

TOWN OF OYSTER BAY
DIVISION OF EMPLOYMENT AND TRAINING
REQUEST FOR PROPOSALS

FOR

COMPUTERIZED ACCOUNTING SYSTEM SUPPORT AND
ONE-STOP OPERATING SYSTEM SUPPORT

The Town of Oyster Bay Department of Intergovernmental Affairs' Division of Employment and Training is soliciting proposals for computerized accounting system support and assistance with the conversion of data from the Sage MIP Fund Accounting System to Microsoft Dynamics AX; and One-Stop Operating System (OSOS) support. The period of performance will be January 1, 2022 through December 31, 2022. Contracts may be extended on a year-by-year basis for up to two additional years based on performance and funding availability. Notice of this solicitation was published in Newsday.

Background/Purpose

The Division provides employment and training services to residents of the Towns of Oyster Bay and North Hempstead and the City of Glen Cove. Funding for these services is provided under the Workforce Investment and Opportunity Act (WIOA).

The Workforce Investment and Opportunity Act seeks to increase employment, retention in employment, and earnings of participants, and in doing so, improve the quality of the workforce to sustain economic growth, enhance productivity, and competitiveness.

The procurement schedule is as follows (dates are subject to change upon notice):

RFP Issue Date	August 20, 2021
Application Due Date	September 17, 2021 (no later than 4:30 p.m.)
Contract Award Date	November 1, 2021
Contract Period	January 1, 2022 through December 31, 2022

Authorized Contact Person: Prospective applicants are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Frank V. Sammartano, Director, Division of Employment and
Training
Town of Oyster Bay Department of Intergovernmental
Affairs 977 Hicksville Road
Massapequa, New York 11758
(516) 797-4197
fsammartano@oysterbay-ny.gov

Description of Services Solicited

The solicited services will enable the Division to meet mandated State and Federal fiscal and programmatic record keeping and reporting requirements for the funded programs listed above. WIOA requires the tracking of funds and cost allocation by cost category for each funding source, as well as the tracking of customer participation through the New York State Department of Labor's One-Stop Operating System (OSOS).

The following services are solicited:

Data Management Computer Support Services

Assist with the migration of cost category expenditure data on Workforce Investment and Opportunity Act programs from the Sage 100 MIP Fund Accounting System to Microsoft Dynamics AX. Provide technical assistance and support for the operation of both systems on a concurrent basis. Provide agency staff with ongoing system support as needed.

Proposals for Accounting System support must include a detailed list of tasks needed to maintain and support the Microsoft Dynamics AX System concurrently with the Sage 100 MIP Fund Accounting System on a weekly/monthly basis. Additionally, the process of accessing information from the OSOS system for the purpose of determining fiscal expenditures must be described.

One-Stop Operating System Support

Assist and train staff in the responsibilities involved in entering information into the OSOS system, and in querying management reports to ensure satisfactory program performance.

Review and Evaluation

All proposals will be reviewed and rated according to the following criteria:

Magnitude, scope and complexity of the services to be rendered. (10 points)

Experience and evident capability of the offer to perform the work required (i.e., experience of the firm in assignments of similar size, scope and complexity.) (10 points)

Special knowledge relevant to the project. (15 points)

Special facilities or equipment relevant to the project. (5 points)

An understanding of the Request for Proposals based on a description of proposed

tasks/products. (20 points)

Size, staffing, resources and financial capability of the firm vs. the size of the assignment. (5 points)

Past performance with the Department. (10 points)

Time constraints and deliverability of service. (10 points)

Firm's current workload with the Town. (5 points)

Cost effectiveness of the Proposal. (10 points)

Limitations

This Request for Proposals (RFP) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The Town reserves the right to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town to do so. The Division may require the offers selected to participate in negotiations and to submit any cost, technical, or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of federal, State, or local laws and regulations.

Equal Opportunity

The Oyster Bay Consortium is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. The Consortium will comply with all the nondiscrimination and equal opportunity provisions of the Workforce Investment and Opportunity Act of 2014, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; the Non-traditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; the Americans with Disabilities Act, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to, 29 CFR, Part 34.

Eligibility for Selection

Favorable consideration will be given to those applicants who have knowledge of WIOA regulations and reporting requirements, US Department of Labor Common Measures policies and the One-Stop Operating System. Applicants should be proficient in computerized accounting system support,

preferably the Sage 100 Fund Accounting System, and the New York State Department of Labor's One-Stop Operating System (OSOS). Proposals will be accepted from individuals having demonstrated effectiveness in the specified areas.

Applicants may respond to this Request for Proposals in whole or in part. To be considered, all proposals must contain an itemized description of the fee for services.

Funding

Proposals will be accepted for amounts up to \$50,000.

Requirements for Submission of Proposals

Proposals should include a complete description of services to be provided along with an itemized description of the fee for services.

Proposals responding to the above criteria must be received by the Town no later than 4:30 p.m. on September 17, 2021. One original and two copies of proposals are to be submitted to Frank V. Sammartano, Commissioner, Town of Oyster Bay Department of Intergovernmental Affairs, Division of Employment and Training, 977 Hicksville Road, Massapequa, New York 11758. Proposals received after this date will not be considered.