



## **Request for Letter of Intent to Bid M E M O**

TO: All Potential WIOA Program Operators  
FROM: Rosalind M. Cross, Director  
DATE: January 11, 2019  
SUBJECT: Letter of Intent (LOI) –WIOA Youth/NextGen  
Program Operators – Chatham and Lee Counties ONLY

The Triangle South Workforce Development Board (TSWDB) is currently accepting Letters of Intent to Bid from entities to serve as Program Operators for the Youth Programs funded under the Workforce Innovation and Opportunity Act in the counties of Chatham and Lee. The period of performance will be effective for Program Year 2019 which begins July 1, 2019 and ends on June 30, 2020.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) requires that Program Operators be selected through a competitive process. A WIOA Program Operator will provide WIOA funded activities and services to eligible participants within the two-county service delivery area. Program Operators are required to provide services within a One-Stop Career Center.

**Purpose:** The TSWDB is seeking Letters of Intent to Bid for the purpose of selecting organizations with the capacity and expertise to design, administer and implement an innovative and compliant system of services as outlined in Title I of the Workforce Innovation and Opportunity Act of 2014 for the Youth Programs. Per the WIOA legislation, the TSWDB is charged with providing individuals, including low-skilled adults, youth, dislocated workers, and individuals with barriers to employment, with workforce investment activities, education, and supportive services to enter or retain employment. Furthermore, the Board must develop strategies for providing effective outreach to, and improved access for, individuals and employers who could benefit from services provided. Additionally, the board is charged with the development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations.

**Timeline:** The Triangle South Workforce Development Board will officially release the request for Letters of Intent (LOIs) on January 11, 2019 for interested entities. The deadline for submission of LOIs is 4:00 PM EST on January 18, 2019.

**Specific Type of Training:** Enrolled individuals will be expected to be trained in in-demand occupations for the service delivery area and/or surrounding areas. Training must lead to sustainable, livable wages within an unsubsidized occupation.



**Estimated Number of Trainees:** The Program Operator is expected to maintain current program year enrollees and to increase enrollment/trainees/participants based upon actual budgetary funding per county, per program.

**Estimated Funding:**

<b>WIOA Youth Program</b>	<b>County</b>	<b>Estimated Funding</b>
	Chatham	\$90,605
	Lee	\$163,109

**Expected Performance:** Program Operators are expected to expend program funding in the current program year. Program Operators must adhere to all Federal, State and Local Area policies, Training and Employment Guidance Letters, Training and Employment Notices, 2 CFR 200 and all other legislation governing federally funded programs such as WIOA Title I.

Participants are expected to meet performance measures in the following areas:

**Youth Program:** Employment Q2, Employment Q4, Median Earnings, and Credential Measures

**ALL:** Achieve Measurable Skills Gain annually during program participation

**Period of Performance:** Program Year 2019: July 1, 2019 to June 30, 2020.

**Geographic Area:** TSWDB's service delivery area includes: Chatham, Harnett, Lee, and Sampson counties.

**Target Group to Be Served:** Clients served must meet the eligibility requirements for the WIOA Title I Youth Programs.

**Priority Populations:** WIOA requires States, Workforce Development Boards, and One-Stop Career Centers to connect individuals from priority populations to programs and services that lead to long-term employment outcomes, especially individuals with significant barriers to employment, to include:

- Unemployed insurance claimants
- Youth and adults with disabilities
- Veterans
- Low-income residents
- Former Offenders/returning citizens
- Older workers
- Out of school youth



**Eligible Program Operators:**

- An institution of higher education;
- A community-based organization, nonprofit organization, or intermediary organization;
- A private for profit entity;
- A government agency;
- Other interested organizations or entities

CANNOT be:

- An elementary or traditional secondary school

**Type of Contract to be Awarded:** Contract for Services rendered per contracted terms that are reimbursed on an invoiced basis.

**LOI Guidelines and Requirements:** Interested agencies shall complete, sign, and return their Letter of Intent (see Attachment A for suggested format). The LOI will be considered complete when the following areas are addressed:

- The type of organization intending to bid;
- The identification of the county and program that the entity is responding to;
- The location of the agency intending to bid;
- An acknowledgement that the period of performance begins on July 1, 2019 and must be completed by June 30, 2020;
- The LOI is signed by the authorized signatory for the agency;
- The completed and signed LOI is received by the Triangle South Workforce Development Board by the required time/date.

**Contact Information:** Completed Letters of Intent may be **physically mailed** or **emailed** (**preferred**) to:

Rosalind M. Cross, Director of Workforce Development and WIOA Programs  
Triangle South Workforce Development Board  
5910 Enterprise Park Drive  
Sanford, NC 27330

OR

[rcross@cccc.edu](mailto:rcross@cccc.edu)

**Responses must be received No Later Than 4:00 PM EST on January 18, 2019**

*An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.*



## ATTACHMENT A: SAMPLE FORMAT FOR LETTER OF INTENT

Name and address of Agency Submitting a Letter of Intent to Bid:

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Date: \_\_\_\_\_

Rosalind M. Cross, Director of Workforce Development and WIOA Programs  
Triangle South Workforce Development Board  
5910 Enterprise Park Drive  
Sanford, NC 27330

Dear Ms. Cross:

This letter indicates our Intent to Bid as a WIOA Title I Program Operator in the following county(ies) and program(s). We have marked all counties and all programs within those counties that we are interested in serving.

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Chatham County | <input type="checkbox"/> Lee County |
| <input type="checkbox"/> Youth          | <input type="checkbox"/> Youth      |

We have checked the following box that most appropriately describes our organization.

- An institution of higher education
- A community-based organization
- A nonprofit Organization
- A private-for-profit entity
- A government agency
- Other interested organization or Entity-Complete the Type of Organization Below:  
\_\_\_\_\_

- We acknowledge that the period of performance is July 1, 2019, through June 30, 2020.

Sincerely,