



REQUEST FOR PROPOSALS

for

**PROGRAMS FOR OUT OF SCHOOL YOUTH FUNDED UNDER WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA)**

RFP-22-019

2022

PASSAIC COUNTY BOARD OF COUNTY COMMISSIONERS

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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

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

Document Description	Authority
Disclosure of Investment Activities in Iran	P.L. 2012, c. 25
Non-Collusion Affidavit	N.J.S.A 52:34-15
MBE/WBE Program Certification Form (if applicable)	Resolution No. R20210933
Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Business Registration Certificate	N.J.S.A. 52:32-44

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.

I. Introduction

A. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for the provision of services for **Out-of-School Youth** under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The purpose of these services is “strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth” and “provide youth workforce investment activities identified based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers.”

Programs funded through this solicitation will provide workforce development activities that improve the quality of the workforce, reduce welfare dependency, and increase participant’s employment, earnings, job retention, and occupational skill attainment.

The purpose of this solicitation is to identify and fund organizations that will design innovative programming and comprehensive services that result in the achievement of academic and employment success for Out-of-School Youth, ages 16-24.

B. Eligible Organizations

Eligible organizations may fall within any of the following categories:

1. Private Entity: Any organization, for profit or not-for-profit, which is not a political subdivision of the State, County or local government. This includes Sole Proprietorships, Partnerships, Corporations and/or Limited Liability Corporations as well as charitable organizations such as Community-Based-Organizations and Faith-Based-Organizations and entities that retain 501(c) (3) status with the State of New Jersey.
2. Non-sectarian, public educational institutions such as: 2-4 year colleges, Proprietary, Post-Secondary and/or Local Education Agencies.
3. Political subdivisions: Units of State, County or local government provided for in State laws, which have the power to levy taxes and spend funds and which also have general corporate and police powers.
4. Collaborations: Applications from collaborative groups involving multiple agencies or consortiums or subcontract arrangements for various services or target populations will be strongly considered, provided that the lead organization has the appropriate subcontracts. These subcontracts must minimally include: the roles and responsibilities of the subcontractor, performance and outcome measures consistent with the lead organization, and detail of the financial agreement based on performance and system measures.

Note: Minority and women-owned businesses are encouraged to apply.

C. Federal and State Compliance Requirements

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the Federal Contract Registry System for Award Management or SAM (formerly known as Central Contractor Registration-CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA. Furthermore, all entities are required to be registered on the NJ Eligible Training Provider List (ETPL).

- To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/index.jsp>
- To register with the SAM database, go to www.sam.gov
- To register on the ETPL go to <http://www.njtopps.com/VendorFaqs.aspx>

Applicants are required to submit their DUNS number and expiration date of their SAM registration as part of the proposal and must certify that they will ensure that their CCR registration will remain active for the entire grant period. No award may be made to an applicant not in compliance with FFATA.

All providers must be in compliance with (N.J.S.A. 19:44A-20.4 et seq.). Additional information to clarify that the pay-to-play disclosure laws can be found at https://www.nj.gov/dca/divisions/dlgs/programs/pay_2_play.html

D. Technical Assistance Documents

Technical assistance documents are available, including but not limited to: New Jersey Department of Labor and Workforce Development, www.nj.gov/labor/; Workforce Innovation and Opportunity Act of 2014 (WIOA), <https://www.doleta.gov/wioa/>; Workforce Innovation and Opportunity Act Youth Program Elements Technical Assistance Guide, NJLWD 2017; Passaic County Workforce Development Board's 2017-2021 Strategic Plan, <http://wdbpc.org/>; Common Measures Policy, Training and Employment Guidance Letter 10-16, Change 1, <https://wdr.doleta.gov/directives/corr/>; National Reporting System for Adult Education (NRS), www.nrsweb.org; NJWIN 10-17 (A), Eligible Training Provider List Procedures and NJ OMB Circular 15-08, <http://www.state.nj.us/infobank/circular/circindx.htm>.

A pre-proposal, technical assistance conference will be held to outline this solicitation. All interested parties are strongly encouraged to attend the meeting.

E. Period of Performance

Project proposals submitted will be considered for implementation as appropriate for services proposed and will not exceed one year. The Board of County Commissioners, subject to State and Federal policies, performance, and the availability of funds, reserves the right to award contracts for up to twelve (12) months with two, one-year options to renew.

The contract period for this RFP is from **July 1, 2022 to June 30, 2023**. Proposals will be reviewed, and funds awarded under the competitive contracting methodology required by the Local Public Contracts Law (P.L. 1999, C. 440).

F. Availability of Funding

ALL AWARDS WILL BE CONTINGENT UPON FUNDING AVAILABILITY

All contracts awarded pursuant to this RFP shall be subject to the availability and appropriation of funds. Workforce Development Board of Passaic County (WDBPC) reserves the right to adjust program offers

consistent with available funding levels. The Board of County Commissioners will approve the awards of contracts for programs and services.

Workforce Development Board of Passaic County reserves the right to conduct an interview with all potential service providers prior to the award of contracts.

The services highlighted in this RFP are supported by the New Jersey Department of Labor (NJDOL), with funds from the United States Department of Labor (USDOL) and the United States Department of Health and Human Services (HHS). Funding for these services is contingent upon the availability of state and federal funds. The awarded funding in total amount of \$4,300,000.00.

No dollars under this contract may be used for purposes other than employment and to-work related activities. These funds may not be used to supplement nor supplant dollars and services funded through other efforts.

Selection of approved eligible providers will be made based upon a determination that is consistent with the requirements of the funding sources in meeting required performance goals, administrative capabilities, experience and past performance, allowable costs and expected outcomes.

Proposers are strongly encouraged to coordinate, form partnerships and leverage resources to successfully implement programs and maximize available funds.

Successful applicants will be required to register their agency's programs with the County's Virtual Resource Hub at <https://help.impactpassaic.com/>.

Successful applicants will be required to post complaint and grievance procedures of the Passaic County Department of Human Services, including the Department's action line; pcdal@passaiccountynj.com, in program common areas, waiting areas, and/or on your program website.

All organizations awarded contracts with the Passaic County Department of Human Services are required to submit their organization's Continuity of Operations Plan (COOP).

G. Limitations on Solicitation of Proposals

1. Board of County Commissioners reserves the right to approve contract awards based on the funding allocation and performance requirements of the New Jersey Department of Labor and Workforce Development and the U.S. Department of Labor.
2. This solicitation does not commit the Board of County Commissioners, or its agents to approve the awarding of a contract or to pay costs incurred by the Respondent in the preparation of a response to this RFP.
3. The Board of County Commissioners reserves the right to reject any or all proposals, to waive any formalities in the proposal, to accept or reject any item in the proposal, or to approve the purchase of any level of service deemed in the best interest of Board of County Commissioners to do so. The Board of County Commissioners reserves the right to cancel in part, or in its entirety, this Request for Proposals if it deems that it is in its best interest to do so.
4. Proposals must adhere to the format established in this request. Format, clarity, legibility and completeness are essential. This document includes directions that should be utilized when completing the proposal package.
5. Proposals must include all requested information and cannot refer to prior or other submissions. Each proposal must be complete and must respond to all questions and requirements.

6. Submission of a proposal does not guarantee its acceptance. Acceptance of a proposal does not guarantee its funding. Funding is contingent upon the level of available resources granted to the area.

H. WIOA Required Youth Program Elements

1. Program Elements

Under WIOA, the framework for comprehensive youth services consists of fourteen program elements that focus on four major themes:

- improving educational achievement
- preparing for and succeeding in employment
- supporting youth through adult mentoring, guidance and counseling
- offering services intended to develop the potential of youth as citizens and leaders

WIOA moves the workforce development system away from short-term interventions by emphasizing the long-term development of youth through a systematic approach that offers a broad range of coordinated services. Programs must reflect an age continuum of services that plans for the needs of youth as they move through the workforce development system. In total, youth activities must provide a menu of services that may be provided in combination or alone at different stages of the youth's development. Priority will be given to those programs that demonstrate coordinated comprehensive youth services.

The delivery of youth services in Passaic County must include a variety of the **fourteen required program elements** as described in WIOA section 129 (c) (2) and included below. These program elements are designed to address the obstacles facing youth who lack appropriate resources to meet their workforce needs.

A proposer is not required to offer all of the 14 program elements. If a proposer does not directly provide any of the elements, it should demonstrate the ability to link youth to providers of such services and must attach a formal agreement linking services.

1. Tutoring, study skills training, instruction and evidence-based instruction and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid or unpaid work experiences that have as a component academic or occupational education, which may include: summer employment opportunities and other employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;

8. Adult mentoring for a period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
10. Comprehensive guidance and counseling, which may include drug, alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
14. Activities that help youth prepare for and transition to postsecondary training education and training.

Programs funded by sources other than WIOA may be included in the program mix and will be viewed as an in-kind contribution to the youth service offerings. The overall goal is to maximize the youth's access to all program elements and workforce investment opportunities. These opportunities do not need to be fully realized under this solicitation, rather they should be included as part of the entire workplace preparation strategy for the youth. Youth may participate in more than one of the fourteen required program elements and all youth must receive a minimum of twelve months of follow-up services.

The law stipulates three program design features for funded youth activities:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of participants is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
2. Develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
3. Provide: activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential; preparation for post-secondary educational opportunities, in appropriate cases; strong linkages between academic and occupational learning; preparation for unsubsidized employment opportunities, in appropriate cases; and effective connections to intermediaries with strong links to the job market and local and regional employers

NOTE: The WDBPC intends to satisfy the requirements for objective assessment and the development of service strategies. A new assessment is not necessary if there is a recent assessment of the youth developed by another education or training program, however, objective assessments must include all elements as specified in the law.

All enrollees must satisfy the requirements of the law; however, the Youth Standing Committee of the Workforce Development Board of Passaic County has targeted disengaged youth, particularly juvenile offenders, disabled and school dropouts.

2. Career Pathways

WIOA places a strong emphasis on Career Pathways as defined as, “a combination of rigorous and high-quality education, training and other services” that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet particular needs of an individual in a manner that accelerates the education and career advancement of the individual to the extent practicable;
- Enables an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

3. Scope of Service

All youth must meet the WIOA eligibility criteria as determined by the Passaic County One Stop Career Center or its agent. Occupational training programs must be skills-based, result in attainment of a credential or certificate, and must be designed to prepare youth for employment in high demand occupations in industry clusters that provide self-sufficient wages. Youth who are basic skills deficient must be provided academic services to assist in skills gains. Any out-of-school youth who does not possess a high school diploma or equivalent must be provided GED or equivalent preparation. Basic skills instruction and/or GED preparation may run prior to or concurrently with occupational skills training. Work readiness skills must be provided to help prepare youth for work with training in workplace behaviors, attitudes, and pre-employment competencies.

H. WIOA Out-of-School Youth Eligibility

Funds awarded through this solicitation will be used for eligible out-of-school youth as described: individuals eligible for services must meet the general WIOA eligibility criteria; be authorized to work in the United States; if applicable, be registered with Selective Service.

A. 16-24 years old and not attending school

B. Fall within one or more of the following categories:

1. Individual with a disability
2. School dropout
3. Has not attended school for at least the most recent complete school year calendar quarter
4. A high school graduate who is basic skills deficient; or an English language learner
5. Offender
6. Homeless, runaway, or foster child

7. Pregnant or parenting
8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

Note: Credentials may only be awarded by Approved Awarding Institutions, which include:

- A state educational agency, or a state agency responsible for administering vocational and technical education within a state
- An institution of higher education (including community colleges)

Performance Measure	Definition
Youth Placement in Employment/Education	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2 nd quarter after exit
Youth Retention in Employment/Education	The percentage of youth who are in education/training activities or in unsubsidized employment in the 4 th quarter after exit
Median Earnings	The median average earnings of youth who are in unsubsidized employment in the 2 nd quarter after exit
Credential Attainment	The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/High School Equivalency during participation or within 1 year after exit
Skills Gain	The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving a measurable skills gain

- A professional, industry or employer organization or a product manufacturer or developer
- A registered apprenticeship program
- A public regulatory agency (e.g. FAA aviation mechanic certification)
- A program approved by DVA (Veteran’s Affairs) to offer education and training to veterans and other eligible persons under the Montgomery GI Bill
- Office of Job Corps
- Institutions of higher education which are formally controlled, or formally sanctioned or chartered by the governing body of an Indian tribe(s)

I. WIOA Performance Measures

J. Program Benchmarks

All awarded contracts will be split 90% cost reimbursement / 10% performance benchmarks. The quantity of each benchmark will be set to 60% of the level of service.

K. Performance Reporting Requirements

Upon award of contracts, vendors will complete the online Comprehensive Youth Report and other reports as required. Note: Reports must be developed and maintained in real-time to ensure accuracy, current status and consistency.

Operational Reports will be due by the 5th working day of the month, by close of business. Fiscal Reports will be due by the 10th working day of the month, by close of business. Operational & fiscal reports must

be e-mailed or mailed to Duwan Bogert, at duwanb@passaiccountynj.org, Passaic County Workforce Development Board, 200 Memorial Drive, Paterson, NJ 07505.

Failure to utilize and complete the Comprehensive Youth Report on a regular basis may result in delayed payment. "Completed" means all updates on the student's progress are recorded as required, including test scores, case notes, and the ISS.

All awarded programs will be monitored in compliance with established procedures. On-site monitoring visits will be scheduled and providers will receive a written report following each visit. Monitoring visits may be conducted by the One-Stop Operator, State Labor and Workforce Development and/or designated monitors. Monitoring will include case file reviews, staff interviews, customer interviews, classroom observation, curriculum reviews, placement, performance reviews, and review of related data.

L. Grievance/Protest Procedures

Any organization that submitted a proposal and feels that the proposal may not have received adequate consideration, or a fair evaluation may request a debriefing by calling Workforce Development Board of Passaic County, attention Duwan Bogert, at 973-569-5082 to arrange a debriefing about the proposal. After the debriefing, should the organization continue to feel as though its proposal was not given adequate consideration or a fair evaluation, the organization may decide to protest the procedures for selection. Should an organization choose to file a protest, certain procedures must be followed. **Failure to adhere to the procedures may result in a summary rejection of the protest.**

- Any actual or prospective vendor that is aggrieved in connection with the solicitation or award of a contract may protest to Workforce Development Board of Passaic County. The protest shall be submitted in writing after such aggrieved person or organization knows or should have known the facts related to the aggrieved proposal.
- Upon receipt of such a protest, Workforce Development Board of Passaic County shall issue a written determination within ten (10) working days following receipt of the protest. The determination shall state the reason for the action taken and inform the protesting organization that a request for further administrative appeal of an adverse decision must be submitted in writing to Workforce Development Board of Passaic County within seven (7) working days after receipt of the determination.
- The administrative appeal will be reviewed and a final written determination will be issued within ten (10) working days.

II. Scope of Work

Program objectives for the overall list of service opportunities must address the following:

1. The funded program must be linked with the One-Stop to navigate eligible individuals throughout the system. Entities awarded funding will commit to active involvement in the One-Stop system. The Passaic County One-Stop system will provide the opportunity for youth participants to access a comprehensive array of services and resources based upon assessed needs of the individual participant. Programs must develop linkages and form collaborative relationships with other entities that possess expertise and resources relevant to the needs of the participant. Linkages may include connections to: law enforcement, public housing, education agencies, human service agencies, business community, and other public and private entities.

2. All trainees must be certified as WIOA eligible in accordance with regulation. An individual is eligible to participate in programs only if duly certified and approved by Workforce Development Board of Passaic County or its assigned agent. No customer shall be allowed to start or enroll in any training service without the expressed written consent of the WDBPC nor should any potential provider assume that such approval is forthcoming.
3. Initial assessment will occur after eligibility determination by Workforce Development Board of Passaic County or its assigned agent, as appropriate. The assessment will consider the need for the services specified in the 14 WIOA Youth program elements. All WIOA Youth will have an objective assessment that will form the basis of the Individual Service Strategy (ISS) which will serve as a living document to record and update individual goals, progress and achievements.
4. Upon encountering customers with barriers to program participation such as childcare, medical issues, homelessness, and domestic violence, a referral must be made to the appropriate agency in collaboration with the WDBPC Youth Department.
5. The Workforce Innovation Opportunity Act (WIOA) requires that 14 program elements are available to all youth served by the WIOA system. Not all youth require all of the elements and the ISS must indicate which specific elements each youth needs. The elements must be described, goals defined and updates recorded in the ISS. All of the elements must be available in the Passaic County One-Stop system but are not required to be provided by each individual proposer.
6. A requirement of program participation is the maintenance of accurate time and attendance records for all customers receiving services. Supportive services, if any, will either be provided by the WDBPC, its assigned agent or through a referral consistent with established procedures. (Note: Should a resulting service utilize the on-the-job training model, individuals being served will be receiving a wage for which additional information and records may be required.)
7. All programs must engage in referral and partnership within the One-Stop system. All new customers must receive a program orientation and participant handbook, which includes a grievance procedure, and must sign a participant agreement upon entering the program. All programs must encourage attachment to the labor market and the benefits of lifelong learning. Activities that lead to increased earnings are encouraged once a participant is placed in employment.
8. The County of Passaic and Workforce Development Board of Passaic County assume no responsibility with respect to bodily injury, illness or any other damages or losses, or with respect to any claims arising out of any activity under a grant or agreement. All providers must be insured and able to cover such expenses that may be related to any injury, damage or loss that may occur as a result of providing the services offered in this proposal.
9. It is the responsibility of the offeror to document its organizational capability. This must include, but not limited to, proof, as required in this proposal, that the offeror can satisfy any disallowed costs.
10. All providers will be required to maintain daily attendance sign-in logs and individual customer files containing pertinent customer information for each participant enrolled. At a minimum, all customer files will contain the following:
 - Participant File Checklist
 - Partner Referral Form
 - Participant Intake/Enrollment Form
 - Participant Evaluation Form
 - Individual Service Strategy (ISS)
 - Progress Notes
 - Assessment Information/Test Scores
 - Marketable Participant Resume & Cover Letter

- Employment/Job Retention (Employer information, wages, follow-up for a minimum of 3 months)
 - Participant Time and Attendance records
11. All providers will be required to assess the customer's ongoing development and will complete periodic progress notes. Progress notes should document the educational and training achievements of customers as well as any barriers they may face in achieving their objectives. Progress notes should be as specific as possible without violating confidentiality regarding a person's specific mental state, health and or living situation. Progress notes should document relevant training issues, customer-staff interactions, and performance outcomes.
 12. Documentation should be ongoing and in real-time with supporting information placed in the customer's file.
 13. All initial, interim, and final testing with a WDBPC approved assessment tool will be administered by the WDBPC or its designated agent. Time and place for testing will be determined and arranged by WDBPC. All customers must receive a minimum of initial, midpoint, and final assessment. Providers must ensure that assessments have been scheduled, conducted and results are included in the customer's file and required reports.
 14. All providers must demonstrate and document efforts made to outreach customers to ensure participation and attendance in the activity and show a level of participation to ensure re-engagement, full participation, and satisfactory attendance in the activity.
 15. As appropriate, all providers may be required to maintain open enrollment to ensure continuity of customer engagement and participation as instructed by the One-Stop Operator.
 16. In the event that a proposer falls below the requirements for levels of service, enrollment, performance or other required elements, WDBPC reserves the right to terminate the program.
 17. All providers are obligated to conduct post program follow-up services for no less than 12 months after the completion of participation. Regardless of the next steps for any individual served, it is mandated that all youth receive 12 months of follow-up services. Follow-up is the responsibility of the contracted vendor.
 18. A youth who entered without a secondary school diploma or its recognized equivalent and who achieved that credential will be counted in credential achievement measure only if the participant is also employed or enrolled in an occupational/vocational training program leading to a recognized postsecondary credential within one year after exit from the program.
 19. A youth who entered with a secondary school diploma or its recognized equivalent will be counted in the measurable skills gain measure if they increase one NRS Educational Functioning Level and the participant becomes gainfully employed and/or enters into further occupational/vocational training leading to a nationally recognized credential within one year after exit from the program.
 20. Contracts awarded as a result of this RFP will be monitored based on the content in the proposals submitted, the common elements/vendor expectations contained in the RFP, and the vendor's fully executed contract.
 21. All programs should operate 12 months of the year except for closings due to State and Federal recognized holidays. Federal regulations allow only 10 holidays. Customers must be engaged in countable activities at all times. Holidays specified in the New Jersey Work Verification Plan are: New Year's Day, Martin Luther King Day, Washington/President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving. For purposes of this RFP, vendors will follow the Passaic County schedule for holidays and weather related closings.
 22. All providers will schedule time slots in the One-Stop Career Center Resource Room for participants to research careers, develop resumes, attend workshops, job fairs, and positive recruitment events, complete job applications, and explore employment opportunities.

23. All proposers are required to participate in and integrate job development and placement activities with the OSCC Business Resource Center. All proposers must participate and complete required job development reports, placement forms and job orders through the Passaic County Employment Network (PCEN). Attachment to the Business Resource Center and PCEN will provide information regarding job fairs, job openings and career opportunities.
24. All written materials, including marketing tools, brochures, flyers, and announcements must include the following: “These programs are made possible with funds provided under the auspices of the Board of County Commissioners, Passaic County Workforce Development Board, under grants from the State of New Jersey Department of Labor and Workforce Development.”

III. Deliverables and Requirements for Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)

WIOA Youth Out of School Program Project Specifications

To complete the proposal as directed, please ensure all required information is included in the proposal, all questions are completely addressed, all requested elements are presented, and all sections are completed in sequence and are clearly marked.

Through this RFP, the WDBPC intends to provide a mix of services to engage:

Youth who are Basic Skills Deficient without a HS diploma or its equivalent
Youth who are Basic Skills Deficient with a HS diploma or its equivalent

The goal of the WIOA Out-of-School Youth Program is to connect individuals with the workplace and/or further education/advanced training and to improve their basic skills. This strategy should be a long term intervention in which a participant can enroll at any time and be offered the full range of appropriate services that promote academic achievement, readiness for post-secondary education, career preparation, work readiness and connections to employment.

All WIOA Youth will have an objective assessment that will form the basis of the Individual Service Strategy (ISS). In general, the ISS will include identification of a career goal based on the results of the objective assessment and will describe the planned service for each youth with an identification of any and all of the 14 program elements that will be needed in order to achieve educational, training and/or employment goals. The ISS is a living document that will be shared with the training provider and the counselor and will be updated as goals are achieved or strategies change.

WIOA-Out of School Youth

Per Person Cost Range	\$5,000-6,000
Level of Service Range	40-60
Length of program	1 year (7/1/22 to 6/30/23)
Length of program cycle	6 months or as determined by WDBPC
NJ State Teacher Certification	Required
Instructional hours per week	30 hours, minimum
Entry level	<ul style="list-style-type: none"> • 5.0 grade level or above on WDBPC approved assessment tool • Basic skills deficient <u>without</u> HS diploma or equivalent • Basic skills deficient <u>with</u> a HS diploma or equivalent
Outcome measurements	<ul style="list-style-type: none"> • Attainment of High School diploma or equivalent and increase of a minimum of one NRS Educational Functioning Level (EFL) • Attainment of sufficient skills gain to qualify for further vocational or occupational training and increase of a minimum of one NRS Educational Functioning Level (EFL) • Entry into employment and/or further educational, vocational or occupational training leading to employment • Completion of Participant Checklist

Programs must include the following:

- Comprehensive, structured academic curriculum with measurable outcomes for basic skills deficient youth **with a High School Diploma or Equivalent (HSE)** leading to academic increases sufficient for enrollment in next academic, vocational or technical training and/or employment
- Comprehensive, structured academic curriculum with measurable outcomes for youth **without a High School Diploma or Equivalent (HSE)** leading to attainment of a high school diploma or equivalent
- The program proposal must include a strategy for recruitment and outreach which will include an explanation of how the provider will maintain the level of service throughout the program.
- Academic curriculum must be aligned with the College and Career Readiness (CCR) State Standards applied to the High School Equivalency certification
- Instructors of Adult Basic Education are required to hold New Jersey State Teacher’s Certification
- Services will only be considered that provide a minimum of 30 hours of programming per week
- Services must be maintained and updated, at a minimum, monthly on the Individual Service Strategy (ISS) consistent with defined goals and objectives.
- Services may include a Work Experience component as described by WIOA guidelines
- The program proposal must include a detailed description of all components and planned number of hours for each module/component. A daily schedule must be listed for all activities. Documentation is required that must include time and attendance for each component and a measurement of completion and achievements. Course description must specify tasks and skills, amount of time for each and total number of hours for each described activity.
- The program must include a workplace-related technology component that includes, at a minimum, on-line job applications, professional E-mail address setup, and social media profile.
- Career portfolio must include documentation, at a minimum of: competitive resume; cover letter; thank you letters; O* Net career profile, E-mail address creation, social media profile: proof of job search and job leads and interview results.

- Career Pathways must be integrated into training curriculum and program components; pathways should be linked to one of the specified industry clusters described in the Passaic County Workforce Development Board's Strategic Plan.
- The program must include a life skills component, financial literacy instruction, job readiness preparation, resume writing and interviewing skills. Programs must also provide structured career goal setting related to industry specific employment, job search planning, and personal career portfolio development. Program files must include documentation of customer's most recent testing results.
- Participant Checklists will be required for each customer and will indicate the provision of required program elements. The checklists will be used to review attainment of outcomes and will be monitored for satisfaction of performance benchmark requirements. All benchmark requirements must be fully documented in order to qualify for payment. All reporting must be in accordance with established WDBPC procedures and instructions.
- Program performance will be measured by achievement of specific requirements for contracted benchmarks that will reflect a completed program portfolio as described, and achievement of academic, occupational and employment goals as defined.
- Program monitoring will be based upon the detailed course description and the Statement of Work.
- Linkage to appropriate support services in the OSCC system, including referrals for ancillary services such as child care, housing, mental health, social services, and legal services.
- The individuals who are job ready may enter employment and will be responsible for reporting results to PCOSCC Youth Counselor Unit and to the program provider. The program provider will maintain responsibility for reporting outcomes for all participants.

WIOA Youth Proposal Package and Forms

Cover Sheet

WIOA OUT-OF-SCHOOL YOUTH PROGRAM PROPOSAL

Proposing Organization	
Program Name	
Program Type	<p><i>* Select one program per proposal *</i></p> <p><input type="checkbox"/> WIOA Out of School Youth-Paterson</p> <p><input type="checkbox"/> WIOA Out of School Youth-Passaic</p> <p><input type="checkbox"/> WIOA Out of School Youth-County-Wide</p>

To complete the proposal as directed, please ensure all required information is included in the proposal and all questions are completely addressed.

NOTE: All sections must be completed in sequence and should be clearly marked and numbered.

Proposal Package and Forms

- Cover Sheet
- WIOA Youth Program Fact Sheet
- Organization and Accreditation Information
- A. Statement of Need
- B. Program Summary (1 page maximum)
- C. Program Narrative (6 to 8 pages)
- D. Organization Administration and Management (3 pages maximum)
- E. Budget (Program Budget, Administrative Budget Justification, and Program Costs Justification)
- F. Statement of Work
- G. Proposed Planned Outcomes
- H. Chart of Program Elements
- I. Proposal Checklist
- Attachment 1. NRS Chart
- Attachment 2. NJWIN 10-17 (A)
- Attachment 3. Glossary
- Attachment 4. Assurances and Certifications (signature required)
- Attachment 5. Certification Regarding Debarment (signature required)
- Attachment 6. Certification Regarding Lobbying (signature required)
- Attachment 7. Non-Discrimination and Equal Opportunity (no signature required)

WIOA YOUTH PROGRAM FACT SHEET

A. Provider/Agency Name	
B. Program Name	
C. Program Type:	
D. Administrative Address	
E. Administrative Contact: Name Phone Number Fax Number E-Mail Address	
F. Training Site Address	
G. Training Site Contact: Name Phone Number Fax Number E-Mail Address	
H. Fiscal Contact: Name Phone Number Fax Number E-Mail Address	
I. Instructor Contact: Name Phone Number Fax Number E-Mail Address	
J. Federal ID Number	
K. Total training cost	
L. Cost per participant	
M. Total annual Level of Service	
N. Class capacity (at one time)	
O. Total instructional hours per participant	
P. Total weeks of training per participant	
Q. Total hours per week per participant	
R. Teacher/student ratio	

S. Program start date(s)	
T. Program completion date (s)	
U. Days of the week the program operates	
V. Daily hours of operation (training)	
W. Holiday/vacation schedule	

Organization and Accreditation Information

Type of Organization

<input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private For-Profit
<input type="checkbox"/> Public/Government Agency	<input type="checkbox"/> Education Institution
<input type="checkbox"/> Community College	<input type="checkbox"/> Labor Organization
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Women's Organization
<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Other (Identify)

SAM ID# (Formerly CCR)	
ETPL ID#	
DUNS ID#	

Approval/Accreditation

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support
Training Provider (formerly Chapter 531)

Date of Approval	
Expiration Date	

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support
Private Vocational Schools (formerly Chapter 18)

Date of Approval	
Expiration Date	

Other approval/accreditation

Approval Type	
Date of Approval	
Expiration Date	

Include copies of approval/accreditation for the organization and specific course approvals as appropriate.

Note: Should the proposal result in the award of a contract, it will be the responsibility of the provider to follow the procedures for placement on the Eligible Training Provider List as described in the New Jersey Workforce Innovation Notice 10-17(A).

A. Statement of Need

(1 page maximum)

This section describes and documents the conditions and needs to be addressed for the target population to be served through the proposed project activities and services. The need must be supported by current statistical, demographic and/or descriptive information regarding the target population and community. The description of need must be directly tied to the program content as presented and outcome measures as described in the proposal. The Statement of Need must describe the significance of the proposed project and explain how it will relate to the goals and objectives of youth programming under WIOA.

1. **Identify** and completely describe the individuals targeted for this service.
2. **Discuss** the characteristics, ages, special requirements, etc. of the population you will serve and describe how youth will be recruited for the program.
3. **Describe** the relationship between the target population and the types of services provided. Discuss how this program is responsive to the skills deficit that exists for the potential enrollee. Describe potential challenges that may arise in engaging and enrolling this population and how you will address those challenges.
4. **Explain** how the program relates to the goals, objectives and needs of the Passaic County youth community and the WIOA.
5. Employer need and local labor demand need to be considered in service development. Consistent with the law, the skills provided need to consider regional employment opportunities and workplace requirements. Describe the labor market demand for the training services or skills to be provided. Please address potential career growth for individuals who complete the training. Cite advancement opportunities and the skills that will help ensure self-sufficiency. Describe the link between academic training, workplace skills, and the career pathways specified in the Passaic County Workforce Development Board's Strategic Plan; explain how this proposed service satisfies those needs.

B. Program Summary

(1 page maximum)

This section must **completely summarize** the entire program.

Provide a one-page description of the proposing organization, definition of the need for the program, specific objectives, outline of the program's activities, specific outcomes and overall cost. Please use this opportunity to provide an overview of the program; in this section do not describe your organization, its history and capacity.

C. Program Narrative

(6-8 pages, not including attachments)

This section is a **detailed narrative description** of the full proposed program of activities and services for the target population to be served including how the program will be implemented and managed/staffed to ensure successful implementation and the attainment of performance goals. Required forms, such as the Statement of Work, do not count towards the 8 page maximum.

1. **Describe the program services.** Link the description to the Statement of Need for the service for the specific population. Each question must be numbered and answered as outlined. The program description must address HOW, WHEN, and WHERE services will be provided. Please provide a detailed and comprehensive discussion of the program which should address the following:
 - A. List in detail the schedule/services/training/curriculum that are offered for **high school dropouts who are basic skills deficient**.
 - B. List in detail the schedule/services/training/curriculum that are offered for basic academic skills deficient **youth with a high school diploma**.
 - C. Provide a timeline chart for the entire program including operational activities, interim assessments, and follow-up.
 - D. What is the outline and schedule for the modules that comprise the program?
 - E. What are the instructional hours for each component and for the entire program?
 - F. What is the course content? What are the specific course objectives?
 - G. Describe the daily activities and schedule for periodic assessment/evaluations.
 - H. Work Experience is a program component under WIOA. If this activity is included in your program, describe the program's work experience component and its implementation.
 - I. List the performance objectives, levels of service, specific outcomes, and methods of program evaluating effectiveness.
 - J. What is required for a customer to successfully complete the program? Are accelerated students able to exit early, and will students that require additional training be able to extend their program?
 - K. List in detail all the skills that youth will acquire.
 - L. Describe in detail how youth are assessed in order to determine skills attainment.
 - M. Describe the process, frequency and strategy for addressing and updating the Individual Service Strategy (ISS) for each youth. The ISS is a living document that must be coordinated among WDBPC, the TRAINING PROVIDER, and the youth participant.
 - N. In addition to the WDBPC approved assessment tool, please provide names and types of tests to be used, frequency of assessment, evaluation and reporting mechanisms.
 - O. Describe how the program will deal with underperforming customers.
 - P. Describe innovative or "out-of-the-box" techniques you will use to engage and motivate participants.
2. **Outreach and Recruitment Strategy:** Overall service enrollment is the primary responsibility of the provider. Describe how many youth will be enrolled in one year and include a detailed plan and description of how you will identify, recruit and enroll out-of-school youth into the program. What is the program's recruitment strategy? How will the provider ensure that levels of service are met? Include a detailed timetable with timeframes, specific activities, and points of contact. In addition, include letters of support, coordination, and agreement to collaborate on recruiting youth for the program. Failure to provide a detailed discussion may reflect on the capacity of the proposer.
3. **Identify and provide specific accommodations,** modifications, supplementary aids and services that are necessary to serve participants with disabilities. Explain how these resources are being provided. Is the facility architecturally barrier free? How are the needs of individuals with disabilities identified and addressed?
4. **Intake Procedures:** describe new customer intake procedures, including orientation sessions. Describe the participant handbook, which should include at a minimum, program rules and regulations and requirements, program expectations, menu of services, contact information and

scheduled activities. Handbook should include a signed participant agreement and grievance procedures. (Please include a copy of the participant handbook as an attachment to the proposal).

5. **Programs must indicate participation in the One-Stop system.** Specify the relationship with the One-Stop system in providing employment and job placement services. How are customers matched to appropriate employment opportunities? What is the interface among partners in the One-Stop System?
6. **WIOA Youth Program Elements:** All 14 Youth Program Elements must be made available to youth in Passaic County, however, it is not required that any one program must include all of the elements. Please discuss the elements that are directly provided through your program in detail. In addition, please list the partners and collaborators that may offer elements not provided by your organization. Include agreements between organizations and a description of the referral system used to ensure delivery of needed youth elements. Attached is a **Program Element Chart (H.)** that must be completed to identify the services.

If the program contains a community work experience component, describe what the work experience will consist of. Will the work experience be paid or unpaid? How will you ensure that the worksites are being monitored? What training will the students receive? Will these consist of pre-apprenticeships, internships, or job shadowing? Describe in detail the students' activities, work hours, and schedule.

7. Indicate **entry level criteria** for program participants. Describe all requirements for enrollment into the program. Include additional entry level criteria such as physical ability requirement, training prerequisites, work history prerequisites, language needs, aptitudes and abilities. What is the profile of the entering participant?

Entry Level Criteria

Testing and Grade Levels	Name of Test(s); Entry Grade Levels; Literacy/Numeracy
Physical Abilities and Requirements	
Training Prerequisites	
Language Requirements	
Aptitudes and Abilities	
Other (describe)	

8. Indicate specific **exit criteria** for program participants. Specify the individual achievements that result from program completion. Discuss the process your organization follows in order to place a WIOA participant in a job, including the percentage of customers placed in employment or further occupational/vocational training leading to employment. Also identify how program activities will be linked to and documented in the Individual Service Strategy and required follow-up activities. Activities must include an identification of relevant training, skills attainment, and linkages to

demand occupations. Please complete the Proposed Plan Outcomes form (G.) What is the profile of the exiting participant?

Exit Criteria

Testing and Grade Levels	Name of Test(s); Exit Grade Levels; Literacy/Numeracy
Training Credentials	
Job Placement Goals/ Job Titles	
Other (describe)	

9. The **Statement of Work (F.)** lists all proposed program goals and objectives as well as the corresponding performance outcomes. Identify what will be achieved (goals); how it will be achieved (objectives); what specific outcome will be produced (outcomes) as a way to demonstrate your success in meeting your goals and objectives. Goals are broad statements that represent expected accomplishments. Objectives identify the “who, what, and when” of the proposed program. They are the specific actions taken that lead to the defined outcomes for each specified goal. Include a time frame for the accomplishment of each objective. Include a discussion of the review and evaluation process of skills attainment and program effectiveness. Include the specific exit criteria that will be used to determine participant success. What are specific goals, objectives and measurements for each element of the proposed services? Describe how you will ensure, measure, and continuously improve the experience of the participant in the program.

10. **Supportive Services:** Describe any incentives, supportive services, and/or stipends that will be used to address barriers to successful completion of the program and attainment of stated goals. Include any in-kind services that may be arranged to support youth.

11. **Each proposal must contain** the name, title, and contact information for the individual(s) designated as the contact person(s) for tracking participants, reporting and post-program follow-up activities. Tracking and reporting duties must include, at a minimum: time and attendance reporting, placement, referral information, and timely and complete submission of the Comprehensive Youth Report. Follow-up services for at least 12 months after customers complete a program is a goal of the Workforce Development Board and **mandatory** under the Workforce Innovations and Opportunity Act. The proposal must discuss and identify follow-up activities, the frequency of this follow-up, the length of follow-up and the resources that will be used. What is the system for tracking, reporting and follow-up from enrollment through completion and/or termination?

Tracking Contact Person	Name:	Phone:	Fax:	E-Mail
Reporting Contact Person	Name:	Phone:	Fax:	E-Mail

Follow-Up Contact Person	Name:	Phone:	Fax:	E-Mail
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12. **Customer files are required** to be maintained, stored, updated and completed. List all documents in each customer’s file, including, at a minimum, those required in this proposal. Information must include Individual Service Strategies (ISS), attendance records, test results and progress reports. Describe the system for creating and maintaining files, location of files and point person responsible for the information. Describe the system(s) used to coordinate and share required information with partners in the One-Stop System. What is the system for ensuring that customer files are maintained? How will your program identify, document and communicate customer issues to the OSCC system?

13. **Indicate the qualifications of all staff** who will work directly in the proposed service. Include all instructional, counseling and administrative personnel who will be paid with funds provided by the proposed service. Attach copies of the resumes and job descriptions in the attachments for each individual and documentation for positions that require certifications or licenses. In cases where positions are not currently filled, provide a job description and assurances that personnel hired will satisfy minimum job requirements. Note: Instructors of Adult Basic Education are required to hold New Jersey State Teacher’s Certification.

14. **Collaborative efforts among the range of service providers** in the community provide customers of the Passaic County Workforce One-Stop System the best opportunity to access a full range of services available for self-empowerment and quality of life improvements. Describe in detail the coordination, partnerships and linkages between your organization and the One-Stop System, including the employer/business community and other related organizations. Describe service collaborations within the program as well as financial considerations such as in-kind and/or matching funds. Where partners are named, a letter of partnership, signed by all parties, *must* be included with this proposal.

15. **Provide a discussion of the outcomes of this specific program** or a similar endeavor in the past three years. Describe the success of your program and the overall success of your agency in serving this population. Discuss the goals, achievements, and positive outcomes in detail. Indicate the number of students trained, completed, credentials achieved, employed and average wages. Indicate the number of youth who entered further academic or vocational training. For proposers who have not previously operated this program, provide program results and/or a discussion of the capacity and experience required to perform this service. Describe the method for capturing and maintaining performance data, including the process for follow-up.

Please note that it is required that participants who have completed program services as well as participants who may have dropped out of the program but need additional services receive at least 12 months of follow-up services.

Complete the Program Effectiveness Summary box below.

As an attachment, please provide a roster of students with outcomes for each.

Program Effectiveness Summary

Outcomes	Period 1-(Dates)	Period 2-(Dates)	Period 3-(Dates)
Number of students enrolled/referred			
Number of students served			
Number of students terminated			
Number of students who dropped out			
Number of students who increased NRS EFL			
Number of students who received a credential through the program			
Number of students who attained HSE			
Number of students who moved onto Higher Education			
Number of students who entered employment			
Average placement wage			

D. Organization Administration and Management

(3 pages maximum)

This section describes and documents the proposer’s commitment and authority to implement the program, as well as the agency’s resources and experience with comparable initiatives.

1. Provide a brief description of the organization: the mission, purpose, capabilities, length of time the agency/organization has been in existence. Provide documentation concerning the organization status (e.g., incorporation papers.) Include a table of organization, including officers/board of directors, as applicable. Organizations claiming to be non-profit must support the claim with a copy of the IRS certification. Assure that all persons authorized to receive or deposit workforce development funds will be bonded for protection against loss.
2. Administrative Controls: Describe the internal administrative controls established for the program. Include procedures for accounting, audit and monitoring. Assure that accounting records are supported by source documentation for each transaction and are maintained to provide a complete and accurate audit trail.
3. Procurement: Explain in detail the cost, duration and method of procurement for any proposal sub-contractor or equipment that is part of the proposed service. Any procurement must be consistent with the Workforce Innovation and Opportunity Act of 2014 (WIOA) and the State of New Jersey regulations. If none, state so.

4. Budget, Cost Effectiveness and Financial Status: **budget forms (E.)** must be completed with appropriate line item expenditures and in appropriate categories. Inappropriately charged costs may be shifted consistent with WIOA regulations. The budget also requires justification. Please indicate how the proposed costs will help achieve the results planned and why they are essential to program performance.
5. Audit/ Certified Financial Statement: Submit a copy of either the most recently completed independent audit or a certified financial statement. The document should include discussion(s) of any questioned or disallowed costs and provide assurances of the steps that the proposer has taken to ensure that concerns which may apply to the service being offered have been resolved. As appropriate, submit Independent Auditor's Report on Compliance for Each Major State and Federal Program and on Internal Control over Compliance required by the Uniform Guidance and NJ OMB Circular 15-08. NOTE: **This submission is mandatory.**
6. Discuss the process and assure that all financial and program records, including supporting documents, will be retained and available for review for a period of seven years following contract closeout.
7. Discuss the financial resources available to your organization. In particular, describe the ability to cover expenses until training funds are forwarded. Discuss the financial stability of your organization. Discuss whether your organization is currently, or expects to be, involved in any bankruptcy proceedings or is currently under the auspices of any bankruptcy program/protection. Include a discussion of any other activities or proceedings that may impact upon the financial stability of the organization. Provide an assurance that adequate financial resources are available to offset any potential costs related to a program that may prove to be disallowed.
8. Discuss additional resources, services or matching funds that are part of the proposed program, including in-kind contributions. How will these funds be utilized specifically towards attaining the objectives of this program? Indicate the source of these resources.
9. Outline the program's sustainability plan for the upcoming year, including the leveraging or identification of other sources of funding. The sustainability must be implemented throughout the grant year and succeeding grant years. The sustainability plan must include key components, such as: goals, objectives, timelines, target area(s), documented efforts, challenges/barriers to success and outcomes. Provide a description of how you will leverage other sources of funding to supplement the grant award and to support services after the expiration of the grant period.

Note: Should this proposal result in a contract award, additional documents, as appropriate, may be required in addition to the Certification Regarding Suspension/Debarment and the Certification Regarding Lobbying.

E. Program Budget Forms

The Program Budget links program activities to requested costs and to provide the cost basis for each identified cost. This section of your proposal must be as specific as possible and reflect the narrative section of your proposal. Itemization and/or detail of costs are required to ensure that costs are eligible generally under Federal Cost Principles and are budgeted in the appropriate line. Include the cost of all financial collaborative/partnership relationships or in-kind services provided. Prior to the award of a contract, all financial partnerships developed for this RFP will require a Letter of Partnership Agreement identifying the relationship and the respective roles and responsibilities of each partner. This agreement must be signed by all parties identified in the agreement. Subcontractors are required to submit a separate budget that includes budget justification pages.

Upon award of a contract, an invoice/voucher form will be issued that will require reporting on a schedule to be determined. In addition to the invoice, awardees will be required to submit supporting documentation for all line items and a comprehensive program roster. Failure to submit all documents as required may result in delay of requested payments.

NOTE: Workforce Development Board of Passaic County/Passaic County One-Stop Career Center reserves the right to establish benchmarks and holdbacks for performance. Upon award of funds, contracted services may be subject to performance holdbacks related to specific achievements and outcomes. For purposes of this proposal, 10% of the total cost must be reserved for performance holdbacks. Please ensure that the holdback is included as a budget line item as directed. Once the 10% for performance benchmarks has been budgeted, no more than 10% of the remaining dollars may be allocated as administrative expenses.

NOTE: Administrative costs may not exceed 10% of total budget.

E. Program Budget

Training Organization					
Program Name					
Program Type					
Annual Level of Service		Total Budget		Per Person Cost	

CATEGORY	ADMINISTRATION	PROGRAM COSTS	TOTAL	IN-KIND/ MATCHI NG
SALARIES				
FRINGE				
CONSUMABLE MATERIALS				
NON-CONSUMABLE MATERIALS				
EQUIPMENT RENTAL				
EQUIPMENT PURCHASE				
RENT				
UTILITIES				
BUILDING MAINTENANCE				
TELEPHONE				
POSTAGE				
ADVERTISING				
INSURANCE				
PAYROLL SERVICES				
CONSULTANTS				
TRAVEL				
TEST/EXAM FEES				
INDIRECT COSTS				
FEES				
PROFITS				
OTHER (LIST/EXPLAIN)				
SPECIFIC AID TO CLIENTS/STIPENDS				
SUBCONTRACTS				
10% PERFORMANCE BENCHMARKS				
TOTAL BUDGET				

Administrative costs may not exceed 10% of budget total

E. Administration Budget Justification

For each line item, explain the charges for Administration. Clearly indicate how staff time will be utilized in the specific delivery of services. Include a complete list of all materials requested and how these are essential to the program.

Note: For purposes of this budget, *consumable materials* are those that may be used and discarded; *non-consumable materials* may be used more than once.

1. Administrative Staff Salaries

JOB TITLE	HOURLY RATE	HOURS CHARGED PER WEEK	# WEEKS	TOTAL SALARY
<u>TOTAL SALARIES</u>				
FRINGE BENEFITS	RATE	COST		
F.I.C.A				
WORKERS' COMPENSATION				
HEALTH INSURANCE				
OTHER (explain)				
<u>TOTAL FRINGE</u>				

2. Administrative Budget Line Items

Each line item must have a complete listing of materials, services, etc. requested and an explanation of the applicability and use for the program. Additional pages may be added to describe these expenditures. Line items include: consumable materials, non-consumable materials, equipment rental, equipment purchase, rent, utilities, building maintenance, telephone, postage, advertising, dues/subscriptions/ memberships, insurance, payroll services, consultants, travel, training tools, uniforms, test/exam fees, indirect costs, fees, profits, and other items as required.

TOTAL SALARIES				
FRINGE BENEFITS	RATE	COST		
F.I.C.A				
WORKERS' COMPENSATION				
HEALTH INSURANCE				
OTHER (explain)				
TOTAL FRINGE				

2. Program Budget Line Items

Each line item must have a complete listing of materials, services, etc. requested and an explanation of the applicability and use for the program. Additional pages may be added to describe these expenditures. Line items include: consumable materials, non-consumable materials, equipment rental, equipment purchase, rent, utilities, building maintenance, telephone, postage, advertising, dues/subscriptions/ memberships, insurance, payroll services, consultants, travel, training tools, uniforms, test/exam fees, indirect costs, fees, profits, and other items as required.

LINE ITEM	EXPLANATION

G. Proposed Planned Outcomes

7/1/22 to 6/30/23

Organization _____ Program _____

Planned Outcomes	Number
Proposed Total Youth Served-Program Year	
Proposed Capacity Level (# of active youth served at any point in time)	
Proposed Number of Youth Carry Overs (if applicable)	
Proposed Number of New Enrollments	
Proposed Number of Youth obtaining High School Equivalency	
Proposed Number of Youth increasing one or more NRS Educational Functioning Levels (EFL)	
Proposed Number of Youth participating in Work Experience/Work-Based Learning	
Proposed Number of Youth entering Post-Secondary Education/Training	
Proposed Number of Youth placed into Unsubsidized Employment	
Overall cost per Youth Served	

H. Chart of Youth Program Elements

WIOA required program elements for youth:

1. Tutoring, study skills training, instruction and evidence-based instruction and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;

3. Paid or unpaid work experiences that have as a component academic or occupational education, which may include summer employment opportunities and other employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for a period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug, alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
14. Activities that help youth prepare for and transition to postsecondary training education and training.

List all elements that pertain to this proposal, the list of partners and the source of funds for each. If a proposer does not directly provide any of the required elements, it must demonstrate the ability to link youth to providers of such services and must attach a formal agreement linking service.

NOTE: It Is Not Required That All Fourteen Elements Are Included In Each Program Proposed.

PROGRAM ELEMENTS

Partners	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Fund Source

I. Proposal Checklist

- Proposals submitted on the forms supplied, in paper format with all original signatures, along with (4) paper copies plus 1 copy (Word format) on a USB Flash Drive.
- Registered SAM ID number (formerly CCR)
- Registered DUNS number
- Documentation of most recent approval by the New Jersey Department of Labor and Workforce Development, New Jersey Department of Education or appropriate State or Federal agency authorized to approve such training (attach documentation as necessary)
- Registered on NJ Eligible Training Provider List (ETPL) (see NJWIN 10-17(A) attached)
- Attached curriculum and curriculum synopsis
- Attached calendar/timeline for program components
- Attached Participant Handbook
- Completed Program Fact Sheet
- Completed Statement of Need
- Completed Program Summary
- Completed Program Narrative
- Completed Organization Commitment and Capacity
- Completed Program Budget Attachments (Program Budget, Administration Costs and Program Costs Justification)
- Completed Statement of Work
- Completed Chart of Youth Program Elements
- Documentation of Partnerships/Collaborative Agreements
- Resumes and job descriptions for program personnel identified within budget
- Program Effectiveness Summary (complete chart - duplicate as necessary)
- Current Organization Chart
- Incorporation documents
- Proof of Tax-Exempt Status (if applicable)
- Audit/Certified Financial Statement
- Assurances and Certifications (signature required)
- Certification Regarding Suspension/Debarment (signature required)
- Certification Regarding Lobbying (signature required)
- Acknowledgement: Non-Discrimination and Equal Opportunity
- Attached NJ Teacher's Certification. (If no instructor selected yet, checking this box confirms the understanding that proof of Teacher's Certification will be required prior to start of program)

Attachment 1. – NRS Educational Functioning Levels



National Reporting System
for Adult Education

A Project of the U.S. Department of Education

Test Benchmarks for NRS Educational Functioning Levels Updated August 2019 Adult Basic Education (ABE)

Educational Functioning Level (EFL)	Test Benchmarks
<p>Beginning ABE Literacy (ABE Level 1-all subjects)</p>	<p>TABE¹ (11–12) scale scores (grade level 0–1):</p> <p>Reading: 300–441 Mathematics: 300–448 Language: 300–457</p> <p>CASAS² Reading GOALS scale scores:</p> <p>Reading: 203 and below</p> <p>CASAS Math GOALS scale scores:</p> <p>Mathematics: 193 and below</p>
<p>Beginning Basic Education (ABE Level 2—all subjects)</p>	<p>TABE (11–12) scale scores (grade level 2–3):</p> <p>Reading: 442–500 Mathematics: 449–495 Language: 458–510</p> <p>CASAS Reading GOALS scale scores:</p> <p>Reading: 204-216</p> <p>CASAS Math GOALS scale scores:</p> <p>Mathematics: 194-203</p> <p>MAPT³ scale scores: All tests: 200–299</p>

¹ TABE = Tests of Adult Basic Education

² CASAS = Comprehensive Adult Student Assessment System

Educational Functioning Level (EFL)	Test Benchmarks
<p>Low Intermediate Basic Education (ABE Level 3—all subjects)</p>	<p>TABE (11–12) scale scores (grade level 4–5): Reading: 501–535 Mathematics: 496–536 Language: 511–546</p> <p>CASAS Reading GOALS scale scores: Reading: 217-227</p> <p>CASAS Math GOALS scale scores: Mathematics: 204-214</p> <p>MAPT scale scores: All tests: 300–399</p>
<p>High Intermediate Basic Education (ABE Level 4-ELA)</p> <p>Middle Intermediate Basic Education (ABE Level 4--Mathematics)⁴</p>	<p>TABE (11–12) scale scores (grade level 6–8): Reading: 536–575 Mathematics: 537–595 Language: 547–583</p> <p>CASAS Reading GOALS scale scores: Reading: 228-238</p> <p>CASAS Math GOALS scale scores: Mathematics: 215-225</p> <p>MAPT scale scores: All tests: 400–499</p>

³ MAPT = Massachusetts Adult Proficiency Test

⁴ For mathematics, there is an additional intermediate level, Middle Intermediate (level 4), in addition to High Intermediate (level 5), and only one secondary level (level 6), due to the complexity of the mathematics descriptors. When reporting on NRS tables, use the level number.

Educational Functioning Level (EFL)	Test Benchmarks
<p>Low Adult Secondary Education (ABE Level 5-ELA)</p> <p>High Intermediate Basic Education (ABE Level 5-Mathematics)</p>	<p>TABE (11–12) scale scores (grade level 9–10): Reading: 576–616 Language: 584–630 Mathematics: 596–656</p> <p>CASAS Reading GOALS scale scores: Reading: 239 – 248</p> <p>CASAS Math GOALS scale scores: Mathematics: 226-235</p> <p>MAPT scale scores: All tests: 500–599</p>
<p>High Adult Secondary Education (ABE Level 6-ELA)</p> <p>Adult Secondary Education (ABE Mathematics Level 6)</p>	<p>TABE (11–12) scale scores (grade level 11–12): Reading: 617–800 Language: 631–800 Mathematics: 657–800</p> <p>CASAS Reading GOALS scale scores: Reading: 249 and above</p> <p>CASAS Math GOALS scale scores: Mathematics: 236 and above</p> <p>MAPT scale scores: All tests: 600–700</p>

English as a Second Language (ESL)

Educational Functioning Level (EFL)	Test Benchmarks
<p>Beginning ESL Literacy (ESL Level 1—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 180 and below L&W Listening: 162–180</p> <p>BEST⁵ Plus 2.0: 88–361 BEST Literacy: 0–20 (SPL 0–1)</p> <p>TABE CLAS-E⁶ scale scores⁷: Total Reading and Writing: 225–394 Total Listening and Speaking: 230–407</p>
<p>Low Beginning ESL (ESL Level 2—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 181–190 L&W Listening: 181–189</p> <p>BEST Plus 2.0: 362–427 BEST Literacy: 21–52 (SPL 2)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 395–441 Total Listening and Speaking: 408–449</p>
<p>High Beginning ESL (ESL Level 3—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 191–200 L&W Listening: 190–199</p> <p>BEST Plus 2.0: 428–452 BEST Literacy: 53–63 (SPL 3)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 442–482 Total Listening and Speaking: 450–485</p>

⁵ BEST = Basic English Skills Test

⁶ TABE CLAS–E = Test of Adult Basic Education Complete Language Assessment System – English

⁷ Refer to the TABE CLAS–E Technical Manual for score ranges for individual reading, writing, listening and speaking tests. Table shows only total scores.

Educational Functioning Level (EFL)	Test Benchmarks
<p>Low Intermediate ESL (ESL Level 4—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 201–210 L&W Listening: 200–209</p> <p>BEST Plus 2.0: 453–484 BEST Literacy: 64–67 (SPL 4)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 483–514 Total Listening and Speaking: 486–525</p>
<p>High Intermediate ESL (ESL Level 5—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 211–220 L&W Listening: 210–218</p> <p>BEST Plus 2.0: 485–524 BEST Literacy: 68–75 (SPL 5)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558</p>
<p>Advanced ESL (ESL Level 6—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 221–235 L&W Listening: 219–227</p> <p>BEST Plus: 525–564 (exit 565 and higher) BEST Literacy⁸: 76–78 (SPL 6)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600</p>

⁸ Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

<p>Low Intermediate Basic Education (Level 3)</p>	<p>TABE (9–10) scale scores (grade level 4–5.9): Reading: 461–517 Total Math: 442–505 Language: 491–523</p> <p>Wonderlic GAIN scale scores: English: 526–661 Math: 523–669</p> <p>MAPT scale scores: All tests: 300–399</p> <p>CASAS Life and Work Reading scale scores: Reading: 211–220 Math: 211–220</p> <p>Tests Aligned to New ABE EFL Descriptors</p> <p>TABE (11–12) scale scores (grade level 4–5): Reading: 501–535 Mathematics: 496–536 Language: 511–546</p> <p>CASAS Reading GOALS scale scores: Reading: 217-227</p>
<p>High Intermediate Basic Education (Level 4)</p>	<p>TABE (9–10) scale scores (grade level 6–8.9): Reading: 518–566 Total Math: 506–565 Language: 524–559</p> <p>CASAS Life and Work Reading scale scores: Reading: 221–235 Math: 221–235</p> <p>Wonderlic GAIN scale scores: English: 662–746 Math: 670–775</p> <p>MAPT scale scores: All tests: 400–499</p> <p>Tests Aligned to New ABE EFL Descriptors</p> <p>TABE (11–12) scale scores (grade level 6–8): Reading: 536–575 Mathematics: 537–595 Language: 547–583</p> <p>CASAS Reading GOALS scale scores: Reading: 228-238</p>

High Intermediate ESL	CASAS Life and Work Reading scale scores: Reading: 211–220 L&W Listening: 210–218 BEST Plus 2.0: 485–524 BEST Literacy: 68–75 (SPL 5) TABE CLAS-E scale scores: Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558
Advanced ESL	CASAS Life and Work Reading scale scores: Reading: 221–235 L&W Listening: 219–227 BEST Plus: 525–564 (exit 565 and higher) BEST Literacy⁹: 76–78 (SPL 6) TABE CLAS-E scale scores: Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600

⁹ Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

Attachment 2. – New Jersey Workforce Innovation Notice 10-17 (A)

TO: Workforce Development System
FROM: John Bicica, Chief,
Office of WDB Coordination and Support

SUBJECT: Eligible Training Provider List procedures for competitively procured programs
DATE: March 28, 2018

PURPOSE: To inform the workforce development system of new procedures related to the Eligible Training Provider List (ETPL).

Background

Workforce development service providers who are contracted by local workforce development boards through a competitive process (i.e. a request for proposal) will have new procedures for being placed on the ETPL. This applies to competitively procured providers of WIOA Title I Youth services and WorkFirst New Jersey services. The following procedures are to be followed upon the award of such a contract:

1. The local board will inform the provider they must complete a *New Jersey Eligible Training Provider List WIOA Youth/WFNJ Initial Provider Application Packet*. The packet must then be submitted to Stephanie Zacniewski of the Occupational Employment Information (COEI) upon completion at stephanie.zacniewski@dol.nj.gov
2. The local board must forward the following documentation to COEI:
 - a. A copy of the summary scoring rubric used by the proposal evaluators
 - b. A copy of the executed contract

COEI will enter the information from the Application Packet into the Eligible Training List. The programs will be identified as **WFNJ Only** or **WIOA Youth Only** as appropriate. These specified programs will not be eligible to receive referrals for individual training accounts. Providers do not have to wait for placement on the ETPL to begin services. The providers will not be responsible for providing performance information to COEI; however, local boards must ensure that participant records, including outcomes, are kept current in America's One-Stop Operating System. This allows local areas to accurately factor past performance for any subsequent proposal evaluations.

Documentation related to procurement will be shared with the Monitoring Performance Unit for the purposes of the annual procurement review. The Monitoring Performance Unit will only request documents not part of this approval process (such as the notice of availability) during their review.

Please note that no action is required of any proposers before or during the proposal evaluation process. Only the organizations that are awarded contracts will be subject to these procedures.

Programs that are placed on the ETPL through this process will remain for the duration of their contract. If a local board terminates a contract with a provider before the expiration date, the local board must notify COEI so that the corresponding program can be removed from the ETPL.

References

None

Rescissions

None

Action Required

Local workforce development boards should ensure that these procedures are shared with all relevant contracting staff.

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions For questions regarding these procedures, contact Stephanie Zacniewski, COEI, at stephanie.zacniewski@dol.nj.gov of whom State or local government payments are made

Attachment 3. - Glossary

Basic Literacy Skills Deficient: The level that an individual computes and/or solves problems, reads, writes or speaks English at or below grade level 8.9 or is unable to compute and/or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Goal: The measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

Career Pathway Model: Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs.

Case Management: The provision of customer-centered approach in the delivery of services, designed to prepare and coordinate comprehensive services strategies for youth and to provide job and career counseling during program participation and after job placement.

Collaborative Partner: The entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment along with and under the direction, supervision and license (where relevant) of the Subgrantee and is identified as a collaborative partner at the time of proposal submission.

Common Measures: Participants who are not employed at the date of participation; employment retention – those who are employed in the second quarter and fourth quarter after the exit; median earnings and credential attainment.

Credential: Nationally recognized degree or certificate or/locally recognized credential. Credentials include but are not limited to a high school diploma; High School Equivalency (HSE) or other recognized equivalents, post-secondary degrees/certificate, recognized skills standards and licensure industry-recognized certificates.

Educational Functioning Levels (EFL): The National Reporting System approach to measuring educational gain is to define a set of educational functioning levels (EFL) in which students are initially placed when they enter the program based on their abilities to perform literacy-related tasks in content areas.

Eligible Service Provider: A provider of a program, training, service or activity that has been approved by the State Employment and Training Commission (SETC) and is on the Eligible Training Provider List.

Employment: Obtainment of employment for at least 30 hours per week or employment of less than 30 hours per week but earning a wage that is sufficient to exclude the participant from receiving cash public assistance.

Follow-up Services: Services may include, but are not limited to: leadership development and supportive services activities; regular contact with the participant and/or his employer; assistance in securing better paying jobs, career development, and further education; work-related peer support groups; adult mentoring; tracking participant's progress in employment after training.

Hard-to-Serve Individual: Person with barriers to employment which include one or more of the following categories but not limited to: basic skills deficient; school dropout; recipient of cash welfare payments including recipients under the WFNJ program; ex-offender; individual with disabilities; homeless individual.

Individual Service Strategy (ISS): An ongoing strategy jointly developed by the youth and the counselor that identifies the youth's employment goals, the appropriate achievement objective, and the appropriate combination of services for the individual to achieve the employment goals and is directly linked to one or more of the performance indicators based on the objective assessment.

In-kind/other sources: Services and resources that are provided at no cost to the proposal.

Instructional Costs: The cost involved in providing any program for eligible participants, including tuition, entrance and student assistance fees that represent instructional costs which have a direct and immediate impact on the

participants' ability to successfully complete their activities. Such costs may include books, uniforms, materials or other supplies needed by the participant to enter into a program or course.

Labor Market Area: Geographic area in which individuals reside and may find employment within a reasonable distance from their residences, or, to which they can readily change employment without changing place of residency, as determined by the New Jersey Department of Labor and Workforce Development.

Level of Service: The level of service refers to the total number of unduplicated participants that will be served during this proposed contract period.

Literacy: An individual's ability to read, write and speak in English, and to compute and solve problems, at levels of proficiency necessary to function on the job, in the family and in society; includes basic computers and financial literacy.

Local Area: Local workforce investment area designated under the provisions of WIOA and approved by the Governor. For the purpose of this RFP, the Local Area refers to Passaic County.

Memorandum of Understanding (MOU): For the purpose of this RFP, a written agreement between two or more entities that defines specific terms or arrangements between the entities for providing services. Generally, no costs are provided for in the MOU as the exchange of services can take place as 'in-kind' costs.

National Reporting System: The National Reporting System for Adult Education (NRS) is an outcome-based reporting system for the State-administered, federally funded adult education program.

Objective Assessment: A review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying career pathways and appropriate services for each youth.

Occupational Skills Goal: Proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and material and breakdown and cleanup routines.

Offender: Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIOA may be beneficial, or, any individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

One-Stop Career Center: As designated by the Workforce Development Board, consortia of organizations that are able to provide multiple workforce services and activities, as allowable under WIOA in a centralized location.

One-Stop Operator: Coordinates required One-Stop Partners and Service Providers across the One-Stop delivery system.

Open Entry: Referral of participants by the Local Area Operating Entity to service providers on an individual basis. Service is designed to accept participants at various stages throughout the activity.

Performance Based Contract: As designated in this RFP, Performance Based Contracts are those wherein payments to service providers are made at established intervals following the attainment of significant segments of skills attainment and job placement, if applicable.

Performance Measures: Core program metrics established by the US Department of Labor that form the basis for outcome attainments...

Skills Attainment: The level of achievement or performance that a participant is expected to achieve through classroom training. Skills must have a measurable level of achievement.

Subcontractor: An entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment in place of the Subgrantee.

Supportive Services: Those activities or services that are designed to contribute to the training and employability of participants. Services may include, but are not limited to, outreach; development of job openings; referrals to

other service organizations; assistance with child care costs; assistance with transportation costs; legal services; referrals to medical services; assistance with uniforms and other appropriate work attire and work-related tool costs; financial counseling and assistance; special services and materials for disabled individuals.

Training: A planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for suitable employment.

Unsubsidized Employment: Full-time or part-time employment not financed from funds provided under WIOA or other government based and funded projects.

Work Readiness Skills: Proficiency in world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, job search techniques, survival/daily living skills, positive work habits, attitudes and behaviors, development of motivation and adaptability and obtainment of effective coping and problem solving skills.

Workforce Innovation and Opportunity Act of 2014 (WIOA): (Public Law 113-128) Law to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States.

Workforce Development Board (WDB): Local partnerships of private and public sector organizations that will provide coordinated planning, policy guidance and oversight for all workforce readiness programs in a designated Local Area.

Youth: WIOA (Public Law 113-128) defines In-School Youth as 14-21 years old, attending compulsory school, low income and having at least one criterion as defined; Out-of-School Youth 16-24 years old and not attending compulsory school and meeting at least one criterion as defined.

Attachment 4. – Assurances and Certifications

I certify that I am the Chief Executive Officer of the Agency/Cooperation authorized to sign this proposal:

Furthermore:

- 1) This proposal is a firm offer until June 30, 2023. All service costs included in the proposal are accurate, complete and current and will be in effect through June 30, 2023.
- 2) There exists no potential for organizational conflict of interest related to individuals within the Agency/Corporation and individuals within Passaic County, the Workforce Development Board of Passaic County and the Passaic County One-Stop Career Center.
- 3) The program will be conducted in accordance with the Workforce Innovations and Opportunity Act of 2014, all applicable federal, state and local regulations, and the Workforce Development Board Plan.
- 4) Any facility to be utilized in performance of any proposed contract has not been listed on the Environmental Protection Agency (EPA) List of Violating Facilities. The Agency/Cooperation will promptly notify Passaic County, prior to award of the receipt of any communication from the Director, Office of Federal Activities, EPA that any facility which is proposed for use for the performance of the contract is under consideration for the EPA List of Violating Facilities.
- 5) Prior to the receipt of funding, the Agency/Cooperation will obtain bonding for anyone who handles funds. The amount of bonding for each appropriate worker will be for a minimum of \$100,000. An insurance statement of coverage for persons handling funds will be providing.
- 6) If the Agency/Cooperation has a Board of Directors, then the signature of the authorized representative of the Board on this document specifies the Board's awareness of this application and assurance that the Board will make periodic checks (monitor) to determine and ensure adequate program operation.
- 7) The undersigned recognizes and accepts the fact that all funding is contingent upon the availability of federal/state funds and the continued federal/state authorization for program activities and the proposal is subject to amendment or termination due to lack of funds or authorization.
- 8) Any facility to be utilized in the performance of this contract satisfies all regulations concerning health and safety conditions.
- 9) We recognize and accept the fact that the County of Passaic, the Workforce Development Board of Passaic County and Workforce Development Board of Passaic County can and may institute a ceiling on the cost in order to satisfy the requirements for the Workforce Innovations and Opportunity Act of 2014.

Signature

Name/Title

Organization

Date

Attachment 5.

INSTRUCTIONS FOR CERTIFICATION, DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.

The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntary excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions*”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties from Procurement or Nonprocurement Programs.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549. Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The revised regulations were published on July 1, 1997.

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF
THE CERTIFICATION.)**

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

Name and Title of Training Agent's Authorized Representative

AUTHORIZED SIGNATURE

Date

Attachment 6.

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

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

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material presentation representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization

Name of Certifying Official – Title

Signature

Date

NOTE: In these instances “All” in the Final Rule is expected to be clarified to show that it applies to covered contract grant transactions over \$100,000 (per OMB).

Attachment 7.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance under the Workforce Opportunity and Investment Act (WIOA) from the Department of Labor and the local Workforce Development Board, the applicant assures with respect to the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program that it will fully comply with the following provisions:

Section 188. Nondiscrimination

a) In General -

1. **FEDERAL FINANCIAL ASSISTANCE** - For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under the IX of the Education Amendments of 1972(20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
2. **PROHIBITION OF DISCRIMINATION REGARDING PARTICIPATION, BENEFITS, AND EMPLOYMENT** - No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

In cases in which the training provider receives awards from other funding sources such as the U.S. Department of Labor Welfare-to-Work program, the New Jersey Work First Program, the Rehabilitation Agency, etc., the applicant agrees to comply with the nondiscrimination provisions relating to those programs.

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 County Commissioners.
- c. "Bid" means the submission by the respondent for the work as outlined herein for the Programs for Out of School Youth Funded Under Workforce Innovation And Opportunity Act (WIOA)
- d. "Bidder" means the respondent contractor submitting a proposal for the construction 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 Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)
- 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 County Commissioners.
- 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 Human Services
- l. "Project" means the Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)
- 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 bidder 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. County Set-Aside Program

On October 26, 2021, the Board of County Commissioners of the County of Passaic passed Resolution No. R20210933 establishing the Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture procurement program in the County. The Set Aside Program was established to promote economic inclusion, and to ensure that the County’s procurement practices promote equal opportunities to compete for all willing and able businesses, the County has established goals to ensure that funds spent by the County promote local minority business entities and women business entities.

For calendar year 2022, the Set Aside Program’s goals for professional services are as follows: (1) ten percent (10%) of total average “spend” on contracts for professional services awarded to WBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides; and (2) ten percent (10%) of total average “spend” on contracts for professional services awarded to MBEs and with a goal to twenty percent (20%) by 2024 by way of set-asides. If your business is a qualified WBE and/or MBE, please complete the MBE/WBE Program Certification Form enclosed herewith. If a bidder is not a certified minority business enterprise or women business enterprise, please check the box at the top of the form marked ‘not applicable’.

VIII. 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. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. Dispute Resolution

Prior to submitting a cause of action to a court for relief, by submitting a proposal bidders 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.

XIX. 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.

XX. 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.

XXI. 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:

Daisy Cano
County of Passaic
Purchasing Division
Phone: (973) 247-3300
Email: bids@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
SIGNATURE REQUIRED ON PAGE 2

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 Company	
Other:	

If the Bidder is either a Corporation, S Corporation, or Limited Liability Company, 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

**Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act
 (WIOA)
 Project RFP-22-019**

DELIVERY:

All articles shall be delivered to all Departments and Institutions specified with all charges prepaid, (F.O.B. Destination) in such quantities as ordered by the County of Passaic, which may be greater or lesser in amount than herein specified and in case no specific time for delivery is included by the County of Passaic when the order is given, then such goods must be delivered immediately.

No additional charges will be allowed for any transportation cost resulting from partial shipments made at the vendor's convenience.

Merchants who substitute commodities or deliver commodities not according to specifications, or who do not deliver at time specified in the proposal will be classified, as undesirable and their proposals will be refused in future bidding.

To the Passaic County Board of County Commissioners:

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	July 1, 2022	June 30, 2023	\$
TOTAL	July 1, 2022	June 30, 2023	\$

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

OPTION YEAR	START DATE	END DATE	COST
Option One	July 1, 2023	June 30, 2024	\$
Option Two	July 1, 2024	June 30, 2025	\$

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 **Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)**, 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

PLEASE CHECK HERE IF NOT APPLICABLE

PLEASE CHECK HERE IF NOT APPLICABLE

MBE/WBE PROGRAM CERTIFICATION FORM

In compliance with Resolution No. R20210933, dated October 26, 2021, “Resolution Establishing a Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture Program for the County of Passaic”, and in compliance with the laws of the State of New Jersey, N.J.S.A. 40A:11-41 et seq., I, the undersigned, do hereby certify the following:

1. That all document(s) submitted by myself or my business, including the MBE/WBE/MWBE Certificate affixed hereto, if applicable, are valid and accurate. I understand that the County may reject my bid for failure to provide the MBE/WBE/MWBE Certificate prior to award of contract.
2. That I understand my qualifications for the program may be subject to audit.
3. That I understand the terms of this program as explained in Resolution No. R20210933 attached hereto as **Appendix A**.
4. That, pursuant to N.J.S.A. 40A:11-47, if the County determines that a business has been classified as an MBE/WBE/MWBE based on false information knowingly supplied by the business and has been awarded a contract to which it would not otherwise have been entitled under this program, the County may, after a hearing assess a fine, penalty, or render the business ineligible to further transact any business with the County for a predetermined time.

Name of Bidder *(Please Print)*: _____

Signature of Authorized Representative: _____

Name *(Please Print)*: _____

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

FORM W-9, DEPARTMENT OF THE TREASURER INTERNAL REVENUE SERVICE

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
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<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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OR										
Employer identification number										
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:10%; border: 1px solid black; height: 20px;"></td> </tr> </table>										

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ► _____</p>	<p>Date ► _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SAMPLE NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>J.P. & Tully</i> Acting Director	
FORM-BRC(08-01)	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