

## **Request for Proposals For Dutchess County SCION**

DCWIB is seeking proposals from qualified consultants, organizations, and service providers to implement various components of the Systems Change and Inclusivity Opportunity Network (SCION) initiative. Services may include coordination of the SCION Regional Conference (June 2026), industry-based training workshops, reasonable accommodation training, development of a local awareness campaign, and pilot programming supporting individuals with disabilities and mental health diagnoses, in alignment with Workforce Innovation and Opportunity Act (WIOA) Title I requirements.

### **Issue Date**

March 20, 2026

### **Letter of Intent (optional)**

April 7, 2026

### **Deadline for Submission**

April 15, 2026

### **Award Notification Date**

On or about April 24, 2026

### **Conference Date**

June 17 and 18, 2026

### **Contact Information**

Dutchess County Workforce Investment Board

ATTN: DCWIB SCION RFP

3 Neptune Road

Poughkeepsie, NY 12601

Email: [admin@dcwib.org](mailto:admin@dcwib.org)

*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 as a 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 be needed.

### **BACKGROUND:**

The Dutchess County Workforce Investment Board (DCWIB) works collaboratively with state and local partners to strengthen workforce development systems and expand access to employment opportunities for individuals facing barriers to employment. As part of these efforts, the New York Systems Change and Inclusivity Opportunity Network (NY SCION) initiative supports the development of inclusive workforce systems that better serve individuals with disabilities, including those with mental health related support needs.

The New York State Office of Mental Health (OMH) plays an important role in supporting the implementation of NY SCION. Through this partnership, OMH supports NY SCION as an essential component of New York State’s workforce and employment support system for job seekers with disabilities. OMH works collaboratively with workforce system partners, including the New York State Department of Labor (NYSDOL), Career Centers, One-Stop operators, Workforce Development Boards, and community-based organizations.

As part of this effort, OMH provides support to Disability Resource Coordinators (DRCs) funded through NY SCION who are located within Career Centers, American Job Centers, and Workforce Development Board partner locations. These staff work directly with individuals with disabilities, particularly those with mental health related support needs, to help them achieve employment, education, and financial self-sufficiency goals.

OMH also provides training and technical assistance to workforce system partners to strengthen their capacity to serve individuals with disabilities. This assistance may include training on New York State OMH program models, eligibility requirements, and referral processes; the Individualized Placement and Support (IPS) Supported Employment model; emerging employment service approaches for individuals with disabilities; the Social Security Administration’s Ticket-to-Work program; and strategies for supporting individuals who are working while receiving public benefits. OMH also provides guidance to frontline workforce staff on effective practices for serving customers with disabilities and creating more inclusive workforce services.

Through these collaborative efforts, NY SCION aims to expand inclusive employment pathways, strengthen partnerships across workforce and behavioral health systems, and increase access to meaningful employment opportunities for individuals with disabilities throughout New York State.

In accordance with 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, and on-the-job (OJT) training for employed workers.

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.

### **Purpose of this RFP**

DCWIB is seeking qualified contractors to support SCION initiatives in one or more of the following areas:

- SCION Regional Conference (June 2026)
- SCION Training Workshops & Industry Programming

- Reasonable Accommodation Training for Staff
- Local Awareness Campaign
- Pilot Project Supporting Individuals with Mental Health Diagnoses

Applicants may submit proposals for one or multiple components.

### Scope of Services – Conference

The contractor will organize and manage the SCION Regional Conference in June 2026, including four (4) areas to focus:

1. Plan and oversee the DCWIB SCION Regional Conference (June 2026):
  - a. Identify and contract with Conference venue for in-person event;
  - b. Identify and contract with caterers;
  - c. Market the Conference to maximize attendance, including regional businesses
    - i. Work with Think Jobs Committee
    - ii. Work with DCWIB staff
    - iii. Get event sponsors
      1. Ads in Conference document
      2. Booths at Conference venue
      3. Others as proposed
  - d. Develop conference materials, including – but not limited:
    - i. Online registration
    - ii. Conference-day materials
      1. Name tags
      2. Table tents
      3. Other as needed
      4. Online surveys, etc.
      5. Feedback forms
      6. Conference survey
    - iii. Create an event agenda, including panelists’ biographies
      1. Gather event information
      2. Gather bios and pictures
      3. Publish document

**2. Building inclusive career pathways** - Create opportunities and support systems that ensure everyone, regardless of ability, has the chance to advance their careers;

- a. Foster inclusive culture;
- b. Ensure inclusive practices;
- c. Build partnerships and resources;
- d. Focus on skill development and empowerment;

**3. Identify and organize Conference Workshops** - Work with DCWIB and Think Jobs to identify and confirm panelists for the following Conference workshops:

- a. How to build a successful employment network for individuals with disabilities;
- b. How to facilitate employers’ service delivery;
- c. Leveraging and braiding resources;
- d. Where can employers find information and resources when hiring individuals with disabilities?

The conference will focus on inclusive workforce development and disability-inclusive hiring strategies.

**Budget - \$35,000**

### Scope of Services – Trainings & Workshops

As part of this RFP, the DCWIB is seeking a contractor to provide training to directly or indirectly benefit WIOA Title-qualified individuals who are diagnosed with mental illness, neuro-divergent and/or with other disabilities. Eligible participants must qualify under WIOA Title I as:

- Adult
- DW
- YOS
- YIS
- Incumbent Worker

Training included in this DCWIB SCION Training Workshops include the following:

**1. Connect Employers with Employees** – DCWIB is seeking a contractor to provide short-term Industry Workshops for underserved and/or underemployed WIOA participants diagnosed with one or more disabilities to secure positions in growing industries within Dutchess County, NY. The details of the

Scope of Services are highlighted, below:

1. Recognized Growth Industries in Dutchess County – The county is a hub for innovation and entrepreneurial endeavors while supporting some of New York State’s (NYS) major industries. Strategically positioned between New York City and Albany, Dutchess County has a strong economy, talented workforce, world-class universities and competitive location advantages. Dutchess County is an economic leader in NYS. Some of those growth industries include:
  - a. Healthcare;
  - b. Advanced manufacturing;
  - c. Early Childhood Education;
  - d. Renewable energy;
  - e. Agri-business;
  - f. Aviation;
  - g. Transportation and logistics;
  - h. Other industries may also be considered
2. Program Overview – The Industry Workshops will address workforce shortages within Dutchess County by identifying businesses with hiring needs or a need for incumbent worker training. Ideally participants will earn an industry recognized credential or certificate and participate in both educational and hands-on training. Pre-apprenticeship programs and/or programs leading to an apprenticeship program will be given priority.
3. Program Objectives
  - a. Formal pathway for underserved/unemployed DW and YOS to secure positions at Dutchess County businesses while acquiring knowledge and skills for future advancement;
  - b. Immersive and short-term workshops to meet in-demand (growth) industries in Dutchess County including:
    - i. Cohorts experience a curated curriculum of hands-on learning activities;
  - c. Short-term training programs should generally range from 2 to 12 weeks, although applicants may propose alternative timelines if justified;  
Activities such as: Simulations, Skills and didactic programming, Job shadowing, Orientation, Coaching, Other to be determined

**Budget - The training budget for this workshop series leading to credentials, industry-recognized certification which can be obtained through a degree or non-degree educational pathway must be reasonable and necessary.**

**2. Reasonable Accommodation Training to DCWORKS Staff** – The DCWIB is seeking a contractor to provide short-term Reasonable Accommodation Training to DCWORKS Staff and partners so they can better serve WIOA Title I and qualified SCION individuals diagnosed with mental illness, neuro-divergent and/or other disabilities.

The Reasonable Accommodation Training to DCWORKS Staff aims at improving job access, training, and economic empowerment for those with disabilities. The training will result in highly-specialized and trained staff at DCWORKS so they can assist WIOA individuals with disabilities and business supervisors, managers and owners.

Following the NYSDOL SCION guidelines, the DCWORKS creates inclusive pathways to employment through:

- Personalized career counseling and job matching;
- Facilitating coordination across educational, vocational, disability, and social service providers;
- Conducting outreach to raise awareness of workforce development resources;
- Ensuring accessibility of DOL facilities, services, and support systems;

Training costs must be reasonable and range between \$500 and \$3,000 per participant served.

The funding for the Industry Workshops is tied directly to WIOA funding therefore, it is imperative participants meet WIOA requirements. Payment to the contractor will be paid per individual, upon receipt of a certificate of completion, attendance records and proof of credential. Invoices for participants may be provided at the end of the short-term training.

The DCWIB will consider all reasonable proposals.

### **DCWORKS PILOT PROJECT TO SUPPORT EXISTING PROGRAMMING**

The DCWIB is seeking a pilot project, for an existing program, to train individuals with a mental health diagnosis (newly diagnosed preferred) to gain a certificate or credential, learn job readiness skills and begin employment. This funding is designed to support and braid current services with SCION/OMH funding to support employment efforts.

**Budget: The budget for the Pilot Project to Support Existing Programming is up to \$15,000**

### Additional SCION Initiatives

- Provide Reasonable Accommodation training for DCWORKS staff.
- Conduct a local awareness campaign on benefits of hiring individuals with disabilities.
- Perform accessibility audit of DCWIB/DCWORKS materials and websites.
- Develop or expand a pilot project serving individuals with mental health diagnoses.

### Budgets

Proposals must include a line-item budget and budget narrative. Budgets must be reasonable, necessary, and aligned with federal and state funding guidelines. DCWIB reserves the right to negotiate scope and award multiple contracts.

### Submissions

Submissions are due by COB April 15, 2026.

Questions and comments can be sent to [admin@dcwib.org](mailto:admin@dcwib.org).

### Discrimination

It is the policy of the DCWIB not to discriminate in the award of contracts against any qualified bidder on the grounds of race, creed, color, national origin, age, disability, religion, marital status, sex or sexual orientation. All contracts with the DCWIB shall include provisions requiring contractors to comply with such policy in their hiring of employees and selection of subcontractors, vendors and suppliers.

### Proposal Requirements & Scoring

Applicants must submit:

1. Cover Sheet
2. Proposal Summary (2-page limit)
3. Organizational Experience
4. Organizational Capacity (org chart & resumes)
5. Budget (line-item and narrative)

Applications are scored on a 100-point scale. A minimum of 70 points is required for funding consideration.



# Dutchess County Workforce Investment Board

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

## RFP COVER SHEET

### Request for Proposals – Application

PY25 funds have not been allocated and it is advisable that submitted proposals be accompanied by a flexible budget.

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

Organization \_\_\_\_\_

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

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

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

Title \_\_\_\_\_

Email \_\_\_\_\_

Program Cost \$ \_\_\_\_\_ Budget Request \$ \_\_\_\_\_

Program Locations \_\_\_\_\_

Day and Hours \_\_\_\_\_

# Served by this grant \_\_\_\_\_ Cost per person \$ \_\_\_\_\_

# of Program Staff \_\_\_\_\_

**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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

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

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess  
EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

A proud partner of the  American Job Center network



## RFP DCWIB APPLICATION

Consult the Workforce Innovation Opportunity Act (WIOA) for definitions/explanations of service components.

- I. COVER SHEET (Required)**
- II. QUESTIONS:** (Attach separate pages and forward to DCWIB at admin@dcwib.org before April 7, 2026)
- III. PROPOSAL SUMMARY/SCOPE OF SERVICES – Up to 40 points**  
Present a concise summary of the proposed program. Identify the number to be served, the types of activities and services to be provided, and the anticipated outcomes. Limit to two-pages.
- IV. A description of the organization’s experience serving the target population or performing these services - Up to 15 Points**
- V. A DESCRIPTION OF THE ORGANIZATION’S CAPACITY TO PERFORM THESE SERVICES – Up to 10 points**  
Describe the company/organization’s capacity to perform these services, include an organizational chart, program chart (if applicable) and resumes of current staff.
- VI. BUDGET – Up to 35 points**  
Include a proposed budget including the following:
  - a. Line-item Budget
  - b. Budget narrative

*Note: The budget that is proposed may not necessarily be the amount funded.*

*\*In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.*

**Total Points Available – 100**



# DCWIB RFP SCORE SHEET

## REVIEWER INSTRUCTIONS

1. Score each section.
2. Total your scores.
3. Each reviewer will be assigned a number- be sure to write your number on the last page.

### I. PROPOSAL SUMMARY/SCOPE OF SERVICES - Up to 40 points

Present a brief, concise summary of the proposed program.		
<b>Excellent</b> Statement is concise, logical, answers the questions and is within word count.	<b>Good</b> Statement is logical and may or may not answer the questions and/or be outside word count.	<b>Poor</b> Statement is confusing, may not answer all the questions and may be outside word count.
<b>35.5-40 points</b>	<b>29-35.4 points</b>	<b>28.9 points or less</b>

### II. ORGANIZATION'S EXPERIENCE - Up to 15 points

Describe the organization/business/agency experience serving the target population.		
<b>Excellent</b> Has experience serving the target population. Clear informative description of previous successful experience.	<b>Good</b> May not have a lot of experience serving the target population. Description may be unclear.	<b>Poor</b> Does not have experience serving the target population. Unclear or imprecise description of previous experience.
<b>12.0-15.0 points</b>	<b>8.00 – 11.9 points</b>	<b>7.9 points or less</b>

---

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

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess  
 EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

A proud partner of the  American Job Center network

**III. ORGANIZATION’S CAPACITY TO RUN THIS PROGRAM - Up to 10 points**

<ul style="list-style-type: none"> <li>✓ Describe the company or organization’s capacity to perform these services.</li> <li>✓ Include a complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.</li> <li>✓ Include a complete program chart for all employees assigned and billed to this program <u>or</u> a program chart for all job titles to be assigned and billed to this program. (if applicable)</li> <li>✓ Include resumes of current staff.</li> </ul>		
<b>Excellent</b> <b>Answers all the questions. Has the capacity to run this program.</b>	<b>Good</b> <b>Answers some/all the questions. May not have a lot of experience serving the target population. Overall the responses are good- yet not excellent.</b>	<b>Poor</b> <b>Answers some/all the questions. May not have a lot of experience serving the target population. Overall, the responses are poor.</b>
<b>8.0-10.0 points</b>	<b>6.0 – 7.9 points</b>	<b>5.9 points or less</b>

**IV. BUDGET – Up to 35 points**

Proposed budget		
<ul style="list-style-type: none"> <li>✓ Line-Item Budget</li> <li>✓ Budget narrative</li> </ul>		
<b>Excellent</b> <b>Budget is reasonable and budget narrative fully explains how the allocation would be spent.</b>	<b>Good</b> <b>Budget is reasonable. Budget narrative does not fully explain how the allocations would be spent.</b>	<b>Poor</b> <b>Budget may or may not be reasonable. Budget narrative is poorly written.</b>
<b>28.5-35 points</b>	<b>20-28.4 points</b>	<b>19.9 points or less</b>

**Reviewer # \_\_\_\_\_**

**Applications must have 70 points or more to be considered for funding.**

**Total Points Awarded:**

Submission Format Clarification: Proposals should be submitted electronically in PDF format to admin@dcwib.org with the subject line 'SCION RFP Submission – [Organization Name]'.

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

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess  
 EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

A proud partner of the  American Job Center network