

# Passaic County Board of Chosen Freeholders

OFFICE OF THE  
PASSAIC COUNTY FREEHOLDERS  
Director Cassandra "Sandi" Lazzara  
Deputy Dir. Pasquale "Pat" Lepore  
Assad R. Akhter  
John W. Bartlett  
Theodore O. Best, Jr.  
Terry Duffy  
Bruce James

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Paterson, New Jersey 07505  
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Anthony J. De Nova III  
*Administrator*  
Matthew P. Jordan, Esq.  
*County Counsel*  
Louis E. Imhof, III, RMC  
*Clerk Of The Board*



## Public Meeting (Board Meeting)

Date: Nov 16, 2020 - 5:30 PM

Location: County Administration Building  
220 - via Webex  
401 Grand Street  
Paterson, NJ 07505

Agenda: RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO AWARD A ONE (1) YEAR CONTRACT WITH THREE (3) ONE (1) YEAR OPTIONS TO RENEW TO THE PASSAIC COUNTY WORKFORCE DEVELOPMENT CENTER TO PROVIDE ONE-STOP OPERATIONS MANAGEMENT SERVICES FOR THE PASSAIC COUNTY WORKFORCE DEVELOPMENT BOARD, PURSUANT TO N.J.S.A. 40A:11-4.1, ET SEQ.), ALL AS NOTED IN THE RESOLUTION.

THIS RESOLUTION WAS REQUESTED BY:

REVIEWED BY:

Anthony J. De Nova III  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Matthew P. Jordan, Esq.  
COUNTY COUNSEL

Health & Human Services

COMMITTEE NAME

Official Resolution#		R20200963						
Meeting Date		11/16/2020						
Introduced Date		11/16/2020						
Adopted Date		11/16/2020						
Agenda Item		k-30						
CAF #								
Purchase Req. #								
Result		Adopted						
FREEHOLDER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.	RECU.
Lazzara	✓				✓			
Lepore	✓			✓	✓			
Akhter	✓				✓			
Bartlett	✓				✓			
Best Jr.	✓				✓			
Duffy	✓				✓			
James	✓		✓		✓			

PRES.= present ABS.= absent  
MOVE= moved SEC= seconded  
AYE= yes NAY= no ABST.= abstain  
RECU.= recuse

Dated: November 18, 2020

**RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO AWARD A ONE (1) YEAR CONTRACT WITH THREE (3) ONE (1) YEAR OPTIONS TO RENEW TO THE PASSAIC COUNTY WORKFORCE DEVELOPMENT CENTER TO PROVIDE ONE-STOP OPERATIONS MANAGEMENT SERVICES FOR THE PASSAIC COUNTY WORKFORCE DEVELOPMENT BOARD, PURSUANT TO N.J.S.A. 40A:11-4.1, ET SEQ.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of Chosen Freeholders for the County of Passaic (hereafter “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, the Department of Human Services (hereafter “Department”) is an umbrella social service agency concerned with planning and funding services for disadvantaged and homeless citizens; and

**WHEREAS**, N.J.S.A. 40A:11-4.1 authorizes the County to utilize competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4.3, the Board approved Resolution No. R20170370, dated May 9, 2017, authorizing competitive contracting for one-stop operation management services; and

**WHEREAS**, on October 21, 2020, the Purchasing Agent unsealed responses to New Jersey One-Stop Operations Management Services for the Passaic County Workforce Development Board, RFP-20-022 (hereafter “RFP-20-022”); and

**WHEREAS**, in accordance with the law, a Review Committee was convened to review the responses to RFP-20-022, and in a memorandum dated October 22, 2020, recommended awarding the contract to Passaic County Workforce Development for a term beginning retroactive to November 1, 2020 and expiring on October 31, 2021, with three (3) one (1) year options to renew, for a total of one hundred twenty-four thousand seven hundred three dollars (\$124,703.00):

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for proposals is a fair and open process, specifically, the request for proposals for one-stop operations management services agencies is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

**WHEREAS**, a certification of funds executed by the County’s Chief Financial Officer is attached to this resolution, attesting to the availability of funds to award the contracts described herein;

**WHEREAS**, this matter was discussed at the November 4, 2020 meeting of the Health and Human Services Committee and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-4.1, et seq., the Board of Chosen Freeholders of the County of Passaic is authorizing the contract awards to the Passaic County Workforce Development Center as set forth herein.

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contracts to the Passaic County Workforce Development Center, and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board; and

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Counsel, and the Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.

KJB/MPJ

November 16, 2020

CERTIFICATION OF AVAILABLE FUNDS

THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE AS FOLLOWS:

AMOUNT: \$124,703.00

APPROPRIATION: \$14,005.11 - G-01-41-721-020-213  
\$8,753.19 - G-01-41-722-020-213  
\$27,362.70 - G-01-41-723-020-213  
\$43,670.03 - G-01-41-725-020-213  
\$30,911.96 - G-01-41-726-020-213

PURPOSE: Resolution authorizing a one year contract to Passaic County Workforce Development Center.



Richard Cahill, Director of Finance

DATED: November 16, 2020

RC:fr

**WORKFORCE DEVELOPMENT BOARD RESOLUTION REQUEST 2020**

RESOLUTION AUTHORIZING THE HUMAN SERVICE DEPARTMENT TO AWARD A ONE (1) YEAR CONTRACT WITH THREE (3) ONE(1) YEAR OPTIONS TO RENEW TO THE FOLLOWING AGENCY TO PROVIDE THE SERVICES AS DETAILED IN THE RESOLUTION

RFP # 20-022

DATE PROPOSALS RECEIVED AT PROCUREMENT: 9/29/2020

BID REVIEW COMMITTEE MEETING DATE: 10/21/2020

BID REVIEW COMMITTEE: MATTHEW JORDAN ESQ., KELLY RUFFEL, RICHARD CAHILL

		ACCOUNT #s	
\$14,005.11	20/21 ADULT	G-01-41-721-020-213	
\$8,753.19	20/21 YOUTH	G-01-41-722-020-213	
\$27,362.70	20/21 DW	G-01-41-723-020-213	
\$43,670.03	20/21 TANF	G-01-41-725-020-213	
\$30,911.96	20/21 GA SNAP	G-01-41-726-020-213	
<u>\$124,702.98</u>			
REQUISITION NUMBERS	AGENCY	PROGRAM	AMOUNT
R0-06087	PASSAIC COUNTY WORKFORCE DEVELOPMENT CENTER	New Jersey One-Stop Operations Management Services	\$124,703.00

COUNTY OF PASSAIC

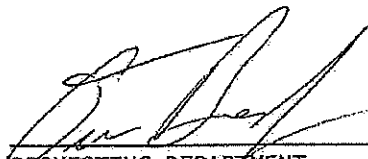
REQUISITION	
NO.	R0-06087

SHIP TO	COUNTY OF PASSAIC WORKFORCE DEVELOPMENT BOARD 200 MEMORIAL DRIVE PATERSON, NJ 07505
VENDOR	VENDOR #: 06790 PRIVATE INDUSTRY COUNCIL 200 MEMORIAL DRIVE PATERSON, NJ 07505

ORDER DATE: 10/30/20  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	one stop operation services	G-01-41-721-020-213	14,005.1200	14,005.12
1.00	one stop operation services	G-01-41-722-020-213	8,753.1900	8,753.19
1.00	one stop operation services	G-01-41-723-020-213	27,362.7000	27,362.70
1.00	one stop operation services	G-01-41-725-020-213	43,670.0300	43,670.03
1.00	one stop operation services	G-01-41-726-020-213	30,911.9600	30,911.96
			TOTAL	124,703.00

Introduced on: November 16, 2020  
 Adopted on: November 16, 2020  
 Official Resolution#: R20200963

  
 REQUESTING DEPARTMENT 10/30/2020  
 DATE

# County of Passaic

200 Memorial Drive  
Paterson, New Jersey 07505

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DEPARTMENT OF WORKFORCE DEVELOPMENT BOARD

*Duwan Bogert, Executive Director*

TEL: (973)-569-4020

FAX: (973)742-3030

[www.wdbpc.org](http://www.wdbpc.org)

Memorandum

**TO:** Administration and Finance Committee  
**FROM:** Duwan Bogert, Executive Director of Passaic County Workforce Development Board  
**RE:** RFP-20-022, New Jersey One – Stop Operations Management Services  
**DATE:** October 22, 2020

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Background and Scoring Criteria

On October 21, 2020, Passaic County Deputy Administrator Kelly C. Ruffel, Passaic County Counsel Matthew P. Jordan, Esq., and the Director of Finance Richard Cahill (hereafter "Review Committee") met to review and score responses to RFP-20-022, New Jersey One – Stop Operations Management Services (hereafter "RFP") in conformance with the requirements of N.J.S.A. 40A:11-4.1. Pursuant to the RFP, the proposals were scored using the following weighted scoring criteria: (1) Management, 50/100; (2) Technical 30/100; and (3) Cost, 20/100.

Scoring of Respondents

Two (2) qualified firms responded to the RFP: (1) Passaic County Workforce Development Center; and (2) Eckerd Youth Alternatives. After reviewing the two (2) responses, the Review Committee scored the proposals as follows.

**I. Passaic County Workforce Development Center**

- a. **Management.** The respondent set forth a strong proposal that shows a well-established understanding of the scope of work and qualified performance confirmed with Workforce Development Board. (45/50)
- b. **Technical.** The respondent offered a narrative demonstrating an ability to meet the requirements of the RFP as set forth in the bid documents. (20/30)
- c. **Cost.** Proposal displayed multiple members of leadership team. Staff time is increased by grants, beyond this budget. (20/20)

**TOTAL = 85/100**

**WORKFORCE DEVELOPMENT BOARD RESOLUTION REQUEST 2020**

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RFP # 20-022

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