



# Dutchess County Workforce Development Board

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

## DCWIB BOARD MINUTES March 28, 2024

**Attendees:** Sheila Appel, Paul Mancarella, Mary Jane Bertram, Laine Belmonte, Brandon Walker, Elizabeth Spira, Peter Jordan, Norah Merritt, Jeanne Lipscomb, Adam Albertelli, LaQuesha Matthews-Reed, Nicole Fenichel-Hewitt, Mike McCormack, Garret Dyal, Rich Kleban, Theresa Giovanniello, Linda Hannigan

**Guests:** Louise McLoughlin, Amanda Dushaj, Shiree Portis, Taylor O'Donnell

### CALL TO ORDER, ESTABLISH QUORUM

**Sheila Appel**

Sheila Appel welcomed everyone to the meeting and quorum was established. Ms. Appel asked to reviewed the four motions on the docket: December Board Minutes, Sole Source Digital Career Services, and the Childcare Coalition/Childcare Summit

Ms. Appel asked if everyone had time to review the December 2023 Board Minutes and if there were any changes or made or if anyone had a comment. Hearing none, Ms. Appel asked for a motion to accept the December 2023 Board Minutes. Liz Spira made a motion and Theresa Giovanniello seconded the motion. Ms. Appel asked for all in favor, opposed and abstentions. It was unanimously approved.

#### *Motion to accept December 2023 board minutes.*

Motion:	Liz Spira
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 6/19/2024
	<small>DocuSigned by: 2B6F76E1CCC841E...</small>

Ms. Appel asked the ED to explain the need and purpose of this motion. Dr. McLoughlin explained that there was an error with Poughkeepsie Farm Project's grant response. It seemed that they were applying for our Youth Employment Grant (YEP) but they wanted to apply for GVP. We had additional GVP funding that was expiring, and their proposal lined up with the goals of GVP. This motion is a request to fund them for their direct work with youth enrolled in GVP. Ms. Appel asked if there were any questions, hearing none she asked for a motion to accept Poughkeepsie Farm Project, through sole source as a provider of youth GVP services. Mike McCormack made a motion; Theresa Giovanniello seconded the motion. Ms. Appel took a vote count, and the motion was unanimously approved.

#### *Motion to accept Poughkeepsie Farm Project*

Motion:	Mike McCormack
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES

DocuSigned by:

CERTIFIED:

Mary Jane Bertram

6/19/2024

Ms. Appel said that we would move on to the final two motions. She asked the ED for an explanation. Dr. McLoughlin explained that the DCWIB is tasked to facilitate the engagement of employers, support a local workforce development system that meets the needs of business in our local area, better coordinate workforce development programs and economic development. This may include the implementation of initiatives, other business services and strategies designed to meet the needs of the employers. In addition, we work to align resources available to the local area to achieve the strategic vision and goals of the local plan in our quest to reach economic self-sufficiency. In order to achieve our goals at the local level, the DCWIB identified barriers to employment. Childcare is a barrier identified by local business leaders in a Design Thinking Session conducted in February of 2020. The lack of accessible, affordable, quality childcare has created a sustainability issue for jobseekers and workers. This has put an additional burden on the needs for business to find and retain staff. In subsequent, annual roundtable discussions with local businesses, the lack of affordable childcare and the lack of trained, qualified childcare workers has been discussed at length. This contract covers facilitation of the two-day summit, preparation of materials and presentation, coordinate speakers, draft of a Dutchess County accord document, project management, supplies for the summit, on-going consultancy, and support as well as the development of an action plan. Ms. Appel asked if there were any questions. Hearing none she asked for a motion to accept The New Possible International Knowledge Exchange. Theresa Giovanniello made a motion, seconded by Paul Mancarella. Ms. Appel put it to a vote, and it was unanimously approved. Ms. Appel asked for a motion to approve Adirondack Executive Services as a provider of services for the Childcare initiative. Paul Mancarella made a motion, seconded by Nicole Fenichel-Hewitt. The motion passed unanimously.

***Motion to accept The New Possible / International Knowledge Exchange***

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Paul Mancarella
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	6/19/2024

***Motion to accept Adirondack Executive Services***

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Nicole Fenichel Hewitt
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	6/19/2024

**1. Executive Directors Report**

**Louise McLoughlin**

Ms. Appel asked the Executive Director for her report. Dr. McLoughlin started with the fiscal report. The operating budget was presented and reviewed. Several areas are over spent/under spent. This is the result of coming out of the pandemic and coming to a new normal. It is difficult to predict with total accuracy some of the budget lines. We are hoping that the PY2024 budget will prove to be more accurate as we have been working outside the boundaries imposed by the COVID-19 pandemic. The ED reviewed the cash available from People Soft directly from the report adding that it is important to note that PY22 Adult, DW, Admin and Youth need to be spent by 6/30/2024 and PY23 Adult, DW, Admin and Youth need to be 80% obligated by 6/30/2024.

Dr. McLoughlin reviewed the results of the fiscal monitoring conducted by NYSDOL. There was a problem with our process of using our cost pool allocation policy. NYSDOL had us correct our methodology of using the cost pool obligation policy. They recommended that we cost pool our operating expenses based on hours worked by staff in each 2-week allocation period. This required us to go back to 7/1/2022 and correct each allocation sheet going forward. This affects approximately 39 two-week cycles. In order to complete the DCWIB team worked closely with our NYSDOL FOTA representative to identify the swaps need, check our work and transfer the funding between streams. The SWAPS were identified. All accounts were corrected within NYSDOL's People Soft System and within Dutchess County's accounting system known as LOGOs. DCWIB provided checks to the county to cover the adjustments. These funds were then sent to NYSDOL.

The ED brought up our need to sign the rent agreement. Our rent expenses include office space, conference room/shared space, janitorial, AC/Heat, electricity, fuel, parking and ground maintenance. We are being asked to pay a 6.8% increase in rent on our space at 191 Main Street. Which is both necessary and reasonable. This current lease (to be signed) will expire 6/30/24 and a new lease will need to be signed. The ED asked for permission to sign the lease and permission was granted.

The ED stated that the following RFP's are posted and we are accepting applications; Work Experience for Adult, DW and OSY. This service is needed as the DCWIB does not have a methodology to pay eligible participants participating in a work experience. This RFP also includes a pay-for-performance work component for older youth not in school. If this contract is awarded it will take the place of the second WIOA youth contract that is currently being administered by Smart Staffing Group. Due to the unique needs of the individuals we serve at DCWORKS, a RFP is out for workshops. These workshops will supplement the workshops already being offered by staff. There is an RFQ out to assist the ED with forming a youth coalition similar to the Childcare Coalition currently operating. We have two non-WIOA RFP's out right now. Summer Youth Employment RFP has been issued and the Youth Employment Program RFP has been reissued and is now "revolving" until funds are fully expended.

WIOA reauthorization is being worked on and DCWIB staff will be attending a training in Washington to better understand and explain the proposed changes.

The Childcare Coalition has grown in numbers. The group meets monthly. There is multi-agency involvement. Our timing is good as Pattern for Progress released a childcare study recently. We are hoping to increase the number of trained educators, increase the number of available childcare slots, ensure quality care, increase entrepreneurship and encourage some pilot programs. We are preparing for our summit in June. We will be holding a Youth subcommittee meeting April 11, 2024 at 8:30 AM.

The ED indicated to Ms. Appel that her report was concluded. Ms. Appel thanked the ED and the teams at the WIB and DCWORKS for their hard work and commitment to the people we serve.

#### **New Business**

Ms. Appel opened the floor to new business. Hearing none, she asked for a motion to adjourn.

#### **Adjourn (Motion)**

Paul Mancarella made a motion to adjourn, seconded by Theresa Giovannello. Taking a vote count, Ms. Appel declared the motion to adjourn has been approved and hoped everyone had a good day.

**Sheila Appel**

**Sheila Appel**

Motion:	Paul Mancrella
2 <sup>nd</sup> :	Theresa Giovannello
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	<i>Mary Jane Bertram</i> 6/19/2024 2B6F76E1CCC841E...

## Important Dates 2024

### DCWIB BOARD MEETINGS

March 28, 2024 8:00 AM- 10:00 AM

June 26, 2024 (Locust Grove- 11:00 AM- 1:00 PM)

September 26, 2024 8:00 AM- 10:00 AM

December 12, 2024 (Annual Meeting 9:00 AM- 11:00 AM)

### COMMITTEE MEETINGS

#### SUB-COMMITTEES OF THE BOARD

EXECUTIVE COMMITTEE

FINANCE

YOUTH

WORKFORCE DEVELOPMENT (during Executive Committee)

**LOCATION:** DCWIB, 3 NEPTUNE RD, POUGHKEEPSIE NY

**TIME:** 8:30 AM-10:00 AM

#### **DATE MEETING**

1/11/24 Finance Committee

2/8/24 Executive Committee

3/14/24 Executive Committee

4/11/24 Youth Committee

5/9/24 Executive Committee

6/13/24 Executive Committee

9/12/24 Executive Committee

10/10/24 Finance Committee

11/14/24 Executive Committee

### **THINK JOBS COMMITTEE MEETINGS**

**Location-** 3 Neptune Rd or ZOOM

**Time:** 11:00 AM – 12:00 PM

March 6, April 4, May 1, June 5, September 4, October 2 and October 16.

**Think Jobs Roundtable Event-** November 14, 2024 @ the Wallace Center

### **CHILDCARE COALITION**

**Meeting Dates:** Jan 24, Feb 21, March 20, April 17, May 22 and June 19

Time: 9:00 AM – 10:00 AM

Location: 3 Neptune Rd, Pok (preferred) or Zoom

### **CHILDCARE SUMMIT:**

**Dates:** June 25, 2024 & June 26, 2024

**Location:** Locust Grove

June 25, 2024: Time: 8:00 AM- 4:00 PM

June 26, 2024: Time: 1:00 PM- 3:00 PM (tentative time)

**LEADERSHIP SUMMIT**

**June 5, 2024 @ Wallace Center**

**SUMMER YOUTH EMPLOYMENT**

**RFP Release: On or about February 7, 2024**

**SYEP DATES: July 8, 2024-August 23, 2024**

**YOUTH SUMMIT: August 23, 2024 @BOCES**



## **Request for Quotes**

### **DIGITAL CAREER EXPLORATION PROJECT**

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals to coordinate services assisting older youth with a career exploration project. The provider will assist youth with a digital career exploration project.

#### **ISSUE DATE**

December 4, 2023

#### **LETTER OF INTENT DUE**

December 13, 2023

#### **DUE DATE FOR RFQ RESPONSE FORM**

December 21, 2023

#### **BUDGET**

\$24,750

#### **CONTRACT PERIOD**

Through 3/31/2024

#### **CONTACT**

Dutchess County Workforce Investment  
Board Attn: Career Exploration - RFQ  
3 Neptune Road, Poughkeepsie NY, 12601  
Email: [taylor@dcwib.org](mailto:taylor@dcwib.org)

*Please be advised that all matters concerning this RFQ are to be directed in writing to the above listed contact.*

#### **READ THIS RFQ CAREFULLY.**

This RFQ 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 RFQ. 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 RFQ at any time. The

RFQ 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.

**LETTER OF INTENT**

If the DCWIB does not receive at least two Letters of Intent by the above date, this RFQ will be rescinded and may be reissued.

**SCOPE**

This RFQ is seeking the services of a provider to assist up to 10 older youth (out of school youth who are between the ages 18-24) to update a digital career exploration project. This includes updating drawings for a digital coloring book, creating a one-pager for at least a dozen careers and exploring career data from multiple sources such as EMSI/Lightcast and the Bureau of Labor Statistics. The successful awardee will have experience working with youth, older youth, young adults or people who are disenfranchised from the workforce system. In addition, having computer knowledge and teaching skills is important for this project. This project will run until 3/31/2024.

**BUDGET:**

The budget for this project is: \$24,750

Personnel	\$17,500
Incentives for Youth	\$5,000
Admin	\$2,250
Total	\$24,750

**RFQ PROCEDURE:**

- Responses to this RFQ should follow the outline on page 3 of this document;
- All interested parties must submit a letter of intent to respond to this RFP by 12 PM on December 13, 2023 in order to be considered. (At minimum, include your agency/company name, address and the name and phone number of a contact person). Letters can be mailed to Dutchess County Workforce Investment Board, 3 Neptune Rd, Poughkeepsie NY 12601 or emailed to [taylor@dcwib.org](mailto:taylor@dcwib.org).
- RFQ responses should be limited to **ONE PAGE**, using a size 12 font, single spaced;
- RFQ responses must be received by **12 p.m., December 21, 2023** and may be submitted via email to [taylor@dcwib.org](mailto:taylor@dcwib.org);
- Questions may be submitted in writing to [taylor@dcwib.org](mailto:taylor@dcwib.org) on or before November 30, 2023.
- Answers to all questions will be posted on the DCWIB website: [www.dcwib.org](http://www.dcwib.org)



Dutchess County  
Workforce Investment Board  
Request for Information---RFQ Response Document

Name of Entity/Organization	
Street Address	
City, State, Zip	
Primary Contact Name and Title	
Phone Number	
Email Address	

**QUESTIONS:**

1. State the Entity/Organization's mission and goals.
2. What is your experience working with young people, older youth and/or people disenfranchised from the workforce system?
3. What are the primary services and customers served by the Entity/Organization?
4. Please describe your project management experience.
5. Why is your organization the best fit for a successful project?

To be considered for an award, proposals must be received no later than 12:00 p.m. on December 6, 2023. Proposals are to be emailed to [taylor@dcwib.org](mailto:taylor@dcwib.org). Acknowledgment of proposal receipt will be provided indicating time and date received. Applicants assume responsibility for proposal submission and adherence to deadline.





**CONTRACT TERM:** February 8, 2024- December 31, 2024

## **DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD**

Functions of the Local Board per WIOA direct the DCWIB to convene local workforce development stakeholders and to broker and leverage to carry out various functions, included in our local plan and other board policies as directed under WIOA.

Local boards lead efforts to engage with a diverse range of employers to promote business representation on our Board, to develop effective linkages with employers to support their use of the workforce system, to ensure that workforce investment activities meet the needs of employers and support economic growth and to develop strategies for meeting the employment and skill needs of workers.

The DCWIB is tasked to facilitate the engagement of employers, support a local workforce development system that meets the needs of business in our local area, better coordinate workforce development programs and economic development. This may include the implementation of initiatives, other business services and strategies designed to meet the needs of the employers. In addition, we work to align resources available to the local area to achieve the strategic vision and goals of the local plan in our quest to reach economic self-sufficiency.

In order to achieve our goals at the local level, the DCWIB identified barriers to employment. Childcare is a barrier identified by local business leaders in a Design Thinking Session conducted in February of 2020. The lack of accessible, affordable, quality childcare has created a sustainability issue for jobseekers and workers. This has put an additional burden on the needs for business to find and retain staff. In subsequent, annual roundtable discussions with local businesses, the lack of affordable childcare and the lack of trained, qualified childcare workers has been discussed at length.

## **SCOPE OF SERVICES**

Under WIOA the DCWIB expands access to supportive services including childcare.

- Monthly attendance, participation in and guidance at Dutchess County's Childcare Committee meetings leading up to the Summit.
- Development and delivery of a 2-day Summit at which local partners are provided with a statistical picture of Dutchess County, options for choosing a 10-year plan to continually grow the workforce and childcare spaces and meet other critical data points as achieved by local areas taking on the same childcare challenges.
  - Identification of training providers for childcare workers
  - Discussion on best practices for affordable, accessible, sustainable, quality daycare
  - Entrepreneurial Training for Dislocated Workers and Youth for home daycare
  - Information for employers on various daycare models such as on-site

childcare

- Site visits to various training providers, quality daycare providers and/or successful worksite childcare
- Identify resources for job seekers and incumbent in order to expand access to daycare.
- Identify resources for subsidized daycare
- Work on strategy to get the word out on the resources available in the County
- The creation of a Childcare Accord, to be signed by the Dutchess County Workforce Board and leading local partners, as a commitment to work toward the agreed targets.
- Following the signing, an Action Plan will be needed to implement the timed targets.
- Ongoing consultancy support.

**CONTRACT 1: "The New Possible / International Knowledge Exchange" (Natalie Branosky)**

**BUDGET:**

**Preparation & Consultancy** **\$11,500**

1. Facilitate 2-day Summit
2. Prepare Materials and Presentations
3. Coordinate Speakers
4. Draft Dutchess CC Accord Document
5. Project Management

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- 25% paid with invoice on or about 6/1/2024
- Balance to be paid upon completion of Summit with invoice.

**Data Collection and Coordination** **Up to \$2,100**

**TO BE PAID upon completion data collection, submission to DCWIB and DCWIB final approval**  
(up to 45- day turn around):

**Up to \$13,600**

**CONTRACT TOTAL**

**Contract 2: Adirondack Executive Services (Sylvie Nelson)**

**BUDGET:**

**Preparation & Consultancy** **\$11,500**

1. Facilitate 2-day Summit
2. Prepare Materials and Presentations
3. Coordinate Speakers
4. Draft Dutchess CC Accord Document
5. Project Management

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- 25% paid with invoice on or about 6/1/2024
- Balance to be paid upon completion of Summit with invoice

**Travel** **Up to \$1,750**

**TO BE PAID, with invoice, upon completion of Summit** (up to 45- day turn around):

**Summit Supplies** **Up to \$8,450**

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- Balance to be paid upon completion of Summit with invoice

**On-going consultancy support (Rate \$145.00 per hour)** **Up to \$7,000\***

**\*May be renewed based on funding availability.**

6. Development of Action Plan
7. On-going consultancy support

**TO BE PAID** (up to 45- day turn around):

- Monthly with invoice

**CONTRACT TOTAL** **Up to \$28,700**

## Childcare Coalition as of 3/11/2024

	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>
Facilitator	Sylvie	Nelson	Adirondack Executive Services
	Jason	Schetelick	BOCES
	Jeanne	Wagner	Childcare Council
	Jaime	Hyla	Community Family Development
	Nevill	Smuth	Community Family Development
	Gerry	Laybourne	Day One
	Julie	Riess	Day One
	Theresa	Giovanniello	DCFS
Facilitator	Louise	McLoughlin	DCWIB
	Amanda	Dushaj	DCWIB
	Taylor	O'Donnell	DCWIB
	Maryann	McKenzie-Cameron	DCWORKS
	Susan	Rogers	Dutchess Community College
	Jennifer	Santosuosso	Dutchess Community College
	Paloma	Krakower	Dutchess Community College
	Sandra	Kraich	Dutchess Community College
	Adrianna	Greco	Dutchess Community College
	Michael	Hall	Dutchess Community College
	Martin	Schneider	Dutchess Community College
	Ron	Hicks	Dutchess County Government
	Jennifer	Killian	Dyson Foundation
	Cecilia	Stancell	Dyson Foundation
Facilitator	Natalie	Branosky	The New Possible / International Knowledge Exchange
	Deborah	Gattins	Marist College
	Lydia	Biskup	NY Senator Robert G. Rolison
	Rob	Conlon	NYS Court System's Children Centers
	Jill	Gomez	Poughkeepsie Children's Cabinet
	Sara	Ugolini	Red Hook Community Center
	Allison	Shaw	Stakeholder
	Rebecca	Lull	United Way
	Mary Jane	Bertram	Workforce Development Institute
	Nayisha	Luquis	Premier Medical Group of the HV
	Carl	Garofolo	Fidelis Care



# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

## Request for Price Quotes

Dutchess County Workforce Investment Board (DCWIB) is seeking price quotes to facilitate a two-day Childcare Summit.

### Issue Date

January 12, 2024

### Deadline for Submission

February 2, 2024

### Award Notification Date

On or about February 16, 2024

### Funding

Budget should not exceed \$10,500

### Bidder's Conference

January 18, 2024 @ 9:00am via zoom

<https://us02web.zoom.us/j/85466724395?pwd=UkFYNWlUWDdweS9vOWpRS0t2bjBEUT09>

Meeting ID: 854 6672 4395

Passcode: 321191

One tap mobile +19292056099,,85466724395#,,,,\*321191# US (New York)

### Contact

Dutchess County Workforce Investment Board

3 Neptune Ave

Poughkeepsie, NY 12601

Phone: (845) 463-0517

E-Mail: [taylor@dcwib.org](mailto:taylor@dcwib.org)

The proposals most advantageous to the DCWIB in terms of quality and cost will be recommended for funding.

This Request for Price Quotes does not commit the Dutchess County Workforce Investment Board to award a contract. The DCWIB reserves the right to accept or reject any or all proposals, in whole or in part, for just cause. The DCWIB reserves the right to waive informalities and minor irregularities in proposals received. All awards are contingent upon availability of funds.

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*



# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

The DCWIB reserves the right to cancel or modify this request for proposals or the scope of funding to any extent necessary to ensure compliance with state and/or federal guidelines.

## Scope of Services

Facilitate a two-day Childcare Summit in 2024 and assist DCWIB with monthly meetings leading up to the Summit. Provide all materials and supplies needed for the two-day Summit. Provide DCWIB with the beginning of an action plan entitled the DCWIB Dutchess County Childcare Action Plan. Work with DCWIB for 12 months on finalizing the action plan at an agreed upon rate that may exceed the original contract and will be based on the nature and scope of the project. Follow up meetings to be held monthly and then quarterly for an additional 24 months at an agreed upon contracted rate.

Please include in your response your vision for this summit, a draft agenda and budget. Please limit responses to no more than 5 pages, times new roman font, double spaced.

The winning contracts will be with individuals, non-profits and/or business with experience regarding childcare issues. DCWIB may contract with more than one responders. All accepted contractees will be expected to work with the DCWIB, other contractee(s) and all partners and stakeholders.

## Contact

This is a formal RFQ process and we would like to receive price quotes from interested parties by COB Friday, February 2, 2024 . Questions and comments can be sent to [taylor@dcwib.org](mailto:taylor@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.

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

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**NATALIE BRANOSKY**  
**ADVISOR + CONSULTANT**  
THE NEW POSSIBLE FOR \* WORKFORCE \* ECONOMY \* INCLUSION \*



**PROPOSAL TO**  
**THE DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD**

**A Combined Strategy for**  
**Dutchess County Child Care and**  
**the Early Learning Workforce**

Submitted to

Louise McLoughin, Executive Director

Date February 9, 2024







**NATALIE BRANOSKY**  
**ADVISOR + CONSULTANT**  
THE NEW POSSIBLE FOR \* WORKFORCE \* ECONOMY \* INCLUSION \*

## **A Combined Strategy for Dutchess County Child Care and the Early Learning Workforce**

### **Our Understanding of the RFP**



We are delighted to respond to the request put forward by the Dutchess County Workforce Board, to support the development of a county-wide Child Care Summit. Our proposal spells out additional assistance to make the Summit event everlasting, with a multi-year strategy based on timed targets for new early education workers, and the expansion of child care spaces to meet need, all to be agreed by Summit participants.

Child Care and Early Learning professionals are the workforce behind the workforce. However, the development of a local strategy to meet need can be the most daunting of challenges, and can often result in more contemplative discussion than solid action. Our proposal cuts through to enable Dutchess County leaders to make sense of and plan a timed direction for, a strategy that supports the success of early care workers, the children and families they serve, and for the workforce as a whole.

Our proposed cost for this work is \$37,700.

### **Proposed Method**



We propose a combination of:

- Monthly attendance, participation in and guidance at Dutchess County's Child Care Committee meetings leading up to the Summit
- Development and delivery of a 2-day Summit at which local partners are provided with a statistical picture of Dutchess County, options for choosing a 10-year plan to continually grow the workforce and child care spaces, and meet other critical data points as achieved by local areas taking on the same child care challenges.
- The creation of a Child Care Accord, to be signed by the Dutchess County Workforce Board and leading local partners, as a commitment to work toward the agreed targets.



**NATALIE BRANOSKY**  
**ADVISOR + CONSULTANT**  
THE NEW POSSIBLE FOR \* WORKFORCE \* ECONOMY \* INCLUSION \*

## Proposed Project Scope and Timeline



***This proposal covers the timeline from January 24 – June 30, 2024.*** This coincides with the Child Care Summit event scheduled for June 25-26, 2024, at which all relevant content, including essential data points and informational presentations, will be delivered. Targets will also be agreed at the 2-day event. At the close, a Dutchess County Child Care Accord will be agreed and signed.

Following the signing, an Action Plan will be needed to implement the timed targets. ***We suggest a re-convening between our team and the Dutchess County Workforce Development Board to discuss ongoing consultancy support and fees for this work.***



## Deliverables and Output

<b>DAY 1: Dutchess County Child Care SUMMIT</b>			<b>NOTES / CONFIRMED?</b>
8:00	9:00	Numbers for Breakfast: Your Child Care Stats	Natalie + Katie
9:00	10:00	Map Time!	Natalie + Katie
10:00	10:30	COMFORT BREAK	
10:30	12:00	Child Care Solutions: New York Goes to Québec <ul style="list-style-type: none"> <li>✦ Universalism</li> <li>✦ Cost</li> <li>✦ Labor Participation of Women</li> <li>✦ Closing the Wage Gap</li> <li>✦ The Operation Workforce Plan</li> <li>✦ Training Early Learning Workers</li> <li>✦ Coordination, Messaging and Enthusiasm</li> <li>✦ Funding, Design and Delivery</li> </ul>	Natalie
12:00	1:00	LUNCH + Booths: <ol style="list-style-type: none"> <li>1. Site Visit Sign-Up for tomorrow AM, choose from 3 options</li> <li>2. Count on Crayola!</li> <li>3. Info Sheets: International Study Visit to Finland</li> <li>4. Table number and role for "Grand Designs" session</li> </ol>	Sylvie + Katie + Louise Staff
1:00	2:00	The Early Learning Workforce (ECE) <ul style="list-style-type: none"> <li>✦ How many needed</li> <li>✦ Apprenticeship</li> <li>✦ A job supported with high quality training</li> <li>✦ Thriving wage – what is this?</li> <li>✦ Who doesn't have access and why</li> </ul>	Sylvie and Katie
2:00	2:45	<ul style="list-style-type: none"> <li>✦ Winner of Crayons Guess</li> <li>✦ Phone Survey and Discussion</li> </ul>	Katie / and process responses



2:45	3:15	COMFORT BREAK, New Table, Wine and Cheese	Sylvie + Katie Tool Kits
3:15	4:30	"Grand Designs" for Child Care: Use Exercise from Québec Visit  ***Independent Judges***	Natalie
<b>REMINDER: THREE BIG THINGS for your Site Visits</b>			

<b>DAY 2: Dutchess County Child Care SUMMIT</b>			<b>NOTES / CONFIRMED?</b>
<b>Site Visits</b>			
8:00	12:00	⊕ Site Visit Option 1: Day One Child Care / Other CC Locations	
		⊕ Site Visit Option 2: Community College Early Learning Classroom	
		⊕ Site Visit Option 3: Economic Dev Shop / Upcoming Projects	
12:00	1:00	LUNCH	Louise: Welcome Back!
1:00	2:00	Site Visits: THREE BIG THINGS to report  Combine this with: Target(s), Map(s) and Survey Results	Natalie Sylvie Katie
2:00	3:00	Strategy Development  ⊕ To Discuss: Signature Sheet – All Sign ⊕ (Volunteers for Work Group) ⊕ Document to Attendees by XXX date ⊕ Public Policy Note to Albany?	
3:00	3:30	Conclusion	Louise

## Expertise



**Natalie Branosky** has an extensive background in workforce and economic development at international, national, state and local levels, having supported US Members of Congress, the governments of the UK and Netherlands, and an innovative research and consultancy collective in London and Washington. She has over 25 years experience in providing policy analysis, research and advisory in the fields of workforce and economy, labor market policy, inclusion, child care, social innovation, social enterprise, philanthropy, and international knowledge exchange. She is an experienced public speaker, with a professional network of domestic and international experts known for achievement and innovation. She has designed over fifty international study visits and knowledge exchanges between countries, to promote work, learning and long-standing partnerships. She has a double BA in Communication and Political Science from Rutgers University, a Certificate in Criminology from the Rutgers School of Social Work, and an MSc in Policy Studies (labor market policy) from the University of Edinburgh, Scotland. She holds citizenship in the US and UK.



**NATALIE BRANOSKY**  
**ADVISOR + CONSULTANT**  
THE NEW POSSIBLE FOR \* WORKFORCE \* ECONOMY \* INCLUSION \*

\*Her thesis at University of Edinburgh focused on the quality of child care available to lone parents, and the impact this had on both parental employment and children’s well-being, as new welfare reform policies were being implemented in the United States.



**Sylvie Nelson** is passionate about workforce development. Her work prioritizes how individuals gain the skills needed to meet employer demands with a focus on meaningful career pathways and living wages. Having worked for nine years as the Executive Director of the North Country Workforce Development Board (NCWDB) and the North Country Workforce Partnership, Inc. (NCWP), Ms. Nelson understands the importance of engaging communities by creating inclusive programs to meet local, regional, and state employment demands. Through the NCWP, Ms. Nelson has been involved in the development of the future workforce through international partnerships with schools and companies; ensuring the workforce has access to affordable and available child care and is a strong voice for diversity and inclusion in the workplace. In 2022, she led her team to receive the Economic Development and Workforce Award for New York State. She has recently launched SDN Innovation, Inc., a non-profit organization focused on facilitating workforce development through educational programs. Ms. Nelson serves on numerous boards, including New York Association of Training & Employment Professionals (NYATEP). She has a B.A. in English from St. Edward's University in Austin, Texas, a B.A. in Communications Studies and a G.D. in Journalism from Concordia University in Montréal. Additionally, she received the Institute of Organizational Management designation from the U.S. Chamber of Commerce.



**Katie Soper.** Katie is an Economist and Statistician with an MA in Economics from CUNY Hunter College. Her background spans support for nonprofit organizations and advocacy efforts, including public health, which require data-informed analysis to be effective and successful. Her family is based in Poughkeepsie, so she brings an extra dose of local enthusiasm to this work.



**GatherRound Consulting** is led by early childhood education leaders Kathy Pomer and Sarah Koffler, and devoted to creating authentic, reflective, intentional environments and systems for children, families, educators, and their communities to thrive.



## Budget



<b>A. PREPARATION AND CONSULTANCY</b>	<b>Natalie</b>	<b>Sylvie</b>	<b>Katie</b>	<b>GatherRound</b>
<i>daily rate in USD</i>	1000	1000	350	350
Attend and participate in 6 virtual meetings	1.5	1.5	0.0	0.0
Facilitate 2-day Summit	2.5	2.5	2.0	2.0
Prepare materials and presentations	5.0	4.0	4.0	2.0
Coordinate speakers	0.5	1.0	0.0	0.0
Organize Summit catering		0.5	0.0	0.0
Draft Poughkeepsie CC Accord document for signing	2.0	1.0	0.0	0.0
Project Management	0.0	1.0	0.0	0.0
<b>DAYS</b>	11.5	11.5	6.0	4.0
<b>COST</b>	11,500	11,500	2,100	1,400
food				
Subtotal consultancy				\$26,500
<b>TOTAL</b>				\$26,500

<b>B. EXPENSES AND OTHER COSTS</b>	<b>USD</b>
Total Consultancy	26,500
Catering (50 ppl x \$175 per person)	8,750
Supplies + Nametags	700
Hotel	1,250
Travel	500
<b>C. TOTAL PROJECT COST</b>	<b>\$37,700</b>



**CONTRACT TERM:** February 8, 2024- December 31, 2024

## **DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD**

Functions of the Local Board per WIOA direct the DCWIB to convene local workforce development stakeholders and to broker and leverage to carry out various functions, included in our local plan and other board policies as directed under WIOA.

Local boards lead efforts to engage with a diverse range of employers to promote business representation on our Board, to develop effective linkages with employers to support their use of the workforce system, to ensure that workforce investment activities meet the needs of employers and support economic growth and to develop strategies for meeting the employment and skill needs of workers.

The DCWIB is tasked to facilitate the engagement of employers, support a local workforce development system that meets the needs of business in our local area, better coordinate workforce development programs and economic development. This may include the implementation of initiatives, other business services and strategies designed to meet the needs of the employers. In addition, we work to align resources available to the local area to achieve the strategic vision and goals of the local plan in our quest to reach economic self-sufficiency.

In order to achieve our goals at the local level, the DCWIB identified barriers to employment. Childcare is a barrier identified by local business leaders in a Design Thinking Session conducted in February of 2020. The lack of accessible, affordable, quality childcare has created a sustainability issue for jobseekers and workers. This has put an additional burden on the needs for business to find and retain staff. In subsequent, annual roundtable discussions with local businesses, the lack of affordable childcare and the lack of trained, qualified childcare workers has been discussed at length.

## **SCOPE OF SERVICES**

Under WIOA the DCWIB expands access to supportive services including childcare.

- Monthly attendance, participation in and guidance at Dutchess County's Childcare Committee meetings leading up to the Summit.
- Development and delivery of a 2-day Summit at which local partners are provided with a statistical picture of Dutchess County, options for choosing a 10-year plan to continually grow the workforce and childcare spaces and meet other critical data points as achieved by local areas taking on the same childcare challenges.
  - Identification of training providers for childcare workers
  - Discussion on best practices for affordable, accessible, sustainable, quality daycare
  - Entrepreneurial Training for Dislocated Workers and Youth for home daycare
  - Information for employers on various daycare models such as on-site

childcare

- Site visits to various training providers, quality daycare providers and/or successful worksite childcare
- Identify resources for job seekers and incumbent in order to expand access to daycare.
- Identify resources for subsidized daycare
- Work on strategy to get the word out on the resources available in the County
- The creation of a Childcare Accord, to be signed by the Dutchess County Workforce Board and leading local partners, as a commitment to work toward the agreed targets.
- Following the signing, an Action Plan will be needed to implement the timed targets.
- Ongoing consultancy support.

**PERSON 1:**

**BUDGET:**

**Preparation & Consultancy \$11,500**

1. Facilitate 2-day Summit
2. Prepare Materials and Presentations
3. Coordinate Speakers
4. Draft Dutchess CC Accord Document
5. Project Management

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- 25% paid with invoice on or about 6/1/2024
- Balance to be paid upon completion of Summit with invoice.

**Travel Up to \$1,000**

**TO BE PAID upon completion of Summit** (up to 45- day turn around):

**On-going consultancy support (Rate \$145.00 per hour) Up to \$7,000\***

**\*May be renewed based on funding availability.**

1. Development of Action Plan
2. On-going consultancy support

**TO BE PAID** (up to 45- day turn around):

- Monthly with invoice

**CONTRACT TOTAL Up to \$19,500**



**PERSON 2: SAME SCOPE**

**BUDGET:**

**Preparation & Consultancy** **\$11,500**

1. Facilitate 2-day Summit
2. Prepare Materials and Presentations
3. Coordinate Speakers
4. Draft Dutchess CC Accord Document
5. Project Management

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- 25% paid with invoice on or about 6/1/2024
- Balance to be paid upon completion of Summit with invoice

**Travel** **Up to \$1,000**

**TO BE PAID upon completion of Summit** (up to 45- day turn around):

**Summit Supplies** **Up to \$8,450**

**TO BE PAID** (up to 45- day turn around):

- 50% upon execution of contract with invoice
- Balance to be paid upon completion of Summit with invoice

**On-going consultancy support (Rate \$145.00 per hour)** **Up to \$7,000\***

**\*May be renewed based on funding availability.**

6. Development of Action Plan
7. On-going consultancy support

**TO BE PAID** (up to 45- day turn around):

- Monthly with invoice

**CONTRACT TOTAL** **Up to \$27,950**

	PY23	
	Final	YTD
<b>3 NEPTUNE STAFF</b>		
Salaries	\$334,984.75	\$ 184,258.64
Fringe	\$129,193.76	\$ 69,287.47
<b>Total 3 Neptune</b>	<b>\$464,178.51</b>	<b>\$ 253,546.11</b>
<b>191 MAIN STREET STAFF</b>		
Personnel		
Salaries	\$477,395.10	\$ 247,075.13
Fringe	\$223,476.01	\$ 83,378.98
<b>Total 191 Main Street</b>	<b>\$700,871.11</b>	<b>\$ 330,454.11</b>
<b>Total Personnel All Locations</b>	<b>\$1,165,049.62</b>	<b>\$ 584,000.22</b>
<b>TOTAL Offsets</b>	<b>\$156,902.47</b>	<b>\$ 100,878.60</b>
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS	<b>\$1,008,147.15</b>	
<b>Non Personnel</b>		
Advertising	\$1,800.00	\$ 76.68
Audit	\$2,000.00	
Board Expenses	\$2,000.00	
Conference Events	\$17,500.00	\$ 18,932.01
Consultants	\$12,000.00	\$ 3,000.00
Insurance	\$14,000.00	\$ 12,848.00
IT	\$34,000.00	\$ 36,473.13
Legal Expense	\$1,000.00	
Memberships	\$40,000.00	\$ 46,821.11
Mileage	\$8,500.00	\$ 2,966.00
Office Equipment	\$9,000.00	\$ 5,551.41
Office & COVID Supplies	\$7,000.00	\$ 3,440.79
Laptops	\$15,000.00	\$ 1,216.50
Leases-VR GLASSES	\$5,000.00	
Postage	\$750.00	\$ 688.91
Program Expense	\$3,000.00	\$ 1,993.00
Rent Neptune	\$33,424.80	\$ 17,132.50
Rent 191 Main	\$82,000.00	\$ 35,584.29
Staff Training	\$17,000.00	\$ 1,870.00
Telepone/Internet	\$3,500.00	\$ 2,312.76
Website Maintence	\$1,000.00	\$ 1,081.47
<b>Total Non-Personnel</b>	<b>\$309,474.80</b>	
<b>TOTAL</b>	<b>\$309,474.80</b>	<b>\$ 191,988.56</b>

**TOTAL BUDGET \$1,317,621.95**

**Cash Available- Source NYSDOL People Soft 3-20-2024**

Available Cash Budgets		11			
Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
WIA01	36230	PY23	140	Administration	\$105,444.46
WIA01	36230	PY22	110	Adult - Formula	\$71,216.58
WIA01	36230	PY23	110	Adult - Formula	\$484,257.32
WIA01	36230	PY22	120	Dislocated Worker - Formula	\$8.15
WIA01	36230	PY23	120	Dislocated Worker - Formula	\$573,927.13
WIA01	36230	PY21	200	Gun Violence Prevention	\$45,358.44
WIA01	36230	PY21	345	RR - NY SCION	\$26,422.96
WIA01	36230	PY22	345	RR - NY SCION	\$82,469.00
WIA01	36230	FY22	176	TAA Training	\$12,483.15
WIA01	36230	PY22	130	Youth-Formula	\$307,105.22
WIA01	36230	PY23	130	Youth-Formula	\$592,403.23

**Obligations reported to NYSDOL in our February State Report**

	ITA	OJT	Contract	Total Obligated
<b>Adult</b>	\$ 162,944.94	\$ 26.40	\$ 28,450.00	\$ 191,421.34
<b>DW</b>	\$ 142,050.00	\$ 13,961.00	\$ 28,450.00	\$ 184,461.00
<b>GVP</b>	\$ 8,078.00		\$ 26,000.00	\$ 34,078.00
<b>Youth</b>	\$ 8,078.00		\$ 394,871.50	\$ 402,949.50

## ***DCWIB Swap Adjustments***

PY 20 ER	CD.6292.2020.4842		\$ (287.42)		
PY 20 Scion	CD.6292.2020.4845		\$ (412.28)	\$	(699.70)
PY21 GVP	CD.6292.2021.4843	\$ 9,222.13			
PY21 Scion	CD.6292.2021.4845	\$ 3,149.67			
PY22 Admin	CD.6292.2022.4844		\$ (2,582.91)		
py22 adult	CD.6292.2022.4841		\$ (21,474.50)		
py22 DW	CD.6292.2022.4842		\$ (9,843.85)		
PY22 Youth	CD.6292.2022.4843		\$ (10,455.78)		
PY 23 Admin	CD.6292.2023.4844		\$ (299.30)	\$	(32,284.54)
				\$	(32,984.24)

**The Dutchess County Workforce Investment Board received a letter from NYSDOL FOTA advising us of the results of our PY22 Fiscal Review. DCWIB has no unresolved findings.**

**PLANNING WORKSHEET- ADULT/DW/ADMIN**

	<b>Adult</b>	<b>DW</b>	<b>Admin</b>
<b>PY22</b>	\$71,217	\$8	\$0
<b>PY23</b>	\$484,257	\$573,935	\$105,444
<b>TOTAL</b>	\$555,474	\$573,943	\$105,444

	<b>Adult</b>	<b>DW</b>	<b>Admin</b>
<b>To Spend</b>	\$71,217	\$8	\$0
<b>To Obligate</b>	\$387,406	\$459,148	\$84,356

	<b>Adult</b>	<b>DW</b>	<b>Admin</b>
<b>Feb ITA Report to DOL</b>	\$162,945	\$142,050	\$0
<b>Feb OJT Report to DOL</b>	N/A	\$13,961	\$0
<b>Feb Contract Report to DOL</b>	\$26,200	\$26,200	\$0
<b>FEB TOTALS REPORTED</b>	\$189,145	\$182,211	

	<b>Adult</b>	<b>DW</b>	<b>Admin</b>
<b>March Signed</b>			
<b>TOTAL SIGNED TO DATE</b>	\$15,040	\$29,560	\$0

<b>Combined obligations</b>	\$930,910
<b>Expenses March- June</b>	\$201,800
<b>February Reported to DOL</b>	\$371,356
<b>March Signed Obligations</b>	\$44,600
<b>TOTAL Obligations</b>	\$617,756
<b>Pipeline</b>	\$58,769
<b>Total with pipeline</b>	\$676,525
<b>Good Guesstimate Now to Obligate</b>	\$254,384

**PLANNING WORKSHEET- YOUTH**

<b>PY22</b>	\$307,105
<b>PY23</b>	\$592,403
<b>TOTAL</b>	\$899,508
<b>To Spend</b>	\$307,105
<b>To Obligate</b>	\$473,923

Feb ITA report to DOL	\$8,078
Feb Contract Report to DOL	\$349,871
<b>TOTALS</b>	\$357,949

Chamber (\$279,897) SSG (\$69,974)

**NOTE:**

1. Processed Chamber Claims through 9/30/23
2. Chamber just submitted October/November for \$50,000
3. Chamber estimate to spend is another \$150,000 by 6/30/24
4. Did a late contract for Smart Staffing Group for \$69,974
5. Have an RFP out for work experience and Pay for Performance that we can obligate
6. Contracts currently obligated expire 6/30/24 and don't help us beyond that date.

<b>✓ OBLIGATIONS FOR PY23 FUNDING</b>	
<b>Chamber Contract</b>	\$380,000
<b>SSG Contract</b>	\$70,000
<b>Work Experience Contract</b>	\$50,000
<b>Total Obligations</b>	\$500,000
<b>Need to obligate \$473,923</b>	

<b>SPENDING BY 6/30/24</b>	
<b>TO SPEND</b>	\$307,105
<b>Chamber Claims Oct/Nov</b>	\$50,000
<b>Chamber Estimate Dec-June</b>	\$150,000
<b>SSG</b>	\$69,974
<b>Advance on Work Experience</b>	\$20,000
<b>*TOTAL TO DATE</b>	\$289,974
<b>*(This does not include monthly expenses via cost pool and will be higher)</b>	
<b>Additional to Spend:</b>	\$17,131

**RENT**

**Includes space, janitorial, heating and cooling,  
electricity, fuel, parking and ground maintenance**

<b>PREVIOUS LEASE</b>	
<b>Monthly Rent</b>	\$4,102.33
<b>Monthly Phones</b>	\$149.13
<b>MONTHLY TOTAL</b>	\$4,251.46
<b>ANNUAL TOTAL</b>	\$51,017.52
<b>TWO YEAR TOTAL</b>	\$102,035.04

Difference	\$30,750.08	per year
Difference	\$61,500.16	2-years

<b>NEW RENT AGREEMENT</b>	
<b>Monthly Rent</b>	\$6,609.57
<b>Monthly Phones</b>	\$204.40
<b>MONTHLY TOTAL</b>	\$6,813.97
<b>ANNUAL TOTAL</b>	\$81,767.60
<b>TWO YEAR TOTAL</b>	\$163,535.20

<b>ANALYSIS</b>	
<b>PRICE PER SQUARE FOOT</b>	
<b>Original Lease</b>	\$31 SF
<b>New Lease</b>	\$33.20 SF
<b>Percent Increase</b>	6.80%

<b>SQUARE FEET</b>		
<b>Original Lease</b>	1,645.73	Total SF charged
<b>Reallocation of the SF</b>		
<b>New Lease</b>	1,209.00	Direct SF
	1,180.00	Shared SF
	2,389.00	Total SF
	2389*33.2= \$79314.80	

**WIB is being asked to pay for 24.54% of the overall space**



## **WIOA WORK EXPERIENCE 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](mailto: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.





## **WIOA SYSTEMS OPERATOR Request for Proposals**

### **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).



## **WIOA SYSTEMS OPERATOR Request for Proposals**

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.



## WIOA SYSTEMS OPERATOR Request for Proposals

### 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**

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



## WIOA SYSTEMS OPERATOR Request for Proposals

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



## WIOA SYSTEMS OPERATOR Request for Proposals

### 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**

<b>STIPENDS</b>		
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
<b>WAGES</b>		
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](http://www.dcwib.org)

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## 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**

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

**TABLE 2**

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



## 2. Program Budget

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

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

## 3. Contact Information

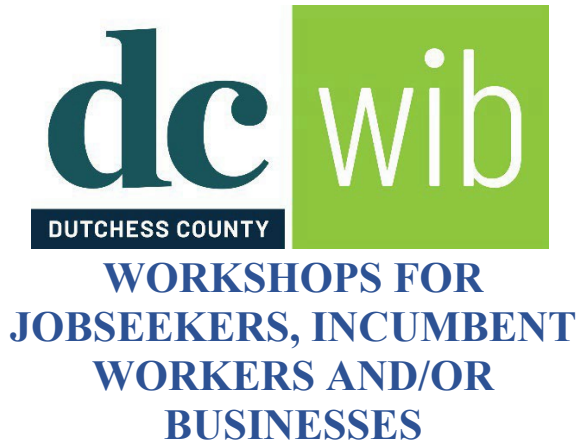
To submit questions in writing please send email to [taylor@dcwib.org](mailto:taylor@dcwib.org). Questions will be answered through 3/20/24 and posted at [www.dcwib.org](http://www.dcwib.org). Questions may be submitted by mail: Taylor O'Donnell, 3 Neptune Road, Poughkeepsie, NY 12601.

## 4. Timeline

**RFP Release Date:** 3/6/2024

**Proposal Due Date:** 4/1/2024

**Award Announcements:** May 2024



## Request for Proposals

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Workshops commencing April 2024.

**ISSUE DATE: March 6, 2024**

**DUE DATE FOR RFP RESPONSE FORM: April 1, 2024**

### CONTACT

Dutchess County Workforce Investment Board  
Attn: Workshops - RFP  
3 Neptune Road  
Poughkeepsie, NY 12601  
E-Mail: [taylor@dcwib.org](mailto:taylor@dcwib.org)

Please be advised 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.

## **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/submitting budget for the local Workforce Development Board (WDB).

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 workshops conducted, in person, at DCWORKS, 191 Main Street, Poughkeepsie, NY 12601

The contract awarded from this RFQ is anticipated to begin upon execution of contract 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.

### **SEEKING WORKSHOPS SUCH AS**

- How to Use Linked In to Your Advantage
- Keyboarding
- Computer Basics
- Introduction to Microsoft Word
- Introduction to Microsoft Excel
- Career Development
- Career Planning
- Entrepreneurship
- Tips for a Successful Job Search
- Mock Interviews
- Workshops for Veterans
- Workshops for Individuals with a disability
- Resume Writing Workshop
- Customer Service
- Navigating Civil Service Jobs
- Job Fair Preparation
- How to Interview Potential Employees

**Workshops deemed necessary and reasonable will be considered.**

### **RFP PROCEDURE:**

- Responses to this RFP should follow the outline on pages 4-5 of this document;
- Budget is required;
- Resume(s) of workshop leader(s);
- Responses should be limited to three pages, using a size 12 font, single spaced;
- Responses must be received by **April 1, 2024** and may be submitted via email to [taylor@dcwib.org](mailto:taylor@dcwib.org);
- Questions may be submitted in writing to [taylor@dcwib.org](mailto:taylor@dcwib.org) on or before **March 22, 2024** and;
- Answers to all questions will be posted on the DCWIB website: [www.dcwib.org](http://www.dcwib.org)



Dutchess County  
Workforce Investment Board  
**RFP RESPONSE**

**Name of Entity/Organization**

\_\_\_\_\_

**Street Address**

\_\_\_\_\_

**City/State/Zip**

\_\_\_\_\_

**Primary Contact (NAME)**

\_\_\_\_\_

**Phone Number**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Funding Amount Requested**

\$ \_\_\_\_\_

**Budget Attached**

YES  NO



Dutchess County  
Workforce Investment Board  
**RFP RESPONSE**

**Workshop Title**

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**Workshop Description**

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**Name of Workshop Leader**

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**Qualifications of Workshop Leader**

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Resume Attached  YES  NO

DUTCHESS COUNTY WORKFORCE INVESTMENT BOARD

# 2024 Request for Proposal to Provide Youth Work Experience

Request for Proposal to Provide Youth Work Experience

Funded by Dutchess County Family Services





# Dutchess County Workforce Development Board

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

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**“Building Partnerships for Workforce Solutions”**

The Dutchess County Workforce Investment Board (DCWIB) is accepting proposals for Youth Work Experience commencing January 2024.

**Issue Date: February 29<sup>th</sup>, 2024**

**Proposals Due: On-going (rolling applications) until funds are obligated or by May 1<sup>st</sup>, 2024, whichever comes first.**  
**NOTE: DCWIB reserves the right to pull this RFP at any time**

**Program Dates: January 1, 2024 – June 30, 2024**

## **CONTACT**

Dutchess County Workforce Investment Board Attn: Workshops -  
RFP  
3 Neptune Road  
Poughkeepsie, NY 12601 E-Mail:  
[taylor@dcwib.org](mailto:taylor@dcwib.org)

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

Read this RFP carefully.



## ***YOUTH EMPLOYMENT 2024***

### Request for Proposals – Employment Component

\*\*\* The NYS Budget includes funding for Winter/Spring Youth Employment. The funds are not yet allocated for individual county programs. It is advisable that submitted proposals be accompanied by a flexible budget. \*\*\*

### **INTRODUCTION**

Dutchess County Workforce Investment Board (DCWIB) is soliciting competitive proposals for the Youth Employment Program (YEP) for TANF eligible youth residents of Dutchess County. Funded proposals will employ youth within businesses, non-profits, the arts, and agricultural enterprises. Youth are to be challenged and productive, while developing transferable skills applicable to entry level jobs. Programs that have youth working within their program are not part of this scope. In addition to work experience, the YEP program incorporates a financial component for all participants.

### **SUBMISSION INFORMATION**

Proposals should be combined into a single PDF and labeled “YEP 2024 Proposal by <AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox.

Incomplete applications will not be given consideration for funding in 2024. Programs that were not successful in filling all of their required slots, spending their allocations, missing programmatic or fiscal reporting deadline or failing to meet the youth wage requirement for SYEP in prior years (2017- 2023) may be excluded from funding consideration. The DCWIB reserves the right to terminate this RFP process at any time.

### **PROPOSAL CONTENTS**

- Program Budget
- Budget Narrative

#### **Other Documents**

- Current Inventory List if program utilizes specialized equipment
- Board List
- Organizational Chart
- Current Audit Report
- Cost Allocation Plan

## **PROGRAM STRUCTURE**

The 2024 Youth Employment Program (YEP) can begin upon completion and execution of a contract with the awarded organization and the Dutchess County Workforce Investment Board. Expenses incurred prior to the execution date of a contract will not be considered. YEP will run from 2/1/2024 until 6/30/2024. Youth may work, with DCWIB approval, until June 30, 2024. Programs must submit final vouchers for reconciliation and final payment no later than Wednesday, July 31, 2024 at 5:00 PM.

A successful application will include:

- A youth orientation.
- Approximately 75 to 150 hours of work experience per youth
- Youth work 8-10 hours per week
- Work experience exposes youth to jobs in in-demand industries
- Youth wage is equal to minimum wage.

Proposers are invited to give an oral presentation to the DCWIB to clarify or elaborate on the written proposal. **Presentations will be held in person. A link with the date and time will be sent after receipt and verification of a complete application.**

## **TIMELINE**

The following schedule is for informational purposes only. The DCWIB reserves the right to amend this schedule at any time.

**Proposal Due Date: Ongoing**

**Award Notification: 1 week after submission**

Please be advised that all matters concerning this RFP, from the date of issuance until the proposals are received, are to be directed in writing to the email address above (*No Phone Calls Will Be Accepted*). The Frequently Asked Questions (FAQs) will be posted at [www.dcwib.org](http://www.dcwib.org).

## **YEP GOALS AND OBJECTIVES:**

The overarching goal of YEP is to provide youth with a set of work-related experiences that will better prepare them to succeed in future employment. YEP should help participants achieve the following objectives:

- First and foremost encourage school or HSE/GED attendance in classes
- Learn and develop skills in a work environment after school responsibilities are fulfilled.
- Identify transferable skills.

- Experience workplace norms and culture.
- Increase financial literacy and learn how to manage money.
- Develop social skills including communication, critical thinking, decision-making/problem-solving, and self-management.
- Understand career pathways including the linkages between educational attainment, relevant experience, demonstrable skills, and career advancement.
- Build professional networks.

### **EXPLANATION OF YOUTH ELIGIBILITY**

Youth, ages 14-20, from low-income households (Family Assistance recipients, former FA recipients who have reached their 60-month limit and transitioned to Safety Net Assistance, and/or those under 200% of 2022 Federal Poverty Guidelines, including SNAP, MA, HEAP and SSI recipients) throughout Dutchess County. Youth must meet the age requirement by employment start date.

### **WAGE REQUIREMENTS:**

Youth must be paid minimum wage for employment hours. Programs are responsible for ensuring youth are working within NYS labor laws.

### **WORK ELIGIBILITY:**

Youth applicants are considered accepted and part of WYEP 2024 when your organization receives verification from the DCWIB that they can be added to the program's roster. Youth begin work after they are on the official roster.

### **200% of Federal Poverty Guidelines Chart June 1, 2023 through May 31, 2024**

<b>Family Size</b>	<b>Monthly Income</b>	<b>Annual Income</b>
1	\$ 2,430	\$ 29,160
2	\$ 3,287	\$ 39,440
3	\$ 4,143	\$ 49,720
4	\$ 5,000	\$ 60,000
5	\$ 5,857	\$ 70,280
6	\$ 6,713	\$ 80,560
7	\$ 7,570	\$ 90,840
8	\$ 8,427	\$ 101,120

For family units with more than eight members, add \$857 monthly or \$10,280 annually for each additional family member.

Please note that the above guidelines are applicable to the 48 contiguous states and the District of Columbia.

The 200% of Federal Poverty Guidelines do not go into effect for the Supplemental Nutrition Assistance Program (SNAP) on June 1st. Poverty guidelines for SNAP are updated each year on October 1st.

If you have any questions, please contact the Employment and Advancement Services Bureau, mentioned in the header above.

## **ORIENTATION:**

The orientation should include the following:

1. Review of job descriptions and worksite agreements.
2. Creation of a personal budget.
3. Creation of resume or list of transferable skills.
4. Sexual harassment training.
5. Explanation of program goals and expectations.
6. Job readiness training.

## **YEP 2024 BUDGET GUIDELINES**

Budgets must be reasonable and:

- Should have at least 70% of the requested amount allocated for student wages/stipends.
- Have no more than 15% of the requested amount allocated for administrative expenses where admin is calculated using the following equation:  $(\text{Program Costs} * 15\% - \text{Admin})$ . Lower administrative costs will be favored when rating proposals.
- Program meals and snacks should directly correspond to youth attendance.
- More than one provider may be selected for funding for 2024.

Allowable costs and services include work subsidies for youth; a youth orientation, financial literacy, *and* supportive services, including transportation and employment related services.

- Acceptance of your organization's Program Proposal does not guarantee acceptance of your Budget Proposal, which will be finalized prior to signing the 2024 YEP contract with the DCWIB.
- Programs that require specialized equipment should include a current inventory list of required equipment.

## **RECORD-KEEPING AND REPORTING**

The DCWIB will provide contractors with a set of forms for record-keeping and reporting at the onset of YEP 2024. Information will be provided at the *YEP 2024 Launch* (mandatory) in January

## **PERFORMANCE REQUIREMENTS**

- DCWIB requires that the staff working with this program will have no familial ties to the youth they supervise or mentor and are *under no circumstances* to be paid with TANF funds. If a youth is enrolled in a program that employs a family member, the DCWIB must be informed in writing and proof of the supervision chain must be provided.
- All programs that receive funding through this RFP will be required to have worksite agreements with each worksite where a youth works and/or is employed.
- In addition to the worksite agreement, programs receiving funding through this RFP must provide the youth with a safe work environment. Meaning, all contractors must certify that worksites meet all federal, state and local standards appropriate to the conduct of their business.

***DCWIB WILL MONITOR ALL PROGRAMS.***



# Dutchess County Workforce Investment Board

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

## YEP 2024

### Request for Proposals – Application

\*\*\* The NYS Budget includes funding for Winter Youth Employment. The funds are not yet allocated for individual county programs. 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 \_\_\_\_\_

# Youth served by this grant \_\_\_\_\_ Cost per youth \$ \_\_\_\_\_

% of Youth Wages \_\_\_\_\_

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

## **PROGRAM NARRATIVE- Sections 1 and 2**

Please answer the following questions. Please note a SCORING RUBRIC is included with this RFP.

### **SECTION 1: PROGRAM & WORK EXPERIENCE- TOTAL 60 POINTS**

1. Describe the orientation process for the youth (Will it be paid/unpaid? Is it mandatory? Why/why not? What sessions/workshops will be held? What will the youth learn?)- 10 POINTS
2. Describe the *work experience* and its structure- 15 POINTS  
What will the youth be doing for work? How many hours per week will they work? What employers have you lined up? What types of jobs will youth hold?
3. Please describe your agency's experience working with youth in the past 3 years. 5 POINTS
4. How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Describe staff training and program staff supervision and protocols for youth staff behavior. Please include your Code of Conduct. - 10 POINTS
5. Who will supervise the youth while they are working and how and when will youth receive feedback? - 10 POINTS
6. Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.) – 10 POINTS

Note- if you have previously received a Youth Employment Award from the DCWIB and were underspent please provide an explanation for each year that you were under spent (not to exceed one page).

### **SECTION 2: BUDGET & FINANCE- TOTAL 40 POINTS**

8. Can you meet the insurance requirements?  Yes  No
9. Program Budget (15 Points)
10. Budget Narrative (15 Points)  
The following attachments should be completed and included with your application:
11. Board List (2.5 Point)
12. Organizational Chart (2.5 Point)
13. One copy of your most recent audit report should be submitted as well and one copy of your cost allocation plan.

**YEP 2024****Request for Proposals - Application****Budget Narrative – Please explain how the budget was developed for each of the sections below:**

<b>Personnel</b>	
<b>Fringe Benefit Rate</b>	
<b>Number of Youth and Hours Per Youth</b>	
<b>Youth Fringe Rate</b>	
<b>Youth Snacks/Food/Nutrition</b>	
<b>Program Office Supplies</b>	
<b>Youth Supplies</b>	
<b>Transportation</b>	
<b>Rent/Occupancy</b>	
<b>Insurance</b>	
<b>Phones/Internet</b>	
<b>OTHER</b>	

<b>Percentage of Youth Wages</b>	
<b>Number of Youth</b>	



## Program Budget for YOUR Program Year

(Enter program year you use for this program - (mm/yy-mm/yy) 1/1/24 - 6/30/24....)

YEP2024

Program Type:

**Do not make changes to grey-shaded fields. Enter only in the peach shaded fields.**

**Agency Name:**

**Program Name:**

Personnel Title <small>(include staff names if known)</small>	Salary	Wage Type Salary or Houly	Position Type Program or Ad time on	Percent of this Program	Program Cost	TANF2022 Funding Request	Paid for by: Paid for by: Paid for by:			
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
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	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
	\$				\$	\$	\$	\$	\$	\$
<i>Subtotal Personnel Services Costs</i>					\$	\$	\$	\$	\$	\$
Fringe percent										
<i>Subtotal Fringe</i>					\$	\$	\$	\$	\$	\$
<b>TOTAL PERSONNEL:</b>						\$	\$	\$01	\$01	\$01
Student Wages				<b># of Hours per Youth per week</b>						
Number of Youth to Serve			<b>Number of Weeks</b>	<b>Youth per Week</b>						
	\$	14.20				\$				
Fringe Percent						\$				
<b>TOTAL YOUTH WAGES &amp; FRINGE:</b>						\$				
Non-Personnel Program Expenses										
Youth Snacks/Food/Nutriton										
Program Office Supplies										
Direct Program Youth Supplies										
Transportation										
Other (Define in Budget Narrative)										
						\$	\$	\$	\$	\$

TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE  
TRUE

TRUE

TRUE



**REVIEWER:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_/100

## YEP 2024 TANF SCORE SHEET

*Select only one box in each row and tally points at the bottom*

1. Read the proposals
2. Evaluate them using the rubric below
3. Total the scores and fill in the **TOTAL SCORE** field at the top of this form.
4. Note any comments in the comments field

**TOTAL AVAILABLE POINTS: 100**

### SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

<b>Describe the orientation process for the youth.</b>			
<b>UPTO 10</b>	<b>8.0 – 10.0</b>	<b>6.5 – 7.9</b>	<b>6.4 or LESS</b>
	The proposal <b>CLEARLY</b> answers the question. The orientation and all program led workshops are held during the indicated time frame.	The proposal <b>VAGUELY</b> answers the question. The orientation and/or program led workshops are held outside the time frame.	The question IS NOT ANSWERED or the reader has concerns. Workshops and trainings go beyond the first week.
<b>POINTS:</b>			
<b>Describe the work experience and its structure.</b>			
<b>UPTO 15</b>	<b>11.0 – 15.0</b>	<b>6.0 – 10.9</b>	<b>5.9 or LESS</b>
	The proposal <b>CLEARLY</b> answers the question. The youth are working more than 20 hours per week. The program is work focused. Specific employers have been identified.	The proposal <b>VAGUELY</b> answers the question. The youth are working less than 20 hours per week. The youth spend a lot of time in program activities versus work activities. Specific employers are not identified.	The question IS NOT ANSWERED or the reader has concerns. The youth are working within the program and there is not an hour by hour schedule.
<b>POINTS:</b>			
<b>Please describe your agency's experience working with youth in the past 3 years.</b>			

<b>UP TO 5</b>	<b>UP TO 5 POINTS</b>	<b>UP TO 3 POINTS</b>	<b>2 POINTS OR LESS</b>
	The proposal <b>CLEARLY</b> answers the question. The agency has considerable experience placing youth in work experience activities during the past 3-years.	The proposal <b>VAGUELY</b> answers the question. The agency does not have considerable experience placing youth during the past 3-years but the program manager does.	The question is not answered or the reader has concerns. The agency is new or does not have considerable experience.
<b>POINTS:</b>			

**How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Include Code of Conduct.**

<b>UP TO 10</b>	<b>8.0 – 10.0</b>	<b>6.5 – 7.9</b>	<b>6.4 or LESS</b>
	The proposal <b>CLEARLY</b> answers the question. The organization is diverse & inconclusive, encourages parent and youth input. The organization has an established Code of Conduct, describing staff training & program staff supervision & protocols for youth & staff behavior. The staff is trained & provides professional supervision.	The proposal <b>VAGUELY</b> answers the question. The organization does not have a Code of Conduct for youth and does not have protocols in place outlining youth and staff behavior.	The question is not answered or the reader has concerns. The organization is not diverse or inclusive. There are concerns regarding potential staff or youth conduct. The organization does not invite input from the youth or their parents.
<b>POINTS:</b>			

**Who will supervise the youth while they are working and how and when will youth receive feedback?**

<b>UP TO 10 POINTS</b>	<b>8.0-10.0</b>	<b>6.5-7.9</b>	<b>6.4 or LESS</b>
	The proposal <b>CLEARLY</b> answers the question. Supervision is provided. The program is structured so youth know when they are working and what they will be doing. The youth receive regular feedback.	The proposal <b>VAGUELY</b> answers the question. Supervision is provided. The program is somewhat structured and youth seem to know when they are working and what they will be doing. The youth receive feedback but there is no set schedule.	The question is not answered or the reader has concerns. Supervision is not provided or clear. The program is unstructured. The youth may not receive regular feedback.
<b>POINTS:</b>			

**Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.)**

	<b>8.0 – 10.0</b>	<b>6.5 – 7.9</b>	<b>6.4 or LESS</b>
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<b>UP TO 10</b>	The proposal <b>CLEARLY</b> answers the question. The program offers supportive services and referrals and follows up.	The proposal <b>VAGUELY</b> answers the question. The program offers supportive services and referrals but does not follow up.	The question is not answered or the reader has concerns. The program does not offer supportive services or referrals.
<b>POINTS:</b>			

**SECTION 2- BUDGET & FINANCE- 40 POINTS**

<b>Program Budget</b>	<b>11.0 – 15.0</b>	<b>6.0 – 10.9</b>	<b>5.9 or LESS</b>
	The budget is clear and acceptable.	The budget is unclear or needs some minor changes.	The budget is unacceptable.
<b>POINTS:</b>			
<b>Budget Narrative</b>	<b>11.0 – 15.0</b>	<b>6.0 – 10.9</b>	<b>5.9 or LESS</b>
	The budget narrative is complete and clear.	The budget narrative is <b>not</b> clear.	The budget narrative is <b>not</b> complete.
<b>POINTS:</b>			
<b>Can meet the Insurance Requirements</b>	<b>YES OR NO</b>		
	If the answer is no the program cannot be considered.		

<b>Board List Attached</b>	<b>2.5 POINTS</b>
<b>Organizational Chart Attached</b>	<b>2.5 POINTS</b>
<b>Youth Wages are at or above 65%</b>	<b>5 POINTS</b>
<b>COMMENTS: (OPTIONAL)</b>	

Scores of all reviewers on the RFP Committee will be averaged together to get final score

**TOTAL POINTS**

- 61-100** Move on for consideration
- 60-69** Save for consideration for second round of funding if funds are available
- 65-68** Place on file for consideration should funding become available
- 64 or Below-** Immediate elimination



# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

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## Request for Price Quotes

Dutchess County Workforce Investment Board (DCWIB) is seeking price quotes from businesses to provide website enhancement development services for two (2) already established websites, Dutchess One Stop Career Center and Dutchess County Workforce Investment Board.

### Issue Date

April 1, 2024

### Deadline for Submission

May 1, 2024

### Award Notification Date

On or about May 10, 2024

### Funding

Budget up to \$30,000 per submission

### Contact

Dutchess County Workforce Investment Board

3 Neptune Road

Poughkeepsie, NY 12601

Phone: (845) 463-0517

E-Mail: [taylor@dcwib.org](mailto:taylor@dcwib.org)

The proposals most advantageous to the DCWIB in terms of quality and cost will be recommended for funding.

This Request for Price Quotes does not commit the Dutchess County Workforce Investment Board to award a contract. The DCWIB reserves the right to accept or reject any or all proposals, in whole or in part, for just cause. The DCWIB reserves the right to waive informalities and minor irregularities in proposals received. All awards are contingent upon availability of funds.

The DCWIB reserves the right to cancel or modify this request for proposals or the scope of funding to any extent necessary to ensure compliance with state and/or federal guidelines.

### Scope of Services

DCWIB is seeking services to update the materials we hand out to individual job seekers, businesses and agencies within our system.

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3 Neptune Road Poughkeepsie, NY 12601

Telephone (845) 463-0517 Fax (845) 463-0100 [www.dcwib.org](http://www.dcwib.org)

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# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

## Services sought include (but are not limited to):

- Create two or more templates we can use for newsletters.
- Set up Letterhead(s).
- Look at color scheme of our logos- advise and/or recolor as agreed upon.
- Create flyers for bigger events (up to 6 per year).
- Work with ED on several marketing pieces to get the word out. Two or more multi-page information pieces.
- Create material we can use to table at Job Fairs and other community events.
- Create recruitment materials for businesses (example On-the-Job training), job seekers (adult and dislocated workers) and youth.
- Create branding for sub programs within the agency.

The successful contractee will be open, innovative, and flexible while being able to adapt to change requests as agreed upon.

## Price quotes should include:

1. Rate to facilitate conference including all advanced planning, meetings, and preparation.
2. Any travel expenses.
3. Supplies for the summit are both necessary and reasonable.
4. Hourly rate beyond the summit, for up to 50 hours, to analyze results from the summit and to write up the final report.

## Contact

This is not a formal RFP process but we would like to receive price quotes from interested parties by COB Wednesday, May 10, 2024. Questions and comments can be sent to [taylor@dcwib.org](mailto:taylor@dcwib.org).

## Insurance Requirements

If a contract opportunity is extended the following insurance coverage is required:

**Workers’ Compensation Employer’s Liability** (statutory limits). In compliance with the Workers’ Compensation Law of the State of New York, each contractor shall provide:

certificate of insurance on an Acord form indicating proof of coverage for Worker’s Compensation, Employer’s Liability, OR

a New York State Workers’ Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P).



## Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

In the event that the Contractor is exempt from providing coverage, he must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200.

**Commercial General Liability Insurance** coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The Dutchess County Workforce Investment Board and the County must be listed as additional insured.

The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

The Acord form certificate of insurance must contain the following provisions:

The Dutchess County Workforce Investment Board must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.

The policies are primary and noncontributory. The commercial general liability, and workers compensation policies must contain a waiver of subrogation in favor of The Dutchess County Workforce Investment Board and the County of Dutchess must be listed as additional insured.

If the workers compensation Notice of Compliance is used instead of the Acord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of The Dutchess County Workforce Investment Board and the County of Dutchess.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and his sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

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## Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

Payment(s) to the Contractor may be suspended in the event the Contractor and his sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the Executive Director at the address listed below:

Dutchess County Workforce Investment Board  
3 Neptune Road, Suite A21  
Poughkeepsie, NY 12601

On receipt of such notice, the Dutchess County Workforce Investment Board (DCWIB) shall have the option to cancel this Agreement without further expense or liability to the DCWIB or County, or to require the Contractor to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the DCWIB and County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of DCWIB or County property shall be adjusted with and made payable directly to the DCWIB or County.

All Certificates of Insurance shall be approved by the DCWIB or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the DCWIB or County.

### **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.

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# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

## Request for Price Quotes

Dutchess County Workforce Investment Board (DCWIB) is seeking price quotes from individual(s), agencies and/or businesses to assist DCWIB with the facilitation of a county-wide Youth Consortium and Summit

### Issue Date

April 1, 2024

### Deadline for Submission

May 1, 2024

### Award Notification Date

On or about May 10, 2024

### Funding

Budget up to \$30,000 per submission

### Contact

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3 Neptune Road

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Phone: (845) 463-0517

E-Mail: [taylor@dcwib.org](mailto:taylor@dcwib.org)

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# Dutchess County Workforce Investment Board

“Building Partnerships for Workforce Solutions”

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## Scope of Services

DCWIB is seeking individual(s), agencies and/or businesses to assist DCWIB with the facilitation of a county-wide Youth Consortium and Summit. Monthly meetings will be held for 6-8 months prior to the Summit.

## Services sought include (but are not limited to):

1. Utilize data and established best practices in a meaningful way.
2. Facilitation services at a two-day Summit (workshop style event), to be held between February 2025 and April 2025.
3. Assistance with monthly meeting agendas and leading meetings with consortium members.
4. Creating collaborative agreements of minimum training requirements for youth workers, receiving county, state and/or federal funding.
5. Establishing best practices for working with disenfranchised youth in various age groups both in and out of school.
6. Work with DCWIB on methodology to reduce silos between youth and program employees and increase recruitment of youth and participation of these youth in programming.
7. Increase local knowledge on program development including stakeholders in both planning and implementation.
8. Develop a summit for both adult services providers and youth participants that will occur simultaneously (utilizing DCWIB and DCWORKS staff).
9. Develop an action plan to bring agencies in Dutchess County together on agreed upon youth issues including issues such as outward migration, reduced graduation rates and failure to attach to the workforce.
10. Develop an action plan on how we can, as a community, serve youth with barriers to employment. Including but not limited to; youth with a disability, youth involved with the justice system, youth with mental health issues and concerns, youth who are experiencing housing and/or food security, youth who are in danger of dropping out of school plus other youth as identified by the grantee.

The successful contractee will be flexible and able to adapt to changes requested by the DCWIB, community partners and other stakeholders. Best practices suggested should be data driven (quantitative and qualitative). Important to note- the DCWIB may request a change within the scope based on the direction of the consortium meetings. Any/all compensation requests will be considered even if they go above the funding indicated for the project. This project will be awarded to individual(s), agencies and/or businesses who are innovative and inclusive and the DCWIB may not be aware of the compensation required for a successful outcome, therefore all quotes are welcome.

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# Dutchess County Workforce Investment Board

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## Price quotes should include:

1. Rate to facilitate conference including all advanced planning, meetings and preparation.
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certificate of insurance on an Acord form indicating proof of coverage for Worker’s Compensation, Employer’s Liability, OR

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All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and his sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

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## Dutchess County Workforce Investment Board

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or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the DCWIB and County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of DCWIB or County property shall be adjusted with and made payable directly to the DCWIB or County.

All Certificates of Insurance shall be approved by the DCWIB or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the DCWIB or County.

### **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.

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