

**DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD**



Request for  
Proposals to Provide  
WIOA Youth  
Programming



# Dutchess County Workforce Development Board

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

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**ISSUE DATE:** 11/8/2024  
**RFP DUE DATE:** 11/28/2024  
**BIDDER'S CONFERENCE:** 11/15/2024 at 8:00am  
**LINK:** **Join Zoom Meeting**  
<https://us02web.zoom.us/j/7674526723>  
**Meeting ID: 767 452 6723**  
**One tap mobile**  
**+19292056099,,7674526723# US (New York)**

**LETTER OF INTENT TO APPLY:** 11/18/2024  
**CONTRACT DATES:** 12/15/24-6/30/2025  
May be extended based on funding.

## **SUBMIT COMPLETED PROPOSAL:**

### **RFP FOR TWO YOUTH PROGRAMS/PROJECTS:**

- I. Youth Work Immersion Experiences**
- II. Youth Entrepreneurial Program**

### **LETTER OF INTENT:**

A letter of intent is required by the date indicated above in order to apply. Letter should be sent to:  
taylor@dcwib.org.

### **BUDGET:**

**Youth Work Immersion Experience- Approximately \$5,000 per youth experience**

**Youth Entrepreneurial Program- Approximately \$2,000 per youth**

## **I. SCOPE- YOUTH WORK IMMERSION EXPERIENCES**

The Dutchess County Workforce Investment Board is seeking responses to this RFP for youth work immersion experiences. The successful applicant will offer in person tours of local businesses,

organizations and/or government agencies and expose youth to occupations in in-demand industries in Dutchess County and/or the region. It is recommended that the RFP response conveys experience working with both business and agency partners, as the winning applicant will be working with existing YOS staff on the implementation of these work experiences.

Please read this scope closely and be sure to include Parts A and B, in your response. This contract will follow the DCWIB Youth Policies which can be found on our website.

You may apply for 1-6 work experiences. No more than one per month.

#### **A. YOUTH WORK EXPERIENCE OPPORTUNITIES**

- Identify work experience opportunities
- Work experience should be in an in-demand industry and occupation
- Youth should have opportunities to try things hands-on whenever possible versus observing others performing activities
- Schedule work experiences
- Types of work experience
  - Job Tours
  - Job Shadow
- Set up logistics including transportation, meals/snacks
  - Work with bus company on timing and payment
  - Work with provider(s) of meal/snacks
- Provide agenda for the days' activities including precise timing

#### **B. WORK WITH YOS STAFF**

- Work with YOS staff to identify enrolled and eligible WIOA youth to participate
- Create/distribute flyers to YOS staff
- Maintain list of youth attending
- Schedule YOS staff to attend with youth
  - Work with both business and staff calendars
  - Confirm staff involvement
  - Be clear on staff responsibilities

#### **C. EXAMPLES**

- Aviation (Dutchess Community College, Red Tail)
- Council of Industry (manufacturing)
- Vassar Hospital (health care tours)
- Transportation and Logistics
- Chips Act
- Renewable Energy

## **II. SCOPE- YOUTH ENTREPRENEURIAL PROGRAM**

The Dutchess County Workforce Investment Board is seeking responses to this RFP for a youth entrepreneurial program. The successful applicant will offer at minimum:

- Information Session(s)
- Entrepreneurial workshops

- Brainstorming sessions for business ideas (multiple sessions)
- One-to-one brainstorming and guidance sessions
- Up to 20 hours per youth to create a business plan.

It is recommended that the RFP response conveys experience working with both business and agency partners, as the winning applicant will be working with existing YOS staff on the implementation of these work experiences.

Please read this scope closely and be sure to provide explanation of the program in your response. This contract will follow the DCWIB Youth Policies which can be found on our website. Contract may be expanded and extended based on performance.



**Dutchess County Workforce Investment Board**

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**WIOA YOUTH 2024-2025**

**Request for Proposals – Application**

Program Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Applying for (check one or both):

**YOUTH WORK EXPERIENCE OPPORTUNITIES**

**YOUTH ENTREPRENEURIAL PROGRAM**

Budget Request \$ \_\_\_\_\_

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 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## **RFP APPLICATION**

**Keeping your answers short and precise, please answer the following questions:**

### **SECTION 1**

1. Describe your experience working with youth ages 17-24.
2. Describe your best practices when working with youth (ex. Creating a safe space, providing structure, support relationships, making it fun and interactive, making it fun and interacting, providing opportunities for expression, helping youth develop critical thinking, letting youth make their own choices, asking thoughtful questions and using program assessment tools).
3. Attach a resume of all people who will work with/interact with youth in our program.

### **SECTION 2**

**WORK EXPERIENCE OPPORTUNITIES APPLICANTS ONLY (if applying only for the Youth Entrepreneurial Programming, please skip this section).**

1. Describe an ideal work experience opportunity.
2. What in-demand industries and occupations would you include?
3. How will the experience feel/be immersive for youth who participate?
4. How will you identify and schedule work experiences
5. Give an example of an immersive work experience for the following (and any additional work experience ideas):
  - a. Job Tours
  - b. Job Shadow
6. How will you set up the logistics including transportation, meals/snacks and communicate this to the funder, the Youth One Stop case coordinators and the youth involved?
7. Describe your experience working with agencies and front-line staff.

If applying for the Youth Entrepreneurial Program, please answer the following question:

### **SECTION 3**

#### **YOUTH ENTREPRENEURIAL PROGRAM**

Note- it is okay to use an existing program/materials (following copyright law and other laws/regulation). It is possible that the DCWIB would purchase.

1. Describe how you will conduct the youth information session(s).
2. Describe the Entrepreneurial workshops that you will provide.
3. Describe the brainstorming sessions to help the youth think of ideas for a business or work on ideas they have. Include a description of the first session and any additional sessions.
4. Describe the one-to-one brainstorming and guidance sessions. What will be covered? How will you make the youth feel heard? Etc.
5. Describe the business plan that you will help the youth create. Include a description of the Up to 20 hours per youth to create a business plan.  
Can use a program

6. How will you continue to motivate youth throughout the program/process?

#### **SECTION 4**

Include separate budgets for Youth Work Immersion Experience and Youth Entrepreneurial Program. Include an excel spreadsheet with the line-item budget and a separate document with the budget narrative, describing each line item.

#### **Budget Amounts/Limits:**

##### **Youth Work Immersion Experience:**

Approximately \$5,000 per work experience. Up to one per month. January – July 2025

##### **Youth Entrepreneurial Program:**

Up to \$2,000 per youth. From five to fifteen youth.