

REQUEST FOR SERVICES

The Rivers East Workforce Investment Consortium is seeking a qualified individual or organization to **manage the Competitive Procurement process** for Workforce Innovation and Opportunity Act (WIOA) Title I programs, including Adult and Dislocated Worker Programs, Youth Programs, and One-Stop Operations (Public Law 113-128), for the period of **July 1, 2026 through June 30, 2028**.

The selected individual/organization will be responsible for **all aspects of the process per local board request**, following federal and state guidance, including but not limited to:

- Issuance of a letter of intent
- Development and release of RFPs
- Offering a virtual mandatory bidders conference
- Provision of additional technical assistance
- Receipt and management of proposals
- Proposal evaluation and scoring, including cost analysis and reasonable profit review (if applicable)
- Evaluation of all proposals and submit written recommendations, along with completed scoring sheets, cost analyses, and reasonable profit worksheets, to Kimberly Laws no later than **5:00 p.m. on Monday, May 4, 2026**.
- Presentation of the results and recommendations to the appropriate Committee and the Workforce Development Board at meetings scheduled for **May 12 and May 13, 2026**. A virtual presentation option will be available; in-person attendance is not required.

To be considered, the qualified individual/organization will provide a relevant background and experience summary, a proposed procurement timeline, and a detailed cost breakdown by phase.

All responses to this Request for Services must be received no later than **5:00 p.m. on Wednesday, February 4, 2026** and should include qualifications of the bidder, an estimated cost for each phase of the process and a proposed timeline. Responses should be submitted electronically to:

Kimberly Laws
Compliance Manager
klaws@mideastcom.org

The award will be made on **Thursday, February 5, 2026** and all respondents will be notified by **5:00 p.m.** on the same day.

Mid-East Commission serves as the Administrative Entity and Grant Recipient for the Rivers East Workforce Investment Consortium and administers funds received through WIOA via an agreement with the North Carolina Department of Commerce, Division of Workforce Solutions.