



## **WORKSHOPS FOR JOBSEEKERS, INCUMBENT WORKERS AND/OR BUSINESSES**

### **Request for Proposals**

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

**ISSUE DATE: April 23, 2024**

**DUE DATE FOR RFP RESPONSE FORM: Ongoing**

#### **CONTACT**

Dutchess County Workforce Investment Board

Attn: Workshops - RFP

3 Neptune Road

Poughkeepsie, NY 12601

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

Please be advised that all matters concerning this RFP are to be directed in writing to the abovelisted 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 submitted via email to [taylor@dcwib.org](mailto:taylor@dcwib.org)



Dutchess County  
Workforce Investment Board  
**RFP RESPONSE**

**Name of Entity/Organization**

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**Street Address**

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**City/State/Zip**

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**Primary Contact (NAME)**

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**Phone Number**

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**Email**

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**Funding Amount Requested**

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**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

**Can make additional copies of this form.**