



REQUEST FOR PROPOSALS

for

**NEW JERSEY ONE-STOP OPERATIONS MANagements SERVICES FOR THE
PASSAIC COUNTY WORKFORCE DEVELOPMENT BOARD**

RFP-20-022

2020

PASSAIC COUNTY BOARD OF CHOSEN FREEHOLDERS

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Bid Document Checklist

The following documents must be included with the Respondent's Bid:

Document Description	Authority
Acknowledgment of Receipt of Addenda	N.J.S.A. 40A:11-23.2 (e)
Statement of Corporate Ownership	N.J.S.A. 52:25-24.2
Bid Proposal	N.J.S.A. 40A: 11-4
Standard Questionnaire	N.J.S.A. 40A:11-26
Disclosure of Investment Activities in Iran	P.L. 2012, c. 25

The following documents must be submitted to the County prior to the contract being executed:

Document Description	Authority
Business Registration Certificate	N.J.S.A. 52:32-44
Bidders Safety Acknowledgement	Resolution R-12-330
Certificate of Bidder Showing Ability to Perform Contract	N.J.S.A. 40A:11-20
Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Non-Collusion Affidavit	N.J.S.A 52:34-15

Name of Bidder (Please Print): _____

Signature of Authorized Representative: _____

Name (Please Print): _____

Title (Please Print): _____ **Date:** _____

**All documents required for the bid submission and prior to the execution of Agreement to the winning bidder are appended hereto and labeled accordingly. If any of the documents stated herein are missing, please contact the Passaic County Purchasing Agent immediately.*

NOTE: BID DOCUMENT RETURN ENVELOPES MUST CLEARLY IDENTIFY THE BID NAME, BID NUMBER, AND BID OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.

County of Passaic Notice to Bidders/Legal Notice

Notice is hereby given that sealed proposals will be received on **September 29, 2020 at 10:30 am (prevailing time)** by the Passaic County Board of Chosen Freeholders for **New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board**, Project **RFP-20-022** at the following location:

Passaic County Purchasing Division
Passaic County Procurement Center
495 River Street, 2nd Floor
Paterson, New Jersey 07524

Proposals, plans, and specifications (hereafter “Bid Documents”) may only be obtained from the Passaic County website www.passaiccountynj.org. If you experience difficulty downloading a bid, please email bids@passaiccountynj.org and provide your full contact information including US mail address and fax number and a proposal can be emailed. Bid Documents will not be mailed. However, if exigent circumstances exist, accommodations to overnight Bid Documents may be delivered at the bidder’s expense.

Bid proposals must be submitted on the forms supplied by the County. Bidders must submit one (1) original and two (2) copies of its bid plus one (1) on CD or USB Flash Drive. Bid proposals are to be submitted via hand delivery during regular business hours between 8:30 AM and 4:30 PM, certified mail, or overnight delivery.

The purpose of this solicitation is to select a One-Stop (OS) Operator to operate the New Jersey One-Stop Career Centers (NJCCs) and other service access points for federally-funded NJCC partners, as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Passaic County Workforce Development Area.

Respondents must submit bid proposals by no later than **September 29, 2020 at 10:30 am**. No late proposals or bids will be accepted. The County is not responsible for bids delivered or otherwise not arriving on time. The County reserves the right under N.J.S.A. 40A:11-13.2 to reject bids for the reasons stated therein.

Respondents are required to comply with N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127, N.J.A.C. 17:27-5.2, and all other applicable laws, regulations, or ordinances concerning affirmative action goals and equal employment opportunity.

Pursuant to N.J.S.A. 40A:11-24, the Passaic County Board of Chosen Freeholders reserve the right to consider the bid proposals for sixty (60) days after the receipt thereof. Moreover, the Board reserves the right to reject any and all proposals in accordance with N.J.S.A. 40A:11-13.2, and waive minor informalities not considered material defects under N.J.S.A. 40A:11-1, *et seq.*

On March 9, 2020, New Jersey Governor Phillip Murphy issued Executive Order No. 103 declaring a Public Health Emergency and State of Emergency in New Jersey because of the Coronavirus 2019 disease (hereafter “COVID-19”). Thereafter, Passaic County Administrator Anthony J. DeNova, III

signed Administrative Order No. 20-01, that among other actions, closed all County of Passaic (“County”) facilities to the public.

Consequently, the County shall not be permitting the public to enter and view bid openings until Administrative Order No. 20-01 is rescinded. In compliance with Local Finance Notice 2020-10 issued by the New Jersey Department of Community Affairs, Division of Local Government Services, the Passaic County Purchasing Agent shall host a Webex virtual bid opening at the Procurement Center, located at 495 River Street, 2nd Floor, Paterson, NJ 07524. When it is time to join a scheduled Webex bid opening, copy and paste the link, <https://passaiccounty.webex.com/meet/bids>, to your browser and click on it to enter the meeting. The County shall live stream all bid openings, clearly announce the title of the bid and display each sealed bid package, back and front, for the camera prior to the bids being opened. The contents of each bid package shall be read aloud upon opening, including the price(s) and noting, at minimum, the presence of any documents required to be part of the bid submission.

After the close of the bid opening, all responses shall be fully scanned and posted at www.passaiccountynj.org. The bid opening shall be recorded and archived.

If there are any questions regarding the bid opening process during the Public Health Emergency, please contact Passaic County Purchasing Department at bids@passaiccountynj.org.

Carmen Santana
Phone: (973) 247-3300
Email: carmens@passaiccountynj.org

Sherry Arvanitakis, QPA

I. Introduction

The purpose of this solicitation is to select a One-Stop (OS) Operator to operate the New Jersey One-Stop Career Centers (NJCCs) and other service access points for federally-funded NJCC partners, as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Passaic County Workforce Development Area.

II. Scope of Work

1. Purpose

The purpose of this solicitation is to select a One-Stop (OS) Operator to operate the New Jersey One-Stop Career Centers (NJCCs) and other service access points for federally-funded NJCC partners, as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Passaic County Workforce Development Area. The One-Stop Operator will also be providing direct services in NJCCs.

The purposes of WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers needed to succeed in a global economy.
- (4) To promote improvement in the structure and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- (6) For purposes of Subtitles A and B of Title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

This solicitation is seeking management services that coordinate the diverse services of our One-Stop system partners. Under this vision the successful responder will provide:

- Leadership*
- Strategic Planning
- Market Focused Customer Services
- Information and Analysis**

- Human Resources Focus
- Process Management
- Business Results

* The expectation is that the OSO will develop a plan on how to run the One-Stop Centers in alignment with the LWDB's 4-year plan.

** The expectation is that the OSO is monitoring common performance measures and other state and local metrics that have been established and using that information for continuous improvement efforts in the One-Stop Center as well as apprising the LWDB and partners of performance against those measures.

Many system partners provide their services through publicly-funded and federally-legislated programs. Their service provision is structured by law and regulations. The challenge of the successful responder will be to negotiate and orchestrate a One-Stop system design that balances these imperatives with service excellence.

2. Authority

The Workforce Innovation and Opportunity Act (WIOA) is available at www.doleta.gov/wioa. The Final Rules and related resources are available at https://doleta.gov/wioa/Final_Rules_Resources.cfm. Federal & State grants flow from the New Jersey Department of Labor & Workforce Development (LWD) to the County of Passaic in form of Notices of Obligation. This Request for Proposal (RFP) solicits a One-Stop Operator for the Passaic County Workforce Development Board.

3. General Information

Passaic County Workforce Investment Board is soliciting proposals for One-Stop Operator Management Services to be funded through federal allocations received by *the Passaic County Office of Procurement* as authorized through federal and state legislation. The successful bidder will provide innovative approaches to One Stop operations under the provisions of the Workforce Innovation and Opportunity Act for the period November 1, 2020 through October 31, 2021 with three-one year option to renew, contingent upon the successful delivery of services and funding availability.

The One Stop career center offers job seeker services by providing career pathway employment plans. For many job seekers this may simply mean access to job listings, while others may require skill and aptitude evaluation, job search assistance, adult education, job training, postsecondary education or registered apprenticeship. Some may require temporary financial assistance, needs based payments or supportive services.

The Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) provides the framework for a national Workforce preparation system that is flexible, responsive, customer-focused and locally managed. Passaic County Workforce Investment Board welcomes and encourages the bidder to submit management service designs which are innovative, non-traditional and "hands-on" in approach.

This RFP is seeking management services that coordinate the diverse services of our One-Stop system partners. Under this vision the successful responder will provide:

- Leadership
- Strategic Planning*
- Market Focused Customer Services
- Information and Analysis**
- Human Resources Focus
- Process Management
- Business Results

* The expectation is that the OSO will develop a plan on how to run the One-Stop Centers in alignment with the LWDB's 4-year plan.

** The expectation is that the OSO is monitoring common performance measures and other state and local metrics that have been established and using that information for continuous improvement efforts in the One-Stop Center as well as apprising the LWDB and partners of performance against those measures.

Many system partners provide their services through publicly funded and federally legislated programs. Their service provision is structured by law and regulations. The challenge of the successful responder will be to negotiate and orchestrate a one-stop system design that balances these imperatives with service excellence.

The Workforce Innovation and Opportunity Act (WIOA) places a clear separation between the one-stop operator responsibilities and those of the workforce board. Passaic County Workforce Development Board is seeking a one-stop operator to coordinate the service delivery of required one-stop partners and service providers. Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs. The law envisions a collaborative process that leads to the creation of a seamless customer-focused One-Stop delivery system. At its best, the resulting system integrates service delivery across all programs and enhances access to the programs' services.

WIOA requires local boards to establish a One-Stop delivery system and conduct oversight of that system. The Passaic County Workforce Development Board is responsible for developing a memorandum of understanding with the required One-Stop partners that outlines each partner's responsibilities. Each One-Stop partner that carries out a required program or activity in a local area "shall provide access through the One-Stop delivery system to such program or activities carried out by the entity, including making the career services that are applicable to the program or activities available at the One-Stop centers (in addition to any other appropriate locations)." WIOA establishes a number of required partners in the One-Stop delivery system. These partners include:

- Title I programs (Adult, Dislocated Worker, Youth, Job Corps, YouthBuild, Native American, and Migrant Seasonal Farmworker)
- Title II Adult Education and Family Literacy activities
- Wagner-Peyser Act employment services programs
- The Vocational Rehabilitation program under Title I of the Rehabilitation Act
- The Senior Community Service Employment Program authorized under Title V of the Older Americans Act
- Postsecondary career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act
- Trade Adjustment Assistance authorized under the Trade Act
- Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.
- Employment and training activities under the Community Services Block Grant

- Employment and training activities of the Department of Housing and Urban Development
- State unemployment compensation program
- Ex-offender programs authorized under section 212 of the Second Chance Act
- Temporary Assistance to Needy Families (TANF) authorized under the Social Security Act, unless exempted by the Governor

4. Intent of This Solicitation

The One-Stop Operator will lead the design and coordination of service delivery of the One-Stop partners and providers throughout the One-Stop system. Under WIOA the roles and responsibilities of our partners are found at WIOA:121(b)(1)(A); these activities include but are not limited to:

- Entering into a MOU with the Passaic County Workforce Development Board relating to the operation of the One-Stop system consistent with the requirements of authorizing laws, the Federal cost principles, and all other applicable legal requirements;
- Providing access to its programs or activities through the One-Stop delivery system, in addition to any other appropriate locations;
- Beginning November 1, 2020, jointly funding the One-Stop system through infrastructure contributions that are based upon:
 - a. A reasonable cost allocation methodology by which cash or in-kind infrastructure costs are contributed by each partner in proportion to the relative benefits of their participation;
 - b. Federal cost principles; and
 - c. Any local administrative cost requirements in the Federal law authorizing the partner's program.

The Passaic County Workforce Development Board is seeking a vendor with the expertise and an established track record of providing services required of a one-stop operator. For purposes of this RFP, the Passaic County Workforce Development Board defines One-Stop Operator services as the coordination of the service delivery of required one-stop partners and service providers within the local area One-Stop delivery system. The One-Stop Operator is the honest gatekeeper who ensures all partners have an equal voice in formulating the policy that drives the delivery of services throughout the system. The successful bidder shall, at a minimum, provide:

- Leadership that examines how the one-stop system partners address values and performance expectations. The on-going review will include a focus on customers and other stakeholders, empowerment, innovation, learning, and organizational direction. The analysis will describe how the one-stop system addresses its responsibilities to the public and supports its key communities.
- The formation of a Strategic Planning process for developing objectives, as well as creating action plans and related human resource plans to support organizational direction.
- An examination of how the one-stop system determines customer/market requirements, expectations, preferences and how it builds relationships with customers and determines their satisfaction.
- An analysis of the performance measurement system and how the one-stop system analyzes performance data and information.
- A review of how the people who work in the one-stop system will develop and utilize their full potential in alignment with the organization's objectives. Also an exploration of the organization's efforts to build and maintain a work environment and an employee

support climate conducive to performance excellence, full participation, and personal and organizational growth.

- An examination of the key aspects of process management, including customer-focused design of products and service delivery, as well as support, supplier and partnering processes involving all work units. Also to be reviewed are how key processes are designed, implemented, managed, and improved to achieve better performance.
- A Business Results examination of the one-stop's performance and improvement in key business areas - customer satisfaction, financial and marketplace performance, product and service performance, human resource results, supplier and partner results, and operational performance. Also benchmarking performance levels relative to competitors, and other organizations within the system providing similar services.

In the future, additional roles may be established for the one-stop operator, including, but not limited to coordinating service delivery in a regional area, which may include affiliated sites.

5. Narrative Response Format

When responding to this RFP please provide detail to the following questions. Complete on 8 1/2" x 11" paper, double spaced.

Narrative Response to the Introduction

Please state the intended results of the proposed program, to include a timeline of the resulting deliverables. First, please concisely state the service you propose to provide. Then provide a synopsis of your overall concept and approach.

Criteria for Vendor Selection

The review of proposals will take place under the competitive contracting method as required by New Jersey's Local Public Contracts Law. Immediately following the submission deadline, proposals will be opened and reviewed by a specially convened review committee. The Committee will rank proposals and the highest ranked proposal will be recommended for award of contract by the Board of Chosen Freeholders. The criteria on which reviewers will rank proposals include the following categories: (1) Technical; (2) Management; and (3) Cost.

A. What is the service you are offering?

Tell us about the specifics of what you are offering as a service. Based on the synopsis of the program you offer, explain:

- (a) What and how you will provide:
 - 1) Leadership
 - 2) Strategic Planning
 - 3) Market Focused Customer Services
 - 4) Information and Analysis
 - 5) Human Resources Focus
 - 6) Process Management
 - 7) Business Results
- (b) How and why the service will achieve the results stated; and

(c) Any special strength or features which make your service different from similar offerings available.

B. Please describe your experience working with Federal Programs?

Please describe your experience working with Federal Programs. Specifically, in what capacity did you work and what results did you obtain.

C. Please describe your experience working with the Private Sector?

Please describe your experience working with the Private Sector. Specifically, in what capacity were you employed and what successes did you realize.

D. Who is going to do it?

Tell us about who is actually going to provide the service and will be responsible for achieving results. What evidence (especially from past behavior) suggests that this person has the enthusiasm, capability, and commitment to succeed in achieving the results stated above?

If applicable, tell us about other members of the service delivery team, i.e. business partners, other educational partners from institutions of advanced learning, etc. How and why will these capabilities help achieve the results you are committed to achieving?

What evidence suggests that your organization has the capability and commitment to achieve the results stated above? Also, briefly describe your organization's history and background, and include a discussion of any one-stop/federal program management your agency has operated.

E. How much money will you need and how will you spend it?

Include the hourly rate of various levels of bidder's staff that will be assigned to this project. Include services to be provided by staff in the proposal.

Indicate your preference in contracting for these services- e.g., hourly rates with a not-to-exceed amount for the engagement with agreed upon timelines: or fixed price based upon negotiated deliverables with agreed upon timelines.

Indicate all costs required to provide these services and an explanation as to how the costs were derived.

Firm Qualifications

Should your firm be interested in providing these services, please include the following information in your response:

A. Cover letter that includes:

1. Legal name of firm
2. Address
3. Name and title of firm owner, principal or managing partner
4. Federal Employer Identification Number (FEIN)
5. Dun & Bradstreet (D&B) number
6. Organization type (Private for profit, private non-profit or governmental corporation, sole proprietorship, community-based organization, etc.)
7. Phone/FAX number and email address/website of the firm

8. Name of primary contact for this RFP
9. Phone/FAX number and email address of the primary contact

B. References

Please provide a listing of clients we may contact. Clients listed should be of similar scale to our organization and be serviced by the same staff proposed for this engagement. Please include specific contact name and telephone number.

C. Other Information

Please include any additional information not already requested that you consider essential to your response. If there is no additional information to include, please state, "There is no additional information we wish to present."

If a bidder is, or should be, aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization whether as an employee, officer or director receives compensation or business for services rendered to the organization or have direct or consulting agreement, including those through family or business ties.

A team will review and rate each proposal utilizing a Proposal Evaluation Form, which is included as an attachment to this document. Upon conclusion of this rating process, the Passaic County Workforce Development Board may begin negotiations with one or more successful bidders. It is the bidder's responsibility to present accurate, concise, adequate, and qualitative documentation in each area to be rated in the RFP, so that the raters can make effective appraisals.

The proposal represents only one factor in the selection process of service providers and may not be the sole basis for selection of a proposal for funding. Other factors, such as the capability of administering and operating these services within the constraints and limitations specified may also be considered in the selection process.

Clarifying/Technical questions concerning this RFP must be received in writing, fax, or email at:
carmens@passaiccountynj.org

Mailing address and Physical Location for delivery of response to the RFP is: County of Passaic County Procurement Center 495 River St., Second Floor, Paterson, NJ 07524. Please adhere to Notice to bidders language

REFERENCES

The below references are offered to provide federal and state legislative, regulatory, policy and guidance regarding the Workforce Innovation and Opportunity Act (WIOA) and related One-Stop operations context that is not intended to be exhaustive.

WIOA Overview: <http://www.doleta.gov/WIOA/Overview.cfm>

Workforce Innovation and Opportunity Act (WIOA): <http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>

WIOA Final Rules and Resources – https://doleta.gov/wioa/Final_Rules_Resources.cfm

WIOA Fact Sheet: One-Stop Career Centers:
http://www.doleta.gov/WIOA/Docs/WIOA_OneStop_FactSheet.pdf

New Jersey Career Connections website: <http://careerconnections.nj.gov/>

New Jersey One-Stop Operator Competitive Selection (pg. 44):
<http://lwd.state.nj.us/labor/wioa/documents/resources/njcombinedstateplanforwioa2016.pdf>

Pathways and Partnership: Blueprint for Talent Development (Blueprint):
<http://lwd.state.nj.us/labor/wioa/documents/resources/OverviewBlueprintTalentDevelopment.pdf>

NJ Talent Networks:
http://careerconnections.nj.gov/careerconnections/partners/talent/talent_networks.shtml

OnRamp for Jobseekers (web portal for the jobseeker):
<https://webos.dol.state.nj.us/Career/Login.aspx>

OnRamp for Employers (web portal for the employer):
<https://webos.dol.state.nj.us/Talent/Login.aspx>

New Jersey Combined State Plan for WIOA 2016:
<http://lwd.state.nj.us/labor/wioa/documents/resources/njcombinedstateplanforwioa2016.pdf>

**Attachment A
 Proposal Cover Sheet**

Organization	
Contact Person	
Address	
Mailing Address (if different)	
Type of Organization	(i.e., Public, Private, for-profit, not-for profit)
Type of Legal Entity	(i.e., Corporation, Sole Proprietorship, Partnership, Other (Describe)):
Federal ID#	
Type of Project	WIOA One-Stop Operator
Dollar Amount Proposed	

My signature below certifies that the proposal as submitted complies with all requirements specified in this RFP.

My signature also certifies that by submitting a proposal in response to this RFP, the Bidder represents that in the preparation and submission of this proposal, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1).

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

Signature	
Name of Person Signing	
Title	
Telephone	
FAX	
E-Mail Address	
Date	

Attachment B – Budget Line Item

Line Item	Administrative Amount	Program Amount	Total
Staff Salary			
Staff Fringe Benefits			
Travel – In state			
Travel – Out-of-state			
Staff Development			
Outreach			
Equipment			
Dues/Subscriptions			
Computer Software			
Office Supplies, Printing and Copying			
Postage/Courier Service			
Rent			
Educational Materials			
Indirect			
TOTAL			

Administrative Costs

The personnel and operating costs, direct and indirect, associated with overall management and administration of the Passaic County Workforce Development Board NJCC System, which are not directly related to the provision of services to participants or otherwise allocable to the cost category of Program. The Board seeks to identify a provider who can coordinate One-Stop operations with minimal administrative costs to the budget. The provider must maintain records of all program related expenditures by cost categorization in State AOSOS, E-Time, and LOOPS databases.

Program Costs

All costs incurred for the provision of contract functions and activities are classified as program costs.

Note: Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.

Note: Include Budget Narrative that provides the detail of each line item.

Attachment C – Budget Line Item Definitions

Cost Category Definitions

The following is provided as examples of both administrative and program costs for WIOA (See WIOA Sec. 320 CFR 683.215 -What Workforce Innovation and Opportunity Act title I functions, and activities constitute the costs of administration subject to the administrative cost limitation). This is not all inclusive

Administrative Costs

- Overall general administrative functions and coordination of administrative functions
- Accounting, budgeting, financial and cash management
- Procurement and purchasing
- Property management
- Personnel management
- Payroll
- Coordinating audit resolutions, reviews, investigations, and incident reports
- Audit
- Legal services pertinent to management and operations of the Passaic County Workforce Development NJCC System
- Developing systems and procedures
- Oversight and monitoring of administrative functions
- Goods and services required for administrative functions including rental, utilities, supplies, space, etc.
- Travel for official business to carry out administrative activities or overall management

Program Costs

- Cost of staff who provide program services directly to customers and, where applicable, the first line supervisors and/or team leaders responsible for those staff
- Tracking or monitoring of customers or performance information
- Employment statistics information, including job listings, job skills and demand occupation information
- Outreach to and recruitment of applicants for services
- Dissemination of program information to prospective employers
- Follow-up services with eligible customers placed in unsubsidized employment
- Assessment of skill levels and service needs
- Counseling that involves occupation, educational and career guidance to eligible customers while in training
- Case management services such as assessment, counseling and job search assistance

Budget Line Item Definitions

1. Staff Salary – Wages associated with the individual job positions needed to perform the proposed service. Positions are to be defined within specifics of the job and how each function relates to this proposal.
2. Fringe Benefits – The approximate percentage of position salary that it will cost to provide established company benefits such as health, life, dental insurance, etc. Benefits should be based upon the organization's written personnel policy for all employees.
3. In-State Travel – The cost of attending applicable in-state meetings/conferences that relate to the service being proposed and that benefit the attendee in his/her job performance. Also includes

- local travel to provide services to customers. Please specify if possible. All travel costs are including but not limited to mileage rate, per diem rates, and subsistence.
4. Out-of-State Travel – Expenses incurred for appropriate staff attending meetings/conferences that relate to the service being proposed and that can benefit the attendee in his/her job performance. Please specify if possible. All travel costs are per New Jersey Guidance including but not limited to mileage rate, per diem rates, and subsistence.
 5. Staff Development – Costs to advance the knowledge of Program (i.e. Direct Services) staff as it relates to the proposed program. Please specify.
 6. Outreach – costs include promotional materials, recruitment materials, website and social media information/communication released through various media formats, events and outlets.
 7. Equipment
 8. Dues/Subscriptions – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which the Board is seeking proposals.
 9. Computer software – Specify the type(s) of computer software needed. This should NOT include the costs of computer hardware or case management software as the Board provides these.
 10. Office Supplies, Printing and Copying – Costs of items used in the course of performing day to day business activities such as ink pens, paper clips, etc. Also includes expenses for printing program materials and the copying of documents/materials as needed.
 11. Postage/Courier Service – Expenses for using USPS, Fed Ex, UPS, Courier Services, etc.
 12. Rent – The actual cost for space to house personnel and programs necessary to carry out the services proposed.
 13. Educational Materials – Cost of purchasing materials to be used in performing the services being proposed. Include the cost for assessment tools/fees, as well as GED attainment fees and instructional materials.

Attachment D - Assurances and Certifications

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity. The applicant understands that the United States, New Jersey Department of Labor and Workforce Development, and the Passaic County Workforce Development Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA Section 188 and WIA Section 188 are identical.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014 and the reporting and procedural requirements issued by the Education and Workforce Development Cabinet.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information. The applicant must notify the Board in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Official Title Date Title Date

Typed/Printed Name of Signatory

Name of Organization

Attachment E - Disclosure Statement

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Passaic County officer or employee or whether an immediate family member is a Passaic County officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Passaic County?

NO _____ YES _____

* President, Vice President or Signature of
Authorized Representative

Print Name

Title

Attachment F

Time Periods for Reporting Performance Information on the WIOA Quarterly Report

Revised 6/11/2020

Program Year (PY) Time Periods To Be Reported				
Report Quarter	July – Sept.	Oct. – Dec.	Jan. – Mar.	Apr. – June
Report Due Date	11/14/****	2/14/****	5/15/***	8/14/****
Number Served (Reportable Individual)				
Number Exited (Reportable Individual)				
Funds Expended				
Number Served (Participant)				
Number Exited (Participant)				
Employment Rate Second Quarter After Exit				
Employment Rate Fourth Quarter After Exit				
Median Earnings Second Quarter After Exit				
Credential Attainment Rate				
Measurable Skill Gains				
Veterans' Priority of Service				

Attachment G

Time Periods for Reporting Performance Information on the WIOA Annual Report

Revised 6/10/2020

Program Year ****(PY**) Annual Report	
<i>Report Due Date</i>	<i>10/1/****</i>
Number Served (Reportable Individual)	
Number Exited (Reportable Individual)	
Funds Expended	
Number Served (Participant)	
Number Exited (Participant)	
Employment Rate Second Quarter After Exit	
Employment Rate Fourth Quarter After Exit	
Median Earnings Second Quarter After Exit	
Credential Attainment Rate	
Measurable Skill Gains	
Effectiveness in Serving Employers - Retention with Same Employer	
Effectiveness in Serving Employers - Repeat Business Customers	
Effectiveness in Serving Employers - Employer Penetration Rate	
Veterans' Priority of Service	

III. Deliverables and Requirements for New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board

Narrative Response Format

Attachment A – Proposal Cover Sheet

Attachment B – Budget Line Item

Attachment C – Budget Line Item Description

Attachment D – Assurances and Certifications

Attachment E – Disclosure Statement

Attachment F -Time Periods for Reporting Performance Information on WIOA Quarterly Report

Attachment G –Time Periods for Reporting Performance Information on WIOA Annual Report

IV. Award of Contract via Competitive Contracting

The successful Respondent will be awarded using the competitive contracting process as set forth in N.J.S.A. 40A11-4.1, *et seq.* Pursuant to N.J.S.A. 40A:11-4.4(b), the methodology for the awarding of a competitive contracts will be based upon the evaluation and ranking under the following categories: (1) technical; (2) management; and (3) cost. The proposals will be evaluated pursuant to N.J.S.A. 40A:11-4.5(d) by the Purchasing Agent, County Counsel, or Administrator, and shall prepare a report evaluating and recommending the award of contract to a Respondent.

Pursuant to N.J.S.A. 40A:11-4.5(e), the Board shall award the contract or reject all bids no more than sixty (60) days after the receipt of bids, except that the bids of any bidders who consent thereto may, at the request of the County, be held for consideration for such longer period as may be agreed.

V. Subcontracting

Under no circumstances shall a Respondent sub-contract any part of the contract with the County of Passaic without prior written permission.

VI. Definitions

As used herein the following words have the following definitions, unless the context indicates otherwise:

- a. “Affiliate” means any entity that: (1) directly, indirectly, or constructively controls another entity; (2) is directly, indirectly, or constructively controlled by another entity; or (3) is subject to the control of a common entity if it owns, directly or individually, more than fifty percent (50%) in the entity.
- b. “Agreement” means the final contract awarded to the lowest responsible bidder as approved by the Passaic County Board of Chosen Freeholders.
- c. “Bid” means the submission by the respondent for the work as outlined herein for the New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board
- d. “Bidder” means the respondent vendor submitting a proposal for the RFP project as set forth herein.
- e. “Bid Documents” means any of the proposals, plans, and specifications as set forth herein for the completion of the New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board.

- f. "Bid Opening" shall mean the time as designated herein when bids are due and shall be unsealed as set forth herein and in accordance with applicable law.
- g. "Board" means the Passaic County Board of Chosen Freeholders.
- h. "Contract" means any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a respondent who agrees to perform the work as outlined herein, as defined by and subject to the terms of the bid documents, plans, and specifications set forth herein.
- i. "Contracting Unit" shall mean the County of Passaic.
- j. "County" means the County of Passaic.
- k. "Department" means Management and Workforce Development Board
- l. "Project" means the New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board
- m. "Purchase Order" means a document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which, when fulfilled in accordance with the terms and conditions of a request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit.
- n. "Purchasing Agent" means the Passaic County Purchasing Agent.
- o. "Respondent" means the vendor submitting a proposal for the RFP project as set forth herein.
- p. "Subcontractor" means any business organization that knowingly provides goods or services directly to a contractor or subcontractor in fulfillment of the Project issued by the County, where the value of goods exceeds the bid threshold as set by applicable law.

VII. Procedures for Submitting a Bid

Respondent shall submit a bid for the Project either in person prior to the hour designated herein via regular mail, overnight delivery, or hand delivery to the following address:

County of Passaic – Division of Purchasing
Passaic County Procurement Center
495 River Street, 2nd Floor
Paterson, New Jersey 07524

Bids delivered by regular mail, overnight delivery, or hand delivered prior to the date and time as set forth herein shall be inserted in a sealed envelope provided by the County. The name and address of the bidder is to be written on the outside of the envelope.

Any bidder who has mailed, overnight delivered, or hand delivered a bid to the County of Passaic Division of Purchasing may attend the virtual bid opening. However, the County is not responsible for any bid that is not received at the time of the bid opening.

Bidders must submit all required documentation as stated herein, including all of the items listed on the Bid Document Checklist. Please take note of the following:

1. A respondent's bid proposal shall not be considered responsive if submitted with any qualifying conditions or provisions.
2. The Statement of Corporate Ownership enclosed hereto and required under N.J.S.A. 52:25-24.2 must set forth the names and addresses of all stockholders in the corporation who own ten percent

(10%) or more of its stock of any class, or any individual partners in a partnership who own a ten percent (10%) or greater interest therein.

3. The Non-Collusion Affidavit required under N.J.S.A. 52:34-15 must be signed and notarized.
4. If any discrepancies or omissions appear in the Bid Documents, the bidder shall notify the Purchasing Agent in writing of any such discrepancy or omission.

VIII. New Jersey Business Registration Certificate

Prior to the award of contract to the lowest responsible bidder, the Contractor shall provide a Business Registration Certificate (hereafter “BRC”) pursuant to N.J.S.A. 52:32-44. A Business Registration Certificate is required for all contractors and any subcontractors performing work on the Project. Under N.J.S.A. 52:32-44, the following requirements are imposed on contractors or subcontractors that knowingly provide goods or perform services for a contractor fulfilling the services required herein:

1. The contractor shall obtain and provide the owner the BRC of subcontractors knowingly used on this Project.
2. The contractor shall maintain and submit to the County a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods and services rendered under the contract.
3. During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the N.J.S.A. 54:32B-1 et seq. on all taxable sales of tangible personal property delivered into the State.

Failure to submit the BRC with the bid is not a cause for rejection. However, the County prefers the BRC be submitted with the bid response. If it is not provided prior to execution of a contract the bidder’s bid guarantee shall be forfeited and the contract shall be awarded to the next lowest responsible bidder.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of twenty five dollars (\$25.00) for each day of violation, not to exceed fifty thousand dollars (\$50,000), for each BRC not properly provided or maintained under a contract with the County.

A BRC is obtained from the New Jersey Division of Revenue and Enterprise Services. Information on obtaining a BRC is available by visiting www.nj.gov/treasury/revenue/busregcert.shtml or by phone at (609) 292-2929.

IX. Prompt Payment.

All payments for work performed will be made by the County in compliance with N.J.S.A. 2A:30-1, et seq.

X. Discrimination in Employment

The terms and conditions as set forth in the New Jersey Civil Rights Act, N.J.S.A. 10:1, et seq. are hereby made part of every contract entered into by the County of Passaic. Pursuant to N.J.S.A. 10:1, et seq., the bidder agrees to the following conditions:

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
2. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
3. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
4. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Pursuant to N.J.S.A. 10:5-32, no contract be awarded by the County, nor shall any moneys be paid thereunder to any contractor, subcontractor or business firm which has not agreed and guaranteed to afford equal opportunity in performance of the contract and, except with respect to affectional or sexual orientation, and gender identity or expression, in accordance with an affirmative action program approved by the New Jersey State Treasurer.

Bidders are required to comply with the requirements of P.L.1975, c.127. The terms and conditions as set forth in N.J.S.A. 10:5-33 are hereby made a part of every contract entered into by the County of Passaic, specifically, that, during the performance of the contract, the contractor agrees as follows:

1. 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 contracting officer setting forth the provisions of this nondiscrimination clause.
2. 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; and
3. The contractor or subcontractor where applicable, will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Pursuant to N.J.S.A. 10:5-34, each prospective bidder is required to submit an Affirmative Action Plan to the New Jersey State Treasurer, as set forth in the law:

Each prospective bidder on a public works contract or contracts and each subcontract bidder to a prime contract bidder shall formulate and submit to the State Treasurer his or its affirmative action program of equal opportunity whereby he or it guarantees minorities employment in all employment categories; the submission shall be accompanied by a fee in an amount to be fixed by the State Treasurer. For the purposes of this section, equal employment opportunity but not affirmative action is required with respect to persons identified solely by their affectional or sexual orientation and gender identity or expression. The State Treasurer shall notify the bidder of approval or disapproval of his or its program within 60 days of its submission; failure of the State Treasurer to so act within 60 days shall constitute approval of the program. Any existing federally approved or sanctioned affirmative action program shall be approved by the State Treasurer.

No subcontract bidder who has less than five employees need comply with the provisions of this section.

XI. Equal Opportunity for Individuals with Disabilities

All bidders expressly agree to comply with the provisions of the American with Disabilities Act of 1990, 1990 Enacted S. 933, 101 Enacted S. 933, 104 Stat. 327, 101 P.L. 336, 1990 Enacted S. 933, 101 Enacted S. 933, and any amendments thereto, that established a clear and comprehensive prohibition of discrimination on the basis of disability. The rules and regulations promulgated under the American with Disabilities Act of 1990, and any amendments thereto, are hereby made a part of every contract entered into by the County of Passaic with the lowest responsible bidder.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Americans with Disabilities Act of 1990, and any amendments thereto, during the performance of the contract, the contractor shall indemnify, protect, and save the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, or whatever kind of nature arising out of claimed to arise out of an alleged violation.

XII. Insurance Requirements of the Respondent

The Respondent shall maintain insurance as set forth herein for the duration of the Project, including, but not limited to the following:

New Jersey Workers' Compensation pursuant to N.J.S.A. 34:15-1, *et seq.*;
Generable Liability Insurance.
Property Damage Liability Insurance; and
Business Automobile Liability Insurance

The Respondent shall maintain a guarantee of such insurance in the following amounts:

Workers' Compensation	\$100,000 to \$300,000
General Liability Insurance	\$1,000,000
Property Damage Liability Insurance	\$500,000
Business Automobile Liability Insurance	\$250,000

The contractor is given the option to obtain a combined single limit insurance policy in the amount of one million dollars (\$1,000,000.00).

The County of Passaic shall be named as an additional insured on the insurance policies required herein. The contractor shall require a certificate of insurance upon execution of the contract. The certificates of insurance shall expressly state that the insurers will notify the County of termination of coverage no less than thirty (30) days prior to termination. In the event that any of the insurance policies herein lapse, the contractor shall notify the County of a lapse in coverage immediately.

In the event the contractor shall cause his insurance coverage to lapse, the contractor shall immediately notify the County of same. In addition, the insurance policy additional named insured provision naming the County as an additional insured on same shall contain language regarding the insurer to provide timely notification to the County about lapse in coverage.

The contractor shall also agree to indemnify and hold harmless the County for all claims, cost and judgments arising out of the allegations of negligence, errors, omissions, or allegations otherwise sounding in tort while performing within the scope of this agreement, to include but not limited to the actions of any subcontractors or suppliers.

The insurance requirements set forth herein may be supplanted and increased by the County pursuant to values as set forth in the supplementary specifications for the Project.

XIII. State and Federal Taxes

Pursuant to N.J.S.A. 54:32B-9 and applicable federal law, the County of Passaic are exempt from sales and use tax and the federal excise tax for the purchase of fuel.

XIV. Anti-Kickback Act

The bidder must comply with 18 U.S.C. 874, the Anti-Kickback Act, and any other applicable regulations promulgated by the United States Department of Labor applicable to public works projects in the United States. The contractor shall include applicable provisions in any agreements with subcontractors retained for the Project to ensure compliance.

XV. Document Retention

Pursuant to N.J.A.C. 17:44-2.2, the successful bidder shall maintain all documentation related to products, transactions or other services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

XVI. Award and Execution of Contract

Pursuant to N.J.S.A. 40A:11-24(b), the contract awarded to the selected Respondent shall be signed by all parties no later than twenty one (21) days after the award of the contract, Sundays and holidays excepted, after the making of an award. The contractor, upon written request to the County, is entitled to receive, within seven (7) days of the request, an authorization to proceed pursuant to the terms of the contract on the date set forth in the contract for work to commence, or, if no date is set forth in the contract, upon receipt of authorization.

XVII. Dispute Resolution

Prior to submitting a cause of action to a court for relief, by submitting a proposal bidder's are expressly agreeing to first submit to non-binding arbitration for resolve disputes that arise, as governed by N.J.S.A. 40A:11-50 and N.J.S.A. 2A:6-23B, *et seq.* The costs of arbitration shall be fully borne by the Respondent. The process as set forth in N.J.S.A. 2A:6-23A-1, *et seq.* are hereby made a part of every contract entered into by the County of Passaic.

XVIII. Liquidated Damages

In accordance with N.J.S.A. 40A:11-19, liquidated damages are hereby made a part of every contract entered into by the County of Passaic and the winning bidder. If the winning bidder fails to deliver any of the services as outlined herein, the County is entitled to one hundred and fifty dollars (\$150.00) per day as liquidated damages, and not as a penalty.

XIX. Termination for Cause

In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the Purchasing Agent shall notify the contractor of such failure or default and demand that the same be remedied within five (5) days. In the event of the failure of the contractor to remedy the same within said period, the Purchasing Agent shall take steps to terminate the contract, and the performance bond shall be forfeited.

XX. Requests for Information

All requests for information made by a bidder prior to the designated bid opening shall be made in writing to the following designated official:

Carmen Santana
County of Passaic
Purchasing Division
Phone: (973) 247-3300
Email: carmens@passaiccountynj.org

Requests for information by a bidder shall be shared with every contractor who has picked up the Bid Documents with corresponding answers.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda. If no addenda were issued, check the "No addenda were received" box.

Addenda Number	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

No addenda were received

Name of Bidder *(Please Print)*: _____

Signature of Authorized Representative: _____

Name *(Please Print)*: _____

Title *(Please Print)*: _____ **Date**: _____

*Signature is required only if an addendum was issued.

Check here if willing to provide the goods or services herein bid upon to Registered Members in System #38-PCCP 07-1 who have submitted estimates without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that order will be placed directly by the registered members identified herein by separate contract, subject to the overall terms of the contract to be awarded by the County of Passaic, that no additional service or delivery charges will be allowed, except as permitted by these specifications.

STATEMENT OF CORPORATE OWNERSHIP

Check the applicable statement:

I certify that the list below contains the names and addresses of all stockholders holding ten percent (10%) or more of the issued and outstanding stock of the undersigned.

I certify that no one (1) stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned.

Legal Name of Bidder: _____

Check the applicable business entity in the space provided below:

Business Entity	Check the applicable business entity
Partnership	
Corporation	
Sole Proprietorship	
Limited Partnership	
Limited Liability Partnership	
S Subchapter	
S Corporation	
Limited Liability Corporation	
Other:	

If the Bidder is either a Corporation, S Corporation, or Limited Liability Corporation, provide the date incorporated and the place of incorporation, if not, skip to next item:

Dated Incorporated: _____ **Place of Incorporation:** _____

Business Address (Please Print): _____

Telephone: _____ **Fax:** _____

In accordance with N.J.S.A. 52:25-24.2, list below the names and addresses of all stockholders, partners, or individuals who own ten percent (10%) or more of stock of any class, or who own ten percent (10%) or greater interest therein. The disclosure shall be continued until the names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the ten percent (10%) ownerships criteria has been listed.

Name (Please Print): _____

Address (Please Print): _____

Name (Please Print): _____

Address (Please Print): _____

STATEMENT OF CORPORATE OWNERSHIP *(continued)*

Name *(Please Print):* _____

Address *(Please Print):* _____

**Continue on additional sheet if necessary*

Publicly traded parent company disclosure. Submit the URL providing the last annual Security and Exchange Commission, or foreign equivalent filing:

Name of Bidder *(Please Print):* _____

Signature of Authorized Representative: _____

Name *(Please Print):* _____

Title *(Please Print):* _____ **Date:** _____

BID PROPOSAL

Name of Bidder (Please Print): _____

submits the following proposal for the

**New Jersey One-Stop Operations Management Services for the
 Passaic County Workforce Development Board**

Project RFP-20-022

To the Passaic County Board of Chosen Freeholders:

The undersigned hereby declares that he/she has carefully examined the Bid Documents and that he will contract to carry out and complete said Project at the following prices:

a. **Base Agreement.**

CONTRACT YEAR	START DATE	END DATE	COST
Year One	November 1, 2020	October 31, 2021	\$
TOTAL	November 1, 2020	October 31, 2021	\$

b. **County Options to Extend Agreement.**

OPTION YEAR	START DATE	END DATE	COST
Option One	November 1, 2021	October 31, 2022	\$
Option Two	November 1, 2022	October 31, 2023	\$
Option Three	November 1, 2023	October 31, 2024	\$

Name of Bidder (Please Print): _____

Signature of Authorized Representative: _____

Name (Please Print): _____

Title (Please Print): _____ **Date:** _____

STANDARD QUESTIONNAIRE

Name of Bidder: _____

Address of Bidder: _____

Telephone: _____ **Fax:** _____

1. How many years have you been in business as a contractor as your present business name given above?

_____ Year(s)

2. How many years have you been the Principal Officer of a general contracting firm under a different name?

_____ Year(s)

3. List three (3) projects similar in nature previously completed by your organization:

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	\$
Date of Completion	

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	\$
Date of Completion	

Name of Owner	
Project Manager	
Project Manager Phone #	
Project Type	
Project Location	
Amount of Contract	\$
Date of Completion	

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Part 1: Certification

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder's proposal non-responsive.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. 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 of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and 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: Please provide further information related to investment activities in Iran

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County 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 Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder (Please Print): _____

Signature of Authorized Representative: _____

Name (Please Print): _____

Title (Please Print): _____ **Date:** _____

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Passaic

ss:

I, _____ residing in _____ in the County of _____ and 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 bidder making this proposal for the bid entitled **New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board**, and that I executed the said proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named contract, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the County of Passaic relied upon the truth of the statements contained in said bid proposal and in this affidavit in awarding the Contract for the said bid proposal.

Name of Bidder (Please Print): _____

Signature of Authorized Representative: _____

Name (Please Print): _____

Title (Please Print): _____ **Date**: _____

Subscribed and sworn to before me on this
_____ day of _____, _____.

Signature of Notary Public