



TO: All Potential Adult and Dislocated Worker Bidders

FROM: David Whitmer, Northeastern Workforce Development Board

Director

DATE: February 2, 2018

SUBJECT: Intention to Bid – Northeastern Workforce Development Board

WIOA Title I – Adult and Dislocated Worker Programs

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CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Northeastern Workforce Development Board (NWDB) is issuing this Notice of Intent for Request for Proposals (RFP) to procure a contractor that will provide Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker services in an Integrated Services Delivery System in each of the NWDB counties (Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington), including three NCWorks Career Centers. Respondents must apply for both program services. Interested parties **must** respond with a Letter of Intent in order to receive the complete Request for Proposals package.

The Contractor will deliver workforce development services to both job seeker and employer customers as required by the RFP. Selected contractors will provide staffing in NCWorks Career Centers and individual counties working directly with staff from the North Carolina Department of Commerce, Division of Workforce Solutions and in other sites throughout the 10-county region. Interested organizations should understand that the NWDB is looking for a contractor that can ensure staffing the Centers full-time and physically provide services at least one full day a week in the other counties. The Board will ensure that services are provided equitably in all the counties in the region.

WIOA is the nation's principal workforce development legislation, providing federal funds to states to address the employment and training needs of adults, dislocated workers, and youth. The Adult and Dislocated Worker programs provide a wide range of employment and training services delivered in North Carolina's Integrated Service Delivery model including but not limited to: enrolling clients into WIOA Title I, providing comprehensive case management, assisting with job search, identifying strategies to assist with skill development, determining eligibility for On-the-Job training as well as long-term training, maintaining required documentation, client follow-up, developing career pathways to be certified by the NCWorks Commission, and employer services to include employer visits, assistance in the development of job order requirements, matching job seeker experience with job requirements, skills, and other attributes, arranging job fairs/recruitment events, assisting employers with the analysis of hard-to-fill job orders,

assisting employers with job descriptions, and assisting employers prior to, during, and after lay-offs . Since work is performed in an integrated services delivery environment, the Contractor will be required to deliver WIOA Title III services including but not limited to enrolling clients in Wagner-Peyser and conducting EAI's (Employment Assessment Interviews).

Timeline (Note: All times are as of the clock in the Albemarle Commission lobby):

The Notice of Intent to Bid will be released on *Friday, February 2, 2018 before 5:00pm*. Bidders should submit a letter of intent (non-binding) indicating their interest in bidding on or before *Tuesday February 20, 2018 by 4:00 p.m.* The Intention to Bid Letter should be delivered to the Albemarle Commission building (512 South Church Street, Hertford), mailed to David Whitmer, 512 South Church Street, Hertford, NC 27944, or e-mailed to [dwhitmer@accog.org](mailto:dwhitmer@accog.org).

The WIOA Title I Adult and Dislocated Worker RFP will be released on *Friday, March 9, 2018 before 5:00pm*.

There will be a mandatory bidders' conference on *Friday, March 16, 2018 at 10:00 am* at the Albemarle Commission, 512 South Church Street, Hertford, North Carolina. If assistance is needed concerning the location, please contact our office at (252) 426-5753 ext. 235. Bidders should become familiar with the RFP prior to the conference and be prepared to discuss any questions they have or issues requiring clarification.

Requests for Proposals are due by *4:00 p.m. on Monday, April 2, 2018* and will not be accepted after this time.

Target Population

For the Adult Program, services are available to individuals who are 18 years of age or older. All individuals must be a United States Citizen (or legally authorized to work in this country), and if male, be in compliance with Section 3 of the Military Selective Service Act regarding registration requirements. Priority for individualized career services and training services funded with title I adult funds must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (as defined in WIOA sec. 3(5)(B)).

In general, Dislocated Workers are individuals who: have been terminated or laid off, or have received notice of termination or layoff or; were self-employed but are unemployed as a result of general economic conditions in the community or because of natural disasters. Dislocated Workers also include displaced homemakers.

Funding

An awarded contract is anticipated to begin July 1, 2018 and continue until June 30, 2019 pending available funding. This is a one year award with an option to extend for up to three (3) years at the discretion of the NWDB and if performance expectations are met.

Exact funds available are unknown at this time. Funding allocations are formulated by the Federal Government and passed down through the North Carolina Division of Workforce Solutions. Bidders should use the funding estimates below for their proposals; the estimates are

solely for the purpose of offering guidance. The successful contractor must be willing to enter into a contract with the understanding that funding for the contract may be adjusted up or down based upon the final allocation and Board’s discretion.

**Respondents must propose a cost reimbursement contract.** Contractors must accept liability for all aspects of any services conducted under contract with the NWDB/Albemarle Commission. Contractors will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Estimates of potential funds available for contract:

WIOA Title I Adult	\$250,000
WIOA Title I Dislocated Worker	<u>\$250,000</u>
	\$500,000

Performance Goals

NWDB must meet performance goals as defined by the State of North Carolina and WIOA. Program Year 2017 goals are shown below. PY 2018 goals may differ. Please note that additional performance measures may be required.

ADULT PERFORMANCE GOALS

Employment Rate 2 <sup>nd</sup> Quarter	Employment Rate 4 <sup>th</sup> Quarter	Median Earnings	Credential Attainment Within 4 Quarters
72.0%	72.0%	\$5,075	54.7%

DISLOCATED WORKER PERFORMANCE GOALS

Employment Rate 2 <sup>nd</sup> Quarter	Employment Rate 4 <sup>th</sup> Quarter	Median Earnings	Credential Attainment Within 4 Quarters
78.5%	75.5%	\$5,300	56.4%

In addition to the above performance goals, the following must be met as well.

- Contractor shall provide staff assisted services to a percentage of the labor force that is equal to or larger than the annual employment rate for the NWDB region.
- Contractor shall provide training (classroom, on-the-job, and/or standardized training) services to at least 3% of adult participants. (Includes Adult, Dislocated Workers, and Title III participants)
- Staff assisted services must be provided to at least 5% of all employers within the NWDB 10-county region.
- Contractor must participate in the development, implementation, and promotion of NCWorks Certified Career Pathways.
- Contractor must have at least one year experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Adult/Dislocated Services.

The Request for Proposal (RFP) package contains the application instructions, specifications describing the services sought, type of contract to be awarded, budgeting requirements and format, and criteria for proposal review, as well as other information useful in preparing a proposal. Bidders that are awarded a contract will be required to meet certain performance measures as set forth in the contract by Northeastern Workforce Development Board. While every effort has been made to include all necessary information, specifications and examples, the possible need for clarification, interpretation, and other detail is recognized.

Thank you for your interest in providing training services to participants in the WIOA Title I Adult/Dislocated Worker Program. For your convenience, we have enclosed a suggested format for the Intention to Bid letter.

Enclosures: Suggested Format for Intention To Bid Letter

SUGGESTED FORMAT FOR INTENTION TO BID LETTER

Name and address of Agency Intending to Submit a Proposal:

Date:

Mr. David Whitmer, Director  
Northeastern Workforce Development Board  
512 South Church Street  
Hertford, NC 27944

Dear Mr. Whitmer:

This letter indicates our intent to submit a proposal in response to the Northeastern Workforce Development Board Request for Proposal (RFP) for Workforce Innovation and Opportunity Act (WIOA) Title I – Adult/Dislocated Worker Program funds. The Northeastern Workforce Development Board is currently accepting proposals for the operation of the WIOA Title I Adult/Dislocated Worker Programs in Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties as well as three NCWorks Career Centers from July 1, 2018 to June 30, 2019.

NWDB is seeking qualified service providers that have expertise in providing employment and training opportunities to adults ages 18 and older. As a bidder, we understand that NWDB is looking for a contractor to provide Adult and Dislocated Worker services in all 10 counties as well as the three NCWorks Career Centers within the NWDB region. We also understand that since work is performed in an integrated services delivery environment, WIOA Title III services will be required as well. These services include but are not limited to enrolling clients in Wagner-Peyser and conducting EAI's (Employment Assessment Interviews).

*\*Note: Please insert the name of your agency or organization in the space designated as Agency Name or Organization Name.*

Insert Agency Name or Organization Name would like to request \$\_\_\_\_\_ to operate the WIOA Adult/Dislocated worker program for PY2018. Insert Agency Name or Organization Name would like to request a copy of the WIOA Adult/Dislocated Worker Request for Proposal that is to be released *March 9, 2018*.

Insert Agency Name or Organization Name has \_\_\_\_\_ years' experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services (must be at least one year to be eligible).

WIOA Adult and Dislocated Worker programs are intended to provide a rich array of services that target economically disadvantaged adults and dislocated workers who face barriers to finding stable employment or retaining employment. WIOA Adult and Dislocated Worker programs are also intended to maintain a stable and qualified workforce in our local area.

The approved WIOA Adult service provider will make available WIOA Title I Adult Services to eligible individuals ages 18 and older according to NWDB’s priority of service policy. The approved WIOA Dislocated Worker service provider will make available WIOA Title I Dislocated Worker Services to eligible individuals who have been displaced from their employment.

Insert Agency Name or Organization Name has experience or expertise in administering adult/dislocated worker programs and services to individuals ages 18 and older.

Insert Agency or Organization understands that the Request for Proposal (RFP) package contains the application instructions, specifications describing the services sought, type of contract to be awarded, budgeting requirements and format, and criteria for proposal review, as well as other information useful in preparing a proposal. **Also, as a bidder, Insert Agency Name or Organization Name acknowledges that any contract awarded by Northeastern Workforce Development Board/Albemarle Commission will be a cost reimbursement contract.** If awarded a contract, Insert Agency or Organization will meet certain performance measures as set forth in the contract by Northeastern Workforce Development Board and NC Department of Commerce-Division of Workforce Solutions as stated below. We understand that the performance goals listed below are for PY2017. Goals for PY2018 may differ. Also, additional performance measures may be required. Additional performance measures may be required.

PY 2017 ADULT PERFORMANCE GOALS

Employment Rate 2 <sup>nd</sup> Quarter	Employment Rate 4 <sup>th</sup> Quarter	Median Earnings	Credential Attainment Within 4 Quarters
72.0%	72.0%	\$5,075	54.7%

PY 2017 DISLOCATED WORKER PERFORMANCE GOALS

Employment Rate 2 <sup>nd</sup> Quarter	Employment Rate 4 <sup>th</sup> Quarter	Median Earnings	Credential Attainment Within 4 Quarters
78.5%	75.5%	\$5,300	56.4%

In addition to the above performance goals, the following must be met as well.

- Contractor shall provide staff assisted services to a percentage of the labor force that is equal to or larger than the annual employment rate for the NWDB region.
- Contractor shall provide training (classroom, on-the-job, and/or standardized training) services to at least 3% of adult participants. (Includes Adult, Dislocated Workers, and Title III participants)

- Staff assisted services must be provided to at least 5% of all employers within the NWDB 10-county region.
- Contractor must participate in the development, implementation, and promotion of NCWorks Certified Career Pathways.
- Contractor must have at least one year experience providing Workforce Investment Act of 1998 (WIA) or Workforce Innovation and Opportunity Act (WIOA) Title I Adult/Dislocated Services.

Perspective contractors will be required to offer an explanation of how their organization will meet performance measures in their Request for Proposal package.

The WIOA comprehensive approach blends a variety of services to eligible adults and dislocated workers. An awareness of and linkages to community programs and resources will enable local programs to minimize duplication of services and maximize limited WIOA resources. Local program operators must determine what program elements will be provided to each participant based on the objective assessment and services strategy.

Examples of services to be performed are outreach and recruitment, assessment, resume assistance, job search assistance, case management, and on-the-job training. Full lists of services to be provided can be found in WIOA Public Law 113-128. Additional services may be expanded.

We, the bidder, understand that we are responsible for ensuring that all WIOA Adult/Dislocated Worker program elements are accessible to all enrolled participants as needed. These services will be accessed and made available to WIOA participants depending upon the needs and outcome goals documented in his/her Individual Employment Plan. If any of these services are to be provided outside of Insert Agency Name or Organization Name, then, we will establish clear processes for determining how participants are referred to these services, how services and related adults/dislocated workers progress is tracked, and how leveraged resources are identified and managed. We recognize that this is a non-binding letter of intent. We also understand that the Workforce Innovation and Opportunity Act Title I Adult/Dislocated Worker Program will operate from July 1, 2018 to June 30, 2019.

Sincerely,