

**RFP TITLE: Commercial Driver Training  
PIN:2023WDC005**

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

Name: Chenelle Dennis  
Title: Deputy Director  
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**SECTION I – TIMETABLE**

**A. Release Date of this RFP: November 16, 2022**

Responses should be submitted electronically by email, in either Adobe PDF to Chenelle Dennis at [CDennis@sbs.nyc.gov](mailto:CDennis@sbs.nyc.gov), with a copy to [WDCfiscal@sbs.nyc.gov](mailto:WDCfiscal@sbs.nyc.gov).

**B. Question due by: November 30, 2022**

All questions should be submitted via email to Chenelle Dennis [Cdennis@sbs.nyc.gov](mailto:Cdennis@sbs.nyc.gov) and [WDCFiscal@sbs.nyc.gov](mailto:WDCFiscal@sbs.nyc.gov). All questions and answers will be posted online by end of day December 2, 2022.

**C. Proposal Due Date: December 16, 2022**

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.

**D. Anticipated Contract Start Date: February 1, 2022**

## **SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS**

### **A. Organizational Background**

WDC is an independent not-for-profit organization created by the City of New York (“City”) for the purpose of assisting the City in developing and funding workforce initiatives. WDC works closely with the City’s Department of Small Business Services (“SBS”) to contribute to the economic vitality of New York City (“NYC”) by promoting workforce development and job creation through public and private partnerships.

WDC, in partnership with SBS, has developed a portfolio of industrial workforce development programs for un- and underemployed New Yorkers that support their career advancement into high-growth occupations. These programs train New Yorkers for in-demand skills linked directly to employers’ talent needs. WDC’s goal for these programs is to connect New Yorkers to skill development, high-value training experiences, and ultimately permanent employment with family sustaining wages.

### **B. Context and Purpose of this Project**

The WDC seeks a training provider (“Contractor”) to deliver a high-quality training program that will help New Yorkers with no previous knowledge or experience (“Participants”) begin their career as a commercial driver. As a result of the COVID-19 pandemic, there is a shortage of and strong demand for commercial drivers to address supply chain constraints. A commercial driving career can provide a quick pathway to sustainable wages and a variety of career options (e.g., as school bus, coach bus, or truck drivers) for low-income individuals. Commercial driving does not require any formal education and can be a strong career path for individuals facing the strongest barriers to quality employment, including those with a high school diploma or less and those with a former history with the criminal justice system.

The Contractor would develop and deliver a structured and comprehensive curriculum based on New York’s Department of Motor Vehicles (“DMV”) Commercial Driver’s License (CDL Class B) requirements. The delivery of this high-quality training should encompass the following key aspects:

- 1) Customized – tailored to address the needs and gaps in access experienced by New Yorkers new to the commercial driving industry.
- 2) Sector-focused – incorporates expert content specific to preparing Participants for occupational training and employment in the transportation industry, specifically in commercial driving. The training should provide examples relevant to transportation and industrial career paths in New York City.
- 3) Career-relevant – includes guidance and instruction relevant to securing a commercial driving permit and a Commercial Driver’s License (CDL Class B), as well

as the procedures and protocols necessary to continue a career in commercial driving.

- 4) Industry-informed – curriculum and exercises are guided by industry expertise and refined as needed to reflect evolving industry trends.
- 5) Interactive and engaging – content that keeps Participants engaged in learning through activities such as industry specific role-plays, alumni speaking engagements, site visits to transportation hub(s), and walkthroughs and driving of a commercial vehicle.
- 6) Adaptable – content that can be adjusted based on evolving industry needs.
- 7) Assesses candidate progress – incorporates a method for determining whether the services had a measurable, positive impact on Participants and achieved the outcome of making them stronger candidates for a career in commercial driving.
- 8) Develops professional skills – Incorporated into each lesson plan including but not limited to punctuality, teamwork, professional communication, adaptability, problem-solving, time management, and interpersonal skills.

### SECTION III – SCOPE OF SERVICES

#### A. Deliverables

The deliverables associated with implementing a full-time, tailored, and targeted training program specifically for New Yorkers with no prior experience interested in commercial driving are expected to include the following:

- 1) **Training Components:** The expected Contractor would deliver a **full-time** program model (at least 35 hours per week of training) that provides the following three primary components through either a single, cohesive occupational training or a combination of pre-training, occupational training, and/or apprenticeship programming:
  - a. Component 1: Develop and deliver an extensive, high-quality curriculum that prepares New Yorkers to pass all three permit exams, including the General Knowledge, Air Brakes, and Passenger Vehicles permit exams, for the New York State Commercial Driver Class B License and obtain endorsements for Passenger and School Bus vehicles. This component should be *a minimum of at least 60 or more hours* of comprehensive training, and should include:
    - i. Extensive lesson plans for relevant sections of the New York State Commercial Driver’s Manual, including a thorough review of the content in each section utilizing instructional methodologies best suited to adult learners that can help them successfully retain information.
    - ii. Extensive review of terminology and concepts covered on the permit exams;

- iii. Multiple practice tests for Participants to take and prepare for the permit exams;
  - iv. Best practices for test-taking that Participants can utilize;
  - v. Instructions for how Participants should schedule an exam with the DMV; and
  - vi. Any other relevant topics that proposers are encouraged to include within their proposal submission, which can help Participants succeed in obtaining their Commercial Learner's Permit.
- b. Component 2: Be registered on or partner with an entity listed on the Training Provider Registry of the Federal Motor Carrier Safety Administration ("FMCSA") to deliver 48 modules (each one-hour long) of entry level driver training (ELDT) to Participants and help them successfully pass each module.
  - c. Component 3: Provide at least 35 or more hours of classroom-based and at least 40 hours of driving and 20 hours of observational behind-the-wheel training that prepares Participants to pass the road test for the Class B CDL. There should be no significant gaps between classroom-based and behind-the-wheel training and training should be offered in a seamless and cohesive structure.

With exception to behind-the-wheel training, which would require in-person instruction in a commercial vehicle, the Contractor would propose the delivery method of each component of the Program (whether in-person, virtual, or hybrid). Proposers are encouraged to be innovative and creative in their response and propose additional components that could be valuable additions to the Program model.

- 2) **Training Topics:** Through the above three primary training components, the Contractor would cover curriculum concepts including but not limited to the following. Proposers are encouraged to propose additional curriculum topics that would best prepare Participants for success in the commercial driving industry.
- a. Deliver a high-level industry overview for New Yorkers considering entry into the commercial driving career path in the United States.
  - b. Explanation of opportunities for advancement within sector and the nuances of navigating a career pathway in commercial driving, including a detailed industry overview of types and classes of work environments, requisite competencies and traits, environment/pace of workplace, and typical hours/availability.
  - c. Introduction to and the study of industry-specific terminology and relevant definitions.

- d. Introduction to the study of local and regional geography and relevant terms encountered in the local transportation industry.
- e. An overview of map-reading and/or GPS operation.
- f. An overview of rights, rules, regulations, and cultural norms associated with commercial driving.
- g. Occupation specific role-plays and exercises.
- h. Workplace simulation and experience.
- i. Safety rules and regulations in the commercial driving industry.
- j. Pre-trip inspection training that helps participants identify and understand the different components and functions of a commercial vehicle
- k. Assistance with the immediate steps necessary to enter the workforce and obtain a job in commercial driving.
- l. As electric vehicles become more prevalent in commercial fleets, the Contractor would also be expected to cover electric vehicle-specific operational techniques, such as regenerative braking and basic battery safety.

3) **Curriculum Design and Development:** The Contractor would utilize any of the Contractor's available existing resources and/or develop new content to ensure a comprehensive and well-structured curriculum is developed and proposed. The WDC has some existing test prep resources and materials for the DMV's commercial driver permit exams that will also be provided to the Contractor. The Contractor would be expected to meet the following requirements in designing the curriculum:

- a. All technical language and ideas shall be clearly defined and explained, such that any adult could understand regardless of formal education background.
- b. Materials should be designed in a manner that is visually appealing and maximizes potential usefulness. The design should be uncluttered and easily navigable for the user. The Contractor would be expected to adhere to branding guidelines determined by WDC.
- c. Content should be designed and customized to learning styles best suited for adult learners. This would encompass, but is not limited to, practical, applicable knowledge and interactive activities and experiential learning that may be accomplished through group discussion and/or exercises, role playing, in-class simulations, relevant projects, case studies, class presentations, etc.
- d. If a pre-developed curriculum already exists, the Contractor would be expected to adapt the curriculum as needed based on the requirements stipulated in this RFP and share the curriculum content with the WDC.
- e. If any new curriculum is developed utilizing the funds from this RFP, the finished product's intellectual property shall be owned by the WDC.

- 4) **Curriculum Materials:** The Contractor would be expected to provide the deliverables below for the curriculum.
- a. Syllabus: Contractor would be expected to provide basic training information in written form in a syllabus.
  - b. Presentation Materials: Contractor would be expected to provide presentation materials to help Participants digest, synthesize, and engage with the training content.
  - c. Participant Guide: Contractor would be expected to provide a participant guide through which training Participants should be able to guide themselves through the information, concepts, and exercises without outside assistance. Contractor would develop a digital version of the course manual as a bundle of files that can be easily emailed. Digital templates and activities should be distinct files which can be edited from a home computer (e.g. Microsoft Word document or fillable PDF).
  - d. Instructor's Guide: Contractor would be expected to provide an instructor guide. The instructor's guide should provide written instruction on how a person would best facilitate the course.
- 5) **Quantitative Goals:** The Contractor would be expected to meet the following quantitative goals:
- a. The Contractor would propose the number of training cohorts to be offered in a one-year contract period for each proposed component of the Program (e.g. pre-training, occupational training, apprenticeship, etc.);
  - b. The Contractor would propose the Participant enrollment goals feasible for the Program for each proposed component given the level of funding available through this RFP. Enrollment is defined as attending at least one (1) day of the training Program and meeting the following minimum requirements:
    - i. 21 years of age or older;
    - ii. New York City resident;
    - iii. Authorized to work in the United States;
    - iv. Meet federal Selective Service requirements (if applicable);
    - v. Currently unemployed or underemployed;
    - vi. Possess a valid New York State Driver's License for at least two (2) years;
    - vii. No more than 4 points or 1 suspension or 2 convictions displayed on driving record;
    - viii. No Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or Driving While Ability Impaired (DWAI) violations on driving record; and

- ix. Prepared to pass a medical exam and drug test, as part of the training requirements.
  - c. The Contractor would ensure that a minimum of 90% of enrolled Participants successfully complete the Program. The Contractor would propose the completion criteria for each component of the Program, but, at minimum, all graduates of the Program must attend at least ninety percent (90%) of total Program hours.
  - d. The Contractor would ensure that at least 80% of completing Participants are connected to a good job within 90 calendar days of completing the Program. A good job is defined as earning full-time, permanent employment in the commercial driving sector earning at least \$17 per hour and working at least 30 hours per week. All jobs must be validated with a paystub, payroll record, or other WDC-approved documentation. For those not connected to a job within 90 calendar days, the Contractor would make best efforts to address and remedy the challenges the Participant is facing in finding employment.
- 6) **Outreach & Recruitment:** The expected Contractor would conduct outreach and recruitment for the Program with support from WDC and SBS' Workforce1 Industrial and Transportation Career Center ("ITC"). This entails:
- a. The Contractor, WDC, and the ITC would promote the Program through multiple channels, including community partners, email marketing, internet advertising, social media, testimonials/success stories, etc., using WDC-approved marketing collateral.
  - b. The Contractor would engage people, community organizations, and businesses to disseminate information about the training program to the public in partnership with WDC and ITC where appropriate.
  - c. The Contractor would propose and execute a recruitment strategy to effectively screen candidates and ensure those most likely to succeed are selected for the Program. The Contractor would identify key recruitment partners and platforms and propose any screening activities, which could include information sessions, applications, assessments, and interviews to measure interest, aptitude, stability, and commitment of candidates.
  - d. The ITC will collect Customer Information Forms ("CIFs") to obtain relevant information about each Participant, including contact information, work history, and demographic data, and confirm all Participants' eligibility before they are officially enrolled into the Program.
- 7) **Training Administration:** The Contractor would be responsible for the coordination, logistics, and delivery of the Program. Specifically, the Contractor would:

- a. Hire or assign the appropriate number and level of programmatic staff to accomplish the goals outlined for this Program.
- b. Ensure that any issues that may impact training completion are discovered and addressed in a timely manner. Any training Participant who is not on track towards meeting completion goals would be further assisted by the Contractor by engaging in problem-solving and referral to appropriate resources and supports that can help the training participant overcome any resolvable challenges impacting performance and participation in the training program.
- c. Identify and secure training location(s) equipped with the appropriate technology and equipment to facilitate the delivery of the curriculum, if needed. The location(s) should provide a safe environment, with appropriate lighting and temperature and should be easily accessible by public transport.
- d. Identify and secure an online learning management system and video conferencing platform that meets the needs of delivering any proposed virtual screening or training. The Contractor would not need to include this in their proposal if all training is expected to be delivered in-person.
- e. Provide training participants experiencing any difficulty in grasping curriculum content and course concepts with additional supports, including instructor office hours, tutoring provision, and relevant supplemental resources.
- f. Participate in weekly conference calls with the WDC to provide updates on the Program and the Participants.
- g. Schedule WDC staff site visits to training and address any concerns raised from these visits.
- h. Ensure WDC is immediately informed of any program incidents that impact the delivery of training and success of the program or its Participants. Such incidents can include behavioral challenges with training Participants, safety issues, and instructor concerns.
- i. Provide WDC-approved certificates of completion to each Participant that successfully completes the Program.
- j. Develop a WDC-approved Participant code of conduct agreement to set standards that Participants must adhere by, including attendance requirements, and repercussions for not adhering to Program requirements and expectations.
- k. Develop and follow project plans and timelines.
- l. Conduct WDC-approved Participant evaluations before, during, and/or after the training Program to collect feedback from training Participants about the Program.
- m. Develop a vast employer network to help connect Participants to employment opportunities in commercial driving in collaboration with Workforce1.

- n. Participate in Program debriefs to discuss the Program’s successes and challenges with a focus on continuous refinement to deliver a high-quality and effective training experience for Participants.

8) **Financial Services for Participants:** All components of the training are to be provided at no-cost to the Participants. In addition, Participants are expected to receive the following financial services:

- a. Budgeted Costs: The Contractor would be expected to budget for and provide Participants, at minimum, with the following financial services utilizing the funds available through this RFP:
  - i. Roundtrip Metrocards for all days of in-person training.
  - ii. Reimbursement for fees associated with acquiring the DMV driving record/abstract.
  - iii. Reimbursement for fees associated with each commercial driving permit exam, including for up to a maximum of two re-takes for those Participants that do not pass an exam on their first attempt.
  - iv. Reimbursement for medical fees associated with acquiring the Federal Medical Examiners Certificate required by the DMV. The Contractor would provide Participants with a list of low-cost medical providers located within the five boroughs of New York City.
  - v. Reimbursement for fees associated with the CDL Class B road test, including for up to a maximum of two re-takes for those Participants that do not pass the road test on their first attempt.
- b. Non-Budgeted Costs: The Contractor would not be expected to budget for or cover the following costs utilizing the funds available through this RFP:
  - i. Eligible Participants may receive a weekly stipend while in the full-time Program and for a certain period while job searching after completing the Program. The Contractor would not be expected to budget for or administer the delivery of these stipends but would be expected to meet stipend-related data collection and reporting requirements.
  - ii. In addition, if proposals in response to this RFP recommend an apprenticeship model, the Contractor would not be expected to utilize funding from this RFP to cover the costs for any on-the-job training (“OJT”)/work-based learning expenses for Participants hired by employer partners.

9) **Data Management:** The Contractor would be expected to collect, manage, report, and discuss data before, during, and after the training Program to perform data-driven outcomes review and analysis. Specifically, the Contractor would:

- a. Provide WDC with extensive recruitment data for candidates engaged at each step of the recruitment process.
- b. Provide WDC with Participant enrollment and completion outcomes within 14 calendar days after their occurrence.
- c. Provide WDC with Participant hire information within 14 calendar days after hire data is received from the Participant or employer. Hire data includes the job start date, name of employer, job title, hourly wage, number of hours worked per week, permanent or temporary job, and hire validation information (e.g. paystub, payroll record, etc.). For any Participant that is not connected to employment within 90 calendar days after completing the Program, specify the reason, provide data on why employment has not occurred, and give an overview of how these Participants are being supported towards obtaining employment.
- d. Provide WDC-approved attendance tracker on a weekly basis.
- e. Make recommendations for improving the Program model based on suggestions received from employers, Participants, and/or other stakeholders. All survey data and recommendations must be provided within seven (7) calendar days of survey administration.
- f. Develop and summarize Program reports and end-Program evaluations and propose recommendations for improvements to and reinvestments in the Program.
- g. Use data to inform Program design and decision-making in collaboration with the WDC.

10) **Budget Management:** The expected Contractor would perform the following functions as they pertain to budget management:

- a. The Contractor would operate the Program with a budget based on the anticipated available funding.
- b. The Contractor's costs would enable the effective delivery of services described in this RFP.
- c. The Contractor would be required to manage payroll for all Program staff and will have to prepare line-item invoices to be submitted to the WDC on a monthly basis.
- d. The Contractor would have sufficient financial and human resources to initiate the Program and cover programmatic costs between each monthly reimbursement period.
- e. The Contractor would keep track of current spending data and project future spending based on expected Program expenses.

## **B. Anticipated Contract Term**

It is anticipated that the term of the contract awarded from this RFP will be a **total of five (5) years** including any renewals and is subject to negotiation with the selected

proposer, with commencement upon Contractor's receipt of a written notice to proceed from the WDC. Proposers will need to provide a price for the full five (5) years. 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.

### **C. Anticipated Available Funding**

It is anticipated that the maximum available funding for the contract awarded from this RFP will be **\$635,000** in City Tax Levy funding for each one-year contract period. 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.

### **D. Anticipated Payment Structure**

It is anticipated that the payment structure of the contract awarded from this RFP will be fully line-item budget for the first contract year, with the option to move to a deliverable-based model for contract renewals. 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.

### **E. Minimum Qualification Requirements**

Below are the Minimum Qualification Requirements for this solicitation. Proposals that fail to meet any of these requirements may be found non-responsive and rejected.

- Proposer has been in operation for at least two years.
- Proposer has two (2) years of experience delivering workforce development training programs with a focus in commercial driving OR is able to hire staff that demonstrates this experience.

### **F. 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 WDC. Note, however, that the winning proposer will be **required** to provide 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. Proposals submitted in hard copy should be printed on both sides of portrait 8 ½" by 11" paper, using Times New Roman font style and a 12-point font size. Pages should be paginated. If submitted electronically, Program Proposal and Price proposal should be submitted as a PDF 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.

### A. Proposal Format

a. **Proposal Cover Sheet** (Attachment A)

The Proposal Cover Sheet (Attachment A) transmits the proposer’s Proposal Package to 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. **Program Proposal** -- Please provide a clear and concise narrative which addresses the following:

- i. **Experience** – Describe the successful relevant experience of the proposer and the proposed key staff in providing the work described in Section III – Deliverables and Outcomes. Specifically address the following:
  - a. Proposer’s mission, commitment, and organizational strengths as they relate to the goals of the project.
  - b. Prior experience delivering training for individuals interested in a commercial driving career.
  - c. Prior experience developing, refining, and updating curriculum to meet evolving industry needs.
  - d. Prior experience demonstrating understanding and expertise in the transportation sector and the specific candidate

populations to be served. If no experience is available, please describe the proposer's approach to developing this sector or candidate understanding and expertise.

- e. Prior experience conducting trainings with frontline staff working with job seeking customers.

ii. **Organizational Capability** – Describe the proposer's organizational capacity to provide the work described in Section III – Deliverables. Specifically, address the following:

- a. Name(s), qualifications, and relevant experience of the lead contact/organizer responsible.
- b. Attach a resume and/or description of the qualifications required for each lead contact/organizer and a statement certifying that the proposed staff will be available for the duration of the project.

iii. **Deliverables** – Describe in detail how the proposer will provide the work described in Section III – Deliverables and demonstrate that the proposed approach will fulfill WDC's goals and objectives.

Specifically, proposals should address the following:

- a. Rationale as to why the proposer's approach will be successful at achieving the objective of improving access to careers in commercial driving through the provision of effective Participant training and preparation services.
- b. Overview of how the proposed content will solve for newly mandated ELDT regulations.
- c. Details on how the proposer will be able to assist Participants in receiving their commercial driving permit, endorsements, and CDL Class B
- d. Overview of how the Contractor will ensure that students are connected to jobs within the commercial driving sector.
- e. Overview of the number of hours and length of time for each component of the training, including:
  - o Permit Preparation
  - o ELDT
  - o Preparation for CDL Class B (including any Classroom-Based and Behind-the-Wheel Training
  - o Professional Identity Skills for Participants
  - o Other topics as proposed
- f. Overview of the proposed content and format of each deliverable request
- g. Overview of how the deliverables will incorporate the Project Overview stated in Section II.
- h. Rationale as to why the proposer's approach will be successful at achieving the objective of improving entry into the transportation sector for low-income communities.

- i. Overview of the proposed recruitment plan, including a sample recruitment plan for engaging New Yorkers who are interested in working in the commercial driving sector
- j. Project Timeline: Proposers should provide a schedule for completion of the deliverables proposed in Section III, including identification of key dates, deadlines, or timeframes for submission of deliverables.
- k. Overview of planned documentation and analysis
- l. Provide a detailed budget utilizing the attachment provided, outlining how funds will be spent.
- m. Description in clear and concise narrative of the proposed partnerships with relevant community-based organizations, training and certification programs, higher education programs, and employers.

**Note:** WDC’s assumptions regarding the proposer’s approach represent what WDC 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 WDC’s goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.

- c. **Price Proposal (Attachment C)** -- For the purposes of comparison, Proposers are required to complete and submit the Price Proposal Attachment (Attachment C). However, proposers are also encouraged to propose innovative payment structures. WDC reserves the right to select any payment structure that is in WDC’s best interest.

**Note:** The Contractor(s) must be able to begin immediately upon receipt of a written notice to proceed from WDC.

- i. **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 WDC.
- ii. **ELECTRONIC SUBMISSIONS ONLY:**
  - a. One PDF or Word document labeled “Program Proposal [Proposer Organization Name]”
  - b. Proposal Cover Sheet (Attachment A)
  - c. Program Proposal (Attachment B)
    - o Narrative
    - o References for the Proposer and, if applicable, each Subcontractor
    - o Resumes and/or Description of Qualifications for instructors and key Staff Positions
    - o Organizational Chart
    - o Budget
    - o Partnership letters of support

- Proof of organization of doing business for at least 2 years
- Audit report or Certified Financial Statement or a statement as to why no report or statement is available
- One email with previous file attached, which includes:
  - i. A subject line with the following format: Title of RFP, RFP Pin #
  - ii. 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.
  - iii. [CDennis@sbs.nyc.gov](mailto:CDennis@sbs.nyc.gov) in the recipient ("To") field, [JWeis@sbs.nyc.gov](mailto:JWeis@sbs.nyc.gov) in the "cc" field, Commercial Driver Training proposal: [insert organization name] in the subject line.

## SECTION V – PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

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

All proposals accepted by WDC will be reviewed, evaluated, and rated based on the Evaluation Criteria prescribed below. WDC reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as WDC deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, 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.

**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 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 WDC and the selected proposer(s). WDC shall rank proposers by technical merit, and the price proposal of ONLY the highest technically ranked firms will be opened and reviewed by WDC to determine whether such price proposal(s) is responsive. 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, WDC may conclude such negotiations, and enter into negotiations with the next highest technically ranked proposer, as necessary.

- D. 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 WDC. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by WDC.
- E. RFP Postponement/Cancellation.** WDC reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.
- F. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.
- G. 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.
- H. General Contract Provisions.** Contracts shall be subject to WDC's general contract provisions, in substantially the form that they appear in the attached "Appendix A— Standard Terms and Conditions" or, if WDC utilizes other than the formal Appendix A, in substantially the form that they appear in WDC's general contract provisions. Copies of the applicable documents are available through the Authorized WDC Contact Person.
- I. 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 WDC prior to contract award. This shall not limit the discretion of WDC to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

**ATTACHMENT A**  
**PROPOSAL COVER SHEET**

**RFP TITLE:**

**PIN: 2023WDC005**

**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 5 pages**

**ATTACHMENT C**  
**PRICE PROPOSAL FORM**

**TOTAL PRICE:** \$ \_\_\_\_\_

**TOTAL PRICE IN WORDS:**

<b>Budget</b>	
Total Wages	
Total Fringe	
Total Personnel (PS) Costs	
Total Other Than Personnel (OTPS) Costs	
Total Direct Costs (PS + OTPS)	
Grand 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.



**Other Than Personnel Services:** Please provide a line-by-line price proposal of Other Than Personnel Services (OTPS) costs in the table below. **Note:** The pre-populated items listed in the table below are not exhaustive and 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, number of items, etc.)
Hardware/Equipment		
Software		
Rent		
Training Materials		
Insurance (Bonding & Liability)		
Other OTPS Costs (identify)		
<b>Total OTPS Costs</b>		

<b>Total PS Costs</b>		
<b>Total OTPS Costs</b>		
<b>Total Budget (PS + OTPS)</b>		