



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” □

REQUEST FOR PROPOSALS (RFP)

WIOA Workshops & Training Services

OVERVIEW

The Dutchess County Workforce Investment Board (DCWIB) is soliciting proposals from qualified organizations to deliver workforce development workshops and training services in accordance with the Workforce Innovation and Opportunity Act (WIOA).

Services will support WIOA Adult, Dislocated Worker, and Youth participants, as well as provide professional development for workforce staff. Services are expected to begin immediately.

PROCUREMENT TIMELINE

- Issue Date: April 14, 2026
- Proposal Due: June 19, 2026 (4:00 PM)
- Award Notification: Rolling basis (until deadline- proposals will be reviewed and contracted as received)
- Contract Start Date: Upon contract execution

CONTACT INFORMATION

Email: admin@dcwib.org

Subject: Workshops & Training Services RFP

BACKGROUND

The DCWIB is responsible for the oversight and administration of WIOA Title I programs in Dutchess County and works in partnership with DCWORKS, part of the American Job Center network, to deliver integrated workforce services to jobseekers and businesses.

WIOA is the federal law governing workforce development programs and is designed to increase access to employment, education, training, and support services, particularly for individuals with barriers to employment, while meeting the workforce needs of employers. The Board operates in accordance with the Workforce Innovation and Opportunity Act

(WIOA) and includes representatives from business, education, labor, economic development, and community organizations.

DCWIB administers the following core programs:

- **Adult Program:** Provides career and training services to individuals seeking employment or advancement. Priority of service must be given to public assistance recipients, low-income individuals, and individuals who are basic skills deficient. Veterans and eligible spouses receive priority of service across all WIOA-funded programs.
- **Dislocated Worker Program:** Assists individuals who have lost employment due to layoffs or economic changes. Services focus on rapid reemployment through career services, training, and supportive services aligned with labor market demand.
- **Youth Programs (In-School and Out-of-School Youth):** Serve eligible youth ages 14–24 who face barriers to education and employment. Services include education, occupational skills training, work-based learning, leadership development, mentoring, and career pathway development.

The DCWIB ensures services are accessible, aligned with labor market needs, and compliant with WIOA requirements, including priority of service and measurable outcomes.

PURPOSE

To procure qualified providers to deliver:

- Workforce workshops for WIOA participants
- Professional development training for workforce staff

SCOPE OF SERVICES

Applicants may apply for **one or both categories**.

Category A: Participant Workshops (WIOA Participants)

Participant Population Overview (WIOA)

Workshops will serve individuals enrolled in WIOA programs who may face one or more barriers to employment. Vendors should design services that are inclusive, accessible, and responsive to the needs of this population.

Participants may include:

- Individuals who are low-income or receiving public assistance
- Individuals who are basic skills deficient (including limited literacy, numeracy, or digital skills)
- Individuals with limited or no prior work experience
- Dislocated workers experiencing job loss due to layoffs, business closures
- Youth (ages 14–24) who face barriers to education and employment
- Individuals with disabilities
- English language learners
- Justice-involved individuals
- Individuals experiencing homelessness or housing instability

In accordance with WIOA:

- Priority of service must be provided to veterans and eligible spouses
- Adult program priority must be given to low-income individuals, public assistance recipients, and individuals who are basic skills deficient

Providers must demonstrate the ability to:

- Deliver workshops appropriate for varying skill levels
- Engage individuals with diverse learning needs
- Incorporate trauma-informed and culturally responsive approaches where appropriate
- Support participants in developing job readiness and career pathway skills

Workshop Delivery

- Primarily in-person at DCWORKS or other locations within Dutchess County
- Group size: 5–20 participants

Sample Topics

- Computer Basics/Digital Literacy
- AI Training
- Microsoft Word / Excel

- LinkedIn & Online Job Search
- Resume Writing & Interviewing
- Career Planning
- Entrepreneurship
- Customer Service
- Civil Service Navigation
- Job Fair Preparation
- Mock Interviews
- Additional relevant workshops are encouraged.

WIOA REQUIRED ELEMENTS

Providers must:

- Serve WIOA-enrolled participants
- Ensure accessibility (ADA compliant)
- Serve individuals with barriers to employment
- Align services with career pathways
- Support measurable skill gains

Category B: Staff Training & Professional Development

DCWIB is seeking providers to deliver professional development training to enhance staff capacity and effectiveness in delivering workforce services.

Sample Topics

- Effective Use of Artificial Intelligence (AI)
- Train the Trainer Courses
- LinkedIn and Social Media Strategies
- Using Data to Tell Your Story
- Writing Program Narratives and Reports
- Telling Participant Success Stories

- Additional relevant topics are encouraged.

Target Audience

- DCWORKS staff
- Workforce system partners
- Program managers and frontline staff

Delivery Expectations

- In-person (preferred) and/or virtual
- Interactive and practical
- Tailored to workforce development context

PERFORMANCE REQUIREMENTS

Providers must track and report:

- Number of participants served
- Skills gained
- Participant satisfaction

DATA & REPORTING

Providers must:

- Submit reports as required
- Comply with WIOA confidentiality and data requirements
- Maintain records for monitoring and audit purposes

BUDGET

- Must be reasonable and cost-effective
- Workshops should be based on cost per session
- Trainings can be based on cost per WIOA participants or cost per session
- Include:
 - Staff costs/Admin Fees
 - Materials

PROPOSAL REQUIREMENTS

I. COVER SHEET

II. NARRATIVE

- Category applying for (A, B, or both)
- Organizational Experience
- Organizational Capacity

III. PROPOSAL SUMMARY / SCOPE OF SERVICES

(Maximum 2 pages)

Include:

- Description of services
- Target population/audience
- Number to be served
- Service delivery approach
- Alignment with WIOA (if applicable)
- Anticipated outcomes

IV. BUDGET – Up to 35 Points

Applicants must submit a clear and reasonable budget for the proposed services.

A. Budget Requirements

Include:

- Cost per workshop/session
- Hours per workshop/session
- Number of sessions proposed
- Total cost

For staff training (if applicable):

- Cost per session

B. Budget Breakdown

Provide a simple breakdown of costs, including:

- Staff/instructor costs
- Materials and supplies
- Administrative costs (if applicable)

C. Budget Narrative

Briefly explain:

- How costs were calculated
- What is included in each cost

D. Cost Expectations

Budgets must be:

- Reasonable and cost-effective
- Related to the services proposed

EVALUATION CRITERIA (100 POINTS TOTAL)

<i>Category</i>	<i>Points</i>
<i>Organizational Experience</i>	<i>15</i>
<i>Organizational Capacity</i>	<i>10</i>
<i>Proposal Summary / Scope</i>	<i>40</i>
<i>Budget</i>	<i>35</i>
<i>Total</i>	<i>100</i>

Proposals will be evaluated based on relevance to the selected service category.

PROCUREMENT CONDITIONS

DCWIB reserves the right to:

- Reject any or all proposals
- Award contracts in whole or part
- Negotiate proposals
- Amend or reissue the RFP

CONTRACT TERM

- Upon contract execution – June 30, 2027
- Renewable up to 3 additional years

NON-DISCRIMINATION

All providers must comply with WIOA Section 188 and applicable laws.

SUBMISSION INSTRUCTIONS

- Submit via email: admin@dcwib.org
- Subject: Workshops RFP
- Due: June 19, 2026 by 4:00 PM



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RFP RESPONSE COVER SHEET

WORKSHOP & TRAINING RFP

Organization Name: _____

Address: _____

Primary Contact Name: _____

Primary Contact Title: _____

Phone Number: _____

Email Address: _____

Total Proposed Budget(s):

Price Per Workshop \$ _____ **Total Hours:** _____

Price Per Training \$ _____ **Total Hours:** _____

Certification

I hereby certify that the information contained in this proposal is true and accurate. I am authorized to submit this proposal on behalf of the organization.

Name (Print): _____

Signature: _____

Date: _____