



Request for Price Quotes

DCWIB is seeking price quotes from consultants to provide workshops to Dutchess One Stop Career Center customers at 191 Main Street, Poughkeepsie New York, 12601.

Issue Date

May 1, 2019

Deadline for Submission

May 21, 2019

Award Notification Date

On or about June 3, 2019

Contract Period

July 1, 2019 - June 30, 2020

Funding

\$2,500 - \$15,500 per contract

Contact

Dutchess County Workforce Investment Board
3 Neptune Ave
Poughkeepsie, NY 12601
Phone: (845) 463-0517
E-Mail: admin@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.

I. Scope of Services

DCWIB is accepting quotes from qualified organizations who wish to offer workforce development and job search workshops at the Dutchess One Stop Career Center. Quotes will be accepted for the following (or similar) workshop topics:

- Alternative (proven) Job Search Methods
- Create Your Personal Marketing Plan

- Financial Literacy
- Getting Organized for Your Job Search / Priority Management
- How to maximize your LinkedIn account
- How to Research an Employer
- Mock Interviews (w/follow up services)
- Negotiating Your Salary
- Social Media and Your Job Search
- The Art of Talking about Your Successes
- The Art of Upward Mobility – Techniques to use to advance your Career

Scope components must address:

1. Statement of experience of the organization and or instructor to perform the services.
2. Quality History of Performance: the successful proposal(s) will demonstrate proficiency in the workshop(s) by providing samples of professional projects completed and either
 - two references, or
 - a sample presentation prior to making a final decision, or
 - allow a Dutchess One Stop employee to attend one of your already scheduled events.
3. Demonstrated Financial Capacity to undertake the work. This request for price quotes is seeking prepared curriculums. Workshop budgets should be based on workshop preparation and delivery. Contracts will not support the development of new curriculum.
4. Commitment to integrity and ethics to perform conduct work as an agent of the Dutchess One Stop Career Center in a law-abiding fashion and in accordance with ethical business practices.
5. The organization's reliability and responsibility to commit to the workshop schedule. Proposals should also include the cancelation and inclement weather policy.

Should a contract be awarded, reports will consist of submitting original sign-in sheets with the monthly invoices along with completed workshop evaluations. From time to time an employee of the DCWIB or the Dutchess One Stop Career Center may monitor the workshops being provided.

II. Budget

Proposal should present budgets based on each workshop submitted.

In addition to cost per workshop, proposals should include:

- Workshop title
- Workshop Goals (what will the participants walk away with)
- Target Audience (where applicable)
- Outline/Agenda
- PowerPoint (if applicable)
- Sample handouts (if applicable)
- Duration (not to exceed 180 minutes)

All workshops must be fully accessible to customers of the Career Center.

The DCWIB reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this request. This request does not commit DCWIB to award a contract, to pay costs incurred for the preparation of proposals, to pay for any legal liability in refusing to award a contract or to procure or contract for services.

III. Dutchess One Stop Career Center Role & Responsibilities

Dutchess One Stop Career Center staff will

- Advertise the workshop

- Register and confirm participants (expect 8-14 participants per session)
- Reserve workshop space
- Reproduce workshop materials (if requested in advance)
- Provide customer surveys for each workshop

IV. Submissions

This is not a formal RFP process but we would like to receive price quotes from interested parties by COB Tuesday, May 21, 2019

Questions and comments can be sent to admin@dcwib.org.

V. 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:

a 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).

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.

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 12603

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.

VI. 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.