



May 22, 2018

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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 WDB Request for Waiver for Failed Procurement for PY 2018 Adult/DW and Youth Services

In accordance with PS 19-2017, Northeastern WDB respectfully requests a waiver based on failed procurements for Adult/DW and Youth Services. NWDB will make the proposed waiver request available to eligible training providers or training services and other interested members of the public for a public comment period of not less than 30 days. Any comments received will promptly be provided.

### I. Evidence of Insufficient Number of Training Providers

#### Adult/DW Services

For PY 2018 Adult/DW Services, NWDB released a notice of intent via local newspapers and sent directly to a list of potential bidders. The date of this release was February 2, 2018. One letter of intent was received. The RFP was released on March 9, 2018. A bidders' conference was held on March 16, 2018. No one showed at the bidders' conference. The RFP due date was April 2, 2018. No RFP's were received.

#### Youth Services

For PY 2018 Adult/DW Services, NWDB released a notice of intent via local newspapers and sent directly to a list of potential bidders. The date of this release was February 2, 2018. One letter of intent was received. The RFP was released on March 9, 2018. A bidders' conference was held on March 16, 2018. No one showed at the bidders' conference. The RFP due date was April 2, 2018. No RFP's were received.

At their meeting on May 15, 2018, NWDB voted to approve providing Adult/DW and Youth Services in-house for PY 2018.

## **II. Information Demonstrating the Board Meets Requirement of Section 122**

NWDB will provide the following training services:

- On-the-Job Training
- Incumbent Worker Training

For all other training services, NWDB will serve as the broker for eligible training providers including the local Community Colleges.

## **III. Information of In-demand Industry Sector of Occupation**

As the broker for training services provided by eligible training providers, NWDB will only support trainings that prepare participants for in-demand industry sectors and/or occupations. In September of 2015, NWDB adopted an "approved trainings policy" as follows:

"A list of in-demand occupations for the local area will be developed by the Board's Economic Development Committee (EDC). This list will be reviewed and adjusted as appropriate annually. This responsibility shall be included in the EDC's work plan. The Board's Career Center Committee (CCC) will identify available courses of study and/or occupational training programs leading to industry recognized credentials, Diplomas, Associate Degrees, and Bachelor's Degrees that are relevant to the in-demand occupations. These courses of study and occupational training programs shall be presented to the Board to be approved for WIOA funding. Additions to the list must be submitted to the Board for approval by the CCC. The NWDB Director may approve courses of study and/or occupational training programs that are not included on this list on an individual basis. In order to do this, the WIOA participant must provide, at a minimum, a letter from two different employers stating that they would potentially hire them upon completion of the course of study or occupational training program.

**IV. Description of clear and distinct firewall between Board and the services delivered to customers.**

NWDB Administrative Staff do not participate in service delivery. These staff, who report to the board, operate fiscal and administrative control measures. Service delivery is conducted by dedicated Career Advisors who work within the One-Stop System. NWDB has two Program Managers who are the go-between – Adult/DW Program Manager and Youth Program Manager. NWDB Administrative staff have a separate share drive on which all electronic work is stored. Career Advisors do not have access to this share drive which is housed at the Albemarle Commission. Career Advisors do not serve on the board or on any committee of the board.

Sincerely,



Dave Whitmer, Director  
Northeastern Workforce Development Board

CC: Zach Bray, Chair, Northeast Workforce Development Board