

County of Mercer

McDade Administration Building 640 South Broad Street P.O. Box 8068 Trenton NJ 08650-0068

"

COMPETITIVE CONTRACTING

REQUEST FOR PROPOSALS

WFNJ GA/SNAP
EMPLOYMENT DIRECTED ACTIVITY PROGRAMS

MERCER COUNTY
WORKFORCE DEVELOPMENT BOARD (WDB)

Located At: 26 Yard Avenue, Building 4, Trenton, NJ 08609

Mailing Address: 640 South Broad Street, PO Box 8068, Trenton NJ 08650-0068

To Be Received On



May 21, 2024 BY 12:00 NOON

CC WFNJ PY 2024 & PY 2025

Dan Benson, County Executive

**MERCER COUNTY WORKFORCE DEVELOPMENT BOARD
COMPETITIVE CONTRACTING RFP FOR WFNJ GA/SNAP PROGRAMS**

Public Notice in accordance with N.J.S.A. 40A:11-4.1, et seq., is hereby given that on, **Tuesday May 21, 2024 by 12:00 noon** (Prevailing time) Mercer County Workforce Development Board (WDB), will accept Competitive Contracting proposals for **WorkFirst New Jersey (WFNJ) GA/SNAP Programs** for Program Year 2024 contract period July 1, 2024 through June 30, 2025 and option to extend for Program Year 2025 July 1, 2025 through June 30, 2026.

The Mercer WDB is seeking proposals for the purpose of providing Employment Directed Activities that will equip WFNJ GA/SNAP recipients with the tools and skills necessary to become employed.

A **Technical Assistance Workshop is scheduled for Wednesday May 1, 2024 at 10:00 a.m.** at the Mercer County One Stop Career Center, 26 Yard Ave. Trenton, NJ Respondents are strongly encouraged to attend. You must R.S.V.P. in advance to Chiara Tramo at (609) 989-6521 or by email at ctramo@mercercounty.org no later than 4:30 p.m. on Tuesday, April 23, 2024.

Competitive Contracts are contingent upon receipt of funding from the NJ Department of Labor (NJ DOL). The contract award will be for a one-year period (7/1/24 - 6/30/25) with the option to extend for one-year contingent upon continued programming need, receipt of funding from NJDOL the provider meeting outlined performance measures & contractual obligations and approval by the Mercer County Board of Commissioners. Approximate availability of funding:

WFNJ-GA/SNAP

PY 2024: approximately \$250,000 July 1, 2024 through June 30, 2025

PY 2025: approximately \$250,000 July 1, 2025 through June 30, 2026

Proposals are evaluated and ranked based on scores received utilizing the following criteria; Pre-Evaluation Review to ensure compliance with all significant RFP requirements, Program Design and Implementation, Previous Performance, Program Administration, and Fiscal and Budget information. Consideration of awards will be given to the proposals most beneficial to the program, with the highest-ranking score, and with price and other factors considered.

RFP Specifications and Proposal forms are available for pick-up by calling 609 989-6521 at the Mercer County WDB Office, 26 Yard Ave, Building 4, Trenton, NJ 08609 during office hours of 8:30 a.m. to 4:30 p.m. Monday - Friday, and by download from the Mercer County website <http://www.mercercounty.org> under the title of **Bids & RFP** and on the WDB page.

Proposals may be hand delivered or mailed, however, the Mercer WDB disclaims any responsibility for proposals received late by regular or express mail. Clearly identify the RFP Package with **CC RFP WFNJ GA/SNAP PY 2024 & PY 2025**

- Delivery in person, by Courier, UPS, or FedEx: Mercer County Workforce Development Board, 26 Yard Avenue, Building 4, Trenton NJ 08609;
- Delivery by regular US Postal Service mail: Mercer County Workforce Development Board, 640 South Broad Street, PO Box 8068, Trenton NJ 08650-0068.

Proposals may be rejected if not submitted or received within time, date and place designated, and if not accompanied by all required documents. E-mailed or faxed proposals will not be accepted.

Eligibility requirements: organizations must have a minimum 1-year experience in serving participants with similar barriers. The RFP is open to for-profit, non-profit, community-based and/or faith-based organizations, educational (2-year/4-year), proprietary or post-secondary institutions, labor organizations, and government agencies.

Addenda to this RFP will be issued on the website. It is the sole responsibility of the respondent to be knowledgeable of any addenda related to this procurement and to check the website from now through the proposal submission date.

A copy of your New Jersey Business Registration Certificate must be submitted with your proposal. Applicants are required to comply with the requirements of P.L. 1975 C127 and N.J.A.C. 17:27 et seq. COUNTY OF MERCER, NEW JERSEY

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1. INTRODUCTION

The Mercer County Workforce Development Board (WDB) at the Mercer County One-Stop Career Center is accepting proposals to provide WFNJ GA/SNAP Workforce Development programs for Employment Directed activities. The contract period will be for Program Year 2024, period of July 1, 2024 through June 30, 2025, and with an option to extend for one (1) year for Program Year 2025 for the period of July 1, 2025 through June 30, 2026. The approximate amount available for each year is \$250,000 (PY 2024) and \$250,000 (PY 2025). Funding is contingent upon receipt of funding from NJ Department of Labor, approval by the County Board of Commissioners and upon inclusion in and adoption of the 2024 & 2025 Mercer County Budgets. The option to extend for PY 2025 is contingent upon continued programming need, receipt of funding from NJDOL, the provider meeting outlined performance measures & contractual obligations, approval by the Mercer County Board of Commissioners and upon inclusion in and adoption of the 2025 & 2026 Mercer County Budgets.

ADMINISTRATIVE CONDITIONS AND REQUIREMENTS

The following items express the administrative conditions and requirements of the RFP. They will apply to the RFP process, the subsequent contract, and the program activity. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Mercer WDB to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of contract. The contents of the proposal of the successful Respondent, as accepted by the Mercer WDB will become part of any contract awarded as a result of this RFP.

SCHEDULE

The following dates have been established as a schedule for the CC WFNJ GA/SNAP RFP PY 2024 & PY 2025:

Request for Proposal Release	Monday April 22, 2024
Technical Assistance Session	Wednesday May 1, 2024 at 10:00 a.m.
Proposal Submission and Opening	Tuesday May 21, 2024 at 12:00 noon
Contract Review Period	Wednesday May 22 - Tuesday May 28, 2024
Contract Recommendation & Notification	Wednesday May 22 - Wednesday May 29, 2024
Services Begin	July 1, 2024

PROPOSAL SUBMISSION INFORMATION

Proposal must be submitted no later than **TUESDAY MAY 21, 2024 by 12:00 noon**. Proposals submitted after this designated date and time will not be accepted and will be disqualified from consideration. The primary copy of the proposal must be marked as "ORIGINAL". All documentation included in the primary proposal must be **signed in Blue Ink** to distinguish it from the copies. Responses delivered before the submission date and time specified 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(s) involved in the proposal submission. After the proposal has been submitted, on the date and time specified above, responses must remain firm for a period of sixty (60) days.

EXPRESS OR US DELIVERY

Proposals may be hand delivered or mailed, however, the County disclaims any responsibility for proposals received late by regular or express mail. All proposals sent by express mail or regular mail service must clearly designate the package with **CC WFNJ GA/SNAP RFP PY 2024 & 2025** on the outside of the envelope. Proposals received after the designated time and date will be returned unopened (no exceptions).

RFP Specifications and Proposal forms are available for pick-up by calling 609 989-6521 at the Mercer County WDB Office, 26 Yard Ave, Building 4, Trenton, NJ 08609 during office hours of 8:30 a.m. to 4:30 p.m. Monday - Friday, and by download from the Mercer County website <http://www.mercercounty.org> under the title of Bids & RFP and on the WDB page. Please see below for the delivery of proposals.

● **Hand-delivered Walk-ins, Courier Service, FedEx, or UPS:** Mercer County Workforce Development Board, 26 Yard Avenue, Building 4, Trenton NJ 08609

● **U.S. Postal Service Mail:** Mercer County Workforce Development Board, 640 South Broad Street, PO Box 8068, Trenton NJ 08650-0068

NOTE: The United States Postal Service does not deliver priority or overnight mail directly to the Mercer WDB's physical address. If a bidder chooses to use the United States Postal Service, it is the bidder's responsibility to ensure that the bid

package is delivered by the bid opening date and time. Any bid document received after the deadline established by the WDB will not be accepted, regardless of the method of delivery.

TECHNICAL ASSISTANCE WORKSHOP

A Technical Assistance Workshop is scheduled for WEDNESDAY MAY 1, 2024 at 10:00 a.m. at the Mercer County One Stop Career Center (MCOSCC), 26 Yard Ave. Trenton, NJ. Respondents are strongly encouraged to attend. You must R.S.V.P. in advance to Chiara Tramo at (609) 989-6521 or by email at ctramo@mercercounty.org no later than 4:30 p.m. on Tuesday, April 30, 2024 to obtain parking information. Respondents are expected to review the RFP with care prior to attending the Workshop. This will be the **only opportunity** to ask questions about any section of the RFP. Attendance at this Workshop is strongly suggested it is not mandatory. Please submit written questions in advance of the workshop.

Information from the Technical Workshop will be posted on the Mercer County Workforce Development Board (WDB) website <http://www.mercercounty.org/boards-commissions/workforce-development-board-296> . All questions must be submitted no later than ten (10) business days prior to proposal submission date. Answers will be posted at least 7 days prior to the proposal submission date.

PROVIDING INFORMATION

RFP packets will be made available at the One-Stop Career Center during regular business hours of 8:30 a.m. to 4:30 p.m. Monday- Friday. Proposal packages may be requested by email in Word format from ctramo@mercercounty.org or in PDF format from the County website at: <http://nj.gov/counties/mercer/commissions/investment/funding.html>. The Mercer WDB shall provide access, within reason and at no cost to the Contractor, to all information and forms needed by the Contractor to complete the Request for Proposal.

USING DEPARTMENT INFORMATION

Using department for WFNJ Programs: Mercer County Workforce Development Board, located at the One-Stop Career Center at 26 Yard Avenue, Trenton NJ 08609.

COUNTY REPRESENTATIVE FOR THIS SOLICITATION

The One-Stop has designated the following person as the representative regarding this RFP. Please direct all questions by email or in writing to:

	Virgen Velez, Acting Director	
	Mercer County Workforce Development Board (WDB)	
	640 South Broad Street, PO Box 8068	
	Trenton, NJ 08650-0068	
	Email: yvelez@mercercounty.org	

INTERPRETATIONS AND ADDENDA

Respondents are expected to examine the RFP with care and observe all its requirements. Any questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the organization’s representative in response to such comments and questions will be posted on the website, at <http://www.mercercounty.org/boards-commissions/workforce-development-board-296>. Only comments and questions responded to by formal written Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect. It is the **sole responsibility of the respondent** to be knowledgeable of all addenda related to this procurement. Addenda will be issued on the website; therefore, all interested respondents shall check the website from now through the RFP opening.

AGENCY ELIGIBILITY

Any legally established public or private agency or organization, as listed below, that has been in operation for a minimum one (1) year and has demonstrated experience and ability in serving the same or similar populations will be eligible to respond to this RFP. Similar populations refer to customers with the same identified barriers to employment, i.e. basic skills deficient, English language learner, lack of work readiness skill and employment history, etc.

- For-profit, i.e. Sole Proprietorship, Partnership, Corporation and/or Limited Liability Corporations, etc.
- Non-profit, i.e. Community-based and/or Faith-based organizations
- Educational Institution, i.e. 2-year, 4-year, Proprietary, Post-Secondary
- Government Agency, Federal, State, County and/or Municipal
- Labor Organizations

Provide Proof of Registration: All respondents must submit proof of legal status with the Federal Government and/or from the State of New Jersey. Non-profit organizations must possess a 501(c)(3) designation from the Internal Revenue Services and be registered as a charity under the New Jersey Charitable Registration (Chapter 531) and show proof of current registration with the State of New Jersey <http://www.state.nj.us/state/nonprofit.html>.

For-Profit Agencies: For-profit agencies will be considered for funding if their proposals demonstrate superior service provision over non-profit applicants.

2. STATUTORY AND FUNDING REQUIREMENTS

COMPLIANCE WITH LAWS

Any contract entered into between the contractor and the County of Mercer must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The Respondent shall sign and acknowledge all forms, assurances, and certificates as are required by this section. **All signatures must be in [blue ink](#) to distinguish the documents as an original.**

1. Stockholder Disclosure: Statement of Corporation Ownership 52:25-24.2. Bidders To Supply Statement Of Ownership Of 10% Interest In Corporation Or Partnership No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

2. P.L. 2012 Iran Bid or Proposal Prohibited: C.52:32-57 - P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

3. Americans with Disabilities Act of 1990: Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read Americans with Disabilities language that is part of the document and agree to the provisions of Title II of the Act. The contractor is obliged to comply with the Act and hold the owner harmless.

4. Non-Collusion Affidavit: The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed, notarized and submitted with the RFP response.

5. & 5-A. Affirmative Action Compliance Notice: No firm will be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, C. 127 as identified in the documents attached hereto. Previously contracted providers must submit a current Certificate of Employee Information Report. New Providers: if awarded a contract without a current Certificate of Employee Information Report you must submit proof that a certificate was applied for and include a copy of form AA-302 and the canceled check. A contract cannot be approved without this information.

6. Exhibit A, Mandatory Equal Employment Opportunity Language

7. & 7-A. Indemnification and Certification of Insurance: The contractor must submit proof of Insurance **as required** or the contract **will not be approved**. A Certificate of Insurance must be submitted with all information as requested by the County.

8. & 8-A. Proof of NJ Business Registration P.L. 2009, c.315: Business Registration P.L. 2009, c.315

This reforms Business Registration Certificate (BRC) filing and permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010, this law removes the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-23.2) that required a bid to be rejected if the bidder failed to include a BRC with the bid, even though it may have been the otherwise lowest responsible bid.

The law now allows the BRC to be filed any time prior to award of the contract and the bidder had to have obtained the BRC prior to receipt of bids. This permits the BRC to be required with a bid, or submitted subsequently. If a BRC is required in a bid, but not submitted with the bid, it would be an immaterial defect; curable by being filed prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/treasury/revenue or by phone at (609) 292-1730.

9. Excerpts from EEOC Sexual Harassment Guidelines

10. Pay to Play: P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A-20.27): As of January, 2007, 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 www.elec.state.nj.us or 888-313-3532.

11. Training Providers Grievance Procedures

FAILURE TO ENTER CONTRACT

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, MCOTES may then, at its option, accept the proposal of another respondent.

AWARD

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et. seq.

ASSIGN AND TRANSFER OF CONTRACT

Successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or any part thereof to anyone without the written consent of the County of Mercer.

TIME OF CONTRACT COMPLETION

It is hereby understood and mutually agreed, by and between the Respondent and the County, that the date on which the service shall be substantially complete as specified in the RFP is an essential condition of the contract. It is further understood and agreed mutually that the service and contract time embraced in the contract shall commence on the date specified and that the contract shall be completed in sequence and time frame identified.

The Contractor agrees to indemnify and hold the County harmless from any liability to subcontractors concerning payment for services performed arising out of the lawful termination of the contract by the County under this provision. In case of default by the contractor, the County may procure the services from other sources and hold the contractor responsible for any excess cost occasioned, thereby.

TERMINATION OF CONTRACT

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor violates any requirements of the contract, the County shall thereupon have the right to terminate the contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the County of any obligation for the balances to the contractor of any sum or sums set forth in the contract.

CHALLENGE OF SPECIFICATIONS

Any respondent who wishes to challenge a specification shall file such challenge in writing with Mercer County no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or The County of Mercer, the Contractor shall continue all terms and conditions of said contract for a period not to exceed thirty (30) days at the County's request.

GRIEVANCE AND COMPLAINT PROCEDURES

All Subrecipients who are awarded funding for these programs are subject to the Grievance and Complaint Procedures established by Mercer County. A copy of these procedures is included in the proposal, Attachment 6: Certifications and Assurances 1-11.

PROTEST PROCEDURES

Respondents not agreeing with the final determination of contracts awarded as a result of this procurement procedure have the right to file an appeal with the Mercer WDB within ten business days of receipt of a letter of rejection. An **informal hearing** between appropriate parties shall then be scheduled with a decision drawn no later than 60 calendar days after the date the appeal was filed.

A protester shall exhaust all administrative remedies with the Mercer WDB before pursuing protest at a higher level or **formal resolution process**. Violation of law will be referred to the U.S. Department of Labor, Office of the Inspector General and other appropriate local and State authorities having proper jurisdiction.

Informal Hearing Process: Any respondent who feels their proposal was not given fair and adequate consideration may request to meet with the Director of the Mercer WDB to review why their proposal was not chosen. The director will give an evaluation of the proposal outlining the reasons why their proposal did not meet the threshold to receive funding. The informal hearing must be requested prior to protesting through a formal resolution.

Formal Resolution Process: If the respondent continues to feel dissatisfaction with the results of the informal hearing process they may file a written formal protest through the Open Public Records Act (OPRA). Information for filling is available through the Mercer County Counsel's Office:

[https://mercercountynj.mycusthelp.com/WEBAPP/_rs/\(S\(d0fje2mpx22nprbigahqzrm\)\)/SupportHome.aspx](https://mercercountynj.mycusthelp.com/WEBAPP/_rs/(S(d0fje2mpx22nprbigahqzrm))/SupportHome.aspx)

The County of Mercer reserves the right to:

- a. Reject any or all submitted proposals
- b. Request clarification of any submitted information
- c. Not enter into any contract
- d. Not select any firm
- e. Cancel this process at any time
- f. Cancel any part of this RFP at any time
- g. Amend this process at any time
- h. Interview respondents prior to award
- i. Award more than one contract if it is in the best interest of the agency
- j. Issue similar solicitations in the future
- k. Request additional information from prospective contractors.

DISPUTE RESOLUTION

The provider agrees to attempt to resolve disputes arising from this agreement by administrative process and negotiation in lieu of litigation. The provider ensures continued performance of this agreement while any dispute is pending.

Any dispute arising under this grant or agreement, which is not settled by informal means, shall be decided by NJDOL who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the provider. The provider shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending the final decision of a dispute the provider shall proceed diligently with the performance under the Agreement. The dispute resolution mechanism described in this section is not exclusive. NJDOL and providers preserve all rights in law and equity to pursue any claims that may arise. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

COST LIABILITY AND ADDITIONAL COSTS

The Mercer WDB assumes no responsibility and liability for costs incurred by the Respondent prior to the issuance of an agreement. The liability shall be limited to the terms and conditions of the contract. Respondents will assume responsibility for all costs not stated in the proposals. All hourly rates either stated in the proposal or used as a basis for pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the County of Mercer, for indirect costs, fees, postage, licensing, commissions, taxes, travel, subsistence, report preparation, meetings, administrative tasks, administrative and clerical support, overhead, etc. are not to be billed to the County and will not be paid.

OWNERSHIP OF MATERIAL

The Mercer WDB shall retain all of its rights and interest in and to any and all documents and property, both hard copy and digital furnished by the County of Mercer to the contractor, for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the Mercer WDB at the expiration or termination of the work or completion of any related services, pursuant thereto, whichever comes first. None of such documents and/or property shall, without the written consent of the Mercer WDB, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the Mercer WDB pursuant to this contract shall belong exclusively to the Mercer WDB. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the County of Mercer upon completion of the project. The contractor shall not have the right to use, sell or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the County of Mercer.

GENERAL CONSIDERATIONS

Competitive Contracting is a formal procurement process governed by the State of New Jersey's, Local Public Contract Law and Rules. The process utilizes an RFP containing thoroughly developed programmatic specifications and scope of services, criteria for evaluating proposals, and statutorily required language and forms. Responses are ranked by a committee on the RFP criteria. This evaluation uses a detailed methodology leading to a recommendation to the governing body to award a contract based on programming needs with price and other factors considered.

MONITORING & EVALUATION COMPLIANCE

The vendor shall permit Federal, State, Mercer County WDB and Career Services staff and designated agents to have regular, continuing personal contact and communication with customers and subcontractor staff at instructional sites in a manner that minimally disrupts the instructional program(s) at these sites in order to monitor and evaluate compliance with terms outlined in the contract.

PERSONAL IDENTIFIABLE INFORMATION: INTERNAL CONTROL STRUCTURE

All recipients and subrecipients of Federal, State and County funds are required to have an internal control structure in place that provides safeguards to protect Personally Identifiable Information (PII) and other sensitive information of program participants. PII is information that can be used to distinguish or trace an individual's identity; either alone or when combined with other personal or identifying information. Examples include but are not limited to social security numbers, credit card numbers, bank account numbers, birthdates, fingerprints, biometric identification, medical history, financial information and computer passwords, etc. Grantees must keep all data obtained through this grant stored in an area that is physically safe from access from unauthorized individuals at all times. Prior to collecting this data, the participants must sign a release acknowledging the use of PII for grant purposes only.

FUNDING

Competitive Contracts are contingent upon receipt of funding from the NJ Department of Labor (NJ DOL). The contract award will be for a one-year (1) period (7/1/24 - 6/30/25) with the option to extend for one year for the period 7/1/25 - 6/30/26. Funding is contingent upon receiving sufficient funds from NJ DOL, the proposal receiving a minimum of 70% score to be considered for an award, and approval by the Mercer County Board of Commissioners. Continued funding is dependent upon continued programming need, receipt of sufficient funding from NJDOL, provider meeting outlined performance measures, and all contractual obligations, and approval by the Mercer County Board of Commissioners

Initial Funding Period: PY 2024, contract period of July 1, 2024 through June 30, 2025 & option to extend PY 2025, July 1, 2025 through June 30, 2026

Approximate availability of funding: \$250,000 for PY 2024 & \$250,000 for PY 2025

MODIFICATION OF THIS CONTRACT

If a contract is awarded the Mercer WDB reserves the right to modify this contract in order to incorporate any changes in regulations, requirements, policies, or guidelines issued by applicable federal or State funding entities.

BUDGET SEQUESTRATION

All contracts shall include the following language with regard to automatic spending cuts to United States federal government funding:

**“The Contract Award is Contingent upon Receiving Requisite Federal Funding
Necessary to Complete the Terms of the Contract.”**

ESTIMATE OF QUANTITIES: LOCATION AND QUANTITIES

The County of Mercer reserves the right to increase or decrease the quantities as may be deemed reasonably necessary or desirable to complete the work detailed by the contract.

The County reserves the right to decrease or increase the levels of service according to program needs and allocations, and no minimum or maximum is implied or guaranteed. Such increase or decrease will be determined solely upon the Estimate of Quantities, or for RFP purposes, the **Cost per Participant (CPP)** submitted with this proposal and shall in no way violate this contract, nor give cause for liability or damages. The County also reserves the option of awarding multiple contracts based on the evaluation criteria and such contracts shall be awarded at the unit cost per participant for service reflected in the contractor’s proposal.

COST PER PARTICIPANT (CPP) OR UNIT COST

The Unit Cost or Cost per Participant (CPP) once identified will not change. An increase or decrease to program funding will be calculated on this number. Based on programming need the Mercer WDB reserves the right to increase or decrease the amount of the award and levels of service at the cost per participant (CPP) as submitted. If your organization is awarded a contract with a reduced/increased award, immediately submit a revised Budget Narrative, a Line Item Budget, and a Scope of Services Program Summary reflecting revised amounts and Levels of Services.

PAYMENT

For contracting purposes this will be a 100% Cost Reimbursement contract. Cost reimbursement is the **maximum amount** that will be paid based on documented proof of payment for **actual costs incurred**. Unexpended funds do not carry forward into the next program year and any unspent monies are retained by Mercer County. Invoices for cost reimbursement should be submitted at monthly intervals within 30-days following services and may not exceed the line item budget stated in the approved contract.

ALLOWABLE WFNJ COSTS

WFNJ funds are to be used only for the purpose and function as outlined in the resulting contract.

- Funds expended may only support WFNJ eligible customers.
- Vendors **may not** use resources from this agreement to support any other programs operated by the organization.
- Amounts reported on the Line Item Budget must be program related, fully documented, supported and justified as outlined in the budget narrative.
- Amounts reported on the Line Item Budget must be fully explained. If any cost is unusual or estimated, provide documentation to support the estimate.
- Specific costs charged to an overhead or indirect cost pool must include a thorough explanation of how they are identified and how they are directly relevant to the WFNJ program, and are capped at 12% of the total contract amount.
- The budget narrative must include a demonstrated cost basis. The cost basis will show how the Respondent arrived at the estimate provided and must include a calculation (i.e. 20 notebooks @ \$3.00 = \$60.00).
- For private-for-profit entities the profit amount must be negotiated at time of contracting

All invoices must be submitted within thirty–days (30) after completion of service for the prior month. Invoices that are submitted with mathematical errors or without supporting appropriate documentation will be returned thereby delaying payment. The final Program Year invoice must be submitted within sixty-days (60) of completion of services.

Mercer WDB may withhold all or partial payments if evidence is discovered indicating any of the following:

- Deliverables not complying with project specifications.
- If, after contract approval, a cost for a line item is found unallowable by federal or NJDOL guidelines.
- If invoices submitted are not in agreement with the approved line item budget.
- If invoices submitted do not have required documentation.
- If there are reasonable doubts that the Contract can be completed for the balance as yet unpaid.

When the above grounds are resolved or removed, payment shall be made for amounts withheld because of them.

Office of Management and Budget (OMB) Circular: All Contractors must comply with the federal cost principles as established in the revised OMB Circular; 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. Circulars establish government wide cost principles, including a requirement that salaries, wages, and other costs charged to this contract must be supported by documentation, personnel records, paid invoices, activity reports, etc. and may be accessed at the following website:

- Federal Office of Management and Budget (OMB) documents: <https://www.whitehouse.gov/omb/information-for-agencies/circulars/> .
- 2) New Jersey Department of the Treasury, Office of Management and Budget documents:
- Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: http://www.state.nj.us/infobank/circular/cir1508_omb.pdf .
- State Grant Compliance Supplement: <https://www.state.nj.us/treasury/omb/stategrant.shtml> .

Leveraged Costs: If the Respondent has more than one program in operation at the program site, and staff duties include activities from more than one program, then costs should be leveraged across all funding streams to offset the WFNJ program costs for salaries, rent, utilities, office supplies, etc.

Indirect or Administrative Costs: Indirect Costs and/or Administrative Costs, **BOTH IN TOTAL, cannot exceed 12%** for WFNJ programs.

These costs **must include documentation on how they are program related**. Should any funds under this agreement be used for the purpose of satisfying any subcontractor pooled costs (i.e., indirect costs or general and administrative), it is the sole responsibility of the grantee to provide documentation substantiating such costs. Mercer WDB and NJDOL will retain the right to question and/or deny all costs charged to this program without sufficient documentation. If you need clarification please refer to the OMB Circular as it relates to your agency.

- **Indirect Cost Allocation Plan:** Costs that have been incurred for organizational common or joint objectives and cannot be readily identified with a particular final cost objective. If identifying funds under the indirect cost category, it is the sole responsibility of the respondent to provide documentation substantiating such costs.
- **Federally Approved Indirect Cost Rate:** If the respondent is using a Federally Approved Indirect Cost Rate include a copy of the approval letter that includes the allowable percentage rate from the federal authority that issued the letter. Briefly detailed in the budget narrative what cost expenditures are included, and how these costs relate to this program.

Property-Equipment: All property purchased with WFNJ funds remains the property of the N.J. Department of Labor and will be returned to Mercer WDB at the end of the contract term. The Contractor is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any subcontractor receiving payment on behalf of the Contractor. The Contractor shall maintain a current inventory of such property and equipment with a value of \$250.00 or more and the Contractor agrees to provide the same security and safekeeping measures for property paid for under this contract as they would for property owned by the Contractor. The Contractor agrees to impose similar conditions upon any subcontractor engaged to provide services under this contract. The Contractor agrees to impose similar conditions upon any subcontractor engaged to provide services under this contract. Procedures for property records are outlined in the State of New Jersey Treasury Circular 11-19: http://www.nj.gov/infobank/circular/cir1912_omb.pdf.

Travel Reimbursement: The rate of reimbursement for mileage allowed for subgrantees traveling by personal automobile on official business may not exceed the current year IRS Standard Mileage Rate for each year of the contract.

DISALLOWED COSTS

No funds under this contract may be used for purposes other than **WFNJ employment and training related activities**. Funds may not be used to supplement, supplant nor duplicate services or staff funded through other efforts. The following costs are not allowable as per N.J. Department of Labor regulation.

- **Food Costs:** Food costs are **not** allowable as a separate line item; providers may explore other sources of funding that may be available. The respondent must ensure that costs related to graduations and milestone celebrations are appropriate and of so little value that reporting for it would be administratively impracticable. Such events need to be in the line item budget at contract approval.
- **Start-Up Costs, Capital Expenditures, Moving Costs, or Renovations:** These costs **are not** an allowable expense unless the vendor has **prior written approval** from the N.J. Department of Labor. This will apply to the purchase of furniture, filing cabinets, cubicle partitions, carpet cleaning, painting, alarm systems, system updates, window replacement, etc.

- **Salary Bonus or Rewards:** Are not allowable.
- **Regulatory Circulars:** Any costs disallowed under OMB Circular; 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule issued by the Office of management and budget (OMB).

BUDGET MODIFICATIONS

Modifications submitted for approval must be **minimal** and must be deemed reasonable and necessary to achieve the program outcomes. Modifications under 10% are allowed without prior approval, however, justification must be included when submitting appropriate invoices. All budget modifications over 10% of the contract total must have written approval from the WDB Director before implementation. All modifications must be submitted no later than **three (3) months** (March 31th) prior to the end of each program year contract of June 30th.

REPORTING STRUCTURE

The Mercer County One Stop Operator & Career Services Provider is responsible for coordination of the WFNJ GA/SNAP employment-directed activities resulting from this RFP. The successful Respondent will work directly with that entity to ensure effective and efficient delivery of services to the GA/SNAP population. The Mercer WDB is responsible for contract administration, payment and monitoring.

ANNUAL PERFORMANCE REPORTS

Vendors are expected to submit two performance reports for each program year.

1. Mid-Year Performance Report: This report is designed to ensure the vendor is on track to meeting their performance goals and levels of service. This report will also help the Mercer WDB determine if the provider needs additional assistance in meeting contractual obligations.

A. The Mid-Year Performance Report is due by January 31st of each program year:

- Contracted Level of Service (LOS)
- Number of referrals to date
- Number of enrollments to date
- Number of customers who have meet program goals
- Latest Cumulative Monthly Status Reports to include goals attained
- Outline of program challenges
- Outline of program successes
- Outline of technical assistance needed
- Action plan for future improvement

2. Year End Performance and Closeout Report: At the end of each contract year the Provider will be expected to submit a Year End Performance Report. This report will assist the Mercer WDB to determine that all required work of the contract has been met and completed by the Contractor. This report will outline the vendors' performance on all contractual goals and benchmarks

A. Year End Performance Report is due by August 31st of each program year:

- Contracted Level Of Service (LOS)
- Number of WFNJ customer referrals
- Number of actual customer enrollments from these referrals
- Number of customers who completed the program
- Number of customer placements into employment, On-the-Job Training, or increase in CASAS scores as applicable to contract
- Latest Cumulative Monthly Status Reports to include goal attained
- Outline of program successes
- Outline of program challenges
- Action plan for future improvement
- Equipment Report
- Final Invoice for Payment

B. Equipment Report for NJDOL Property: This report is to account for any property or equipment acquired with funds under this contract, or received from the County of Mercer in accordance with NJDOL regulations and guidelines. This report must list all equipment with a value of \$250+ acquired under this contract for the term of the contract (i.e. computers, laptops, printers, scanners, cameras, etc.). The report must include the amount paid for each and a general description of the present condition of this property. At the end of the contract term, MCOTES in consultation with the NJDOL will decide for any further action. If this list is not submitted with the final grant payment, payment will be withheld until it is received.

C. Final Invoice: This report will include all final fiscal expenses for the program year and include all necessary back-up documentation. **Any awarded funds that remain unspent at the end of each program year will return to the County in accordance with State regulations.** The Contractor will be responsible for any costs found to be disallowed, including those to any provider or subcontractor paid from funds under this contract. The County retains the right to recover any appropriated amount after fully considering the recommendation on disallowed costs resulting from the final audit by the State or County, even if a final audit had not been performed prior to the closeout of the contract.

3. PROPOSAL REQUIREMENTS

QUALIFICATION STATEMENT

The Qualification Statement for this RFP will include Organization Information (pages 1), Attachment A: Scope of Services and Program Summary, the 8-page Written Narrative, with all required Attachments.

The Qualification Statement is to be provided by the Respondent who will serve as the Primary Contractor. This statement shall set forth details of the provider's principal activities as outlined in response to this RFP, the number of personnel and their classifications as it applies to this program, details concerning the provider's program site location and detail of facility and resources, and will include detail for any subcontracted services.

If you have not previously contracted with the Mercer WDB, you must have at minimum 1-year of experience in providing similar services to a similar population, identify prior program experience by listing a minimum of three (3) agencies for which similar contracted programs have been provided utilizing Attachments D and D2 which are include in the RFP package.

KEY PERSONNEL INFORMATION

The Respondent must provide the identity, professional credentials, current resumes and/or job descriptions if staff positions are not filled. Please note that any position filled after contract approval (or vacancies filled during the contract year) must receive the approval of the Career Services Manager and the WDB must be notified. Program related principals and other key program personnel listed under Staff Salaries must include:

- Program Manager: the individual who is responsible for the overall coordination, scheduling, and completion of services, and who will serve as the single point of contact to the County and if applicable to any subcontractors.
- Key Program Staff and additional program related personnel who will provide program services and will be paid through this grant.

THIRD PARTY SUBCONTRACTORS (IF APPLICABLE)

Respondents may engage the services of subcontractors for completion of this program. The organization submitting the proposal will be the lead agency (Primary Contractor) and any administration or costs associated with the subcontractor will be supplied directly by the lead agency. Details of the subcontractors' role and timeline for services must be fully detailed in the Written Narrative. Detail should include, the subcontractor's qualifications, a justification of the need for their services, the nature of the work to be performed, coordination between the Primary/subcontractor's program (i.e., transportation to and from), all costs associated with the program, detail on the facility and location, and a separate Scope of Services Program Summary and line item budget. If the subcontractor is providing a classroom training program they must have program approval and must be currently listed on the Eligible Training Providers List (ETPL).

The Respondents subcontractor(s) must be approved in writing by the County prior to initiating any subcontracted work. If awarded a contract the Respondent will supply a Memorandum of Understanding (MOU) that identifies details of the subcontracted program to include: The Program Manager, information that fully defines the subcontractor's role and program responsibilities, and the expected program goals and outcomes to be attained. The MOU will also define all key staff positions paid through this contract. A separate line item budget of all related program costs will be submitted on the budget pages provided. The Program Manager must be available for scheduled meetings at the Mercer County One-Stop Career Center.

METHOD OF ACCOMPLISHMENT

The RFP response shall contain a Written Narrative description of the proposed approach to the program which will outline the method of accomplishment of services. **Restating of the RFP will be considered an unacceptable response and the proposal will not be evaluated.** This narrative section shall include a listing of the resources identified for use in the program.

PROJECT LEVEL OF EFFORT

The proposal shall include a project level of effort estimate based on, and corresponding to, the Scope of Services provided in this RFP and the Respondent's Method of Accomplishment section. The estimate shall contain a task-oriented schedule, which identifies expected program goals and attainments and the proposed initiation and completion dates.

IMMIGRATION AND NATURALIZATION LAWS AND CRIMINAL BACKGROUND CHECK (Only Applicable for employees who are to work on County property): Vendors must comply with all Immigration and Naturalization Laws as are currently in force on each potential employee to work under this contract on County of Mercer property.

If the County requires a background check, the vendor must contact the New Jersey State Police to perform a Criminal Background Check on each potential employee to work under this contract on County of Mercer property. A copy of the results of the Criminal Background Check must be provided to the County of Mercer, One-Stop Career Center, at least ten (10) days prior to an employee being permitted access to County of Mercer property. The County of Mercer will notify the vendor if a proposed vendor employee will not be permitted to work under this contract within ten (10) work days following receipt of the results. If the County of Mercer does not notify the vendor of such exclusion within ten (10) days the vendor may assign said employee to work under the contract. **If awarded a multi-year contract**, vendors must provide the results of a Criminal Background Check on its employees working under the contract on County of Mercer property **every twelve (12) months**. Please access the following website for Instructions for Obtaining a Criminal History Record: <http://www.njsp.org/criminal-history-records/index.shtml>

4. EVALUATION REQUIREMENTS OF PROPOSALS

EVALUATION REVIEW AND SELECTION PROCESS

An Evaluation Committee will review all proposals based on the evaluation criteria set forth herein. The WDB Director reserves the right to invite other personnel to review the proposals; however, only members of the Evaluation Committee will score the proposals.

All proposals will receive a Pre-Evaluation Review. This review will determine if the proposal satisfies all of the proposal requirements, if all required documents are included, and if substantial compliance with the mandatory requirements outlined in this RFP were met. Proposals that are late, non-compliant, or fail to meet the minimum mandatory requirements will not be evaluated.

Proposals that are timely, compliant and meet the minimum mandatory requirements will be reviewed by the Evaluation Committee in accordance with the Evaluation Criteria provided in the section below. A numerical ranking score will be assigned to each proposal utilizing the weighting methodology outlined in the Written Narrative section of the RFP. Respondents whose proposals are most successful will:

- Present a very clear outline of their program in the Written Narrative.
- Meet the programmatic needs identified in this RFP.
- Include a listing of the resources identified for use in the program.
- Include all documentation requested.
- Have budgets that are fiscally responsible, prudent, reasonable, and allowable.
- Have received high ranking scores based on the evaluation criteria.

Proposals **must meet a minimum 70% score** or they will not be considered for an award. Contract Awards will be made to Respondents with the highest-ranking proposals **and/or** that meet the needs identified in this RFP and whose program is most advantageous to attaining the stated program goals and objectives with price and other factors considered. Recommendations for awarding of contracts will be forwarded from the evaluation committee to the Workforce Development Board and the Mercer County Administration. These selected Respondents will then be recommended by the WDB to the Mercer County Board of County Commissioners for award of contract.

EVALUATION CRITERIA

Outlined below is the point weighting and general criteria used in the evaluation of each proposal.

Pre-Evaluation Review - 0 Points: Inclusion of All Requested Documents

A Pre-Evaluation review will be conducted to ensure compliance with all significant proposal instructions and inclusion of all required documentation, attachments and certifications. **Non-compliance with significant proposal instructions is grounds for disqualification.**

Program Design and Implementation – 60 Points: Knowledge and Professional Competence

Receipt of high-quality service is of maximum importance to the County. Questions must be answered clearly and this section of the written narrative must communicate the Respondent's understanding of the technical skills necessary to provide a successful program. The respondent will incorporate the required WFNJ program components and contractual elements as outlined in the RFP into a solid curriculum and a realistic timeline of achievement. The respondent must demonstrate how this will lead to meeting or exceeding the program goals and outcomes.

The respondent must also address **outreach, engagement, and retention** of the individuals and the strategies utilized to maximize program participation to completion. A full description of the program site will include the resources, classroom enrollment capacity, hours of instruction, equipment available for program utilization, etc.

If subcontractors are engaged for any portion of this program; the Respondent must provide full details on their facility, on the nature of work to be performed, and how their portion of the program will be incorporated.

Previous Experience – 15 Points: Demonstrated Performance Accountability

To be eligible for funding the Respondent must have a minimum 1-year experience in serving the WFNJ population or a similar population. Similar populations refer to customers with the same challenges to employment, i.e. basic skills deficient, English language learner, lack of employment experience, etc. This section must include a description of previously contracted programs with specific statistics detailing the contractual goals and performance outcomes. Data from previous contracts with the Mercer WDB will be compared to internal program data. If levels of service or performance criteria were not met the Respondent will be expected to provide an honest self-evaluation of program performance to explain the challenges met while demonstrating an understanding of the improvements that could be made to ensure more successful outcomes. Respondents with no previous WDB contracting experience must submit a list of Referrals with contact information (Attachment D2).

Program Administration – 10 Points: Experience and Personnel Qualification

Respondents are asked to identify Program Manager and all key program personnel, by name and title, responsibilities, prior program experience and qualifications. Resumes must be current. If the position is not yet filled a current job description with outlined responsibilities should be included. Respondents must address the organization's internal program monitoring to ensure programmatic and contractual integrity and the safekeeping of the participant's personal identifiable information. If subcontractors are used include the same detail to ensure programmatic integrity.

Fiscal and Budget – 15 Points: Effective and Efficient Use of Public Funds

The Respondent must briefly outline the fiscal officer's qualifications. All program costs must be explained and detailed to represent an effective and efficient use of public funds. Evaluators will give competitive preference to proposals with budgets that are well constructed and that implement cost-effective approaches to the development and delivery of program services. Budgets should exhibit program costs that are prudent, reasonable, and meet allowable cost guidelines. The Respondent must demonstrate effective coordination and integration of proposed Mercer County funding with the organization's existing resources (leveraged costs). If subcontractors are used, provide detail on the portion of the budget allotted to them.

Minimum Funding Section: In New Jersey competitive contracts are not allowed to be negotiated. Many respondents submit proposals in amounts that are unrealistic, and/or above the threshold of WDB funding resources, and/or would not allow for the WDB to fund other programs as needed. The minimum funding category evaluation is based on whether **funding can be reduced without compromising the integrity of the program as presented. Any contract awarded at a reduced amount must include ALL services, program components and elements as outlined in this proposal.** Any increase/reduction to the program will be based on the submitted Cost per Participant (CPP).

NOTE: If you cannot operate the program without the full amount requested, so state, but realize this may disqualify your program from consideration. Proposals that exceed the approximated amount offered for this RFP will not be considered for evaluation.

NOTICE OF AWARD

Successful Respondents will be notified of a competitive contract award by the WDB Director after all proposals have been evaluated and discussed with the Workforce Development Board (WDB) and the Mercer County Administration. All contracts are contingent on approval by the Mercer County Board of County Commissioners.

PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The County will either award the Contract within the applicable time period or reject all proposals. The County may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any Respondents who has signed the consent form (Attachment 1) thereto may, at the request of the County, be held for consideration for such a longer period as may be agreed.

PY 2024 & PY 2025

WFNJ GA/SNAP EMPLOYMENT DIRECTED ACTIVITIES AND PROGRAMS

RFP PROPOSAL PACKAGE

Include with this proposal one (1) flash drive with all program documentation in Word format that will include the follow items:

1. Attachment A
2. Written Narrative
3. Curriculum
4. Timeline of Services

5. PROPOSAL INSTRUCTIONS

A. Proposal Submission: TUESDAY MAY 21, 2024, by 12:00 noon.

B. Identify Proposal: Clearly identify the RFP proposal package with the title, **CC RFP WFNJ GA/SNAP PY 2024 & PY 2025** with the name of the responding firm.

C. Header or Footer Information: Include the Organization Name and funding source WFNJ GA/SNAP PY 2024 & PY 2025 in the header or footer of each page on the written narrative and accompanying program documentation.

D. Three (3) Original Proposals

Binding and Submission Requirements:

- **Submit three (3) Original RFP Proposal, clipped, no staples.**
- All Signatures on the Original proposal must be in blue ink to distinguish from the copies.
- Submit one (1) Flash drive with all program information in **Word format**, PDF documents will not be accepted
- Organization Information, page 1
- Attachment A: Scope of Services and Program Summary
- Qualification Statement Written Narrative not to exceed **8 pages**
- Attachment B: Outline of Curriculum no more than 2-3 pages
- Attachment C: Participant Timeline and Flow Chart
- Attachment D: Statistical Data
- Attachment D2: References **only** for Providers who have not previously contracted with the One-Stop
- Attachment E: All Budget Forms
- Attachment F: Staff Resumes (current) or Job Description no more than 1 page each
- Attachment 1: Exceptions-Award-Addendum
- Attachment 2: Government Classification & ETPL Status
- Attachment 3: Board Members, Management, Owners
- Attachment 4: Organizational Chart
- Attachment 5: One (1) Complete (Fiscal or Calendar) Year Ending 2022-- Audit or Financial Statement Include one (1) complete Audit or Financial Statement for program year ending **2022**.
- Attachment 6: Assurances and Certification 1-11

E. Three (3) Copies of Proposal

Binding and Submission Requirements: Assemble in the same order as the Original

- Submit three (3) copies **stapled** not clipped.
- Organization Information, page 1
- Attachment A: Scope of Services and Program Summary
- Qualification Statement Written Narrative not to exceed 8 pages
- Attachment B: Outline of Curriculum no more than 2-3 pages
- Attachment C: Participant Timeline and Flow Chart
- Attachment D: Statistical Data
- Attachment D2: References **only** for Providers who have not previously contracted with the One-Stop
- Attachment E: All Budget Forms
- Attachment F: Staff Resumes (current) or Job Description no more than 1 page each
- **Do not** include Attachments 1-4
- **Do not** include Attachment 5: Audit or Financial Statement
- **Do not** include Attachment 6: County Assurances and Certifications 1-11

F. Written Narrative: Specifications for written narrative should be submitted as follows:

- Number of Pages: maximum eight (8) pages, attachments are not included in count.
- Font: Arial
- Font Size: no smaller than 10
- Spacing: single
- Margins: .55" to 1-inch margins
- Pagination: Written Narrative pages must be numbered

G. PROPOSAL CHECKLIST

1. Three (3) ORIGINAL PROPOSAL (CLIPPED)

Assemble the Original Proposal in the following order

- One (1) Flash Drive with all RFP Narrative submitted only in Word format (No PDF files)
- Organization Information, page 1
- Attachment A: Scope of Services and Program Summary
- Qualification Statement Written Narrative not to exceed **8 pages**
- Attachment B: Outline of Curriculum no more than 2-3 pages
- Attachment C: Participant Timeline and Flow Chart
- Attachment D: Statistical Data
- Attachment D2: References **only** for Providers who have not previously contracted with the One-Stop
- Attachment E: All Budget Forms
- Budget Narrative
- Budget Leveraged Costs
- Budget Line Item Budget
- Budget Staff & Fringe Benefits
- Attachment F: Staff Resumes (current) or Job Description no more than 1 page each
- Attachment 1: Exceptions, 60 Day Agreement and Receipt of Addenda -**SIGNED**
- Attachment 2: Government Classification and ETPL Status
- Attachment 3 List of Board Members, Principals, and/or Owners
- Attachment 4: Organization Chart(s)
- Attachment 5: One (1) Complete (Fiscal or Calendar) Year Ending 2022 - Audit or Financial Statement
- Attachment 6: Assurances and Certification 1-11

2. COUNTY ASSURANCES AND CERTIFICATIONS: three (3) sets, will include 1–11 as listed below:

- Statement of Ownership/Stockholder Disclosure
- P.L. 2012 Iran Bid or Proposal Prohibited
- Americans with Disabilities Act of 1990
- Non-Collusion Affidavit with Notary Stamp
- Affirmative Action Compliance Notice
- 5-A. One (1) of 3 choices, 1) Federal Letter, 2) CEIR, or 3) AA-302 with canceled check
- Exhibit A
- Certification of Insurance Coverage
- 7-A. Certificate of Insurance as outlined
- Certification of N.J. Business Registration
- Excerpts from EEOC Sexual Harassment Guidelines
- Pay to Play
- Training Provider Grievance Procedures

3. Three (3) COPIES OF PROPOSAL (STAPLED)

- Organization Information, page 1
- Attachment A: Scope of Services and Program Summary
- Qualification Statement Written Narrative
- Attachment B: Outline of Curriculum
- Attachment C: Participant Timeline and Flow Chart
- Attachment D: Statistical Data
- Attachment D2: References **only** for Providers who have not previously contracted with the One-Stop
- Attachment E: All Budget Forms
- Budget Narrative
- Budget Leveraged Costs
- Budget Line Item Budget
- Budget Staff & Fringe Benefits
- Attachment F: Staff Resumes (current) or Job Description no more than 1 page each

6. SCOPE OF SERVICES: WFNJ PROGRAMS SPECIFICATIONS

BACKGROUND

The Deficit Reduction Act of 2005 allowed States to maintain flexibility in their welfare programs. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) which created General Assistance and Supplemental Nutrition Assistance Program (GA/SNAP), fundamentally reformed welfare from a cash benefits only program to a program focused on “To Work” activities and job skills training. States, and local areas receiving GA/SNAP funding, are required to assist recipients in making the transition from receiving welfare benefits into employment and also to meet the federal work participation rates currently set at 50%. Local areas must maintain the federally mandated participation rates and other critical program requirements in order to maintain full Federal funding and avoid penalties. All contracts are contingent upon the County of Mercer being in receipt of funding from the N.J. Department of Labor and Workforce Development and receiving County approval for expenditure.

The Deficit Reduction Act required consistent definitions of work activity categories across States as well as consistent measurements of work participation. This Act also improved verification and documentation for actual hours of GA/SNAP customer participation in activities. It holds States accountable for establishing and maintaining an effective internal control system to ensure that these laws and regulations are followed. Local Areas will be held accountable to ensure that all program goals and objectives are met; that resources are safeguarded; and that reliable data is obtained, maintained and disclosed. **Unsubsidized Employment is the Primary Goal for all WFNJ Customers.**

INTRODUCTION

For this round of funding the Mercer WDB has made changes to some of the programs. We ask that all respondents read the Scope of Services very carefully and fully address the requested changes in the written narrative. Evaluation of these proposals will be highly competitive and the WDB is expecting the awarded Providers to attain a high percentage of positive outcomes.

The purpose of this RFP is to solicit proposals for competitively contracted programs that will provide high quality employment directed activities and services to recipients of WFNJ GA/SNAP. Programs and services should be designed to not only improve employment preparedness and achievement of employment, but also to provide intensive services, supports and strategies that will have a long-term impact on a participant’s future as a contributing member of the community and the workforce.

This RFP is for Program Year PY 2024 contract period July 1, 2024 through June 30, 2025 and option to extend for PY 2025 period of July 1, 2025 through June 30, 2026.

Continuation of funding beyond the first year is contingent upon receipt of sufficient funding from NJDOL, on the Board of Commissioners approval of contract extension, Mercer County’s approval and adoption of funds in the respective year budgets, continued need for the specific programming, the provider being on track to meet the outlined goals and performance measures, meeting the required contractual obligations, and satisfactory program retention of referrals for contracted levels of services.

INTENT & PURPOSE

These programs should be designed with the goal of maximizing employment preparedness, self-sufficiency, and entry into unsubsidized employment. Customers need to develop the capacity to support themselves before their time-limited assistance runs out. The WDB expects these “To Work” funded programs to lead eligible WFNJ customers to economic self-sufficiency and long-term employment by providing the opportunity to acquire the following:

- a) General educational, occupational, and job skills training that are directly related to employment
- b) Attainment of work readiness skills competencies and attitudes necessary for employment
- c) An introduction to work experience and preparation for seeking and attaining employment
- d) An individualized job placement and retention component
- f) Introduction to current Labor Demand Occupations in the State and regional economy
- g) Individualized case management throughout the program
- h) Knowledge of community services and programs available to utilize if necessary
- i) All programs must be designed with a minimum of 2 entry dates per month

TARGET POPULATION

The target populations for this funding are Mercer County residents who receive public assistance through the Work First New Jersey, Temporary Assistance to Needy Families (WFNJ GA/SNAP).

LOCATION OF SERVICING OFFICE

The proposal must list the location and address of the primary site which will service and manage this program. If an awardee is not yet located in this area list the anticipated location for this program in the proposal. If awarded a contract the location must be secured immediately and final costs for the location incorporated into the budget prior to submission of the contract for Freeholder approval. The site must be fully ready for program activities for the July 1st start date.

CLASSIFICATION OF EMPLOYMENT DIRECTED SERVICES & OUTCOMES

The reportable activities are listed below

WorkFirst NJ Activities for General Assistance (GA) - Supplemental Nutrition Assistance Program (SNAP)

GA-SNAP program funds will provide Employment Directed Activities in the following areas listed by program name and program goal:

- 1) Activity: Job Readiness – Goal: Employment.
- 2) Activity: Supported Work – Goal: Employment.
- 3) Activity: Adult Basic Education (ABE), High School Equivalency Preparation (HSE), – Goal: two (2) grade levels of improvement, attainment of the HSE credential to improve prospects to further education and employment.

CONTRACTED PROGRAM GOALS

- Achieve 75% Enrollment of customers referred.
- Achieve 75% Completion of those enrolled
- Completion is defined as attending 80% of the required number of hours for the contracted length of the program and/or meeting the program goal.
- Achieve 40% Placement of those enrolled into employment or OJT for contracts with employment goals.
- Achieve 60% improvement in literacy skills by increase of 2 levels for ABE, ESL
- Achieve 30% attainment of HSE credential
- Corrective action plan will be required if the program goals are not attained.

REQUIRED ELEMENTS FOR WFNJ PROGRAMS

Outlined below are the required elements of the WFNJ GA-SNAP Programs:

These programs do not have a federally mandated Participation Rate, but vendors will be required to closely monitor attendance and participation to meet the State regulated hours. All new referrals are required to complete a ten- (10) day program enrollment and participation which must be shared with the Career Services GA case manager

- Conduct Outreach to referred customers for maximum program enrollment and participation
- Ensure customer engagement and retention in program to reach completion.
- Ensure that customers meet the required hours of participation in programs: GA-SNAP Activities participation is typically 30 hours per week. In situations where the customer's hourly requirements differ, then the requirement will be communicated via the referral.
- Ensure that customers will meet appropriate performance goals.
- Ensure that education and training will be directly related to employment.

All services must be executed whether customer participation is mandatory or voluntary.

WFNJ Time & Attendance: Time and Attendance submission as required is an integral part of this program. Hours of attendance will be documented as beginning with the actual start date of participation in the activity to the end date of the activity (last day of program attendance). Career Services Provider GA case managers will make individual determinations for specific hours of required participation per week.

- **Internet Capability:** Each vendor must have Internet capability on site to comply with program E-Timesheet submission requirements.
- **Countable Daily Hours:** participation must include actual hours with limited excused absences.
- **WFNJ GA-SNAP WFNJ-87 Work Attendance Forms:** should be used to document the number of hours of participation by each individual each day and must be reported by Providers. Forms should be submitted twice per month.
- **WFNJ GA-SNAP Hours:** must be documented daily and submitted via the roster attendance on a weekly basis. If changes to reporting requirements are revised the vendor will be notified and expected to submit as new schedule demands.
- **Daily Attendance:** All documentation of daily attendance; must be completed daily and records must be signed daily by the participant and by the site supervisor. All attendance records must be kept in a secured or supervised location.
- **Signed Timesheets:** Signed daily timesheets must be maintained by the provider for an audit trail.
- **Supervision:** All programs must be supervised at all times.
- **Reporting Requirements** - Reports must be submitted that confirm customer participation in the program. These reports will include the Time & Attendance, Monthly Customer Status Report, Notice of Status Change, and Weekly Roster Time Sheets.
- **Monthly Customer Status Reports:** Must be sent via e-mail to the Career Services Provider staff by the 10th calendar day of the month.
- **WFNJ GA-SNAP Customer Time & Attendance (WFNJ 87 Form):** must be delivered to the Career Services Provider staff at the One Stop twice per month.
- **WFNJ GA-SNAP Customer Time & Attendance Roster** must be emailed to the Career Services Provider staff at the One Stop weekly.
- **Notice of Status Change:** Must be submitted whenever there is a change in a customer's status.
- **Employment Verification:** Must be submitted within three (10) days of employment.
- **Employment Retention:** Monitored on a monthly basis for 90 days post-employment. Status change must be reported within three (3) days of notification.
- **Mid-Year Report:** due by January 31st for each program year.
- **Final Report:** due by August 31st.

A. WFNJ GA/SNAP WORK ACTIVITIES PROGRAM

All services must be executed whether customer participation is mandatory or voluntary, and must be available primarily in person. Virtual and/or in a hybrid format must be approved by the Career Services Provider GA Case Manager. Vendors must facilitate a laptop loaner program in order to administer services to these specifications. Vendors should incorporate Skillup program as part of their overall services whenever possible.

ENGAGEMENT & RETENTION

Engagement and Retention must be included in the provision of all programs. The Mercer WDB strongly encourages providers to take on a more aggressive role in the engagement and retention of WFNJ participants. We expect to see more creative approaches outlined in the narrative to this program requirement as it is the providers' responsibility to actively engage and retain the maximum number of customers referred to their program.

Outreach services begin immediately upon receipt of a customer's referral. Outreach contact by the provider may include letters, phone calls, home visits, or other successful methods. **The initial contact with the customer should to be in person.** Specific information concerning outreach efforts must be documented to the participant's file. These reports should detail the type of outreach, frequency of contact, and the outcome of the effort.

Voluntary Participation: If participation is voluntary, it will be the responsibility of the provider, in partnership with MCBOS, to recruit, engage and retain customers for programs. If participation is mandatory, providers should still promote engagement and retention to encourage maximum participation in programs.

Engagement: Engagement by the Provider for the referred WFNJ customer is vital to not only encourage initial attendance but to promote maximum participation in the WFNJ activity. All outreach must be documented to the customer's file. The One-Stop will expect minimally the following:

- Communication via telephone call or letter to the customer prior to the start of the activity to ensure attendance on the first day and to identify and address any barriers to participation.
- Communication via telephone call or letter to any customer who does not show up for the activity the first and/or second day.
- Communication via telephone call or letter to any customer with unexcused absences to address any issues preventing their participation.
- Information obtained through outreach efforts must be shared with case managers to elicit their assistance and support in addressing any issues preventing customer participation.
- ⑩ It is the provider's responsibility to notify the Deputy Director of Programs if the number of referrals is low and are affecting their contracted levels of service.

Retention: After referred customers are enrolled in the program Providers are required to keep their customers engaged in the activity for the full length of the program or until their goal is attained. Additional case management services should begin immediately upon the onset of absenteeism or notice of insufficient hours of attendance to re-engage the customer.

These activities should provide the customer an introduction to the opportunities of organized employment-related activities with the immediate goal of obtaining full-time employment. Customers should become familiar with work place expectations and protocols while developing a positive attitude toward employment.

Each customer will receive an Employability Assessment of their employment history, educational level, interest, aptitude, strengths and weaknesses, as well as the identification of any barriers to employment. Program instruction should address identified barriers to enhance the effectiveness of the job search activities portion of the program for those in need of additional skill development.

Programs must ensure that the customer has a working knowledge of the local labor market, can develop a resume, learns skills for job search preparation, is able to understand and complete job applications, learns the interviewing skills and develops the ability to make an appropriate presentation in order to enhance securing of employment. Services may

include, but are not limited to: life-coping skills, time management, money management, stress reduction, accepting supervision, hygiene and appropriate dress for work, etc., as well as hard skills in a specific training area.

Delivery of services should be conducted to serve customers in groups, individually, and in self-directed activities. Thought should be given to the provision of a “Fast Track” Job Search for those customers who need minimal assistance to return to the workforce.

The activities must prepare customers for employment by addressing identified barriers to employment, assisting them in becoming familiar with workplace expectations while developing a positive attitude toward employment. All programs should include the following components:

- Testing and Assessment to develop an objective assessment of the individual in order to develop a plan of action.
- Employability Assessment to determine the customer’s educational level, interests, aptitude, work history, vocational skills, strengths and weaknesses, and identification of employment barriers.
- Employability Plan Development (EPD), development of a plan outlining specific steps and timetables needed for the individual to achieve employment in a specific occupation, industry, or geographic area.
- Teaching of Positive Workplace Behaviors to ensure employment retention. Skills will include self-esteem building, acceptance of constructive criticism, acceptance of supervision and guidance, decision-making, parenting, stress reduction, time management, etc.
- Work Simulation Activities to introduce the individual to work experiences, instruction in telephone skills, instruction in computer skills, and may include a component for learning appropriate dress for work, hygiene, interviewing skills, etc.
- Job Search Skills to ensure that customers can prepare a resume, become familiar with how and where to look for employment opportunities, interpret and complete job application questions both on-line and hard copy, to become familiar and comfortable with the job interview process, and how to make a proper and favorable presentation for employment.
- Financial Literacy to include personal money management, budgeting of resources, banking information, credit card information, consumerism, protection of personal identifiable information, etc.
- Goal Setting, teaching the customer how to set employment, educational, and personal goals, short- and long-term goals, etc.
- Assisting customers in learning how to meet personal needs, i.e. working bus schedules, getting to medical appointments on time, making barbershop/hair salon appointments for job interviews, etc.
- Vendors are encouraged to enroll customers in the SkillUp Mercer program. They should complete soft skills as well as occupational skills through this platform, and it should be integrated throughout the duration of the activity.

SERVICES TO BE PROVIDED

1. JOB READINESS, CASE MANAGEMENT, JOB PLACEMENT & RETENTION

The expected time for participation in this program is 30 hours per week for 16 weeks. Delivery of services should be conducted to serve customers in groups, individually, and in self-directed activities. The goal of this program is Employment.

A. Job Readiness: provides instruction to address identified barriers to employment and enhance the effectiveness of job search activities. This activity also provides opportunities for customers to engage in organized employment-related activities. This program includes instruction in the following areas:

- Work place expectations
- Development of a positive attitude toward employment
- Interviewing skills, resume preparation and time management
- Goal Setting
- Life-coping skills
 - money management
 - handling stress
 - accepting supervision
 - hygiene and appropriate dress for work

B. Case Management: services include comprehensive assessments, individualized service plans, progress monitoring, coordination and referrals to other community resources and service providers. Progress updates will be shared via monthly case conferences with the case managers and monthly case notes will be submitted. Regular communication will occur with the Career Services Provider and MCBOS.

C. Job Placement: an 8-week job placement program must be included in the program. This should include knowledge and skills for preparing a resume, researching job applications both on-line and traditional methods, submission of applications both on paper and on-line, practice and fluency in interviewing skills, and setting up interviews individually and with the help of the provider. At the end of this 8-week period the participant should be very prepared to go to out on interviews and securing employment.

D. Job Retention: services include following up and assisting customers in the planning and coordination of post-employment support. The goal is to ensure that the employment is maintained, ultimately leading to the closure of the welfare case. Services include telephone calls, emails and/or in-person appointments/ job site visits to support, mentor and solve problems as they arise for a minimum of 90 days. Case notes documenting the services provided must be submitted monthly for the three-month time period.

2. SUPPORTED WORK, CASE MANAGEMENT, JOB PLACEMENT, & RETENTION

The expected time for participation is 30 hours per week for 20 weeks. The goal of this program is Employment.

This program is for customers facing serious barriers to employment and should be designed to provide comprehensive and intensive job readiness services. The primary goal is to equip customers with the tools necessary for them to successfully navigate through the workforce development and social services systems on their way to self-sufficiency. Upon completion of this program, customers who have not secured employment should be re-assessed in consultation with their One-Stop case manager. Those customers still in need of additional services in order to seek employment will continue in Supported Work.

A. Supported Work: Supported Work Program provides comprehensive and intensive job readiness services to customers facing serious barriers to employment. It will equip customers with the tools necessary to prepare for employment and to successfully navigate through the workforce development and social services systems on their way to self-sufficiency. This activity is for a longer period of time (20 weeks). This program includes instruction in the following areas:

- Work place expectations
- Development of a positive attitude toward employment
- Interviewing skills, resume preparation and time management
- Goal Setting
- Life-coping skills
 - money management
 - handling stress
 - accepting supervision
 - hygiene and appropriate dress for work

B. Case Management: services include comprehensive assessments, individualized service plans, progress monitoring, coordination and referrals to other community resources and service providers. Progress updates will be shared via monthly case conferences with the case managers and monthly case notes will be submitted. Regular communication will occur with the Career Services Provider and MCBOS.

C. Job Placement: an 8-week job placement program must be included in the program. This should include knowledge and skills for preparing a resume, researching job applications both on-line and traditional methods, submission of applications both on paper and on-line, practice and fluency in interviewing skills, and setting up interviews individually and with the help of the provider. At the end of this 8-week period the participant should be very prepared to go to out on interviews and securing employment.

D. Job Retention: services include following up and assisting customers in the planning and coordination of post-employment support. The goal is to ensure that the employment is maintained, ultimately leading to the closure of the welfare case. Services include telephone calls, emails and/or in-person appointments/ job site visits to support, mentor and solve problems as they arise for a minimum of 90 days. Case notes documenting the services provided must be submitted monthly for the three-month time period.

3. CWEP, ABE/HSE/ESL, CASE MANAGEMENT, & JOB READINESS

The expected time for participation in this program is 30 hours per week for 16 weeks. Delivery of services should be conducted to serve customers in groups, individually, and in self-directed activities. The goal of this program is Education and Employment.

This activity should provide the customer an introduction to the opportunities of organized employment-related activities with the immediate goal of obtaining full-time employment. Customers should become familiar with work place expectations and protocols while developing a positive attitude toward employment.

Each customer will receive an Employability Assessment of their employment history, educational level, interest, aptitude, strengths and weaknesses, as well as the identification of any barriers to employment. Program instruction should address identified barriers to enhance the effectiveness of the job search activities portion of the program for those in need of additional skill development.

The Job Readiness program must ensure that the customer has a working knowledge of the area labor market information, can develop a resume, learns skills for job search preparation, is able to understand and complete job applications, learns the interviewing skills and develops the ability to make an appropriate presentation in order to enhance securing of employment. Services may include, but are not limited to: life-coping skills, time management, money management, stress reduction, accepting supervision, hygiene and appropriate dress for work, etc.

A. Community Work Experience Program (CWEP): portion provides work experience within the contracted agency with the following goals:

- Enhance the employability of those who cannot find unsubsidized employment due to lack of an adequate work history and/or job readiness skills
- Provides the customers with the training tools needed to adjust to and learn how to function in a real work environment
- Assist the customer acquire the general basic skills training, knowledge, and good work habits necessary to obtain employment

B. ABE/HSE: ABE/HSE is defined as education directly related to a specific occupation, job, or job offer. It is geared for GA/SNAP customers who have not received a high school diploma or a certificate of high school equivalency or who have a high school diploma or HSE but are basic skills deficient (reading and/or math calculations below 9th grade).

ABE and HSE Goals should focus on preparing the customer for entry into employment and expected outcomes of this program are:

- All participants must be CASAS tested prior to beginning the program and CASAS tested again at program completion.
- All participants are expected to gain a minimum one grade levels per every 100 hours of instruction.
- Participants of HSE are expected to attain a High School Equivalency credential.

English As A Second Language (ESL): The Goal of the ESL program is for all participants to reach **at a minimum** the ESL Low Advanced Level as outlined below:

1. Speaking and Listening: Individual can converse on everyday subjects and some subjects with unfamiliar vocabulary; can speak creatively but with hesitation; has control of basic grammar; can comprehend abstract concepts in familiar contexts.
2. Basic Reading and Writing: Individual can read simple texts on familiar subjects or from which new vocabulary can be determined by content; can write simple narrative description on familiar topics; has consistent use of basic punctuation.
3. Functional and Workplace Skills: i.e., customer service, basic computer skills, telephone skills, etc. Individual can function independently to meet most survival needs; communicate on telephone on familiar topics; can interpret simple charts and graphs; can use basic computer software applications and select correct technology in a new situation.

C. Case Management: services include comprehensive assessments, individualized service plans, progress monitoring, coordination and referrals to other community resources and service providers. Progress updates will be shared via monthly case conferences with the case managers and monthly case notes will be submitted. Regular communication will occur with the Career Services Provider and MCBOS.

D. Job Readiness: provides instruction to address identified barriers to employment and enhance the effectiveness of job search activities. This activity also provides opportunities for customers to engage in organized employment-related activities. This program includes instruction in the following areas:

- Work place expectations
- Development of a positive attitude toward employment
- Interviewing skills, resume preparation and time management
- Goal Setting

- Life-coping skills
 - money management
 - handling stress
 - accepting supervision
 - hygiene and appropriate dress for work

The N.J. Department of Human Services has identified the following 11 days as holidays:

New Year's Day

- Martin Luther King's Birthday
- Presidents Day
- Good Friday
- Memorial Day
- *Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veteran's Day
- Thanksgiving Day

PLANNING ESTIMATES: FOR WFNJ GA/SNAP PROGRAMS

PLANNING ESTIMATES

The One-Stop will utilize 100% cost reimbursement contracts for the purpose of covering the provider's general operations costs. Funding for these programs will be dependent on receipt of funding from NJ Department of Labor each program year. Approximate amounts will be as follows:

WFNJ GA/SNAP

- PY 2024: approximately \$250,000 (July 1, 2024 to June 30, 2025)
- PY 2025: approximately \$250,000 (July 1, 2025 to June 30, 2026)

COST PER PARTICIPANT (CPP)

Definition for Cost Per Participant: The Cost per Participant (CPP) is the Slot Cost and once identified will not change. Increases or decreases to program funding will be calculated on this number. The amount of the award and levels of service will be determined based on the CPP as submitted in this RFP.

MINIMUM LEVELS OF SERVICE (LOS)

Definition for **Minimum Level of Service**: The minimum number is the **lowest** number of WFNJ customers that will be expected to enroll and remain enrolled in the program for the assigned number of weeks to program completion.

☞ *If the minimum level of service is reached before the contract year ends the respondent **is expected to continue serving customers without additional funding as general operating costs are being met.**

The respondent should utilize the chart below for the purpose of estimating program budgets in response to this RFP. These costs are suggested to be used to reach a projected **minimum Level of Service.**

WFNJ GA/SNAP	Slot Cost Not To Exceed	Estimated Slots per Program
1. JR, CM, JP, RET	800	150
2. SW, CM, JP, RET	\$1,000	150
3. CWEP, ABE/HSC, CM & JR	\$1,000	50
It is not recommended for any one vendor to submit for the full number of slots per program.		

A. WFNJ PROGRAMS ADDITIONAL REQUIREMENTS

The additional mandatory WFNJ program requirements must be included in the program offered:

- **E-Timesheet Submission (GA/SNAP):** providers are required to electronically submit GA/SNAP customer time and attendance reports.
- **Job Search Activities:** provision of continuous Job Search Activities to each customer until full-time, unsubsidized placement occurs or the customer is otherwise no longer mandated to participate in WFNJ activities.
- **Career Connection:** ensure all customers with employment skills enter their resume onto the Jobs4Jersey.com website and utilize these sites as part of their job search.
- **USA.JOBS:** Refer all customers with employment skills matching an existing job order in USA.JOBS through the Mercer County One-Stop.
- **Labor Demand Occupations:** Target placements (whenever possible) into those positions which are considered to be “in demand growth industries” in Mercer County, as determined by the WDB.
- **NJCAN (Career Assistance Navigator):** Ensure that all customers are utilizing NJCAN and update as needed to ensure a successful job match.
- **Positive Recruitments:** Participate in positive recruitment efforts with licensed temporary agencies, local employers, and job fairs sponsored by other organization and/or as coordinated by the One-Stop.
- **Employer Incentive Materials:** Distribute employer incentive materials including WFNJ Employer Information Packet, brochures and letters about the Work Opportunities Tax Credit (WOTC), On-The-Job Training (OJT) programs, and other hiring incentives that are available.
- **Earned Income Tax Credit:** Provide explanation of the Earned Income Tax Credit to all customers.
- **Post GA/SNAP Benefits:** Be familiar with, discuss, and encourage use of all post GA/SNAP benefits with customers both during and after their program participation.
- **Review & Monitor Customer Participation:** Review and monitor participation in all Employment Directed Activities and communicate progress to One-Stop and/or MCBOS on a monthly basis.
- **Operations Meetings:** Participate in regularly scheduled Operations meetings to review customer and/or program issues and to share information about best practices, employers, job fairs, available job openings, etc.
- **Customer Progress:** Attend monthly case conferences to communicate with the One-Stop staff and/or MCBOS case managers to discuss individual customer progress or issues, and to review mandatory documentation of progress through monthly case notes.
- **Reporting:** Submit all required reports by the specified deadlines.

ORGANIZATION INFORMATION, PAGE 1

Organization: _____

WFNJ GA/SNAP Program: _____

Total Combined Amount Requested for the 2-Year Period: \$ _____

PY 2024	Requested Funding: \$		Minimum LOS:		CPP: \$
PY 2025	Requested Funding: \$		Minimum LOS:		CPP: \$

The undersigned Respondent declares to have read the Instructions, Affidavit, and Scope of Work and has determined the conditions affecting this RFP, if this proposal is accepted, to furnish and deliver the following: All services as outlined in this RFP as basis for the award, has a defined a Cost Per Participant for Service, and understands that **yearly submission of Audit**, within nine (9) months of fiscal or calendar year end, **is a requirement**.

Official Signatory: _____ Title: _____
Print Name & Title

Official Signatory: _____ Phone: _____
Signature

E-mail: _____ Phone: _____

The undersigned is a Corporation, Partnership or Individual under the laws of the State of: _____

Mailing Address: _____

Program Site Address: _____

Federal Tax Identification Number (FEIN): _____
 NJ Business Registration Number: (mandatory) _____

Contract Liaison: _____
Contact person that will be able to answer all specific questions concerning this proposal
 E-Mail: _____ Phone: _____

Program Liaison: _____
Person who will oversee daily operation of this program and able to answer specific programmatic questions
 E-Mail: _____ Phone: _____

Fiscal Liaison: _____
Person who will prepare budget and invoices and can answer specific fiscal questions
 E-Mail: _____ Phone: _____

ATTACHMENT A: SCOPE OF SERVICES AND PROGRAM SUMMARY

PY 2024 & PY 2025 WFNJ EMPLOYMENT DIRECTED ACTIVITIES

If there are any changes to this information please submit an updated form to the WFNJ Program Director

1. Organization: _____

2.	Program:	WFNJ GA/SNAP	LEVEL OF SERVICE & COST PER PARTICIPANT
		<input type="checkbox"/> JR, CM, JP, RET	PY 2024:
		<input type="checkbox"/> SW, CM, JP, RET	
		<input type="checkbox"/> CWEP, ABE/HSE, CM, JR	PY 2025:

3. Summary of Program Narrative: Summarize major program details from narrative

4. List Program Goals & Outcomes: Summarize Goals & Outcomes from the narrative

5. Incentives: Incentives are provided Yes No

If yes, provide detailed explanation for earning of incentives and amounts criteria for each benchmark.

6. Program Site Information: On Site Program Supervisor Name: _____

Email: _____ Phone: _____ Fax: _____

Program Site Address: _____

Program Site Federal ID Number: _____

List other sites if more than one: _____

7. Maximum Capacity of Facility, Number of individuals at any one time: _____

Maximum Number of Staff To Customer Ratio: _____ : _____
Staff Customer

8. Maximum Number of Customer Referrals & Enrollments That Can Be Accepted Per Week: _____

9. Total Number of Weeks of Program Participation: _____

- All programs must include at a minimum 2 entry days per month
- Day Stated for Customer Entry: Monday Tuesday Wednesday Thursday Friday
- Number of Customer Entry days PER MONTH: • 1 • 2 • 3 • 4

10. GA/SNAP Core Program Days and Hours of Operation: _____ days per week _____ hours per day.

- Monday/Hrs. _____ • Tuesday/Hrs. _____ • Wednesday/Hrs. _____
- Thursday/Hr. _____ • Friday/Hrs. _____

11. Explanation of Program Structure: Briefly Outline the scheduled program structure to include participant activities at the start of the day until they leave; outline time at the program site; time for off-site job search; if there are more than 2 groups meeting per day; portion of the day spent traveling to CWEP sites, job fairs, etc.

Morning Session:		Afternoon Session:
Lunch Break:		Other Breaks:
Other:		Other:

12. ADA Compliance: Is this Program site accessible to all Persons with Disabilities? • **Yes**, list details • **No**, list impediments & how they will be addressed

13. Transportation: Is Transportation provided to customers for any segment of this program? • **Yes** • **No** (If yes summarize detail from narrative). Is Public Transportation available to program site: • **Yes** • **No**

NJ Transit Bus No.(s): _____ Closest Stop: _____

14. Holiday Schedule for WFNJ Program: Although there are usually more than 10 holidays provided to WFNJ customers per year, the federal government only allows 10 holidays per year to be reported. Customers are allowed 10 excused absences per year in addition to the 10 holidays indicated below. The following days will be reported as holidays:

- New Year’s Day
- Martin Luther King’s Birthday
- Washington’s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day

Identify the dates of all Holidays that your program is closed and any additional holidays or vacations specific to your agency. For federal participation purposes agencies that plan to close the site for vacation must outline accommodations that will enable the customer to meet the required number of hours during that month in order to satisfy the work activity requirements for WFNJ programs.

PY 2024	PY 2025
July:	July:
August:	August:
September:	September:
October:	October:
November:	November:
December:	December:
January:	January:
February:	February:
March:	March:
April:	April:
May:	May:
June:	June:

QUALIFICATION STATEMENT SECTION

WRITTEN NARRATIVE FOR WFNJ GA/ SNAP PROGRAMS

PAGES: MAXIMUM 8 PAGES OF NARRATIVE PLUS ATTACHMENTS, FONT: ARIAL 11 OR 10 PT., SINGLE SPACE, MARGINS 55" TO 1"
IF QUESTION IS NOT APPLICABLE TO PROGRAM, NOTE IN PROPOSAL, OR POINTS MAY BE LOST FOR NOT ANSWERING.

OUTLINE FOR WRITTEN NARRATIVE WITH POINT WEIGHTING

When writing the narrative be sure all answers are concise and to the point. Use the outline provided below, and provide your answers in the exact format as per the outline. Identify each section by the headings listed. Identify and number each question under each heading, providing your answer to that specific point directly beneath the heading:

A. PROGRAM DESIGN AND IMPLEMENTATION: 60 POINTS TOTALS

Program Design and Implementation: Knowledge and Professional Competence

Receipt of high-quality service is of maximum importance to the County. Questions must be answered clearly and this section of the written narrative must communicate the Respondent's understanding of the technical skills necessary to provide a successful program. The respondent will incorporate the required WFNJ program components and contractual elements as outlined in the RFP into a solid curriculum and a realistic timeline of achievement. The respondent must demonstrate how this will lead to meeting or exceeding the program goals and outcomes.

The respondent must also address outreach, engagement, and retention of the individuals and the strategies utilized to maximize program participation to completion. A full description of the program site will include the resources, classroom enrollment capacity, hours of instruction, equipment available for program utilization, etc.

1. ATTACHMENT A: Scope of Services and Program Summary

2A. Organization Information with No Previous Contract

a. If this is the first time submitting an RFP proposal to Mercer County Mercer One Stop, give a **very brief synopsis** of your qualifications and experience in delivering services to a population with similar barriers. More detail is requested in Section C. Prior Experience.

2B. Organization Information with Previous Contract

a. If you are a current Mercer County One-Stop provider or if you have contracted with the One-Stop within the last 2-3 years give a **very brief synopsis** of your qualifications and experience in delivering services to this population. More detail is requested in Section C. Prior Experience.

3. Outreach, Engagement, and Retention

- a. Outline outreach strategies employed to maximize enrollment numbers from participant referrals.
- b. Outline specific strategies for motivating participants to remain in the program to completion.

4. Customer Assessment Activities

- a. Identify specific assessment tools utilized and what information the tools provide.
- b. Outline how information obtained from the assessment is applied to developing successful outcomes for each individual.

5. Program Design and Implementation

40 points

This section must clearly present the program design by outlining the steps to implementation for all activities consistent with the curriculum and timeline of services in A and B outlined below: Identification of all portions of each specific program activity.

5A. JOB READINESS, CASE MANAGEMENT, JOB PLACEMENT & RETENTION

1. Outline detail of a customer's day in the program, including time spent both on and off-site.
2. Explain how a customer's off-site time is monitored and accounted for and what is documented to the customers file.
3. Outline specific workplace competencies and skills taught and documented to the customers file.
4. Outline how the customer is introduced to employment opportunities and prepared for job interviews.

5. Describe the computer training offered to include on-line job search, computer skills taught, and number of computers available for customer use.
6. Describe how SkillUp Mercer will be integrated into the program.
7. If applicable, detail any transportation available if programs are located at more than one program site.
8. Outline specific job placement techniques to be used.
9. Outline specific case management measures to be used to include assessments, individual service plans, progress monitoring, and referrals to other services.
10. Outline specific retention services to be provided, and the schedule they will follow.

5B. SUPPORTED WORK, CASE MANAGEMENT, JOB PLACEMENT & RETENTION

1. Outline detail of a customer's day in the program, including time spent both on and off-site.
2. Outline specific workplace competencies and skills taught and documented to the customers file.
3. Outline how the customer is introduced to employment opportunities and prepared for job interviews.
4. Describe the computer training offered to include on-line job search, computer skills taught, and number of computers available for customer use.
5. If telephones will be used, briefly outline for what purpose, include customer service skills taught, and number of phones available for customer use.
6. If applicable, detail any transportation services available to take customers to job fairs, field trips to employer facilities, etc.
7. Outline specific job placement techniques to be used.
8. Outline specific case management measures to be used to include assessments, individual service plans, progress monitoring, and referrals to other services.
9. Outline specific retention services to be provided, and the schedule they will follow.

5C. CWEP, ABE/HSE/ESL, CASE MANAGEMENT & JOB READINESS

1. Outline all CWEP positions available within your organization, whether onsite or virtual, with a brief description of the workplace skills and competencies that will be gained.
2. Briefly explain the process for matching the customer with the position.
3. Briefly outline any preparation process or training period for a CWEP position.
4. After completing the CWEP experience what steps are taken to assist the customer to obtain employment.
5. Outline specific case management measures to be used to include assessments, individual service plans, progress monitoring, and referrals to other services.
6. Outline detail of a customer's day in the program, including time spent both on and off-site.
7. Explain how a customer's off-site time is monitored and accounted for and what is documented to the customers file.
8. Outline specific workplace competencies and skills taught and documented to the customers file.
9. Outline how the customer is introduced to employment opportunities and prepared for job interviews.
10. Describe the computer training offered to include on-line job search, computer skills taught, and number of computers available for customer use.
11. Describe how SkillUp Mercer will be integrated into the program.
12. If applicable, detail any transportation available if programs are located at more than one program site.
13. Outline the process for assessing the customers educational needs from program entry, identifying services needed, strategies for engagement and retention to completion of training, how often testing will be done, and include a breakdown of the customer's day and classroom time.
14. Outline the process for measuring increase of literacy levels and how this is documented.
15. Outline any workplace competencies incorporated into the program and how will these be measured and documented to the customers file.
16. Outline the method of classroom training, i.e. instructor led or self-paced computer programs. If computers are used outline computer skills taught and number of computers available for customer use.

6. Outcomes & Goals – Program Specific

- a. Outline program specific outcomes and goals your organization will attain.
- b. Define the strategies and supports utilized for obtaining the maximum number of successful outcomes and goals.

- c. **Employment goal:** detail community partnerships that will enhance your Job Placement outcomes, the types of jobs available, and how customers are introduced to employers.
- d. **Education goal:** specify what strategies will be use to maximize customer outcomes and outline specific employment skills incorporated into the program.

7. Tracking Customer Progress

- a. Detail how you will maximize efforts to assist Mercer County in meeting participation rates.
- b. Briefly describe how a customer’s progress is tracked through the program and outline any intervention procedures if they are not meeting attendance goals.

8. Facility and Resources

Information

- a. Give the address of all programs, OCCU training and CWEP worksites utilized for this program.
- b. Outline the physical layout, the number of participants that can be accommodated, the number of classrooms available for use, and/or other pertinent information available on the program site.
- c. Identify all resources available, i.e. number of computers available for customer use, internet connections, number of phones, technical equipment, mock interview equipment, etc.
- d. Give detail on all of the protocols that are in place to safely maintain the customers and the staff health and safety. Outline the schedule for sanitation and cleaning protocols, Personal Protective Equipment available, any specialized equipment for distance learning, zoom meetings, virtual workshops, etc.
- e. List all accommodations available at the program site for persons with disabilities and/or if there are issues that would limit participation for persons with disabilities.

9. Subcontractors or OCCU Vendor

Information

- a. If no subcontractors are used, so state.
- b. If subcontractors are used supply full detail of the program and services to be provided and include the following:
 - Detail of qualifications
 - A separate section of budgets
 - A separate Scope of Services & Program Summary with full detail on work to be performed
 - A separate set of Certifications and Assurances
 - **NOTE:** If you are awarded a contract an MOU outlining the services and program costs will need to be submitted with the signed contracts.

B. PREVIOUS EXPERIENCE: 15 POINTS TOTALS

Previous Experience: Demonstrated Performance Accountability

To be eligible for funding the Respondent must have a minimum 1-year experience in serving the WFNJ population or a similar population. Similar populations refer to customers with the same challenges to employment, i.e. basic skills deficient, English language learner, lack of employment experience, etc. This section must include a description of previously contracted programs with specific statistics detailing the contractual goals and performance outcomes. Data from previous contracts with MCOTES will be compared to internal program data. If levels of service or performance criteria were not met the Respondent will be expected to provide an honest self-evaluation of program performance to explain the challenges met while demonstrating an understanding of the improvements that could be made to ensure more successful outcomes. Respondents with no previous MCOTES contracting experience must submit a list of Referrals with contact information (Attachment D2).

1A. Explanation of Statistical Data with No Previous Mercer County Contract

15 points

- a. If you **have not** previously contracted with Mercer County One-Stop to serve WFNJ customers give details of your recent history of contracted programs that served a similar population.
- b. Utilizing Attachment D
 - List contracts by contract number,
 - Purpose of contract and identify all contractual goals
 - Outline the level of success in meeting the program objectives and goals.
 - Give an honest self-evaluation of what improvements would ensure more successful outcomes.
 - Fill out Attachment D Statistical Data Form
- c. Fill out Attachment D2 Include a list of reference and contact information

1B. Explanation of Statistical Data with Previous Mercer County Contracts

15 points

- a. If you **have** previously contracted with Mercer County One-Stop to serve WFNJ customers give details of contracted programs. The One-Stop will utilize internal data.
- b. Utilizing Statistical Data Form: Attachment D
 - List contracts by contract number,
 - Contracted Program and identify all contractual goals
 - Outline the level of success in meeting the program objectives and goals.
- c. If levels of service or performance criteria were not met (i.e. low referral to enrollment ratios, low customer retention to program completion, low employment outcomes, low numbers for improvements to literacy gains, etc.) provide a specific and honest self-evaluation of program performance, explaining the challenges met and what improvements would ensure more successful outcomes in attaining program goals.

C. PROGRAM ADMINISTRATION: 10 POINTS

Program Administration: Experience and Personnel Qualification

Respondents are asked to identify Program Manager and all key program personnel, by name and title, responsibilities, prior program experience and qualifications. Resumes must be current. If the position is not yet filled a current job description with outlined responsibilities should be included. Respondents must address the organizations internal program monitoring to ensure programmatic and contractual integrity and the safekeeping of the participant's personal identifiable information. If subcontractors are used include the same detail to ensure programmatic integrity.

1. Program Supervision

- a. Identify the Program Manager and include their experience and qualifications and their oversight and supervision of this program.

2. Key Staff

- a. Identify all Key program staff expected to be paid through this contract by respective functions and responsibilities, and outline their knowledge and qualifications for working with this population.
- b. For each staff person outline the program component each individual will be responsible for overseeing.
- c. Attachment E: Key Staff include a CURRENT 1-page resume or if the position is vacant, include a 1-page job description.

3. Monitoring of Program

- a. Outline the process management will employ to inform all staff paid through this grant of the expected programmatic activities, reporting requirements, and contractual goals that must be delivered as per this Contract. Include an outline of the internal monitoring process utilized to ensure the program will stay on track to meet successful outcomes and program compliance.
- b. Give specific details on the procedures this agency has in place for safeguarding the participant's personally identifiable information and time and attendance records.

4. Collaboration

- a. Briefly detail collaborations and linkages between employers, the community, and your organization outlining how these linkages will enhance program outcomes,

Information

5. Customer Grievance Procedure & Customer Satisfaction Survey

- a. Explain the grievance procedure process, when is it introduced to the customer when signed copy is documented to the file.
- b. Outline a timetable for the customer satisfaction survey evaluations, who reviews the survey, who interprets the data, and what is done with the results.

Information

D. FISCAL AND BUDGET: 10 POINTS

Fiscal and Budget: Effective and Efficient Use of Public Funds

The Respondent must briefly outline the fiscal officer's qualifications. All program costs must be explained and detailed to represent an effective and efficient use of public funds. Evaluators will give competitive preference to proposals with budgets that are well constructed and that implement cost-effective approaches to the development and delivery of program services. Budgets should exhibit program costs that are prudent, reasonable, and meet allowable cost guidelines. The Respondent must demonstrate effective coordination and integration of proposed Mercer County funding with the organization's existing resources (leveraged costs). If subcontractors are used provide detail on the portion of the budget allotted to them.

Minimum Funding Section: In New Jersey competitive contracts are not allowed to be negotiated. Many respondents submit proposals in amounts that are unrealistic, and/or above the threshold of MCOTES funding resources, and/or would not allow for MCOTES to fund other programs as needed. The minimum funding category evaluation is based on whether **funding can be reduced without compromising the integrity of the program as presented. Any contract awarded at a reduced amount must include ALL services, program components and elements as outlined in this proposal.** Any increase/reduction to the program will be based on the submitted Cost per Participant (CPP).

NOTE: If you cannot operate the program without the full amount requested, so state, but realize this may disqualify your program from consideration. Proposals that exceed the approximated amount offered for this RFP will not be considered for evaluation.

1. Fiscal Officer **Information**

a. Identify by position, title, and experience, the person delegated as the fiscal authority responsible for accounting, invoicing, and maintaining fiscal records as they relate to this contract.

2. Minimum Funding

Proposals are often submitted for amounts that are above the threshold of what MCOTES can realistically fund and the County of Mercer is not allowed to negotiate competitive contracts. If MCOTES finds it necessary to increase/decrease the amount of the award or the levels of service this will be done utilizing the **Cost per Participant (CPP)** amount as stated in this proposal.

Holding to the stated CPP provide a quote for the minimum amount of funding required to provide this same program with all services as outlined in the proposal without compromising the integrity of the program.

- Funding request submitted **cannot be reduced**, please note this may disqualify the proposal
- Funding request submitted **can be reduced** and all program services as outlined will be provided.

PY 2024 Reduced Amount Requested: \$ Revised Minimum LOS: CPP: \$

➤ **NOTE:** If your organization is awarded a contract based on a minimum amount a **revised budget documents must be submitted immediately upon notice of award.**

3. Attachment E: All Budget Forms for PY 2024

All costs for this program must be thoroughly detailed. All budget forms will be reviewed by the fiscal department for allowability before making evaluations or decisions.

- a. Budget Narrative: Explanation and justification for all costs must be detailed
- b. Leveraged Costs: List all sources of funding received that will offset costs to this program.
- c. Line Item Budgets: Submit well-defined budgets with reasonable and allowable costs.
- d. Salary & Fringe Benefits: Fill in these forms completely.

ATTACHMENT C: CUSTOMER TIMELINE AND WORKFLOW

PROGRAM ACTIVITY	WEEKS																									
List Program Component and Indicate Anticipated Number of Weeks Scheduled	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		

ATTACHMENT D: STATISTICAL DATA FORM

Name & Address of Organization:

A Respondents with No Previous WDB Contract:

1. Program Year: _____ Contract Number: _____ Funding Source: _____
Contracted Level of Service: _____ Actual Level of Service Achieved: _____
List Purpose of Program, Specific Program Goals and Outcomes with Number of Participants who attained them:

2. Program Year: _____ Contract Number: _____ Funding Source: _____
Contracted Level of Service: _____ Actual Level of Service Achieved: _____
List Purpose of Program, Specific Program Goals and Outcomes with Number of Participants who attained them:

3. Program Year: _____ Contract Number: _____ Funding Source: _____
Contracted Level of Service: _____ Actual Level of Service Achieved: _____
List Purpose of Program, Specific Program Goals and Outcomes with Number of Participants who attained them:

B Respondents with Previous WFNJ Contracts & Funding Source: WFNJ TANF WFNJ GA/SNAP/ABAWD

1. Program Year _____ Contract Number _____ Contracted LOS _____ Actual LOS _____
Number of Participants who
1) Attained High School Equivalency
2) Gained 2 or more levels CASAS scores
3) Attained an industry recognized credential:
Number of Participants who attained Employment:

2. Program Year _____ Contract Number _____ Contracted LOS _____ Actual LOS _____
1) Attained High School Equivalency
2) Gained 2 or more levels CASAS scores
3) Attained an industry recognized credential:
Number of Participants who attained Employment:

3. Program Year _____ Contract Number _____ Contracted LOS _____ Actual LOS _____
1) Attained High School Equivalency
2) Gained 2 or more levels CASAS scores
3) Attained an industry recognized credential:
Number of Participants who attained Employment:

ATTACHMENT D2: REFERENCES FOR PROGRAMS WITH SIMILAR SCOPE AND ACTIVITY

**FOR ORGANIZATIONS WHO HAVE NOT PREVIOUSLY CONTRACTED WITH THE WDB
PROVIDE REFERENCES OF PROGRAMS IN SIMILAR SCOPE AND/OR COST**

Name of Organization:	
Address:	
City, State Zip:	
Contact Person:	
E-Mail Address:	
Phone Number:	
Program Name and Description:	
Population Served:	
Dates, Cost and Scope of Services:	
Status and Comments:	

Name of Organization:	
Address:	
City, State Zip:	
Contact Person:	
E-Mail Address:	
Phone Number:	
Program Name and Description:	
Population Served:	
Dates, Cost and Scope of Services:	
Status and Comments:	

Name of Organization:	
Address:	
City, State Zip:	
Contact Person:	
E-Mail Address:	
Phone Number:	
Program Name and Description:	
Population Served:	
Dates, Cost and Scope of Services:	
Status and Comments:	

ATTACHMENT E: PY 2024 EXPLANATION AND JUSTIFICATION DETAIL OF BUDGET JULY 1, 2024 TO JUNE 30, 2025

Use this Form for Explanation and Justification for all costs regarding line item requests. If a cost is found to be unallowable after the contract is approved the One-Stop reserves the right to withhold payment and the Contractor will be responsible for that cost. **If you do not supply any detail on the cost it may not be approved.**

Program Site Address: _____

Rented Owned Yearly total Amount of Rent/Mortgage: _____ Amount per sq. ft: \$ _____

Total square feet of facility: _____ Contracted square feet to be utilized for this program _____ x
rate/sq. ft. _____ x _____ months = \$ _____ per year. Percentage of space charged to grant: _____%

Identify any other programs that share this specific contracted space at any time during the day or evening and that will offset the rent/mortgage cost to the One-Stop:

1. Rent/Mortgage: Complete the information listed above to justify costs of rent/mortgage. If the building is owned the same information must be supplied. All other pertinent information necessary must be listed below. If a contract is approved a copy of the lease and/or mortgage statement must be included with a break out of the percentage charged to this grant. A copy of the lease must be submitted with the 1st invoice only.

2. Staff Salaries: Identify all staff paid through this program. Include weekly wage and percentage of program time. **If the program has part-time hours and staff proposed is full time, provide an explanation.**

3. Fringe Benefits: Include the percentage of benefits to salaries. Identify specific personnel benefits and rate paid that will be incurred under this agreement. The One-Stop retains the right to determine whether costs/rates within this category are excessive.

4. Utilities: List all utilities charged to the program **even if included in the rent.** List the full amount paid (estimated from past year usage), and if leveraged, break down the percentage charged to this program and include the rationale for amount charged.

5. Office Supplies: Itemize all **program related** office supplies with prices and justification for program need. Office supplies should be purchased throughout the program year. Do not include large purchases of office supplies at the end of the program period or invoices may not be approved.

6. Instructional Materials: Itemize all instructional items with prices and justification for program need. Instructional Materials should be purchased throughout the program year. Do not include large purchases of Instructional Materials at the end of the program period or invoices may not be approved.

7. Equipment: Any request for purchase of equipment must be minimal. Requests may only supplement existing supplies and may not be used to fully furnish programs. The One-Stop will need to review all requests for equipment and Quotes must be provided to show it will be purchased at the most reasonable price. Provide justification for program needs. **Note: All Equipment purchased with these funds remains the property of NJ Department of Labor and will return to the One-Stop at contract termination.**

8. Telephone/Internet: Supply detail of phone/Internet provider usage; include type of phones or service and necessity to program usage.

9. Staff Travel Costs: Providers are allowed to charge their Agency approved rate but the rate must not exceed the 2020 IRS Standard Mileage Rate for the use of a car (also vans, pickups or panel trucks).

10. Customer Transportation: Provide detail on any customer transportation.

- Identify the purpose and program necessity.
- List all related activities, job fairs, interviews, job site visits, etc.,
- Based on previous data, fully detail the cost, expected destinations and anticipated miles of travel
- Include a sample of the log that will be utilized to detail how mileage will be documented

11. Incentives: Must be fully detailed in this paragraph and outlined in the Written Narrative and on the Program Summary. Include total line item amount, individual amount of each incentive category, and fully outline benchmark criteria for receiving the incentives:

- Estimate of total amount anticipated to award for the program year
- Detail of Benchmark criteria to earn the incentive
- List amount assigned to each benchmark

12. Indirect Costs/Administrative Costs Maximum 12%: Both in total cannot exceed 12% of the program cost. **All costs must be defined and programs related to be approved.**

- Detail with an item by item explanation as to what or who is being paid and how these indirect costs are program related
- How are these costs determined?
- Include approval letter from federal authority if applicable.

Note: The One-Stop reserves the right to accept or deny the Indirect/Admin as presented.

13. Other: Identify and detail any item or program cost listed as other.

14. Leveraged, In-Kind and/or Other Source Of Funding: List all sources of funding, grants, awards, contracts or income that will be used to offset costs for this program and staff whose duties include activities from more than one funding stream. Do not charge 100% to this program to if a percentage of costs can be leveraged against the other income. Leveraged costs must be consistent across the budget

ATTACHMENT E: PY 2024 LEVERAGED COST BUDGET JULY 1, 2024 TO JUNE 30, 2025

Leverage Costs with In-Kind and/or Other Source of Funding: List all Private, Federal, State, County, or Municipal Grants, Awards or Contracts your organization has obtained, for the same or similar programming, or for funding that will offset any program staff or site costs to this award. Leveraged costs must be consistent across the budget.

ORGANIZATION:

Identify Funding	Federal	State	County	Municipal/City	Other	Private
Budget Category						
Rent/Mortgage						
Staff Salaries						
Fringe Benefits						
Utilities						
Office supplies						
Instructional materials						
Equipment						
Telephone/Internet						
Staff Travel						
Transportation						
Other: Specify						
Other: Specify						
Total From Other Funding						
Leveraged Percentage						

Names of Funding Sources

Title of Grant or Contract

ATTACHMENT E: PY 2024 LINE ITEM BUDGET JULY 1, 2024 TO JUNE 30, 2025

ORGANIZATION: _____

PROGRAM: _____

FUNDING: WFNJ GA/SNAP

PY 2024	% Charged to Program	Budget
Detail all Line Item Costs on Explanation & Justification page		
Rent/Mortgage		
Staff Salaries: Detail on following page		
Fringe Benefits: Detail on following page		
Utilities		
Office Supplies: (consumable)		
Instructional Materials: (consumable)		
Equipment		
Telephone/Internet		
Staff Travel		
Customer Transportation		
Administrative or Indirect 12% maximum:		
Other: Specify		
Other: Specify		
Other: Specify		
Profit: Private for profits only 10% maximum		
Total Budget		\$

ATTACHMENT E: PY 2024 STAFF & FRINGE BUDGET JULY 1, 2024 TO JUNE 30, 2025

Totals must agree with "RFP Request" for Staff Salaries, Line Item Budget amounts. **Do not include in-kind amounts on this page.**

Staff Budget Position/Title	Annual Salary	Percent Charged To Contract			
		No. Of Weeks	Weekly Salary	Percentage of Program Time	TOTAL
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
STAFF COSTS CHARGED TO THIS PROGRAM					\$

List fringe benefits to be paid, Total benefit costs charged to this program, must agree with "RFP Request" fringe line item budget.

Fringe Benefits List all with percentage charged	Annual Amount based on Above: Total Staff Salary \$_____	Percent of Fringe Benefit to Salary Rate: _____%			
		No. of Weeks	Weekly Amount	%	Yearly Amount
FICA					\$
Social Security/Medicare					\$
State Unemployment Insurance					\$
Other: detail					\$
Other: detail					\$
Other: detail					\$
BENEFIT COSTS CHARGED TO THIS PROGRAM					\$

ATTACHMENT E: PY 2025 BUDGET NARRATIVE AND JUSTIFICATION JULY 1, 2025 TO JUNE 30, 2026

Use this Form for Explanation and Justification for all costs regarding line item requests. If a cost is found to be unallowable after the contract is approved the One-Stop reserves the right to withhold payment and the Contractor will be responsible for that cost. **If you do not supply any detail on the cost it may not be approved.**

Program Site Address: _____

Rented Owned Yearly total Amount of Rent/Mortgage: _____ Amount per sq. ft: \$ _____

Total square feet of facility: _____ Contracted square feet to be utilized for this program _____ x

rate/sq. ft. _____ x _____ months = \$ _____ per year. Percentage of space charged to grant: _____%

Identify any other programs that share this specific contracted space at any time during the day or evening and that will offset the rent/mortgage cost to the One-Stop:

1. Rent/Mortgage: Complete the information listed above to justify costs of rent/mortgage. If the building is owned the same information must be supplied. All other pertinent information necessary must be listed below. If a contract is approved a copy of the lease and/or mortgage statement must be included with a break out of the percentage charged to this grant. A copy of the lease must be submitted with the 1st invoice only.

2. Staff Salaries: Identify all staff paid through this program. Include weekly wage and percentage of program time. **If the program has part-time hours and staff proposed is full time, provide an explanation.**

3. Fringe Benefits: Include the percentage of benefits to salaries. Identify specific personnel benefits and rate paid that will be incurred under this agreement. The One-Stop retains the right to determine whether costs/rates within this category are excessive.

4. Utilities: List all utilities charged to the program **even if included in the rent.** List the full amount paid (estimated from past year usage), and if leveraged, break down the percentage charged to this program and include the rationale for amount charged.

5. Office Supplies: Itemize all **program related** office supplies with prices and justification for program need. Office supplies should be purchased throughout the program year. Do not include large purchases of office supplies at the end of the program period or invoices may not be approved.

6. Instructional Materials: Itemize all instructional items with prices and justification for program need. Instructional Materials should be purchased throughout the program year. Do not include large purchases of Instructional Materials at the end of the program period or invoices may not be approved.

7. Equipment: Any request for purchase of equipment must be minimal. Requests may only supplement existing supplies and may not be used to fully furnish programs. The One-Stop will need to review all requests for equipment and Quotes must be provided to show it will be purchased at the most reasonable price. Provide justification for program needs. **Note: All Equipment purchased with these funds remains the property of NJ Department of Labor and will return to the One-Stop at contract termination.**

8. Telephone/Internet: Supply detail of phone/Internet provider usage; include type of phones or service and necessity to program usage.

9. Staff Travel Costs: Providers are allowed to charge their Agency approved rate but the rate must not exceed the 2020 IRS Standard Mileage Rate for the use of a car (also vans, pickups or panel trucks).

10. Customer Transportation: Provide detail on any customer transportation.

- Identify the purpose and program necessity.
- List all related activities, job fairs, interviews, job site visits, etc.,
- Based on previous data, fully detail the cost, expected destinations and anticipated miles of travel
- Include a sample of the log that will be utilized to detail how mileage will be documented

11. Incentives: Must be fully detailed in this paragraph and outlined in the Written Narrative and on the Program Summary. Include total line item amount, individual amount of each incentive category, and fully outline benchmark criteria for receiving the incentives:

- Estimate of total amount anticipated to award for the program year
- Detail of Benchmark criteria to earn the incentive
- List amount assigned to each benchmark

12. Indirect Costs/Administrative Costs Maximum 12%: Both in total cannot exceed 12% of the program cost. **All costs must be defined and programs related to be approved.**

- Detail with an item by item explanation as to what or who is being paid and how these indirect costs are program related
- How are these costs determined?
- Include approval letter from federal authority if applicable

Note: The One-Stop reserves the right to accept or deny the Indirect/Admin as presented.

13. Other: Identify and detail any item or program cost listed as other.

14. Leveraged, In-Kind and/or Other Source Of Funding: List all sources of funding, grants, awards, contracts or income that will be used to offset costs for this program and staff whose duties include activities from more than one funding stream. Do not charge 100% to this program to if a percentage of costs can be leveraged against the other income. Leveraged costs must be consistent across the budget.

ATTACHMENT E: PY 2025 LEVERAGED COST BUDGET JULY 1, 2025 TO JUNE 30, 2026

Leverage Costs with In-Kind and/or Other Source of Funding: List all Private, Federal, State, County, or Municipal Grants, Awards or Contracts your organization has obtained, for the same or similar programming, or for funding that will offset any program staff or site costs to this award. Leveraged costs must be consistent across the budget.

ORGANIZATION:

Identify Funding	Federal	State	County	Municipal/City	Other	Private
Budget Category						
Rent/Mortgage						
Staff Salaries						
Fringe Benefits						
Utilities						
Office Supplies						
Instructional Materials						
Equipment						
Telephone/Internet						
Staff Travel						
Transportation						
Other: Specify						
Other: Specify						
Total From Other Funding						
Leveraged Percentage						

Names of Funding Sources

Title of Grant or Contract

ATTACHMENT E: PY 2025 LINE ITEM BUDGET JULY 1, 2025 TO JUNE 30, 2026

ORGANIZATION:

PROGRAM:

FUNDING: WFNJ GA/SNAP

PY 2025	% Charged to Program	Budget
Detail all Line Item Costs on Explanation & Justification page		
Rent/Mortgage		
Staff Salaries: Detail on following page		
Fringe Benefits: Detail on following page		
Utilities		
Office Supplies: (consumable)		
Instructional Materials: (consumable)		
Equipment		
Telephone/Internet		
Staff Travel		
Customer Transportation		
Administrative/Indirect		
Other: Specify		
Other: Specify		
Profit: Private for profits only 10% maximum		
Total Budget		\$

ATTACHMENT E: PY 2025 STAFF & FRINGE BUDGET JULY 1, 2025 TO JUNE 30, 2026

Totals must agree with "RFP Request" Staff Salaries, Line Item Budget amounts. **Do not include in-kind amounts on this page.**

Staff Budget Position/Title	Annual Salary	Percent Charged To Contract			
		No. Of Weeks	Weekly Salary	Percentage of Program Time	TOTAL
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
STAFF COSTS CHARGED TO THIS PROGRAM					\$

List fringe benefits to be paid, Total benefit costs charged to this program, must agree with "RFP Request" total fringe line item budget amounts. **Do not include in-kind amounts.**

Fringe Benefits List All Benefits To Be Paid	Annual Amount based on Above: Total Staff Salary \$_____	Percent of Fringe Benefit to Salary Rate: _____%			
		No. of Weeks	Weekly Amount	%	Yearly Amount
FICA					\$
Unemployment Compensation Insurance					\$
Medicare					\$
State Withholding Tax					\$
State Disability					\$
Other: detail					\$
BENEFIT COSTS CHARGED TO THIS PROGRAM					\$

ATTACHMENT F: STAFF RESUMES (CURRENT) OR JOB DESCRIPTION

ATTACHMENT 1: EXCEPTIONS-CONTRACT AWARD- RECEIPT OF ADDENDA

**THIS PAGE MUST BE SIGNED
COUNTY OF MERCER**

1. EXCEPTIONS: IF NO EXCEPTIONS, PLEASE SO STATE

Exception(s) are referenced when there is a variation between services described in the specifications and services offered which are to be fully explained and submitted with the response by the respondent and submitted with the proposal.

2. CONTRACT AWARD

Upon opening bids, pricing shall remain firm for a period of sixty (60) calendar days. In the event that the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

- Check here **if willing** to hold the pricing consideration beyond sixty days or until the contract is awarded.
- Check here if **not willing** to hold the pricing consideration beyond sixty days or until the contract is awarded.

3. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

Addenda Number	Dated
_____	_____
_____	_____

I acknowledge that I have read the 3 items on this page

Signed: _____

Title: _____

Printed Name: _____

Organization: _____

Date: _____

ATTACHMENT 2: GOVERNMENT CLASSIFICATION & ETPL STATUS

CLASSIFICATION- I.R.S. Approved Legal Status of Applicant, Check Applicable Boxes and Provide Supporting Documentation.

Not-For-Profit and/or Charitable Organization: Tax Exempt under IRS Code 502(c) or 501(c)(3)

- Community-Based Organization
- Faith-Based Organization
- Other- specify below*

Educational Institution: As Per Sec.481 (a)(1), Higher Education Act of 1965

- 4+ Year
- 2 Year
- Proprietary Postsecondary
- Local Education Agency

For Profit Organization

- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Corporation
- Other –specify below*

• **Labor Organization** List Title and Local Number of Apprenticeship Program

Government

- Federal
- State
- County
- Municipal
- Other – specify below*

• ***Other** Explanation: _____

• **Eligible Training Provider Status**

- This Organization is currently on the ETPL: Submit copy of page from NJ TOPPS
- This Organization is a new vendor and will submit an application to the State if approved for a contract. The letter will be sent to MCOTES as proof the process was started.

ATTACHMENT 3: BOARD MEMBERS, MANAGEMENT, OWNERS

CEO/Executive Director/Board Chairperson/Superintendent: _____

A. Number of Years this organization has been in operation: _____

B. Is this a Minority Owned Business? • No • Yes, provide brief detail: _____

C. Total number of Staff currently employed: _____ Full-time: _____ Part-time: _____

D. Have any Federal, State or Municipal contracts or grants from any source been terminated – terminated for cause, terminated for default, or suspended (totally or partially) - in the past five years? • No • Yes, Attach a Letter of Explanation **Attachment 3A**

E. Has the organization been cited, fined or reprimanded for any regulatory, statutory, audit/financial or code violations within the last three years? • No • Yes, attach a Letter of Explanation, include violation, penalty imposed and corrective action taken, **Attachment 3B**

ATTACHMENT 4: ORGANIZATION CHART

ATTACHMENT 5: AUDIT or FINANCIAL STATEMENT
Attach One (1) copy of 2022 Year End Audit or Financial Statement

A. As a part of your contractual obligation and in accordance with NJ Department of Labor requirements, the Vendor must submit an Audit to the One-Stop **Every Year** within nine (9) months of the organization's year end, Fiscal Year End (March) or Calendar Year End (September).

B. I have read the above statement and will comply with the NJDOL Audit requirements:

Signature: _____

1. This Organization's auditing is done by Fiscal Year Calendar Year Federal: Month of Audit: _____

2. One (1) copy of the 2022 Year End Audit or Financial Statement that has been submitted with this proposal.

• **Yes**, identify the period audited: _____

• **No**, identify when the most current Audit will be available for submission: _____

C. If you answer **YES** to any of the following questions **attach an explanation:** Label **Attachment 4-A**

1. Is this organization in receivership or bankruptcy, or are any such proceedings pending? • No • Yes

2. Are there current liens against the agency? • No • Yes

3. Were there deficiencies found in the last Audit? • No • Yes

4. If deficiencies were found, was corrective action taken? • Not Applicable • No • Yes

D. If requested you may be required to submit a letter from a CPA to support these statements and to certify that the organization is solvent and financially capable of managing the proposed services.

1. This organization has sufficient resources for program start-up expenses and has approximately 4 month's cash flow.

• No • Yes

ATTACHMENT 6: COUNTY ASSURANCE AND CERTIFICATIONS 1-11

ASSURANCES AND CERTIFICATIONS, GENERAL ADMINISTRATIVE REGULATORY PROVISIONS

Through submission of this proposal the organization does assure and agree that it will fully comply with all requirements of the following, including any amendments or additional requirements, which may be promulgated during the inclusive period of July 1, 2024 through June 30, 2025:

- The Workforce Innovation and Opportunity Act of 2014
- USDOL, Employment and Training, WFNJ Final Rules (20 CFR Part 652 et. al) and State regulations
- Interim Final WFNJ Regulations, 20 CFR Part 664, published at 64 Fed. Reg. 18662, 18713 (April 15, 1999) and any amendments thereof not published as a Final Rule
- Fair Labor Standards Act of 1938 (29 U.S.C. 203(m), as amended by the Minimum Wage Increase Act of 1996
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, including the Title VIII of the Welfare-to-Work, and amendments thereof of 1999
- United States Department of Labor (USDOL) rules and regulations that may be promulgated as it relates to WFNJ
- WFNJ Non-Discrimination Section 188 and Regulations at 29 CFR Part 37
- Prohibition on Nepotism, WFNJ interim regulation sec. 667.200(g)
- Migrant and Seasonal Farm Workers, 20 CFR 653
- U.S. Welfare to Work Act, rules regulations, directives and procedures of federal and state DOL departments
- Wagner Peyser Act, Chapter 41 of Title 38
- Architectural Barriers Act of 1968
- Section 503 and 504 of the Rehabilitation Act of 1973, as amended
- Allowable Costs Provisions under the WFNJ, 20 CFR Part 652, et seq.
- Social Security Act (47 U.S.C. 301 et seq.)
- Americans with Disabilities Act of 1990
- Uniform Administrative Requirements for State and Local Governments (as amended by the Act) 29 CFR Part 97
- Single Audit Act, 29 CFR Part 96 (as amended by OMB Circular A-133)
- OMB Circular A-87 Cost Principles (as amended by the Act)
- Federal/New Jersey Conflict of Interest (and directives)
- 29 CFR Part 31, 32 - Nondiscrimination and Equal Opportunity Assurance (and regulations)
- OMB circular 110 (as amended)
- OMB circular A122 (as amended)
- Work First New Jersey, Public Law of 1997 and all policies and directives issued there under.
- New Jersey Department of Labor (NJDOL) rules, regulations and directives including those; on WFNJ
- NJ Dept. of Human Services/Division of Family Development, (GA/SNAP) rules, regulations, directives and procedures
- Conscientious Employee Protection Act, N.J.S.A. 34:19 - 1, et seq.
- Work Opportunity Tax Credit Program
- New Jersey Health and Safety Standards
- New Jersey Worker Compensation Act
- New Jersey Treasury Circular 98-07
- New Jersey Public Contracts Laws, NJSO 40A: 11-1 et. seq.
- Local Government Ethics, NJSA 40A: 9-22.1
- SF 424B - Assurances for Non-construction Programs
- 29 CFR Part 31, 32 - Non-discrimination and Equal Opportunity Assurances and regulations
- Certification Regarding Lobbying and regulations, 29 CFR Part 98
- Drug Free Workplace and Debarment and Suspensions, regulation (29 CFR 98)

1. STATEMENT OF CORPORATION OWNERSHIP

N.J.S.A. 52:2524.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation’s stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act, have been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

STATEMENT OF OWNERSHIP DISCLOSURE: N.J.S.A. 52:2524.2 (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:	
Address:	

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited 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 owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

Attach additional sheets if more space is needed

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III

DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

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

Part IV

Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **COUNTY OF MERCER** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **COUNTY OF MERCER** to notify the **COUNTY OF MERCER** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **COUNTY OF MERCER** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**2. COUNTY OF MERCER
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Bidder Name:	
---------------------	--

Part 1: Certification – All Bidders Are To Complete Part 1 By Checking **EITHER BOX**.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal unresponsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Mercer is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Mercer to notify The County of Mercer in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Mercer and that the County of Mercer at its option may declare any contract(s) resulting from this certification void and unenforceable.

Print Full Name:			
Signature:			
Title:		Date:	

3. AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The CONTRACTOR and the County of Mercer do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 hereunto, are made a 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 the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the 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 its own expense, appear, defend, and pay any and all charges for 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 grievance procedure, the CONTRACTOR agrees to abide 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, 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 proceedings 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 this 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 construed to relieve the CONTRACTOR from any liability, nor preclude the County from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Initial: _____

4. NON-COLLUSION AFFIDAVIT

**State Of New Jersey
County Of Mercer:**

I, _____ of the City of _____,
Print Clearly
in the County of _____, and the State of _____,

of full age, being duly sworn according to law on my oath depose and say that:

I am _____
of the firm of _____

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 provider has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Mercer relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding 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 an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Print Name of Provider _____

Subscribed and sworn to before me

Provider Signature: _____

This _____ day of _____, 20____

Signature of Notary Public: _____

Notary Public of _____

AFFIX SEAL HERE

My Commission expires _____, 20____

5. & 5A. EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the provider/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

CHECK OFF ONLY ONE (1) OF THE FOLLOWING:

Goods and General Service Providers

1. Letter of Federal Approval indicating that the provider is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the provider to the County and the Division. This approval letter is valid for one year from the date of issuance.

I have submitted a Photostatic copy of the letter for my federally-approved/sanctioned EEO/AA program

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The provider must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the provider's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

I have submitted Photostatic copy of my current NJ State Certificate of Employee Information Report (CEIR).

3. The successful provider shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

I have submitted Photostatic copy of Form AA-302 and a Canceled Check as proof of submission and payment.

New Vendor Information for Form AA-302 Submission: The successful provider may obtain the Affirmative Action Employee Information Report (AA-302) on the Division website. www.state.nj.us/treasury/contract_compliance

The successful provider(s) must submit the AA-302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Public Agency.

The undersigned provider certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

5A. Attached 1, 2 or 3 as outlined above:

The undersigned provider further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Company: _____

Signature: _____

Print Name: _____ **Title:** _____ **Date:** _____

6. EXHIBIT A (REVISED 4/10)
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:

Proposed § 38.25(a)(1) emphasizes an existing obligation that, as a condition of an award of financial assistance under Title I of WIOA, a grant applicant assures that it “has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance.”

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 the 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. 17:275.2.

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, race, 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
- Employee Information Report Form AA302, electronically provided by the Division and distributed to the public agency through the Division’s website at: https://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

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.**

Initial: _____

7. INSURANCE AND INDEMNIFICATION REQUIREMENTS

If it becomes necessary for the consultant, either as principal or by agent or employee, to enter upon the premises or property of the County, the consultant hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accidents, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The consultant further covenants and agrees to indemnify and save harmless the County from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any County regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The consultant shall maintain sufficient insurance to protect against all claims under Workers Compensation as statutorily required, General Liability in the amount of \$1,000,000.00 single occurrence and \$2,000,000.00 general aggregate and Automobile Insurance in the amount of \$1,000,000.00 combined single limit. Vendors are responsible to provide updated certificates as policies renew. Depending upon the scope of work and goods or services provided, specific types of insurance may not be required. The Mercer County Division of Insurance and Property Management will make this determination.

In all cases where a Certificate of Insurance is required, the County of Mercer is to be named as an additional insured and named as the certificate holder as follows: "County of Mercer, 640 South Broad Street, P.O. Box 8068 Trenton, NJ 08650-0068". The Certificate shall contain a 30-day notice of cancellation. Additionally, if the program for which your agency is applying provides transportation to consumers and/or clients, the County of Mercer must be named as an additional insured with the agency's automobile insurance.

INDEMNIFICATION AND HOLD HARMLESS CLAUSE

Contractor shall indemnify, defend and save harmless the County from and against any and all loss cost (including attorneys' fees), damages, expenses and liability (including statutory liability and liability under Workers' Compensation Laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by Contractor or all other persons which arise from or in any manner grow out of any act or negligence on or about the said premises by the Contractor, their partners, agents, employees, customers, invitees, contractors, subcontractors, sub-subcontractors, vendors and the County. This indemnification clause includes any and all claims and costs of the same against the County except for the sole negligence of the County pursuant to N.J.S.A. 2A:40A-1. Further, this indemnification clause includes any and all claims and costs of the same against the County involving environmental impairment.

WAIVER OF SUBROGATION CLAUSE

Consultant, as a material part of the consideration to be rendered to the County, hereby waives all claims against the County for damages to the goods, wares and merchandise in, upon or about said premises, and consultant will hold the County exempt and harmless from any damage and injury to any such person or to the goods, wares or merchandise of any such person, arising from the use of the premises by the consultant or from failure of the consultant to keep the premises in good condition and repair as herein provided.

Dated and Signed

PLEASE TAKE NOTE OF THE FOLLOWING CHANGE

As you may be aware, there has been a recent change to the ACCORD insurance certificate which precludes placing the number of days for cancellation notification in the lower left-hand box. You may fulfill the requirement for a 30-day notice of cancellation for a County of Mercer contract in any one of the following ways:

1. indicate a 30-day notice of cancellation in the Description of Operations box at the bottom of the certificate
2. indicate a 30-day notice of cancellation on a separate page
3. provide a copy of the cancellation clause from the policy (you do not need to provide a copy of the entire policy, only the page(s) referencing the cancellation clause)

If you need further clarification on this or other insurance certificate issues, please contact the Insurance and Property Management Office at 609-989-6655.

**7A. CHECKLIST FOR CERTIFICATE OF INSURANCE COVERAGE
MUST INCLUDE ALL OF THE FOLLOWING;**

1	Certificate is Current For The Term Of This Year’s Agreement
2	Statutory Workers Compensation: required
3	General Liability: including Products Completed Operations coverage for Personal Injury and property Damage of not less than <ul style="list-style-type: none"> ▪ One million dollars (\$1,000,000) for each occurrence and ▪ Two million dollars (\$2,000,000) annual aggregate.
4	Comprehensive Automobile: bodily injury and property damage coverage liability of <ul style="list-style-type: none"> ▪ Not less than one million (\$1,000,000) combined single unit.
5	Auto, Additionally Insured: if the program for which your agency is applying provides transportation to consumers and/or clients, the County of Mercer must be named as an additional insured with the agency’s automobile insurance.
6	Professional Liability (Errors & Omissions): with Limits of <ul style="list-style-type: none"> ▪ one million-dollar (\$1,000,000) each wrongful act and ▪ two million-dollars (\$2,000,000) aggregate
7	30-day Notice of Cancellation included as per checked box: <input type="checkbox"/> Indicate a 30-day notice of cancellation in the Description of Operations box at the bottom of the certificate <input type="checkbox"/> Indicate a 30-day notice of cancellation on a separate page <input type="checkbox"/> Provide a copy of the cancellation clause from the policy (you do not need to provide a copy of the entire policy, only the page(s) referencing the cancellation clause)
8	Additionally, Named Insured Phrase EXACTLY AS WRITTEN BELOW: The County Of Mercer Is An Additional Named Insured With Respect Only To Liability Coverage Afforded by the Policy
9	Certificate Holder issued as follows: Do NOT add any names, “to the attention of”, or department names. <ul style="list-style-type: none"> ▪ The County of Mercer ▪ PO Box 8068 ▪ 640 South Broad Street ▪ Trenton, NJ 08650-0068

7A. I CERTIFY A COPY OF CERTIFICATE OF INSURANCE IS ATTACHED WITH ALL REQUIRED ITEMS LISTED ABOVE: Yes No

Authorized Signature: _____

8. NEW JERSEY BUSINESS REGISTRATION CERTIFICATES ACCEPTABLE BY THE COUNTY OF MERCER

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**


DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
 TAXPAYER IDENTIFICATION#: 970-097-382/500
 ADDRESS: 847 ROEBLING AVE
 TRENTON NJ 08611
 EFFECTIVE DATE: 01/01/01
 FORM-BRC(08-01)

TRADE NAME: CLIENT REGISTRATION
 SEQUENCE NUMBER: 0107330
 ISSUANCE DATE: 07/14/04

John S. Tully
 Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 **STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
 TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
 20041014112823533

A copy of the N.J Business Registration Certificate is included. Yes No

9. SEXUAL HARASSMENT GUIDELINES
PART 1604 GUIDELINES ON DISCRIMINATION BECAUSE OF SEX

1604.11 Sexual Harassment

(a) Harassment on the basis of sex is a violation of Sec. 703 of Title VII (of the Civil Rights Act of 1964). Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

(b) In determining whether alleged conduct constitutes sexual harassment, The Commission (EEOC) will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

(c) Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as “employer”) is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual in determining whether an individual act in either a supervisory or agency capacity.

(d) With respect to conduct between fellow employees, employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can be show that it took immediate and appropriate corrective action.

(e) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer’s control and any other legal responsibility, which the employer may have with respect to the conduct of such non-employees.

Initial: _____

10. DISCLOSURE REQUIREMENT FOR “PAY TO PLAY”
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us. If you have any questions please contact ELEC at: 1-888-313-ELEC (Toll free in NJ) or 609-292-8700. An analyst from ELEC’s Special Programs Section will assist you.

• **I CERTIFY THAT I HAVE READ THE ABOVE AND THIS ORGANIZATION IS IN COMPLIANCE**

Initial: _____

11. Mercer County One-Stop Career Center Provider Grievance Procedure

As the Grant recipient, the Mercer County Workforce Development Board (WDB) assures that a grievance procedure has been established for the purpose of resolving any complaint and/or grievance filed against the Mercer County One-Stop Career Center in the administration of programs operated and funded under the Workforce Innovation and Opportunity Act of 2014 (WIOA) or WorkFirst New Jersey (WFNJ).

The Mercer County Workforce Development Board has the authority to establish these procedures pursuant to the Workforce Innovation and Opportunity Act of 2014. **Please note this is not the same as the customer grievance process.**

1. FILING THE COMPLAINT

- A. All complaints shall be submitted in writing and shall be made within one (1) year of the alleged occurrence, except for complaints alleging fraud or criminal activity. All complaints involving discrimination shall be submitted in writing within 180 days of the alleged occurrence.
- B. All written complaints shall be submitted to the attention of:

John C. Raines, Deputy Director of Operations – EEO Officer
Mercer County One-Stop Career Center
640 South Broad Street, PO Box 8068
Trenton, New Jersey 08650-0068

2. CONTENTS OF THE COMPLAINT: The written complaint shall contain the following information:

- A. Full name, address and telephone number of the person and/or organization making the complaint.
- B. Full name and address of the person(s), unit of government or other organization against which the complaint is being made.
- C. A clear and concise statement of the facts giving rise to the grievance or complaint. This shall include dates, locations, and names of witnesses pertinent to the alleged violation. Copies of any documents supporting the facts alleged shall be attached to the complaint.
- D. Provisions of the Act or other requirement pursuant to the Act believed to be violated.

3. INFORMAL RESOLUTION PROCEDURE

- A. Upon receipt of a written complaint, the Internal Monitor will send acknowledgement thereof.
- B. The complaint shall be thoroughly reviewed by the Mercer County One-Stop Career Center, Deputy Director of Operations or designee. The Internal Monitor or designee shall conduct a fair and impartial investigation, including interviews with the affected party, to determine the facts relative to the complaint to attempt to informally resolve the complaint within thirty (30) business days.
- C. If the Mercer County One-Stop Career Center, Deputy Director of Operations or designee cannot affect an informal resolution to the satisfaction of the complainant, the complainant may request a formal resolution process.

4. FORMAL RESOLUTION PROCEDURE: Upon notification of complainant's dissatisfaction with the informal resolution decision, the Director of the One-Stop Career Center will review the findings. At a minimum, the Director of the Mercer County One-Stop Career Center will provide the vendor/provider/sub-recipient and/or other interested parties with the following:

- A. This hearing shall be held within thirty (30) working days of the receipt of the complaint.
- B. The procedure shall include written notice indicating the date, time, and place of the hearing, the manner in which it shall be conducted, and the specific issues to be decided. Other interested parties may apply for notice. Such other interested party shall be a person or organization potentially affected by the outcome. The notice to the other interested party shall include the same information furnished to the complainant and shall further state whether such interested party may participate in the hearing and, if applicable, the method by which he/she may request such participation.
- C. The complainant shall have the opportunity to withdraw the request for a hearing in writing prior to the hearing
- D. The complainant shall have the opportunity to be represented by an attorney or other representative of the complainant's choice.
- E. The complainant shall have the opportunity to bring witnesses and documentary evidence.
- F. The complainant shall have records of documents made available, when such records or documents are kept by the One-Stop in the ordinary course of business.
- G. The complainant shall have the opportunity to question any witness or parties.
- H. The complainant shall have the right to assistance by an impartial hearing officer.

5. NOTICE OF LOCAL LEVEL DECISION: The complainant will be informed in writing of the findings of the Director within sixty (60) days of the conclusion of the formal hearing process. This period may be extended with the written consent of all parties for a good cause.

6. APPEALS TO THE STATE: If a complainant receives a decision unsatisfactory to the complainant, the complainant then has the right to request a review of the complaint by the Supervisor of the Monitoring and Compliance Unit - New Jersey Department of Labor and Workforce Development Division of One-Stop Coordination and Support.

NOTE: The complainant must exhaust the remedies at each level prior to making an appeal to the next higher level.

If you wish to file an appeal to the State, the request for review shall be filed within ten (10) days of receipt of the adverse decision. Request for Director’s review shall be sent to:

**Monitoring & Compliance Unit
New Jersey Department of Labor
Division of One-Stop Coordination & Support
P.O. Box 055
Trenton, NJ 08625-0055**

In order to be able to review your grievance adequately, you need to provide all of the information about the grievance to the Supervisor of the Division of One-Stop Coordination and Support, including the following:

- A. Your full name, address and telephone number;
- B. The full name and address of the person or agency against whom your complaint was made;
- C. A clear and concise statement of the facts of your grievance;
- D. The date your grievance was filed with the Mercer County One-Stop Career Center;
- E. The date of the alleged act or occurrence for which the complaint was filed;
- F. The date the written decision was made or the date the decision should have been made;
- G. Any provisions of the Workforce Innovation and Opportunity Act or other Agreements under this law that you believe have been violated;
- H. A statement of other steps you pursued with other government agencies regarding your complaint, if such steps were taken;
- I. A copy of the Internal Monitor’s written decision, if such was given to you.

The Director of the Division of Employment and Training will review or arrange for the review of your complaint and issue you a written response thirty (30) days after receiving your complaint.

If the complaint or grievance is based upon alleged discrimination regarding handicapped status, the complaint/grievance shall be submitted to:

**New Jersey Department of Labor
Office of Monitor Advocate and Affirmative Action Programs
John Fitch Plaza – Room 902B
Trenton, NJ 08625
Attention: Director, Monitor Advocate and EEO Programs**

I have read all of the above information and shall assure compliance with 188(a) and (b) of the Act by abiding by the terms of the grievance/complaint system in place at the Mercer County One-Stop Career Center. A copy of this grievance procedure is included in this contract package:

• I certify that I have read the above and this organization shall assure compliance

Name & Title: _____ Date: _____

Organization: _____

DIRECTIONS TO MERCER COUNTY ONE-STOP CAREER CENTER

Parking: There is a pay per hour parking garage on Yard Avenue. Limited metered parking is available on Clinton Avenue and East State Street.

From North or South, via New Jersey Turnpike:

Take the New Jersey Turnpike to Exit 7A. After paying the toll, bear to the left and take 1-95 West to Trenton. Keep on 1-95W for approximately 7 miles to 29/129 North. Bear right onto exit 129 North. At 3rd traffic light, turn right at Hamilton Avenue. Turn left at the next traffic light, South Clinton Avenue. Continue on Clinton to Yard Avenue, which is on the right, 1 block past the Trenton Train Station and before State Street.

From the North via Route 1:

Take Route 1 South to Trenton. Approximately 1-mile past Quakerbridge Mall, Route 1 will split, stay to the left. Take the Perry Street (right lane) exit. Make a right at the top of the ramp and another right onto Carroll Street; at the end of Carroll, make left onto East State Street. Make right at the traffic light onto South Clinton Avenue 26 Yard Avenue is on the left-hand side across from the cemetery.

From South, Pennsylvania, via Route 1:

Take Route 1 North and cross the Delaware River via toll bridge (no toll in north direction). Take exit for Route 29 North. Take Route 29 North to the Memorial Drive/Capitol Complex exit. **Follow directions from NJ Turnpike above.**

From South Jersey, via Route I-295:

Take Route I-295 North to Route 29/129 Trenton. **Follow directions from NJ Turnpike above.**

From South Jersey via Route 206:

Take Route 206 North to I-195 West to Route 29/129 Trenton. **Follow direction from NJ Turnpike above.**

From Route 130 North or South:

From Route 130 and take I-195 West to Trenton. **Follow directions from NJ Turnpike above.**

From Pennsylvania, via Route I-95 North to Route 29 South:

Take Route I-95 North, cross the Delaware River and take exit 1A, first exit on the NJ side, to Route 29 South. Follow the ramp to the stop sign, stay to the left and merge onto Route 29. Stay on Route 29 South and after passing Calhoun Street Bridge get into the left lane to exit at Market Street. Follow Market Street through 5 traffic lights. Get into the right lane and after you go under the Route 1 overpass, bear to the extreme right. Go around the exit ramp and get in the middle or right lane. Go straight through the intersection at a traffic light. Get into the left lane and at the next light, South Clinton Avenue, turn left. Yard Avenue is the next street on the right.

NJ Transit and Light Rail:

The Mercer County One-Stop Career Center is 2 blocks from the Trenton Train Station and the Riverline Light Rail Line.

Mercer County One-Stop is served by the NJ Transit Buses listed below:

Bus Numbers **409 & 418:** Trenton, Willingboro, and Philadelphia via Rt 130

Bus Numbers **601, 606, 608, 609:** Capital Connection

Bus Number **600:** Trenton Plainsboro (US 1 Corridor)

Bus Number **601:** College of New Jersey, Trenton, and Hamilton Marketplace

Bus Number **604:** East Trenton, Trenton Rail Station

Bus Number **606:** Princeton Mercerville, Hamilton Marketplace

Bus Number **608:** Hamilton, West Trenton

Bus Number **609:** Ewing, Quaker Bridge Mall, and Mercer County Community College

Bus Number **611:** Trenton, Perry Street Shuttle