



**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
LOW-WAGE IMMIGRANT WORKER EMPLOYMENT SERVICES  
Notice of Intent to Negotiate  
PIN: 26010LWIWNAQ**

First-generation immigrants play a crucial role in the U.S. economy, comprising almost one in eight workers and one in four low-wage workers. Given the current economic climate, now more than ever, Low-Wage Immigrant Workers in New York City confront the potential for joblessness and reductions in community-based services. To address these challenges, which are underscored by the findings of the Temporary Commission on Day Laborer Job Centers,<sup>1</sup> the Department of Youth and Community Development (DYCD) has designated a portion of Community Services Block Grant funds included in the American Recovery and Reinvestment Act (ARRA) to help Low-Wage Immigrant Workers increase their employability skills, better understand their fundamental rights as workers, and become familiar with essential on-the-job safety principles and rules and regulations. The overall aim of this initiative is to help Low-Wage Immigrant Workers enter and succeed in the workforce.

**Low Wage Immigrant Worker Employment Services**

Through this solicitation, DYCD seeks to make six (6) awards in geographical areas of high need to provide workforce development and educational services through:

- (i) Direct services to Low-Wage Immigrant Workers, including job training and job placement, and instruction on workplace safety and worker rights, and
- (ii) Technical assistance to 17 DYCD contractors providing English to Speakers of Other Languages (ESOL) services whose contracts have been amended to provide job-readiness services with ARRA funding. (See attached list of these ESOL providers.) Technical assistance would focus on outreach and recruitment, as well as employment services, including workplace safety and worker rights.

**Target Areas, Target Population, Service Levels and Required Job Placement Rate**

In keeping with findings and analysis of the Temporary Commission on Day Laborer Job Centers, contractors would serve one of the following high-need geographical areas in Brooklyn, Queens and Staten Island.

- Queens: Jackson Heights, Woodside, and Flushing
- Brooklyn: Bay Parkway and Williamsburg
- Staten Island: Staten Island North

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<sup>1</sup> Established by Local Law 91 of 2005, the Temporary Commission on Day Laborer Job Centers was chaired by former Commissioner Guillermo Linares of the Mayor's Office of Immigrant Affairs, and comprised sixteen members from the private and public sectors and community stakeholders. The Commission was charged with examining the feasibility of fostering public/private partnerships to develop job centers for day laborers in the New York metropolitan area and evaluating a broad range of concerns including occupational health and safety, allegations of workers' rights and labor law violations, and poverty. See, *Final Report*, Temporary Commission on Day Laborer Job Centers, April 16, 2009, accessible at: [http://www.nyc.gov/html/imm/downloads/pdf/report\\_day\\_laborer\\_job\\_centers.pdf](http://www.nyc.gov/html/imm/downloads/pdf/report_day_laborer_job_centers.pdf).

Program participants would include adult immigrants ages eighteen (18) and above who are currently unemployed or working in low-skilled, low-wage jobs.

Over the contract period, each contractor would target, recruit and enroll 80 participants from geographic areas of high need and achieve a job placement rate of 25 percent (20 participants). Each contractor would also provide a total of 50 days of technical assistance services over the contract period to three DYCD ESOL providers to be designated by DYCD.

### **Qualifications and Experience**

Applicants should have experience providing employment services and instruction on workplace health and safety and workers' rights to Low Wage Immigrant Workers, as well as related support services, including but not limited to teaching English to Speakers of Other Languages. They should also be familiar with the cultures, backgrounds and needs of communities in which Low Wage Immigrant Workers reside and have successful experience conducting outreach to such workers and their families.

### **Direct Service Elements**

Direct services would focus on job-readiness training and placement and would integrate instruction on worker rights, health and safety. Worker rights, health and safety instruction would provide basic information on legal rights, including wage, hours and overtime regulations, and essential occupational health and safety rules and regulations governing the workplace.

All services would be provided in geographic areas of high need, in a welcoming, safe environment with cultural sensitivity and an understanding of the immigrant experience. English-language instruction would also be provided, as appropriate. Support services (such as assistance obtaining unemployment insurance, other benefits and referrals to medical, transportation and child-care services) would also be provided as appropriate.

Job Readiness training would consist of vocational assessment and training designed to prepare participants for successfully seeking and maintaining employment; to develop goal-setting, decision-making and problem-solving skills; to learn skills to enhance participants' capacity to move to self-sufficiency; and to ensure that participants are familiar with general workplace expectations, career exploration, employer expectations and how to compete successfully in the labor market.

Job Readiness services would include one or more of the following activities:

- Instruction in interviewing skills
- Vocational counseling
- Instruction in job application completion
- Resume writing
- Instruction on ways to locate job openings
- Job retention skills
- Conflict management skills
- Instruction on appropriate workplace dress
- Time management skills
- Employment goal setting
- Instruction in making phone contacts and job inquiry follow-up
- Access to an employment resource center
- Assisted job search
- Volunteering, career exploration and job shadowing
- Support groups.

Job Placement would consist of activities to support participants' acquisition of suitable occupations by helping them to learn about work opportunities and to seek and obtain employment by making informed choices, based upon an adequate evaluation and preparation of participants.

Job Placement activities would include one or more of the following activities:

- Evaluation of participants' job readiness
- Visiting and contacting employers to develop job prospects
- Conducting follow-up surveys with employers
- Analyzing participants' previous workplace experience, training and personal qualifications for referrals to suitable employment
- Vocational and career counseling and guidance.

Contractor staff would include a job developer to assist participants in learning about work opportunities and obtaining appropriate work; to build relationships between the program and employers; and to develop employment opportunities for participants.

English to Speakers of Other Languages (ESOL) instruction would be contextualized for the workplace and be provided either directly by the contractor or by the DYCD-funded organizations with which the agencies would collaborate as part of this initiative.

#### **Technical Assistance Services**

The contractors would provide technical assistance to assist the 17 DYCD ESOL providers recruit and serve Low-Wage Immigrant Workers. Contractors would identify methods and locations for recruiting workers in the respective communities of the DYCD ESOL providers, and, where appropriate, would also refer participants to the DYCD ESOL providers. Technical Assistance would also include instruction on how best to address worker safety and worker rights issues as part of job-readiness and placement services.

#### **Anticipated Number of Contracts, Competitions, Contract Term, Available Funding and Payment Structure**

Through this solicitation, DYCD anticipates funding six (6) contracts, one for each of the six targeted areas listed above.

It is anticipated that the term of the contracts will be January 4, 2010 through September 30, 2010.

The total available funding for the initiative is \$1.2 million, \$200,000 designated to each of the six targeted areas listed above. All funds must be expended by September 30, 2010.

The payment structure of the contracts awarded from this solicitation will be based on a line-item budget pre-approved by DYCD. Of the \$200,000 per contract, \$132,000 will be designated for direct services to Low-Wage Immigrant Workers, \$68,000 will be designated for technical assistance to DYCD ESOL contractors.

If your organization is interested in being considered for award, please hand deliver an expression of interest addressed to my attention at 156 William Street, Second Floor, New York, New York 10038 no later than 5:00 p.m. December 14, 2009. **You may propose to serve more than one of the targeted areas; however you must submit a separate and complete expression of interest for each targeted area.** Although there is no limit, vendors are strongly encouraged to limit their Expressions of Interest to *seven (7) pages* in length. The Expression of Interest should specifically state the following:

- The organization's experience conducting outreach to and providing employment and related support services, such as instruction on worker rights and workplace safety and English to Speakers of Other Languages, to the target population
- Justification of need for the proposed location where direct services will be delivered
- The proposed direct services facility, its accessibility and amenities

- Anticipated program design for direct services to individuals within the target population
- Anticipated design for providing technical assistance to DYCD ESOL contractors
- How the organization will conduct outreach to the target population
- How the organization will establish a welcoming and safe environment
- How the organization will conduct assessments and develop employment service plans
- How the organization will identify job opportunities and support participants following job placement
- Local resources and opportunities for enhancing services, providing support services, and/or referring participants to other outside services
- The organization's capability to carry out the program, beginning services on January 4, 2010.
- How the organization's proposed approach will successfully fulfill DYCD's goals and objectives set forth above.

All expressions of interest received in the manner set forth will be reviewed to determine if they are responsive to the material requirements of this solicitation. Expressions of interest determined to be non-responsive will not be further considered. Expressions of interest determined to be responsive will be considered in terms of the following factors, each of which will receive equal weight:

- Appropriateness of each proposed facility, including justification for its geographical location
- Demonstrated level of organizational capability to provide services, beginning January 4, 2010
- Demonstrated quantity and quality of successful relevant experience
- Quality of proposed approach to providing services to Low-Wage Immigrant Workers

DYCD will enter into negotiations with the vendor(s) determined to be the best qualified at the time of evaluation, based on consideration of the above-cited factors. A contract will be awarded to the responsible vendor(s) whose offer(s) is/are determined to be the most advantageous to the City, taking into consideration the price and the other factors set forth in this solicitation.

DYCD reserves the right to conduct site visits, to conduct interviews, or to request that organizations make presentations, as deemed applicable and appropriate. Although DYCD may conduct discussions with organizations submitting acceptable expressions of interest, it reserves the right to award contracts on the basis of the initial expression of interest, without discussions; therefore, the expression of interest should contain the best programmatic and price terms.

If you have any questions concerning this matter please contact me at [acco@dycd.nyc.gov](mailto:acco@dycd.nyc.gov). Thank you.

Sincerely,



Daniel Symon  
Agency Chief Contracting Officer

## **DYCD ESOL Providers**

Agudath Israel of America  
Arab American Family Support Center  
Brooklyn Chinese American Association  
Catholic Charities Neighborhood Services  
Chinatown Manpower Project  
Chinese American Planning Council  
Church Avenue Merchants Block Association  
Citizens Advice Bureau  
Cypress Hills Local Development Corp.  
Hellenic American Neighborhood Action Committee  
Highbridge Community Life Center  
Inwood Community Services  
Jacob A. Riis Neighborhood Settlement  
Jewish Community Center of Greater Coney Island  
Korean Community Services of Metropolitan New York  
Lutheran Family Health Centers  
Make the Road New York  
Mercy Center  
Opportunities for a Better Tomorrow  
Queens Community House  
Shorefront YM-YWHA  
South Bronx Overall Economic Development Corp.  
Turning Point  
Union Settlement Association  
YMCA of Greater New York/International - ELES AIR  
YWCA of Queens