



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 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 23, 2024

Deadline for Submission

May 21, 2024

Award Notification Date

On or about May 30, 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

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.

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



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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 Tuesday, May 30, 2024. Questions and comments can be sent to 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).



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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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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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