



Dutchess County Workforce Development Board

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“Driving economic growth through Workforce Partnerships”



Request for Qualifications (RFQ)

Dutchess County Workforce Investment Board (DCWIB)

Development of a Secure, Closed Artificial Intelligence (AI) Workforce Platform

Issue Date: April 14, 2026

Proposal Submission Deadline: May 11, 2026 (Close of Business)

Anticipated Award Date: May/June 2026

Project Period: An agreed-upon timeframe between May 2026 and December 2026

1. Overview

The Dutchess County Workforce Investment Board (DCWIB) seeks qualified vendors to design, develop, and implement a secure, closed artificial intelligence (AI) platform to support workforce system operations, employer engagement, and job seeker services.

This RFQ is intended to identify vendors with expertise in secure AI systems, workforce applications, and public-sector environments capable of delivering a scalable, user-centered solution.

2. Background & Purpose

The Dutchess County Workforce Investment Board (DCWIB) administers workforce development programs funded through federal and state sources, including the Workforce Innovation and Opportunity Act (WIOA).

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal legislation supporting workforce development activities for job seekers and employers. WIOA-funded programs are designed to help individuals—particularly those facing barriers to employment—access education, training, and supportive services needed to secure and retain quality jobs, while also assisting businesses in finding, developing, and retaining a skilled workforce. The Dutchess County Workforce Investment Board (DCWIB), as the local administrator of WIOA programs, is responsible for ensuring effective service delivery to both job seekers and employers. This RFQ supports that mission by exploring the development of a secure, closed AI platform to improve access to information, streamline

service delivery, enhance employer engagement, and better align workforce services with regional labor market needs. The proposed effort is both necessary and reasonable to ensure that any investment in technology is strategic, compliant, and responsive to the needs of the community.

DCWIB is seeking to develop an AI platform that:

- Operates within a secure, access-controlled environment
- Uses approved internal and curated external data sources only
- Does not expose confidential or sensitive data to public AI systems
- Supports staff in improving efficiency, decision-making, and service delivery

The system is envisioned to support three primary user groups:

Internal Staff

- AI-powered knowledge assistant
- Document search, summarization, and policy guidance

Employers

- Secure, self-service tools to:
 - Upload job descriptions and candidate resumes
 - Identify qualified candidates
 - Analyze gaps in Knowledge, Skills, and Abilities (KSAs)

Job Seekers

- Tools to:
 - Explore career pathways
 - Identify in-demand occupations
 - Learn about training programs and apprenticeships
 - Understand skill requirements and gaps
 - Access supportive services (housing, food, transportation, childcare)

3. Scope of Services

The selected vendor will be responsible for end-to-end system design, development, and implementation.

A. System Architecture and Design

- Design a closed/private AI system architecture
- Recommend and implement appropriate infrastructure (cloud and/or on-premise)
- Ensure scalability for multiple user groups
- Integrate with existing systems where appropriate

B. AI Capabilities

- Deploy AI models within a secure environment
- Implement retrieval-augmented generation (RAG)
- Provide natural language interfaces
- Develop skills extraction and matching capabilities

C. Data Management

- Secure ingestion and management of multiple data sources
- Data cleaning, indexing, and structuring
- Role-based access controls

D. Security and Compliance

- Ensure alignment with:
 - Workforce Innovation and Opportunity Act (WIOA)
 - U.S. Department of Labor (USDOL) guidance
 - New York State Department of Labor (NYSDOL) policies
 - Local Workforce Development Board (LWDB) policies
 - 2 CFR Part 200
 - Applicable New York State regulations
- Protect personally identifiable information (PII)
- Implement encryption (data at rest and in transit)

- Provide user authentication and access controls
- Maintain audit logs and monitoring

E. Internal Staff Functionality

- AI-powered knowledge assistant
- Document search and summarization
- Policy and program guidance support

F. Employer-Facing Functionality

- Secure employer interface
- Resume and job description upload
- Candidate matching tools
- KSA gap analysis

G. Job Seeker-Facing Functionality

- Career exploration tools
- In-demand occupation identification
- Career pathway mapping
- Training and apprenticeship discovery
- Skill gap analysis

H. Supportive Services Navigation

- Searchable directory of local service providers
- Intelligent recommendations
- Geographic filtering
- Integration with existing resource databases
- Processes for maintaining current information

I. User Experience and Accessibility

- Intuitive, user-friendly interface
- Mobile-friendly design

- Accessibility for varying levels of digital literacy

J. Training and Support

- Staff training and onboarding
- Technical documentation
- Ongoing maintenance and support

K. Implementation Roadmap

- Phased implementation approach
- Timeline with key milestones

4: Roles and Responsibilities

DCWIB Responsibilities

- Provide project oversight and coordination
- Facilitate access to data and systems, as appropriate
- Provide subject matter expertise and stakeholder input
- Review and approve deliverables

Contractor Responsibilities

- Design, develop, and implement the AI platform
- Ensure compliance with all applicable regulations and policies
- Deliver agreed-upon milestones and documentation
- Provide ongoing communication and status updates

5. Vendor Qualifications

Respondents should demonstrate:

- Experience developing secure/private AI systems
- Experience delivering end-to-end system implementations
- Experience working with government, nonprofit, or regulated environments
- Familiarity with workforce or skills-based systems (preferred)
- Strong data security and compliance expertise

- Proven project management capability

6. Submission Requirements

Responses should include:

1. Company Overview
2. Relevant Experience
3. Technical Approach and Proposed Solution
4. Team Structure and Key Personnel
5. Implementation Timeline
6. Estimated Cost Ranges
7. References

7. Pricing & Payment Terms

Respondents must provide:

- Hourly rate(s) and/or project-based pricing
- Estimated total cost for system design and implementation
- Ongoing maintenance and support cost options

Compensation will be based on agreed-upon deliverables and/or time and materials, as negotiated in a subsequent contract. Payment structure may include milestone-based, deliverable-based, or time-and-materials reimbursement, subject to negotiation and contract terms. Any resulting contract is contingent upon the availability of funding.

8. WIOA Compliance & Federal Requirements

This project may be supported in whole or in part with funds authorized under WIOA.

The selected contractor must comply with:

- Workforce Innovation and Opportunity Act (WIOA)
- 2 CFR Part 200
- Applicable New York State regulations
- Equal opportunity provisions under WIOA Section 188

All costs billed must be allowable, reasonable, necessary, and adequately documented.

9. Non-Discrimination

DCWIB and its contractors shall comply with all applicable federal, state, and local nondiscrimination and equal opportunity laws and regulations, including those under the Workforce Innovation and Opportunity Act (WIOA).

10. Evaluation Criteria

Submissions will be evaluated based on:

- Relevant experience
- Technical capability and proposed approach
- Understanding of workforce system needs
- Security and compliance approach
- Cost and overall value


11. Timeline

- **RFQ Issued:** April 13, 2026
- **Responses Due:** May 11, 2026
- The anticipated contract period will be from agreed upon contract date in May/June until June 30, 2027, with the option for extension and/or renewal based on performance, funding availability, and organizational need.

12. Contact for Submission and Questions

Dutchess County Workforce Investment Board
3 Neptune Avenue
Poughkeepsie, NY 12601

 Email: admin@dcwib.org

 Phone: (845) 463-0517

Responses must be submitted electronically in PDF format to admin@dcwib.org by the stated deadline. Late submissions may not be considered.

13. Additional Information

DCWIB reserves the right to:

- Not issue a subsequent Request for Proposals (RFP)

- Select one or more vendors for further consideration
- Request additional information or conduct interviews
- Extend and/or renew any resulting contract based on performance, funding availability, and organizational need

14. Guiding Principles

DCWIB seeks solutions that are:

- Practical and user-centered
- Secure and privacy-focused
- Scalable and sustainable
- Aligned with real-world workforce needs

Solutions should prioritize usability, accuracy, and real-world applicability.

DCWIB reserves the right to accept or reject any or all submissions, in whole or in part, to waive informalities and minor irregularities, and to make awards in the best interest of the organization.