

**NYC Workforce Development Strategic Planning and
WIOA Local Plan Development
RFP PIN #: 2025WDC001**

**PROPOSAL DUE DATE HAS BEEN EXTENDED TO
Monday March 17th, 2025 at 5:00pm EST**

Submitted Questions and Responses

Scope of Work

- 1. Overall, is the charge to focus on WIOA funded programs, or should we explore the opportunity to integrate the entire ecosystem through this process?**

The expectation of this project is to consider the entire workforce development ecosystem. This is both the expectation of the NYC Workforce Development Council and Board, as well as a requirement of the WIOA Local Plan, which must include WIOA-funded programs as well the ecosystem at large.

- 2. Can WDC please indicate if the “financial and performance analysis to identify areas of improvement” referenced in Section 1a (p. 6) is solely for government (City or State), WIOA-funded, and/or partially funded, programs?**

The expectation for “financial and performance analysis to identify areas of improvement” in *Section III.C.1.a* is intended to cover relevant programs where data is available. This may include programs outside of those funded or administered by government, should there be a data source or where collaborating stakeholders have information they can share.

- 3. Are there pre-identified programs or initiatives that the plan must align with?**

The planning process must include consideration of local WIOA-funded programs, such as those at the NYC Department of Youth and Community Development and the NYC Department of Small Business Services, as well as any programs expressly identified in the federal WIOA Local Plan regulations. Other major programs in the city, such as those in education at NYC Public Schools and the City University of New York, and workforce programs that support recipients of public benefits, such as those through the Human Resources Administration, should also be included.

4. Are there any anticipated changes to federal WIOA regulations that should be accounted for in the Local Plan development?

We recommend that proposers review the current state of WIOA legislation and regulation in advance of submitting a proposal, and that any proposal include reference to how the strategic planning and document production process will identify and incorporate changes should relevant changes to WIOA be enacted at the federal level.

5. How will NYC Talent handle potential federal funding shifts impacting workforce priorities?

The strategic planning process described in this RFP is intended to work with the Mayor's Office of Talent and Workforce Development (NYC Talent), city agencies, and relevant stakeholders to plan for federal funding shifts impacting workforce priorities to the extent those shifts are known or can be anticipated during the planning process.

6. What expected implementation success metrics should be built into the plan?

The process and associated metrics that speak to how the NYC Workforce Development Council and Board as well as other stakeholders will monitor progress towards achieving a shared vision should be co-designed, explored, and documented through the strategic planning and implementation planning process. The Plan should consider metrics that indicate jobseeker career progression and success as well the ability for employers to tap the talent they need.

Other metrics this process should consider, which should be discussed in the WIOA Local Plan, include standard required WIOA performance measures, such as employment rate, median wages, and credential attainment rate among customers participating in training programs.

7. Beyond the WIOA plan submission, are there other timeline milestones this project should consider?

In addition to the required WIOA Local Plan submission, this strategic planning process is intended to set the workforce system up for success in the coming years. As such, the timeline may include consideration of the needs of key funding or other audiences who might benefit from receiving the product of this strategic planning work.

Consideration of specific programmatic or agency timelines should also be included as part of the implementation planning process. See *Section III.C.2* for additional detail.

Stakeholder Engagement

- 8. Beyond the 18 listed stakeholders, are there additional organizations, workforce boards, industry groups, or community partners that should be included in the stakeholder engagement process to ensure comprehensive representation?**

This process is intended to include input from the local business community and the education/workforce development field. While the stakeholders listed in the RFP are required participants, the work may benefit from the inclusion of other voices in parts of the process.

- 9. Is there a minimum or ideal number of stakeholders that WDC considers essential for an effective and representative strategic planning process?**

Minimally, the organizations listed in the RFP in *Section III.C.1.c* need to be included in the strategic planning process.

- 10. Would WDC facilitate introductions to key stakeholders that are flagged for engagement, or would that be the responsibility of the selected consultant?**

NYC Talent will facilitate relationships with all of the required stakeholders. In some cases, other stakeholders might be invited to participate where an introduction is made through an intermediary. For example, it may be appropriate to organize a focus group of business representatives convened or introduced by the Partnership for NYC. In addition, should a consultant have existing relationships with either required or supplementary stakeholders relevant for this process, those relationships are welcome and proposers should feel free to include those collaborations in their proposal.

- 11. What level of coordination with the NYS Department of Labor is expected throughout the planning process?**

The NYS Department of Labor (NYSDOL) plays two roles with respect to federal Workforce Innovation and Opportunity Act (WIOA) funding in New York City: 1) as the oversight entity responsible for local areas like NYC; and 2) as a required programmatic partner through its local Career Center staff. No coordination is

expected for the first role – NYSDOL will provide a template for completing the local plan and they will need to review our local submission, but they do not need to be consulted throughout. However, some coordination will be necessary for the second role with local NYC representatives from NYS Department of Labor in their role as a required partner of the WIOA system, which is described in the RFP.

12. Do you expect stakeholder engagement to take place in person, virtually, or a combination?

Stakeholder engagement is expected to take place through a combination of both in-person and virtual modalities. Proposers should articulate how they would conduct stakeholder engagement activities - such as interviews, focus groups, facilitated workshops, and collaboration with the NYC Workforce Development Council and Board and their committees – and why the proposed methods will be maximally effective for the work being done.

13. Will engagement require multi-lingual communication? What most prominent languages will be required?

No, engagement work through this project will not require multi-lingual communication. All communication related to this work is anticipated to be conducted in English. The Local Plan should address issues related to New York’s diverse audiences, including language accessibility.

14. Is there a current vision of how the work of existing NYC Talent/WDC teams will support this effort? For example, should respondents anticipate that the Industry Partnership teams be able to conduct data analysis or set up focus groups with key employers they work with?

Proposers should include their best recommendation for how the work can collaborate with and leverage the relationships of internal NYC Talent teams with their proposal, understanding that the process will be subject to negotiation. NYC Talent teams will be actively engaged throughout the process.

15. How does WDC envision balancing stakeholder input with the consultant's strategic recommendations?

Final decision-making of what strategies are included in the plan and implemented is reserved for the NYC Workforce Development Council and Board, NYC Talent, and those agencies or organizations that administer any discussed programs. The selected contractor should provide their best consultation to these groups, and

facilitate a process wherein decision-makers consider all available and relevant information and recommendations in their decisions.

Consultant Process

16. How much onsite time do you expect of the consultant (weekly, monthly, etc.)?

Minimally, it is expected that the consultant is onsite (or otherwise in-person) at NYC Workforce Development Council/Board meetings and/or at any relevant in-person committee meetings or facilitated workshops. The bulk of these activities will likely happen between April-August 2025. Proposers should share their recommendation for onsite or otherwise in-person time, what activities those are connected with, and when during the process they are recommended, as part of their proposal.

In addition, it is also expected that the consultant participates in at least weekly in-person and/or virtual check-ins with NYC Talent staff overseeing the project, the frequency of which will be subject to negotiation upon contract award. NYC Talent may also arrange space for the consultant to work on-site.

17. What level of engagement is expected in Phase 3 (Execution Support)?

Phase 3 of the work will depend on the results of the work from phases 1 and 2. Proposers should share their expertise and best recommendation for this phase insofar as it can be anticipated in advance, and provide for flexibility in the project later. As the work from phase 1 and phase 2 develop through the term, we will discuss the specific activities expected in phase 3.

18. Will the consultant provide direct implementation services or mainly strategic guidance?

See above question #17. Proposers should provide their best recommendation for Phase 3, understanding the need for flexibility in the contract scope of work may be needed as Phases 1 and 2 are completed.

19. Was a consultant hired to support development of The Future of Workers Task Force Blueprint? Who was that consultant?

The Future of Workers Task Force group convening and report development was facilitated by the NYC Mayor's Office of Talent and Workforce Development and supported by in-house staff and both contracted and pro bono consultants from

multiple firms. For more detail, please see page 38 of [The Future of Workers Task Force Blueprint](#).

Selection Process & Application Requirements

20. Will there be preference given to NYC-based or NY state-based firms?

Proposers must meet the minimum qualifications outlined in Section II.F. WDC's preferred qualifications are outlined in Section II.G. Proposals will then be evaluated based on the criteria articulated in *Section V – Proposal Evaluation and Contract Award Procedures* of the RFP.

21. Can WDC please provide additional clarity on the “Note” section published in the RFP regarding submission of multiple proposals by a single respondent? (p. 5)

It is generally expected that proposers will submit one proposal. If, however, the proposing firm wishes to submit more than one approach, and a second approach would change experience, organizational capacity, or price, this should be submitted as a second proposal rather than as one proposal with two competing approaches. For example, if the organization has 10 years of experience with facilitating a process through Approach A but only 2 years of experience facilitating a process through Approach B and the organization wishes to propose both Approach A and Approach B, Approach A and Approach B should be submitted as two separate proposals.

22. RFP Section IV indicates that respondents should provide “a detailed budget utilizing the attachment provided, outlining how funds will be spent.” (p. 9) Is the “attachment provided” the full-page Attachment D (Price Proposal), or is there a separate attachment that respondents should use to provide the detailed budget above?

For the purposes of comparison, proposers are required to complete and submit the Price Proposal Attachment (Attachment D). However, proposers are also encouraged to propose innovative payment structures.

The price proposal attachment does not count towards the 4-page limit for *Section IV*.

23. Are respondents required to use Attachments A, C and D as published in the RFP as the format for their response?

Attachments A, C, and D should be submitted in the template format included in the RFP. See the response to Question #22 regarding Attachment D.

24. RFP Section IV states that respondents must provide a project timeline as part of their Program Proposal. (p. 9) Does this timeline count against the 4-page limit for this section?

The project timeline should be included in the 4-page limit for *Section IV*.

25. Can WDC please confirm if there are any additional requirements regarding format of the proposal for submission? (i.e. 8.5 x 11 in. page size)

There are no additional formatting requirements other than what is articulated in the RFP.

26. How will WDC determine a "natural break in scores" for shortlisting proposals?

All proposals will be scored by members of the selection committee using a common rubric. A "natural break in scores" refers to a clear separation among proposals using this scoring methodology.

Project Budget

27. What is the total project budget?

As described in the RFP, the final contract amount is dependent upon the availability and appropriation of funds. Proposers should articulate a proposal for how they would produce high-quality work that delivers on the expectations articulated in *Section III – Scope of Services*, and include a price proposal appropriate for that work. Greater consideration will be given to proposers that propose more competitive prices.

28. What is the funding source for this project?

As described in the RFP, the final contract amount is dependent upon the availability and appropriation of funds. This will include, but may not be limited to, federal workforce dollars through the Workforce Innovation and Opportunity Act (WIOA). Funding source may also include City Tax Levy or private philanthropic dollars. Please refer to the appendices linked [here](#) for additional information about funding terms.

29. To what extent does the potential of WIOA not being reauthorized impact the project and its scope of work?

As described in the RFP, the WDC may shift funding sources for this project. Please refer to the earlier question about how changes in WIOA may impact the topics discussed during strategic planning.

30. How much flexibility does WDC have in modifying the budget after the contract award?

WDC reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best programmatic and price terms. WDC may further consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). After the contract is executed, WDC and the selected proposer may modify the budget as appropriate, subject to the availability and appropriation of funds.

31. Can proposers include indirect/overhead costs beyond the stated 10% cap in certain circumstances?

No, 10% is the maximum for indirect costs.

32. What are the allowable travel reimbursement rates (e.g., per diem, mileage, airfare, lodging)? Additionally, are there restrictions on other costs, such as materials, technology, or administrative expenses that would be helpful to know for the budget development?

All costs are subject to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). The Uniform Guidance establishes principles for determining allowable costs, particularly Subpart E (Cost Principles).

Travel reimbursement should follow the rates provided by General Services Administration (GSA).

33. Can WDC clarify what it considers a "most advantageous" price proposal?

The WDC is looking for the most competitive prices that is fair and reasonable to produce high-quality work that accomplishes the goals articulated in the RFP.