



WIOA SYSTEMS OPERATOR Request for Proposals

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Work Experience for Adults/Dislocated Workers and/or Older (Out of School) Youth commencing April 1, 2024.

ISSUE DATE

March 6, 2024

DUE DATE OF RFP RESPONSE FORM

April 1, 2024

CONTACT

Dutchess County Workforce Investment Board
3 Neptune Road
Poughkeepsie, NY 12601
Email: taylor@dcwib.org

Please advise that all matters concerning this RFP are to be directed in writing to the above-listed contact.

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 (are) 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.



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SUBMISSION INFORMATION:

Please send RFP response form no later than **4pm, April 1, 2024**. Proposals postmarked or hand-delivered after this date and time or incomplete applications will not be accepted. The DCWIB reserves the right to terminate this RFP process at any time.

BACKGROUND

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

With a board 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 Workforce Development in Dutchess County.

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 system stakeholders to develop the local plan;
- Preparing and submitting local plans;
- Managing the competitive selection process for the One-Stop Systems Operator;
- Selecting or terminating the One-Stop Systems Operator and youth providers;
- Negotiating local performance accountability measures, and
- Developing budget for the local Workforce Development Board (WDB).



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

The Dutchess Workforce System includes a network of workforce partners and the workforce- related services they provide in the Career Center and across the Dutchess Workforce System.

PURPOSE

The Dutchess County Workforce Investment Board, Inc. (DCWIB) seeks proposals for Work Experience for eligible and enrolled participants.

The contract awarded from this RFP is anticipated to begin 5/1/2024 and end 6/30/2025. DCWIB reserves the right to extend the contract for up to three additional one-year periods, resulting in up to four one-year contracts. Contract extensions may be based on funding availability, satisfactory performance, and any other factors that DCWIB, in its sole discretion, deems appropriate.

PART 1: OLDER OUT OF SCHOOL YOUTH (when allowable ADULTS/DISLOCATED WORKERS)

- A. Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for work experience opportunities for Workforce Innovation Opportunity Act 2014 (WIOA) enrolled participants in Dutchess County. Proposals will be funded to employ positions that will give individuals the opportunity to be challenged and productive, enhance their self-esteem, and develop transferable skills applicable to entry level jobs participants may apply for in the future. Work Experience activities must be in accordance with established WIOA rules and regulations.



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B. Allowable work experience expenditures include the following:

- Pay for Performance Elements (See Table 1)
- Wages/stipends paid for participation in a work experience (See Table 2)
- Note Pay for Performance Elements and Wages/Stipends can be combined for youth. There is limited availability to assist Adult or Dislocated Workers.

Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Additional information on employer/employee relationship may be found on DOL’s Wage and Hour Division website.

PAY FOR PERFORMANCE

A WIOA Pay-for-Performance (PFP) contract strategy is a specific type of performance-based contract that places a higher emphasis on performance outcomes and drives better results. In a PFP contract strategy, service providers are paid based on the achievement of specified levels of performance related to WIOA outcomes, rather than being paid for processes or outputs.

TABLE 1

PAY FOR PERFORMANCE- EXAMPLE			
ACTIVITY/SERVICE	AMOUNT	# of Potential Participants per quarter	Eligible for Payment- up to 45-day turnaround time
Internship Placement	\$700	#	Upon proof of internship and invoice



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Subsidized Job Placement	\$400	#	Upon proof of subsidized job placement and invoice
Unsubsidized Job Placement	\$500	#	Upon proof of unsubsidized job placement and invoice
Youth Job Retention <ul style="list-style-type: none"> ▪ 90 days ▪ 2nd Qtr. after exit ▪ 4th Qtr. after exit 	<ul style="list-style-type: none"> ▪ \$500 ▪ \$500 ▪ \$500 	N/A	With Proof and at each milestone
Youth earns Target Median Earnings	\$500	N/A	With proof at milestone
Job Shadow	\$400	#	Upon proof of internship and invoice
Job Readiness Training <ul style="list-style-type: none"> ▪ Filling out the application ▪ Completing a Job Search ▪ Mock Interviews ▪ ETC 	Up to 10 hours \$1000	#	Monthly with proof of attendance and invoice
ETC	ETC	ETC	ETC



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WAGES/STIPENDS PAID FOR PARTICIPATION IN A WORK EXPERIENCE;

This section of the RFP seeks an entity to pay wages and stipends for enrolled, eligible program participants.

TABLE 2

STIPENDS		
Service	Amount	Eligible for Payment- (up to 45-day turnaround time)
Pay Youth Stipend Amount	Varies	Submit invoice, receive payment, pay youth
Administrative Fee for service	Up to 10% of stipend	Invoice after youth is paid
Check Fee	\$500	Invoice after youth is paid
WAGES		
Service	Amount	Eligible for Payment- (up to 45-day turnaround time)
Onboarding & Training	\$500	Upon invoice after onboarding completed
Wage	Varies	Every 2 weeks and/or monthly
Administrative Fee for Service	Up to 10% of wage	Upon invoice after wage is paid
Check Fee	\$50.00	Invoice after youth is paid



Dutchess County Workforce Investment Board

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

www.dcwib.org

WORK EXPERIENCE OPPORTUNITY PROGRAM

Application: The application includes the program narrative, program budget and a signed non-collusion statement.

Organization: _____

Type (check one): _____ Private _____ Public _____ Not for Profit

Street Address City: _____

Contact Person: _____

Contact Phone: _____

Program Cost: \$ _____

Budget Request: \$ _____

Total Youth to be served: _____ Cost per youth \$ _____

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

Name: _____ Signature: _____

Title: _____ Date: _____/_____/_____

1. Program Narrative

Complete Tables 1 and 2

Include brief narrative for each table.

TABLE 1- Pay for Performance

PAY FOR PERFORMANCE		
ACTIVITY/SERVICE	AMOUNT	# of Potential Participants per quarter
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Narrative:		

TABLE 2

STIPENDS		
Service	Amount	Eligible for Payment- (up to 45-day turnaround time)
Pay Youth Stipend Amount	Varies	Submit invoice, receive payment, pay youth
Administrative Fee for service	Up to 10% of stipend	Invoice after youth is paid
Check Fee	\$	Invoice after youth is paid
WAGES		
Service	Amount	Eligible for Payment- (up to 45-day turnaround time)
Onboarding & Training	\$	Upon invoice after onboarding completed
Wage	Varies	Every 2 weeks and/or monthly
Administrative Fee for Service	Up to 10% of wage	Upon invoice after wage is paid
Check Fee	\$	Invoice after youth is paid
Narrative:		

2. Program Budget

Attach program budget including estimated cost. Number of youth will be negotiated at contract development, based on requested and available funding.

BUDGET		
SERVICE	AMOUNT REQUESTED	# SERVED
PAY FOR PERFORMANCE	\$	
STIPENDS/WAGES	\$	
TOTAL	\$	

3. Contact Information

To submit questions in writing please send email to taylor@dcwib.org. Questions will be answered through 3/20/24 and posted at www.dcwib.org. Questions may be submitted by mail: Taylor O'Donnell, 3 Neptune Road, Poughkeepsie, NY 12601.

4. Timeline

RFP Release Date: 3/6/2024
Proposal Due Date: 4/1/2024
Award Announcements: May 2024