

WORKFORCE DEVELOPMENT CORPORATION ("WDC")

REQUEST FOR PROPOSALS

**RFP TITLE: HUMAN RESOURCES COMPONENT TO COMPLEMENT FIRST COURSE NYC
APPRENTICESHIP TRAINING PROGRAM**

PIN: 2026WDC0001

AUTHORIZED WDC CONTACT PERSON

Proposers are advised that the **Authorized WDC Contact Person** for all matters concerning this Request for Proposals ("RFP") is:

Title: Executive Director
Mailing Address: Workforce Development Corporation
1 Liberty Plaza, 11th Fl.
New York, New York 10006
Telephone #: 212-513-6437
Email address: WDCcontracting@sbs.nyc.gov

A. Release Date of this RFP: Monday, September 8, 2025

Note: All questions and requests for additional information concerning this RFP should be directed to the Authorized WDC Contact Person above. All proposers are responsible for checking the [WDC Contracting Opportunities website](#) for any updates or addendums to this RFP.

B. Proposal Due Date and Time: Monday, September 29, 2025 – 5:00pm

1. Responses must be submitted electronically by e-mail, in either Adobe PDF or Microsoft Word, to Chenelle Dennis at WDCcontracting@sbs.nyc.gov. If preferred, applicants may submit their information in hard copy to:

Attn: Chenelle Dennis
Executive Director
Workforce Development Corporation
1 Liberty Plaza, 11th Fl.
New York, New York 10006

2. All responses to this RFP are to be prepared and submitted at the proposer's expense. The WDC will not pay any costs incurred by proposers in connection with the preparation, submission, and evaluation of the RFP response.

Note: The WDC will consider requests made to the Authorized WDC Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the WDC issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

- C. Anticipated Contract Start Date: **February 1, 2026**
- D. Anticipated Program Start Date: **February 2026**

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS

A. Organizational Background

The NYC Food and Beverage Industry Partnership (“IP”) is housed at the Workforce Development Corporation (“WDC”). The WDC is an independent not-for-profit created by the City of New York (“City”) specifically for the purpose of assisting the City in developing and funding workforce initiatives and works closely with the City’s Department of Small Business Services (“SBS”) to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships. The Industry Partnership seeks to address the food service and hospitality industry’s skills gaps and labor shortage by promoting training opportunities that will also open the door to greater upward mobility for workers, help small businesses navigate the regulatory environment, and monitor industry trends and define operational changes businesses can implement to meet various challenges.

B. Context and Purpose of this Project

First Course NYC is a WDC culinary job training program (“First Course NYC” or the “Program”), launched in 2019, that engages a training provider to train qualified New Yorkers to be entry-level cooks in NYC full-service restaurants that have agreed to participate as employer partners (“Restaurant Partners” or “Partners”). The 14-week apprenticeship training program has two distinct components – 8 weeks (280 hours) of pre-employment “Fundamentals” training comprised of classroom education and hands-on culinary technical skills training in a fully-equipped training kitchen facility, followed by a 6-week (210 hours) paid on-the-job (“OJT”) apprenticeship with Restaurant Partners providing additional training on transferable culinary skills and skills unique to their kitchen. The program’s employment goal is that Restaurant Partners retain their apprentices as permanent employees at completion of the 6-week OJT period.

There are several internal factors adding to the ongoing restaurant cook shortage and high turnover rates facing the NYC food service industry. Therefore, the Program seeks a restaurant human resource (“HR”) provider to liaise with all Restaurant Partners to strengthen the effectiveness of their own HR and talent development processes. The Employer Partner HR Liaison provides restaurant management and supervisory teams with the support and resources they need to effectively onboard, train, motivate, mentor, engage, and retain their workers with a view toward improving the broader workplace culture in the NYC restaurant industry as the return on investment in best practices is proven.

C. Project Overview

The WDC is seeking a company or organization that focuses on restaurant/hospitality human resources and employee engagement to support objectives of the First Course NYC Program by delivering training workshops and best practices guidance to Restaurant Partners’ incumbent supervisory staff and by providing program oversight and check-ins to Restaurant Partners for the duration of the Program to

ensure Partners adhere to guidelines for participation. The following is a partial list of topics to cover, but the WDC welcomes additional suggestions from proposers:

1. Support the Restaurant Partners' existing Human Resources (HR) and management teams to streamline and strengthen onboarding, training & early engagement of apprentices with little-to-no culinary experience prior to their engagement with the First Course NYC program;
2. Identify and help close gaps between agreed-upon HR procedures and implementation;
3. Help to reinforce HR and Training and Development teams' communication with kitchen management & supervisors;
4. Define the role senior leadership plays in talent acquisition and retention;
5. Help to strengthen initial engagement with new hires to increase loyalty and retention;
6. Help to ensure continuity and practical application of all talent management policies & procedures; and
7. Work to develop clear internal career pathways for new hires.

The Program currently delivers four (4) cycles of cohort-based training per year with 15-20 Restaurant Partners providing job slots for each cycle. Proposers are expected to collect and review weekly restaurant supervisor feedback, and communicate with restaurant teams when necessary, during each 6-week on-the-job training ("OJT") period to ensure and reinforce best practices implementation.

D. Anticipated Contract Term

It is anticipated that the initial term of the contract awarded from this RFP will be two (2) years with a renewal option at the WDC's sole discretion for additional periods not exceeding one (1) year, commencing upon Contractor's receipt of a written notice to proceed from the WDC. The WDC reserves the right, prior to contract award and renewal contract execution, to determine the length of the initial contract term and each option to renew, if any. WDC, at any time and for any reason whatsoever in WDC's sole discretion, may terminate the contract for WDC's convenience.

E. Anticipated Available Funding

It is anticipated that the maximum available funding for the initial term of the contract awarded from this RFP will be **\$150,000**. The funding allocation and final contract amount is dependent upon the availability and appropriation of funds and is subject to change. In addition, the WDC reserves the right to modify the funding allocation in the best interests of the WDC.

F. Anticipated Payment Structure

It is anticipated the payment structure of the contract awarded from this RFP will be monthly line-item reimbursements. The WDC reserves the right to select any payment structure that is in the WDC's best interest. WDC will endeavor to accommodate reasonable requests for payment structures that incorporate work performed and the Contractor's allocation, dedication and expenditure of resources. Work performed by the Contractor beyond the scope of this solicitation and the resulting contract award will not be compensated without WDC's prior approval.

G. Minimum Qualifications Requirements

- Proposer(s) has been in operation for at least five (5) years.
- Proposer(s) has at least five (5) years' experience providing Restaurant Human Resource services.

All proposers must clearly show they meet the minimum qualifications of this RFP or otherwise may be found non-responsive. If submitting a joint application, both organizations must each be in operation for at least five (5) years.

SECTION III – SCOPE OF SERVICES

A. WDC's Goals and Objectives for this RFP

The IP and WDC's goals and objectives for this solicitation are to award one (1) contract to a qualified Contractor to deliver the HR component to complement the First Course NYC training program. It is the WDC's goal to embed effective, sustainable HR system processes into each Restaurant Partner's business ("Employer Training").

During the Term, Contractor will be responsible for designing and revising content (where new or additional content is deemed necessary) and delivering Program Introduction and Talent Management ("TM") workshops and best practices guidance to incumbent supervisory staffs and management of First Course NYC Restaurant Partners. Contractor will provide on-the-job training (OJT) oversight and check-ins to Restaurant Partners for four (4) cycles of cohort-based training per year. 2026 cohort delivery as follows:

1. Cohort 19 - expected to be delivered from January 2026 – April 2026
2. Cohort 20 - expected to be delivered from April 2026 – July 2026
3. Cohort 21 - expected to be delivered from June 2026 – September 2026
4. Cohort 22 – expected to be delivered from August 2026 – December 2026

Additional cohorts and dates will be provided annually during the Term.

The WDC and IP are pursuing the following goals through the program's HR Component:

1. Restaurant Partners commit to structured onboarding, training and development of apprentices as a way to drive deeper engagement and long-term retention of all newly hired talent.
2. Restaurant Partners' leadership and management teams become internal advocates for agreed-upon HR policies and procedures to drive their adoption & sustainability.
3. Improvements in workplace best practices made by Restaurant Partners have a positive effect on the overall culture of their workplaces.

It is expected that the Contractor will have delivered all necessary guidance and training to Restaurant Partners' leadership and supervisory staffs prior to the start of the 6-week on-the-job training program component.

The WDC expects the program's HR Component to achieve the following outcomes:

1. All (100%) Restaurant Partners will have received HR support and training from Proposer.
2. At least 70% of Restaurant Partners will have incorporated HR policies and procedures as recommended by Proposer.
3. At least 80% of program apprentices report that their overall experience of onboarding and on-the-job training with program's Restaurant Partners was a positive one.

B. Contractor Responsibilities:

1. Personnel

Contractor will designate sufficient personnel for each Cohort to support the successful implementation of the Program and all other services below. The Contractor shall maintain the following personnel at a minimum:

a. Principal:

- i. Provides ultimate HR component oversight;
- ii. Ensures quality and provides final approval of all deliverables;
- iii. Serves as Program's lead primary point of escalation; and
- iv. Liaises with SBS's Training and Food & Beverage IP teams.

b. Project Lead:

- i. Serves as restaurant HR and management subject matter expert;
- ii. Manages Program timeline, scope of work, and budget to ensure effective execution;
- iii. Works with Talent Associate to create/update Program tools, e.g.: Best Practices Guide, Workshop materials, Assessment and self-assessment tools;
- iv. Leads or supports workshops and addresses attendance issues with SBS leadership;
- v. Acts as primary liaison to Restaurant Partners, fostering regular communication and feedback; and
- vi. Acts as primary liaison with Program training team at Hot Bread Kitchen ("Training Provider").

c. Talent Associate:

- i. Serves as hiring/onboarding/training subject matter expert;
- ii. Works with Project Lead to create/update program tools, e.g.: Workshop materials, Assessment and self-assessment tools;
- iii. Leads workshops;
- iv. Leads communication with supervisors regarding Program expectations, OJT feedback, and apprentice challenges and successes; and
- v. Collects and analyzes feedback, apprentice success rates, and survey participation.

d. HR Coordinator:

- i. Completes miscellaneous administrative tasks; and
- li. Supports weekly survey collection during OJT.

2. Core Activities (Not Cohort-Specific)

a. Ongoing activities:

- i. Provide Program management support
- ii. Support communications with Restaurant Partners, F&B Industry Partnership, and SBS leadership including:
 - a. Bi-weekly meetings with new Restaurant Partners and meetings as needed with existing partners
 - b. Weekly check-in meetings with SBS IP team
 - c. As-needed communication with stakeholders at all levels to ensure Program success
 - d. Periodic roundtable convenings with Restaurant Partners to discuss and realign on desired training outcomes and goals.
- iii. Employer Partner Best Practices Assessments & supporting improvements including:
 - a. Conduct retroactive assessments for all existing partners onboarded before new practices were established
 - b. Create and provide a presentation of new partner assessments, to include relevant key findings and recommended action steps, for each new restaurant partner onboarded. Collect ongoing feedback and partnership conversations to drive improvement in hiring, onboarding, and training practices
- iv. Facilitate quarterly strategy meetings with the F&B Industry Partnership team to discuss strategies to strengthen Program goals and develop specific action plans based on analysis of feedback and data collected
- v. Maintain Program tools such as surveys, training guides, and other materials.
 - a. Update Program tools when deemed necessary to achieve stronger outcomes
- vi. Maintain Smartsheet Success Tracker with support from Training Contractor and update Dashboard as needed (Contractor required to obtain Smartsheet license(s) required for data collection and maintenance).
- vii. Facilitate one (1) in-person Restaurant Partner event annually under the direction of SBS.
- viii. Present overall analysis of onboarding, exit, and feedback surveys and share related recommendations for program improvements at the completion of each cohort. Share results with IP and Restaurant Partners as applicable.
- ix. Compile content for monthly Restaurant Partner newsletter to drive partner engagement and share best practices.

- x. Monitor Certificate of Insurance expiration dates collected from each active Restaurant Partner and collect updated certificates when required to verify active business insurance coverage during all periods of on-the-job training delivery.

3. Cohort-Specific Activities

1. Onboard new Restaurant Partners

Specific activities include:

- i. In-person kick-off meeting in partnership with IP
 - 1. Review key partnership expectations and Program goals
 - 2. Engage with all key restaurant team members
- ii. Restaurant Partner Assessment
 - 1. Complete an in-person assessment with Restaurant Partner's HR & Culinary team on current hiring, onboarding and training practices
 - 2. Work with Restaurant Partner's HR & Talent Development teams to identify gaps between existing company policies and implementation by kitchen management and supervisory teams;
 - 3. Utilize tools and training workshops to help close gaps identified;
 - 4. Get commitment, where possible, from Restaurant Partners to take recommended steps to close gaps identified and maintain communication to understand actions taken to close gaps.
- iii. Support the identification of restaurant training supervisors and ensure Program expectations have been communicated to and understood by all relevant restaurant staff.
- iv. Support new restaurant chefs and supervisors in building their initial OJT plan and provide feedback and recommended modification as needed
- v. Review all submitted OJT plans with chefs and kitchen management prior to delivery of OJT and address any recommended modifications to strengthen OJT.
- vi. Continue monitoring use of agreed-upon OJT plan through bi-weekly Supervisor check-ins and share recommended modifications when deemed necessary to strengthen performance outcomes.
- vii. Collect and review Restaurant Partner Profile Surveys and share with Training Provider
- viii. Facilitate Restaurant Partner Program Intro and Train the Trainer Workshops
 - 1. Ensure attendance by at least one (1) kitchen supervisor and one (1) HR/management staff from each

restaurant location at each of the two (2) workshop modules;

2. Ensure attendee engagement through interactive Q&A, polling, high-touch and engaging delivery;
3. Communicate lapses in participation to SBS team;
4. Maintain and update Module 1 (Program Intro) and Module 2 (Train the Trainer) with updated data and learnings from previous Cohorts;
5. Deliver Workshops virtually, ensuring technology platform is easily accessible to all.

4. Support during Fundamentals Training:

- a. Coordinate guest speakers (at least 4 and up to 6 per cohort), including Program alumni, Restaurant Partners, and other relevant industry professionals. Create and utilize a guest speaker scheduling sheet to be shared by all Program teams.
- b. Deliver on-site workshop(s) prior to the conclusion of Fundamentals training session to prepare apprentices for transition to OJT.
- c. Collaborate with the Training Provider to support the Apprentice-Restaurant matching process.

5. Support during On-the-Job Training:

Contractor will lead communication with Restaurant Partner supervisors and HR/management teams.

a. Specific activities include:

- i. Confirm name, position, and contact info for all employer supervisory staff who will be directly responsible for Apprentice training;
- ii. Update and maintain Restaurant Partner contact sheet;
- iii. Confirm supervisor or HR contact changes and facilitate workshops as needed;
- iv. Review OJT Plan and facilitate updates with the supervisor as needed;
- v. Share feedback and provide guidance to supervisors and HR as needed in performance-based coaching, investigations, and other requested support;
- vi. Collect, organize, and share results from weekly supervisor feedback surveys. Identify and diagnose challenges, and develop remediation plans in partnership with supervisors and HR;
- vii. Analyze Apprentice surveys to ensure Apprentices receive effective feedback and support from their managers;
- viii. Participate in check-in meetings with Training Provider's Program Case Managers to share relevant information and proactively address any workplace challenges to successes Apprentices are experiencing during OJT;

- ix. Collect initial Apprentice hire/wage validations from all relevant Restaurant Partners within 2 weeks of start date of OJT and update appropriate tracking tool. Notify SBS when all validations for relevant cohort have been collected.
- x. Collect Apprentice “promotion” (retention and wage) validations from all relevant Restaurant Partners at the end of OJT and update the appropriate tracking tool. Notify SBS when all validations for relevant cohort have been collected.

b. Post-Cohort Responsibilities:

Contractor shall collect, organize, and share Restaurant Partner (HR & Supervisor) exit survey results with SBS and organize and share survey learnings with Restaurant Partners as applicable. Contractor will also facilitate Restaurant Partner reimbursement reminders, acting as liaison with SBS training team.

B. Program Schedule

Contractor will coordinate with IP and FIRST COURSE NYC Training Provider to determine the schedule for delivering the HR component to employers.

C. Work Product License

Any and all materials created under any contract that is entered into as a result of this solicitation (the “Work Product”) are the exclusive property of WDC. WDC may use any Work Product prepared by the Contractors in such manner, for such purposes, and as often as WDC may deem advisable, in whole, in part or in modified form, in all formats now known or hereafter to become known, without further employment of or additional compensation to the Contractors. The Contractors shall not use, transmit, display, publish or otherwise license such Work Product without WDC’s prior written consent. The Work Product shall be considered “work-made-for-hire” within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. § 101, and WDC is the copyright owner thereof and of all aspects, elements and components thereof in which copyright protection might subsist. To the extent that the Work Product does not qualify as a “work-made-for-hire,” the Contractor hereby irrevocably transfers, assigns and conveys exclusive copyright ownership in and to the Work Product to WDC, free and clear of any liens, claims or other encumbrances. The Contractors shall retain no copyright or other intellectual property interest in the Work Product.

NOTE: This section of the solicitation **DOES NOT** include any materials created by the successful Proposer or Contractor **prior to** entering into the agreement with the WDC. Note, however, that the winning Proposer will be **required** to provide the WDC an irrevocable, world-wide, royalty-free, non-exclusive, sub-licensable, license to reproduce, translate, publish, use, make derivative works, distribute and dispose of, for governmental purposes, any pre-existing reports, documents, data, photographs, deliverables, and/or other pre-existing materials delivered under any contract that is entered into as a result of this solicitation.

SECTION IV – FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. Program Proposal and Price proposal should be submitted in either PDF or Word format and attached to a single email (further delivery details are below).

The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

1. Proposal Format

A. PROPOSAL COVER SHEET (ATTACHMENT A)

The Proposal Cover Sheet (Attachment A) transmits the proposer's Proposal Package to the IP and the WDC. It should be completed, signed and dated by an authorized representative of the proposer. If the proposal is being submitted by a joint venture, include a Proposal Cover Sheet for each entity that is a party to the joint venture.

B. PROPOSAL

The program proposal is a clear, concise narrative which addresses the following:

i. Experience

- Describe the successful relevant experience of the proposer
- List the proposed key staff, with proposed role(s) in this project
- Include a copy of each proposed staff member's resume.
- Include at least two reference letters from Restaurant employers for whom Proposer has performed services.

ii. Organizational Capability

Submit evidence that the Proposer:

- Has adequate organizational resources and expertise to develop workshops & trainings as listed in Section III.
- Has the ability to effectively collaborate with government
- Has excellent written, verbal, and presentational skills
- Has the ability to effectively communicate with employers
- Will submit deliverables in a timely manner within the timeline proposed

iii. Proposed Approach

Describe in detail how the Proposer will provide the work described in Section III of this RFP and demonstrate that the Proposer's approach will fulfill the IP and the WDC's goals and objectives by addressing , but not limited to, the following*:

- Proposed approach to enhancing and strengthening content in workshops and other employer tools and resources as described in Section III;

- Proposed approach to delivery of employer workshops;
- Proposed approach to providing guidance to restaurant training supervisors to ensure correct delivery of their unique OJT plan and development of remediation plans where needed to drive employee success.
- Proposed approach to driving increased participation feedback survey response from relevant restaurant supervisors and management engaged in OJT delivery; and
- Proposed approach to maintaining effective communication with all stakeholders.

*Proposers may propose more than one approach.

C. PRICE PROPOSAL (Attachment C)

For purposes of comparison Proposers are required to complete and submit the Price Proposal. The pricing proposal should include costs associated with completing the services outlined in Section III of this RFP.

D. PROPOSAL PACKAGE CONTENTS ("Checklist")

The Proposal Package should contain the following materials. Proposers should utilize this section as a "checklist" to assure completeness prior to submitting their proposal to the IP and the WDC.

1. One PDF document labeled "Program Proposal [Proposer Organization Name]"
 - a. Proposal Cover Sheet (Attachment A)
 - b. Program Proposal (Attachment B)
 - i. Proposed Approach
 - ii. Key Staff and proposed roles
 - iii. Resumes for Key Staff proposed for this project
 - iv. Two (2) restaurant employer reference letters
 - v. Proof of Business of doing business for more than five (5) years
 - vi. Acknowledgement of Addenda (Attachment D)
2. A separate PDF labeled "Price Proposal" containing the Price Proposal Form.
 - a. Price Proposal Form (Attachment C)
3. One email with previous two files attached, which includes:
 - a. A subject line with the following format: Title of RFP, RFP Pin #
 - b. A message in the body of the email noting the Proposer's name and address, the Title, and PIN of this RFP and the name and telephone number of the Proposer's Contact Person.
 - c. WDCcontracting@sbs.nyc.gov in the recipient ("To") field

SECTION V – PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals accepted by the WDC will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the WDC to be non-responsive will be rejected. The WDC's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The WDC reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the WDC deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the 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.

B. Evaluation Criteria

The technical criteria for evaluation and weight assigned are set forth below.

- * Demonstrated quantity and quality of successful relevant **EXPERIENCE**: 30%
- * Demonstrated level of **ORGANIZATIONAL CAPABILITY**: 30%
- * Quality of **PROPOSED APPROACH**: 40%

C. Basis for Contract Award. A contract will be awarded to the responsible proposer(s) whose proposal is determined to be the most advantageous to the WDC, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Contract award shall be subject to the timely completion of contract negotiations between the WDC and the selected proposer(s).

D. The WDC shall rank proposers by technical merit, and the price proposal of **ONLY** the highest technically ranked firms will be opened and reviewed by the WDC to determine whether such price proposal(s) is responsive. The WDC may request best and final offers (BAFOs) and will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). In the event that such a fee is not successfully negotiated, the WDC may conclude such negotiations, and enter into negotiations with the next highest technically ranked proposer, as necessary.

E. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

F. RFP Postponement/Cancellation. The WDC reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

G. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

H. Applicable Laws. This Request for Proposals and the resulting contract award, if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Charter and Administrative Code, the Rules of the City of New York. In addition, contract award is subject to

applicable provisions of federal, state and local laws and executive orders, including those requiring affirmative action and equal employment opportunity.

I. General Contract Provisions. Contracts shall be subject to the WDC's general contract provisions, in substantially the form that they appear in the attached "Appendix A—Standard Terms and Conditions" or, if the WDC utilizes other than the formal Appendix A, in substantially the form that they appear in the WDC's general contract provisions. Copies of the applicable documents are available through the Authorized WDC Contact Person or on the WDC Contracting Opportunities website.

J. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the WDC prior to contract award. This shall not limit the discretion of the WDC to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

ATTACHMENT A (Cover Sheet)

**RFP TITLE: HUMAN RESOURCES COMPONENT TO COMPLEMENT FIRST COURSE NYC
APPRENTICESHIP TRAINING PROGRAM**

PIN: 2026WDC0001

Proposer:

Name: _____

Address: _____

Tax Identification #: _____

Years in Operation _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____

Email Address: _____

Proposer's Authorized Representative:

Name:

Title:

Signature:

Date: _____

ATTACHMENT B

PROGRAM PROPOSAL (PROPOSED APPROACH)

The Program Proposal (Proposed Approach) is a clear, concise narrative. Refer to Section IV (Program Proposal) for guidance about what should be included in this section.

Describe in detail how the proposer will provide the work described in Section III of this RFP and demonstrate that the proposer's proposed approach will fulfill the WDC's goals and objectives.

The "Proposed Approach" description submitted by each proposer should **not exceed four (4) pages** in length.

ATTACHMENT C

PRICE PROPOSAL FORM

TOTAL PRICE: \$ _____

TOTAL PRICE IN WORDS:

Budget	
Personnel	
OTPS:	
TOTAL	

Printed Name of Proposer

Signature of Proposer

PLEASE COMPLETE ITEMIZED BUDGET ON NEXT PAGE

Please Note: In case of discrepancies between the price in words and the price in figures, the price in words will be considered the price.

ATTACHMENT C (Continued)

PROPOSER'S ITEMIZED PRICE PROPOSAL

Personnel Services: Please provide a line-by-line price proposal of Personnel Services (PS) costs in the table below.

Note: The format below is for reference only. Please add lines as needed.

# of Staff	Job Title	Name of Employee(s)	Wage/Hr Or Salary/Yr	Hours	% of Time*	Cost to Contract
Total Wages						
Fringe @ __%						
Total Personnel Costs						

**Put 100% if the employee is working solely on this project and will have no conflicting priorities.*

Other Than Personnel Services: Please provide a line-by-line price proposal of Other Than Personnel Services (OTPS) costs in the table below. **Note: Proposers are expected to list each OTPS cost for the Program on separate lines.** The format below is for reference only. Please add lines as needed.

EXPENSE	COST TO CONTRACT	NOTES: (duration, # of items, etc.)
OTPS:		

Total PS Costs		
Total OTPS Costs		
Total Budget (PS + OTPS)		

ATTACHMENT D

ACKNOWLEDGMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever is applicable, and sing your name in Part III. All proposers must complete and include this page as part of their proposal package. *All proposers are responsible for checking the [WDC Contracting Opportunities website](#) for any updates or addendums to this RFP.*

Part I. Acknowledgment of Receipt of Addenda

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum #1, Dated _____, 2025

Addendum #2, Dated _____, 2025

Addendum #3, Dated _____, 2025

Addendum #4, Dated _____, 2025

Addendum #5, Dated _____, 2025

Part II. Acknowledgment of No Receipt of Addenda

_____ No Addendum was received in connection with this RFP

Part III. Proposer's Name and Authorized Representative

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

APPENDIX A – STANDARD TERMS AND CONDITIONS

Separately Attached

Copies of the applicable documents are available through the Authorized WDC Contact Person or on the [WDC Contracting Opportunities website](#).