



SCION REGIONAL FALL CONFERENCE

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals to organize and manage the **DCWIB Systems Change and Inclusivity Opportunity Network (SCION) Regional Fall Conference**, to be held in November 2025.

ISSUE DATE

May 12, 2025

LETTER OF INTENT DUE

May 30, 2025 (Optional)

DUE DATE FOR RFP RESPONSE FORM

June 5 2025

FUNDING

Budget should not exceed \$35,000

AWARD NOTIFICATION DATE

After June 27, 2025

CONTACT

Dutchess County Workforce Investment Board
ATTN: DCWIB SCION Regional Fall Conference RFP
3 Neptune Road
Poughkeepsie, NY 12601
E-Mail : admin@dcwib.org

Please be advised that all matters concerning this RFP are to be directed, in writing, to the above listed contact and to include DCWIB SCION Regional Fall Conference RFP in the subject line.

3 Neptune Road Poughkeepsie, NY 12601
Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

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EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

A proud partner of the [AmericanJobCenter](http://AmericanJobCenter.org) network

Read this RFP carefully.

This RFP does not commit the DCWIB to accept proposal(s) submitted, nor is the DCWIB responsible for costs incurred by the respondent(s) in preparing responses to this RFP. The DCWIB reserves the right to reject any and/or all proposals, to accept and/or reject any or all items in the proposals and to award the contract in whole or in part as deemed to be in the best interest of the DCWIB. The DCWIB reserves the right to negotiate with respondent(s) after the proposal(s) is reviewed, if deemed to be in the best interest of the DCWIB.

The DCWIB reserves the right to delay, amend or reissue the RFP at any time. The RFP is issued by the DCWIB and is subject to federal and state laws. The DCWIB encourages small business, minority-owned firms, and women businesses to submit a proposal or to be hired as sub-contractor(s) should it is needed.

BACKGROUND:

The DCWIB, incorporated under the name Dutchess County Workforce Investment Board Inc., was created to accept and utilize federal and state funds. The DCWIB was founded as a private non-profit organization in 2000 and authorized pursuant to an agreement with the Dutchess County Executive with members appointed by the Dutchess County Executive.

The DCWIB is responsible for administering Workforce Innovation and Opportunity Act (WIOA) Title I funds and delivering mandated services. WIOA is the federal law administering and delivering workforce development services across the U.S. including the following programs:

- **Adult Program** - Serves individuals and helps employers meet their workforce needs. The program enables workers to obtain career pathways by providing them with job search assistance and training. WIOA establishes a priority requirement with respect to funds allocated to the DCWIB for adult employment and training activities. The DCWORKS staff, provide individualized career services and training services, must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in Dutchess County. In addition, veterans receive priority of service in all WIOA-funded employment programs.
- **Dislocated Worker (DW) program** – Helps workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker Program assists them in re-entering the workforce. Services for dislocated workers are integrated and provided through the DCWORKS office. DCWORKS staff provide significant resources to implement workforce education, training, and employment programs and help displaced workers.

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- **Youth-In-School (YIS) and Youth-Out-of-School (YOS) Programs** – YIS serves youth age 14-21 years old who are in school and young adults participating in the YOS Program, age 18-24 who face barriers to employment and education. Participants build necessary skills to explore and develop careers, pursue education and occupational skills training, and gain work experiences and employment. The programs focus on the following services:
 - Education;
 - Employment, training, apprenticeships and pre-apprenticeships;
 - Leadership and life skills;
 - Cultivating entrepreneurial skills;
 - Connecting participants with mentors;
 - Offering peer learning opportunities;
 - Supporting civic engagement;

To participate in the YIS and YOS Programs, individuals must experience at least one of the qualifying barriers to employment and education:

- **YOS**
 - Pregnancy;
 - Parenting;
 - Disability;
 - Low-income;
 - Homeless/runaway;
 - Basic skills deficiency;
 - High school drop-out;
 - English as a second language;
 - Involvement in foster care or the justice system;
- **YIS**
 - Attending school;
 - Not younger than 14 years old or older than 21 years old;
 - Low-income;
 - Basic Skills Deficiency;
 - English-language learner;
 - Youth offender;
 - Homeless individual, homeless child or youth or runaway;
 - In foster care;
 - Pregnant;
 - Parenting;
 - Requiring additional assistance to complete an educational program or secure or hold employment;

In accordance WIOA, the Board of Directors is comprised of a majority of private business

representatives, along with economic development, education, labor and community representatives. The DCWIB works with its partners to formulate strategies for workforce development that meet the needs of business and help job seekers find sustaining employment. The functional responsibility of the DCWIB is to provide policy guidance and exercise oversight with respect to WIOA.

The mission of the DCWIB is to foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

The role of the DCWIB includes:

- Convening workforce system stakeholders to develop the Local Plan, in accordance with WIOA.
- Preparing and submitting the Local Plan to New York State Dept. of Labor (NYSDOL);
- Managing the competitive selection process for the One-Stop System's Operator, in accordance with WIOA;
- Selecting or terminating the One-Stop System's Operator and youth providers, in accordance with WIOA;
- Negotiating Local Performance accountability measures with NYSDOL;
- Developing/submitting budget to the DCWIB for approval;

DCWORKS, a proud partner of the American Job Center network, provides services to jobseekers and businesses to include developing job seeking skills, resume writing, career assessment, computer training, short term classroom training, and on-the-job (OJT) training for employed workers.

The Dutchess County workforce system includes a network of workforce partners and the workforce-related services they provide at DCWORKS and across the Dutchess County workforce system.

SCOPE OF SERVICES

The DCWIB is seeking a service provider to organize and manage the DCWIB SCION Fall Conference. New York State Dept. of Labor (NYSDOL), the program aims at improving job access, training, and economic empowerment for those with disabilities. Its core mission: embed highly-specialized staff at DOL Career Centers statewide to directly advocate for and assist this community. In Dutchess County, the Career Center is known as DCWORKS.

Following the NYSDOL SCION guidelines, the DCWORKS creates inclusive pathways to employment through:

- Personalized career counseling and job matching;
- Facilitating coordination across educational, vocational, disability, and social service providers;
- Conducting outreach to raise awareness of workforce development resources;

- Ensuring accessibility of DOL facilities, services, and support systems

In planning the DCWIB SCION Regional Fall Conference, the service provider will work in partnership with the following partners:

- Think Jobs Committee;
- Others to be determined (TBD);

There are four (4) areas to focus when planning the DCWIB SCION Regional Fall Conference:

1. Plan and oversee DCWIB SCION Regional Fall Conference:

- Identify and contract with Conference venue for in-person event;
- Identify and contract with caterers;
- Market the Conference to maximize attendance, including regional businesses;
 - Work with Think Jobs Committee
 - Work with DCWIB staff
 - Get event sponsors
 - Ads in Conference document
 - Booths at Conference venue
 - Others as proposed
- Develop Conference material, including – but not limited:
 - Online registration
 - Conference-day materials
 - Name tags
 - Table tents
 - Other as needed
 - Online surveys, etc.
 - Feedback forms
 - Conference survey
 - Create an event agenda, including panelists' biographies
 - Gather event information
 - Gather bios and pictures
 - Publish document

- 2. Building inclusive career pathways - Create opportunities and support systems that ensure everyone, regardless of ability, has the chance to advance their careers;**
- Foster inclusive culture;
 - Ensure inclusive practices;
 - Build partnerships and resources;
 - Focus on skill development and empowerment;

- 3. Identify and organize Conference Workshops** - Work with DCWIB and Think Jobs to identify and confirm panelists for the following Conference workshops:
- How to build a successful employment network for individuals with disabilities;
 - How to facilitate employers' service delivery;
 - Leveraging and braiding resources;
 - Where can employers find information and resources when hiring individuals with disabilities?

BUDGET:

The Budget for this RFP is up to \$35,000.

RFP PROCEDURE:

- Responses to this RFP should be complete and include the cover sheet and application.
- The DCWIB welcomes letters of intent (At minimum, include your agency/company name, address and the name and phone number of a contact person). Letters can be mailed to Dutchess County Workforce Investment Board, 3 Neptune Rd, Poughkeepsie NY 12601 or e-mailed to admin@dcwib.org;
- Responses should be concise, using an easily readable font, double spaced;
- Responses must be received by the date indicated in this RFP - late responses will not be accepted. RFP responses should be submitted via email to admin@dcwib.org;
- Questions may be submitted in writing by 4 p.m., May 21, 2024 to admin@dcwib.org;
- Answers to all questions will be posted on the DCWIB website (www.dcwib.org) by 4 p.m., on May 30 2025;
- Acknowledgment of RFP receipt will be given to applicants, indicating time and date received. Applicants assume responsibility to adherence to deadlines;

INSURANCE REQUIREMENTS

If a contract opportunity is extended the following insurance coverage is required:

Workers' Compensation Employer's Liability (statutory limits) - In compliance with the Workers' Compensation Law of the State of New York, each contractor shall provide:

- Certificate of insurance on an Accord form indicating proof of coverage for Worker's Compensation, Employer's Liability;
- A New York State Workers' Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P);
- In the event that the applicant is exempt from providing coverage, they must provide a properly

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executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200;

Commercial General Liability Insurance coverage including blanket contractual coverage for the operation of the program under this RFP with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The DCWIB and Dutchess County must be listed as additional insured.

The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

The Accord form certificate of insurance must contain the following provisions:

- The DCWIB must be listed as the certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent;
- The policies are primary and noncontributory. The commercial general liability, and workers compensation policies must contain a waiver of subrogation in favor of the DCWIB and Dutchess County must be listed as additional insured;
- If the workers' compensation Notice of Compliance is used instead of the Accord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of the DCWIB and Dutchess County;
- All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by non-admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The applicant and its sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above;
- Payment(s) to the applicant may be suspended in the event the applicant and its sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the Executive Director at the address listed below:

Dutchess County Workforce Investment Board
ATTN: Executive Director, 3 Neptune Road, Suite A21, Poughkeepsie, NY 12603

On receipt of such notice, the DCWIB shall have the option to cancel this agreement without further expense or liability to the DCWIB or Dutchess County, or to require the applicant to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this agreement in form and substance acceptable to the DCWIB and Dutchess County.

Failure of the applicant to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the applicant from any liability under this agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the applicant concerning indemnification.

All losses of DCWIB or Dutchess County property shall be adjusted with and made payable directly to the DCWIB or Dutchess County.

All Certificates of Insurance shall be approved by the DCWIB or designee prior to commencement of any work under this agreement.

In the event that claims in excess of these amounts are filed in connection with this agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the applicant until the applicant furnishes such additional security as is determined necessary by the DCWIB or Dutchess County.

DISCRIMINATION

It is the policy of the DCWIB not to discriminate in the award of contracts against any qualified bidder on the grounds of race, creed, color, national origin, age, disability, religion, marital status, sex or sexual orientation.

All proposals to the DCWIB shall include provisions requiring applicants to comply with such policy in their hiring of employees and selection of subcontractors, vendors and/or suppliers.

CONTRACTS and RENEWALS

Contracts should be developed and finalized by June 30, 2025. With DCWIB approval, the contract period may be extended, additional funding may be allocated, and/or new contracts may be established for up to three (3) additional years, contingent upon performance and available funding.

END OF RFP – MOVE ON TO COVER LETTER AND APPLICATION

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RFP COVER SHEET 2025

Request for Proposals – Application

PY25 funds have not been allocated and it is advisable that submitted proposals be accompanied by a flexible budget.

Program Name _____

Organization _____

Street Address _____

City _____ Zip Code _____

Contact Person _____ Phone _____

Title _____

Email _____

Program Cost \$ _____ Budget Request \$ _____

Program Locations _____

Day and Hours _____

Served by this grant _____ Cost per person \$ _____

of Program Staff _____

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME _____

SIGNATURE _____

DATE ____ / ____ / ____

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RFP DCWIB APPLICATION

Consult the Workforce Innovation Opportunity Act (WIOA) for definitions/explanations of service components.

- I. COVER SHEET (Required)**
- II. QUESTIONS: (Attach separate pages and forward to DCWIB at admin@dcwib.org before May 15, 2025)**
- III. PROPOSAL SUMMARY/SCOPE OF SERVICES – Up to 40 points**
Present a concise summary of the proposed program. Identify the number to be served, the types of activities and services to be provided, and the anticipated outcomes. Limit to two-pages.
- IV. A description of the organization’s experience serving the target population or performing these services - Up to 15 Points**
- V. A DESCRIPTION OF THE ORGANIZATION’S CAPACITY TO PERFORM THESE SERVICES – Up to 10 points**
Describe the company/organization’s capacity to perform these services, include an organizational chart, program chart (if applicable) and resumes of current staff.
- VI. BUDGET – Up to 35 points**
Include a proposed budget including the following:
 - a. Line-item Budget
 - b. Budget narrative

Note: The budget that is proposed may not necessarily be the amount funded.

**In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.*

Total Points Available – 100

DCWIB RFP SCORE SHEET

REVIEWER INSTRUCTIONS

1. Score each section.
2. Total your scores.
3. Each reviewer will be assigned a number- be sure to write your number on the last page.

I. PROPOSAL SUMMARY/SCOPE OF SERVICES - Up to 40 points

Present a brief, concise summary of the proposed program.		
Excellent Statement is concise, logical, answers the questions and is within word count.	Good Statement is logical and may or may not answer the questions and/or be outside word count.	Poor Statement is confusing, may not answer all the questions and may be outside word count.
35.5-40 points	29-35.4 points	28.9 points or less

II. ORGANIZATION'S EXPERIENCE - Up to 15 points

Describe the organization/business/agency experience serving the target population.		
Excellent Has experience serving the target population. Clear informative description of previous successful experience.	Good May not have a lot of experience serving the target population. Description may be unclear.	Poor Does not have experience serving the target population. Unclear or imprecise description of previous experience.
12.0-15.0 points	8.00 – 11.9 points	7.9 points or less

III. ORGANIZATIONS CAPACITY TO RUN THIS PROGRAM - Up to 10 points

<ul style="list-style-type: none">✓ Describe the company or organization's capacity to perform these services.✓ Include a complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.✓ Include a complete program chart for all employees assigned and billed to this program <u>or</u> a program chart for all job titles to be assigned and billed to this program. (if applicable)✓ Include resumes of current staff.		
Excellent Answers all the questions. Has the capacity to run this program.	Good Answers some/all the questions. May not have a lot of experience serving the target population. Overall the responses are good- yet not excellent.	Poor Answers some/all the questions. May not have a lot of experience serving the target population. Overall, the responses are poor.
8.0-10.0 points	6.0 – 7.9 points	5.9 points or less

IV. BUDGET – Up to 35 points

Proposed budget		
<ul style="list-style-type: none">✓ Line-Item Budget✓ Budget narrative		
Excellent Budget is reasonable and budget narrative fully explains how the allocation would be spent.	Good Budget is reasonable. Budget narrative does not fully explain how the allocations would be spent.	Poor Budget may or may not be reasonable. Budget narrative is poorly written.
28.5-35 points	20-28.4 points	19.9 points or less

Reviewer # _____

Applications must have 70 points or more to be considered for funding.

Total Points Awarded: