

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Youth Bureau Program Management Consultant**

Contract Period: April 15, 2025 through April 14, 2026 w/4-1 year options

Original Date of Issue: April 23, 2025

Date of Revision:

RFP No: **RFP-RC-2025-006**

Catalog: **Consultant**

Authorized Users: Authorized Department

Address Inquiries To:

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Description

This contract is for a Youth Bureau Management Consultant

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 25-006	0000029554	ESO Consultants LLC 77 Sands St 6 th Floor Suite 7042 Brooklyn, NY 11201 Contact: Ezekiel Segun Olaniyi Ezekiel@esoconsultants.com	347-985-3863 FAX: 212-898-0458

Edwin J. Day, County Executive**TITLE: Youth Bureau Program Management****RFP NUMBER:**
RFP-RC-2025-006**COST PROPOSAL TEMPLATE****Vendor Name:** ESO Consultants LLC**1. Primary Scope of Work**

Minimum Tasks *Hourly Rate:* \$ 46.50 *Total Hours:* 520 *Total Cost:* 24,180.00
(Required)

ITEM #95283000001

2. Optional Scope of Work - Additional Services (Optional)

Optional Tasks *Hourly Rate:* \$ 46.50 *Total Hours:* 700 *Total Cost:* 32,550.00

Grand Total Cost: \$ 56,730.00**Authorized Signature** _____

Total number of hours are estimated based upon current needs; hours may be greater or less than estimated hours noted.

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

County of Rockland CONTRACT

Dept. of General Services

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Tax Exempt? Tax Exempt ID:

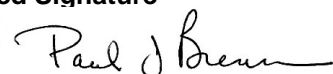
Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Hourly Rate for Youth Bureau Program and Services	95283000001	46.50000	Hour

TERMS AND CONDITIONS OF RFP-RC-2025-006 INCORPORATED HEREIN BY REFERENCE.

Dispatch via Print

Contract ID RFP 25-006	Page 1 of 1	
Contract Dates 04/15/2025 to 04/14/2026	Currency USD	
Youth Bureau Program Man Con		Contract Maximum 56,730.00
Freight Terms	Buyer Email samuelss@co.rockland.ny.us	
Buyer SAMUELS, SABRINA	Phone 845/364-3807	Fax 845/364-3809

Authorized Signature



Edwin J. Day, County Executive**TITLE: Youth Bureau Program Management****RFP NUMBER:**
RFP-RC-2025-006**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to enter into a contract with a qualified individual or firm to plan, implement, and manage the Rockland County Youth Bureau's youth workforce preparation program, TEEN (Teen Employment Education Network) Works, as well as other programs and initiatives. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Since 1994, the Rockland County Youth Bureau has administered TEEN Works, a paid youth workforce preparation program, as part of the Youth Bureau's Youth Employment Program (YEP). TEEN Works operates for 4 weeks during the summer at Rockland Community College (RCC) and provides employment training for approximately 70 eligible young people. TEEN Works participants are to be challenged and productive, while developing skills necessary to enter the workforce. The contractor will be responsible for planning, implementing, and managing daily operations of the TEEN Works program and performing the responsibilities outlined in the scope of work.

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Rockland County Youth Bureau. The reference number for the transaction is Solicitation # RFP-RC-2025-006. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of one (1) year with four (4) one (1) year renewal options.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

Edwin J. Day, County Executive**TITLE: Youth Bureau Program Management****RFP NUMBER:**
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The Rockland County Youth Bureau is seeking to enter into a contract with a qualified individual or firm to plan and implement programs, initiatives, and special projects for the Rockland County Youth Bureau.

1. Primary Scope of Work

At minimum, the contractor will be responsible for planning, developing, implementing, and managing the TEEN Works program during the summer of 2025. TEEN Works is a youth workforce preparation program, that is part of the Youth Bureau's larger Youth Employment Program (YEP) and will operate at Rockland Community College (RCC) from July 7, 2025 – July 31, 2025, from 9:00 AM – 3:30 PM on Mondays, Tuesdays, Wednesdays and Thursdays.

Attachments A-C include the TEEN Works Sample Curriculum, Program Manual, and Sample Schedule. The awarded contractor will be responsible to review all sample documents for guidelines for the 2025 program

Beginning April 1st, 2025, through July 3rd, 2025, the contractor will work 25-30 hours per week (minimum 1 day in office) preparing for summer 2025 TEEN Works by:

1. Developing a deep understanding of TEEN Works by becoming familiar with the program's goals, requirements, processes and past performance.
2. Coordinating all programmatic logistics including participant/parent orientation, program staffing, scheduling, activities, etc.
3. Collaborating with Youth Bureau clerical staff to complete participant application intake and create program rosters and attendance documents.
4. Evaluating existing program curriculum to assess effectiveness and relevance, and make improvements as needed, potentially developing new curriculum, see attachment A with existing curriculum.
5. Executing all personnel-related activities including recruiting, interviewing, hiring, onboarding and training program staff. (Individual contractors will not have to pay the program staff, program staff will be on the Youth Bureau's payroll)
6. Ordering supplies and assembling program materials.
7. Attending meetings with the Youth Bureau.

Beginning July 7th, 2025, through August 1st, 2025, the contractor will work for 35-40 hours per week. The contractor will be on-site at RCC Mondays – Thursdays from 8:00 AM – 4:00 PM to implement and manage the TEEN Works program. Depending on the needs of the Youth Bureau, the contractor may work in office or remotely on Fridays. During this time period, the contractor will be:

8. Overseeing daily program operations and administration, including managing scheduling, coordinating resources, supervising and meeting with program staff, ensuring compliance with policies and procedures, and addressing any programmatic challenges.
9. Serving as the primary point of contact for TEEN Works and responds to any inquiries pertaining to program functions or services
10. Maintaining all program documentation and submitting to the Rockland County Youth Bureau.
11. Observing and evaluating the delivery of the TEEN Works curriculum, making improvements as needed.
12. Managing relationships with partner organizations that host TEEN Works in their facilities, including RCC.
13. Conducting program assessments and meet with the Youth Bureau and program staff to present information

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regarding effectiveness, outcomes, areas for improvement, and recommendations.

14. Attending meetings with the Youth Bureau.

15. Completing additional tasks as needed.

2. Optional Scope of Work

The contractor may provide additional services to the Rockland County Youth Bureau, which include planning and implementing other initiatives and special projects for the Rockland County Youth Bureau. These optional services will be contingent upon the County available funding for the program. Should the County choose to implement optional services, beginning on September 1st, 2025, through March 31st, 2026, the contractor may choose to provide additional services:

1. Develop new curriculum to implement in following TEEN Works sessions.
2. Identify and coordinate community projects for young people by building relationships with local organizations, assessing potential projects for suitability, and aligning opportunities with the goals of the program and the interests of the young people.
3. Establish and lead a Rockland County Youth Advocacy Committee to give young people a platform to discuss and address issues impacting young people in the county by recruiting participants, organizing and facilitating regular meetings, and guiding conversations to ensure productive discussions and actionable outcomes.
4. Design and facilitate professional development opportunities for the Rockland County Youth Bureau, which may be offered to local youth development agencies.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

The Rockland County Youth Bureau seeking to contract with a qualified individual or firm who have experience planning and implementing youth development programs. The responding contractor shall demonstrate their ability to meet all qualifications. If the proposer is a consulting firm, provide the experience and qualifications of all personnel that will be involved in this project, as well as the qualifications of the Project Manager assigned to this contract. All personnel must be approved by the Rockland County Youth Bureau and the proposer must notify the Rockland County Youth Bureau of any changes in personnel prior to contract execution.

Contractors must demonstrate:

- A minimum of three (3) years of experience in youth development where the primary function of the position was developing, implementing, and managing youth development programs rooted in Positive Youth Development.
- Experience hiring, training, supervising, and assessing program staff.
- Experience developing and implementing curriculum.
- Experience collaborating with community organizations.
- Knowledge of principles and practices related to youth development.
- Knowledge of current issues effecting young people, specifically in Rockland County.
- Familiarity with youth advocacy initiatives.
- Familiarity with New York State Child Labor Laws.

Edwin J. Day, County Executive**TITLE: Youth Bureau Program Management****RFP NUMBER:**
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Cost proposals are inclusive of an hourly rate to include all tasks associated with the scope of work. The hourly rate must include all administrative overhead, travel, insurance, fringe, etc. The County will not be responsible for any additional costs.

Hours notes in the cost proposal template are not guaranteed and may be greater or less than the estimated hours noted.