



Dutchess County Workforce Development Board

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

“Driving economic growth through Workforce Partnerships”

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for the DCWIB’s Dutchess County Early Learning Coalition (formerly DCWIB’s Dutchess County Childcare Coalition) in accordance with the Workforce Innovation & Opportunity Act (WIOA) commencing immediately.

ISSUE DATE

January 21, 2026

BIDDER’S CONFERENCE

A Virtual Bidder’s Conference will be held on February 6, 2026 from 9:00 AM to 10:00 AM

<https://us02web.zoom.us/j/7492849905>, Meeting ID: 749 284 9905

LETTERS OF INTENT

Letters of Intent are accepted by the DCWIB, prior to the RFP due date. Letters of intent are optional.

DUE DATE FOR RFP RESPONSE FORM

February 21, 2026, by 4:00 PM

FUNDING

SEE SCOPE

AWARD NOTIFICATION DATE

March 2026

CONTACT

By mail: Dutchess County Workforce Investment Board

ATTN: DCWIB’s Dutchess County Early Learning Coalition RFP

3 Neptune Road, Poughkeepsie, NY 12601

E-Mail: admin@dcwib.org

Please insert **DCWIB’s Dutchess County Early Learning Coalition RFP**

- in the subject line of your e-mail.



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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.

NARRATIVE BEGINS HERE

The Dutchess County Workforce Investment Board (DCWIB) is seeking consultants to support the activities of DCWIB's Dutchess County Early Learning Coalition as we move into a new phase of work for 2026 to support the Coalition's Partnership ACCORD.

BACKGROUND

Functions of the Local Board per WIOA direct the DCWIB to convene local workforce development stakeholders and to broker and leverage to carry out various functions, included in our local plan and other board policies as directed under WIOA. Local boards lead efforts to engage with a diverse range of employers to promote business representation on our Board, to develop effective linkages with employers to support their use of the workforce system, to ensure that workforce investment activities meet the needs of employers and support economic growth and to develop strategies for meeting the employment and skill needs of workers. The DCWIB is tasked to facilitate the engagement of employers, support a local workforce development system that meets the needs of business in our local area, better coordinate workforce development programs and economic development. This may include the implementation of initiatives, other business services and strategies designed to meet the needs of the employers. In addition, we work to align resources available to the local area to achieve the strategic vision and goals of the local plan in our quest to reach economic self-sufficiency. In order to achieve our goals at the local level, the DCWIB identified barriers to employment. Childcare is a barrier identified by local business leaders in a Design Thinking Session conducted in February of



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2020. The lack of accessible, affordable, quality childcare has created a sustainability issue for jobseekers and workers. This has put an additional burden on the needs for business to find and retain staff. In subsequent, annual roundtable discussions with local businesses, the lack of affordable childcare and the lack of trained, qualified childcare workers has been discussed at length. In January 2024, the DCWIB held the first coalition meeting at 3 Neptune Road, Poughkeepsie with several board members and community partners in attendance. Since the inception, the coalition has grown to over 75 members representing more than 50 different entities. While the DCWIB continues to provide oversight and much of the administration responsibilities as well as leadership of the coalition additional assistance and expertise is required.

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, on-the-job (OJT) training for employed workers and supportive services including childcare.

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.



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The current Coalition has identified the following goals:

AGE	NUMBERS	STAFF
Infants (under 18 months)	3,777	945
Toddlers (18 to 36 months)	3,898	780
Pre-schoolers age 3	2,673	381
TOTALS	10,348	2,106

The current quality statement is:

Through the ACCORD, the Dutchess County Early Learning and Child Care Coalition has agreed to creating a universal high-quality system for all families and children in our communities. This is important for our economy and our future. While “quality” is evaluated with numerous measures, there is a foundational starting point: Care and education for children as well as employment quality and support for early learning professionals.

1. High-quality early childhood education depends on skilled, responsive professionals who foster each child’s development through culturally-responsive, relationship-based learning.
2. Ensuring consistent, individualized care requires a stable and adequately staffed workforce aligned with community needs.
3. Competitive wages and comprehensive benefits are essential to attract and retain the professional educators who deliver quality early care and education.

Together, these commitments form the backbone of a system that uplifts children, supports families, and strengthens the future of Dutchess County.

SCOPE OF SERVICES

NOTE- Before payment will be made, awardee will need to provide all material deemed necessary with your invoice (such as attendance sheets, receipts, mileage sheets).

FIRST SCOPE OF SERVICES

We invite proposals to support the DCWIB’s Early Childhood Coalition. It is expected that everyone who is awarded a contract within this scope will attend (virtually or in-person) monthly coalition meetings. These meetings are one hour and are held in January, February, March, April, May, June, September, October, November and December.



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Currently they are held the first Wednesday of each month at 9:00 AM. There is a zoom option as well as an in-person option at 3 Neptune Rd, Poughkeepsie, NY 12601.

- Spring 2026 Roundtable Logistics (Budget up to \$4,500) **THIS SHOULD BE A HALF DAY EVENT.**
 - Provide logistics for the event including booking and rental fee of the space and all supplies needed for the event
 - Assistance with the development of an agenda with the DCWIB ED and designated parties
 - Create flyers for the event
 - Create a sign-up form on a platform such as Google Forms
 - Maintain a registration list for the event
 - Order all needed supplies on a timely basis to ensure that everything is available a minimum of a week prior to the event
 - Day of Event:
 - Provide registration list
 - Provide name tags for participants
 - Provide copies of the agendas for all participants
 - Offer a survey after each session
 - Be sure room is set up
 - Put out all materials
 - Provide snacks and other food if the event crosses over a meal time
 - After the Event and included with invoice(s);
 - Provide complete attendance lists
 - Provide results of the surveys
 - Travel/food expenses
- Summit Logistics to be held in 2026 (Budget is up to \$15,000)- Without a paid speaker the budget should be closer to \$9,500. **THIS SHOULD BE A FULL DAY EVENT.**
 - Provide logistics for the event including booking and rental fee of the space and all supplies needed for the main event
 - Payment of any speakers required for the discussion
 - Travel/food expenses
 - Assistance with the development of an agenda with the DCWIB ED and designated parties
 - Development of a workshop with data on women's participation in the workforce, nationally, state-wide and locally (up to 1 -hour)



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- Assist with facilitation of the workshops
- Create flyers for the event
- Create a sign up form on a platform such as Google Forms
- Maintain a registration list for the event
- Order all needed supplies on a timely basis to ensure that everything is available a minimum of a week prior to the event
- Day of Event:
 - Provide registration list
 - Provide name tags for participants
 - Provide copies of the agendas for all participants
 - Offer a survey after each session
 - Be sure room is set up
 - Put out all materials
 - Provide snacks and other food if the event crosses over a meal time
- After the Event and included with invoice(s);
 - Provide complete attendance lists
 - Provide results of the surveys
- Theory of Action Workshop Part II (Budget up to \$7,500)
THIS SHOULD BE A FULL DAY EVENT
Continue upon the work of the November 2025 Workshop.
 - Develop a workshop for key coalition stakeholders
 - Facilitate workshop
 - Provide recommendations to coalition at an upcoming meeting
- Theory of Action Workshop Logistics and Facilitation (Budget up to \$3,500)
THIS SHOULD BE A FULL DAY EVENT
 - Provide logistics for the event including booking and rental fee of the space and all supplies needed for the main event including food if event crosses over a meal team
 - Create flyers for the event
 - Create a sign-up form on a platform such as Google Forms
 - Maintain a registration list for the event
 - Order all needed supplies on a timely basis to ensure that everything is available a minimum of a week prior to the event
 - Day of Event:
 - Provide registration list
 - Provide name tags for participants



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- Provide copies of the agendas for all participants
 - Offering a survey
 - Be sure room is set up
 - Put out all materials
 - Provide snacks and other food if the event crosses over a meal time
 - After the Event and included with invoice(s);
 - Provide complete attendance lists
 - Provide results of the surveys
- WORKSHOP OPPORTUNITIES: Offering a workshop up to 2-hours at a roundtable or summit (Budget up to \$1,250 per workshop, with the possibility of travel expenses)
 - Provide a summary and outline of your workshop idea
 - Develop the materials
 - Facilitate the workshop
- Strategic Development (Consulting rate to be negotiated- include this in your RFP Response)
 - Develop plan to expand partnerships
 - Develop plans working towards a universal childcare system
 - Assisting with finding and applying for additional funding
- Study Visits (Budget is actual expenses. Consulting rate [to be negotiated] plus group travel and expenses- seeking up to 2 visits per year).
 - Assist with finding opportunities to expand the knowledge of the DCWIB and coalition members
 - Set up study visits
 - Provide all logistical support including transportation and food if deemed appropriate.

Please ensure your proposal includes compelling narrative, professional biography, an explanation of fees and an accurate calculation of expenses.



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SECOND SCOPE OF SERVICES:

The DCWIB has received, on behalf of the Coalition, funding from a non-WIOA source. In this RFP we are seeking consultant(s) to provide the deliverables from this grant. Ideally this would be one contractor providing these services, however all submissions will be read and considered.

- Attend (virtual or in person) Monthly Meetings of Dutchess County Early Learning Coalition, minimum of 8 meetings (Budget is up to \$950)
- Summit to be held in 2026 (Budget is up to \$7,000)
 - Development of an agenda with the DCWIB ED and designated parties
 - Development of workshop materials (and work with other presenting partners)
 - Facilitation of workshops
 - Provide your supplies for the Summit
 - Include any required travel
- Spring 2026 Roundtable (Budget up to \$1500)
 - Attend and participate in the roundtable
 - Facilitate a session
- Parent Focus Groups (Budget is up to \$3,050)
 - Hold a minimum of 2 Parent Focus Groups)
 - Provide analysis of results
- Surveys (Budget is up to \$2,000)
 - Develop, issue, and analyze survey to service providers
 - Develop, issue, and analyze survey to businesses
 - Develop, issue, and analyze survey to parents of children from birth to 5 years old
- Intensive Data Analysis (Budget is up to \$3,000)
 - Data analysis based on the goals of the current Accord
 - Include national/state/regional trends and Dutchess specific data
 - Identify data source(s) and year(s)- should be as current as possible
 - Develop a formula to analyze the progress within Dutchess County towards the Accords goals
- 2026 Review and evaluation of strategies (Budget is up to \$5,000)
 - Compile the information from 2024, 2025 and 2026 including the roundtables, summits, theory of change/action, monthly meetings and



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information from the sub-committees and provide a critical review of what is working, what is not working, and what could be better

- Create a list of accomplishments
- Create a list of things to do in 2027 and through 2034
- Include an assessment of coalition partners and detail who/what organizations are missing
- Discuss how the coalition work is centered on the primary stakeholders
 - Children
 - Parents
 - Early Education Educators
 - Providers
 - Business
- Discuss how Dutchess compares to the Quebec model and other successful models
- Make recommendations for potential pilot programs within Dutchess County

Please ensure your proposal includes compelling narrative, professional biography, an explanation of fees and an accurate calculation of expenses.

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
 - ATTN: Financial Literacy Program RFP
 - 3 Neptune Rd, Poughkeepsie NY 12601

E-mail: admin@dcwib.org and insert **DCWIB's Dutchess County Early Learning Coalition RFP** in the subject line;

- Responses should be concise, using an easily readable font (no script), double spaced;
- Scoring for each section will be based on a 1-10 system with 10 being unacceptable up to 100 which indicates excellent. To move on for consideration an organization must score at least 70. Scoring categories include the following sections:
 - Section 1- Is the RFP complete meaning is each section of the RFP, that is



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being applied for, fully articulated?

- Section 2- Is the narrative compelling and will this move forward the work of the coalition?
- Section 3- Does the applicant have the necessary experience?
- Is the budget reasonable for the project, is there a complete budget narrative and are the expenses calculated accurately?
- **Responses must be received by 4:00 PM, February 21, 2026** - late responses will not be accepted. RFP responses should be submitted via email to admin@dcwib.org and include **DCWIB's Dutchess County Early Learning Coalition RFP** in the subject line.
- **Questions** may be submitted in writing by **February 11, 2026** to admin@dcwib.org:
 - **Answers** to questions will be posted on the DCWIB website (www.dcwib.org)



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Include this form in your submission:

DATE OF SUBMISSION:

Organization:	
Address:	
City/State/Zip:	
Program Contact/Title:	
Phone and Email:	
Fiscal Contact/Title:	
Phone and Email:	

AMOUNT BEING APPLIED FOR: _____

Check the categories that you are applying for:

- ☐ Spring 2026 Roundtable LOGISTICS
- ☐ Summit Logistics to be held in 2026
- ☐ Theory of Action Workshop Part II
- ☐ Theory of Action Workshop Logistics
- ☐ WORKSHOP OPPORTUNITIES
- ☐ Strategic Development (
- ☐ Study Visits

SECOND SCOPE OF SERVICES:

- ☐ Attend Monthly Meetings of Dutchess County Early Learning Coalition,
- ☐ Summit
- ☐ Spring 2026 Roundtable
- ☐ Parent Focus Groups
- ☐ Surveys
- ☐ Intensive Data Analysis
- ☐ 2026 Review and evaluation of strategies



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DCWIB'S DUTCHESS COUNTY EARLY LEARNING COALITION RFP SCORING

2026

AGENCY NAME: _____

DATE: _____

Scoring for each section will be based on 10 points. To move on for consideration an organization must score at least 70%.

1. Is the RFP complete meaning is each section of the RFP, that is being applied for, fully articulated? Up to 10 points
2. Is the narrative compelling and will this move forward the work of the coalition? Up to 40 points
3. Does the applicant have the necessary experience? Up to 10 points
4. Is the budget reasonable for the project, is there a complete budget narrative and are the expenses calculated accurately? Up to 40 Points

CHECK WHICH CATEGORIES ARE BEING SCORED.

- ☐ Spring 2026 Roundtable LOGISTICS
- ☐ Summit Logistics to be held in 2026
- ☐ Theory of Action Workshop Part II
- ☐ Theory of Action Workshop Logistics
- ☐ WORKSHOP OPPORTUNITIES
- ☐ Strategic Development (
- ☐ Study Visits

SECOND SCOPE OF SERVICES:

- ☐ Attend Monthly Meetings of Dutchess County Early Learning Coalition,
- ☐ Summit
- ☐ Spring 2026 Roundtable
- ☐ Parent Focus Groups
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- ☐ Intensive Data Analysis
- ☐ 2026 Review and evaluation of strategies



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SCORE SHEET

AGENCY NAME: _____

DATE: _____

SCORES:

SCOPE:	SCORE (ex 10, 40,10, 40 = 100)
Spring 2026 Roundtable LOGISTICS	
Summit Logistics to be held in 2026	
Theory of Action Workshop Part II	
Theory of Action Workshop Logistics	
WORKSHOP OPPORTUNITIES	
Strategic Development	
Study Visits	

SECOND SCOPE OF SERVICES:	SCORE (ex 10, 40,10, 40 = 100)
Attend Monthly Meetings of Dutchess County Early Learning Coalition,	
Summit	
Spring 2026 Roundtable	
Parent Focus Groups	
Surveys	
Intensive Data Analysis	
2026 Review and evaluation of strategies	