



MEMORANDUM

TO: All Potential WIOA Title 1 Eligible Providers
FROM: Mid-Carolina Workforce Development Board
RE: Request for Letter of Intent to Bid
DATE: January 21, 2025

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 Title 1 WIOA service providers 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. MCWB is seeking to determine local interest in providing WIOA Title 1 services in each of the referenced counties. Any qualified organization with the capacity and expertise to administer and implement innovative and compliant services are encouraged to state their interest.

Timeline. The deadline for RFP responses is March 3, 2025. The initial period for performance is July 1, 2025 through June 30, 2026. A fully executed contract must be in place within the first 30 days of the new program year with the successful respondent.

Scope of Project. All providers must be able to provide core required services: Career Services, Training Services, Supportive Services and Business Services. Additionally, providers of Adult and Dislocated Workers will be asked to detail how services will be provided to facilitate job placement, career advancement, and training for adults and dislocated workers. Priority should be given to serving public assistance recipients, low-income individuals, and those with basic skills deficiencies. Providers for the Youth program will be expected to outline strategies for both in-school and out-of-school youth, focusing on education, employment, and leadership development. The proposals should demonstrate how at least 75% of the funds will be spent on out-of-school youth and ensure a 20% expenditure on work-based learning experience. Providers for the Business Services will be expected to outline strategies to develop and implement marketing strategies to inform employers and community partners about the services available through the NCWorks Career Centers in the selected county(ies) within the Mid-Carolina Workforce Development Board’s geographical boundaries.

Required Services:

- **Career Services** - Including determining WIOA eligibility, outreach, job referral, workshops, job search assistance, labor market information, resume development, and career counseling.
- **Training Services** - Offering Individual Training Accounts (ITAs), occupational Skills Training, Work-Based Learning, On-the-Job Training, Incumbent Worker Training, apprenticeships, and other training programs tailored to local job markets.
- **Supportive Services** - Providing transportation, childcare, and other necessary supports to eliminate barriers to employment.
- **Youth Services** - Programs aimed at promoting Work-Based Learning opportunities, academic achievement, preparing youth for employment, and providing leadership development.
- **Business Services** - Provide outreach to community colleges, universities, employers, elementary and secondary schools, the Chamber of Commerce, economic developers, and community groups that cater to people from justice-involved and/or marginalized groups.

Solicitation

Timetable

Request for Intent to Bid Release:	January 21, 2025
Deadline for Written Questions:	January 27, 2025
Notification of Intent to Bid Due:	January 31, 2025
RFP Release Date:	February 3, 2025
Mandatory Pre-Bid Conference	February 7, 2025
Responses to RFP Due:	March 10, 2025
Technical Review/Evaluation of Proposals:	March 11, 2025 to March 28, 2025
Announcement of Award:	April 1, 2025
Award Negotiation and Development:	May 5, 2025 to May 23, 2025
Start Date:	July 1, 2025

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

Submittal Information: All responses must be received no later than 12:00pm on January 31, 2025. Completed Letter of Intent may be **emailed** to proposals_wfb@mccog.org . Hand delivered and mailed responses may be received at:

Mid-Carolina Workforce Development Board
6205 Raeford Rd
Fayetteville, NC 28304
(910) 323-4191



**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 program(s) and county(ies). We have marked the program(s) and all the counties that we are interested in serving.

	Adult / Dislocated Workers	Youth
Cumberland County	<input type="checkbox"/>	<input type="checkbox"/>
Harnett County	<input type="checkbox"/>	<input type="checkbox"/>
Montgomery County	<input type="checkbox"/>	<input type="checkbox"/>
Moore County	<input type="checkbox"/>	<input type="checkbox"/>
Sampson County	<input type="checkbox"/>	<input type="checkbox"/>

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

- Institution of Higher Education
 Non-Profit Organization
 Community Based Organization
 Private/For-Profit Organization
 Other: _____

We acknowledge that the period of performance is July 1, 2025 through June 30, 2026

Authorized Signature

Date