

BIDDER'S CONFERENCE



Rivers East Workforce Development Board

Workforce Innovation and Opportunity Act

Adult and Dislocated Worker Programs

Youth Program

One Stop Operations

Contract Period: July 1, 2025 - June 30, 2027

Initial Funding Period: July 1, 2025 - June 30, 2026

AGENDA

- Welcome
- Purpose
- Contract Information
- One-Stop Delivery System
- Program Requirements
 - Adult/Dislocated Worker
 - Youth
- Apprenticeship/NCRC
- Service Levels & Expenditure Requirements
- Performance Expectations
- Important Information
- Questions and Answers

WELCOME

- To ask questions at any time, please use the CHAT function on the bottom task bar.
- All questions and answers will be captured and posted on our website. Additional questions can be submitted in writing to klaws@mideastcom.org until 5 pm on April 10th.

**RFP Proposals are being accepted for all five counties:
BEAUFORT, BERTIE, HERTFORD, MARTIN and PITT**

PURPOSE OF RFP

The purpose of these Request for Proposals (RFP) is to solicit competitive proposals from qualified organizations with the capacity and qualifications to provide comprehensive services to adults, dislocated workers, youth, and employers through our local NCWorks Career Centers as outlined in the Workforce Innovation and Opportunity Act along with One Stop operations.

Any governmental, educational, community-based, nonprofit, private for-profit organization, or agency engaged in employment, training, educational opportunities and public service is eligible.

PURPOSE OF RFP



CONTRACT INFORMATION

- Two-year contract is July 1, 2025 - June 30, 2027
- Initial funding period is July 1, 2025 - June 30, 2026
- Contracts will be reviewed annually
- Option to extend for a third year
- Cost Reimbursement Contract
 - Line-Item Budget Required
 - 100% review of expenditures
- Contract Modifications

CONTRACT INFORMATION

Advances- Upon written request by the Subrecipient at the beginning of the initial contract period, an advance payment against future services rendered under the contract will be considered. Such advance payment will be based on one month's allocation of approved funding under the contract and will be repaid by 10% deductions (recapture) from Subrecipient's future payment requests. Recapture of advance payments will start with the expenditures reported for the month of August which are reimbursed in September and shall continue until 100% of the advance payment has been recaptured. Such advance payments shall be tracked and reported on the Subrecipient's accounting records as well as the monthly financial reports.

ONE STOP DELIVERY SYSTEM

The WDB operates one (1) comprehensive, full-time NCWorks Career Center, located in Pitt County. We have three (3) satellite locations open to the public 2 days each week:

- Martin is located on the Martin CC campus
- Hertford is located on the Roanoke-Chowan CC campus
- Beaufort is located in Washington, in the Mid-East Commission building

In addition, we have one satellite location open to the public one (1) day a week:

- Bertie is located on the Martin CC Bertie Campus

Staff days and hours should align with that of the Center. Center schedules can be found at:

- <https://www.ncworks.gov/vosnet/ContactUs.aspx?tab=2>

ONE STOP DELIVERY SYSTEM

The One Stop Operator oversees all services provided in our NCWorks Career Centers to include but not limited to:

- Career Services
- Training Services
- Employer Engagement

In addition, the One Stop Operator will:

- Facilitate all the monthly partner meetings
- Oversee our Integrated Service Delivery system
- Engage and bring new partners into the system
- Assist Center Manager with planning and organizing hiring events
- Track customer satisfaction feedback

PROGRAM REQUIREMENTS



Outreach & Recruitment

- Eligibility
- Assessment

Comprehensive Case Management

- Individual Employment Plan
- NCWorks Online

Employer Engagement

- Career Pathways
- Work Based Learning

APPRENTICESHIP/NCRC

- The WDB along with Mid-East Commission registered its first apprenticeship program in March 2020 to ensure all Career Advisors in the region are adequately trained to provide the best possible service to our customers.
- All provider staff are expected to enroll and complete all related instruction within the two-year contract period. In addition, the Career Advisor position has been profiled and a standard job description and task list has been developed.
- Individuals hired will be expected to have taken the National Career Readiness Certification exam within 30 days of hire and have at least the following minimum scores:
 - Level 3 in Applied Math
 - Level 3 in Graphic Literacy
 - Level 5 in Workplace Documents

SERVICE LEVELS

- Adult/Dislocated Worker: each Career Advisor is recommended to maintain a caseload of 50+ participants
- Youth Career Advisors are recommended to maintain a caseload of 40 participants
- Current 'active' enrollment levels (as of March 31) are as follows:
 - Beaufort: A 4 DW 4 ISY 7 OSY 21
 - Bertie: A 6 DW 0 ISY 2 OSY 4
 - Hertford: A 10 DW 4 ISY 2 OSY 6
 - Martin: A 3 DW 3 ISY 0 OSY 1
 - Pitt: A 18 DW 10 ISY 6 OSY 34

EXPENDITURE REQUIREMENTS

○ Allocations:

- Current allocations are included in the RFP; *these allocations do not include carryover funds*

○ Requirements:

- All programs; expected to expend 80% of all budgeted funds
- A/DW: at least 30% on training (classroom or work based)
- Youth: at least 30% on work-based learning (paid work experience or OJT)
- Youth: no more than 25% of funding can be expended on in-school youth

○ Review of Budget Forms

- No more than 60% of awarded funds can be used for staff costs; remaining 40% must be budgeted to participants

EXPENDITURE REQUIREMENTS

- The River East WDB has the authority to recapture and redistribute funds based on the following criteria:
 - Staffing Levels
 - Enrollments
 - Caseloads
 - Expenditure Rates
 - Failure to meet performance requirements
 - Release of confidential information without authorization
 - Other criteria as determined by the WDB

OCCUPANCY & EQUIPMENT

- Occupancy:

- The Board covers all occupancy costs as it relates to the Center.

- Equipment:

- The Board covers the cost of a laptop and monitor for all program staff in the Center. This includes connection to the internet via the state network and includes all needed software and updates.

- All staff have access to a printer and scanner.

PERFORMANCE EXPECTATIONS

Federal Measures

	Rivers East WDB			
	Adult		Dislocated Worker	
	PY 2024	PY 2025	PY 2024	PY 2025
Employment (Second Quarter after Exit)	79.0%	79.0%	74.5%	74.5%
Employment (Fourth Quarter after Exit)	80.0%	80.5%	73.0%	73.5%
Median Earnings (Second Quarter after Exit)	\$7,900	\$7,924	\$7,900	\$7,905
Credential Attainment Rate	59%	59.5%	65.1%	65.6%
Measurable Skill Gains	59.0%	59.8%	67.4%	68.0%

*PY26 measures have not yet been negotiated, but the contractor is expected to meet or exceed the measures after they are established.

PERFORMANCE EXPECTATIONS

Federal Measures

	Rivers East WDB	
	Youth	
	PY 2024	PY 2025
Employment (Second Quarter after Exit)	72.0%	72.1%
Employment (Fourth Quarter after Exit)	72.0%	72.0%
Median Earnings (Second Quarter after Exit)	\$4,000	\$4,092
Credential Attainment Rate	50.0%	50.5%
Measurable Skill Gains	50.0%	50.2%

*PY26 measures have not yet been negotiated, but the contractor is expected to meet or exceed the measures after they are established.

PROFIT CALCULATIONS

- ▶ **Adult, Dislocated Worker and Youth Profit measures include:**
 - ▶ Total Customers Served
 - ▶ Customers Enrolled in Training
 - ▶ Credential Attainment
 - ▶ Number Placed in OJT/WEX
- ▶ **One Stop Profit measures include:**
 - ▶ Job Fairs/Employer Forums Held
 - ▶ Professional Staff Development Provided
 - ▶ Partner Meetings Held
 - ▶ New Employer Contacts
 - ▶ Outreach/Recruitment Events Attended
- ▶ Profit will be paid on actual results. In order to be eligible for any portion of profit, the level of attainment must equal or exceed 60% at the end of the specified reporting period. Any percentage achieved below 60% will not result in payment. Any percentage achieved above 60% will receive payment at the percentage earned between 60% and 100% for that reporting period.

PROPOSAL INFORMATION

- Proposals are being accepted for the Adult/Dislocated Worker program operations, Youth program operations and One Stop Operations.
- Only one response is required per proposal issued.
 - Proposers can submit to serve one, all, or any combination of counties in the service area.
 - County specific information should be included in the narrative.
- A Budget Summary Sheet must be included by county, by program with each proposal.
 - A Budget Narrative should be submitted with each proposal. If the proposer does not have a standard form, the Local Area will provide one.

IMPORTANT INFORMATION

- * Questions must be submitted in writing to Kim Laws, klaws@mideastcom.org by 5 pm (EST) on April 10, 2025. After this date, we will not accept or respond to any questions.
- * All technical corrections and responses to any written questions received/answered will be posted on the website by 5pm on April 15. www.riverseastwdb.org.
- * It is the responsibility of the prospective bidder to check the website for any updates.

TECHNICAL CORRECTION

○ TECHNICAL CORRECTION-

- Proposals must be submitted **via e-mail to Kim Laws, klaws@mideastcom.org**, by 5:00 PM EST on April 24, 2025. No late proposals will be accepted.

Proposals should be sent in Sections as outlined, labeled with the bidder's name first, then the section and letter
ex. BiddersName Section A

This Technical Correction applies to all 3 proposals-
Adult/DW, One Stop Operations and Youth.

QUESTIONS AND ANSWERS

RIVERS EAST WORKFORCE INVESTMENT CONSORTIUM & RIVERS EAST WORKFORCE DEVELOPMENT BOARD



Equal Opportunity Employer/Program

**Auxiliary aids and services are available upon request for
individuals with disabilities**