

RFP #24-0002 Cumberland, Salem, Cape May

Career Services



PUBLIC NOTICE OF OPPORTUNITY

NJ Advance Media ATTN: Legal Advertising Dept. 161 Bridgeton Pike Building E Mullica Hill, NJ 08062



South Jersey Times

SALEM COUNTY PURCHASING 110 5TH ST SALEM, NJ 08079 AD#:0010846148

Sales Rep: NJ LegalRepNJ Account Number:1156976 AD#: 0010846148

Remit Payment to: NJ Advance Media Dept 77571 P.O. Box 77000 Detroit, MI 48277-0571 FOR QUESTIONS CONCERNING THIS AFFIDAVIT,
PLEASE CALL 800-350-4169 OR EMAIL sjilegalads@njadvancemedia.com

Page 1 of 3

Date	Position	Description	P.O. Number		Costs
03/26/2024	Request For Pro NJ	PUBLIC NOTICE NOTICE FOR REQUEST FOR PROPOSALS FOR	One Stop Career Services.		
			Ad Size		
			2 x 84 L	Basic Ad Charge - 03/26/2024	\$66.2 5
				Total	\$66.25

CLAIMANTS CERTIF	TCATION AND DECLARATION
I do sciemnly declara and carify under the penables of law that this bill or invoice it services have been randemed as stated hameln, that no bonus has been given or reconnection with the above claim, that the amount herein stated is justly due and ow Date: 3/26/2024	ceived by any person or persons within the knowledge of this claimant in
Signature: Chris Tighe	Official Position: AR Manager
CERTIFICATION BY RECEIVING AGENCY	CERTIFICATION BY APPROVAL OFFICIAL
i, having knowledge of the facts, certify and declare that the goods have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery stips or other reasonable procedures or varifiable information.	i cartify and declare that this bit or invoice is correct, and that sufficient funds are evaluable to satisfy this claim. The Payment shall be chargeable to: Appropriation Account(s) and Amounts Charged: P.O.#:
Signature:	Signature:
Title: Date:	any materials.



South Jersey Times LEGAL AFFIDAVIT

AD#: 0010846148

Total

\$66.25

State of New Jersey,) ss County of Gloucester)

Jeanette Kryzymalski being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that South Jersey Times is a public newspaper, with general circulation in Camden, Cumberland, Gloucester, and Salem Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

South Jersey Times 03/26/2024

Principal Clerk of the Publisher

Sworn to and subscribed before me this 26th day of March 2024

Notary Public

PUBLIC NOTICE

NOTICE FOR REQUEST FOR PROPOSALS FOR COMPETITIVE CONTRACTING

Notice is hereby given that sealed proposals for competitive contracting, not subject to public bidding pursuant to N.J.S.A. 40A:11-4.1 will be received by the County Purchasing Agent of the County of Salem. The following services have been established as priorities:

"For Providing One Stop Career Services – WIOA Title 1-B Adult, Dislocated Worker and Youth Services for Cumberland, Salem, and Cape May County by means of the Cumberland, Salem, Cape May County Workforce Development Board" – RFP # 24-0002

Specifications may be obtained daily between 9:00 AM and 4:00 PM from the Salem County Purchasing Department, Fifth Street Office Complex, and 110 Fifth Street, Suite 400, Salem, New Jersey 08079

Or they may be mailed on telephone request (856) 935-7510, extension 8401 or e-mail request to purchasing@sa lemcountynj.gov.

Responses shall be made on the forms and submitted in the manner designated within the specifications. They shall be enclosed in sealed envelopes bearing the legend, For Providing One Stop Career Services – WIOA Title 1-B Adult Dislocated Worker and Youth

Services for Cumberland, Salem, and Cape May County by means of the Cumberland, Salem, Cape May County Workforce Development Board" – RFP # 24-0002

on the outermost package. Respondents must submit one Original (clearly marked "Original") and two complete hard copies and one electronic copy of their responses. The proposals shall be returned to the Salem County Purchasing Department, Attn: Stephen Hoffman – Purchasing Assistant, 110 Fifth Street, Salem, NJ 08079 no later than May 2, 2024 at 11:00 am prevailing time, when they will be opened and read in public at Salem County Offices, 110 Fifth Street, Conference Room 400, Salem, NJ 08079. Late bids will not be considered.

Respondents are required to comply with requirements of NJSA 10:5-31 et seq. and NJ.A.C. 17:27 regarding Equal Employment Opportunity Laws and regulations as well as P.L. 1975, C. 127 (NJ.A.C. 17:27) Affirmative Action and P.L. 1977, C. 33 (NJ.S.A. 52-25-24.2) Corporate Disclosure.

Any questions regarding the RFP prior to the opening may be addressed in writing to the Purchasing Department at purchasing@salemcountynj.gov.

By order of the Salem County Board of Commissioners, Benjamin H. Laury, Commissioner Director.

Kelly Hannigan, CFO/Treasurer Stephen Hoffman, Purchasing Assistant

Cost: \$66.25 3/26/24 1t (108461481)



Agency:

County of Salem 110 5Th ST # 400 Salem NJ 08079-1073 Acct: 1122172

Client:

County of Salem 110 5Th ST # 400 Salem NJ 08079-1073 Acct: 1122172

This is not an invoice

Order#	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
9992733	NOTICE FOR REQUEST FOR PROPOSALS FOR COMPETITIVE CONTRACTING	1 x 94.00 x 1	\$0.31	\$50.14
	Notice is here			
		Net Total Due:		\$50.14
Costs above where applic	include daily ad cost and any associated affidavit charges, able	# of Copies :	PO #: Check #:	
			Date:	
I, HAVING K DECLARE T SERVICES I SPECIFICAT CERTIFICAT	NOWLEDGE OF THE FACTS, CERTIFY AND HAT THE GOODS HAVE BEEN RECEVIED OR THE RENDERED AND ARE IN COMPLIANCE WITH THE TONS OR OTHER REQUIREMENTS, AND SAID TON IS BASED ON SIGNED DELIVERY SLIPS OR ISONABLE PROCEDURES OR VERIFIABLE ON.	CERTIFICATION BY APPROVAL OF I CERTIFY AND DECLARE THAT CORRECT, AND THAT SUFFICIES SATISFY THIS CLAIM. THE PAYM TO: APPROPRIATION ACCOUNT(S) A	THIS ORDER CONFIR NT FUNDS ARE AVELA MENT SHALL BE CHAR	ABLE TO RGEABLE
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Date: 03/26/2		Federal ID	#: 061032273	
Signature:	-020	Official Po	sition: Clerk	

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

Daily Journal

Gannett New York-New Jersey LocaliQ PO Box 6312102, Cincinnati, OH 45263-1202

AFFIDAVIT OF PUBLICATION

Order Number: 9992733

STATE OF WISCONSIN

Brown County

Of the Daily Journal, a newspaper printed in Freehold, New Jersey and published in Vineland, in State of New Jersey and Cumberland County, and of general circulation in Cumberland County, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been Published in said newspaper in the issue:

03/26/2024

Legal Clerk

Notary Public State of

My commission expires

NANCY HEYRMAN Notary Public State of Wisconsin

PROPOSALS FOR COMPETITIVE CONTRACTING

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By order of the Salem County Board of Commissioners, Benjamin H. Laury, Commissioner Director.

Kelly Hannigan, CFO/Treasurer Stephen Hoffman, Purchasing Assistant (\$48.90)



REQUEST FOR PROPOSAL (RFP)

Request for Proposal

FOR PROVIDING ONE STOP CAREER SERVICES-WIOA TITLE 1-B ADULT, DISLOCATED WORKER AND YOUTH SERVICES FOR CUMBERLAND, SALEM, CAPE MAY COUNTY BY MEANS OF THE CUMBERLAND, SALEM, CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD

RFP# 24-0002

Date: Thursday, May 2, 2024

11:00 AM prevailing time

Salem County Purchasing Department

Kelly Hannigan, CFO/Treasurer Stephen Hoffman – Purchasing Assistant

Fifth Street Office Complex 110 Fifth Street, Suite 400 Salem, NJ 08079



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Notice to Providers

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By order of the Salem County Board of Commissioners, Benjamin H. Laury, Commissioner Director.

Kelly Hannigan, CFO/Treasurer Stephen Hoffman, Purchasing Assistant

Check List

Read, Initialed and Submitte

Official Bid Proposal		
Affirmative Action Requirements		
Statement of Authority		
Questionnaire		
Equal Employment Opportunity Langu	iage	
Corporate Disclosure Statement pursua	ant to N.J.S.A. 52:25-24.2-Notarized and Raised Seal	
Consent of Insurance-Notarized and I		
Non-Collusion Affidavit- Notarized as	nd Raised Seal	
Federal Debarment Certification		
State of NJ Debarment Certification -	Notarized and Raised Seal	
Acknowledge of Receipt of Addenda F	Form	
Bid Exceptions		
E ITEMS THAT ARE CHECKED BELOW	MUST BE SUBMITTED BY CONTRACT AWARD	
	naming Salem County Additional Insured	
New Jersey Business Registration Cert		
W-9 Taxpayer Identification Number a		
	Russia & Belarus & Investment Activities in Iran	
	tion Law Enforcement - Notarized and Raised Seal	
Vendor Information Sheet		
Certification Regarding Lobbying		
E ITEMS THAT ARE CHECKED BEI	OW are to be reviewed by the Bidders	
Americans With Disability Act of 1990		
General Information and Standard Terr		
Technical Specifications		
Federal Rider		
required documentation may not be listed ab niliarize themselves with the requirements of the	reviewed and/or submitted with your bid. This checklist is prove, and it shall be the responsibility of the bidder to careful packet, and to submit with their bid all required documentations.	ally review the complete the bid paction.
e undersigned hereby acknowledges that they h	nave submitted and/or reviewed the above listed requirements:	
me of Company:		
nature:	Date:	
nt Name:	Title*	

General Information

Bid Submission

Bids shall be submitted on the Bid Form supplied herewith and all pages of this Bid Package, including the necessary forms to be signed, must be initialed in the bottom right-hand corner and returned with the bid. Failure to do so may be cause for rejection of the bid. Bids shall be returned in sealed envelopes addressed to:

County of Salem Purchasing Department 110 5th Street, Suite 400 Salem, New Jersey 08079

It shall be the responsibility of the respondent to ensure that their complete bid submission is delivered to the correct location and at the date and time listed herein. The County accepts no responsibility for bids that are not delivered to the location and/or at the date and time listed herein.

The outermost packaging shall be prominently marked: "For Providing One Stop Career Services – WIOA Title 1-B Adult, Dislocated Worker and Youth Services for Cumberland, Salem, and Cape May County by means of the Cumberland, Salem, Cape May County Workforce Development Board" – RFP # 24-0002

Respondent shall provide one (1) electronic copy, plus one (1) original and two (2) hard copies of their bid package. The original set shall be clearly marked "original". The County accepts no liability for bids opened or unopened in error due to the absence of such prominent notation.

Contract Form

This bid package, which includes indemnification, insurance, termination and licensing provisions, becomes part of the contract upon the Bidder's signature. The successful bidder shall be required to execute Salem County's approved contract form which includes specific dates and the authorized County of Salem signatures. Where inconsistent, the terms of the County's contract shall prevail. Examples of such contract documents are available in The Salem County Purchasing Department.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done, and materials furnished under this Contract. All bidders shall complete and sign all contract forms. All addenda issued prior to bid receipt date must also be signed and returned with the bid. Bidders are cautioned to fill in all information as requested on the bid form as a basis for making awards. Price information must be clearly indicated on lines provided.

Failure to provide this information shall be cause for rejection of bid as submitted.

Use of the Check List in this package to assure that all documents are submitted is recommended. By submitting a bid the prospective vendor covenants and agrees that it fully understands all obligations and that no cancellation or relief from compliance with these bid specifications because of any misunderstanding or lack of information will be allowed.

Vendor Inquiries

Questions concerning this bid invitation and inquiries from vendors with respect to the specifications may be directed to the Salem County Purchasing Department at (856) 935-7510 ext. 8401 or purchasing@salemcountynj.gov.

Standard Terms and Conditions

1. Terms Governing all Contracts

- 1.1 Unless the bidder is specifically instructed otherwise in this bid packet, the following terms and conditions shall apply to all contracts or purchase agreements made with the County of Salem. These terms are in addition to the terms and conditions set forth in the contract form and should be read in conjunction with same unless the bid packet specifically indicates otherwise. In the event that the bidder would like to present terms and conditions that are in conflict with either these terms and conditions or those set forth in the contract, the bidder must present those conflicts in an attached document clearly marked "Conflicts with Terms and Conditions" for the County of Salem to consider. This document must be attached to the bid packet and must be signed and dated by an official of the proposing company. Any conflicting terms and conditions that the County of Salem is willing to accept will be reflected in an addendum to the bid packet. The County's terms and conditions shall prevail over any conflicts set forth in a bidder's proposal that were not submitted through the above process and approved by the County. Nothing in these terms and conditions shall prohibit the County Solicitor from amending a contract when the Solicitor determines it is in the best interests of the County.
- 1.2 Exceptions to Specifications Exceptions, if any, to the specifications, shall be noted on the Proposal Form, and must be detailed in writing at the time of the bid. Exceptions to the specifications must be marked on the "Bid Exceptions Form" provided within. The form must be signed and dated by an official of the organization. Please note that proposals received without any exceptions noted shall be assumed to be in complete compliance with the specifications. It should be noted that failure to list "Exceptions to Specifications" shall in no way provide relief to vendors providing services which do not meet the technical specifications. Vendors found to be supplying services which are not identified as "Exceptions to Specifications" shall be subject to legal action.
- 1.3 Addenda Each and every request for interpretation of these specifications shall be made in writing, addressed and forwarded to the Salem County Purchasing Agent, who may send written instructions to the prospective bidders in the form of addenda. If an addendum is issued, prospective bidders shall acknowledge receipt of such on the form provided within this bid document, entitled "Acknowledgment of Receipt of Addenda", and must return this form with their submission. Failure to acknowledge and return with your submission the receipt of any issued addenda for this bid on the "Acknowledgement of Receipt of Addenda" form provided in this bid document shall be cause for your bid to be rejected. N.J.S.A. 40A:11-23.2.e.
- 1.4 **Oral Instructions** Neither the County of Salem nor its authorized representatives will be responsible in any way for oral answers unconfirmed in writing to any inquiries regarding the intent or meaning of these specifications.
- 1.5 **Reservations** The County of Salem reserves the right to reject any or all bids, if necessary, or to waive any informalities in the bids, and unless otherwise specified by the bidder, to accept any item, items or services in the bids should it be deemed in the best interest of the County to do so. The Board of County Commissioners also reserves the right to split bids, award individual items, or to award groups of items and categories of items.
- 1.6 **Time for Making Awards** The County of Salem normally awards contracts or rejects all bids within thirty (30) days, but in no case more than sixty (60) days. Exceptions to this schedule shall be in accordance with N.J.S.A. 40A:11-24, which provides that bidders, at the request of the contracting unit, may agree to have their bids held for consideration for a longer period.
- 1.7 **Brand Names** Brand names or descriptions used in this specification are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Where a brand name, trade name, or other references using a manufacturer's name or terms appear it is intended to be a guide referring to a specific quality, grade, style, or size. A product of equal quality will be considered but must be designated in
 - accordance with the conditions specified in the "Exceptions to Specifications" document. For the purpose of evaluation, where an equivalent product is being bid, the bidder must indicate, no matter how slight, any variations from the items specified. If no variations are noted it will be construed that the bid fully conforms to the specifications in every instance. The decision by the Salem County Purchasing Agent for the County of Salem as to whether a bid alternative or substitute is in fact equal, shall be final and without recourse.
- 1.7 Chemical Abstracts The manufacturer or supplier of a substance or a mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name to the County to assure that every container bears a proper label at a County facility. This complies with P.L. 1983, Chapter 315, "Worker Right to Know Act", subsection B, section 14. Further, all applicable Safety Data Sheets (SDS) must be furnished,

- in legible form, to the County of Salem and included in the response packet and with each shipment of material to the County.
- 1.8 Tie Bids The County of Salem reserves the right to award at their discretion to any one of the tie bidders.
- 1.9 **Signatures** The bid must be signed in ink by a company official in order to be accepted by the County of Salem as a valid bid. Failure to sign the bid may result in your bid being rejected.
- 1.10 **Differences** The County may, after bids are opened, request from any vendor, clarification of any statement or information contained in their bid. Should any differences arise between the contracting parties as to the meaning or intent of these Instructions or Specifications, the County Purchasing Agent or his designated representative's decision is to be final conclusive.
- 1.11 **Mailed Bids** Bids may be hand delivered or mailed consistent with the provisions of the legal notice to bidder. In the case of mailed bids, the County assumes no responsibility for bids received after the designated date and time and will return late bids unopened.
- 1.12 American Produced Goods Only manufactured and farm products of the United States, wherever available, shall be used under this contract pursuant to N.J.S.A. 40A:11-18. However, the decision of the Salem County Board of County Commissioners will be paramount where a price discrepancy favors the foreign goods or products and said decision does not conflict with the law.
- 1.13 Conflicts of Interest No bidder shall influence, or attempt to influence or cause to be influenced, any County officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee. No bidder shall cause or influence, or attempt to cause or influence, any County officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the bidder or any other person.
- 1.14 **Trademark** By submission of the bid, the bidder certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful bidder shall, at its expense, defend any and all actions or suits charging such infringement, and will save the County harmless in any case of any such infringement.

2. State Law Requirements

These specifications, instructions to bidders, and all accompanying documents, the bid and contract awarded to the successful bidder shall be construed in accordance with the laws of the State of New Jersey.

- 2.1 **Bid Security** (Not required for this bid)
- 2.2 **Performance Bond** (Not required for this bid)
- 2.3 Public Works Contractor Registration (Not required for this bid)
- 2.4 Prevailing Wage Act (Not required for this bid)
- Business Registration (Required for this bid) Pursuant to N.J.S.A. 52:32-44, the County of Salem is prohibited 2.5 from entering into a contract with an entity unless the bidder and each subcontractor named in the bid have a valid Business Registration Certificate on file with the Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: the contractor shall provide written notice, to its subcontractors to submit proof of Business Registration to the contractor; prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of Business Registration or provides false Business Registration information shall be liable to a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each Business Registration not properly provided or maintained under a contract with a contracting agency. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at https://www.state.nj.us/treasury/revenue/busregcert.shtml.
- 2.6 **Anti-Discrimination** (Required for this bid) All parties to any contract with the County of Salem agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued there under are hereby incorporated by reference.

- 2.7 Pay to Play Prohibitions (Required for this bid) Pursuant to N.J.S.A. 19:44A-20.13 et seq. (L.2005, c. 51), and specifically, N.J.S.A. 19:44A-20.21, it shall be a breach of the terms of the contract for the business entity to: make or solicit a contribution in violation of the statute; knowingly conceal or misrepresent a contribution given or received; make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; fund contributions made by third parties, including consultants, attorneys, family members, and employees; engage in any exchange of contributions to circumvent the intent of the Legislation; or directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.
- 2.8 Americans with Disabilities Act (Required for this bid) The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 <u>U.S.C</u>. 12101, et seq.
- 2.9 **Affirmative Action Law** (*Required for this bid*) In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful bidder must agree to obtain individual employer certification and number and complete Affirmative Action employee information report.
- 2.10 Corporate Disclosure (Required for this bid) No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its bid, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33).
- 2.11 Financial and Ability Verification The County, pursuant to the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq., may require from any person proposing to Bid heron a statement showing his financial ability and experience in performing public work before furnishing him with the Contract Documents, therefore, and if not satisfied with the sufficiency of the statement, may refuse the Contract Documents to him.
- 2.12 Indemnification (Required for this bid) To the extent that state and/or federal laws limit the terms and conditions of this Section, it shall be deemed so limited to comply with such state and/or federal laws. To the fullest extent permitted by law, (Contractor, i.e. Indemnitor) shall indemnify and hold harmless Salem County], its affiliates and their respective members, employees, agents and representatives (collectively, the "Indemnified Parties" and each an "Indemnified Party") from and against liabilities, claims, damages, losses, including but not limited to economic losses, demands, penalties, fines, judgments, actions and expenses, including but not limited to attorneys' fees, legal costs and legal expenses, [including those brought by or related to the Indemnitor's own employees, servants, agents or workmen such that the Indemnitor waives any immunity under any workers' compensation, disability benefit or other employee benefit acts or statutes for the purposes of this Section] provided that such liability, claim, damage, loss, demand, judgment, action or expense or penalty or fine [(1) allegedly or actually arises out of, is connected to, or results from performance of or failure to perform the work under this Contract by the Indemnitor, or the Indemnitor's agents, employees, sub tier contractors and suppliers (collectively, "Indemnitor Parties"), or (2) is connected with any accident or occurrence which happens or is alleged to have happened (a) in or about the place where such work is or was performed, (b) while the Indemnitor Parties are performing the work, or (c) while any of the Indemnitor Parties' property, work in progress, equipment or personnel are in or about such place or the vicinity where the accident or occurrence took place, or (3) arises out of any professional services, and, for each of the preceding, regardless of whether or not such liability, claim, damage, loss, demand, penalty, fine, action or expense is caused or alleged to have been caused in part by the Indemnified Parties.

However, this indemnification provision shall not apply to an Indemnified Party that is an architect, engineer, surveyor or its agents, servants or employees (collectively, "Engineers") for any liability, claim, damage, loss, demand, action or expenses caused by the Engineers sole negligence arising out of: (1) the preparation or approval by the Engineers of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the Engineers provided such giving or failure to give is the primary cause of the liability, damage, claim, loss, demand, action or expense.

The obligations of this Section shall not be construed to negate, abridge, or reduce other rights, obligations or indemnity which would otherwise exist as to a party or person described in this Section.

This Section shall survive the termination of this Contract.

federal laws. To the fullest extent permitted by law, (Contractor, i.e. Indemnitor) shall indemnify and hold harmless Salem County], its affiliates and their respective members, employees, agents and representatives (collectively, the "Indemnified Parties" and each an "Indemnified Party") from and against liabilities, claims, damages, losses, including but not limited to economic losses, demands, penalties, fines, judgments, actions and expenses, including but not limited to attorneys' fees, legal costs and legal expenses, [including those brought by or related to the Indemnitor's own employees, servants, agents or workmen such that the Indemnitor waives any immunity under any workers' compensation, disability benefit or other employee benefit acts or statutes for the purposes of this Section] provided that such liability, claim, damage, loss, demand, judgment, action or expense or penalty or fine [(1) allegedly or actually arises out of, is connected to, or results from performance of or failure to perform the work under this Contract by the Indemnitor, or the Indemnitor's agents, employees, sub tier contractors and suppliers (collectively, "Indemnitor Parties"), or (2) is connected with any accident or occurrence which happens or is alleged to have happened (a) in or about the place where such work is or was performed, (b) while the Indemnitor Parties are performing the work, or (c) while any of the Indemnitor Parties' property, work in progress, equipment or personnel are in or about such place or the vicinity where the accident or occurrence took place, or (3) arises out of any professional services, and, for each of the preceding, regardless of whether or not such liability, claim, damage, loss, demand, penalty, fine, action or expense is caused or alleged to have been caused in part by the Indemnified Parties.

However, this indemnification provision shall not apply to an Indemnified Party that is an architect, engineer, surveyor or its agents, servants or employees (collectively, "Engineers") for any liability, claim, damage, loss, demand, action or expenses caused by the Engineers sole negligence arising out of: (1) the preparation or approval by the Engineers of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instructions by the Engineers provided such giving or failure to give is the primary cause of the liability, damage, claim, loss, demand, action or expense.

The obligations of this Section shall not be construed to negate, abridge, or reduce other rights, obligations or indemnity which would otherwise exist as to a party or person described in this Section.

This Section shall survive the termination of this Contract.

2.13 Political Contribution Disclosure — The successful vendor will be awarded this contract based on merits and abilities of that vendor to provide the goods and services as described herein. In the event this contract is not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq., the undersigned will hereby attest that vendor, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one year period preceding the award of the contract that would, pursuant to P.L. 2004, C19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the County of Salem if a member of that political party is serving in an elective public office of that County when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Salem County when the contract is awarded.

N.J.S.A. Statue 34: 9-2 - Resident citizens to be preferred in employment on public works. In the construction of any public work for the state, or any county, city, township, borough, or other municipal corporation or any board, committee, commission or officer thereof, whether the same be a building, excavation, sewer, or drainage construction, road building, paving, bridge, or any other form or kind of public work, preference in employment thereon shall be given to citizens of the State of New Jersey who have resided and maintained domiciles within the State for a period of not less than one (1) year immediately prior to such employment. Persons other than citizens of the State may be employed when such citizens are not available. Every contract for the construction of public works shall provide that if this section is not complied with the Contract shall be voidable at the instance of the State or County. All boards, officers, agents or employees having the power to enter into contracts which provide for the expenditure of public money on public works, shall file in the Office of the Commissioner of Labor the name and address of all Contractors holding Contracts with the state, or any county, or municipal corporation, or with any board, committee, commission or officer thereof. Upon the demand of the Commissioner a Contractor shall furnish a list of name and address of all his or its Sub-contractors. Each Contractor performing work for the state, or for any county, or municipal corporation, or for any board, committee, commission, or officer thereof shall keep a list of his or its employees, stating whether they are native born citizens or naturalized citizens, and in case of naturalization,

the date thereof and the name of the court in which granted. Any person, firm, or corporation violating the provisions of this section shall be deemed and adjudged a disorderly person, and upon conviction shall be punishable by a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) or by imprisonment of not less than thirty days (30) nor more than ninety days (90), or by both such fine and imprisonment.

2.14 Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC) (Required for this bid) – Bidders are advised that of the responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) if the bidder receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Bidder's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

2.15 Disclosure of Investment Activities in Iran & Russia/Belarus (Required for this bid)

- a. Pursuant to N.J.S.A. 52:32-58, the bidder must utilize this Disclosure of Investment Activities in Iran form to certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities as directed on the form. A bidder's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as nonresponsive and preclude the award of a contract to said bidder
- b. All potential bidders/respondents must attest on the form provided, of their status of engagement in prohibited activities in Russia or Belarus. Certification requires that you review the Entity List provided by the Department of Treasury, (link provided on the form), then check off the appropriate box and complete the form
- 2.16 N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:
 - To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts; or
 - To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

3. Insurance (Required for this bid)

- 3.1 The successful vendor shall not commence any work in connection with the awarded contract until all of the following types of insurance have been obtained and the Solicitor for the County or Risk Management Consultant of Salem has approved the insurance policies. All insurance policies shall be obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office in the State of New Jersey. The vendor shall furnish proof of insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the County of Salem as additional insured (see paragraph below) on a primary and non-contributory basis. Additional insured status shall apply to General Liability, Automobile Liability and Umbrella (Excess) policies. Such Certificate of Insurance shall provide that the insurance company gives the County of Salem thirty (30) days prior notice of any changes or cancellation terms of such policies during the period of coverage. The County of Salem shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.
- 3.2 The bidder's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.
- 3.3 On any construction, reconstruction, alteration, or similar project, the Contractor shall require each Subcontractor to carry insurance coverage equal to or exceeding the type and level of coverage required to be carried by the Contractor. This coverage shall be in addition to the coverage carried by the Contractor and shall list the County of Salem Additional Insured on the policy.
- 3.4 It shall be the responsibility of the successful vendor to maintain in force such insurance policies named herein during the life of this contract.
 - 3.4.1 Workers' Compensation and Employer's Liability: including Occupational Diseases, shall be required of the successful vendor, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements, provided in the State in which the work is to be performed and elsewhere as may be required and shall include:

Workers' Compensation Coverage: Statutory Requirements Employers Liability Limits not less than:

- Bodily Injury by Accident: \$100,000 Each Accident
- Bodily Injury by Disease: \$100,000 Each Employee
- Bodily Injury by Disease: \$500,000 Policy Limit
- Includes coverage for sole proprietors, partners, members or officers working at the job site.
- 3.4.2 Commercial General Liability: Provided on ISO form CG 00 01 04 13 or an equivalent form including Premises Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.

Occurrence Form with the following limits:

- General Aggregate: \$2,000,000
- Products/Completed Operations Aggregate: \$2,000,000
- Each Occurrence: \$1,000,000
- Personal and Advertising Injury: \$1,000,000

3.4.3 Automobile Liability:

Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto/Vehicle"), if you do not have any Owned Vehicles, you are still required to maintain coverage for Hired and Non-Owned Vehicles as either a stand-alone policy or endorsed onto the Commercial General Liability policy above.

• Per Accident Combined Single Limit \$1,000,000

3.4.4 Commercial Umbrella/Excess Liability:

Policy(ies) to apply on a Following Form Basis of the following:

- Commercial General Liability,
- Automobile Liability, and
- Employers Liability Coverage.
- Minimum Limits of Liability
- Occurrence Limit: \$5,000,000Aggregate Limit: \$5,000,000

ADDITIONAL INSURED:

Salem County, 110 5th Street, Salem, NJ 08079 (including Affiliates) shall be named as an ADDITIONAL INSURED on all liability policies (General Liability, Automobile Liability and Umbrella (Excess), except Workers' Compensation and Professional Liability, for ongoing operations and completed operations on a primary and non-contributory basis.

WAIVER of RIGHTS OF SUBROGATION:

The contractor shall waive all rights of recovery, where allowed by law, against Salem County and all the additional insured for loss or damage covered by any of the insurance maintained by the Contractor.

Sample Certificate of Insurance Form

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4. Terms Related to Price and Payment

4.1 Carelessness in quoting prices or in preparation of the bid otherwise shall not relieve the bidder. All quotations made on the bid form shall be made with a typewriter, or pen and ink. Any alterations, erasures, and/or white outs

- shall be initialed in ink by the bidder. Failure to provide all information, and/or failure to initial alterations may cause your bid to be rejected.
- 4.2 Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the County of Salem. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor's convenience. The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In the case of rejected materials, the vendor shall be responsible for return freight charges.
- 4.3 Additional Claims The successful bidder agrees that he will make no claim for additional payment or any other concession because of any misinterpretation or misunderstanding of the contract on his part, or of any failure to fully acquaint himself with any conditions related to the contract.
- 4.4 Items Bid No bidder will be allowed to offer more than one price on each item even though he may feel that he has two (2) or more types/products that will meet the specifications. Bidders must determine for themselves which type/product to offer. If said bidder should submit more than one price on any item, all prices for the item shall be rejected. If the amount shown in words and its equivalent in words do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error in the summation of the extended totals, the computation by the County of Salem of the extended totals shall govern. The award of contract will be made on the PRICE and OTHER FACTORS, to the best interest of the County of Salem. However, if for any reason the County of Salem deems it inadvisable to make an award of the item herein described, no award will be recommended, and their decision is to be final and conclusive.
- 4.5 **Quantity** Unless otherwise specified on the Proposal Form or in the Technical Instructions for individual classes of commodities, the quantities listed are approximate only, and the County does not guarantee to purchase any definite, minimum, or maximum quantities.
- 4.6 Taxes The County of Salem is exempt from any State sales tax and Federal excise tax. In submitting its bid, the bidder certifies that its total base bid does not include any NJ State Sales Tax.
- 4.7 **Permit Fees-** All bids submitted shall include in the price of any applicable permits or fees required by any other government entity that has jurisdiction to require the same. Vendor awarded the work will be responsible for filing for all permits required to complete the job.
- 4.8 **Payment** A purchase order will be issued for each order from the Salem County Purchasing Department. No other order shall be accepted. With each purchase order, a voucher will be submitted for a Claimant signature. The vendor will sign the voucher and return it to the User Department. Upon receipt of the entire order, the payment will be sent the third Thursday of the following month. Proof of delivery documentation shall be attached to all vouchers submitted for payment. Please note that Salem County vouchers received by 25th day of a month are normally paid the third Thursday of the following month. Promptness in submitting vouchers is of advantage to the vendor. The County shall not be responsible for any late fees or service fees.
- 4.9 New Jersey Prompt Payment Act The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq., requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed Purchase Order or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the County of Salem prior to processing any payments for goods and services accepted by state agencies.

5. Terms Related to Termination/Cancellation

- 5.1 **Termination for Default** The contractor's right to perform this contract may be terminated by the County in the event services are not performed as called for in the contract. Thereafter, the County may have the service performed by others and the Contractor shall be liable for all costs to the County in excess of the contract price for the remaining portion of the contract.
- 5.2 **Termination for Convenience** If the County elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The contractor will be paid for all labor and material provided as of the termination date. No consideration will be given for the loss of anticipated revenue on the cancelled portion of the contract.
- 5.3 Cancellation for Unappropriated Funds Salem County's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract

purposes can be made. No legal liability on the part of the County of Salem for payment of any money shall arise unless and until funds are appropriated each fiscal year to the using agency by the County Treasurer and made available through receipt of revenues.

END OF GENERAL INSTRUCTION

Technical Specifications

1. INTRODUCTION

This contract is to Provide One Stop Career Services for Dislocated Workers and Youth Programming Services for Cumberland, Salem, and Cape May County by means of the Cumberland, Salem Cape May County Workforce Development Board through a fair and open, competitive contracting process pursuant to N.J.S.A. 40A:11-4.1 et seq.

2. ADMINISTRATIVE CONDITIONS AND REQUIREMENTS

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the County of Salem, hereinafter referred to as owners, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

The terms Request for Proposal, RFP, Proposal, Bid, and Bidder are all interchangeable within this document and are to be construed as the information for a respondent to prepare themselves to provide a response to the County.

3. SCHEDULE

The dates established for the procurement are:

Release of RFP

Questions Due

Tuesday, March 26, 2024

Tuesday, April 16, 2024

Thursday, May 2, 2024

Thursday, May 2, 2024

Thursday, May 9, 2024

Thursday, May 9, 2024

Wednesday, May 15, 2024

Monday, July 1, 2024

4. PROPOSAL SUBMISSION INFORMATION

a. Submission Date and Time:

Thursday, May 2, 2024, 11:00 a.m.
One (1) Electronic Copy plus one (1) original and two (2) hard copies must be submitted.

b. Submission Office:

Finance Department, Purchasing Division Salem County Administration Building 110 5th Street, Suite 400 Salem, New Jersey 08079

- c. Respondents shall clearly mark their submittal package with the title of this RFP and the name of the responding firm, addressed to the Finance Department, Purchasing Division.
- d. The original proposal shall be marked to distinguish it from the Two (2) Copies. Only those RFP responses received prior to or on the submission date and time will be considered.

e. Responses

Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

f. Interviews

At the County's sole option, after proposals are received, but prior to the completion of the evaluation of proposals, vendors may be invited to provide clarification regarding their submission. The presentation, if any, shall address only those matters specified by the County. The presentation, if any, shall not be used for negotiation of the contract.

g. The User Department for these services is:

Salem County Purchasing Department 110 5th Street, Suite 400 Salem, New Jersey 08079

h. County Representative for this Solicitation

Please direct all questions in writing to:

Finance Department, Purchasing Division Salem County Administration Building 110 5th Street, Suite 400 Salem, New Jersey 08079

Attention: Stephen Hoffman, Purchasing Assistant

Voice: (856) 935-7510 Fax: (856) 339-4190

Email: stephen.hoffman@salemcountynj.gov

i. Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

5. COMMENCEMENT OF WORK/TERM OF CONTRACT

This contract(s) shall commence upon award by the Cumberland, Salem, Cape May Workforce Development Board and shall be for the period commencing July 1, 2024 and continuing until June 30, 2025.

6. INTRODUCTION/GENERAL INFORMATION

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

The Cumberland Salem Cape May Workforce Development Board issues this Request for Proposal (RFP) to identify and fund a Career Service Provider(s) (also known as the SUBRECIPEINT(S) to provide workforce services to Adult, Dislocated Workers and Youth/Young Adults as outlined in the Workforce Innovation Opportunity Act (WIOA). SUBRECIENTS who wish to submit a proposal are not required to be physically located in the local area; however, employees directly charged to the award are required to be employed in the local area of Cumberland Salem and Cape May County. Staff charged to the grant as indirect administration for oversight may be considered an exception. SUBRECIPIENTS shall fully disclose the planned staffing model in their proposals. The proposal submission shall be considered part of the contract.

This RFP will be funded under WIOA, a federal program funded through the U.S. Department of Labor and the State of New Jersey Department of Labor and Workforce Development (NJDOL&WD). WIOA is the primary source of federal funds for workforce development activities throughout the nation; however, the legislation requires multiple partners to contribute to infrastructure, operations, and services. WIOA funds are awarded to the Chief Elected Officials (CEOs) of a Local Workforce Development Area (LWDA) to serve two primary customers (1. Job seekers and 2. Businesses) through a One-Stop system branded as the American Job Center (AJC) system.

The goal of WIOA is to strengthen the workforce system through innovation and alignment of services. The promotes individual and economic growth while meeting the local area's business and industry needs. One of WIOA's purposes is to assist individuals who face barriers against success in the labor market. WIOA seeks to improve people's access to employment, education, training, and support so they may succeed in the labor market. The AJC network in a LWDA must include at least one comprehensive AJC with services offered by all required partners and may include additional affiliate centers and/or access sites.

About the Cumberland Salem Cape May Workforce Development Board (WDB)

The WDB is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Cumberland Salem and Cape May County. The WDB and One Stop Career Centers are a proud partner of the Americas Job Center Network that delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

The WDB is appointed by the CEO's and approved by the Governor, oversees the workforce system and activities in the LWDA. The WDB is responsible for meeting performance goals negotiated with the NJDOL&WD. To understand the work contained herein, we advise proposers to review the WIOA final regulations and References (Attachment A).

The WDB oversees workforce services in Cumberland, Salem, and Cape May County. The WDB is comprised of representatives from private sector employers, higher education, organized labor, non-profit organizations, and public entities. The WDB is responsible for the oversight and selection of the providers to form partnerships with Fiscal Agent in the delivery of One Stop Services.

The WDB must procure Career Services and additional career services, including youth services, through competitive procurement processes.

The Career Service SUBRECIPIENT(S) complements the work of the WDB and facilitates the delivery of workforce services in the local area. The SUBRECIPIENT(S) shall work through AJC system partner programs under the functional guidance of the One Stop Operator as outlined in the Memorandum of Understanding. The SUBRECIPEINT(S) role is to provide education and training services for the Title I Adult and Dislocated Worker staff and programs. The selected SUBRICIPIENT(S) shall be responsible for managing the Title I WIOA Performance Measures that are negotiated with the State by the WDB.

Breaking down barriers to career opportunities

The One Stop Career Centers help provide adult and young adult job seekers with the opportunities to find meaningful employment. Through our providers, we make available access to career training and exploration programs: employment assistance; job search; and a robust summer jobs program. The WDB opens the door to career opportunities.

Providing community organizations with resources to make an impact

The WDB partners with numerous organizations in Cumberland Salem and Cape May County to provide opportunities for job seekers and businesses alike. Our partners include community-based organizations, economic development, training providers, businesses, and educators to collectively bridge the gap between people looking for work and employers in need of talent.

As the WDB for Cumberland Salem and Cape May County, we have programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in all three counties. The WDB also oversees employment and training programs for recipients of Temporary Assistance for Needy Families (TANF), General Assistance (GA), and Supplemental Nutrition Assistance Program (SNAP).

To find out more about the Cumberland Salem Cape May Workforce Development Board: https://www.cumberlandcountynj.gov/workforcedevelopment

Purpose of this RFP

The Cumberland Salem Cape May Workforce Development Board (CSCM WDB) is issuing this Request for Proposals (RFP) to identify a qualified service provider to deliver Adult and Dislocated Worker services within the One-Stop Career System in Cumberland. In addition, SUBRICIPIENT(S) will provide services to Youth/Young Adults to include, but limited to; program eligibility, referrals to other agency partners; career exploration, etc.

Cumberland, Salem, and Cape May County, in accordance with the Workforce Innovation and Opportunity Act (WIOA), including but not limited to providing career services, determine eligibility, supportive services, training services, engage in career pathways, job placement, assessments and referrals to other partner agencies. Bidders should review WIOA Title 1-B and other sources of guidance for a deeper understanding of the services sought by this RFP. www.dol.gov/agencies/eta/wioa

The period of performance will include a base contract year that begins on July 1, 2024, and ends on June 30, 2025, with three subsequent option years, exercised at the full discretion of the WDB. The selected bidder will implement a proven WIOA model with a focus on employers and job seekers that aligns with the WDB vision of a world-class workforce development system. The model will be operated primarily out of three comprehensive One-Stop Career Centers (American Job Centers) located in Cumberland, Salem and Cape May County - These comprehensive career centers are the focal point and public face of the local workforce development system. They provide access to a broad array of career-related services and information in one place, designed to serve a diverse range of customers with diverse needs, creating a vital link in connecting job seekers and employers. See Statement of Work below for a more detailed description of the work required by the successful bidder.

Basic terms and References throughout this RFP are provided in (Appendix B) to help readers better understand this RFP.

Overview: WIOA and One-Stop Centers

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers, and other stakeholders in the United States, primarily administered by the US Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled Please visit the USDOL website at in the global economy. need to compete workers they www.dol.gov/agencies/eta/wioa for a more thorough overview of WIOA. All qualified parties interested in submitting an application in response to this RFP must be familiar with the goals and requirements of WIOA and all its implementing guidelines; the selected bidder must follow and comply with all rules and regulations therein. In many ways, the cornerstone of WIOA is a one-stop service delivery system that meets the needs of dual customers: the job seeker and the employer. One-stop centers, also known as American Job Centers, include a collection of agencies responsible for providing seamless service delivery to job seekers and employers. In New Jersey, the one-stop system is branded and referred to as "One Stop Career Centers, American Job Center Network." The One Stop Career Center system is measured by its effectiveness, accessibility, and continuous improvement, demonstrated by its ability to achieve negotiated performance goals, integrate available services, and meet the workforce development and employment needs of local employers and job seekers. There are three comprehensive one-stop centers in the local workforce development area -

- Cumberland County One Stop Career Center
- Salem County One Stop Career Center
- Cape May County One Stop

Through this RFP, the WDB intends to select three (3) providers of Adult, Dislocated Worker, and Youth Services within the workforce development area who will be required to deliver the broad range of career, training, and related services defined by this RFP in close coordination with the WDB & partner agencies defined by WIOA, as well as additional partners whose services and resources may benefit customers of the One Stop Career Centers. The Adult, Dislocated Worker and Youth Programs are defined by Title I-B of WIOA, which is why service providers are often called Title I providers. Title I of WIOA establishes the framework for providing career and training-related services to many job seekers and employers at the nation's nearly 2,500 American Job Centers. The term "Title I provider" or "Title I-B provider" may be used interchangeably throughout this RFP with "Adult, Dislocated Worker, and Youth provider."

WDB/One Stop Career Centers

The WDB oversees three workforce development areas and are in Cumberland, Salem, and Cape May County — where three (3) comprehensive One Stop Career Centers exist, offering the full range of services. The purpose of the centers is to provide accessible, seamless, customer-driven services to job seekers, employers, and other stakeholders. Residents in all three counties may participate in services at any center, regardless of whether they live in or outside the three counties. The WDB expects the One Stop Career Centers to be welcoming places that offer exceptional customer service and valuable opportunities to a broad range of businesses and job seekers. The centers provide help and guidance to

individuals of all skill levels and work experience, utilizing services for a variety of reasons related to their job search. Some users engage solely in self-directed activities with the help of technological tools and informational resources while others may participate in more comprehensive, individualized career and training services. No matter their needs, all individuals are welcome to come to the One Stop Career Center's for support and guidance. Please review the Cumberland Salem Cape May Workforce Development Boards WIOA One Stop Career Center Partner MOU for a more comprehensive overview of the system and one stop services at, www.cumberlandcountyni.gov.

Described below are basic features of the current operational model at the One Stop Career Service Centers. One Stop Career Centers in Cumberland, Salem, and Cape May County, offered for context and general reference. Bidders may propose arrangements conducive to the success of their proposed model, as allowed and appropriate, even if such arrangements differ from those described in this RFP. Locations and hours of operation for the comprehensive centers are provided below, which are subject to change at any time throughout the contract period. CSCM WDB has oversight over the One Stop Career Centers in all three counties. The proposed bidders may have the option to locate in the One Stop Career Centers should there be available space at the centers. Should space be available, and the bidder chooses to hold services at the centers, they will be responsible to pay facility costs based on the lease agreement.

• Cumberland County One Stop Career Center – 3322 College Drive, Vineland, NJ 08360 Hours: 8:30am to 4:30pm – Monday through Friday

 Salem County One Stop Career Center – Penns Grove, NJ Hours: 8:30am to 4:30pm - Monday through Friday

 Cape May County One Stop Career Center – Rio Grande, NJ Hours: 8:30am to 4:30pm – Monday through Friday

The spectrum of basic and individualized services offered to job seekers and businesses at the One Stop Career Centers is delivered by core partners of the one-stop system defined by WIOA, in close coordination, including Title I: Workforce Development Activities (Title I-B Adult, Dislocated Worker, and Youth Services); Title II: Adult Education and Literacy Act programs is administered by the lead agency Salem Vocational Technical School; Title III: Wagner-Peyser Act/Employment Services administered by the NJDOL&WD; and Title IV: Rehabilitation Act Title I programs administered by Vocational Rehabilitation. In addition to the core partners, the centers are host to numerous other partner agencies who enrich the centers with valuable career, educational and related resources. The selected bidder must work closely with staff of all partner agencies to recruit, enroll, assess, and effectively serve customers through multiple programs and services collaboratively. See WIOA 121(b) for more information on required and additional partner programs. All three locations offer orientations and workshops, led by multiple staff members of the One Stop partner agencies, covering topics such as job searching, soft skills, interviewing techniques, resume preparation, networking, effective communications skills, conflict resolution, computer literacy, job readiness training, civil service positions, getting a job as a reentrant, and job retention strategies. The selected bidder must offer and collaborate on orientations and workshops delivered at all three locations. To effectively manage and coordinate partners and services at the One Stop Career Center, WIOA establishes the role of the One-Stop Operator. Among other tasks, the Operator facilitates regular meetings and communication between core partners of the system to discuss critical issues related to operations, service delivery and performance. Each One Stop Career Center maintains a Public Access Area equipped with computers, informational resources, phones, and printers available to the public for job searching purposes, overseen by the NJDOL&WD staff known as Employment Services. These staff members are available to assist customers with their job search and provide customers with additional information about all services offered at the One Stop Career Center. The selected bidder must assist and coordinate efforts with the partners, staff, and the One Stop Operator frequently. The three locations also host Employment Service Representatives, who are available to provide basic assistance to unemployment claimants and potential claimants through scheduled appointments. The selected bidder may need to assist customers in utilizing the support provided by Employment Services and other basic resources available at the centers in each county. However, Employment Services do not process unemployment claims, nor can they provide assistance or information specific to claims.

WIOA Primary Indicators of Performance

The effectiveness of WIOA programs is measured by specific indicators determined by federal law. You can read more about the indicators, which relate to employment, earnings, credentials, and skill gains from the U.S Department of Labor website.

<u>www.dol.gov/agencies/eta/performance/performance-indicators</u>. The indicators and negotiated goals apply to the WIOA programs the WDB oversees, as a whole, across the workforce development system in Cumberland, Salem and Cape May County. Proposed programs must clearly demonstrate the potential for success in terms of the WIOA Primary Indicators of Performance. See Statement of Work for specific goals successful bidders will be required to meet.

Population to be Served

The one-stop service delivery system is designed to provide all job seekers and businesses with access to a broad range of information, services, and career opportunities. As such, a diverse range of stakeholders utilize the centers to pursue positive educational and employment outcomes. Job seekers come to the centers with differing levels of experience, skills, abilities, and barriers to employment seeking career opportunities in various occupations. The successful bidder will have demonstrated experience in delivering workforce development services to a similarly diverse population. The successful bidder may be asked to focus recruitment, engagement, and service delivery on certain areas or population characteristics, depending on priorities and initiatives of the WDB.

The WDB will procure services for Youth/Young Adults in a separate RFP. Successful bidders of this RFP will work with providers that have been awarded the In and Out of School youth to provide the following services:

- Offering services through the One Stops
- Determine Eligibility
- Support for educational attainment
- Opportunities for skills training (pre-apprenticeship, internships and work based learning.
- Other opportunities for youth

Anticipated Award & Funding Sources

As a result of this RFP, the WDB expects to award three cost reimbursement contracts for the services sought by this RFP, primarily delivered from the three One Stop Career Centers in Cumberland, Salem, and Cape May County. The WDB anticipates each contract value in the range of:

Cumberland:

Adult Funding: \$542,000 for the period of July 1, 2024, to June 30, 2025

Dislocated Worker Funding: \$295,600 for the period of July 1, 2024, to June 30, 2025

Youth Funding: \$464,600 for the period of July 1, 2024, to June 30, 2025

Total: \$1,302,000

Salem:

Adult Funding: \$154,000 for the period of July 1, 2024, to June 30, 2025

Dislocated Worker Funding: \$122,700 for the period of July 1, 2024, to June 30, 2025

Youth Funding: \$86,500 for the period of July 1, 2024, to June 30, 2025

Total: \$363,200

Cape May:

Adult Funding: \$697,400 for the period of July 1, 2024, to June 30, 2025

Dislocated Worker Funding: \$318,900 for the period of July 1, 2024, to June 30, 2025

Youth Funding: \$452,600 for the period of July 1, 2024, to June 30, 2025

Total: \$1,468,900

Qualified bidders must submit a separate proposal for each county to deliver services at each center. The proposal most advantageous to the WDB in terms of quality and cost will be recommended for funding.

The Cumberland Salem Cape May Workforce Development Board has appropriated approximately \$3,134,100 WIOA Career Service Contracts in Cumberland, Salem, and Cape May County. The allocation of those funds will be determined after proposals are received and reviewed.

FEDERAL FUNDING DISCLOSURE

The services highlighted in this RFP are supported by the New Jersey Department of Labor (NJDOL) with funds from the United States Department of Labor (USDOL) through the Workforce Innovation and Opportunity Act (WIOA) totaling \$3,134,100. 100% of these services are financed through federal funding sources.

Local Workforce Development Areas (LWDA): The Cumberland Salem Cape May LWDB is a workforce development board that oversees three LWDAs—Cumberland, Salem, and Cape May County. Each LWDA is supported by separate WIOA funding streams, which the WDB and its network of contracted providers must allocate to residents of each LWDA appropriately. Regardless of whether an individual resides in the three County LWDA, they may participate in one-stop services in any LWDA, although their residency must be tracked so costs can be allocated to the proper funding stream.

Funding Amounts & Sources

In addition to multiple LWDAs, WIOA funds are further split by program - Adult, Dislocated Worker, and Youth - which the WDB and its network of contracted providers must assign to participants appropriately, based on funding availability, eligibility, and suitability for each respective program. The division of LWDAs and WIOA programs creates six separate funding streams that will be used to fund any agreement resulting from this RFP, summarized below:

- Cumberland County WIOA Adult Funding Stream WIOA Dislocated Worker Funding Stream WIOA Youth Funding Stream
- Salem County WIOA Adult Funding Stream WIOA Dislocated Worker Funding Stream WIOA Youth Funding
 Stream
- Cape May County WIOA Adult Funding Stream WIOA Dislocated Worker Funding Stream WIOA Youth Funding Stream

The actual amount of award in total and per funding source will be based on the proposed budget, successful contract negotiations, availability of funds, and standards for use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). The successful bidder must deliver a program that reflects the amounts and sources of funding provided in any contract resulting from this RFP. However, the WDB, at its sole discretion, may adjust the contract amounts and sources of funding by LWDA's and the WIOA program, as needed, according to the actual proportion of contract activities and customers served. The WDB is unable to define with certainty the WIOA allocation (administrative and programmatic funds) that will be made available for any agreement resulting from this RFP. The federal government/state allocates WIOA Adult, Dislocated Worker, and Youth Program funds annually each spring. Final funding awards will be based upon WIOA funding allocations, the WDB priorities, and other factors, at the discretion of the WDB. The WDB may choose to make additional funding sources available through contracts resulting from this RFP, based on availability and allowability, including but not limited to funds from the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), and foundations, businesses, or other entities. The WDB reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of WDB.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. This means your organization must have the financial capacity to pay all program costs up front. The WDB will require invoices, proof of

expenses and required documentation to process all reimbursements. The reimbursement timeline will be finalized during contract negotiations. Allowable costs will be determined by all applicable federal, state, and local regulations, including but not limited to the NJDOL Uniform Guidance and WIOA regulations.

Invoicing must be submitted to the WDB monthly. The successful bidder must also be up to date with all One Stop operating reporting and documentation requirements to receive payment, as applicable.

The WDB will only reimburse the provider(s) for actual expenses incurred during the effective dates of the contract.

Program Dates

Initial agreements resulting from this RFP are estimated to begin on or around July 1, 2024, and extend until June 30, 2025. The WDB may renew awarded agreements beyond June 30, 2025, for up to three additional contract periods, as shown in the table below, with the second, third, and fourth contract periods renewable at the discretion of the WDB, based on performance of the successful bidder and funds available. The WDB reserves the option to modify contracts on a year-to-year basis. The agreement is not renewable after the fourth 12-month period.

Anticipated Program Dates and Contract Periods:

Contract period 1 (base) July 1, 2024 – June 30, 2025, Base contract award Contract period 2 (option) July 1, 2025 – June 30, 2026, Renewable by the WDB Contract period 3 (option) July 1, 2026 – June 30, 2027, Renewable by the WDB Contract period 4 (option) July 1, 2027 – June 30, 2028, Renewable by the WDB

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law. Applicants must have been in business for at least three years. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a Unique Entity Identifier Number (previously known as "DUNS number"). Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency are ineligible to apply. The successful bidder will have demonstrated experience and expertise in the provision of services sought by this RFP at a similar scale and to similar populations, as described in this RFP. Programs should be grounded in the communities they serve, with staff focused on providing high quality, customercentered, culturally competent services. A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified. In this scenario, The WDB would contract with one lead organization. All entities whether directly contracted or subcontracted via the lead applicant/fiscal agent will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. The WDB requires assurance that the selected applicant's performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity, and accuracy. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If the WDB determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

The following STATEMENT OF WORK describes the programmatic and administrative requirements applicable to any contract resulting from this RFP, referred to as "Agreement" below. The successful bidder, referred to as "SUBRECIPIENTS" below, will be required to comply with all standards described herein. The WDB has applied its best efforts to create a comprehensive Statement of Work that reflects the large majority of tasks, services, and activities required of the SUBRECIPIENTS through this Agreement. However, this STATEMENT OF WORK should not be considered exhaustive. SUBRECIPIENTS will perform work that is reasonably connected to the requirements established herein or defined within the laws and regulations referenced throughout this Agreement.

1. Summary

SUBRECIPIENTS will implement an innovative and proven workforce development model, driven by the needs of employers and availability of career opportunities, to deliver WIOA Adult, Dislocated Worker, and Youth Services and support the One Stop Career Centers in Cumberland, Salem, and Cape May County. The proposed model must align with the principles and requirements of WIOA and the WDB vision of a collaborative, world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of jobseekers, helping businesses thrive and creating viable career pathways for residents of Cumberland Salem and Cape May County's. As a key partner in the One Stop System, SUBRECIPIENTS will align services and activities with the WIOA One-Stop Partner MOU for Cumberland Salem and Cape May County. SUBRECIPIENTS will deliver Adult, Dislocated Worker, and Youth as defined by the Workforce Innovation and Opportunity Act (WIOA) and all its implementing guidelines and regulations. The services described in this STATEMENT OF WORK will be delivered primarily at three comprehensive One Stop Career centers in Cumberland, Salem and Cape May County. The comprehensive centers have substantive representation from key partner agencies, including core partners of the one-stop system defined by WIOA, with whom SUBRECIPIENTS will coordinate the conduct of work described herein. As a primary provider of WIOA Title I-B Services in three counties, SUBRECIPIENTS will actively participate with the WDB in shaping and informing the local workforce development system. As such, SUBRECIPIENTS will maintain current knowledge of and expertise in:

- Federal, state, and local WDB policies, including WIOA and its implementing guidance.
- Evidence-based workforce development practices and viable career pathways
- Local workforce development programs, social service agencies, and related resources
- Local labor market information, including workforce trends and employer dynamics

SUBRECIPIENT will closely adhere to the criteria of relevant Training and Employment Guidance Letters (TEGL) from the US Department of Labor; NJ Workforce Innovation Notices (WIN) from the NJ Department of Labor and Workforce Development; and the local, regional, and state workforce plans and MOUs including but not limited to the following:

- TEGL 03-14: Implementing a Job-Driven Workforce System
- TEGL 4-15: Vision for the One-Stop Delivery System
- TEGL 10-16: Performance Accountability Guidance for WIOA
- TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network
- TEGL 19-14: Vision for the Workforce System and Initial Implementation of WIOA
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs Page 10 of 44
- TEGL 21-16: WIOA Title I Youth Formula Program Guidance
- NJ WINS: <u>www.nj.gov/labor/wioa/resources/</u>
- WDB Policy's: www.cumberlandcountyni.gov/wdbpolicies
- WDB One-Stop Partner MOU: www.cumberlandcountynj.gov/content/22602/23188/24016/25192.aspx
- Regional Plan: www.cumberlandcountynj.gov/content/22602/23188/24016/25192.aspx
- Local Plan: www.cumberlandcountyni.gov/content/22602/23188/24016/25192.aspx

Critical components of SUBRECIPIENT's work will include:

- A workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment
- Employer engagement to determine human capital needs and match with skills and abilities
- Comprehensive outreach and recruitment strategies to engage a diverse range of jobseekers
- Strategies and practices to reach jobseekers in neighborhood locations through partnerships
- Use of best practices and career pathways to enhance service delivery to jobseekers
- A level of contact and engagement with jobseekers that addresses needs and meets outcomes
- Leveraged technology to support service delivery, innovation and continuous improvement
- Strong command of data and information systems, including AOSOS—American One Stop Operating System
- Development of strategy and policy improvements that can enhance the one-stop centers, in close collaboration with the WDB and the One-Stop Operator
- Tracking and communication of jobseeker activity, employer needs, challenges, and opportunities
- Participation in meetings of the Workforce Development Board of Directors, as a core partner of the One Stop Career Centers and a provider of WIOA Title I-B Services in Cumberland, Salem, and Cape May County, SUBRECIPIENTS may be asked by the WDB to participate in special projects and initiatives within the scope defined by this STATEMENT OF WORK and related to SUBRECIPIENTS primary role within the one-stop system.

2. Outreach & Recruitment

SUBRECIPIENTS will collaborate with One Stop partners to conduct broad outreach, communication, and recruitment activities on a regular basis, raising awareness of and increasing participation in the One Stops, WIOA Title I-B Servicers, and the larger workforce development system. Such activities will be directed toward potential customers and other partners, including jobseekers, employers, and community-based organizations, as well as the general public, as appropriate. SUBRECIPIENTS must ensure such activities are coordinated with the plans and activities of the other One Stop partners and adhere to statewide and local guidelines, including standards established by the One-Stop Operator and the WDB, to ensure an integrated and unified system of workforce development. Outreach and recruitment activities include but are not limited the following:

- Collecting information, evaluating data, and conducting research to identify and inform engagement of potential customers, employers, partners, and other stakeholders
- Arranging or participating in information sessions, career or community educational resource fairs, and job hiring events at the centers (and outside the centers), partner locations, and in virtual settings
- Participating in creation and distribution of local collateral to increase awareness of WIOA Title I-B Services and the One Stops, including use of social media platforms, subject to approval by the WDB
- Participating in the design and implementation of activities that target specific audiences for engagement in initiatives of the One Stop Centers and the WDB
- Tracking the above-described activities, and other outreach and recruitment activities, and reporting to the WDB and the One Stop partners. SUBRECIPIENTS will focus outreach and recruitment activities on creating and maintaining a steady and diverse pipeline of customers utilizing the One Stop Career Center system adequately to meet the needs of employers seeking to utilize the One Stop or candidate sourcing. SUBRECIPIENTS will direct all inquiries from or communication with public officials, the media, WDB board members, or related stakeholders to the WDB Director. Upon request by the WDB, SUBRECIPIENTS may be asked to assist or participate in such communication.

MARKETING REQUIREMENTS/STEVENS AMENDMENT

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this act, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The following statement is an approved declaration which must be used by grantees on all marketing and advertising materials:

"These services are funded in part by the NJ Department of Labor with funds from the US Department of Labor through the Workforce Innovation and Opportunity Act."

3. Community-Based Services

The WDB is committed to increasing access for jobseekers and bringing One Stop Career Center services and WIOA Title I-B Services and resources to locations beyond the one-stop centers. SUBRECIPIENTS will work closely with the WDB to determine strategies for providing information, general assistance, and One Stop Career services in neighborhood-based locations and through virtual mediums on behalf of the one-stop system. Selection of host locations for such activities is subject to the WDB approval and will consider place-based and/or population-based factors. Locations may include libraries, partner organizations and other community spaces. The WDB expects SUBRECIPIENTS to work closely and maintain positive relationships with partner agencies supporting the distribution of One Stop Center services, information, and resources. SUBRECIPIENTS will employ virtual methods of participant contact and engagement, available during non-traditional working days and hours via phone call, text, or email. WDB SUBRECIPIENTS will also provide partner agencies with access to online resources, webinars, and virtual workshops so that all residents of Cumberland, Salem and Cape May can utilize such resources on demand. Virtual services are to be approved by the Director of the WDB.

4. Enrollment & Orientation

SUBRECIPIENTS will enroll individuals in WIOA Title I-B Services. SUBRECIPIENTS must follow WIOA guidelines, state regulations, and WDB policies in making eligibility determinations and facilitating the enrollment process. Enrollment refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents and records have been completed and entered into the states data system called American One Stop Operations System(AOSOS). SUBRECIPIENTS must provide enrollment services for other WIOA programs administered by the WDB, upon request the WDB, on an as-needed basis. If an individual is not eligible or prepared for WIOA Title I-B Services, they must be referred to an appropriate vocational, educational, or social service agency for assistance, according to their needs.

The WDB is committed to ensuring an efficient, customer-friendly approach to enrollment for the One Stop Career Centers and WIOA Title I-B Services, balanced with the need to assess suitability and prepare customers for participation in WIOA activities. SUBRECIPIENTS will employ enrollment practices that follow applicable regulations and assess/prepare candidates for WIOA activities, but do not impose unneeded requirements on jobseekers and employers. The enrollment process should be flexible and consist of only reasonable and necessary requirements for jobseekers and employers, minimizing barriers and streamlining steps to meaningful participation.

SUBRECIPIENTS will conduct orientation activities regularly to ensure potential and newly enrolled participants are aware of all services and opportunities available through the One Stop Career Centers.

SUBRECIPIENTS will comply with all federal, state, and local guidance and regulations regarding priority of service and track the number of individuals served that meet each criterion for priority service and related participant outcomes achieved.

5. Career Services

SUBRECIPIENTS will deliver high quality WIOA Title I-B Services that create opportunities for economic and career success, and connect jobseekers with employer-driven placement, education, and training options. SUBRECIPIENTS will facilitate services with other One Stop partners, including consideration of co-enrollment, and work with partner organizations in the One Stop Career Center sites to promote the development of integrated intake, case management, and reporting.

Every One Stop customer will have access to a set of employment-related career services. SUBRECIPIENTS will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their individual skills and needs, providing basic, individualized, and follow-up career services. Basic and individualized career services do not have to follow a sequence; rather, they are defined to allow a varied approach to services that meets the needs of a range of jobseekers. In planning and delivering career services, SUBRECIPIENTS will employ an evidence-based triage process that effectively assesses jobseekers to determine and provide the most appropriate career services.

<u>Basic career services</u>: Basic career services are universally accessible and must be made available to all individuals seeking employment and training services at local One Stops. Generally, these services involve less staff time and involvement. Basic career services include but are not limited to eligibility determinations; outreach, intake, and orientation; initial skill assessments; labor exchange services such as job search, placement assistance, and career counseling; provision of information and assistance regarding the labor market, available training programs, unemployment compensation and supportive services; and program referrals.

Individualized career services. Individualized career services must be provided when staff determine that such services are required to retain or obtain employment. Generally, these services involve more significant staff time and customization to everyone's need. Individualized career services include but are not limited to comprehensive and specialized assessments of skill levels and service needs, in-depth interviewing, and evaluation to identify employment barriers, customized career counseling, short-term pre-vocational skills, work experiences, etc. These services also include development of an individual service strategy (ISS) to identify appropriate career pathways, employment goals, related objectives, and combination of services for the participant to achieve goals.

<u>Follow-up career services:</u> SUBRECIPIENTS must provide follow-up services for WIOA participants who are placed in employment for up to 12 months after the first day of employment. Follow-up services may include but are not limited to contact to determine work status; counseling regarding the workplace; additional career planning and counseling; staff assisted job search and re-placement assistance; access to additional workshops and job clubs; and referral to supportive services. Follow-up services must include more than just attempted contact.

Workshops: SUBRECIPIENTS will refer customers to workshops at One Stop Center sites and participate in or provide support to workshops conducted by One Stop partner agencies. SUBRECIPIENTS will work with the NJDOL staff to schedule workshops that will cover, but not be limited to, job search and soft skills, such as interviewing techniques, resume preparation, networking, effective communications skills, conflict resolution, computer literacy and job readiness training. These workshops are provided by NJDOL&WD staff at the One Stop Centers. SUBRECIPIENTS must coordinate with other partners at the One Stops to ensure workshops are coordinated and duplication is reduced.

Additional services may consist of, but are not limited to:

- Group, individual, and career counseling, which may include networking and job clubs.
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct.
- Internships and work experiences linked to career pathways.

 Provision of information and referral to additional services as appropriate including financial literacy services and English language acquisition programs. These and other additional services should be determined appropriate for obtaining or retaining employment as identified through assessment, skill deficiency, or length of unemployment.

6. Training Services

SUBRECIPIENT is responsible for implementing an approach to training services in close coordination and consultation with the WDB that is driven by the needs of local employers and aligned with viable career pathways, in accordance with the WIOA vision of career pathways (see WIOA Sec. 3, Def. 7). The emphasis will be on supporting occupational clusters and high priority occupations that are in-demand by employers and offer self-sustaining wages.

SUBRECIPIENTS will:

- Assist participants in navigating the array of training services defined by Section 134(c)(3) of WIOA.
- Identify and refer participants for training opportunities
- Enroll eligible individuals in WIOA Title I-B Services and determine training suitability, as appropriate and allowable, facilitating participation in specific training programs
- Ensure training service provision and documentation are accurately entered into AOSOS; including coordinating with participants, training providers, or other stakeholders to collect and verify related data and information.
- Remain in regular contact with participants who engage in training, training providers, employers, and other stakeholders throughout the training experience to ensure successful engagement, completion of the program, and achievement of desired outcomes.
- Regularly promote and recruit for training programs supported by the broader workforce development system in the three-county local area.

Training Eligibility and Suitability:

SUBRECIPIENTS must determine eligibility and suitability for training activities before individuals can participate in WIOA-funded training. Suitability relates to a participant's assessed ability and perceived commitment to attend training activities, successfully complete a training program, and to get and keep employment related to training. Suitability determinations also consider alignment between a training program and the participant's career goals, expectations, and other factors. SUBRECIPIENTS must determine suitability through interview, evaluation, or assessment, and in conjunction with career planning. If SUBRECIPIENTS determines that a participant is not suitable for training activities, SUBRECIPIENTS must clearly explain why and how the participant can address the factors preventing a positive suitability determination.

Training suitability determinations must adhere to the guidelines of TEGL 19-16, and other applicable rules and regulations; however, the suitability process should consist of only reasonable and necessary requirements, minimizing barriers and streamlining steps to meaningful training participation. SUBRECIPIENTS may determine training services are appropriate, regardless of whether the individual has received basic or individualized career services first.

Occupational Skills Training: SUBRECIPIENTS will not directly provide occupational skills training but will advise participants on available opportunities and assist participants in applying to, enrolling and participating in, and completing training programs. SUBRECIPIENTS should direct participants toward training programs that are well-aligned with their career objectives, skills, and background, and that they are most likely to complete and benefit from; however, SUBRECIPIENTS will focus efforts on facilitating Individual Training Accounts (ITA) and supporting contracts with training providers.

SUBRECIPIENTS will facilitate the ITA application and selection process with eligible participants. Training supported by ITAs must be conducted by providers with programs included on the Eligible Training Provider List (ETPL). SUBRECIPIENT will maintain a working knowledge of available, effective training programs and advise participants interested in ITA's. SUBRECIPIENTS will follow all required guidance and regulations regarding the use of ITAs, including related WDB policies, and ensure customer choice, as described in WIOA.

Work-Based/Employer-Based Training: SUBRECIPIENTS will work closely with the WDB to implement an approach to employer-based training that includes On-the-Job Training (OJT), and Incumbent Worker Training (IWT), is responsive to the needs of businesses, and is conducted in accordance with WIOA regulations, and other applicable guidance. SUBRECIPIENT will work with the WDB to provide consultation to employers throughout the business engagement process, as appropriate, toward the development of work-based training opportunities that align with the WDB priorities; however, such opportunities must be developed in close coordination with the WDB and are subject to approval by the WDB. The WDB engages with businesses and prioritizes an employer-driven approach to workforce development. Through such activities, the WDB often develops work-based training opportunities that result in OJT or IWT agreements with employers. SUBRECIPIENTS will support work-based training opportunities developed by the WDB, providing the services described in this STATEMENT OF WORK to participants, employers, and other stakeholders involved in such opportunities.

<u>Fiscal and Contract Administration</u>: The WDB will act as the fiscal agent for all occupational and work-based training activities. The WDB will hold all OJT and IWT training funds and will directly execute and administer agreements for training contracts. ITA's will be directly executed and administer agreements by the SUBRECIPIENTS. SUBRECIPIENTS funding for ITA's will be included. SUBRECIPIENTS may engage in developing opportunities that lead to training-related agreements, in close coordination with the WDB.

Training Participant Approval: SUBRECIPIENTS must request approval from the WDB to place any participant in a training service for a training program funded by the WDB. The WDB will define the process for requesting approval, which may vary according to the type of training or the specific agreement for training (example: Subrecipients will provide ITA training logs) for WDB approval. SUBRECIPIENTS must coordinate with the WDB to ensure all training participation is tracked and adheres to the agreements and guidance governing the training. SUBRECIPIENTS may not proceed in supporting an individual's participation in a training program funded by the WDB until granted express approval by the WDB. The purpose of the WDB's involvement in training participant approval is to effectively manage training funds, ensure adherence to training agreements, and maintain a systemwide accounting of training-related activities. The WDB will not make training eligibility or suitability determinations for participants; such determinations will be made solely by SUBRECIPIENTS.

7. Supportive Services

Jobseekers commonly face a wide variety of barriers that make it difficult to achieve and retain meaningful employment. SUBRECIPIENTS will think critically and creatively about how to accommodate jobseekers with such barriers and provide or connect jobseekers with supportive services, as appropriate. SUBRECIPIENTS will provide supportive services in accordance with the WDB Supportive Service Policy (www.cumberlandcountynj.gov/wdbpolicies) when:

- The participant is registered, enrolled, and receiving WIOA Title I-B career or training services.
- Supportive services are necessary to enable participation in services; and
- The participant is unable to obtain similar services from another source.

SUBRECIPIENTS will consult with the One Stop Operator to build and maintain an effective referral network of service agencies to ensure participants have access to the basic supports needed to fully participate in all services described herein. The supports available through SUBRECIPIENTS' referral network must align with the needs of individuals with barriers to employment, as defined in WIOA Section 3, these may include but not limited to:

- Linkages to community services;
- Assistance with transportation and car repair;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Assistance with uniforms or other appropriate work attire and work-related tools, including items such as
 eyeglasses and protective eye gear;

- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications;
- Translation services; and
- Non-commercial driver's license training and assistance with fees.

Note: Incentive payments to youth are permitted under WIOA, but they are not subject to the same rules as supportive service payments. See the Cumberland Salem Cape May Workforce Development Board's Youth Incentive Policy Statement (www.cumberlandcountynj.gov/wdbpolicies) for details on the provision of such services to youth.

SUBRECIPIENTS will maintain and provide up-to-date information relating to such services and assistance in AOSOS.

8. Youth & Young Adults

[This section will be customized based on proposal of successful bidder, contract negotiations, and future program design.]

SUBRECIPIENTS will work with the WDB's youth provides to complete a comprehensive assessment, intake and eligibility for each youth entering an In-School Youth or Out- of-School Program.

Assessment results and discussion with youth participants will inform a service plan, known as an Individual Service Strategy (ISS), that will empower them to achieve their career goals. The ISS will be completed and must outline the goals, roles, responsibilities, services, and action steps that will be taken toward achieving placement in post-secondary education or employment. All services provided to youth participants should be linked to their career goals and must be documented within the ISS. SUBRECIPIENTS will also ensure all services described in this RFP are made available to youth participants, as applicable.

Objective assessment includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Objective assessment must also consider a youth's strengths rather than just focusing on areas that need improvement. Career assessments may also be administered to uncover participants' strengths, areas of interest, and other qualities to drive career planning.

Additional requirements will be added here in final agreements, based on SUBRECIPIENT's model for WIOA Youth Services, subject to continuous review and approval by WDB.

9. Dislocated Workers

SUBRECIPIENTS will develop strategies and employ practices for recruiting and effectively serving dislocated workers, as defined by WIOA sec. (3)(15). Such strategies and practices must consider the distinct experiences of dislocated workers and customize career, training, and supportive services appropriately.

SUBRECIPIENTS will actively participate in Rapid Response Services to assist employers and workers affected by permanent or substantial layoffs or business closures. Upon notification of a forthcoming layoff or plant closure (Worker Adjustment and Retraining Notification - WARN notice) or employer notification to the local WDB/One Stop Career Center office, SUBRECIPIENTS will begin coordinating efforts with the WDB and partner agencies to provide information and services to those affected. While participating in Rapid Response Services, SUBRECIPIENTS will report to the WDB monthly on efforts to transition displaced workers including use of training funds, job placement, wages, and retention.

10. Business Services

SUBRECIPIENTS will work with the WDB to determine eligibility for On-the-Job Training and Incumbent Worker Training. All eligibility information will be entered in AOSOS and provide follow-up services. Business Services/Engagement will remain with the WDB.

11. Partner Collaboration & Coordination

The WDB envisions a unified one-stop system where all participating programs and organizations operate together in a collaborative way that provides a coordinated, seamless experience for customers. SUBRECIPIENTS will make every effort to embrace, prioritize, and contribute to the WDB's vision of an integrated system of workforce development in Cumberland Salem and Cape May County.

SUBRECIPIENTS will work closely with the WDB and One Stop Operator to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system led by the WDB. Such initiatives include but are not limited to WDB programs funded by WIOA, TANF, and other public and private funds; core partner agencies providing WIOA Title I, II, III, and IV Services; signatories of the One-Stop Partner MOU for Cumberland Salem and Cape May County; and other activities of stakeholders affiliated with the WDB.

To facilitate collaboration and coordination of activities, SUBRECIPIENTS will:

- Share information and best practices with the WDB/One Stop Operator its network of providers
- Coordinate service delivery with partner programs to increase efficiency and reduce duplication, including career services, training services, and supportive services
- Assist the WDB in developing a strong portfolio of workforce programs
- Assist the WDB in developing strategies for co-enrollment with partner programs
- Participate in meetings, conference calls, pilot programs and recruitment events organized by the WDB and its network of providers, including meetings of the One Stop Career Center partner agencies led by the One Stop Operator
- Provide WIOA eligibility screening and recruitment support for the WDB and its network of providers
- Assist the WDB in obtaining additional public and private funds that build capacity of the local workforce development system
- Participate in creating and implementing consistent and collaborative messaging for the One Stop Career
 Centers

The WDB supports customer participation in multiple programs and services, referred to as co-enrollment, when such participation provides an added value to the customer and complies with applicable rules and regulations. Coenrollment is not supported when participation in multiple programs and services results in duplication or inefficient use of resources. SUBRECIPIENTS will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered and add value to the customer's progress toward program goals. Co-enrollment is especially encouraged among required partner programs of the one-stop system defined by WIOA. For example, SUBRECIPIENTS will work closely with adult basic education and literacy programs offered through Title II of WIOA, ensuring jobseekers with basic skills deficiencies or in need of GED or ESL instruction agencies. offered by Title partner are aware of and have access to programming

12. Referrals

To ensure all customers have access to the services and resources that best meet their needs, SUBRECIPIENTS must build and maintain a robust referral network and procedures to facilitate and track referrals. SUBRECIPIENTS must have a strong capacity to make incoming and outgoing referrals for individuals and businesses to all One Stop Career Center partner programs, and to a broad range of programs and resources outside the One Stop Career Center network. SUBRECIPIENTS must utilize practices for triaging clients, asking questions that lead to appropriate referrals, and ensuring participants can make informed decisions about the network of referral services made available through SUBRECIPIENTS.

SUBRECIPIENTS will track, monitor, and report on referrals made to and received from partner agencies, identifying trends and opportunities for system improvements. SUBRECIPIENTS must develop a referral tool to track referrals to the maximum extent possible. The WDB may utilize the referral tool in measuring the number and type of SUBRECIPIENTS' referrals, to ensure such activity reflects the robust referral network intended by the WDB.

Referrals to the WDB Initiatives and Opportunities. SUBRECIPIENTS will coordinate with the WDB to refer quality candidates from WIOA or other programs for partnership opportunities, including but not limited to occupational training, work/employer-based training, employment and/or additional opportunities. SUBRECIPIENTS will respond to the WDB requests for work ready candidates in a timely fashion and will refer candidates appropriately, according to the criteria of requests by the WDB. SUBRECIPIENTS will ensure staff have adequate knowledge of and make seamless referrals to and from programs/services. An example of a referral could be attending a hiring event or resource fair.

13. System improvements

As a key partner of the workforce development system led by the WDB, SUBRECIPIENTS will proactively inform and make recommendations to the WDB regarding opportunities for continuous improvement of services described in this STATEMENT OF WORK, operations of the One Stop Career Center, and the broader network of workforce development programming in Cumberland Salem and Cape May County, leveraging existing knowledge, as well as observations and analysis gained through performing this STATEMENT OF WORK. SUBRECIPIENTS will work closely with the WDB to identify and integrate complementary services and enhancements at One Stop Career Centers that help to better serve jobseekers and businesses.

14. Staff Qualifications & Development

SUBRECIPIENTS must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by the WDB. SUBRECIPIENTS will ensure all staff adhere to the highest level of conduct, demonstrating responsiveness and customer service in all interactions with stakeholders of this Agreement. SUBRECIPIENTS staff are required to maintain current knowledge and expertise in the following:

- Career counseling and customer service best practices
- Delivery of workforce services to job seekers and businesses remotely (approved by the WDB), through virtual platforms
- Labor market information, including characteristics of supply (labor) and demand (employers)
- Initiatives, programs, and services of the WDB and the broader workforce development system
- Viable career pathways and how to connect the One Stop Career Centers appropriately
- Availability of industry and employer-recognized training and educational opportunities
- America's One-Stop Operating System (AOSOS) Data Management System
- Impact of trauma and poverty on jobseekers and related interpersonal strategies
- Local resources and services to assist individuals facing barriers to employment
- Culturally competent service delivery

Federal, state, and local policies, including WIOA and its implementing guidance

Staff must have the capacity to work remotely and deliver the services required by this STATEMENT OF WORK through virtual mediums, if needed and approved by the WDB.

15. Performance Indicators & Goals

SUBRECIPIENTS must meet or exceed the goals described below, consisting of two parts - WIOA Primary Indicators of Performance and Additional Performance Indicators and Goals. The WDB may utilize other criteria, reasonably related to the work defined herein, in determining the success of SUBRECIPIENTS' efforts, as described below.

The below goals are based on WIOA performance goals, analysis of historical performance, comparable benchmarks, and the WDB's interpretation of reasonable value for this Agreement. They reflect the intended size, scope, and impact of services defined herein. The WDB expects SUBRECIPIENTS to meet or exceed these goals during the term of this Agreement and strive toward further increases for any renewal periods beyond this Agreement, should the WDB choose to exercise renewal periods. The WDB reserves the right to re-evaluate and adjust these goals throughout the term of this Agreement and for any renewal periods. The WDB will consult with SUBRECIPIENTS to ensure any such adjustments are reasonable and appropriate.

WIOA Primary Indicators of Performance: The below WIOA Primary Indicators of Performance are central to the success of the WDB's effectiveness as a Workforce Development Board. SUBRECIPIENTS will meet or exceed the following goals for each indicator. Performance across these indicators will be evaluated according to definitions, calculations, and guidance from the U.S. Department of Labor, including but not limited to TEGL 10-16, Change 1, PM (Program Memorandum) 17-2, and TAC (Technical Assistance Circular) 17-01, as well as related WIOA guidance and directives from

WIOA Primary Indicators of Performance Goals for period of 7/1/2024 - 6/30/2025	Adult	Dislocated Worker	Youth
A. Employment 2nd Quarter after Exit: Percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (see A-1 for Youth).	72%	72.4%	
A-1. Youth Education and Employment Rate 2 nd Quarter after Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit.			72.4%
B. Employment 4 th Quarter after Exit: Percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (see B-1 for Youth).	71.8%	63.5%	
B-1. Youth Education and Employment Rate 4 th Quarter after Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit.			69.2%
D. Credential Attainment : The percentage of participants in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent.	72.4%	72%	63.70%
E. Measurable Skill Gains: The percentage of participants in an education or training program who achieve measurable skill gains - documented academic, technical, occupational, or other forms of progress.	62.3%	64.10%	78%

Other areas of performance that the WDB may monitor and assess to evaluate success of SUBRECIPIENTS may include but are not to be limited to the following:

- Volume of visitors at One Stop Career Centers
- Participant engagement and level of activity in WIOA Services
- Referrals to and from partner agencies
- Referrals to the WDB-led initiatives, including occupational training, work-based training, employment and/or additional opportunities
- Participant completion of occupational and work-based training
- Participant exits from WIOA Services
- Recruitment events and job fairs
- Additional partners in the One Stop Career Center system

WIOA Program Exiting. Time periods for many of the measures described in this section relate to participants' exit from WIOA programming, i.e., closure of WIOA application. SUBRECIPIENTS must understand WIOA exiting guidelines and related rules within the America's One-Stop Operating System (AOSOS). SUBRECIPIENTS must closely monitor service activity, effectively utilize AOSOS, and actively manage program exits to maximize performance across the indicators described in this section.

<u>Poor Performance</u>. In the event SUBRECIPIENTS' performance of the services described in this STATEMENT OF WORK does not result in the goals defined above, the WDB will work with SUBRECIPIENTS to improve performance; however, especially in cases of chronic underperformance, the WDB may implement corrective measures or terminate this Agreement upon notice to SUBRECIPIENTS.

16. Data Management & Reporting

SUBRECIPIENTS must regularly track and monitor data related to outreach, participation, and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong administrative capacity and utilize the America's One-Stop Operating System (AOSOS) as the exclusive information system of record. SUBRECIPIENTS are required to provide the WDB with timely reports and supporting documentation that clearly demonstrate program enrollment, participation, progress, outputs, and outcomes. The WDB will work with SUBRECIPIENTS to understand reporting requirements and program exiting procedures, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of the WDB.

Possible reporting criteria include but are not limited to:

- Outreach activities
- New WIOA registrations
- Active WIOA participant
- WIOA participants receiving follow up services
- Training participation
- WIOA program exits
- Job placements
- Median hourly wage of job placements
- Credentials attained
- Partner referrals
- Customer satisfaction rates (this data will be gathered by the One Stop Operator)
- Volume and patterns of visitors to One Stop Career Centers

17. America's One-Stop Operating System (AOSOS)

SUBRECIPIENTS will be required to utilize the America's One-Stop Operating System (AOSOS) as the information system of record for all participant and employer communication, service provision, and other program activity and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing AOSOS and providing basic guidance regarding AOSOS to other service providers within the WDB network, including querying and producing reports from AOSOS regarding the One Stop Career Center system. The WDB will utilize data from AOSOS, as well as data collected from other sources, to determine program compliance and evaluate performance of SUBRECIPIENTS. In addition, SUBRECIPIENTS will maintain internal protocols for uniformed and detailed case notes to ensure clear and consistent tracking and documentation of progress throughout the program. SUBRECIPIENTS will participate in quality and compliance activities, as well as regular meetings and review of performance reports, and other written reports when requested.

SUBRECIPIENTS will identify staff members whose work requires access to AOSOS and submit applications for AOSOS access per local protocols, subject to approval by the WDB. Appropriate staff members to receive AOSOS access include case managers, employment specialists, and other staff members who have regular contact with participants or whose work requires monitoring and oversight of participant data maintained in AOSOS. AOSOS account credentials and login information may not be shared between staff members or other individuals. SUBRECIPIENTS must submit notification if any staff member with AOSOS access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of AOSOS access for SUBRECIPIENTS and contract termination.

18. Records & Documentation

SUBRECIPIENTS must retain, secure, and ensure the accuracy of all program files and records, whether related to jobseekers, businesses, or general operations, in compliance with WIOA requirements, related federal and state regulations, and the WDB's record retention requirements. Case files are the property of the WDB and must contain a variety of documentation including, but not limited to program eligibility, suitability, and assessment data; Individual Service Strategy (ISS); regular customer contacts and updates; progress reports, time, and attendance sheets (training services); and case notes. Files must be retained for SEVEN (7) years after the WDB reports final expenditures to the

funding source. SUBRECIPIENTS must allow the WDB, and representatives of other regulatory authorities access to all WIOA records, program materials, staff, and participants.

SUBRECIPIENTS are responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and WDB policies. Confidentiality of participant information must be maintained, and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements. SUBRECIPIENTS acknowledge that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this STATEMENT OF WORK is strictly prohibited. Staff of SUBRECIPIENTS may have access to this information only on a "need to know" basis. SUBRECIPIENTS must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

19. Contract Oversight & Evaluation

The WDB is responsible for all levels of program monitoring, compliance, and evaluation for WIOA Title I-B activities. SUBRECIPIENTS will be required to keep good records and collect data that will help the WDB comply with such requirements and sustain highly effective workforce development programming.

The WDB will monitor, evaluate, and provide guidance and direction to SUBRECIPIENTS in the conduct of services performed under this Agreement. The WDB has the responsibility to determine whether SUBRECIPIENTS have spent funds in accordance with applicable laws and regulations, including federal audit requirements and will monitor the activities of SUBRECIPIENTS to ensure such requirements are met. The WDB may require SUBRECIPIENTS to take corrective action if deficiencies are found.

SUBRECIPIENTS will permit the WDB, its authorized representatives, or federal or state agencies to carry out monitoring, audit, and evaluation activities, including any performance measurement system required by applicable law, regulation, and funding source guidelines. SUBRECIPIENTS agree to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this Agreement.

SUBRECIPIENTS understand that all books and records pertaining to this Agreement, including payroll and attendance records of participating employees, are subject to inspection by the WDB, federal or state agencies and others for auditing, monitoring, or investigating activities pursuant to this Agreement. Said books and records shall be maintained for a period of SEVEN (7) years beyond the completion of this Agreement. If SUBRECIPIENTS receive notice of any litigation or claim involving this Agreement, SUBRECIPIENTS shall retain records until otherwise instructed by the WDB.

23. Transition

In the event SUBRECIPIENTS do not receive a continuation of contract or should either partner does not wish to continue this Agreement, SUBRECIPIENTS will work with the WDB to ensure a smooth transition for customers and partners in the system. SUBRECIPIENTS will, at a minimum:

- Assist the WDB with the messaging of the transition and execute a detailed timeline and plan
- Submit all requested information, including but not limited to customers, service delivery models, carry-over funding, obligations, partner relationships, tracking information, and data elements, at the WDB's request
- Provide all requested information to the new provider of WIOA Title I-B Services for Cumberland Salem and Cape May County.

24. Special Projects

This section is reserved to describe work SUBRECIPIENTS may perform through special or discretionary projects and initiatives related to the scope of this Agreement, as requested by the WDB, and agreed to by SUBRECIPIENTS. Work described in this section is connected to SUBRECIPIENTS' primary role within the one-stop system as a core partner of

One Stop Career Center and a provider of WIOA Title I-B Services in Cumberland Salem and Cape May County as established herein.

PROPOSAL REQUIREMENTS & PROCESS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by Thursday, May 2, 2024 at 11:00 am and can request the RFP from the Salem County Purchasing Department by emailing to purchasing@salemcountynj.gov. Emails must have the subject line "Providing One Stop Career Services – WIOA Title 1-B Adult, Dislocated Worker and Youth Programming Services for Cumberland, Salem, and Cape May County by means of the Cumberland, Salem, Cape May County Workforce Development Board" – RFP # 24-0002

Late or incomplete proposals will not be considered. Required attachments will not count toward the page limitations established below. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, experience, and program design needed to meet the required standards and goals:

- Cover Sheet Use template provided. (Appendix A)
- 2. Executive Summary (maximum 2 pages) Include each of the following:
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. Organization's philosophy and approach to workforce development programs and services.
 - c. Concise description of the proposed program.
 - d. The amount of funding requested for the period of July 1, 2024, to June 30, 2025.
- 3. Organization Description (maximum 3 pages) Describe each of the following for your organization:
 - a. Basic organizational description, including but not limited to year established, legal status, mission, principal programs and services, executive leadership, annual budget, and number of full-time staff.
 - b. Past experience in managing quality training and workforce development programs, especially those similar to the requirements described in this procurement, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes.
 - i. Attach three (3) reference letters (along with contact information) from funders (other than the WDB) that can directly attest to the work you describe and verify your ability to serve customers, achieve deliverables, and meet performance goals similar to those required by this RFP. Please ensure the accuracy of contact information. The WDB may not contact bidders for updated reference information if such information is incorrect. The WDB reserves the right to consider any previous performance data from workforce development programs.
 - ii. If your organization is performing or has performed work within the past 2 years similar to the work described in this RFP, that is or has been subject to official corrective action or another type of performance or compliance-related remediation, please describe the nature of the services provided. Be sure to include the specific contracts involved, names of programs and funders, factors leading to corrective action or remediation, and whether and how deficiencies were corrected.
 - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

- 4. Program Narrative (maximum 12 pages) Describe each of the following for your proposed program:
 - Bidders should directly respond to each of the sections below; however, strong program descriptions will clearly demonstrate how the bidder will effectively meet all the standards, expectations, and desired outcomes found in this RFP. Responses will also be strengthened by connecting proposed program components with evidence-bases practices or well-established success in other projects. Bidders must think creatively and strategically in developing program design, exceeding basic requirements, and incorporating innovative ideas and technologies.
 - a. <u>Staffing Plan</u>: Describe your proposed staffing plan to support the programmatic, administrative, and executive components of the program. You should propose a staffing structure you deem most effective to meet the requirements described herein. Attach an organizational chart illustrating all positions with substantive involvement in the proposed program and lines of authority and responsibility. Use this section of the narrative to clearly describe the organizational chart, including brief job descriptions for key positions, and indicate which positions will be dedicated to the Cumberland County One Stop Career Center, the Salem County One Stop Career Center, and or the Cape May County One Stop Career Center. Also attach staff resumes or minimum qualifications for key positions of your proposed model involving director-level responsibilities. In your response, be sure to address how you will:
 - i. Attract, employ, and retain staff with the knowledge and expertise described in this RFP.
 - ii. Ensure the highest level of professionalism, competency, and customer service.
 - iii. Provide quality staff training and professional development relevant to the standards of this RFP.
 - iv. Maintain regular and clear communication between proposed staff and the WDB.

The WDB encourages bidders to ensure all staff members employed through any agreements resulting from this RFP receive compensation at or above the WDB self-sufficiency wage effective at the time of this RFP. If you are not currently providing WIOA Title I-B Services in One Stop Career Centers overseen by the WDB, see the below section on transition planning for further guidance on staffing.

- b. <u>Outreach</u>: Describe your proposed strategies, technologies, and partnerships for outreach and recruitment, ensuring strong participation of jobseekers, employers, and other stakeholders in WIOA Title I-B Services and One Stop Career Center activities. Address how you will build and maintain a pipeline of jobseekers, including participants of WIOA Adult, Dislocated Worker, and Youth Services in workforce development areas (Cumberland, Salem, or Cape May County), as described in this RFP, to adequately to meet the needs of employers seeking to utilize the One Stop Career Center for candidate sourcing. Include how you will coordinate outreach efforts with other One Stop Career Center partners and incorporate community-based approaches, including working collaboratively with the One Stop Career Center host locations. Strong responses will address the challenges of current labor market dynamics and provide strategies that have been successful in recruiting and engaging participants at the scale described in this RFP.
- c. <u>Service Delivery Jobseekers</u>: Describe your proposed model for effectively delivering career services, training services, supportive services, and follow-up services, as defined in the Statement of Work for this RFP. Strong responses will illustrate a comprehensive, effective, and logical model that aligns these services in a customer-centered approach, driven by the goal of connecting participants to quality career opportunities. Attach a flow chart depicting the experience of jobseekers within your proposed model, including but not limited to program entry, participation, progress, and exit that clearly connects your model to desired outcomes described in this RFP.
- d. <u>Service Delivery Businesses</u>: Describe your proposed model for effectively working with the WDB to deliver business services, as defined in the Statement of Work for this RFP, toward the goal of assisting employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. Strong responses will demonstrate how your approach aligns with the broader services and activities defined in this RFP. Be sure to address how you will coordinate your efforts with the business engagement activities of the WDB, One Stop Career Center partners, and others within the workforce development system.
- e. Youth & Young Adults: Through this RFP, the WDB is seeking proposals that include provision of WIOA Youth Services (see Statement of Work, Youth & Young Adults). Describe your proposed model for

delivering WIOA Youth Services, understanding that program design, implementation, and continuous improvement will be coordinated with and subject to approval by the WDB. Be sure to describe outreach and recruitment strategies to reach young people with barriers to employment. The size and scale of your proposed youth model should reflect the amount of WIOA Youth funding made available through this RFP. At a minimum, your proposal should employ a dedicated youth specialist at the One Stop Career Center and build and maintain the capacity to serve Youth participants annually. All Youth Services must adhere to WIOA and its implementing guidance, including WIOA Section 129 and TEGL No. 21-6, and follow any other related rules and regulations.

- f. Partnership & Integration: Describe how you will operate a program that realizes the vision of a fully integrated, highly collaborative workforce system held by the WDB and One Stop Career Center. Strong responses will acknowledge and provide plans for close coordination and cooperation with key partners of the workforce development system in Cumberland, Salem, and Cape May County, including but not limited to other One Stop Career Center programs, the One-Stop Operator, and initiatives funded or supported by the WDB. Be sure to address how you will build, maintain, and actively use referral relationships within and beyond the workforce development system.
- g. Performance: Describe the strategies and mechanisms you will use to ensure success and meet or exceed the performance goals described in the Statement of Work for this RFP, especially the WIOA Primary Indicators of Performance and Goals. Strong responses will clearly connect proposed program components to the outcomes sought by this RFP, describing the logical sequence of programming leading to desired goals. Bidders are encouraged to include additional goals that would indicate success of the proposed program. Be sure to address how you will regularly track performance, communicate progress or performance challenges, and continuously monitor operations to inform and improve your program. You may propose adjustments to the goals described in this RFP; however, proposed adjustments must be clearly identified, justified, and supported by reasonable evidence. The WDB reserves the right to reject any proposed adjustments. If you are a provider who has not met performance goals of any prior WDB contracts, address how you will ensure goals are met for this program.
- h. <u>Administration</u>: Describe how you will utilize the administrative capacity and technologies of your agency to carry out the work described in this RFP. Be sure to address how you will use fiscal and technical competence, financial and administrative resources, and information systems to support the proposed program model.
- i. Other Factors (optional): Describe any other factors the WDB should consider in evaluating the strength of your proposal, in terms of its value to jobseekers, businesses, One Stop Career Center partners, or the broader workforce development system in Cumberland Salem and Cape May County. Examples include but are not limited to additional services or benefits available to participants, leveraged resources, key partnerships, or technologies that could enhance programming. These and other factors may also be included in other sections of your proposal, depending on their relevance.
- j. Transition Plan (if applicable): Should the outcome of this RFP result in a change to the current provider of WIOA Title I-B Services at One Stop Career Center in Cumberland, Salem, and Cape May County, the WDB reserves the right to negotiate a transition period during which incoming and outgoing providers work concurrently to ensure a smooth transition and minimize disruptions to jobseekers and employers. In the event of such a transition, the WDB expects all parties involved to work together to ensure services and customers are not negatively affected, prioritizing stability and continuity within the One Stop Career Center system. If you are not currently providing WIOA Title I-B Services through a One Stop Career Center in Cumberland Salem and Cape May County, describe how you would handle a transition if your proposal were selected, including but not limited to establishing relationships with One Stop Career Center stakeholders, potential employment of existing staff members, and transfer of important data and documentation. The selected bidder will be required to fully serve participants already enrolled in WIOA Title I-B Services as of July 1, 2024. The WDB also requests, in the event of a transition, that the successful bidder give first consideration in employment to staff of the outgoing provider already working within the One Stop Career Center.

- 5. Program Costs/Budget Use the required budget template (Appendix D) to submit three separate budgets for each funding program (Adult, Dislocated, Youth/Young Adults) for the period of July 1, 2024, to June 30, 2025
 - Appendix D (Budgets) must include all costs for proposed WIOA Adult career services, all costs for Dislocated Worker career services and, all costs for proposed WIOA Youth/Young Adult career services.

Your staffing plan must indicate which proposed positions will be dedicated to one of the three counties, Cumberland County, Salem County and or Cape May County Please note that the WDB will award specific funding amounts to the successful bidder for each WIOA program (i.e., Adult, Dislocated Worker, and Youth/Young Adults) in the workforce development area (i.e., Cumberland Salem and Cape May County), according to funds available, contract discussions, the WDB priorities, and other factors. The successful bidder will be asked to provide multiple budgets for any contract resulting from this RFP, reflecting the specific funding sources and amounts awarded by the WDB, and deliver services in proportion to the funding sources and amounts awarded.¹

All costs must be allowable according to applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program/services to meet the requirements of the contract, while being realistic and reasonable, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding sources described in this RFP in conjunction with the Uniform Guidance to identify disallowed costs associated with this grant. See (Appendix C) for further guidance regarding the budget and budget narrative.

One-Stop Operating Costs vs. Title I Provider Costs. Do not include in your proposed budget costs that would be considered one-stop operating costs shared by partners of the One Stop Career Center. See the WDB's WIOA One-Stop Partner Memorandum of Understanding² for an in-depth description of One Stop Career Center operating budgets, the Infrastructure Funding Agreement (IFA), and mechanisms for shared cost allocation.

Should space be available, the one-stop budgeting and resource sharing process, staff of One Stop Career Center partner agencies, including the contracted provider of Title I-B Services, may be provided with basic office furnishings and access to equipment, which includes standard furniture, such as a cubicle or office room, desk, chair, and file storage; telephone service and related equipment (e.g., desk phone); internet service, including Wi-Fi; and access to multifunction printer/copier/scanners.

SUBRECIPIENTS of the WIOA Title I-B Services is responsible for the cost of supplies and equipment that are not considered one-stop operating costs and are not shared by partners of the One Stop Career Center but are necessary to carry out the provision of Title I-B Services, as described in this RFP. Such costs include but are not limited to general office supplies, laptops or desktop computers for Title I-B staff, software applications, server(s) or cloud storage to host files and information, and service/support for information technology specific to the Title I-B operation. Ownership of equipment, materials, and supplies, including computing devices, will be determined by the Uniform Guidance.

The supplies and equipment in use by the current provider of WIOA Title I-B Services may or may not be available to an incoming provider in the case of a transition. If a transition occurs, the condition and ownership

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of all Title I-B supplies and equipment would need to be assessed to determine appropriateness for use by the incoming provider. As such, non-incumbent bidders should include and clearly identify the costs of supplies and equipment necessary to carry out the activities of their proposed budgets, excluding one-stop operating costs that are shared by partners of the One Stop Career Center. These costs should be well-described in the budget narrative so the WDB can identify and classify one-time start-up costs, allowing proposal reviewers to differentiate them from the ongoing, longer-term costs of the proposed Title I-B operation. If a provider transition occurs, one-time start-up costs will be determined and negotiated during or after the contract award.

6. Budget Narrative (maximum 2 pages) - Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated, assigns a cost to the county being proposed (Cumberland, Salem, or Cape May County), and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to clearly communicate the calculation for staff, supportive services, equipment, general operations, technology, administration, indirect and any other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. If your proposal includes in-kind services or donations, including cash contributions, fee-for-service or other revenue generation, or any other leveraged resources, use the budget narrative to describe the actual or estimated value of such contributions. If applicable, also attach a letter of support from any organization providing leveraged resources in support of your proposal. See (Appendix C) for further guidance regarding the budget and budget narrative.

7. Attachments

- a. Required attachments These attachments will not count against the page limitations for each proposal section above.
 - i. Reference letters. See Organization Description, Past Experience.
 - ii. Program organizational chart. See Program Narrative, Staffing Plan.
 - iii. Key staff resumes or minimum qualifications. See Program Narrative, Staffing Plan.
 - iv. Service flow chart. See Program Narrative, Service Delivery.
- b. Optional attachments You may choose to include optional attachments with your proposal; however, all attachments must clearly relate to your proposal. Examples may include letters of support, MOUs, a timeline or schedule of activities, or a table illustrating past performance. Optional attachments containing general information not directly relevant to the proposed program will not be considered. Strong letters of support or MOUs will attest to specific partnerships or relationships with organizations or businesses that you plan to leverage or involve directly in your program, as described in your proposal. Letters of support or MOUs should agree with the description of the support in your proposal and quantify the direct value of services or resources leveraged. Proposal readers may consider optional attachments in evaluating the proposed program, to the extent they strengthen the content of your proposal, as described herein. Attachments will not count toward the page limitations established herein.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by the WDB for completeness and compliance with this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness, and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work, deliver the proposed program, and meet the standards and intended outcomes of this RFP. Certain bidders may be requested to participate in presentations or discussions with proposal evaluators and other WDB staff, at the full discretion of the WDB. The WDB reserves the right to consider information gathered during presentations or discussions with bidders in its evaluation and selection process. Award recommendations of the evaluators will be presented to the WDB Board of Directors. Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1 & 2. Cover Sheet and Executive Summary	Required, but not scored
3. Organization Description	20 points
4. Program Narrative	60 points
5 & 6. Program Costs/Budget	20 points
7. Attachments	Used to support scores of related proposal sections
Total points available	100 points

The proposal(s) must receive a minimum rating of seventy (70) from the review committee in order to be eligible for funding.

Selection of a proposal for a contract award may be subject to successful contract negotiations. Should negotiations be necessary, the selected bidder(s) will be invited to negotiate a contract for services based on the project described in the proposal, the requirements of this RFP, and stipulations of related funding sources.

Procurement Timeline (all dates are subject to change):

Release of RFP	Tuesday, March 26, 2024
Questions Due	Tuesday, April 16, 2024
Due Date	Thursday, May 2, 2024
Potential Bidder Presentations/Discussions	Thursday, May 9, 2024
Anticipated Governing Body Action	Wednesday, May 15, 2024
Contract Commencement	Monday, July 1, 2024

Appendix A- Request for Proposals Cover Sheet

Entity Name:			
Address:			
Phone Number:			
Years in Business:			
FEIN #:			
Budget Amount Year 1:			
Type of Organization: (Check all that app	oly)		
☐ Higher Education		Employment Service State	Agency (Wagner-Peyser)
☐ Community-Based Organization		Non-Profit Organization	☐ Private For-Profit Entity
☐ Government Agency		Chamber of Commerce	☐ Business Organization
☐ Labor Organization		One-Stop Partner	☐ Other (Explain)
Acknowledgement that Proposing Entity Will be verified by NJDOL □ Yes □ No	is up	to date on taxes and not curi	ently debarred or suspended.
Will be verified by NJDOL ☐ Yes ☐ No Acknowledgement that the WDB reserve	es the	right to review and request f	urther information regarding
Will be verified by NJDOL ☐ Yes ☐ No	es the sufficio	right to review and request fently outlined in the submitte	urther information regarding ed audit(s).
Will be verified by NJDOL ☐ Yes ☐ No Acknowledgement that the WDB reserve the proposer's financial situation, if not	es the sufficio	right to review and request fently outlined in the submitte	urther information regarding ed audit(s).
Will be verified by NJDOL	es the sufficio	right to review and request fently outlined in the submitte	further information regarding ed audit(s).
Will be verified by NJDOL	es the sufficion	right to review and request fently outlined in the submitters with resumes of existing sta	further information regarding ed audit(s).
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Will be verified by NJDOL	es the sufficion	right to review and request fently outlined in the submitters with resumes of existing sta	further information regarding ed audit(s).

Appendix B - Key Terms and References

The basic terms and definitions below are used throughout this RFP and are provided here for informational purposes only to help readers better understand this RFP. Official definitions provided in WIOA or its implementing guidelines, WDB policies, or other regulations governing the work described in this RFP will supersede information contained in this appendix.

American Job Center: An American Job Center is the national branding of the one-stop delivery system as defined in WIOA. An American Job Center is defined as a physical location where employers and job seekers can access the services of all required partners under WIOA and other partners determined by the Local Workforce Development Board (i.e., CSCM WDB) For more information about the requirements of an American Job Center, please review TEGL No. 16-16.

Basic Skills Deficient: Refers to when an individual's English reading, writing, or computing skills are at or below the 8th grade level on a generally accepted standardized test; or a youth or adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Barriers to Employment: Conditions that may make securing and retaining employment, completing credential/training programs or other job training/post-secondary programs difficult for certain individuals.

America's One-Stop Operating System (AOSOS): America's One-Stop Operating System, known as AOSOS, is the State of New Jersey's internet-based record system for workforce development programs. The successful bidder will utilize AOSOS to track and manage services delivered to individuals and employers as they engage with One Stop Career Centers and participate in services.

Credential: A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or federal government, or an associate or baccalaureate degree. Reference TEGL No. 10-16 page 12-13 for more information.

Follow-up Services: Services provided to participants following exit from a program, intended to help individuals retain employment, successfully complete educational programming, earn wage gains, advance within their occupation, and/or connect with other supports to help meet their needs.

Incumbent Worker Training: Training by an employer or training provider in close partnership with an employer that is provided to paid participants who have an established employment history with the employer for 6 months or more.

Individual Training Account: Individual Training Accounts, also known as ITAs, are a funding mechanism through which eligible individuals can receive financial support to participate in occupational training to help obtain employment in high demand occupations.

Employment Services (State One Stop Staff): The planned and organized efforts by agency representatives to encourage employers or business organizations to make jobs available for job seekers.

Local One-Stop Delivery System: The network of workforce-related products, programs, services, activities, and service locations established to meet business and jobseeker needs in a local workforce area. The WDB oversees and coordinates the local one-stop delivery system in Cumberland Salem and Cape May.

Local One-Stop Partner MOU: An agreement negotiated, developed, and executed between the Local Workforce Development Board and the one-stop partners, with the agreement of the Chief Elected Officials and the one-stop partners.

Local & Regional Plan: WIOA requires local workforce development boards and chief elected officials to maintain a plan that develops, aligns, and integrates service delivery strategies and resources in a specific local area and region.

Measurable Skill Gains: Documented academic, technical, occupational, or other forms of progress for participants who are in an education or training program leading to credential or employment.

On-the-Job Training: On-the-Job Training, also known as OJT, allows employers to offer training to participants while engaged in productive work by subsidizing part of the participant's wages during the OJT period, with the expectation that the participant will continue to work for the employer once the OJT is completed.

One-Stop Operator: The entity designated to provide functional supervision of the one-stop centers and coordinate delivery of one-stop partner services, ensuring the one-stop system provides quality, integrated experience for job seekers, employers, and other stakeholders.

One Stop Career Center: the one-stop career systems are comprehensive one-stop centers, or American Job Centers, which include a collection of agencies responsible for providing seamless service delivery to job seekers and employers, meeting the workforce development and employment needs of local employers and jobseekers.

Supportive Services: Services rendered to participants to assist in overcoming barriers to gaining and retaining employment or successfully participating in WIOA services and programs.

Workforce Innovation and Opportunity Act: The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. The law aims to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1988 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act or 1973.

Appendix C

BUDGET NARRATIVE

Narrative: Proposers shall attach a narrative to explain each line item in detail to justify costs. Examples of explanations include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, facility costs, estimated mileage/visits to locations, office and other supplies, and agency program operation and or indirect cost.

Should space be available, eligible applicants may have an option to lease space, furniture, and equipment in the county proposed at the One Stop Career Center. The assigned One-Stop location will be considered the "official station" for travel for the Career Service Provider functions. No travel expenses may be claimed for commute to/from "official station". Travel expenses may be claimed from the official station to affiliate and other work-related locations. Travel expenses must comply with Federal Travel Regulation (FTR) as well as New Jersey's Travel Regulation and or local policies.

Each county being proposed will require a separate budget template by county (Cumberland, Salem, Cape May) for Adult, Dislocated Worker, and Youth/Young Adult. A check box has been provided to identify the county for which is being proposed.

If the entity's proposed budget includes a line-item for indirect costs, an approved indirect cost rate from the cognizant agency must be included with the proposal. If an entity does not have an approved indirect cost rate, provide an explanation of how the rate was calculated (e.g., FTE divided by total cost, % of time allocated, etc.). Indirect cost will be a part of the competitive bid and subject to negotiation.

All funding in this RFP is contingent upon the WDB having funding available and may change based on increase/decrease in allocations, de-obligation, or funds, and/or new initiatives.

Appendix D – Budget Template

ADULT WIOA Career Service Program Budget Template

Please check proposing county	Cumberland	☐ Salem	☐ Cape May
nly one county per budget template.			
ROGRAM COSTS			
Staff Wages		\$	
Staff Fringe Benefits		\$	
Participant Costs (ITA's)		\$	
Indirect		\$	
Facility Costs (rent, utilities, maintenance)		\$	
Materials/Supplies/Printing		\$	
Travel		\$	
Supportive Services		\$	
Professional Services /Conferences		\$	
Other (Explain)		\$	
RAND TOTAL FOR CONTRACT		\$	

DISLOCATED WORKER WIOA Career Service Program Budget Template

SUBRECIPIENT NAME:			
Please check proposing county Only one county per budget template.	Cumberland	☐ Salem	Cape May
PROGRAM COSTS			
Staff Wages		\$	
Staff Fringe Benefits		\$	
Participant Costs (ITA's)		\$	
Indirect		\$	
Facility Costs (rent, utilities, maintenance)	\$	
Materials/Supplies/Printing		\$	
Travel		\$	
Supportive Services		\$	
Professional Services /Conferences		\$	
Other (Explain)		\$	
GRAND TOTAL FOR CONTRACT		\$	

Appendix D - continued

YOUTH/YOUNG ADULT Career Service Program Budget Template

SUBRECIPIENT NAME:			
Please check proposing county Only one county per budget template.	Cumberland	Salem	Cape May
PROGRAM COSTS			
Staff Wages		\$	
Staff Fringe Benefits		\$	
Participant Costs (ITA's)		\$	
Indirect		\$	
Facility Costs (rent, utilities, maintenance)		\$	
Materials/Supplies/Printing		\$	
Travel		\$	
Supportive Services		\$	
Professional Services /Conferences		\$	
Other (Explain)		\$	
GRAND TOTAL FOR CONTRACT		\$	

ATTACHMENT A: REFERENCES

Cumberland Salem Cape May Workforce Development Board https://www.cumberlandcountynj.gov/content/22602/23188/24016/25192.aspx

Cumberland Salem Cape May Workforce Development Board – Policies and Procurement Documents https://www.cumberlandcountynj.gov/wdbpolicies

DOL WIOA Overview https://www.dol.gov/agencies/eta/wioa

United States Department of Labor Employment and Training Administration www.doleta.gov

Workforce Innovation and Opportunity Act http://www.congress.gov/bill/113th-congress/house-bill/803/text

Workforce Innovation and Opportunity Act Final Regulations https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act

WIOA related information https://ion.workforcegps.org/

7. EVALUATION PROCESS

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements and evaluate the proposals based upon the Evaluation Criteria. (See page 41) The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

8. NOTICE OF AWARD

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body at which time the respondent shall be required to execute a contract with the Cumberland Salem Cape May Workforce Development Board.

9. REJECTION OF PROPOSALS

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

10. ADDITIONAL REQUIREMENTS

The scope of services rendered under this contract is provided for through a combination of federal and non-federal sources. As such, federal procurement regulations, in addition to those explicitly identified in this RFP, must be adhered to. Attachment "A" made a part of this RFP is the Grant Agreement. All terms and conditions included within this agreement imposed by the Code of Federal Regulations ("CFR") are passed on to the contractor in this instance. Please review this document as well as any references hyperlinks in any clauses therein. Attachment "B" made a part of this RFP is the Notice of Funding Opportunity ("NOFO"), Grant Application, and its formal clarifications/revisions so that the Respondent can understand the <u>current</u> scope of work as of its release as well as any additionally imposed requirements referenced both in the Grant Agreement and in the NOFO. Attachment "C" is a listing of CFR's that apply to this solicitation that may not be specifically addressed in any of the preceding. In addition to these specifications, it is recommended that the Respondent review any FAQ's or other source materials pertaining to the grant program as it may impact how they consider responding to this RFP.

Affirmative Action Requirements

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

- A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of the notice of intent to award or the signing of the contract, whichever is sooner, one of the following:
 - 1. A PHOTOCOPY OF THEIR <u>FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN</u> APPROVAL
 - 2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT
 - 3. A COMPLETED <u>AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA302</u>
- B. **CONSTRUCTION CONTRACTS** ALL SUCCESSFUL CONTRACTORS MUST SUBMIT <u>WITHIN THREE (3) CALENDAR DAYS</u> OF THE SIGNING OF THE CONTRACT AN <u>INITIAL PROJECT MANNING REPORT AA 201</u> FOR ANY CONTRACT AWARD THAT MEETS OR EXCEEDS THE PUBLIC AGENCY BIDDING THRESHOLD.

COMPANY NAME:	
SIGNATURE:	DATE:
PRINT NAME:	
TITLE:	

Statement of Authority

By submitting and signing this Proposal, we certify that we are familiar with all conditions and requirements of this Proposal.

RFP SUBMITTED FOR:
Company:
Address:
Proposal Submitted By: (Please Print)
Signature: (Proposal must be signed to be valid)
Title: Date:
Telephone: Facsimile:
Email Address
Taxpayer Identification Number:
Do you have any exceptions to the specifications? Yes No If yes, list them as required in the section 1.2 of this proposal packet.
Do you have any conflicts with the Terms and Conditions? Yes No If yes, list them as required in the section 1.1 of this proposal packet.

Vendor Information Sheet

Name of Business:		
Physical Address:		
Mailing Address (if different than above):		
Phone:	Fax:	
Email:		
Website:		
Contractor's Contact Information:		
Name:		
Business Hours Phone:	Mobile Phone:	
After Hours Phone:	Pager:	
Contractor's Project Superintendent:		
Name:		
Business Hours Phone:	Mobile Phone:	
After Hours Phone:	Pager:	
Contractor's Emergency Contact Person:		
Name:		
Business Hours Phone:	Mobile Phone:	
After Hours Phone:	Pager:	
Name of Accounts Receivable Staff:		

Questionnaire
References: List three (3) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact, telephone number and the number of years serviced.
Year Installed/Service Provided:
2)
Year Installed/Service Provided:
3)
Year Installed/Service Provided:
How many employees does your company presently employ?
How many years has your company been providing this product/service?
Has your company ever failed to complete any contract with regard to any of the services herein described
Yes No If yes, provide details here:
Are you agreeable to an interview if requested?

Americans with Disabilities Act

The Contractor and the County do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (The "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made part of this Contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with this Act. In the event the that the Contractor, its agents, servants, or employees, or subcontractors violate or are alleged to have violated this Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless, the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature, arising out of or claimed to arise out of the alleged violation. The Contractor shall, at his own expense, appear, defend, and pay any and all legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abode by any decision of the County which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor, every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the County pursuant to this paragraph.

It is further agreed and understood that the County assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of the Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be constructed to relieve the Contractor from any liability, nor preclude the County from taking other actions available to it under any other provisions of this Agreement or otherwise at law.

Equal Employment Opportunity Language

EXHIBIT A (Revised 04/10)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval, Certificate of Employee Information Report or Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

I, the undersigned, do hereby agree to the terms as outlined in EXHIBIT A (Revised 04/10) from the New Jersey Public Law 1975, c. 127 (NJAC 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS in the State of New Jersey.

SIGNATURE		
PRINT NAME	TITLE	
COMPANY		
ADDRESS		

Corporate Disclosure Statement

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:					
Organization Address:					
Part I Check the box that represents the typ	oe of business organization:				
Sole Proprietorship (skip Parts II and III, e	execute certification in Part IV)				
Non-Profit Corporation (skip Parts II and I	III, execute certification in Part IV)				
For-Profit Corporation (any type)	ited Liability Company (LLC)				
Partnership Limited Partnership Li	mited Liability Partnership (LLP)				
Other (be specific):					
Part II The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)					
	OR				
No one stockholder in the corporation ov partner in the partnership owns a 10 percent o owns a 10 percent or greater interest therein, a	wns 10 percent or more of its stock, of any class, or no individual r greater interest therein, or no member in the limited liability company as the case may be. (SKIP TO PART IV)				
(Please attach additional sheets if more space is					
Name of Individual or Business Entity	Home Address (for Individuals) or Business Address				

			_
Part III DISCLOSURE OF 10% OR GREATE OR LLC MEMBERS LISTED IN PART II	ER OWNERS	SHIP IN THE STOCKHOLDE	ERS, PARTNERS
If a bidder has a direct or indirect parent entity or greater beneficial interest in the publicly trade			
Exchange Commission (SEC) or foreign equivale	ent filing, ow	nership disclosure can be met by	providing links to
the website(s) containing the last annual filing(s) wi			
equivalent) that contain the name and address of eac publicly traded parent entity, along with the relevan			
each such person. Attach additional sheets if mor			
Website (URL) containing the last annual SEC ((or foreign	Page #'s	
equivalent) filing			
Please list the names and addresses of each stockho	older, partner	or member owning a 10 percent	or greater interest
in any corresponding corporation, partnership and/c any publicly traded parent entities referenced at	or limited liab hove. The disc	ollity company (LLC) listed in Pa closure shall be continued until n	rt 11 otner than 101 names and addresses
of every noncorporate stockholder, and individual p	partner, and m	nember exceeding the 10 percent	ownership criteria
established nursuant to N.I.S.A. 52:25-24.2 has bee	en listed Atta	ch additional sheets if more sp	ace is needed.

May 2, 2024 - 11:00 am prevailing time.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II Home Address (for Individuals) or Business Address

Part IV Certifi	cation			
my knowledge are trubidder/proposer; that contained herein and contracts with <i>Cumbe Workforce Developm</i> criminal offense to morosecution under the	the And complete. I acknowled the Cumberland Salem Cape that I am under a continuing erland Salem Cape May Workent Board in writing of any ake a false statement or misses law and that it will constitute Cape May Workforce Development of the Cape May Workforce	nt that the foregoing informating that I am authorized to experience May Workforce Development obligation from the date of the orkforce Development Board changes to the information corresponds to the information of the amaterial breach of my agreement Board to declare any	xecute this certificate tent Board is relying this certification through to notify the Cumber contained herein; that attion, and if I do so, I treement(s) with the,	ion on behalf of the on the information ugh the completion of any erland Salem Cape May I am aware that it is a am subject to criminal permitting the
Full Name (Print):			Title:	
Signature:			Date:	
Sworn to and subscri Before me on this Day of				
NOTARY PUBLIC				
My Commission exp	ires:			

Consent of Insurance Coverage	
WHEREAS,	as principal, has submitted a herein to the County of Salem, and whereas, in order for such bmitted therewith;
NOW, THEREFORE BE IT KNOWN THAT, if the Co Principal shall enter into a contract with the County of undersigned, do hereby state that we will provide the prin	ounty of Salem shall accept the proposal of the Principal and the f Salem in accordance with the terms of such proposal, we the ncipal with insurance coverage as set below:
Jersey and who also maintains an office in the State B. Comprehensive General Liability insurance in an an broad form comprehensive general liability insurance damage per accident; and shall include provisions for the state of the state o	by a company licensed to conduct business in the State of New of New Jersey. nount no less than \$1,000,000.00 combined single limit including nce liability endorsement, and \$2,000,000.00 aggregate property for thirty (30) days prior written notice to the County of Salem of coverage. The County of Salem shall be included as an additional
C. Comprehensive General Automobile Liability insular limit covering owned, non-owned, or hired vehicle	rance in an amount no less than \$1,000,000.00 combined single es and shall include provisions for thirty (30) days prior written ifications, or cancellation of such coverage. The County of Salem
D. All policies maintained shall name the County of Sal (30) days prior written notice to the County of Sal	Salem as an additional named insured and shall provide for thirty em of any changes, modifications, or cancellation terms of such ity Counsel with certificates of insurance evidencing such policies
E. All required insurance coverage must be in effect not the contract and remain in effect for the duration of	o later than 12:01 A.M., prevailing time, at the start of the day of the contract, including any extensions. PRINCIPAL:
Sworn to and subscribed Before me on this, Day of, 20	(Proposer's Company Name)
NOTARY PUBLIC	(Authorized Signature for the Principal) INSURER:
My Commission expires:	

Non-Collusion Affidavit	
State of	
County of ss:	
County of 33.	
I, residing in	
I, residing in (Name of Affiant) (Name of Municipality) in the County of and the State of, of full ag	ţе,
being duly sworn according to law on my oath depose and say that:	
I am of the firm (Name of Firm)	
(Title or Position) (Name of Firm) the vendor making the proposal for the above named project, and that I executed the said proposal with full authority so	to
do; that said vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise	se
taken any action in restraint of free, competitive bidding in connection with the above named project; and that a	all
statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the	he
County of Salem in the State of New Jersey relies upon the truth of the statements contained in this affidavit in awardin	
the contract for the said project.	
I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon a	an
agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees	or
bona fide established commercial or selling agencies maintaine	
by(N.J.S.A. 52:34-15).	
(Name of Contractor)	
Sworn to and subscribed	
Before me on this (Signature of Affiant)	
Day of	
(Print Name of Affiant)	
NOTARY PUBLIC	
My Commission expires:	

CERTIFICATION OF NON-DEBARMENT FOR FEDERAL GOVERNMENT CONTRACTS

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

omorgoney conducts who	to one mission is required prior to project		
	PART I: VENDOR INFORMATION	ON	
Individual or Organization Name			
Address of Individual o Organization	r		
DUNS Code (if applicable)		
CAGE Code (if applicable			
Ch	eck the box that represents the type of busine	ess organ	ization:
□ Limited Partne	ership Limited Liability Partnership (LLP)	□ Other	(be specific):
PARI II – C	ERTIFICATION OF NON-DEBARMENT: I	a mot dobe	aread by the federal government
from contracting with a fine behalf of the above-name relying on the information through the date of contraction contraction through the date of contraction contraction in that I am aware the second contraction is that I am aware the second contraction contr	ndividual or organization listed above in Part I is federal agency. I further acknowledge: that I am a fed organization; that the <i>Cumberland Salem Cape</i> a contained herein and that I am under a continuing of a feat award by <i>Cumberland Salem Cape May Workforce Development Board</i> in writing of a feat it is a criminal offense to make a false statement	uthorized May Wo bligation f kforce De any chang or misrep	to execute this certification on orkforce Development Board is from the date of this certification evelopment Board to notify the ges to the information contained presentation in this certification,
and if I do so, I am subject the Court	ect to criminal prosecution under the law and that i mberland Salem Cape May Workforce Development	Roard ne	ermitting the Cumberland Salem
Cana May Workforca I	Development Board to declare any contract(s) res	sulting fr	om this certification void and
unenforceable.	recopiació Doura to decide dily contracto, res		
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATI	PART III - CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization					
Section A (Check the Box th	at applie		0.1			
		Below is the name and address of who owns more than 50 percent				
		the partnership who owns more t	ban 50 ne	ercent interest therein or of		
_ U		the member of the limited liabilit	nan 30 pe	ay owning more than 50		
		percent interest therein, as the ca				
Name of Individual or Organ	ization	percent interest therein, as the ca	oc may or			
Home Address (for Individu						
Business Address	iai) or					
Dusiness riddress		OR				
		No one stockholder in the corpor	ation owi	ns more than 50 percent of		
_		its voting stock, or no partner in	the partne	ership owns more than 50		
		percent interest therein, or no me	mber in t	he limited liability company		
		owns more than 50 percent interes	est thereir	n, as the case may be.		
Section	B (Skip i	if no Business entity is listed in S	ection A	above)		
		Below is the name and address o	f the stoc	kholder in the corporation		
		who owns more than 50 percent	of the vot	ring stock of the		
		organization's parent entity, or o	f the part	ner in the partnership who		
<u> </u>		owns more than 50 percent interes	est in the	organization's parent entity,		
		or of the member of the limited l	iability co	ompany owning more than		
		50 percent interest in organization	n's paren	t entity, as the case may be.		
Stockholder/Partner/Member						
Greater Than 50 Percent of Pa	arent					
Entity Home Address (for Individual)	OF					
Business Address	UI .					
Dusiness ruuress		OR				
		No one stockholder in the parent	entity co	rporation owns more than 50		
		percent of its voting stock, no pa	rtner in tl	ne parent entity partnership		
П		owns more than 50 percent interest	est therei	n, or no member in the		
		parent entity limited liability con	npany ow	ns more than 50 percent		
		interest therein, as the case may	be.			
		Section C – Part III Certification				
I hereby certify that no individ		ganization that is debarred by the fe		vernment from contracting		
with a federal agency owns gr	eater than	1 50 percent of the Organization li	sted abov	ve in Part I or, if applicable,		
owns greater than 50 percent	of a paren	t entity of	. I fu	orther acknowledge: that I am		
authorized to execute this cert	ification of	on behalf of the above-named organ	nization; t	that the <i>County of Salem</i> is		
relying on the information con	authorized to execute this certification on behalf of the above-named organization; that the <i>County of Salem</i> is relying on the information contained herein and that I am under a continuing obligation from the date of this					
certification through the date	of contrac	et award County of Salem to notify	the Cou	nty of Salem in writing of		
any changes to the informatio	n containe	ed herein; that I am aware that it is	a crimina	l offense to make a false		
statement or misrepresentation	n in this c	ertification, and if I do so, I am sub	ject to cri	minal prosecution under the		
law and that it will constitute	a material	l breach of my agreement(s) with the	ne <i>Count</i> y	of Salem, permitting the		
	iny contra	ct(s) resulting from this certification	n void an	d unenforceable.		
Full Name (Print):			Title:			
Signature:			Date:			

Part IV – CI	ERTIFICATION OF NO	N-DEBARM	ENT: Co	ntractor – Controlled Entities	
		Section A	A	CLUS SEED OF SERVICE	
	Below is the name and address of the corporation(s) in which the Organization listed n Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the imited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.				
Name of B	usiness Entity			Business Address	
Add additional sh	eets if necessary				
		OR			
	voting stock in any corpo any partnership or any lin	oration and doe mited liability	s not own	ot own greater than 50 percent of the n greater than 50 percent interest in	
Sec	tion B (skip if no busine	ss entities are	listed in	Section A of Part IV)	
	Below are the names and A owns greater than 50 percent interest (parts	percent of the v	voting sto ted liabili	es in which an entity listed in Part III ock (corporation) or owns greater than ty company).	
	Entity Controlled by Section A of Part IV]	Business Address	
Add additional Sl	neets if necessary				
		OR			
	No entity listed in Part I corporation or owns greatiability company.	II A owns grea ater than 50 pe	ter than the	50 percent of the voting stock in any crest in any partnership or limited	
	Section (C – Part IV C			
entity that that is del does not own greater debarred by the fede authorized to execut is relying on the info certification through of any changes to the statement or misrepr the law and that it w	parred by the federal gover than 50 percent of any en- ral government from contract this certification on beha- tormation contained herein a the date of contract award e information contained here essentation in this certificate fill constitute a material bread	nment from contity that in turn racting with a fall of the above and that I am use I by <i>County of</i> crein; that I am tion, and if I do each of my agree	ntracting s owns greederal age- named or nder a con Salem to aware that so, I am element(s)	own greater than 50 percent of any with a federal agency and, if applicable, reater than 50 percent of any entity ency. I further acknowledge: that I am reganization; that the <i>County of Salem</i> intinuing obligation from the date of this protify the <i>County of Salem</i> in writing at it is a criminal offense to make a false subject to criminal prosecution under with the <i>County of Salem</i> , permitting diffication void and unenforceable.	
Full Name (Print):			Title:		
Signature:			Date:		

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

STATE OF				
COUNTY OF	· · · · · · · · · · · · · · · · · · ·	ss:		
	and the State of	Γown/Towns	ship/Borough, etc full age, bein	in the County of g duly sworn according to law on
my oath depose ar				
making of this bid and Disqualified I and made with the	work, and that I exect is not included on the Bidders; and that all stall knowledge that the stall knowledge the stall knowledge that the stall knowledge the stall knowledge that the stall knowledge the stall kn	uted said bid the State of statements co the County o	d with full authority to New Jersey, State Trea ontained in said bid and of Salem, as the Owner r	the bidder making the bid for do so; that said bidder at the time of surer's List of Debarred, Suspended in this affidavit are true and correct, relies upon the truth of the statements arding the contract for said work.
Treasurer's List of	f Debarred, Suspende g Guarantee Period,	d and Disqu	alified Bidders at anytin	aking this bid appear on the State ne prior to, and during the life of this lately so notified by the signatory of
and/or disqualifica	ation in contracting w	vith the State	e of New Jersey, if the	is subject to debarment, suspension Contractor, pursuant to NJAC 12:60-ng to applicable law and regulation.
			:	- 1:
			:	
			(Insert Name, Telephone N	o., Fax No. and
			Address of Contractor)	
			(Insert Name and Title of A	ffiant)
Subscribed and sw	orn before me this	day of	20	
		- -		
	xpires 20			

Business Registration Certificates and Compliance

Revised Contract Language for Business Registration Certificates and Compliance (9-2018)

Pursuant to N.J.S.A. 52:32-44, Salem County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the vendor/proposer/contractor, and each subcontractor that is required by law to be named in a proposal/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a proposal or proposal shall provide proof of business registration to the vendor, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered in the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

STATE OF NEW JERSEY **BUSINESS REGISTRATION CERTIFICATE** STATE OF MON MERSEY TAX REGITEST ACCOUNT TAXPAYER NAME TRADE NAME 647 ROEBLING AVE CLIENT BEDISTRATTO TAX REGISTRATION TEST ACCOUNT TRENTON, NJ 08611 SEQUENCE NUMBER: TAXPAYER IDENTIFICATIONS: 0107530 ISSUIANCE DATE: October 14, 2004 For Office Use Only

SAMPLES BUSINESS REGISTRATION CERTIFICATES

(3) Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

20041014112823533

(4) Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

CERTIFICATION OF PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN PURSUANT TO P.L.2022, c.3

	, , , , , , , , , , , , , , , , , , ,
BID/RFP/So	olicitation Number: Bidder/Offeror:
	Part 1: Certification
	COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW
for goods or s the person or Chapter 25 lis services can b subsidiary, or	aw, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at web addresses:
	nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf .us/treasury/purchase/pdf/Chapter25List.pdf.
As applicable	to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.
person or ent activities in Ir	entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the city, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment ran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before can be entered into.
or contract, in	r contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, ncluding but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, debarment or suspension of the party.
	CONTRACT AWARDS AND RENEWALS
ap pu ce	certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate opears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus ursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further ertify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)
	CONTRACT AMENDMENTS AND EXTENSIONS
lis or re	certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is sted on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or expresentative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)
	IF UNABLE TO CERTIFY

assessed as provided by law.

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be

to

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT

ACTIVITIES IN IRAN.						
You must provide a detailed, accurate, and precise description of the subsidiary, or affiliate, engaging in prohibited activities in Russia or and, if needed, on additional sheets provided by you.	ne activities of the person or entity, or of a parent entity, Belarus and/or investment activities in Iran in the space below					
Part 3: Certification of True and Complete Information						
I, being duly sworn upon my oath, hereby represent and s the best of my knowledge, are true and complete. I attest that I an referenced person or entity.	state that the foregoing information and any attachments there, to n authorized to execute this certification on behalf of the above-					
I acknowledge that the Government of Salem County is re acknowledge that I am under a continuing obligation from the date the Government of Salem County to notify the Government of Sale contained herein.	of this certification through the completion of any contracts with					
I acknowledge that I am aware that it is a criminal offense certification. If I do so, I recognize that I am subject to criminal probreach of my agreement(s) with the Government of Salem County from this certification void and unenforceable.	osecution under the law and that it will also constitute a material					
Signature of Vendor's Authorized Representative	Date					
Print Name and Title of Vendor's Authorized Representative						
Vendor Name	Vendor Phone Number					
Vendor Address (Street Address)	Vendor Fax Number					
Vendor Address (City/State/Zip Code)	Vendor Email Address for Authorized Representative					

¹ Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting, or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION AFFIDAVIT IN ACCORDANCE WITH N.J.S.A. 19:44A-20.27

STATE OF)					
COUNTY OF) ss	3:				
I,	Name)	, of fu	ıll age, being duly	y sworn accordin	ig to	
law, on my oath depose	•					
		(Title, Posi	ition, etc.)			
of the firm of						
the Bidder, making the l	Bid for the followi	ng project:				
annual disclosure state (ELEC) pursuant to N. calendar year. I further that all statements conta Salem County relies up Affidavit in awarding the	J.S.A. 19:44A-20.2 acknowledge that tined in said Proposion the truth of the	27 if in receipt of obusiness entities are osal and in this Affice statements contain	contracts in exce e solely responsib davit are true and	ess of \$50,000.0 ble for determini I correct, and ma	00 from public en ng if filing is nec ide with full know	ntities in a essary and wledge tha
(Signature)		,				
(Type of print name of a	affiant)					
Subscribed and sworn to	o before me this	day of		, 20		
				[SEAL]		
Notary Public, State of						
My commission expires	3	_				

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.									
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.									
(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.									
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.									
The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.									
Signature of Contractor's Authorized Official									
Name and Title of Contractor's Authorized Official									

Date

Acknowledgment of Receipt of Addenda								
The unde	ersigned Vendor hereby acknow	edges receipt of	the following Addenda:					
A	Addendum Number	<u>Dated</u>						
-			e:					
_			- :					
·			ē.					
=			±1					
-			-,					
☐ No a	addenda were received							
Acknow	ledged for:(Name of Ve							
Ву:	(Signature of Authorized Rep	aracentative)	_					
	, -							
Name: _			-					
Title:			_					

FAILURE TO ACKNOWLEDGE AND RETURN WITH YOUR PROPOSAL SUBMISSION THE RECEIPT OF ANY ISSUED ADDENDA FOR THIS PROPOSAL ON THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM SHALL BE CAUSE FOR YOUR PROPOSAL TO BE REJECTED. N.J.S.A. 40A:11-23.2.e.

BID EXCEPTIONS FORM

Exceptions, if any, to the bid specifications, shall be noted and described below.

Please note that bids received without any exceptions noted and described below shall be assumed to be in complete compliance with the bid specifications.

Please note that failure by the bidder to note and describe below exceptions to the bid specifications shall in no way provide relief to contractors supplying products or materials which do not meet the bid specifications. Contractors supplying products or materials which are not noted and identified below shall be subject to legal action

uotioii.													
Do you have a exceptions.	ny exce	ptions to	the spe	cificat	ions? Yes	N	D	If yes,	note	and de	escribe bel	ow y	our/
EXCEPTION	# 1:	Describe	here	with	specificity	the	exact	nature	e of	your	Exception	n #	1:
Describe here specification:	with sp	ecificity	how w	ith Ex	ception #	1 you	ır bid	still m	eets	the rec	quirements	of	this
EXCEPTION	# 2:	Describe	here	with	specificity	the	exact	natur	e of	your	Exception	n #	2:
Describe here specification:	with sp	ecificity	how w	ith Ex	xception #	2 you	ar bid	still m	ieets	the rec	quirements	of	this
EXCEPTION	# 3:	Describe	here	with	specificity	the	exact	natur	e of	your	Exception	n #	3:
Describe here specification:	with sp	ecificity	how w	ith Ex	sception #	3 yo	ur bid	still n	neets	the rec	quirements	of	this
													_



PUBLIC NOTICE OF AWARDS

PUBLIC NOTICE OF CONTRACT AWARDS

The Board of County Commissioners of Comberland County and the Board of County Commissioners of Salam County has awarded the following contracts in accordance with compositive contracting procedures pursuant to N.J.S.A. 40A:11-4 1 et seq. These contracts and the resolutions authorized them are available for public inspection at the Comberland County Finance Department Purchasing Division located at 164 W. Board, St. Bridgelon, NJ 08392, or Fifth Street Office Complex, 110 Fifth Street, Suite 400, Salam, NJ 08079

CONTRACT TITLE: FOR PROVIDING IN SCHOOL YOUTH INDUSTRY FOCUSED TRAINING INTERNSHIP PROGRAM SERVICES FOR CUMBERLAND COUNTY, RFP#24-0001

AWARDED TO: Cumberland WORKS EST. AMOUNT OF AWARD: \$150,000

CONTRACT PERIOD: July 1, 2024 in June 30, 2025 with the option of three one-year renewals.

CONTRACT TITLE: FOR PROVIDING ONE STOP CAREER SERVICES WIGA TITLE 1-8 ADULT, DISLOCATED WORKER AND YOUTH SERVICES FOR CUMBERLAND, SALEM, AND CAPE MAY COUNTY BY MEANS OF THE CUMBERLAND, SALEM, CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD, RFP# 24-0002

AWARDED TO: Cumberland County Employment and Training

EST. AMOUNT OF AWARD: \$1,302,000

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year ranewals.

CONTRACT TITLE: FOR PROVIDING ONE STOP CAREER SERVICES WIDA TITLE 1-B ADULT. DISLOCATED WORKER AND YOUTH SERVICES FOR CUMBERLAND, SALEM, AND CAPE MAY COUNTY BY MEANS OF THE CUMBERLAND, SALEM, CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD RFP# 24-0002

AWARDED TO: Salem Board of Social Services

EST, AMOUNT OF AWARD: \$383,000

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year renewals,

CONTRACT TITLE: FOR PROVIDING ONE STOP CAREER SERVICES WIGA TITLE 1-8 ADULT, DISLOCATED WORKER AND YOUTH SERVICES FOR CUMBERLAND, SALEM, AND CAPE MAY COUNTY BY MEANS OF THE CUMBERLAND, SALEM, CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD, REP\$ 24-6002

AWARDED TO: Cape May County Department of Human Services/Division of Workforce Development EST, AMOUNT OF AWARD: \$1,468,800

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year renewals.

CONTRACT TITLE: FOR PROVIDING IN SCHOOL YOUTH INDUSTRY FOCUSED TRAINING INTERNSHIP PROGRAM SERVICES FOR CAPE MAY COUNTY RFP#24-03

AWARDED TO: Jersey Cape EST, AMOUNT OF AWARD: \$131,500

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year renewals.

CONTRACT TITLE: FOR PROVIDING OUT OF SCHOOL YOUTH INDUSTRY FOCUSED/OCCUPATIONAL TRAINING INTERNSHIP PROGRAM SERVICES FOR SALEM COUNTY, RFPV24-04

AWARDED TO: Ranch Hope EST. AMOUNT OF AWARD: \$150,000

CONTRACT PERIOD: July 1. 2024 to June 30, 2025 with the option of three one-year renewals

CONTRACT TITLE: FOR PROVIDING OUT OF SCHOOL YOUTH INDUSTRY FOCUSED/OCCUPATIONAL TRAINING INTERNSHIP PROGRAM

SERVICES FOR GAPE MAY COUNTY, RFF#24-04

AWARDED TO: Jersey Cape

EST. AMOUNT OF AWARD: \$265,500

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year renewals.

CONTRACT TITLE: FOR PROVIDING OUT OF SCHOOL YOUTH INDUSTRY FOCUSED/OCCUPATIONAL TRAINING INTERNSHIP PROGRAM

SERVICES FOR CUMBERLAND COUNTY, RFP#24-13
AWARDED TO: PalhStone Comoration

EST. AMOUNT OF AWARD: \$300,000

CONTRACT PERIOD: July 1, 2024 to June 30, 2025 with the option of three one-year renewals.

CONTRACT TITLE: CONTRACT RENEWAL FOR PROVIDING ONE-STOP OPERATOR SERVICES FOR THE CUMBERLAND, SALEM, CAPE MAY COUNTY WORKFORCE DEVELOPMENT BOARD AND ONE-STOP CAREER CENTERS. RFF# 21-11

AWARDED TO: Cumberland Empowerment Zone EST. AMOUNT OF AWARD: \$100,000

CONTRACT PERIOD: July 1, 2024 to June 30, 2025. Final year of contract,

The services highlighted in the public holice are supported by the New Jersey Department of Labor (NJDOL) with funds from the United States Department of Labor (NJDOL) with funds from the Worldonce Innovation and Opportunity Act (WIOA) 100% of these services are financed through federal funding sources Contract awards information is on fire and available for respection at the Combelland County Department of Worldonce Development, 3322 College Drive, Vineland NJ 08380

1x Fee=\$95.21 6/26/24

> PATRICE J BECHTA NOTARY PUBLIC STATE OF NEW JERSEY ID # 50204541 MY COMMISSION EXPIRES NOV. 15, 2027

> > Crown Brette