**APPENDIX 1**

**BDC Proposal Template**

**Year 3**

1. **Background**

Please provide background information about your organization, your programs and your track record that support your capacity to carry out your proposed programs.

1. **Services**

Please provide details on the specific services you plan to offer as part of your proposed programs. (Complete only those that apply)

* 1. Surveys: If you are proposing to conduct surveys, landscape mapping or other outreach to District businesses or workers, please complete Exhibit A. These surveys, landscape mapping or other outreach are generally designed to assess the composition and/or needs of District businesses.
	2. Workshops and Training Courses: For each type of proposed workshop and training course, please complete a separate Exhibit B.
	3. One-on-One Consultations: Please complete Exhibit C for proposed one-on-one consultation programs. If you are proposing multiple programs involving one-on-one consultations, please complete a separate Exhibit C for each program.
	4. Networking Opportunities and Events: For each type of proposed networking opportunity and event, please complete a separate Exhibit D. Networking opportunities and events give participants the opportunity to interact with others to exchange information or develop professional contacts.
	5. Marketing Opportunities and Events: For each type of proposed marketing opportunity and event, please complete a separate Exhibit E. Marketing opportunities/events include events designed to allow participants to market their products or services to potential customers, or the development of marketing materials for participants.
	6. Recruitment Events and Hiring Assistance: For each type of proposed recruitment event and hiring assistance, please complete a separate Exhibit F. Recruitment events and hiring assistance are programs designed to assist District businesses in hiring and meeting their staffing needs.
	7. Apprenticeships/Internships: For each proposed apprenticeship or internship program, please complete a separate Exhibit G. Apprentices and interns must be placed with District businesses.
	8. Other: For each proposed program that does not fall into one of the above categories, please provide a detailed description in Exhibit H. Additional follow up may be necessary.
1. **No Fee**

Please confirm that your program will not charge a fee to participants. If any nominal fee is proposed to be charged, please provide a description, justification and explanation of how the fee will be applied to the program budget.

1. **COVID-19**

Please describe your COVID-19 responsiveness plan, including how you will adjust to changing conditions regarding in-person activities, safety protocols, remote options, etc.

1. **Marketing**

Please describe how you will market your programs to recruit District businesses, workers and trainees. Examples include: direct outreach to Garment District businesses, advertisements or flyers in the Garment District, door-to-door, publication in GDA electronic communications, etc.

1. **Staffing**

Please include the name, title and role of each employee and independent contractor who will staff the program. Be sure to include a description of the role that they will have specific to carrying out the BDC program.

1. **Strategic Partners**

If you will work with strategic partners or subcontractors other than the BDC program partners or GDA, please include the strategic partner’s or subcontractor’s name, role and how you will work with them.

1. **PASSPort/VENDEX:** Proposers should indicate if they have successfully completed the City of New York’s PASSPort review process and if they are currently in compliance with PASSPort requirements. (Only applicable for Special Program Contracts valued at greater than $100,000.)
2. **Budget**

Please complete the budget template attached as Exhibit 1.

**Exhibit A**

**Surveys**

*Instructions:*

* + - 1. *Complete Exhibit A for survey, landscape mapping or similar outreach proposed.*
			2. *These surveys, landscape mapping or other outreach are generally designed to assess the composition and/or needs of District businesses.*

Proposal Content:

1. Please provide a detailed description of the proposed survey, landscape mapping or similar outreach.
2. What are the goals and learning objectives of the proposed survey, landscape mapping or similar outreach?
3. Please provide a description of the target audience, including the number of individuals or businesses contacted.
4. What written or other deliverables will you produce?
5. How will the proposed surveys, landscape mapping or similar outreach assist you in carrying out your other BDC programs?
6. How might the proposed surveys, landscape mapping or similar outreach assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
7. Is the proposed surveys, landscape mapping or similar outreach a continuation of an existing BDC program or a new program component?
8. Timeline and targets. (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with it, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Contacted | District BusinessesContacted | Industries Contacted  |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit B**

**Workshops and Training Courses**

*Instructions:*

1. *For each type of proposed workshop or training course, please complete a separate Exhibit B.*
2. *District Nexus:*
	1. *The location of the workshop or training course should be located in or adjacent to the District. The location is the physical place where the workshop or training course takes place in-person. It can also be the physical place where workshop or training course is streamed to a larger audience via online or virtual platform, provided that participants can physically participate in such location.*
	2. *If any proposed workshop or training course will be held in, or streamed from, a location that is not in or adjacent to the District, then all targets for such workshop or training course must be met with District businesses, entrepreneurs and workers\*.*
3. *Programs should target multiple business sectors.*
4. *If any details are dependent on the outcome of a survey, landscape mapping or other outreach, please so indicate in your responses.*

Proposal Content:

1. Name of workshop or training course:
2. Topic(s):
3. Stand-alone event or series? If series, how many workshops or training courses are part of the series?
4. Length of each session:
5. Description of target audience:
6. Please describe the impact that you anticipate your workshop or training course will have on the District and its businesses. What will have changed for the session participants after having attended your program (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
7. Location of session:
8. In-person, virtual or combination?
9. Please explain how the workshop or training course will meet the District nexus requirements described above:
10. Who will lead the workshop or training course?
11. Deliverables to participants (if any):
12. Other relevant elements:
13. Description of follow up (if any):
14. If the workshop or training course builds upon, or serves as pre-requisites for, any of your other workshops, training courses or other BDC programs, please describe:
15. How might the proposed workshop or training course assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
16. Will the workshop or training course result in a certificate?
17. Is the proposed workshop or training course a continuation of an existing BDC program or a new program component?
18. Please list all the District industries that your proposed workshop or training course will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
19. Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Served | BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit C**

**One-on-One Consultations**

*Instruction:*

1. *Please complete Exhibit C for a proposed one-on-one consultation program. If you are proposing multiple programs involving one-on-one consultations, please complete a separate Exhibit C for each program.*
2. *District Nexus: One-on-one consultations may only be provided to District businesses.\**
3. *Programs should target multiple business sectors.*

Proposal Content:

1. Topic:
2. Target audience:
3. Number of consultations:
4. Length of consultations:
5. Please describe the impact that you anticipate your consultations will have on the District and its businesses. What will have changed for these businesses after having received the consultation (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
6. Location of consultation:
7. In-person, virtual or combination?
8. Confirm that all one-on-one consultations will be provided solely to District businesses:
9. Deliverables to participants (if any):
10. Other relevant elements:
11. Description of follow up (if any):
12. If the consultations build upon, or serve as a pre-requisite for, any of your other BDC programs, please describe.
13. How might the proposed consultations assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
14. Are the proposed consultations a continuation of an existing BDC program or a new program component?
15. Please list all the District industries that your proposed consultations will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
16. Timeline and Targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Served | District BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit D**

**Networking Opportunities**

*Instructions:*

1. *For each type of proposed networking opportunity and event, please complete a separate Exhibit D.* Networking opportunities and events give participants the opportunity to interact with others to exchange information or develop professional contacts.
2. *District Nexus:*
	1. *The location of the networking opportunity or event should be located in or adjacent to the District. The location of the networking opportunity or event should be located in or adjacent to the District. The location is the physical place where the networking opportunity or event takes place in-person. It can also be the physical place where networking opportunity or event is streamed to a larger audience via online or virtual platform, provided that participants can physically participate in such location.*
	2. *If any proposed networking opportunity or event will be held in, or streamed from, a location that is not in or adjacent to the District, then all targets for such networking opportunity or event must be met with District businesses, entrepreneurs and workers.\**
3. *Programs should target multiple business sectors.*

Proposal Content:

1. Please describe the networking opportunity proposed, including whether it is an event or other opportunity.
2. Number of networking opportunities or events:
3. Target audience:
4. Please describe the impact that you anticipate your networking opportunity or event will have on the District and its businesses. What will have changed for these program participants after having participated in the networking opportunities (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
5. Location of networking opportunity or event:
6. In-person, virtual or combination?
7. Please explain how the networking opportunity or event will meet the District nexus requirements described above:
8. Other relevant elements:
9. If the networking opportunity or event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
10. How might the proposed networking opportunity or event assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
11. Is the proposed networking opportunity or event a continuation of an existing BDC program or a new program component?
12. Please list all the District industries that your proposed networking opportunities or events will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
13. Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Served | BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit E**

**Marketing Opportunities**

*Instructions:*

1. *For each type of proposed marketing opportunity or event, please complete a separate Exhibit E. Marketing opportunities/events could include events designed to allow participants to market their products or services to potential customers, or the development of marketing materials for participants.*
2. *District Nexus:*
	1. *The location of the marketing opportunity or event should be located in or adjacent to the District. The location of the marketing opportunity or event should be located in or adjacent to the District. The location is the physical place where the marketing opportunity or event takes place in-person. It can also be the physical place where marketing opportunity or event is streamed to a larger audience via online or virtual platform, provided that participants can physically participate in such location.*
	2. *If any proposed marketing opportunity or event will be held in, or streamed from, a location that is not in or adjacent to the District, then all targets for such marketing opportunity or event must be met with District businesses, entrepreneurs and workers.\**
3. *Programs should target multiple business sectors.*

Proposal Content:

1. Describe the marketing opportunity proposed, including whether it is an event or other type of marketing opportunity:
2. Number of marketing opportunities or events:
3. Types of District businesses targeted:
4. Types of customers targeted (if any):
5. Please describe the impact that you anticipate your marketing opportunity or event will have on the District and its businesses. What will have changed for these businesses after having participated in your proposed program (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
6. Location of networking opportunity or event:
7. In-person, virtual or combination?
8. Please explain how the marketing opportunity or event will meet the District nexus requirements described above:
9. Deliverables to participants (if any):
10. Other relevant elements:
11. If the marketing opportunity or event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
12. How might the proposed marketing opportunity or event assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
13. Is the proposed marketing opportunity or event a continuation of an existing BDC program or a new program component?
14. Please list all the District industries that your proposed marketing opportunity or events will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
15. Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Served | BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit F**

**Recruitment Events/Hiring Assistance**

*Instructions:*

1. *For each type of proposed recruitment event, please complete a separate Exhibit F. Recruitment events and hiring assistance are programs designed to assist District businesses in hiring and meeting their staffing needs.*
2. *District Nexus: Hiring assistance programs and recruitment events may place or refer workers only to District businesses.\**
3. *Programs should target multiple business sectors.*

Proposal Content:

1. Describe type of recruitment event or other hiring assistance:
2. Target businesses (number and type of businesses you are recruiting for):
3. Target employee candidates (number of candidates you are bringing to those businesses):
4. Employee referral opportunities or other hiring assistance proposed to be provided:
5. Please describe the impact that you anticipate your recruitment event or other hiring assistance will have on the District and its businesses. What will have changed for these businesses or workers after having participated in your proposed program (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
6. Location of recruitment event or other hiring assistance:
7. In-person, virtual or combination?
8. Confirm that all hiring assistance programs and recruitment events will place or refer workers only to District businesses:
9. Other relevant elements:
10. If the recruitment event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
11. How might the recruitment event assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
12. Is the proposed recruitment event a continuation of an existing BDC program or a new program component?
13. Please list all the District industries that your proposed recruitment event or other hiring assistance will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
14. Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Candidates Served | District BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit G**

**Apprenticeships/Internships**

*Instructions:*

1. *For each apprenticeship or internship program, please complete a separate Exhibit G.*
2. *District Nexus: Apprentices and interns may only be placed with District businesses.\**
3. *Programs should target multiple business sectors.*

Proposal Content:

1. Target number of apprentices/interns:
2. Target number of participating District businesses:
3. Role of apprentices/interns:
4. Types of District businesses to be targeted:
5. Eligibility and selection criteria for apprentices/interns:
6. Eligibility and selection criteria for participating District businesses:
7. Please describe the impact that you anticipate your apprenticeship/internship program will have on the District and its businesses. What will have changed for businesses, apprentices or interns after having participated in your proposed program (e.g. increase in online sales; increase in capacity; increase in job placements; etc.)? Please describe how you proposed tracking and measuring that change?
8. Confirm that apprentices and interns will only be placed with District businesses:
9. Training and educational components of the apprenticeship/internship:
10. Description of how the apprentices/interns’ compensation will be structured and how that complies with wage and hour laws:
11. Any relevant health and safety factors with respect to the apprenticeship/internship program:
12. Other relevant elements:
13. If the apprenticeship or internship program builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
14. How might the apprenticeship or internship program assist other BDC members’ programs? You can read more about this year's BDC program providers on the GDA website here: <https://garmentdistrict.nyc/bdc>
15. Is the proposed apprenticeship or internship program a continuation of an existing BDC program or a new program component?
16. Please list all the District industries that your proposed apprenticeship or internship program will be geared toward. Programs should target multiple business sectors. District industries are: (1) manufacturing, (2) wholesale trade, (3) retail trade, (4) information, (5) finance, (6) real estate, (7) health care, (8) professional, scientific, technical and design services, (9) arts, entertainment and recreation, and (10) hotels, restaurants and bars, and (11) miscellaneous.
17. Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Apprentices/Interns Served | District BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |

**Exhibit H**

**Other Programs**

*Instructions:*

* + - 1. *For each proposed program that does not fall into one of the above categories, please provide a detailed description in Exhibit H.*
			2. *All programs must have sufficient nexus to the District.*
			3. *Services to businesses or entrepreneurs of a one-to-one nature must be provided solely to District businesses\*.*
			4. *Workshops, classes, trainings, networking events and other events must be provided:*
				1. *In a physical location that is in or adjacent to the District;*
				2. *If in a physical location that is not in or adjacent to the District, then all targets must be met with District businesses, entrepreneurs and workers\*;*
				3. *If via online or virtual platform, then either:*

*Streamed from a location in or adjacent to the District, where participants can physically participate (broadcasting to a broader audience permitted); or*

*Streamed from location(s) that are not in or outside the District, provided that all targets must be met with District businesses, entrepreneurs and workers\*.*

* + - 1. *Services involving job placement or referrals should place or refer workers only to District businesses\*.*
			2. *Apprenticeship or internship programs should only take place at District businesses\*.*
			3. *Additional follow up may be necessary.*

Proposal Content:

1. Program description:
2. Target program audience:
3. Target program services:
4. Target program impact and method for tracking impact:
5. Other relevant elements:

Timeline and targets: (For quarters when no relevant activities will be conducted or if any activity does not have a specific target associated with, indicate N/A.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Range | Description of Activities | Individuals Served | BusinessesServed\* | Industries Served |
| Q1: 7/1/22-9/30/22 |  |  |  |  |
| Q2: 10/1/22-12/31/22 |  |  |  |  |
| Q3: 1/1/23-3/31/23 |  |  |  |  |
| Q4: 4/1/23-6/30/23 |  |  |  |  |