

WORKFORCE INVESTMENT ACT (WIA)

Request for Interest

Issued for Region VI Workforce Investment Area

**By The
Region VI Workforce Investment Board, Inc.**

304-368-9530

www.regionviwv.org

Issue Date: February 22, 2010

**Submission Deadline: In Region VI WIB office by 4:00 pm,
March 9, 2010**

Program Operation: July 1, 2010 – June 30, 2011

Request for Interest

Region VI Workforce Investment Board (Region VI WIB) is beginning a procurement process for Workforce Investment Act (WIA) Assessment and Case Management in the Region VI service area covering the following counties: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur. Contractors must be able to provide full service beginning July 1, 2010.

Letter of Interest

The Letter of Interest must include the following information:

- Address, including phone and fax numbers, and contact email address
- Statement of Interest in providing WIA Assessment and Case Management
- Ability to meet criteria listed
- Willingness and ability to locate services outlined below at all 4 comprehensive WORKFORCE West Virginia Centers (One-Stop Centers) in Region VI WIB area
- Statement that the person submitting the Letter of Interest is fully authorized to act on behalf of and legally bind the organization in all matters related to the RFI

The Letter of Interest must be submitted no later than March 9, 2010, by 4:00 p.m. to the Region VI Workforce Investment Board office at 17 Middletown Road, White Hall, WV, 26554. (Directions to the office are attached for any organization wishing to physically drop off the Letter of Interest to the WIB office.) The Letter of Interest must be marked "Attention to: Barbara DeMary, Executive Director". FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED. A Letter of Interest received after the submission date and/or time, or incomplete Letters of Interest, will be considered non-responsive, will not be considered for review, and will be returned to sender.

Services to be Provided:

Interested organizations will be responsible for providing services to employers, Adults, Dislocated Workers, and Youth as defined in the Workforce Investment Act (WIA) of 1998 and the WIA Final Regulations of 8/11/2000 which may be viewed at <http://usworkforce.org/asp/act.asp>.

Services will include, but may not be limited to, the following: Prepare application on customers eligible for WIA activities; proctor examination/score; review referrals to case management with supporting documents; review objective assessment for determination of services; develop an ISS for WIA eligible customers; inform customers of training and/or intensive services; data entry into the system for data collection; conduct follow-up on customers during training and job placement; monitor data and registration to ensure the region/state is meeting Federal guidelines; interpreting occupational tests; develops and monitors working relationships with community organizations and WIA partners; provides career counseling and career planning; reviews assessment results and identifies barriers to employment or training; matches job skills and interests with occupational areas; assists in evaluating work histories, interests, skills, personal traits, and physical traits for career changes; will assist with job search and job placement; provides employment information relating to local, regional, and national labor market areas; provides back-up to training certification and assessment; provides information relating to local occupations in demand and earnings and skill requirements approved by local Workforce Boards; will provide eligibility and case management to dislocated workers, Trade Adjustment Act and Welfare-to-Work programs; will provide and complete all necessary weekly, monthly, and quarterly report information.

Submission of a Letter of Interest does not guarantee awarding of a contract for these services. Further procurement processes before final awarding of a contract are in place to proceed with after receipt of any and or all properly submitted Letters of Interest.

Directions to the Region VI WIB office in White Hall, WV

Directions Traveling South on I-79:

- Take the South Fairmont Exit 132 – stay in middle lane
- At the stop light turn left
- Stay in the right lane and turn right at the 3nd stop light onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the second set of white colored double doors past the dry cleaners.
- Please park in the area that faces the main road (Middletown Road). We try to not park directly in front of the other businesses since that is reserved for their customers.

Directions Traveling North on I-79

- Take the South Fairmont Exit 132
- The exit road splits - you will go right. Yield up the hill and stay in the right lane.
- At the next stop light turn right onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the second set of white colored double doors past the dry cleaners.
- Please park in the area that faces the main road (Middletown Road). We try to not park directly in front of the other businesses since that is reserved for their customers.