



MEMORANDUM

TO: All Potential WIOA Title 1 Eligible Providers
FROM: Mid-Carolina Workforce Development Board
RE: Request for Letter of Intent to Bid
DATE: March 4, 2026

Letter of Intent (LOI) – WIOA Title 1 Services

The Mid-Carolina Workforce Development Board (MCWB) is currently accepting Letters of Intent to Bid from entities to serve as the One-Stop Operator for Title 1 WIOA in Cumberland, Harnett, Montgomery, Moore, and Sampson Counties.

Background. The Workforce Innovation and Opportunity Act (WIOA) requires Title 1 service providers to be selected through a competitive process. Therefore, in accordance with §679.430, organizations providing direct services and proposing to submit a letter of intent, must be prepared to develop a written agreement “to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State’s conflict of interest policy.”

Purpose. Mid-Carolina Workforce Development Board 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 seekers as designated One-Stop Career Center Operators.

Timeline. The deadline for RFP responses is **April 6, 2026**. The initial period for performance is **July 1, 2026** through **June 30, 2027**. A fully executed contract must be in place within the first 30 days of the new program year with the successful respondent. Mid-Carolina Workforce Development Board anticipates no more than \$125,000.00 will be available for the One-Stop Operator(s) in Cumberland, Harnett, Moore, Montgomery, and Sampson Counties.

Scope of Project. The One-Stop Operator will be expected to:

- Coordinate service delivery among partners
- Manage hours of operation
- Manage partner responsibilities as defined in the Memorandum of Understanding
- Coordinate services for businesses and individuals through an integrated service delivery infrastructure to better meet their needs
- Ensure basic services such as orientations, information on careers and labor markets, and resource rooms are provided

- Follow federal, state, and local area regulations/policies concerning handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility
- Follow appropriate North Carolina Division of Workforce Solutions Policy Issuances
- Follow and implement Mid-Carolina WDB Policies and Procedures
- Report to the Mid-Carolina Workforce Development Board, as required
- Ensure staff/partners of the NCWorks Career Center receive necessary training in customer service, use of the NCWorks Online system, and partner agency services
- Offer demand-driven resources to the public
- Use employer, customer, and staff feedback to drive the model
- Make decisions/develop strategies based on data and successful practices

Priority Populations. WIOA requires states, Workforce Development Boards, and One-Stop Career Centers to connect supports and services for priority populations that lead to long-term employment and outcomes for individuals seeking services, especially those with significant challenges to employment, including:

- Unemployment Insurance Claimants
- Youth and Adults with Disabilities
- Veterans
- Low-Income Residents
- Returning Citizens
- Older Workers
- Out-of-School Youth

The Career Center will also work closely with local businesses, particularly those in the manufacturing, healthcare, hospitality and technology industries. Additionally, the Career Center will collaborate with partners including community-based service agencies, community colleges, and local and state government.

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 (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. 49et seq.] on behalf of the local office of the agency
- A community-based organization, nonprofit organization, or intermediary
- A private for profit entiy
- A government agency

- Another interested organization or entity, which may include a local Chamber of Commerce or other business organization, or a labor organization

It CANNOT be:

- An elementary or secondary school, or
- Staff of the local Workforce Development Board

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:

- Contact information
- The County(ies) to be served
- What type of organization is intending to bid
- Acknowledgement that the period of performance is July 1, 2026, through June 30, 2026.
- The LOI is signed by the authorized signatory for the agency/consortium
- The completed and signed LOI is received at the Mid Carolina Workforce Development Board by the required time/date.

Solicitation Timetable

IMPORTANT DATES	
RFP Release	Wednesday, March 4, 2026
Letter of Intent to Bid due	Friday, March 13, 2026 by 4:00 p.m. mhaire@mccog.org
Written Response for Bidders' Conference Questions	Tuesday, March 17, 2026
Deadline to Request Link for Bidders' Conference	Wednesday, March 18, 2026 by 4:00 mhaire@mccog.org
Bidders' Conference	Friday, March 20, 2026 @ 10:00 a.m.
Proposals Due	Monday, April 6, 2026
Committee Review of Proposals	Monday, April 13, 2026, through Wednesday, April 15, 2026
Mid-Carolina Workforce Development Board Meeting/Action on Award for PY2026	Wednesday, April 22, 2026
Notification of Awards	Thursday, April 23, 2026

Contract Negotiations	Wednesday, June 3, 2026
Contract Start Date	Wednesday, July 1, 2026

LOI Guidelines and Requirements. Interested agencies shall complete, sign and return their Letter of Intent (Attachment A).

Submittal Information: All Letters of Intent must be received no later than **4:00** p.m. on **March 13, 2026**. Completed Letter of Intent may be **emailed** to mhaire@mccog.org. Hand delivered and mailed responses may be received at:

Marybeth Haire
Mid-Carolina Workforce Development Board
6205 Raeford Road
Fayetteville, N.C. 28304



**MID-CAROLINA
REGIONAL COUNCIL**
Creative Regional Solutions

Letter of Intent

Name and address of Organization submitting an Intent to Bid:

Organization Point of Contact

Name: _____

Email Address: _____

Phone Number: _____

Signature Authority Name/Title: _____

This letter indicates our Intent to Bid as a WIOA Title I Service Provider in the following county(ies).

One-Stop Operator

- | | |
|-------------------|--------------------------|
| Cumberland County | <input type="checkbox"/> |
| Harnett County | <input type="checkbox"/> |
| Montgomery County | <input type="checkbox"/> |
| Moore County | <input type="checkbox"/> |
| Sampson County | <input type="checkbox"/> |

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Institution of Higher Education | <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Community Based Organization |
| <input type="checkbox"/> Private/For-Profit Organization | <input type="checkbox"/> Other: _____ | |

We acknowledge that the period of performance is July 1, 2026 through June 30, 2027.

Authorized Signature

Date