



## Dutchess County Workforce Development Board

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“Driving economic growth through Workforce Partnerships”



### DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD (DCWIB)

#### REQUEST FOR PROPOSALS (RFP)

#### WIOA Youth Services, Workshops & Training

#### OVERVIEW

The Dutchess County Workforce Investment Board (DCWIB) is soliciting proposals from qualified organizations to deliver youth workforce services, entrepreneurial programming, and workshops/training in accordance with the Workforce Innovation and Opportunity Act (WIOA).

This RFP consolidates multiple service areas into one procurement. Providers may apply for **one, two, or all three service categories**.

#### PROCUREMENT TIMELINE

- **Issue Date:** April 29, 2026
- **Proposal Submission Deadline:** June 19, 2026 at 4:00 PM
- **Letter of Intent (LOI):** Appreciated but not required
- **Review Process:** Proposals will be reviewed on a rolling basis as received
- **Award Notification:** Rolling, until the submission deadline
- **Final Consideration:** All proposals must be received by the deadline above to be considered for funding
- **Contract Start Date:** Upon execution

#### IMPORTANT NOTES ON SUBMISSION & REVIEW

- Rolling awards do not replace the final submission deadline. All proposals must be submitted by June 19, 2026 at 4:00 PM to be eligible for funding consideration.
- DCWIB reserves the right to make funding decisions prior to the submission deadline based on proposals received.

- Applicants are strongly encouraged to submit early, as proposals may be reviewed and awarded on a rolling basis before the deadline.

### **LETTER OF INTENT (OPTIONAL)**

Applicants are encouraged to submit a brief Letter of Intent (LOI) indicating the service category(ies) they plan to apply for. This assists DCWIB in planning for proposal review but is not required.

### **BACKGROUND**

The Dutchess County Workforce Investment Board (DCWIB) administers Workforce Innovation and Opportunity Act (WIOA) Title I programs in Dutchess County and works in partnership with DCWORKS, part of the American Job Center network, to deliver integrated workforce services to jobseekers and businesses.

WIOA, signed into law in 2014, is the primary federal legislation governing workforce development programs. The law is designed to increase access to employment, education, training, and supportive services, particularly for individuals with barriers to employment, while aligning workforce programs with the needs of employers and regional labor markets.

The WIOA Title I Youth Program serves eligible youth ages 16–24, with a strong emphasis on serving out-of-school youth (OSY) who face significant barriers to education and employment. Federal guidance requires that a majority of youth funds be spent on OSY, and local programs are expected to prioritize individuals who require additional support to achieve success in the workforce.

WIOA youth services are designed to provide a comprehensive, year-round system of support that includes education, workforce preparation, work-based learning, and leadership development. Programs must be responsive to the complex needs of youth and support long-term success through career pathway development and connections to employment and postsecondary opportunities. Under WIOA, local youth programs must incorporate the 14 required program elements, which include services such as: Tutoring and dropout prevention, Work-based learning (paid and unpaid work experience), Occupational skills training, Leadership development, Supportive services, Adult mentoring, Financial literacy education, Entrepreneurial skills training, Labor market and employment information, Transition to postsecondary education and training, Programs are not required to provide all elements directly but must ensure access through partnerships, referrals, or formal agreements with other providers.

Providers are expected to work collaboratively with DCWORKS staff and system partners to ensure a seamless, integrated service delivery model. This includes strong coordination

with employers, education providers, and community-based organizations to avoid duplication of services and maximize available resources. A key priority under WIOA is the expansion of work-based learning opportunities, including internships, job shadowing, and employment experiences aligned with in-demand industries. Local programs are expected to prepare youth for unsubsidized employment by: building foundational workplace skills, providing exposure to career pathways and by connecting youth to employers and training opportunities.

## **SCOPE OF SERVICE CATEGORIES**

### **SECTION I: Youth Work Immersion Experiences**

DCWIB seeks providers to deliver **hands-on, immersive career exploration experiences** for youth.

#### **Core Requirements**

- Job tours, job shadowing, and hands-on exposure
- Alignment with in-demand industries
- Structured agendas and meaningful engagement
- Coordination of logistics (transportation, meals, scheduling)
- Collaboration with Youth One Stop (YOS) staff

#### **Funding Guidance**

Approximately **\$5,000 per work experience**

### **SECTION II: Youth Entrepreneurial Program**

DCWIB seeks proposals to deliver entrepreneurial programming for WIOA youth participants through two distinct program models. Applicants may apply for one or both.

#### **Track A: Structured Entrepreneurial Program (Cohort-Based)**

##### **Description**

A structured, cohort-based program providing entrepreneurial skills through workshops, guided instruction, and interactive learning.

##### **Expected Components**

- Scheduled workshops/sessions
- Curriculum-based instruction

- Interactive activities (guest speakers, group work, presentations)
- Participant materials
- Business concept and/or business plan development

### **Program Expectations**

- Defined schedule and curriculum
- Consistent engagement
- Skill development (planning, financial literacy, business development)
- Tangible outcome (business plan, concept, or presentation)

### **Funding Guidance**

Expected award range: \$8,000 – \$12,000

### **Track B: Entrepreneurial Coaching & Mentorship Program**

#### **Description**

A flexible, coaching-based model focused on individualized support and idea development.

#### **Expected Components**

- Information sessions or orientation
- One-on-one coaching or small group mentoring
- Business idea development support
- Guidance on starting a business
- Ongoing engagement (virtual, in-person, or hybrid)

#### **Program Expectations**

- Personalized support
- Flexible delivery
- Emphasis on exploration and confidence-building
- Movement toward a business concept or plan

#### **Funding Guidance**

Expected award range: \$4,000 – \$7,000

### **Requirements for All Entrepreneurial Proposals**

Applicants must:

- Identify number of participants to be served
- Define total program duration and engagement hours
- Describe level of individualized support
- Align with WIOA youth program elements
- Include measurable outcomes (skills gained, business plan, etc.)

### **Flexibility**

- Hybrid models are allowed
- DCWIB may fund multiple providers
- DCWIB reserves the right to negotiate scope and budget

### **SECTION III: Workshops & Training Services**

Applicants may apply to provide workshops for participants and/or staff training.

#### **A. Participant Workshops**

##### **Sample Topics**

- Digital literacy
- Resume writing & interviewing
- Career planning
- Job search strategies
- Entrepreneurship
- AI and emerging tools

##### **Expectations**

- Serve individuals with barriers
- Be accessible and inclusive
- Support measurable skill gains

- Delivered primarily in-person (preferred)
- Workshops should be interactive and designed to actively engage participants.

## **B. Staff Training & Professional Development**

### **Sample Topics**

- AI tools
- Train-the-trainer
- Data and reporting
- Case management strategies

### **Expectations**

- Interactive and practical
- Workforce-focused
- In-person and/or virtual

### **Funding Guidance – Workshops & Training**

Workshops & Training Services:

Applicants must propose costs on a per-session basis, using a half-day model as the standard unit of measure.

#### **Definition:**

A half-day workshop is defined as approximately **3–4 hours of instruction**.

#### **Cost Expectations:**

- Half-day workshop (3–4 hours): \$350 – \$600 per session
- Typical workshops are expected to cost approximately \$400 – \$500 per session
- Shorter workshops (e.g., 60–90 minutes) must be priced proportionally and are generally expected to cost less than the typical half-day rate. Applicants must clearly define:
  - Length of each session
  - Cost per session
  - Number of sessions proposed

- Total cost

Proposals offering multiple sessions are encouraged to reflect cost efficiencies across sessions.

Proposals must demonstrate sufficient preparation, content quality, and participant engagement regardless of price.

Proposals at the higher end of the range must demonstrate added value (e.g., specialized content, materials, or enhanced participant engagement). Budgets must be reasonable and aligned with the proposed scope of work.

DCWIB reserves the right to fund individual workshops, a series of workshops, or a portion of proposed services based on program quality, relevance, and cost, and may negotiate final pricing and scope prior to contract execution.

## **PROPOSAL REQUIREMENTS**

### **SECTION 1 – Organizational Information**

- Organization overview
- Experience with youth and/or WIOA populations
- Staff qualifications

### **SECTION 2 – Youth Work Immersion (if applying)**

- Describe work experience model
- Target industries
- Logistics coordination
- Partner engagement

### **SECTION 3 – Youth Entrepreneurial Program (if applying)**

- Identify Track A, Track B, or both
- Describe program design
- Participant engagement approach
- Outcomes and deliverables

### **SECTION 4 – Workshops & Training (if applying)**

- Description of services

- Target audience
- Delivery method
- Accessibility approach
- Outcomes

## **SECTION 5 – BUDGET**

Applicants must submit separate budgets for each section applied for.

### **Budget Must Include**

- Total program cost (no per-youth pricing)
- Number of participants
- Number of sessions/hours
- Staff costs
- Materials
- Administrative costs

### **General Guidance**

- Costs must be reasonable and aligned with scope
- DCWIB may negotiate final budgets
- For Workshops & Training Services, budgets must follow the per-session structure and cost expectations outlined in Section III.

## **PERFORMANCE & REPORTING**

Providers must:

- Track participants served
- Document outcomes and skills gained
- Collect participant feedback
- Comply with WIOA reporting requirements

## **EVALUATION CRITERIA (100 POINTS)**

<b>Category</b>	<b>Points</b>
Organizational Experience	15
Program Design	40
Capacity & Implementation	10
Budget	35

### **SUBMISSION INSTRUCTIONS**

Submit proposals via email to: **admin@dcwib.org**

Subject: **WIOA Youth, Workshops & Training RFP**

Deadline: **June 19, 2026 at 4:00 PM**