title I financially assisted program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**TOWN OF HEMPSTEAD/CITY OF LONG BEACH
LOCAL WORKFORCE DEVELOPMENT AREA
OCCUPATIONAL SKILLS CLASSROOM TRAINING
REQUEST FOR PROPOSALS**

**Program Years 2019, 2020 and 2021
July 1, 2019 to June 30, 2022**

Table of Contents

1. Public Notice for Occupational Skills Classroom Training

2. Introductory Information
 - I. Introduction
 - II. Background
 - III. Contact Information
 - IV. Training Provider Evaluation Criteria
 - V. Additional Information
 - VI. New York State Eligible Training Providers List
 - VII. Regional/LWDA Priority Occupations
 - VIII. Program Design
 - IX. Class Size and Participant Selection
 - X. Reporting Requirements
 - XI. Cost and Payments
 - XII. Insurance

3. Proposal Form
 1. Instructions
 2. Section 1: Cover Sheet
 3. Section 2: General Information about the Applicant's Program
 4. Section 3: Proposed Courses
 5. Section 4: Consumer Performance and Costs Information Survey
 6. Section 5: Assurances and Certifications

4. Appendix
 - I. Definitions
 - II. Required Attachments Checklist
 - III. Eligible Training Provider List State Registration Screens
 - IV. Occupational Skills Training (RFP) Public Notice

PUBLIC NOTICE

NOTICE OF SOLICITATION OF PROPOSALS FOR OCCUPATIONAL SKILLS CLASSROOM TRAINING UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OF 2014 AND/OR ANY REGULATIONS PROMULGATED THEREUNDER FOR THE TOWN OF HEMPSTEAD/CITY OF LONG BEACH

The Town of Hempstead Department of Occupational Resources (DOOR), acting on behalf of the Town of Hempstead Workforce Development Board (WDB), in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area, under the Workforce Innovation and Opportunity Act (WIOA) and/or any other grants administered by DOOR, is soliciting proposals for qualified institutions, which are certified by the New York State Education Department (SED) or other appropriate certifying agencies, to provide high quality education and training during the period of 7/1/2019 through 6/30/2022. In this same capacity, DOOR is soliciting applications from training vendors for programs to be included on the "WDB List of Approved Training Vendors" for the same period.

Occupational skills classroom training is a program activity conducted in an institutional setting designed to provide individuals with the technical knowledge and skills required to function within a specific occupation. Courses must be listed in the New York Eligible Provider List (www.wdsny.org) and cost less than \$15,000 total.

Proposals will be accepted from training organizations of demonstrated effectiveness which are interested in providing occupational skills training to WIOA, and/or any other grants administered by DOOR to program participants. Applicants submitting proposals in response to this solicitation must demonstrate the ability to conduct training that will qualify participants to enter employment in full-time, permanent unsubsidized jobs a salary rate of no less than \$14.00 per hour.

Certain high demand occupations within growing industry sectors and clusters have been identified by the WDBs of the Long Island Region which show potential for growth and placement opportunities, satisfactory salary level, and for which under WIOA, and/or any other grants administered by DOOR, funded training would be appropriate in terms of length of training required for pre-requisite skill. These occupational areas may be found on the New York State Department of Labor web site under the following web link: <https://www.labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm#tabs-5>. Applicants submitting proposals in response to this RFP must propose training in the occupational areas included on this web site.

A Request for Proposal (RFP) package may be obtained after November 2, 2018, by contacting the Town of Hempstead Department of Occupational Resources, 50 Clinton Street, Suite 400, Hempstead, New York, 11550 (phone (516) 485-5000, extension 1105) on any business day between the hours of 9:30 AM and 4:30 PM., or by downloading from the website at www.hempsteadworks.com.

Proposals should be submitted in sealed envelopes and addressed to:

Ana-Maria Hurtado, WDB Director
Town of Hempstead – D.O.O.R.
RFP- CRT2019/2020/2021
50 Clinton Street, Suite 400
Hempstead, New York, 11550

Proposals are to be submitted to the above no later than Friday, January 25, 2019, for contracts to start 7/1/19; although proposals will be accepted on an ongoing basis should the need for new programs arise.

Applicants are advised that all training openings will be filled by referrals approved by the Department of Occupational Resources. Under WIOA and/or any regulations promulgated thereunder, and/or any other grants administered by DOOR, eligible participants are Adults and Dislocated Workers in need of achieving self-sufficiency, economically disadvantaged youth, individuals facing serious barriers to employment, welfare recipients, and other individuals determined by the WDB, DOOR and the HempsteadWorks Workforce Development System to be in need of training.

Applicants are further advised that changes in the workforce area's program, both in terms of content and funding levels, may be required prior to or during its operation due to new or revised legislation. All contractors are expected to adhere to any necessary changes.

This RFP does not commit the WDB or DOOR to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. DOOR reserves the right to accept or reject any or all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interests of the Department to do so. All terms and conditions of the completed RFP package are incorporated herein by reference.

Any questions concerning this RFP should be directed to Ana-Maria Hurtado, WDB Director, by writing to the above address, by calling 516-485-5000, ext.1105, or by e-mail at amh@hempsteadworks.com (subject: CRT-RFP).

Introductory Information

I. Introduction

This solicitation of proposals is being conducted by the Town of Hempstead Department of Occupational Resources (DOOR) on behalf of the Town of Hempstead Local Workforce Development Board (LWDB) in its capacity as the Grant Subrecipient/Fiscal Agent for the Town of Hempstead/City of Long Beach Local Workforce Development Area (LWDA) for implementation of the Workforce Innovation and Opportunity Act (WIOA) of 2014. DOOR is requesting proposals from qualified institutions, which are certified by the New York State Education Department (SED) or other appropriate certifying agencies, to provide high-quality education and occupational skills training.

The period of performance is July 1, 2019 to June 30, 2022. Contractual agreements negotiated pursuant to this RFP will commence upon execution and end on June 30, 2022, with options for renewal at the discretion of the Town of Hempstead/City of Long Beach Local Workforce Development Board (LWDB). The contract period may be extended or reduced at the option of the LWDB. Services funded under the Workforce Innovation and Opportunity Act of 2014 (WIOA) (Public Law 113-128) will be governed by WIOA. Applicants are also encouraged to propose augmenting non-WIOA services, which are to be funded through cash and in-kind contributions.

Costs incurred in the delivery of all services pursuant to this RFP will be allocated in accordance with the United States Code of Federal Regulations.

DOOR will accept completed proposals on an ongoing basis until 4:30 P.M. on Friday, January 25, 2019.

II. Background

In accordance with WIOA, the WDB implements the **HempsteadWorks Workforce Development System**. The mission of the system is to:

- ◆ Ensure that skilled workers are available to employers;
- ◆ Help jobseekers find work;
- ◆ Foster economic development.

HempsteadWorks is designed to provide customers with workforce development services through a “One-Stop” delivery system. The One-Stop Partners of the system integrate their resources electronically and also through co-location of staff within career centers and affiliate sites. The official Web site of the system is: www.hempsteadworks.com. Co-location of staff is accomplished by teams comprised of individuals from a variety of independent organizations. These individuals adhere to common standards and reporting formats contained in the One-Stop Operating System (OSOS) and the **HempsteadWorks Quality Assurance Program (HWQAP)**.

III. Contact Information

Ana-Maria Hurtado, WDB Director
Town of Hempstead
Department of Occupational Resources
Hempstead Executive Plaza
50 Clinton Street, Suite 400
Hempstead, New York 11550
Attn: Planning Team
(516) 485-5000
ekenny@hempsteadworks.com

IV. Training Provider Evaluation Criteria

Prospective applicants are advised that the selection of an applicant for contract award and/or inclusion on the WDB List of Approved Training Vendors, is to be made after a careful evaluation of the proposals received. The proposal's merit will be evaluated with emphasis on the following factors:

- Experience and prior effectiveness in administering the proposed occupational skills training and in dealing with adults and dislocated workers who lack self-sufficiency; who are veterans, economically disadvantaged youth, and public assistance recipients; and who have serious barriers to employment
- Evidence of fiscal and administrative soundness
- Adequacy and accessibility of training facilities
- Curriculum and method for service delivery, with emphasis on demonstrated attainment of competencies by student and the relationship of these competencies to the requirement of high-growth industry sectors and clusters
- Demonstrates that it has adequate placement capabilities
- Past performance quantified in terms of enrollments, completions, job placement, and average wages at placement
- Capability of the institution to comply with DOOR's reporting requirements for fiscal and programmatic information
- Total proposed cost per student
- All proposed courses must be on the New York State Department of Labor Eligible Training Providers List
- All questions must be answer in order for the proposal to be reviewed
- Willingness and capability of the institution to comply with WIOA and other federal statutes, rules and regulations; evidence of Equal Employment Opportunity/Affirmative Action plans or policy statements; evidence of course approval by an appropriate State or Federal agency such as Education or the Health Department

V. **Additional Information**

The standards of performance expected of the successful applicant are demanding. The clear emphasis of the WIOA, and/or any other grants administered by DOOR are to relate training to industry requirements so that participants may enter employment following training, secure maximum entry wages, obtain certificate and credentials and retain their employment. Favorable consideration will be given to proposals which address these emphases and thereby maximize the limited amount of funding available.

DOOR is seeking qualified and experienced training providers with proven capability in the design, implementation, and conduct of training courses responsive to the demands for our labor market area. Accordingly, DOOR is seeking a provider who can demonstrate knowledge of the nature of skills demanded in the occupational areas specified, and capability to teach the required skills that will enable participants to secure unsubsidized employment in the private sector.

VI. **New York State Eligible Providers List**

In order to be considered for approval of this RFP, applicant's courses must be listed on the NYS Eligible Providers List. If applicant does have listed courses, applicant must submit a request for eligibility to the New York State Department of Labor by creating an account here:

<https://applications.labor.ny.gov/ETPL/TrainingProvider.faces>

Refer to Appendix III for State List Registration screens.

Applicants who had not been previously included in the "State List" must request to be considered for "Initial Eligibility." Previously approved providers must submit a request for "Subsequent Eligibility."

All information and cost entered on the New York State Workforce Training Provider State List must match information provided on this RFP.

VII. Regional/LWDA Priority Occupations

The Long Island Region Workforce Development Board has identified certain high-demand occupations within growing industry sectors and clusters which show potential for growth and placement opportunities, satisfactory salary levels, and for which under WIOA, and/or other grants administered by DOOR, funded training would be appropriate in terms of length of training required for pre-requisite skill. A list of these occupations may be found on the New York State Department of Labor website at the following link:

<https://www.labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>

Applicants submitting proposals in response to this RFP must provide training in the occupational areas included on this web site.

VIII. Program Design

All proposals should contain a detailed description of the program design including comprehensive curricula covering the proposed training courses and the expected outcomes. The proposal/application must list definitive competency levels, and credentials specifying a time frame in which competencies must be achieved, provide for competency evaluation at relevant intervals, and relating the curricula to specific O'Net code occupations. The applicant should understand that in certain instances schedules may need to be flexible in order to allow for the coordination of skills training with other services available through the WDB when necessary for individual participants.

IX. Class Size and Participant Selection

In order to be considered, the applicant must be able to accommodate individual referrals from and voucher issued by DOOR. No minimum number of students will be guaranteed by DOOR.

Under the direction of the WDB, the HempsteadWorks Workforce Development System will recruit, screen, assess and refer eligible adults, dislocated workers and youth for proposed training. The applicant must clearly state the qualifying standards for enrollment including minimum skills required, required educational levels, vocational aptitude, etc. DOOR reserves the right to request of the applicant the reason for the rejection of any participant for training. Adult, dislocated worker and youth participants will be individuals approved by DOOR for individual training.

X. Reporting Requirements

The applicant selected must demonstrate a capability to generate accurate and timely information and submit periodic reports to DOOR. These reports include, but are not limited to:

- Biweekly Attendance Reports: contains verified copies of participant's classroom attendance and explanation of failure to attend.
- Monthly Student Progress Reports: for each participant reflecting competency levels reached, including technical performance as well as behavioral patterns and basic attitudes information. This report must indicate which supportive services are required by DOOR to enable the participant to successfully complete the course. Requests for supportive services should be made as early as possible.
- Periodic Reports: reflecting immediate achievement of entry level skills including the testing or evaluation method utilized for determining such achievements, as well as any counseling or other interventions
- Completion Reports: a report no more than ten (10) calendar days after class completion reflecting the graduation information on each participant
- Placement Reports: a report on each participant within seventy-five (75) days of class graduation, including placement information (name and address of employer, start date, hourly wage, telephone number of employer, hours worked, job title, date of first paycheck).
- Retention Report: a report on each participant placed, to be submitted thirty (30) days after job placement, verifying whether the participant is still holding the job. Such verification may require the cooperation of the employer, and the employer should so advised by the school upon placement.
- Follow-up Report: a report on each participant (including graduates and terminees) as to their employment status – to be submitted ninety (90) days after they have completed or dropped out of the program.

XI. Cost and Payments

Applicants must understand that billing and payments will be in accordance with the following guidelines:

- Training provider will quote a training charge per participant, which will be an all-inclusive figure for tuition, books, supplies, uniforms, tools, licenses and test fees, and/or other incidentals.
- The per participant training cost will be divided by the total number of scheduled training hours to arrive at an hourly charge per participant.
- Upon completion of an individual referral training program, the training institution will be paid 100% of the sum calculated by multiplying the actual hours attended by each participant by hourly charge per participant.
- The remaining unattended tuition hours will be paid upon documented proof that the participant:
 - Completed at least 80% of the scheduled class hours
 - Successfully completed the training and was awarded a certificate of completion (a copy of this certificate must be submitted to DOOR)
- Payments for participants who do complete the program will be made based upon actual hours of attendance.
- The payment procedure may provide for a mutually agreeable schedule for installment or periodic payments to training institutions.
- In the case of accredited colleges, DOOR will abide by the school's payment schedule and refund policy as stated by the college catalog. A copy of the College's/University's payment schedule and refund policy must be attached to this RFP.

Contractors will be expected to maintain complete and accurate records justifying all actual and accrued expenditures, leaving a clear audit trail to the point of origin. Contractor's records with respect to programs funded under WIOA, and/or any other grants administered by DOOR will be subject to periodic audit by DOOR and/or New York State, Nassau County, and/or USDOL and such records must be retained and made available for such purposes.

XII. Insurance

Contractors/Training Vendors will be expected to procure and keep in force during the term of any program funded through this office, and at its own cost and expense, a policy of insurance for Comprehensive General Liability for the Town of Hempstead, DOOR, and the WDB, insuring them against any claims for bodily injury and/or property damage arising out of any activity related to the contractor's WIOA, (and/or any other grants administered by DOOR) funded programs. The policy must have a combined single limit of liability for bodily injury of \$1,000,000.0 for any one accident, and must insure against property damage for a limit of \$50,000.00. A certified copy of the policy of insurance will be required upon the execution of any agreements between DOOR and training providers. Self-insured municipalities should submit a notarized statement to that effect.

Proposal Form

Instructions

The proposal package consists of five (5) sections which should be completed as follows:

- Section 1 Cover Sheet and Category of Applicant Organization: Provide basic information about you institution and category of your organization. This section should be completed just once.

- Section 2 General Information about the Applicant's Programs: Provide information of the administrative, fiscal, and programmatic aspects of the applicant's programs which are not specifically course-related. This section should be completed once.

- Section 3 Proposed Courses: Provide information specific to each proposed course and should be completed for each proposed course.

- Section 4 Consumer Performance and Costs Information Survey: Should be completed for each course. This section should be completed once.

- Section 5 Assurances and Certifications: This section should be completed once.

Therefore, if a training agency is proposing three courses, the finished proposal for that agency would consist of one completed Section I, one completed Section II, three completed Section III (one Section III completed for each of the three proposed courses), one completed Section IV, and one completed Section V.

If it is necessary to use additional pages to answer any questions, clearly identify the question being answered.

Section 1: Cover Sheet

Name of Agency or Institution _____

Address _____

Phone _____

Director _____ Email: _____

Federal I. D. # _____

Provide the following information for the individual(s) with authority to negotiate for and contractually bind the applicant:

Name _____

Title _____

Address _____

Phone _____ Email: _____

Should this institution be selected to provide classroom training to WIOA and or any reauthorization legislation enacted thereafter, (and/or any other grants administered by DOOR) participants pursuant to this proposal, the undersigned agrees to conduct such training in accordance with this proposal.

Authorized to Bind Applicant

Signature of Official

Date

Name (typed or printed)

Section 2: General Information about the Applicant's Programs

1. Provide a general description of your organization. The statement should address the following:
 - a. Background of your organization
 - b. Prior experience in offering the training proposed
 - c. Prior effectiveness in placing trainees in employment
 - d. Experience in dealing with special target groups (i.e. dislocated workers, the economically disadvantaged, public assistance recipients, those with barriers to employment, incumbent workers)
 - e. Goals and objectives
2. Provide a statement attesting to the fiscal soundness of the institution and its capability and willingness to provide DOOR with any necessary data and related documentation pertaining to training funded through DOOR. Your reply should also include a statement that the applicant will honor the audit requirements of DOOR, the New York State Department of Labor, and the U.S. Department of Labor. A copy of your latest fiscal audit must be attached (a CPA statement is acceptable).

3. Provide either a) an organizational chart for the institution, or b) a description of the institution's organization and staffing. Provide as attachments to this section the resumes of key administrative staff. Discuss how the institution will ensure performance through adequate management, supervision, and control.

4. Provide a description of the institution's facilities including classroom dimensions. You may attach a floor plan if you wish.

5. Provide a description of the institution's attendance and record keeping procedure. How are attendance records kept? How are excused absences verified? Is the institution willing to provide DOOR with attendance records related to WIOA and/or any other grants administered by DOOR funded trainees?

6. In addition to attendance and financial reports, is the institution able to generate the following reports in an accurate and timely manner: Biweekly Attendance Reports, Monthly Student Progress Reports, Periodic Reports, Completion Reports, Placement Reports, Retention Report, Follow-up Report and other periodic reports that may be required?

Yes _____ No _____

7. Provide a description of procedures used to evaluate the progress of students including procedures used to assess the student's mastery of skills and topics.

8. Discuss any tutoring services provided by the institution.

9. Discuss any counseling or case management services provided to students.

10. Discuss the institution's placement services and capabilities. What types of services are provided (e.g. job development, resume assistance, pre-employment counseling, interviewing techniques, job referral, follow-up services, etc.)? Provide the name(s) of the individual(s) responsible for job placements.

11. Does the institution participate in or administers any student aid or grant programs? If so, list all available.

12. Has the institution provided training in the past to participants referred by DOOR?

Yes _____ No _____

13. How long has the institution been in existence (under present ownership at the same location)?

14. Is the institution licensed/accredited by any state or national organizations?
Specify and submit a copy of license or accreditation certificate.

15. Is the training institution fully accessible to individuals with disabilities?

Yes _____ No _____

If no, do you have a State or Federal waiver to that effect? Yes ____ No _____

16. Discuss if special classes be established for WIOA, (and/or any other grants administered by DOOR) participants, or if they will be integrated into regular classes.

17. Describe the total student capacity of the school.

18. Does the institution have Equal Employment Opportunity (EEO) and Affirmative Action (AA) plans? Please provide either a) a statement of such plans, or b) a policy statement demonstrating the institution's commitment to EEO and AA standards. This statement should guarantee that all services provided by the institution are free from discrimination and that all participants referred by DOOR will not be discriminated against because of race, creed, color, handicap, national origin, sex, political affiliation, or belief.

Signature of Preparer

Section 3: Proposed Courses

Make as many copies of this section as are necessary and complete one copy for each course in which training is proposed. Please provide this section as an attachment with each corresponding course.

Course Description

1. Name of course: _____
2. Is this course registered with a State agency such as the Education or Health Department? If so, provide a copy of the Registration Agreement for this course or a copy of any relevant federal or state approval for this course.

Yes _____ No _____ **(Mandated)**

3. Length of training

Hours per day: _____

Days per week: _____

Total weeks of training: _____

Total number of hours: _____

4. Complete the following:

Tuition cost per person: _____

Tuition cost per hour: _____

Is tuition cost quoted the same cost that is offered to the general public?

Yes _____ No _____

Does the tuition include the cost of books, supplies, fees, tools, tests, license, uniforms?

Yes _____ No _____

If it does not include all of the above, please specify additional costs:

Cost of books and supplies \$ _____

Fees/license/tests (please state each) \$ _____

Cost of tools and uniforms \$ _____

Other (please specify) \$ _____

5. a) What is the student to teacher ratio for this course? _____:_____
- b) Is there a minimum number of students required for this course to start?

Yes _____ No _____

6. Provide as an attachment to this section the resumes of the instructor(s) for this course, and a copy of their teaching licenses. Include name and resume of substitute teacher (s).

7. a) State the minimum academics or skills required for enrollment into this course:

Reading _____ Math _____ Other _____
H.S. GED: Yes _____ No _____ Other _____
Experience in field? Yes _____ No _____
If Yes, please state: _____
Other _____

b) What specific pre-enrollment testing and screening procedures are utilized? (Attach copies of your testing tools)

c) What is the length of the testing period? _____

8. a) Will special classes be established for WIOA, (and/or any other grants administered by DOOR) participants, or will they be integrated into regular classes?

b) Is there any flexibility incorporated into scheduling (e.g. part-time scheduling, evening classes, etc.)? Please discuss.

9. List the book titles, equipment, and supplies that will be utilized for this course. Describe any other teaching aids that will be used.

10. Do all books, supplies, tools, etc. which are being provided by the training institution and which are WIOA and/or any other grants administered by DOOR funded become property of the WIOA and/or any other grants administered by DOOR participants?

Yes _____ No _____

11. Provide class schedule (including start dates, holidays, vacations, etc.) for this course covering the period of July 1, 2019 to June 30, 2022.

12. Provide a curriculum for this course as an attachment.

Attendance

1. Indicate here what is a classroom hour if other than 60 minutes:

1 classroom hour = _____ minutes

2. Concerning attendance, New York State Education Department guidelines generally require that a student be absent for no more than 20% of the scheduled class time in order to qualify for graduation; that is, a student who has complete 80% of the scheduled class time may be eligible for graduation.

Please complete the following statement: Students of this course may qualify for graduation if they complete _____% of the scheduled class time.

Occupations

1. Please list the occupational skills students will gain during this course.
2. For what occupation(s) does this course provide training?
3. What equipment, if any, will students in this course be trained to use? Please list.
4. Is there a license required for employment in this occupation?
Yes _____ No _____
5. If a license is required, please provide the name of license and issuing agency:

4)

Name of Company

Address

Phone

Name of Contact Person

5)

Name of Company

Address

Phone

Name of Contact Person

Course History

1. Has the training institution provided this course of training in the past?
Yes _____ No _____
If yes, when was it last offered? _____
How many years of experience does the institution have in providing this course? _____ Years

2. For what occupation(s) does this course provide training?

3. Is there a license required for employment in this occupation(s)?
Yes _____ No _____

If a license is required, please provide name of license and issuing agency:

4. If this course has been offered in the past three years, provide the following information (provide actual number, not percentages); *if this is a new course and you do not have statistics, please do not submit it at this time*:
 - a) How many students were enrolled? (do not include students currently attending) _____
 - b) How many students completed the course? - _____
 - c) How many students were placed into training-related unsubsidized employment by the institution during the period of _____?
 - d) What was the approximate average hourly starting salary of those who are placed? \$ _____/hour
 - e) State the minimum starting salary of those who were placed: \$ _____/hour

5. Are job referrals to unsubsidized employment made prior to course completion?
Yes _____ No _____

Section 4: HempsteadWorks Education and Training Provider Consumer Performance and Costs Information Survey

Training Provider: _____

Period of Performance: 7/1/15 through 12/31/18

The questions below apply to all WIOA individuals enrolled in the program referenced above for the performance period indicated.

1. How many individuals were enrolled in the program during the performance period?
2. How many enrollees completed the program during the performance period?
3. How many enrollees obtained unsubsidized employment after they were enrolled and within six months of the end of the performance period (i.e. not later than 12/31/18¹)?
4. How many enrollees obtained **training-related** unsubsidized employment after they were enrolled and within six months of the end of the performance period (i.e. no later than 12/31/18)?
5. Use the **Occupational and Wage Rate Matrix** on the following page to list the occupation and hourly wage rate for each enrollee who completed the program and obtained employment after they were enrolled and within six months of the end of the performance period (i.e. no later than 12/31/18).
6. Of the enrollees who completed the program during the performance period, how many received certification?
7. Of the enrollees who completed the program during the performance period, how many received licenses?
8. Of the enrollees who completed the program during the performance period, how many:
 - a. Received a secondary diploma or its recognized equivalent? _____
 - b. Attained an industry-recognized credential? _____
 - c. Received a certificate of completion of an apprenticeship? _____
 - d. Received a certificate approved by the New York State Education Department (NYSED) or another state agency? _____
 - e. Received a license approved by the New York State Education Department (NYSED) or another state agency? _____

¹ Because the end of the performance period is June 30, 2018, six months after is 12/31/18.

Occupational and Hourly Wage Rate Matrix

Instructions:

Column I: Enter the occupation of each enrollee who completed the program and obtained employment after they were enrolled and within six months of the end of the performance period (i.e. no later than 12/31/18)

Column II: Enter the hourly wage of each enrollee who completed the program and obtained employment after they were enrolled and within six months of the end of the performance period (i.e. no later than 12/31/18)

Column III: Enter the number of enrollees in the same occupations and at the same hourly wage rate indicated

Occupation (Column I)	Hourly Wage Rate (Column II)	Number of Enrollees (Column III)

Section 5: Assurances and Certifications

I have read and understand the attached RFP package supplied by the Town of Hempstead and I have read my training institution's entire response thereto. I will abide by these documents and any contract subsequently negotiated will contain the material, terms, and conditions set forth within the complete RFP.

By the submission of this proposal, each applicant and each person signing on behalf of the applicant certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of such person's knowledge and belief:

1. That the applicant is () is not () (check one) a regular supplier of the services requested in this proposal.
2. That the applicant has () has not () (check one) employed or retained any company or person (other than a full-time bona fide employee working solely for the applicant to solicit or secure this contract; and
3. That it has () has not () (check one) paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the applicant) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract, and agrees to furnish information relating to these questions as requested by DOOR.
4. That the cost and pricing data submitted herewith is () is not () (check one) accurate, complete, and current as of the execution of this proposal.
5. That the cost and pricing data submitted does () does not () (check one) reflect the charges customarily imposed by the training institution.
 - a) The prices quoted and supplied in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or competitor;
 - b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or competitor;
 - c) No attempt has been made or will be made by the applicant to induce any other person, partnership, or corporation to submit or not to submit an offer for the purpose of restricting competition.

PLEASE NOTE: The fact that an applicant (a) has published price lists, catalogues, rates of tariffs concerning the goods or services contained in this proposal, (b) has informed prospective customers or purchasers of proposed or pending publication of new or revised price lists for such goods or services, or (c) has sold the same services or items to other customers at the same price bid, does not constitute, without more, a disclosure, within the meaning of this certification.

Signature of Official Authorized to Bind Applicant

Name, typed or printed

Position or Title

On this _____ day of _____ the above named individual personally appeared before me and being duly sworn did depose and say that he/she executed the foregoing Assurances and Certifications.

Notary Public

**TOWN OF HEMPSTEAD WORKFORCE DEVELOPMENT BOARD (WDB)/
DEPARTMENT OF OCCUPATIONAL RESOURCES (DOOR)
EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
NON DISCRIMINATION POLICY**

- I. No person will be discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Furthermore, no person will be excluded from participation in, denied the benefits of, or subject to discrimination under a Workforce Innovation and Opportunity Act (WIOA), Balanced Budget Act Welfare-to-Work (WtW) or Temporary Assistance to Needy Families (TANF) funded program, on the grounds of their citizenship, participation in WIOA, WtW, TANF, race, color, religion, sex, national origin, age, disability, political affiliation, or belief.
- II. The WDB and DOOR will not discriminate in the award of contracts on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship.
- III. The WDB and DOOR will not discriminate on any prohibited grounds to: registrants, applicants, and eligible applicants/registrants; participants; applicants for employment and employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; subrecipients that receive WIOA, WtW or TANF funds from the recipient; and members of the public including those with impaired vision or hearing.
- IV. WIOA, WtW and TANF financially assisted programs are equal opportunity programs and auxiliary aids and services are available upon request to individuals with disabilities.
- V. Services and information will be provided in languages other than English when there is a significant number or proportion of the population eligible to be served or likely to be directly affected by a WIOA, WtW or TANF financially assisted program or activity, that may need services or information in a language other than English.
- VI. The Town of Hempstead/City of Long Beach Local Workforce Development Area (LWIOA) Equal Opportunity (EO) Officer who will be responsible for transmitting complaints of discrimination to the Director of Civil Rights Center is listed below:
- Name: Sal Scibetta
Address: Town of Hempstead
Department of Occupational Resources
50 Clinton Street
Suite 400
Hempstead, New York 11550
Telephone Number: (516) 485-5000
- VII. DOOR will monitor the EO compliance status of its subrecipients and annually. Periodic on site reviews of subrecipients will be conducted to assess their EO compliance posture, the results of which are communicated to the subrecipient in writing.

Received by _____
(sign name)

(print name)

Date _____

Rev. 05/23/05

WIOA Title I Complaint/Grievance Procedure and Discrimination/Criminal Complaint Procedure
Local Workforce Development Area Name: Town of Hempstead/City of Long Beach

Designated Grievance Officer: Beverley Runolfsson

Phone: 516-485-5000, ext. 1156

Email: Brunolfsson@hempsteadworks.com

Designated Hearing Officer: Sal Scibetta

Phone: 516-485-5000, ext. 1205

Email: Scibetta@hempsteadworks.com

1. The process starts when a complaint/grievance is filed with the Grievance Officer. The officer must log the complaint, and review it to seek a resolution.
 - a. Note, while not required, customers are encouraged to file complaints using the Customer Complaint Information Form (Attachment C). This same form can be utilized to file complaints under the Title III Wagner-Peyser program and/or for discrimination complaints filed under Section 188 of the Workforce Innovation and Opportunity. Appropriate procedure should be followed when filing a complaint in those cases.
2. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance to provide the person or entity (Complainant) with an opportunity to present witnesses and other evidence.
 - a. Notice of the grievance hearing shall be in writing and include: the date, the time, and place of hearing; a statement of the law and regulations under which the hearing is to be held, and a short and clear statement of the complaint/grievance.
 - b. Note that if the Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
3. At the Local Area level, a written Decision must be issued to the Complainant by the Hearing Officer within sixty (60) calendar days of the filing of the complaint/grievance.
4. Complainants not in receipt of a written decision within sixty (60) calendar days of filing the complaint/grievance have the right to request a State Level review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision. The request for State Level Review must be filed with the State Level Grievance Officer. State level appeals must be submitted by certified mail, return receipt requested to:

State Level Grievance Officer
New York State Department of Labor
W. Averell Harriman State Office Building Campus
Building 12, Room 440,
Albany, New York 12240-0001

5. The Complainant also has the right to request a State Level review of an adverse decision issued by the Local Level Hearing Officer. Such request must be filed with the State Level Grievance Officer within ten (10) calendar days of receipt of the adverse decision.
6. State Level Review shall only proceed to the extent that a Local level hearing has been held, findings of fact made, and a decision rendered. If not, the State Level Grievance Officer shall return the complaint/grievance to the Local Level Grievance Officer with instructions on how to complete the review and hearing process.
7. To the extent that Local Level Hearing is complete, requests to review the Local Level Hearing decision shall be limited to any allegations of procedural errors or errors in interpreting or applying the law. Findings of Fact must occur at the Local Level. Any finding at the State Level indicating that errors were made at the Local Level in making Findings of Fact will be returned to the Local Level for further review.
8. If a State Level Review is requested, the State Level Grievance Officer shall investigate the complaint/grievance, seek resolution, and issue a written decision within sixty (60) calendar days of receipt of a request for a review by a Complainant.
9. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance.

- a. Note that if the State Level Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
10. Complainants either not given a hearing or who did not receive a hearing decision within sixty (60) calendar days of requesting State Level Review, and which were not remanded back to the Local Level, have the right to request a Federal Level Review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision.
 11. Complainants in receipt of a written State Level hearing decision, have the right to request a Federal Level Review. Such a request must be filed within ten (10) calendar days from the date on which Complainant received the written hearing decision. Such requests must allege either procedural violations or errors in interpreting or applying the law at the lower level hearing. Federal Level Appeals must be submitted by certified mail, return receipt requested, to the Secretary, U.S. Department of Labor, Washington, DC 20210, Attention: ASET. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator (address below) and the opposing party.

U.S. Department of Labor Employment and Training Administration
 25 New Sudbury St,
 John F. Kennedy Federal Building, Room E-350
 Boston, MA 02203

Discrimination Complaints

Applicants, participants, and staff alleging discrimination based upon race, national origin, citizenship, sex, age, color, political affiliation, religious belief, or retaliation must file their complaints directly with the United States Department of Labor, Office of Civil Rights, within 180 days of the occurrence of the allegedly discriminatory action. A complaint may be filed by official form, letter, telephone call, or visit to: Director, Office of Civil Rights, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N4123, Washington, DC, 20210. Complaints alleging discrimination on the grounds of handicap will be received and processed on the local level as part of the regular Workforce Development Area grievance process outlined above as "General Procedures."

Criminal Complaints

All information and complaints involving fraud, abuse, or other criminal activity shall be reported immediately to the United States Department of Labor, 200 Constitution Avenue, NW., Washington D.C. 20210. A duplicate notice should also be sent at the same time to the New York State Department of Labor, in care of State Representative, New York State Department of Labor, State of New York Department of Labor, Division of Employment and Workforce Solutions, 75 Varick Street, New York, New York 10003.

WIOA/TANF Program Complaint Resolution Officer

The WIOA/TANF Program Complaint Resolution Officer may be reached at the Department of Occupational Resources, 50 Clinton Street, 4th Floor, Hempstead, New York 11550, (516) 485-5000. The Grievance Officer will provide you with any forms or technical assistance which you may require in order to file or process a grievance or complaint. The WIOA Program Complaint Resolution Officer is also responsible for the receipt and resolution of complaints. If your complaint is not WIOA/TANF-related, it will be referred to the appropriate agency or agencies. Your complaint may also involve or entitle you to recourse from other state or federal agencies pursuant to other state and federal laws. To the maximum extent possible, the identity of a complainant will be kept confidential consistent with applicable law and a fair determination of the complaint. The making of a complaint will in no way affect your status or participation in or with the WIOA/TANF program. If you have any questions concerning this procedure or wish to file a complaint or grievance, please contact the WIOA/TANF Complaint Resolution Officer.

Date: _____

Received by: _____
 (sign name)

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed with the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;
- (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 84, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not, within a three-year period preceding this application and/or contract, had one or more public transactions, whether Federal, State or Local, terminated for cause or default; and been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A(b) of this certification, and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. The applicant that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance program; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number of each affected grant.

Check here if there are any workplace on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT PROJECT NAME	PREAWARD NUMBER and/or
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

RESPONSIBILITY QUESTIONNAIRE 7/13/06

Instructions:

Please complete this form answering every question. A "Yes" answer to questions 1-22 requires a written explanation attached to the questionnaire and submitted on company letterhead signed by an officer of the company.

Questions:

Within the past five years, has your firm, any affiliate, any principal, owner or officer or major stockholder (10% or more shares) or any person involved in the bidding or contracting process been the subject of any of the following:

(1) a judgment or conviction for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(2) a criminal investigation or indictment for any business-related conduct constituting a crime under local, state or federal law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(3) an unsatisfied judgment, injunction or lien obtained by a government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any local, state or federal government agency?

Yes ___ No ___

(4) an investigation for a civil violation for any business related conduct by any local, state or federal agency?

Yes ___ No ___

(5) a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including, but not limited to fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?

Yes ___ No ___

(6) a local, state or federal suspension, debarment or termination from the contracting process?

Yes ___ No ___

(7) a local, state or federal contract suspension or termination for cause prior to the completion of the term of a contract?

Yes ___ No ___

(8) a local, state or federal denial of a lease or contract award for non-responsibility?

Yes ___ No ___

(9) an agreement to voluntary exclusion from bidding/contracting?

Yes ___ No ___

(10) an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal contract or lease?

Yes ___ No ___

(11) a local, state or federal determination of a willful violation of any prevailing wage law or a violation of any other labor law or regulation?

Yes ___ No ___

(12) a sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?

Yes ___ No ___

(13) a denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status?

Yes ___ No ___

(14) a rejection of a low bid on a local, state or federal contract for failure to meet statutory affirmative action or MWBE requirements on a previously held contract?

Yes ___ No ___

(15) a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local government laws?

Yes ___ No ___

(16) an Occupational Safety and Health Act citation and Notification of Penalty containing a violation classified as serious or willful?

Yes ___ No ___

(17) a rejection of a bid on a New York contract or lease for failure to comply with the MacBride Fair Employment Principles?

Yes ___ No ___

(18) a citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of

federal, state or local health laws, rules or regulations

unemployment insurance or workers' compensation coverage or claim requirements

ERISA (Employee Requirement Income Security Act)

federal, state or local human rights laws

federal or state security laws

federal INS and Alienage laws

Sherman Act or other federal antitrust laws?

Yes No

(19) a finding of non-responsibility by an agency or authority due to the failure to comply with the requirements of Tax Law Section 5-a?

Yes ___ No ___

ADDITIONAL QUESTIONS

(20) Has the vendor been the subject of agency complaints or reports of contract deviation received within the past two years for contract performance issues arising out of a contract with any federal, state or local agency? If yes, provide details regarding the agency complaints or reports of contract deviation received for contract performance issues.

Yes ___ No ___

(21) Does the vendor use, or has it used in the past five (5) years, an Employee Identification No., Social Security No., Name, DBA, trade name or abbreviation different from that listed on your mailing list application form? If yes, provide the name(s), FEIN(s) and d/b/a(s) and the address for each such company and d/b/a on a separate piece of paper and attach to this response.

Yes ___ No ___

(22) During the past three years, has the vendor failed to:

(a) File returns or pay any applicable local, state or federal government taxes?

Yes ___

No ___

If yes, identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the company failed to file/pay and the current status of the liability: _____

(a) File returns or pay New York State Unemployment Insurance?

Yes ___ No ___

If yes, indicate the years the company failed to file/pay the insurance and the current status of the liability:

(23) Have any bankruptcy proceedings been initiated by or against the vendor or its affiliates within the past seven years (whether or not closed) or is any bankruptcy proceeding pending by or against the vendor or its affiliates, regardless of the date of filing?

Yes ___ No ___

If yes, indicate if this is applicable to the submitting vendor or one of its affiliates: _____

If it is an affiliate, include the affiliate's name and FEIN: _____

Provide the court name, address and docket number: _____

Indicate if the proceedings have been initiated, remain pending or have been closed: _____

If closed, provide the date closed: _____

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the State of New York or its agencies or political subdivisions to make a determination regarding the award of a contract or approval of a subcontract; acknowledges that the State or its agencies and political subdivisions may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and

The undersigned certifies that he/she:

Has not altered the content of the questions in the questionnaire in any manner;

Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;

Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;

Is knowledgeable about the submitting vendor's business and operations;

Understands that New York State will rely on the information supplied in this questionnaire when entering into a contract with the vendor; and

Is under a duty to notify the procuring State Agency of any material changes to the vendor's responses herein prior to the State Comptroller's approval of the contract.

Name of Business Signature of Officer

Address Typed Copy of Signature

City, State, Zip Title

Principal place of business if different from address listed above (include complete address):

FEDERAL CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor which requires the following certifications:

A. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I -financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

B. BUY AMERICAN NOTICE REQUIREMENT

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act will be American made. See WIOA Section 505 – Buy American Requirements.

C. SALARY AND BONUS LIMITATIONS

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

D. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

_____ Yes _____ No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

_____ Yes _____ No

F. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation,

communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative _____

Title _____

Date _____

Page 1 June, 2006

STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE.

In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the previous consent, in writing, of the State and any attempts to assign the contract without the State's written consent are null and void. The Contractor may, however, assign its right to receive payment without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL.

In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law Section 163.6.a).

4. WORKERS' COMPENSATION BENEFITS.

In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS.

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

7. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION.

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

9. SET-OFF RIGHTS.

The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of setoff any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus

any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term Page 2 June, 2006 specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

(a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

(2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of

affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and
(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the

Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW.

This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT.

Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION.

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS.

In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165. (Use of Tropical Hardwoods) which prohibits purchase and Page 3 June, 2006 use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992.

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts. Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.empire.state.ny.us>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective

bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

22. PURCHASES OF APPAREL.

In accordance with State Finance Law 162 (4-a), the State shall not purchase any apparel from any vendor unable or unwilling to certify that: (i) such apparel was manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, child labor laws, wage and hours laws and workplace safety laws, and (ii) vendor will supply, with its bid (or, if not a bid situation, prior to or at the time of signing a contract with the State), if known, the names and addresses of each subcontractor and a list of all manufacturing plants to be utilized by the bidder.

CERTIFICATION

I hereby certify that the following is a true copy of resolution duly adopted by the Board of Directors of _____, a domestic corporation, at a meeting held on _____ 20 ____, at which a quorum was present, that said resolution has not been rescinded or modified, and it still in full force and effect, that said resolution is not contrary to any provision in the Certificate of Incorporation or By-Laws of said corporation, and that said certification is made knowing that the Town of Hempstead Department of Occupational Resources at 50 Clinton St., Suite 400, Hempstead, New York, will rely upon this certification incident to the execution of any documents by _____ with respect to Contract No. _____ pertaining to _____

RESOLVED, that _____ is hereby elected as _____ of _____ with full authority to enter into any agreement or transaction on behalf of the corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

(Secretary)

(Seal)

Note. This form must be completed for all agreements that will be executed by an officer other than President or Superintendent.

Workers' Compensation Insurance and Disability Benefits

Contracts awarded pursuant to this RFP will require the CONTRACTOR to secure and maintain Workers' Compensation Insurance and Disability Benefits as required by the State of New York for the life of this contract. In accordance with Workers' Compensation Law Sections 57 and 220(8), the contractor must be legally exempt from obtaining workers' compensation insurance coverage; or obtain such coverage from an insurance carrier; or be a Workers' Compensation Board approved self-insured employer or participate in an authorized group self-insurance plan. Proposals submitted in response to this RFP must include one of the following forms:

- (a) WC/DB-100, Affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Insurance Coverage Is Not Required (Must be stamped as "received" by New York State Workers' Compensation Board); or
- (b) C-105.2 – Certificate of Workers' Compensation; or
- (c) SI-12 – Certificate of Workers' Compensation Self-Insurance.

In addition, proposals must include one of the following forms to DOOR:

- (a) DB-120.1 – Certificate of Disability Benefits Insurance; or
- (b) DB-155 - Certificate of Disability Benefits Self-Insurance.

APPENDIX

Appendix I – Definitions

As defined under the Workforce Innovation and Opportunity Act:

Occupational Skills Training

§681.540: Organized program that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Appendix II – Required Attachments Checklist

Below is a list of attachments each applicant must provide in addition to their completed proposal:

Attachment	✓
Copy of payment schedule and Refund Policy	
Copy of latest fiscal audit	
Resumes of key administrative staff	
Curriculum of each proposed course	
Resumes of course instructors for each proposed course and copy of their teaching licenses	

Appendix III – Eligible Training Provider List State Registration Screens

New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Department of Labor
ETPL
Add Resources
Provider Log-in
WIB Log-in

Welcome Training Provider

[Create an Account](#) [Already have Account](#)

[Training Provider Guide](#)

New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Department of Labor
ETPL
Add Resources
Provider Log-in
WIB Log-in

NYSDS Self Registration

Please complete the form below to create a New York State Directory Service account which will enable you to access the secure login for the NYS Eligible Training Provider List system. Once you have created an account you will be prompted to re-enter your user id and password then change your password and select a security question.

* denotes required fields [Personal Privacy Protection Law Notice](#)

User Information

First Name* Middle Initial

Last Name*

Email Address*

Login Information

Preferred User ID* User ids must be atleast 4 characters and must be unique. If your selection is not available, you will be prompted to select a different one.

Password Information

Password* Your password must meet these requirements:
1) minimum of 8 characters;
2) must contain 1 letter;
3) must contain 1 number.

Confirm Password*

[Create Account](#)