

REQUEST FOR SERVICES

The Rivers East Workforce Investment Consortium is seeking a qualified individual/organization to review the Request for Proposals (RFPs) received for providing program services for the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs, Youth Programs, and One Stop Operations (Title I, Public Law 113-128) for July 1, 2025 - June 30, 2027.

Request for Proposals (RFPs) will be released for all programs, including One Stop on March 24, 2025. Proposals are due by April 24, 2025. The Workforce Development Board will meet to review the recommendations provided and vote on the new service provider(s) on May 14, 2025.

The number of proposals we will receive to provide services in one or more counties in the five-county service area of Beaufort, Bertie, Hertford, Martin and Pitt will not be known until the due date. A copy of the original Request for Proposal will be made available including established evaluation criteria and proposal scoring sheet. Past monitoring results and corrective action performance will also be provided, if applicable. *Bidding individual/organizations will be expected to complete a proposal scoring sheet, cost analysis, and a reasonable profit worksheet on each proposal, if applicable.*

All responses must be received by 5:00 p.m. on Tuesday, April 15, 2025. Responses should be submitted to Kimberly Laws, Compliance Manager, at klaws@mideastcom.org. The award will be made on Thursday, April 17, 2025, and all bidders will be notified by 5pm the same day.

The awarded individual/organization must complete the review of all proposals and submit recommendations along with the scoring sheets, cost analysis and reasonable profit worksheets to Kimberly Laws, Compliance Manager, at klaws@mideastcom.org in writing no later than by 5:00 p.m. on Monday, May 5, 2025. The awarded individual/organization will present the results to the appropriate Committee and the Workforce Development Board at their meetings on May 13 & 14, 2025. *We have a virtual option, so in-person attendance is not required.*

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.

Rivers East Workforce Investment Consortium
Mid-East Commission
1502 N. Market Street
Washington, NC 27889
Attn: Kimberly Laws
klaws@mideastcom.org

Rivers East Workforce Investment Consortium is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request for individuals with disabilities

All WIOA Title I programs (Adult, Dislocated Worker, and Youth) are supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$2,315,977. All programs are 100% supported by DOL-ETA funds.

Please complete and submit the following **by 5:00 p.m. on Tuesday, April 15, 2025:**

NAME OF INDIVIDUAL/ORGANIZATION _____

WEBSITE (if applicable): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TITLE: _____

PHONE NUMBER: _____ EXTENSION: _____

E-MAIL ADDRESS: _____ FEDERAL TAX I.D. NUMBER: _____

TOTAL FUNDS REQUESTED: _____

Provide a brief history (type of organization, date established, major line or lines of work and general background) of the proposing individual/entity and its experience in workforce development and performing related activities and services.

Indicate the timeframes and strategy for effectively reviewing the proposals and submitting the recommendations by the established deadline of **5:00 p.m. on Monday, May 5, 2025.**

CERTIFICATION: I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed activities described herein. I acknowledge that I have read and understand the requirements of the Request For Services and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating therefrom on behalf of the entity submitting the proposal. This PROPOSAL or OFFER is firm for a period of at least ninety (90) days from the closing date for submission, which is April 15, 2025 at 5:00 p.m.

_____/_____
(SIGNATURE and DATE of Signatory Official)

_____/_____
(Typed or Printed NAME and JOB TITLE of Signatory Official)

_____. My Commission Expires: _____
Notary Name

Date

Affix Notary Seal