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APPENDIX 1

BDC Proposal Template

Cycle 5

1. Background (150 word limit)

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

2. Services

Please provide details on the specific services you plan to offer as part of your proposed programs, delivered within a 6–9-month period ending February 28, 2027 (Complete only those that apply)

- a. Workshops and Training Courses: For each type of proposed workshop and training course, please complete a separate Exhibit A.
- b. One-on-One Consultations: Please complete Exhibit B for proposed one-on-one consultation programs. If you are proposing multiple programs involving one-on-one consultations, please complete a separate Exhibit B for each program.
- c. Networking Opportunities and Events: For each type of proposed networking opportunity and event, please complete a separate Exhibit C. Networking opportunities and events give participants the opportunity to interact with others to exchange information or develop professional contacts.
- d. Marketing Opportunities and Events: For each type of proposed marketing opportunity and event, please complete a separate Exhibit D. 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.
- e. Recruitment Events and Hiring Assistance: For each type of proposed recruitment event and hiring assistance, please complete a separate Exhibit E. Recruitment events and hiring assistance are programs designed to assist District businesses in hiring and meeting their staffing needs.
- f. Apprenticeships/Internships: For each proposed apprenticeship or internship program, please complete a separate Exhibit F. Apprentices and interns must be placed with District businesses.

- g. Other: For each proposed program that does not fall into one of the above categories, please provide a detailed description in Exhibit G. Additional follow up may be necessary.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. Strategic Partners/Subcontractors**
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.
- 7. 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.)
- 8. Certification:** Please include a certification that neither your organization nor any co-proposer(s) or proposed subcontractor(s), are disqualified per section 2.8 of the RFP.
- 9. Budget**
Please complete the budget template attached as Exhibit 1.

Exhibit A
Workshops and Training Courses

Instructions:

1. For each type of proposed workshop or training course, please complete a separate Exhibit A with a 150 word limit for each.
2. District Nexus:
 - a. 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.
 - b. 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.

Proposal Content:

- A. Name of workshop or training course:
- B. Topic(s):
- C. Stand-alone event or series? If series, how many workshops or training courses are part of the series?
- D. Description of target audience:
- E. What is your plan to recruit the course participants?
- F. 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?
- G. Location of session:
- H. In-person, virtual or combination?
- I. Please explain how the workshop or training course will meet the District nexus requirements described above:
- J. Deliverables to participants (if any):
- K. Other relevant elements:

- L. 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:
- M. Will the workshop or training course result in a certificate?
- N. 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.
- O. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- P. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit B

One-on-One Consultations

Instruction:

1. *Please complete Exhibit B for a proposed one-on-one consultation program. If you are proposing multiple programs involving one-on-one consultations, please complete a separate Exhibit B for each program, each with a 150-word limit.*
2. *District Nexus: One-on-one consultations may only be provided to District businesses.**
3. *Programs should target multiple business sectors.*

Proposal Content:

- A. Topic:
- B. Target audience:
- C. Number of consultations:
- D. Length of consultations:
- E. 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?
- F. Location of consultation:
- G. In-person, virtual or combination?
- H. Confirm that all one-on-one consultations will be provided solely to District businesses:
- I. Deliverables to participants (if any):
- J. Other relevant elements:
- K. Description of follow up (if any):
- L. If the consultations build upon, or serve as a pre-requisite for, any of your other BDC programs, please describe.

M.

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.

- N. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- O. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit C Networking Opportunities

Instructions:

1. For each type of proposed networking opportunity and event, please complete a separate Exhibit C, each with a 150 word limit. Networking opportunities and events give participants the opportunity to interact with others to exchange information or develop professional contacts.
2. *District Nexus:*
 - a. *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.*
 - b. *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:

- A. Please describe the networking opportunity proposed, including whether it is an event or other opportunity.
- B. Number of networking opportunities or events:
- C. Target audience:
- D. 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?

- E. Location of networking opportunity or event:
- F. In-person, virtual or combination?
- G. Please explain how the networking opportunity or event will meet the District nexus requirements described above:
- H. Other relevant elements:
- I. If the networking opportunity or event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
- J. 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.
- Q. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- R. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit D Marketing Opportunities

Instructions:

1. For each type of proposed marketing opportunity or event, please complete a separate Exhibit D, each with a 150 word limit. 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:
 - a. 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.
 - b. 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:

- A. Describe the marketing opportunity proposed, including whether it is an event or other type of marketing opportunity:
- B. Number of marketing opportunities or events:
- C. Types of District businesses targeted:
- D. Types of customers targeted (if any):
- E. 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?
- F. Location of networking opportunity or event:
- G. In-person, virtual or combination?
- H. Please explain how the marketing opportunity or event will meet the District nexus requirements described above:
- I. Deliverables to participants (if any):
- J. Other relevant elements:

- K. If the marketing opportunity or event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
- L. 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.
- M. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- N. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit E
Recruitment Events/Hiring Assistance

Instructions:

1. For each type of proposed recruitment event, please complete a separate Exhibit E, each with a 150 word limit. 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:

- A. Describe type of recruitment event or other hiring assistance:
- B. Target businesses (number and type of businesses you are recruiting for):
- C. Target employee candidates (number of candidates you are bringing to those businesses):
- D. Employee referral opportunities or other hiring assistance proposed to be provided:
- E. 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?
- F. Location of recruitment event or other hiring assistance:
- G. In-person, virtual or combination?
- H. Confirm that all hiring assistance programs and recruitment events will place or refer workers only to District businesses:
- I. Other relevant elements:
- J. If the recruitment event builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
- K. 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.
- O. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- P. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit F
Apprenticeships/Internships

Instructions:

1. For each apprenticeship or internship program, please complete a separate Exhibit F, each with a 150 word limit.
2. District Nexus: Apprentices and interns may only be placed with District businesses.*
3. Programs should target multiple business sectors.

Proposal Content:

- A. Target number of apprentices/interns:
- B. Target number of participating District businesses:
- C. Role of apprentices/interns:
- D. Types of District businesses to be targeted:
- E. Eligibility and selection criteria for apprentices/interns:
- F. Eligibility and selection criteria for participating District businesses:
- G. Please describe how you will recruit District businesses to participate in your program.
- H. 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?
- I. Confirm that apprentices and interns will only be placed with District businesses:
- J. Training and educational components of the apprenticeship/internship:
- K. Description of how the apprentices/interns' compensation will be structured and how that complies with wage and hour laws:
- L. Any relevant health and safety factors with respect to the apprenticeship/internship program:
- M. Other relevant elements:
- N. If the apprenticeship or internship program builds upon, or serves as pre-requisites for, any of your other BDC programs, please describe.
- O. 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.

- P. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- Q. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.

Exhibit G
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 G, each with a 150 word limit.
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:
 - a. In a physical location that is in or adjacent to the District;
 - b. 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*;
 - c. If via online or virtual platform, then either:
 - i. Streamed from a location in or adjacent to the District, where participants can physically participate (broadcasting to a broader audience permitted); or
 - ii. 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*.
5. Services involving job placement or referrals should place or refer workers only to District businesses*.
6. Apprenticeship or internship programs should only take place at District businesses*.
7. Additional follow up may be necessary.

Proposal Content:

- A. Program description:
- B. Target program audience:
- C. Target program services:
- D. Target program impact and method for tracking impact:
- E. Other relevant elements:
- F. Timeline and targets: (For time periods 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	Businesses Served*	Industries Served
Months 1-3				
Months 4-6				
Months 7-9				

- G. Please describe a proposed start date in Q2 or Q3 of 2026, and describe any program delivery timeline considerations (subject to negotiation and execution of program contract). All program delivery must conclude by February 28, 2027, with final reporting in March 2027.