



Request for Proposals
SITE SAFETY TRAINING (“SST”) EQUAL ACCESS PROGRAM
EPIN: 80125P0014

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IMPORTANT NOTE: This Request for Proposals is issued through the PASSPort system to those organizations qualified in the relevant service areas listed in the procurement description of the “View RFx” tab. Likewise, proposals must be submitted through the PASSPort system by those same qualified organizations. To apply to this RFP and all other solicitations in PASSPort, vendors must create an account within the PASSPort system. Please visit [About PASSPort | MOCS](#) to learn more.

BASIC INFORMATION

Proposal Release and Due Date	Please check the PASSPort RFx for updates.						
Anticipated Contract Term	- July 1, 2027 – June 30, 2030 (, per Service Area) - The contract may include an option to renew for an additional period not exceeding two (2) years at the City’s sole discretion at substantially the same terms, conditions, and pricing.						
Anticipated Funding Payment Structure and Number of Awards	- It is anticipated that the total available funding for the contracts awarded from this Request for Proposal (“RFP”) will be up to \$6,217,650 and based on the funding breakdown below - SBS anticipates that the payment structure of the contract(s) awarded from this RFP will be a line-item and performance based reimbursement. - It is anticipated that there will be a maximum of Ten (10) contracts awarded from this RFP. - All Proposers must be New York City Department of Buildings (“DOB”)-approved course providers for SST and SST Refresher courses¹, operating under their own registration number, and with access to DOB aligned curriculums. For more information on DOB requirements, please see What is a Registered Course Provider? - Buildings and DOB Approved Courses & Requirements. - Proposals will be accepted under two (2) distinct Service Areas: ➤ Service Area 1: Day Laborer Organizations - There will be five (5) competition pools, one in each borough (see chart below), and each competition pool will be awarded up to \$1,063,530 over a three (3) year period. Proposers may submit proposals for multiple competition pools, but a separate proposal is required for each submission. Competition Pool Chart <table><tr><th>Competition Pool #</th></tr><tr><td>1. Brooklyn</td></tr><tr><td>2. Bronx</td></tr><tr><td>3. Manhattan</td></tr><tr><td>4. Queens</td></tr><tr><td>5. Staten Island</td></tr></table>	Competition Pool #	1. Brooklyn	2. Bronx	3. Manhattan	4. Queens	5. Staten Island
Competition Pool #							
1. Brooklyn							
2. Bronx							
3. Manhattan							
4. Queens							
5. Staten Island							

¹ In accordance to Local Law 196, to renew the Worker Site Safety Training Cards, an individual must complete eight (8) hours of refresher training. For more information, please see the DOB notice: [sstcardrenewal-sn.pdf](#).

	➤ Service Area 2: Multilingual Training Providers - The remaining award(s), will be cumulatively awarded up to \$900K over a three (3) year period to proposer(s) who can offer courses in English and at least one of the following languages: Spanish, Russian, Polish, Mandarin, or Cantonese, with a preference for proposers who offer multiple languages and can adapt to provide additional in-demand languages. SBS is seeking citywide coverage through a combination of virtual, in-person, and non-traditional formats, which will determine the number of awards granted.
Subcontracting	All contractors must ensure that they are in compliance with DOB rule section RCNY 105-03(m) if utilizing a subcontractor for training. There will not be additional funds to cover administrative or other costs due to subcontracting. All subcontractors are subject to SBS approval and may be contingent upon staffing, financial terms, roles, and duties assigned to the subcontractor and nature of the collaboration. Primary contractors are required to ensure subcontractors meet the agency's expectations in all relevant areas. SBS encourages the use of Minority and Women-Owned Business Enterprises in subcontracting partnerships.²
Questions Regarding this RFP	• Questions regarding this RFP must be transmitted in writing to - Procurementhelpdesk@SBS.nyc.gov by the close of business on the date specified in Passport. • Substantive information and responses to questions submitted will be released in an addendum to the RFP.
General Guidelines	• To respond to this Human Client Services RFP, proposers must have: ▪ A PASSPort account; and ▪ An approved HHS Prequalification Application in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort. If you do not have a PASSPort account or an approved PASSPort HHS Accelerator PQL Application, please visit nyc.gov/passport to get started. • Proposals received after the proposal due date/time will be considered late and will not be considered, except as provided under New York City's Procurement Policy Board Rules, Section 3-16(o)(5). • Please allow sufficient time to complete and submit Proposals, which includes entering information, uploading documents, and entering login credentials. The PASSPort system will only allow proposers to submit proposals prior to the proposal due date/time. • Providers are responsible for the timely electronic submission of proposals. SBS strongly recommends proposers complete and submit proposals at least 24 hours in advance of the proposal due date/time. Resources such as user guides and videos are available on www.nyc.gov/passport. For assistance submitting a proposal through the PASSPort system, and to contact the MOCS Service Desk at General Request - MOCS Support - Jira Service Management

² <https://www1.nyc.gov/nycbusiness/mwbe>

REQUIRED DOCUMENTS		
Required Documents Note: A complete and separate proposal, including all required documents, must be submitted for each section and for each competition pools.	DOCUMENT TYPE	DESCRIPTION
	Budget Narrative	Completed Budget Narrative (Attachment A1) located within the questionnaire of the RFx. .
	Price Proposal Form	Completed Price Proposal Form (Attachment A) located in the Documents section of the RFx. Please upload a price proposal form for each year (3 Years)
	Proof of New York City Department of Buildings (DOB) Course Provider Approval	Valid New York City Department of Buildings (DOB) Course Provider Approval Letter.
	Proof of SST and SST Refresher Curriculum.	Provide proof of SST and SST Refresher DOB- aligned courses. Provide a written statement describing all SST related DOB-aligned courses, a syllabus for each, and indicate the language(s) available for each course.
	Location	Commitment to obtain training space in the service area for which they propose to provide services. - For Service Area 1: Must have training space within each Competition Pool area for which the proposer is submitting. - For Service Area 2: Training space location must be within one of the five boroughs of New York City. Proposers with an existing location must include a copy of their current lease agreement or other verification of the facility. Proposers without an existing location must provide a commitment letter.
	Key Staff Resumes	Resumes and/or job descriptions of key staff members
	Organizational Chart	Current Organizational Chart demonstrating both accountability and supervisory structure, and a statement certifying that the proposed key staff will be available for the duration of the project.
	Three (3) References	Submit at least three (3) relevant references, including: 1. Name of the reference entity. 2. A brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity;

		3. Name, title, and telephone number of a contact person at the reference entity, for the proposer and each proposed subcontractor if any; and 4. *A description of services provided by Proposer (as defined below) in the past (including list of partner organizations and area(s) served, if applicable); and a reference that can corroborate this description. *The description should demonstrate the proposers experience serving, performing outreach to the service area they are proposing on.
	Financial Documentation	Copy of the latest: audit report, certified financial statement, or a statement as to why no report or statement is available.

SECTION I – PROGRAM BACKGROUND

A. Agency Background

The New York City (“NYC” or “City”) Department of Small Business Services (“SBS” or “Agency”) helps unlock economic potential and creates economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building thriving neighborhoods across the five boroughs. The Division of Citywide Workforce Opportunity (“CWO”) seeks to connect New Yorkers, especially those from underserved communities to good jobs and career paths. CWO oversees a network of 18 Workforce Career Centers across all five boroughs that enable job seekers to take advantage of career-related workshops, one on one career advising, and direct placement in a variety of job opportunities. The Division also manages more than three dozen training programs that prepare trainees for careers in a variety of sectors, including construction, culinary arts, health care, industrial/manufacturing, media, and technology.

B. Purpose of RFP

Local Law 196 Background

Local Law 196 (2017) establishes site safety training (“SST”) requirements for workers at most construction sites and requires workers to undergo between 40-55 hours of SST. Local Law 196 also requires that an agency designated by the Mayor develop a program to provide equal access to the SST required by Section 3321 of the New York City Building Code. SBS has been designated to provide such a training program to New York City (“NYC”) Residents, including but not limited to day laborers. For the purposes of this RFP, “Day Laborer” is defined as a low-wage worker earning wages by the day who performs work on New York City construction projects. This program will help NYC Residents meet the requirements set forth by the DOB to improve safety on construction job sites across New York City.

C. RFP Service Areas

a. Service Areas

There are two (2) separate Service Areas within this RFP. Proposers may submit a proposal for more than one (1) Service Area, and/or in multiple competition pools within Service Area 1. However, a separate and complete proposal must be submitted for each. All Proposers must be DOB-approved course providers for SST and SST Refresher courses, operating under their own registration number, and with access to DOB- aligned curriculum.

- i. **Service Area 1: Day Laborer Organizations** - Awards will go to proposers who have at least two (2) years of experience in providing specialized services to Day Laborers. There will be five (5) competition pools, one in each borough (see chart below). Proposers may submit proposals for multiple competition pools, but a separate proposal is required for each submission.
- 1. Competition Pool - Service Area one (1) will have five (5) competition pools. Proposers may submit a proposal for more than one (1) competition pool in Service Area 1. However, a separate and complete proposal must be submitted for each competition pool in each service area.*

Competition Pool #
1. Brooklyn
2. Bronx
3. Manhattan
4. Queens
5. Staten Island

- ii. **Service Area 2: Multilingual SST Training Providers** - The remaining award(s), will be awarded to proposer(s) who can offer courses in English and at least one of the following languages: Spanish, Russian, Polish, Mandarin, or Cantonese, with a preference for proposers who offer multiple languages and can adapt to provide additional in-demand languages. SBS is seeking citywide coverage through a combination of virtual, in-person, and non-traditional formats, which will determine the number of awards granted.

D. Anticipated Available Funding

It is anticipated that the maximum total combined amount available of City Tax Levy funding for all competition pools in Service Area 1 will be up to \$5,317,650 over a three (3) year period. It is anticipated that the maximum combined total amount available of City Tax Levy funding for all competition pools in Service Area 2 will cumulatively be up to \$900,000 over a three (3) year period.

E. Payment Structure

SBS anticipates that the payment structure of the contract(s) awarded from this RFP will be line-item and performance-based. Contractor will submit a line-item budget for the full amount. SBS will reimburse Contractor(s) for its operating expenses in an amount not to exceed eighty percent (80%) of the total budget. SBS will retain twenty percent (20%) as a performance-based payment. The final performance payment will be calculated at the end of the Term.

SERVICE AREA 1-GOALS

Milestone	Minimum Goal: Number of Trainees
Enrollment	500 Per year, per competition pool
Completion	400 Per year, per competition pool

SERVICE AREA 2-GOALS

Milestone	Minimum Goal for 1 Vendor*: Number of Trainees
Enrollment	500 Total Per year
Completion	400 Total Per year

*If multiple awardees are chosen for Service Area 2 the number of trainees for each milestone will be identified based on the program model.

F. Subcontracting

All contractors must ensure that they are in compliance with DOB rule section RCNY 105-03(m) if utilizing a subcontractor for training. There will not be additional funds to cover administrative or other costs due to subcontracting.

All subcontractors are subject to SBS approval and may be contingent upon staffing, financial terms, roles, and duties assigned to the subcontractor and nature of the collaboration.

Primary contractors are required to ensure subcontractors meet the Agency's expectations in all relevant areas. SBS encourages the use of Minority and Women-Owned Business Enterprises in subcontracting partnerships.

SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

SERVICE AREA 1 & 2

A. Anticipated Contract Term

It is anticipated that the term of this Agreement shall be for a three (3) year period commencing July 1, 2027.

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The contract may include an option to renew for additional period not exceeding two (2) years at the City's sole discretion at substantially the same terms, conditions, and pricing.

The Agency reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.

SERVICE AREA 1

B. Minimum Qualification Requirements

The following are the Minimum Qualifications for **SERVICE AREA 1** of this RFP: Proposers that fail to meet the requirements for the service area for which they proposed will not be considered.

- a. Must be able to conduct training in one of the following formats: virtual, in-person, and non-traditional formats, including webinars, on-demand, or hybrid virtual/in-person, as per Section 105-03(n) of the DOB rules.
- b. All in-person trainings must be conducted in New York City, at a location(s) within the service area for which it proposed.
- c. Have at least two (2) years of experience in providing specialized services to Day Laborers.
- d. Must be a DOB-approved course provider as per RCNY section 105-03, [§ 105-03 Course Provider Registration and Department-Approved Courses](#).
- e. Must have access to DOB-aligned SST and SST Refresher course curriculums in English and Spanish., and at least one additional language.
- f. Demonstrate at least two (2) years' experience serving, performing outreach to, and effectively assembling Day Laborers within the construction industry.

SERVICE AREA 2

Minimum Qualification Requirements

Proposers that fail to meet the requirements for the **SERVICE AREA 2** for which they proposed will not be considered.

- a. Must be able to conduct training in at least one of the following formats: virtual, in-person, and non-traditional formats, including webinars, on-demand, or hybrid virtual/in-person, as per Section 105-03(n) of the DOB rules.
- b. Must be able to conduct all in-person trainings at locations throughout New York City.
- c. Must be a DOB-approved course provider as per RCNY section 105-03, [§ 105-03 Course Provider Registration and Department-Approved Courses](#).
- d. Must have access to DOB-aligned SST and SST Refresher course curriculums in English and at least one of the following languages: Spanish, Russian, Polish, Mandarin, or Cantonese.
- e. Demonstrate at least two (2) years' experience offering SST or other construction related training.

SERVICE AREA 1

C. Preferred Qualifications

The following are the Preferred Qualifications for **SERVICE AREA 1** of this RFP:

- a. Adequate organizational resources, expertise, and management strength that demonstrate the ability to fulfill the needs of the program.
- b. Demonstrate at least five (5) years' experience providing high levels of customer satisfaction by setting appropriate standards and using a management process to ensure those standards are met and documented.
- c. Familiarity with government (Federal, State, local) programs and/or similar programs.
- d. Demonstrate at least five (5) years' experience conducting marketing, outreach, and recruitment in service of a Program.
- e. Ability to accommodate NYC Day Laborers who are speakers of languages other than English and mitigate other potential barriers to accessing SST.
- f. Offer DOB-aligned SST and SST Refresher course curriculums in additional high demand languages in the construction industry.
- g. Demonstrate at least one (1) year experience in delivering SST related courses.

SERVICE AREA 2

Preferred Qualifications

The following are the Preferred Qualifications for **SERVICE AREA 2** of this RFP:

- a. Adequate organizational resources, expertise, and management strength that demonstrate the ability to fulfill the needs of the program.
- b. Demonstrate at least 5 years' experience providing high level of customer satisfaction by setting appropriate standards and using a management process to ensure those standards are met and documented.
- c. Familiarity with government (Federal, State, local) programs and/or similar programs.
- d. Demonstrate at least five (5) years' experience conducting marketing, outreach, and recruitment in service of a program.
- e. Ability to accommodate NYC Residents who are speakers of languages other than English and mitigate other potential barriers to accessing SST.
- f. Ability to offer courses in languages that are in-demand on NYC construction sites, such as French, Haitian-Creole, and Wolof.
- g. Demonstrate at least five (5) years' experience in delivering SST related courses.

SECTION III – SCOPE OF WORK

SERVICE AREA 1 & 2

A. Agency Goals and Objectives

SBS is seeking qualified vendors (“Proposers”) to assist the Agency in providing equal access of SST and SST Refresher courses to NYC Day Laborers and/or Residents pursuant to Local Law 196 in New York City. As part of the program to provide equal access to construction SST required by Section 3321 of the New York City Building Code, the selected proposer(s) will provide DOB-aligned courses for individuals who do not have equal access to such training. The selected Proposer(s) will provide the following:

1. Identify authorized instructor(s) to teach the DOB- aligned course(s) meeting all DOB staffing requirements;
2. Administer SST and SST Refresher trainings in-person (classroom setting) and/or in an actively proctored online format and/or any other mode acceptable under the DOB rules; and
3. Responsible for all tasks and responsibilities required of DOB-approved course providers.

SERVICE AREA 1

B. Deliverables

The below information contains a detailed overview of service deliverables the Contractor(s) will be required to provide:

1. Outreach and Partnerships

- a. Recruit, assess and provide SST training to NYC Day Laborers;
- b. Leverage an effective network of community partner organizations that includes inbound referrals of NYC Day Laborers who are likely to be candidates for SST training. This network includes a connection with Service Area 2 providers and the Workforce1 Career Centers;
- c. Provide outreach and intake for any NYC Day Laborers that received an SST card issued by SBS prior to January 1, 2022; and
- d. Refer NYC Day Laborers to other training organizations or Service Area 2 providers, if they cannot provide training in requested language.

2. Service Delivery

- a. Able to provide DOB-aligned SST and SST Refresher curriculum (“Courses”) via in-person instruction in a classroom setting or in an actively proctored online format subject to applicable DOB rules and requirements.

3. Enrollments

- a. Provide access to and enroll a minimum of **500 trainees** annually, per competition pool, in the SST and/or SST Refresher courses. Minimum

goals will be re-evaluated each year by the Agency.

4. Completions

- a. Ensure a minimum of **80% of the trainees enrolled** annually, per competition pool, obtain an SST card. Minimum goals will be re-evaluated each year by the Agency.
- b. Establish a flexible schedule of SST and SST Refresher Courses during hours that can accommodate the work schedule of trainees.
- c. Submit Course schedules in accordance with DOB rules and SBS procedures.
- d. Verify and apply relevant credentials that trainees received from other training providers to the Courses, adjusting for prior receipt.
- e. Print, issue, and distribute SST and SST Renewal Card(s) to Trainees who completed the training(s) as required and in compliance with applicable laws and rules established by the DOB.

5. Staffing

- a. Ensure that all staff and instructors providing the courses are in compliance with the DOB rules and regulations.
- b. Provide the appropriate number and level of programmatic staff to accomplish the goals outlined for this Program to ensure the program complies with the DOB and SBS rules and regulations.
- c. Program staff must demonstrate experience in construction training and/or workforce development.
- d. Ensure the organizational capability to deliver a high-quality programming with exceptional performance concurrently with any of the contractor's other businesses, projects, and/or services.

6. Reporting

- a. Maintain fraud-resistant procedures to record attendance of individuals participating in Courses whether in a physical classroom setting or in an online format, in accordance with RCNY, Title 1, Chapter 100, Subchapter E, Section 105-03(d)(5);
- b. Collect and store data on trainee attendance and completion in a safe and secure manner;
- c. Support trainees with data input and create cohorts in SBS recordkeeping system;
- d. Track and report programmatic data, including but not limited to recruitment, enrollments, completions, printing supplies, and other related programmatic data and expenses requested by SBS in a timely manner;
- e. Provide updates on Program status via routine e-mail updates, conference calls, and weekly, bi-weekly, and/or monthly reports.
- f. Collect and report on certain demographic and other data on trainees in the Courses as requested and directed by SBS.

SERVICE AREA 2

Deliverables

The below information contains a detailed overview of service deliverables the Contractor(s) will be required to provide:

1. Outreach and Partnerships

- a. Recruit, assess and provide SST training to NYC Residents.
- b. Will work closely with SBS and all identified program partners following up with, assessing, and conducting intake on all trainee referrals for SST and SST Refresher courses in all identified languages, referenced in section II, B.2.c. ; and
- c. Provide outreach and intake for any NYC Residents that received an SST card issued by SBS prior to January 1, 2022.

2. Service Delivery

- a. Able to provide DOB-aligned SST and SST Refresher curriculum (“Courses”) via in-person instruction in a classroom setting or in an actively proctored online format subject to applicable DOB rules and requirements.

3. Enrollments

- a. Provide access to and enroll **500 trainees** annually in the SST and/or SST Refresher courses. Minimum goals will be reevaluated each year by the Agency.

4. Completions

- a. Ensure a minimum of **80% of the trainees enrolled** annually, obtain an SST card. Minimum goals will be reevaluated each year by the Agency.
- b. Establish a flexible schedule of SST and SST Refresher Courses during hours that can accommodate the work schedule of trainees.
- c. Submit Course schedules in accordance with DOB rules and SBS procedures.
- d. Verify and apply relevant credentials that trainees received from other training providers to the Courses, adjusting for prior receipt.
- e. Print, issue, and distribute SST and SST Renewal Card(s) to Trainees who completed the training(s) as required and in compliance with applicable laws and rules established by the DOB.

5. Staffing

- a. Ensure that all staff and instructors providing the courses are in compliance with the DOB rules and regulations.
- b. Provide the appropriate number and level of programmatic staff to accomplish the goals outlined for this Program to ensure the program

- complies with the DOB and SBS rules and regulations.
- c. Program staff must demonstrate experience in construction training and/or workforce development.
- d. Ensure the organizational capability to deliver a high-quality programming with exceptional performance concurrently with any of the contractor's other businesses, projects, and/or services.

6. Reporting

- a. Maintain fraud-resistant procedures to record attendance of individuals participating in Courses whether in a physical classroom setting or in an online format, in accordance with RCNY, Title 1, Chapter 100, Subchapter E, Section 105-03(d)(5);
- b. Collect and store data on trainee attendance and completion in a safe and secure manner;
- c. Support trainees with data input and create cohorts in SBS recordkeeping system;
- d. Track and report programmatic data, including but not limited to recruitment, enrollments, completions, printing supplies, and other related programmatic data and expenses requested by SBS in a timely manner;
- e. Provide updates on Program status via routine e-mail updates, conference calls, and weekly, bi-weekly, and/or monthly reports.
- f. Collect and report on certain demographic and other data on trainees in the Courses as requested and directed by SBS.

C. Agency Assumptions Regarding Payment Structure

SBS anticipates that the payment structure of the contract(s) awarded from this RFP will be line-item and performance -based payments. The Agency will also consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the City's best interest. No payments shall be made, nor funds applied to other uses. All contract payments are subject to audit.

SECTION IV - SUMMARY OF EVALUATION CRITERIA

A. EXPERIENCE (30% of Proposal)

SERVICE AREA 1

1. Evaluation Criteria

- Demonstrate at least two (2) years' experience conducting outreach to and engaging Day Laborers interested in the construction industry. (10)

Be sure to include the following:

- i. Describe specific services provided and the methods of delivery (e.g., in-person, virtual, hybrid). Services may include but not limited to advocacy, employment assistance, wage-theft prevention or legal support, and construction-related health and safety education.
 - ii. A summary of the outreach strategy used to identify and engage Day Laborers
 - iii. A description of the population served
 - iv. Documented outcomes or performance metrics demonstrating program effectiveness
- Demonstrate at least two (2) years of successful experience in recruiting, assessing and connecting Day Laborers to training opportunities in the construction industry through approved eligible training providers. (10)
 - Demonstrate at least two (2) years of successful experience managing community partner networks to recruit and connect Day Laborers to training and employment in the construction industry. (10)

2. Proposal Instructions

Complete the Experience section of the ‘Questionnaire’ tab on PASSPort.

3. Evaluation

This section will be evaluated based on the demonstrated degree of experience and quality of that experience based on the criteria set out in this section. It is worth a maximum of 30% in the Proposal Evaluation.

B. ORGANIZATIONAL CAPABILITY (30% of Proposal)

1. Evaluation Criteria

- Provide an organizational chart and a staffing plan that demonstrates the ability to deliver the proposed services, the associated administrative responsibilities, and is consistent with the available resources of the Proposer(s). (5)
- Operating plan that demonstrates the following: (18)
 - i. Ability to perform efficiently, accurately, and timely the administrative responsibilities related to the delivery of services related to the Program to ensure the program complies with the DOB and SBS rules and regulations, including but not limited to scheduling, outreach/recruitment, training, fiscal management, reporting, records management, and outcomes.
 - ii. Ability to assist customers with disabilities, speakers of languages other than English, and other potential barriers to accessing the Course(s).
 - iii. Ability to maintain all program-related materials, hardware, software, curriculum, telecommunications systems, and technology infrastructure, while also assessing and implementing necessary upgrades to support program operations, ensure alignment with goals, and maintain compliance with all DOB and SBS rules and regulations.

- iv. Ability to maintain, retain and retrieve records: develop processes to maintain program records of trainees and instructors including but not limited to, attendance, data entry, OSHA 30 (if applicable), and proof of card distribution for a minimum of seven (7) years after the termination of the Agreement in accordance with NYC cybersecurity/privacy requirements. See NYC Cybersecurity Requirements for Vendors & Contractors page found here: [Cybersecurity for vendors & contractors](#).
- Demonstrate ability to deliver Courses in-person, online and/or hybrid instruction in a physical space and/or online platform, meeting all DOB requirements and approval by SBS, sufficient to accommodate all expected attendees and the equipment needed to perform hands-on exercises where required as part of the course or an online format that provides secure access that confirms the identity of the individual participating in training and the site of such training is actively observed or monitored, among other requirements. (5)
- Demonstrate that your organization is fiscally-sound to manage and administer these course(s). Include your organization's latest audit report, certified financial statement, or a statement as to why no report or statement is available. (2)

2. Proposal Instructions

Complete the Organizational Capability section of the 'Questionnaire' tab on PASSPort.

3. Evaluation

This section will be evaluated based on the demonstrated degree of organizational capability and quality of that experience based on the criteria set out in this section. It is worth a maximum of 30% in the Proposal Evaluation.

C. PROPOSED APPROACH (40% of Proposal)

1. Evaluation Criteria

- Describe your organization's DOB-aligned SST course offerings and provide the following details: (7)
 - i. Provide language(s) available for each course.
 - ii. Provide DOB Course Code for each course.
 - iii. Describe how the completion of the identified courses fulfills SST and SST refresher requirements and leads to SST Card eligibility.
 - iv. Indicate whether your organization has plans to expand its Site Safety Training DOB-aligned course offerings to other in-demand languages.
- Demonstrate in detail your operating plan in the following areas: (7)
 - i. Establishing a flexible course schedule to accommodate the work schedule of Day Laborers interested in the construction industry.

- ii. Demonstrate your organization's approach to qualified staff instructors for all SST and SST Refresher Courses and have sufficient staff to support the successful delivery of the programs.
 - iii. Providing a language access plan for Courses, which meets the following conditions:
 - (a) Provide instructions in a language that Day Laborers understand (including expansion into offering in-demand languages not currently provided by the Program);
 - (b) If a Day Laborer vocabulary is limited, accommodate those limitations; and
 - (c) Fluency in the training language or use translators or interpreters who have a background in occupational safety and health.
- Demonstrate your organization's approach to effectively leverage and engage with a targeted network of community partner organizations that include inbound referrals of individuals who are likely to be candidates for all program Courses. (6)
- Describe your outreach plan and how you will recruit, assess, and train Day Laborers to the SST and/or SST Refresher courses as an approved DOB Course Provider. This referral network includes all SBS partners and Workforce1 Career Centers. (7)
- Describe your organization's collection and reporting procedures and how you will enter, verify, manage, and report data and metrics to SBS. Be sure to include the following: (7)
 - i. Describe your ability to collect and report Trainee information as requested by SBS.
 - ii. Demonstrate successful implementation of Courses by:
 - (a) Ability to employ DOB approved instructional staff.
 - (b) Ability to implement fraud-resistant procedures for confirming the identity and attendance of individuals taking courses, including attendance logs and any other documentation demonstrating attendance; and,
 - (c) Ability to ensure that the site of such trainings is actively observed for the duration of each course.
 - iii. Describe your ability to evaluate and confirm credentials obtained from other training providers and modify required training hours for Day Laborers based on verified qualifications.
 - iv. Describe your ability to learn and utilize SBS-approved recordkeeping system in a timely manner.
 - v. Demonstrate the ability to implement comprehensive data validation protocols during the intake process, attendance tracking, and information entry into DOB and SBS-approved platforms to ensure the confidentiality, accuracy, and integrity of all data collected and reported.
- Describe your organization's approach to comply with the following training facility requirements: (4)
 - i. Describe your ability to provide a physical space located in the Service Area of the Proposal, easily accessible by public transportation.
 - ii. In person and/or virtual classrooms setting:
 - (a) Physical classroom space large enough to comfortably accommodate all trainees; and/or

- (b) Virtual classroom space where each trainee can attend and participate in the Course. The instructor should have access to equipment and internet connectivity capable of hosting and streaming videos.
- Describe your organization's approach to be in compliance with Title III of the Americans with Disabilities Act, and be accessible to individuals with disabilities, ensuring that auxiliary aids and services or other appropriate accommodations are provided if requested, and otherwise ensuring that individuals with disabilities have an equal opportunity to participate in and benefit from the group sessions and one-on-one assistance. (2)
 - i. Describe your ability to comply with all applicable laws, rules and regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, and emergency notification and evacuation procedures.

2. Proposal Instructions

Complete the Proposed Approach section of the 'Questionnaire' tab on PASSPort.

3. Evaluation

This section will be evaluated based on degree to which the proposal meets agency expectations and approach to providing the services as set forth in this section. It is worth a maximum of 40% in the Proposal Evaluation.

D. SERVICE AREA 2-EVALUATION CRITERIA

EXPERIENCE (30% of Proposal)

1. Evaluation Criteria

- Demonstrate at least two (2) years' experience in offering SST or other construction related training, including but not limited to (10)
 - i. A summary of the outreach strategy used to identify and engage NYC Residents
 - ii. Methods of delivery (e.g., in-person, virtual, hybrid)
 - iii. A description of the populations served
 - iv. Documented outcomes or performance metrics demonstrating program effectiveness
- Demonstrate at least two (2) years of successful experience in recruiting, assessing and connecting NYC Residents, in multiple languages, to training opportunities in the construction industry through approved eligible training providers. (10)
- Demonstrate at least two (2) years of successful experience managing community partner networks to recruit and connect NYC Residents to training and employment in the construction industry. (10)

2. Proposal Instructions

Complete the Experience section of the 'Questionnaire' tab on PASSPort.

3. Evaluation

This section will be evaluated based on the demonstrated degree of experience and quality of that experience based on the criteria set out in this section. It is worth a maximum of 30% in the Proposal Evaluation.

E. ORGANIZATIONAL CAPABILITY (30% of Proposal)

1. Evaluation Criteria

- Provide an organizational chart and a staffing plan that demonstrates the ability to deliver the proposed services, the associated administrative responsibilities, and is consistent with the available resources of the Proposer(s). (5)
- Operating plan that demonstrates the following: (18)
 - i. Ability to perform efficiently, accurately, and timely the administrative responsibilities related to the delivery of services related to the Program to ensure the program complies with the DOB and SBS rules and regulations, including but not limited to scheduling, outreach/recruitment, training, fiscal management, reporting, records management, and outcomes.
 - ii. Ability to assist customers with disabilities, speakers of languages other than English, and other potential barriers to accessing the Course(s).
 - iii. Ability to maintain all program-related materials, hardware, software, curriculum, telecommunications systems, and technology infrastructure, while also assessing and implementing necessary upgrades to support program operations, ensure alignment with goals, and maintain compliance with all DOB and SBS rules and regulations.
 - iv. Ability to maintain, retain and retrieve records: develop processes to maintain program records of trainees and instructors including but not limited to, attendance, data entry, OSHA 30 (if applicable), and proof of card distribution for a minimum of seven (7) years after the termination of the Agreement in accordance with NYC cybersecurity/privacy requirements. See NYC Cybersecurity Requirements for Vendors & Contractors page found here: [Cybersecurity for vendors & contractors](#).
- Demonstrate ability to deliver Courses in-person, online and/or hybrid instruction in a physical space and/or online platform, meeting all DOB requirements and approval by SBS, sufficient to accommodate all expected attendees and the equipment needed to perform hands-on exercises where required as part of the course or an online format that provides secure access that confirms the identity of the individual participating in training and the site of such training is actively observed or monitored, among other requirements. (5)
- Demonstrate that your organization is fiscally-sound to manage and administer these course(s). Include your organization's latest audit report, certified financial statement, or a statement as to why no report or statement is available. (2)

2. Proposal Instructions

Complete the Organizational Capability section of the 'Questionnaire' tab on PASSPort.

3. Evaluation

This section will be evaluated based on the demonstrated degree of organizational capability and quality of that experience based on the criteria set out in this section. It is worth a maximum of 30% in the Proposal Evaluation.

F. PROPOSED APPROACH (40% of Proposal)

1. Evaluation Criteria:

- Describe your organization's DOB-aligned SST course offerings and provide the following details: (7)
 - i. Provide language(s) available for each course.
 - ii. Provide DOB Course Code for each course.
 - iii. Describe how the completion of the identified courses fulfills SST and SST refresher requirements and leads to SST Card eligibility.
 - iv. Indicate whether your organization has plans to expand its Site Safety Training DOB-aligned course offerings to other in-demand languages.
- Demonstrate in detail your operating plan in the following areas: (7)
 - i. Establishing a flexible course schedule to accommodate the work schedule of NYC Residents interested in the construction industry.
 - ii. Demonstrate your organization's approach to staff qualified instructors for all SST and SST Refresher Courses and have sufficient staff to support the successful delivery of the program.
 - iii. Providing a language access plan for Courses, which meets the following conditions:
 - (a) Provide instructions in a language that NYC Residents understand (including expansion into offering in-demand languages not currently provided by the Program);
 - (b) If a NYC Residents' vocabulary is limited, accommodate those limitations; and
 - (c) Fluency in the training language or use translators or interpreters who have a background in occupational safety and health.
- Demonstrate your organization's approach to effectively leverage and engage with a targeted network of community partner organizations that include inbound referrals of individuals who are likely to be candidates for all program Courses. (6)
- Describe your outreach plan and how you will recruit, assess, and train NYC Residents to the SST and/or SST Refresher courses as an approved DOB Course Provider. This referral network includes all SBS partners and Workforce1 Career Centers. (7)

- Describe your organization’s collection and reporting procedures and how you will enter, verify, manage, and report data and metrics to SBS. Be sure to include the following: (7)
 - i. Describe your ability to collect and report Trainee information as requested by SBS.
 - ii. Demonstrate successful implementation of Courses by:
 - (a) Ability to employ DOB approved instructional staff.
 - (b) Ability to implement fraud-resistant procedures for confirming the identity and attendance of individuals taking courses, including attendance logs and any other documentation demonstrating attendance; and,
 - (c) Ability to ensure that the site of such trainings is actively observed for the duration of each course.
 - iii. Describe your ability to evaluate and confirm credentials obtained from other training providers and modify required training hours for NYC Residents based on verified qualifications.
 - iv. Describe your ability to learn and utilize SBS-approved recordkeeping system in a timely manner.
 - v. Demonstrate the ability to implement comprehensive data validation protocols during the intake process, attendance tracking, and information entry into DOB and SBS-approved platforms to ensure the confidentiality, accuracy, and integrity of all data collected and reported.
- Describe your organization’s approach to comply with the following training facility requirements: (4)
 - i. Describe your ability to provide a physical space located in the Service Area of the Proposal, easily accessible by public transportation.
 - ii. In person and/or virtual classrooms setting:
 - (a) Physical classroom space large enough to comfortably accommodate all trainees; and/or
 - (b) Virtual classroom space where each trainee can attend and participate in the Course. The instructor should have access to equipment and internet connectivity capable of hosting and streaming videos.
- Describe your organization’s approach to be in compliance with Title III of the Americans with Disabilities Act, and be accessible to individuals with disabilities, ensuring that auxiliary aids and services or other appropriate accommodations are provided if requested, and otherwise ensuring that individuals with disabilities have an equal opportunity to participate in and benefit from the group sessions and one-on-one assistance. (2)
 - i. Describe your ability to comply with all applicable laws, rules and regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, and emergency notification and evacuation procedures.

2. Proposal Instructions

Complete the Proposed Approach section of the 'Questionnaire' tab on PASSPort.

3. Evaluation

This section will be evaluated based on degree to which the proposal meets agency expectations and approach to providing the services as set forth in this section. It is worth a maximum of 40% in the Proposal Evaluation.

G. PRICE PROPOSAL

1. Proposers should also complete a Budget Narrative and upload to Passport as part of your proposal. The responses should include descriptions of:
 - Each programmatic & administrative position directly charged to the contract by Title, Salary, FTE/PTE (Full Time/Part Time Employee), and Contract Amount.
 - All line-items and performance-based identified in budget submission, cost, and cost allocation, if appropriate, to other programs your organization operates for other than personnel services.
2. Proposers should submit a Price Proposal that meets the standards described below:
 - A proposed line-item budget in the format prescribed in the Price Proposal Form, attached as Attachment A in the Documents section of the RFx.
 - SBS anticipates that the payment structure of the contract(s) awarded from this RFP will be line-item and performance-based. Contractor will submit a line-item budget for the full amount. SBS will reimburse Contractor(s) for its operating expenses in an amount not to exceed eighty percent (80%) of the total budget. SBS will retain twenty percent (20%) as a performance-based payment. The final performance payment will be calculated at the end of the Term.
3. Proposers should submit a price proposal for each year (3 Years)

SERVICE AREA 1-GOALS

Milestone	Minimum Goal: Number of Trainees
Enrollment	500 Per year, per competition pool
Completion	400 Per year, per competition pool

SERVICE AREA 2-GOALS

Milestone	Minimum Goal for 1 Vendor*: Number of Trainees
Enrollment	500 Total Per year
Completion	400 Total Per year

*If multiple awardees are chosen for Service Area 2 the number of trainees for each milestone will be identified based on the program model.

SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected and not considered for an award. The Agency's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts based on initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best (technical) responses and price terms.

The Agency shall rank proposers by technical merit, and the price proposal of ONLY the highest technically ranked firm will be opened and reviewed by the evaluation committee to determine whether it is responsive. The Agency will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). If such a fee is not successfully negotiated, the Agency may conclude such negotiations and enter into negotiations with the next ranked vendor(s), as necessary.

B. Evaluation Criteria (Experience, Capability, Approach)- Service Area 1 & 2

- Demonstrated quantity and quality of successful relevant experience.
30%
- Demonstrated level of administrative and organizational capability.
30%
- Quality of proposed approach.
40%

C. Basis for Contract Award

Within each competition pool in Service Area 1, a contract will be awarded to the responsive and responsible proposer(s) whose proposal(s) (is)(are) determined to be the

best value and most advantageous to the City, taking into consideration the factors and criteria which are set forth in this RFP. Proposals determined to be non-responsive will not be considered for contract award.

Within Service Area 2, contract(s) will be awarded to the responsive and responsible proposer(s) whose proposal(s) (is)(are) determined to be the best value and most advantageous to the City, taking into consideration the factors and criteria which are set forth in this RFP. Proposals determined to be non-responsive will not be considered for contract award.

SBS reserves the right to skip over one or more proposals in a Service Area competition pool to ensure appropriate distribution across the areas of service. SBS reserves the right not to make awards in one or more competitions depending on availability of funding or need.

If a proposer is eligible for an award in more than one (1) competition pool and Service Area, the Agency reserves the right to determine, based on the proposer's demonstrated organizational capability and the best interest of the City, respectively, how many and for which Service Area Option(s) the proposer will be awarded a contract. The Agency will award a contract to the highest rated proposal whose price is fair, reasonable, and within the maximum annual funding as stated in the RFP.

Please note: The contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected Proposer, as well as a determination of contractor responsibility.

SECTION VI – GENERAL REQUIREMENTS

A. Agency Assumptions Regarding Contractor Approach

The Agency's assumptions regarding contractor approach represent what the Agency believes to be most likely to achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the Agency's goals and objectives.

B. Agency Assumptions Regarding Payment Structure

It will be determined if the Contractors will submit invoices on a monthly or quarterly basis.

C. Compliance with the Iran Divestment Act

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the Bidders Certification of

Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency/Department will be able to award a contract to such proposer only in situations where the proposer is taking steps to cease its investments in Iran or where the proposer is a necessary sole source. Please go to <https://ogs.ny.gov/iran-divestment-act-2012> for additional information concerning the list of entities

D. Subcontractor Compliance Notice

The selected vendor will be required to utilize the City's web-based system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13 and will also be required to enter all subcontractor payment information and other related information in such system during the contract term.

The City's new web-based subcontractor reporting system will be located online at the Payee Information Portal at: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.

E. Earned Safe and Sick Time Law Contract Rider

Contractors of the City of New York [or of other governmental entities] may be required to provide sick time pursuant to the Earned Safe and Sick Time Act ("ESSTA"). The ESSTA Rider will be included in any contract awarded from this RFP and will incorporate the ESSTA as a material term of such a contract.

SECTION VII – ATTACHMENTS AND APPENDICES

Attachment A - Price Proposal Form for each year (3 Years)

Attachment A1- Budget Narrative (excel document)

Attachment B- Identifying Information Law Rider

Attachment C- Access to Non-Public Areas Human Services Rider

Attachment D- Labor Peace Agreement Rider (the selected vendor will be required to submit a Certification and Attestation)

Attachment E- EO64 Responsibility of Contracted Providers of Human Services in Relation to Matters Involving Allegation of Sexual Harassment

Appendix A - General Provisions Governing Contracts, including ESSTA Rider