

REQUEST FOR LETTER OF INTENT TO BID

The Triangle South Workforce Development Board (TSWDB) is currently accepting Letters of Intent to Bid from entities to serve as One-Stop Operators for the NCWorks Career Centers and Workforce Offices in Chatham, Harnett, Lee and Sampson Counties.

Purpose: The TSWDB is seeking letters of intent for the purpose of selecting organizations with the capacity and expertise to design, administer and implement an innovative and compliant system of one-stop workforce development services for the benefit of business and job seeker customers as designated One-Stop Career Center Operators.

Timeline: The TSWDB will release this request for Letters of Intent (LOIs) on January 12, 2018, for interested entities. The deadline for submission of LOIs is 4:00 PM EST on January 19, 2018. A fully-executed Memorandum of Understanding must be in place within the first 30 days of the program year with the successful respondent.

Scope of Project. The One-Stop Operator expectations are outlined within the memo of the Request for Letters of Intent to Bid

Funding: Funding for this activity can range up to \$25,000. An actual budget will be requested prior to the completion of the Memorandum of Understanding for the agency that is selected as the One-Stop Operator.

Period of Performance: July 1, 2018, through June 30, 2019

Organization Qualifications. Who may be a One-Stop Career Center Operator? Eligible entities include [WIOA Section 121(d)(2)(B)]:

- A public, private, or non-profit entity, or
- A consortium of entities that must include at least three (3) or more required one-stop partners located in the local area

It CAN be:

- An institution of higher education
- An employment service State agency established under the Wagner-Peyser Act [29 U.S.C. 49 et seq.] on behalf of the local office of the agency
- A community-based organization, nonprofit organization, or intermediary
- A private for profit entity
- A government agency
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization
- A nontraditional public secondary school and area career and technical education school

It CANNOT be:

- An elementary or traditional secondary school

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

- The county(ies) to be served
- What type of organization is intending to bid
- Where the agency or consortium is located
- Acknowledgement that the period of performance is July 1, 2018, through June 30, 2019
- The LOI is signed by the authorized signatory for the agency/consortium
- The completed and signed LOI is received by TSWDB staff by the required time/date.

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

Please note the MEMO with detailed information regarding this process. Please contact Rosalind M. Cross, rcross@cccc.edu, should you have questions.