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Bergen One-Stop Career Center

60 State Street, Hackensack, New Jersey 07601 • Tel. (201) 329-9600 • Fax (201) 488-2742

**Date:** March 3, 2017  
**To:** Potential Program Sponsors  
**From:** Tammy Molinelli, Executive Director  
**Re:** Request for Proposal, Training for IN School Youth

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The Bergen County Workforce Development Board is hereby requesting proposals from potential program sponsors for IN School Youth. Training programs are mandated by the Workforce Innovation and Opportunity Act of 2014 for the period beginning July 1, 2017.

The purpose of Title I of the Workforce Innovation & Opportunity Act of 2014 (hereafter referred to as WIOA) is to provide year round workforce development activities that increase the employment, retention, earnings of participants, and increase occupational skill attainments by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy.

**A Request for Proposal package may be obtained** by contacting Vi Biccocchi or Violet Ledina at the Bergen One Stop Career Center, 201-329-9600 ext. 5505 or 5508 or may be viewed online at <http://bergenworkforce.org>. The Bergen County Workforce Development Board must receive a complete proposal no later than April 7, 2017. Applications should be addressed to Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street Room 200, Hackensack, NJ 07601.

A Technical Assistance Conference is scheduled for Thursday, March 16, 2017 at 9:30 a.m. to be held at the Bergen One Stop Career Center, 60 State Street Room 200, Hackensack, NJ. Parking is available at the Bergen One Stop Career Center lot; **however, you must register** so that your name can be given to the security guard. Please register by contacting Vi Biccocchi-[vinpin@bergen.org](mailto:vinpin@bergen.org) or Violet Ledina-[violed@bergen.org](mailto:violed@bergen.org).

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD**

**2017-2019**

**REQUEST FOR PROPOSALS FOR**

**WORKFORCE INNOVATION and OPPORTUNITY ACT  
IN-SCHOOL YOUTH PROGRAM**

**ISSUED MARCH 3, 2017**

**REQUIREMENT FOR PROPOSAL SUBMISSION:**

ONE (1) Original, Ten (10) PAPER COPIES, AND ONE (1) ELECTRONIC COPY, SCANNED AND PRESENTED IN PDF FORMAT, ON A FLASH DRIVE

**MUST BE SUBMITTED TO:**

TAMMY MOLINELL, EXECUTIVE DIRECTOR  
BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD  
60 STATE STREET, ROOM 200  
HACKENSACK, NJ 07601

BY

**FRIDAY, APRIL 7, 2017 12:00 NOON**

***PROPOSAL RECEIVED AFTER 12:00 NOON ON APRIL 7, 2017  
WILL NOT BE ACCEPTED***

**NO E-MAILED OR FAXED PROPOSALS WILL BE ACCEPTED**

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Initialed By: \_\_\_\_\_

## **General RFP Information**

### **A. Overview:**

The County of Bergen and the Bergen County Workforce Development Board designated Bergen County Technical Schools (**BCTS**) the administrative & fiscal entity for Workforce Development funds received by Bergen County. The County of Bergen and the Bergen County Workforce Development Board (**WDB**) have authorized the WDB Disabilities Committee to release this Request for Proposal (RFP) to solicit proposals from organizations interested in operating In-School Youth programs under the Workforce Innovation and Opportunity Act (**WIOA**). Youth programs provide comprehensive education and employment preparation services via a skills-based design to eligible youth age fourteen through twenty-one.

The County of Bergen and the Bergen County Workforce Development Board reserve the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of WIOA.

### **B. Purpose:**

The purpose of this Request for Proposal (RFP) is to provide for free, open competition, to avoid situations restrictive of competition, and to solicit proposals from applicants willing to provide training and/or customer services with enrollments based on customer needs. It should be the intent of the proposed training to enhance the job prospects of **eligible in-school youth residents** of the Bergen County workforce development area. Applicants are encouraged to show their ability to maximize program efficiency by leveraging funds from other sources within the proposal. Availability of other grants, in-kind services and coordination/collaboration with other service providers for a continuum of services will be taken into consideration when making funding decisions.

The WDB reserves the right to select more than one applicant for funding under this Request for Proposal. If multiple awards are granted, funds will be distributed according to availability and number of students estimated to be served.

### **C. Deadline for Submission of Proposals:**

Eligible Applicants interested in applying for these funds must submit a complete proposal package with required documents, consisting of one signed original with ten (10) complete copies and one (1) electronic copy scanned and presented in PDF format on a flash drive. Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification). Note: It is recommended that a **blue** ink pen be used for all required signatures in order to differentiate the original from the copies.

All proposals submitted for consideration must:

- Be securely fastened (do not staple the pages; do not place the proposal in folders or binders).
- Not exceed fifteen (15) one sided pages with a line space of 1.5. Applicants may not use a type font lower than 12 point. All pages must be numbered.

The original and copies must be hand or courier delivered no later than 12:00 noon on the

deadline date on the cover of this document (April 7, 2017) to the following address:  
Tammy Molinelli, Executive Director  
Bergen County Workforce Development Board  
60 State Street, Room 200  
Hackensack, NJ 07601

Persons who hand deliver proposals will be issued a "Notice of Receipt of Proposal." All submitted proposals will be initialed with a time and date stamp. Timely submission of proposals is the sole responsibility of the applicant. Applications not meeting the deadline will be disqualified for consideration, review, and funding. Letters of acceptance or disqualification will be mailed to all applicants after completion of the review and evaluation process.

**D. Eligible Applicants:**

Any **New Jersey based** non-sectarian, public educational institution accredited by the New Jersey Department of Education or New Jersey Department of Labor & Workforce Development, labor unions, private-for-profit business entity, private non-profit corporation, or public entity may apply. All approved programs must qualify to be put on the New Jersey Department of Labor Eligible Training Provider List, within 60 days of the official acceptance date which will be specified on the letter of commitment.

**Priority Areas:**

The BCWDB through the Disabilities Committee has identified two priority areas of consideration for purposes of this RFP.

1. Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.
2. Priority will be given to applicants who involve youth in competitive employment placement, work-readiness activities and/or internships, that take place in the community (not in the applicant's facility or in the school itself.) **The Workforce Innovation & Opportunity Act (WIOA) mandates a minimum of 20 percent of the funding be used for stipends for job related activities.**

If formal collaborations and/or partnerships are formed, the application must clearly designate a lead agency. For the purposes of this application, a formal collaboration is defined as one that gives the collaborating partner a defined direct role in the education, training and/or employment of the students. It will also be described within the application, the collaborative activities, and provide formal letters of support. The collaborating partners may have financial or non-financial agreements with the lead agency and will be held jointly responsible for performance and outcomes. Should a contract be issued under these circumstances, the support of the collaborating partner should be formalized in either a written collaboration agreement or memorandum of understanding. The lead agency must be the applicant and must meet the eligible applicant requirements as described in Section D of this proposal. The designated lead agency will be responsible for entering into the contract with the WDB. The lead agency will also be responsible for submitting program documentation as requested to the

Bergen One-Stop Career Center.

If the applicant chooses not to develop a formal collaboration as defined above, however, intends to refer students to existing programs and services within the community, the applicant must describe such referrals sources and how they will be used in the delivery of services to youth in order to further outlining the educational and occupational training along with employment outcomes.

The Bergen One-Stop Career Center must be included in the RFP as a partner whether a collaboration is formed or not.

If granted the award, the applicant's responsibilities shall include, but not be limited to the following:

1. Contracting with the Bergen County Workforce Development Board and/or Bergen County Technical Schools through the Bergen One Stop Career Center;
2. Cooperating with the Bergen County WDB Disabilities Committee in the development and implementation of a comprehensive youth system in Bergen County;
3. Ensuring that the program is staffed adequately to carry out the project as described;
4. Oversight and monitoring of all collaborative partners, if any;
5. Administering all funds paid to the program including those issued for payment to subcontractors;
6. Reviewing and submitting all MIS documentation to the Bergen One Stop Youth Counselors, the WDB, and/or other Bergen County Boards or entities;
7. Targeting services to individuals who reflect the demographics of Bergen County;
8. Providing services to individuals eligible for participation in the program including those with barriers to employment such as: youth with disabilities, offenders, school dropouts, basic skills deficient, parenting or pregnant, runaway or homeless youth or those in foster care;
9. Conducting customer satisfaction surveys of participants, parents, and employers and using the results to develop and implement a continuous improvement plan (a copy of the **Applicant's** Customer Satisfaction Form must be submitted);
10. Obtaining at least 80% of proposed enrollment within 6 months of starting the program, meeting expectation of 100% enrollment at close of funding year.
11. Attending at least two scheduled meetings of the Disabilities Committee;
12. Participating in one Disabilities Committee/WDB site reviews for the summer employment component and overall program compliance to grant performance outcomes.

**If a formal collaborative is formed,**

13. Lead applicants should have written collaborative agreements or Memorandums of Understanding with each collaborative partner outlining responsibilities, once the contract with WDB or the County is signed.
14. Lead applicants must monitor and document the activities of each participating collaborative partner ensuring that One-Stop participation and work readiness guidelines for students are met.

15. Lead applicant must ensure students are properly supervised, by collaborative partner, if required.
16. Lead applicant must schedule regular meetings for the collaborative and present proof of same during site visits.

Occupational training programs must be in areas defined by the New Jersey Department of Labor & Workforce development as “demand occupations” for a full list you may refer to [http://lwd.dol.state.nj.us/labor/lpa/lbrdmand/LaborDemand\\_index.html](http://lwd.dol.state.nj.us/labor/lpa/lbrdmand/LaborDemand_index.html).

**E. General Workforce Investment Area Reservations:**

The Bergen County Workforce Development Board reserves the right to accept or reject any or all applications received as a result of this RFP. The Workforce Development Board reserves the right to extend the submission deadline should such action be in the best interest of the workforce investment area. The Workforce Development Board reserves the right to withdraw this RFP at any time without prior notice. The WDB makes no representation that any contract will be awarded to any offer responding to the RFP. If an inadequate number of proposals are received or the proposals received are deemed non-responsive, the Workforce Development Board reserves the right to reissue the RFP. Under these conditions, the RFP may be reissued to target specific areas or populations of the workforce development area. The Workforce Development Board reserves the right to assess the qualifications of all applicants that submit an application and negotiate with all qualified applicants. The Workforce Development Board reserves the right to request additional information or documentation or require that an applicant formally submit (by certified mail) price, technical, or other revisions of its application as a condition to approval. Proposals shall be reviewed and rated by the WDB Disabilities Committee as submitted. No changes or additions may be made by the applicant after the deadline for receipt of proposals.

The Workforce Development Board reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the WDB reserves the right to reduce the rating points awarded. The Workforce Development Board reserves the right to require applicants approved for funding to negotiate a contract with the Workforce Development Board. The negotiation process shall be bound by the best terms and conditions originally offered by the applicant in the proposal. The Workforce Development Board reserves the right to make the contract award contingent upon the satisfactory completion by the applicant of certain special conditions. The contract offer of the WDB may contain additional terms or terms different from those set forth herein. The WDB reserves the right to administer this application and subsequent agreements in accordance with applicable rules and regulations promulgated by the New Jersey Department of Labor and any other governmental agency superior to the Workforce Investment Area, including any all changes and/or revisions to laws that become effective prior to or during the program operations. Though an application may rank high and be approved for funding during the review and evaluation process, only those programs, which are in the best interests of the customer and the workforce development area, will be awarded contracts.

**F. Limitations:**

**An applicant may not be recommended for funding, regardless of the merits of the proposal**

**submitted, if it has a history of contract non-compliance with the County or any other funding source, poor past or current contract performance with the County or any other funding source, or current disputed or disallowed costs with the County or any other funding source.**

Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process until their sanction is removed. The Workforce Development Board may refuse to fund an organization with outstanding disallowed costs, regardless of the merits of the proposal submitted.

**G. Funding Guidelines:**

Estimates for Program Year 2017 (July 1, 2017-June 30, 2018) funds that will be available for youth services pursuant to this RFP are not yet available. However, if local allocations remain at the same level as provided during the 2016 Program Year then **approximately** \$255,000 may be available for program year 2017 for In-School youth programs.

**H. Cost per participant** – The Bergen County Workforce Development Board has established a \$2,000 cost per participant spending limit for In-School youth. The total requested funding divided by the planned level of service must be equal to or less than \$2,000.

The Workforce Development Board will make commitments to fund projects in accordance with the timeline stated in this application. When actual funding becomes known and available, the WDB reserves the right to negotiate a best and final offer with all applicants selected for contract awards.

Please note as stated in the New Jersey Public Contract Law: *“Under no circumstances shall the provisions of the proposal be subject to negotiation.”*

All costs of proposal preparation shall be by the applicant. The County shall not, in any event, be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposal.

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification. If the applicant knowingly and willfully submits false performance or other data, the County reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the County reserves the right to terminate the contract. Proposals may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time prior to the scheduled closing time for receipt of applications.

Contracts resulting from approved proposals shall be cost reimbursement via a line itemized budget. Negotiations of all contracts will be in accordance with the regulations promulgated under the Workforce Innovation and Opportunity Act; a proposal is **NOT** a contract. A contract does not exist until one is executed by both parties. All contracts awarded pursuant to this RFP shall be subject to the availability and appropriation of funds by the County of Bergen. The applicant shall be solely responsible and shall not look to the County for expenses it may incur

in operating a program pursuant to the contract award, and/or any promulgated regulation by a higher governmental authority. Adequate, on hand, financial resources in the amount of a thirty (30) day unrestricted fund balance is required. If and when the workforce development area deems it appropriate and in the best interest of the program, it may modify a contract by adding to the original training program cycles and/or numbers to be served with commencement of funding. This in no way affects curriculum or performance requirements. At any time during the term of the contract, the workforce development area may elect to purchase additional services called for by the agreement or may elect to extend the terms of the agreement.

#### **I. Contract Period:**

The contract period for this Request for Proposal is for **one** year beginning July 1, 2017 and ending June 30, 2018, which may be renewable for a second year. The WDB also reserves the right to terminate the contract during the funding year for any of the reasons listed below:

1. Unavailability of funds and/or;
2. Unsatisfactory work of the selected applicant, and/or;
3. Failure to meet agreed upon minimum performance standards (including but not limited to enrollment numbers), and/or;
4. Failure to submit required documentation in the timeframes requested.

**\*\*Before final payment can be processed all necessary documentation for participating youth must be submitted (copy of diploma, verification of employment, information).\*\***

In cases where points 2-4 are listed as the reason for terminating the contract, the WDB will issue a letter of intent to terminate the contract and the applicant shall have 30 days in which to respond with a corrective action. If the applicant continues to perform unsatisfactorily, the WDB shall terminate the contract.

#### **J. Target Population**

The eligibility to receive services through the In-School Youth program under the Workforce Innovation and Opportunity Act and this Request for Proposal is limited to youth ages 14-21 years old residing in Bergen County as per the following regulations:

##### **In-School Youth**

An In-School youth (ISY) is an individual who is one or more of the following:

- (a) Attending school (as defined by State law), including secondary and post-secondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- (c) **A low-income individual;** and
- (d) **One** or more of the following:
  - (1) Basic skills deficient;
  - (2) An English language learner;
  - (3) An offender;
  - (4) A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney-

Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

(5) An individual who is pregnant or parenting;

(6) An individual with a disability;

(7) An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA Sec. 3(27) and Sec. 129 (a) (1) (C))

**All participants must be certified by the Bergen One Stop Youth Counselors as being eligible prior to being allowed to start any WIOA funded program.**

All programs must identify youth who are enrolled in the program and are also receiving services under TANF, DCP, and the Juvenile Justice System (e.g., probationers, parolees, etc.).

**K. Youth Services to be provided:**

The Bergen One-Stop Career System is the administrative entity for youth services provided through WDB funding. As such the Bergen One-Stop Career Center will conduct the eligibility determination, initial assessment, and referral to appropriate services. Services provided by the applicant (and if applicable, the lead agency and collaborative partners) must be comprehensive, integrated, and youth focused. The agency that conducts the initial assessment will also develop the Individual Service Strategy. The applicant must provide and document case management, job placement, and follow-up services. If a formal collaboration is developed, the lead agency must show coordination of the above services with its partners within the proposal. The Bergen One-Stop Career System will not, however, provide such services.

Listed below are the types of allowable activities, which must be provided to youth under this grant application and should be consistent with the youth's objective assessment and individual service strategy. This does not mean that the respondent must provide each of the listed activities; however, the respondent must assure that these services are made available, which means that the services can be obtained through other sources. Such activities must be described within the Narrative Section (Q.) of this RFP under Program Description. If the delivery of any services outlined below will be performed within a formal collaboration, the lead applicant must describe the role of each collaborative partner and the method to be used to monitor participation. If the applicant intends to use informal collaborations through community referral sources, the applicant must describe how referrals will be made, the type of services to be performed and the method for monitoring.

The following 14 program elements must be available:

(A) tutoring, study skills training, instruction, and evidence-based dropout prevention 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;

(B) Alternative secondary school services, or dropout recovery services, as appropriate;

- (C) Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
    - (i) Summer employment opportunities and other employment opportunities available throughout school year;
    - (ii) Pre-apprenticeship programs;
    - (iii) Internships and job shadowing; and
    - (iv) On-the-job training opportunities;
  - (D) Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
  - (E) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - (F) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
  - (G) Supportive services;
  - (H) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  - (I) Follow-up services for not less than 12 months after the completion of participation, as appropriate;
  - (J) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
  - (K) Financial literacy education;
  - (L) Entrepreneurial skills training;
  - (M) 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; and
  - (N) Activities that help youth prepare for and transition to postsecondary education and training.
- (WIOA Sec. 129 (c) (2)).**

**L. Proposal Selection & Evaluation Criteria:**

The Bergen County Workforce Development Board has in place a process for the evaluation of new programs, requests for proposals, and other initiatives. Standard evaluation elements and review requirements address the local goals, objectives, and priority use of funding. A copy of the review questions and process will be made available to all bidders' submitting a proposal. All proposals will be submitted to and reviewed by the Bergen County Disabilities Committee or a subgroup (review panel) thereof. The review panels will either consist of volunteers drawn from the Committee's general membership or from other Bergen County WDB members, partners, committee members, or/and staff members of the Bergen County Workforce Development Board. **The WDB also reserves the right to include community leaders and local business representatives on the review panel.** Proposals will be reviewed by those Disabilities Committee members who do not have a vested interest in the awarding of funding, thereby

eradicating any conflict of interest or an appearance thereof. **Should a conflict of interest be raised regarding a member of the review panel, the WDB Director, along with the Proposal Review Committee, will review.**

First and foremost, the review panel reviews for consistency of the proposal in addressing the federal, state and local goals, objectives, requirements and uses of the funds. The review panel will also look for proposals that address the WDB priority areas as listed below.

1. Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.
2. Priority will be given to applicants who involve youth in work-readiness activities, internships, and/or employment opportunities that take place in the community (not in the applicant's facility or in the school itself.) **WIOA requires a minimum of 20 percent work experience expenditures (stipends) to support job related activities.**

The Bergen County WDB Disabilities Committee has developed criteria to be used in awarding grants. That criteria and scoring system are shown in Section Q of this proposal. In brief, proposals will be assigned a numerical rating based on a total maximum score of 110 points, which includes an extra bonus points for meeting either or both of the priority areas listed above. Each priority area will be given a bonus of 5 points each. Proposals receiving a score of 65 or below will not be considered for funding. An indication of the maximum score for each proposal section is included in the Program Narrative Requirements section of this Request for Proposal. The Disabilities Committee will make recommendations for possible grant awardees to the Workforce Development Board's Leadership Team who will provide final awarding of contracts. To ensure high standards for both business and customer satisfaction, service providers must demonstrate their ability to provide and coordinate comprehensive services as outlined in this document and in the Workforce Innovation and Opportunity Act and provide assurances and methods to assess and evaluate their programs effectiveness.

**M. Resolution of Procurement Disputes: See Attachment H**

**N. Performance Measurements:**

Performance is a basic foundation of the workforce development system emerging from the Workforce Innovation and Opportunity Act. There are four core performance measures for youth ages 19-21 years and three measures for youth ages 14-18 years. At a minimum, proposals will be measured on their success in achieving each of these outcomes for youth. The core performance measures are as follows:

A. 19 - 21Year Olds:

1. Entry into unsubsidized employment;
2. Retention in unsubsidized employment 6 months after entry into the employment;

3. Earnings received in unsubsidized employment 6 months after entry into the employment; and;
4. Attainment of a nationally/industry recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, post-secondary degrees/certificates, recognized skill standards and licensures or industry-recognized certificates.

**B. 14 - 18 Years Old**

1. Attainment of basic skills and, as appropriate, work readiness or occupational skills;
2. Attainment of secondary school diploma (or) their recognized equivalents; and
3. Placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

**In addition** to the seven performance measures stated above, all contractors will be responsible for meeting the following two “Common Measures” for **all youth** enrolled into programs:

1. Placement in Employment or Education
2. Attainment of a Degree or Certificate

The Bergen County Workforce Development Board and Disabilities Committee will require assurances from youth providers that training will lead to achievement of the core performance measures, and “Common Measures” as indicated above. The applicant must demonstrate within the proposal how the Common Measures and performance measures will be met.

The applicant must also clearly demonstrate within the proposal how it will:

1. Collect and maintain the necessary data pertaining to the core performance and common measures; and
2. Report to the Workforce Development Board on the required performance and common measures as outlined above.

**O. Vision**

All youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training. The ideal youth system will improve the long-term employability of youth, enhance the educational, occupational, and citizenship skills of youth in a community service environment, encourage school completion or enrollment in-school or alternative school programs, increase the employment and earnings of youth, reduce welfare dependency and assist youth in addressing problems which may impair the ability of the youth to make successful transitions from school to work, apprenticeship, the military, or post-secondary education and training. It will provide the right intervention at the right time with age and stage appropriate activities and will serve all youth, not just those funded through Workforce Innovation and Opportunity Act youth funds.

The WIOA youth program will be accessible through the Bergen County One-Stop Career System and various youth programs/agencies located throughout Bergen County. The Bergen

County One-Stop Career System and the various partner agencies will have knowledgeable staff that will provide information on careers, post-secondary educational opportunities, and job readiness skills. The services and resources available will be sufficiently comprehensive for the youth of Bergen County to be successful.

Based on initial certification and assessment, an individual service strategy will be developed with each young person. Through the Bergen County One-Stop Career System or the **applicant**, youth will access a variety of services including tutoring, work experience, community services opportunities, support services, information on post-secondary education and financial aid, connection to a mentor, occupational training and job placement services. Youth can also access special services such as drug/alcohol treatment, health services, transitional housing, and psychological counseling and specialized assessment such as for learning disabilities and visual/hearing impairments. Case managers/youth advocates will assist in setting goals and determining the appropriate mix of services.

The collaborative youth program operated through the One-Stop Career Center will have a large number of partners; some will be involved directly in the collaborative while others will provide specialized services on a referral basis. There should be easy access/transportation among various service partners as well as, electronic interfaces that will allow for the easy transfer to information about participants and employment opportunities. A system will be developed to provide feedback, evaluation, and continuous improvement for both the One-Stop Career System and the youth program.

Reports from the New Jersey Department of Labor & Workforce Development will provide youth, parents, teachers, and other interested parties with information on each specific program or service available.

**P. Proposal Content Outline:**

Applicants must submit one signed original and **ten (10)** copies of the completed proposal package. Failure to submit a signed original with the required number of copies, and one electronic copy, scanned in PDF format on a flash drive will result in the proposal not being considered for funding (disqualification).

1. All proposals submitted for consideration must include all of the following items in the order stipulated and be securely fastened.
2. Proposal Cover Sheet with signatures (Attachment A)
3. Check List (Attachment B)
4. Table of Contents
5. Narratives describing summer and year round activities
6. Budget forms (Attachment C)
7. Conflict of Interest Certification (Attachment D - Signature Required)
8. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment E - Signature Required)
9. Certification regarding lobbying (Attachment F - Signature Required)
10. Affirmative Action (Attachment G- Signature Required)

11. Grievance procedures (Attachment H)
12. Certification of Liability Insurance (Attachment I - Signature Required)
13. Statement of Adequacy of Accounting (Attachment J - Signature Required)
14. Disclosure of Investment Activities in Iran (Attachment K)
15. Exhibits as required and defined under the narrative section (Q)

**Q. Narratives:**

**1. Statement of Need 10 Points**

- **Present a Needs Assessment for the proposed program, showing how it will address the needs of the targeted population, and why those needs are not currently being met.**

**2. Project Description (40 total points, however with bonus points applicant can score a total of score 50 points under this section )**

**Youth Development 5 Points**

- Describe how the **applicant** will help youth develop their own potential.
- How will the applicant collaborative incorporate SCANS (Secretary's Commission on Achieving Necessary Skills) or similar skills as framework for personal development?
- Describe how leadership and community service opportunities will be provided?
- How will recreational and educational activities funded from non- WIOA sources be integrated?

**Supports for Youth 10 Points**

- Description of how the applicant will provide the following supports for youth success?
- Comprehensive guidance and counseling
- Mentoring
- Supportive Services
- Follow-up Service
- Who will be responsible for providing follow-up services for at least 12 months after completion of program participation?
- How will the applicant ensure that youth remain on their targeted career path and receive assistance in their transition to continuing education and/or employment?
- Describe how youth will be directed to other supportive services within the community; include types of services, not previously listed.
- Describe how the One-Stop will be incorporated into the individualized service plan.

**Education 5 Points**

- Describe the education (classroom-based learning) element of the program including basic skills, English as a Second Language, computer literacy, job readiness skills, instruction leading to the completion of secondary school, drop-out prevention, tutoring, study skills, alternative school services, e-learning, HSE preparation, and preparation for post-secondary educational opportunities.
- How the **applicant** will provide contextual basic skills and link academic and

occupational training?

- Specifically explain the approaches which encourages innovative instructional methodology (e.g. special motivational techniques for hard-to-serve youth. customized teaching techniques/tools and materials for disabled youth. etc.)

### **Employment Skills 10 Points**

- Describe the employability skills (work-based learning) element of the program including work maturity skills, basic skills competencies, job-specific skills, soft skills, paid and unpaid work-based learning, and summer employment opportunities.
- Occupations which will be included in work site learning.
- How the **applicant** selected the occupations
- What criteria were used to select work sites?
- How are the SCANS or similar skills incorporated as a framework for work-based learning?

### **Career Guidance/Job Placement 5 Points**

- Describe the process for providing career guidance, including career exploration opportunities, career development strategies (how to climb the career ladder), job development and job placement.
- Describe job development coordination.

### **Continuous Quality Improvement 5 Points**

- How will the **applicant** ensure customer satisfaction through the continuous improvement of the procedural aspects of system services?

### **Community Work Experience 5 Bonus Points\*\*\***

**Priority will be given to applicants who involve youth in competitive employment opportunities, work-readiness activities and/or internships that take place in the community (not in the applicant's facility or in the school itself.)**

- Describe how applicant will meet priority requirement. Include in description:
  - Types of placements (i.e. occupations, internships)
  - Length placement (i.e. summer, year round)
  - Locations and list of participating businesses.

### **Collaboration Bonus 5 Bonus Points\*\*\***

- **Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.**
- What is the collaborative vision for the collaborative youth system?
- What is the mission statement of your collaborative?
- Who are your educational collaborators and what are their roles?
- How do they ensure that the learning opportunities they provide are integrated with overall program goals?

- Identify the network of employers connected to your collaborative. In what specific ways will they contribute to the success of your program?
- What system is in place to ensure a formal and ongoing connection between youth and adults, teachers, the community, and employers?
- In what ways will your collaborators combine existing financial and other resources to maximize effectiveness?
- **Describe the Lead Managing Agency; include the administration, management and organizational capacity of the lead in managing the proposed program.**
- **If a current relationship exists with the collaborating partners, describe how it will change if this proposal is implemented. Provide an organization chart and attach as Exhibit 1 to show the relationship of the collaborating agencies.**

### 3. **Organization Mission and Goals 5 Points**

- Describe the history, mission and goals of the applicant and how it relates to the proposed program.

### 4. **Goals and Objectives for Outreach and Recruitment 5 Points**

- Describe the goals and objectives concerning the proposed program/services to be provided. Objectives must be stated in measurable terms, including target population to be served.
- Describe the outreach and recruitment process.
- How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?
- Which partner will be responsible?

### 5. **Demonstrated Ability 20 Points**

Describe the **applicant's** demonstrated ability in the areas listed below clearly articulating the measurable outcomes achieved, **if applicable include specific examples of each partner in the formal collaborative:**

- I. Operating career development programs targeted at youth ages 14-21.
- II. Working with schools, community-based organizations, and businesses/employers in operating a career development program targeted at youth.
- III. Placement of youth in internships, trainings and employment opportunities in the community outside of the applicant's own facility, this may include, but should not be limited to:
  - a. **Employment** directly linked to academic and occupational learning;
  - b. Paid work experience and unpaid work experience, including internships and job shadowing;
- IV. Providing services to disadvantaged special populations including pregnant/parenting teens, foster youth, youth with disabilities, those involved with the criminal justice system, and diverse demographic groups reflective of the area you propose to serve.
- V. Describe in a brief narrative and chart form how the 14 program elements will be made

available to youth. If the service is being provided via referral to a partner agency a letter of commitment from the agency must be attached. The inability to provide one or more of the program elements does not necessarily exclude a service provider. The intent of this RFP is to award a contract to responsible bidder(s) whose proposal, conforming to this RFP is most advantageous to the local area, price and other factors considered. The WDB, however, reserves the right to separately procure individual requirements that are the subject of the contract when deemed by the Director to be in the best interest of the target population.

#### **14 Program Elements:**

- (A) tutoring, study skills training, instruction, and evidence-based dropout prevention 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
- (B) Alternative secondary school services, or dropout recovery services,** as appropriate;
- (C) Paid and unpaid work experiences** that have as a component academic and occupational education, which may include:
  - a. Summer employment opportunities and other employment opportunities available throughout school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities;
- (D) Occupational skill training,** which shall include priority consideration for training programs that lead to recognized postsecondary credentials aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
- (E) Education offered concurrently with and in the same context as workforce preparation activities** and training for a specific occupation or occupational cluster;
- (F) Leadership development opportunities,** which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- (G) Supportive services;**
- (H) Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I) Follow-up services** for not less than 12 months after the completion of participation, as appropriate;
- (J) Comprehensive guidance and counseling,** which may include drug and alcohol abuse counseling and referral, as appropriate;
- (K) Financial literacy education;**
- (L) Entrepreneurial skills training;**

**(M) 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; and

**(N) Activities that help youth prepare for and transition to postsecondary education and training.**

*Sample Chart: May Be Enlarged*

Partner	A	B	C	E	E	F	G	H	I	J	K	L	M	N	Funding Source

**6. Program Administration 10 Points**

- Describe the system for program administration and outcome measurement and attainment.
- Describe the specific qualifications required for key staff positions. Attach job descriptions.
- Describe the process of internal monitoring to ensure program quality, customer satisfaction, and contract compliance.
- How will the applicant handle conflict resolution regarding customer issues?
- Discuss your relationship with the One Stop Career center regarding documentation compliance.

**7. Implementation Schedule 5 Points**

- Based on the parameters set forth in this RFP, describe the timetable for implementation of each service.

**8. Letters of Collaboration and Support 5 Points** (Attach letters of support for this application)

- If a formal collaborative, a letter from each of the program partners (lead managing agency, schools, contracted agencies, consultants, etc.) must be attached. Each letter should describe how that partner will participate in the delivery of services, what the partner will provide including the level of service, days/hours if applicable.
- **All letters must be current and specific to this application.**

**R. Attachments to be completed:**

- Organizations must complete and submit all of the attached certifications. Do not assume that any document is not applicable.

**Bergen County Workforce Development Board  
60 State Street, Room 200  
Hackensack, NJ 07601**

**Proposal Cover Sheet**

***Youth Program  
REQUEST FOR PROPOSAL***

**Applicant Agency:** \_\_\_\_\_

**Type:** Public \_\_\_ Profit Non \_\_\_ Profit Private \_\_\_ Community Based Org. \_\_\_ Faith Based \_\_\_

**Address of Applicant:** \_\_\_\_\_

**Address of Service(s):** \_\_\_\_\_

(Attach list if necessary)

**Federal ID Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person for RFP:**

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contact Person for Program Information:**

**Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Services:** \_\_\_\_\_

(For Which Funding is requested)

**Total Number of Participants to be served:** \_\_\_\_\_

**Brief description of services to be provided:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify the information contained in this proposal is to the best of my knowledge correct.

**CERTIFYING OFFICIAL:**

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The County of Bergen sponsors the Bergen County WDB

**ATTACHMENT B**

**CHECK LIST**

**YES**

**NO**

**Proposal Cover Sheet**

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Narratives

\_\_\_\_\_

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Budget Forms

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Conflict of Interest Certification \*

\_\_\_\_\_

\_\_\_\_\_

Certification Regarding Debarment, Suspension\*  
Ineligibility and Voluntary Exclusion

\_\_\_\_\_

\_\_\_\_\_

Certification of Lobbying for Contracts, Grants, Loans and \*  
Cooperative Agreements

\_\_\_\_\_

\_\_\_\_\_

Certification of Compliance Affirmative Action \*

\_\_\_\_\_

\_\_\_\_\_

Certification of Liability Insurance Coverage \*

\_\_\_\_\_

\_\_\_\_\_

Statement of Adequacy of Accounting System \*

\_\_\_\_\_

\_\_\_\_\_

Disclosure of Investment Activities in Iran

\_\_\_\_\_

\_\_\_\_\_

**\*Requires Signature**

**BUDGET**

The budget is broken down into two categories, Personnel and Non-personnel. On the personnel budget list each job title, the amount of WIOA funding, in-kind contributions and the total budget for each job title. In-kind contributions are program costs, which will not be paid for by WIOA funding (such as utilities and insurance). Describe each job title on the personnel budget narrative, which directly follows the personnel budget. Please show the calculation of the budgeted amount as described in the examples **and include a brief description of the line item stating its purpose to the program.** On the non-personnel budget the same information is required except this page is for all non-personnel line items. These items should be described on the non-personnel budget narrative directly following the non-personnel budget. The total WIOA funding should be summarized at the bottom of the non-personnel budget (total personnel and non-personnel requests).

**WIOA cost per participant** - please show the calculation of the WIOA cost per participant at the bottom of the non-personnel budget page. This is the planned number of clients served divided into the total WIOA funding requested (in our example  $\$57,200/30$  clients =  $\$1,907$ ).

**Cost per participant spending limit** – The Bergen County Workforce Development Board has established a \$2,000 cost per participant spending limit for in-school youth. The total WIOA funding requested divided by the planned level of service must be equal to or less than \$2,000.

Please see sample budget for personnel and non-personnel on the following pages:

**ATTACHMENT C**

Personnel Budget		COLUMN A	COLUMN B	COLUMN C
Line Item	Job Title	WIOA Funding	In-Kind Contribution	Total Budget
1.	Instructor of Career Exploration	\$ 5,200.	----	\$ 5,200.
2.	Reading Instructor	\$10,000.	----	\$10,000.
3.				
4.	<b>SAMPLE</b>			
5.				
6.				
7.				
8.				
9.				
	TOTAL	\$15,200.		\$15,200.

List each line item and the budget amount on this page. Describe each line item in your budget narrative and include the method used to calculate the budgeted dollar amount. This budget format must be used.

**Budget Narrative**

**Personnel**

Use the same number that is on the budget page to identify the line item in the budget narrative. In the example above the career exploration instructor is #1 on the budget and #1 on the budget narrative. The reading instructor is line item #2 on the budget and #2 on the budget narrative.

1. Instructor of Career Exploration – will instruct students in career exploration for 5 hours a week.  
5 hours per week x \$20 per hour x 52 weeks=\$5,200.
2. Reading Instructor – will instruct students in reading 10 hours per week for a maximum of 40 weeks. 10 hours per week x \$25 per hour x 40 weeks=\$10,000.

**ATTACHMENT C**

Non-Personnel Budget		COLUMN A	COLUMN B	COLUMN C
Line Item	Description	WIOA Funding	In-Kind Contribution	Total Budget
1.	Payments to Participants (Ten Participants)	\$42,000.		42,000.
2.	Utilities		\$1,500.	\$1,500.
3.				
4.				
5.				
6.				
7.				
	<b>TOTAL</b>	<b>\$42,000.</b>	<b>\$1,500.</b>	<b>\$43,500.</b>

**SAMPLE**

Total WIOA funds requested:

Total WIOA Personnel Funds	\$15,200.
Total WIOA Non-Personnel Funds	\$42,000.
<b>Total WIOA Funding Requested</b>	<b>\$57,200.</b>

WIOA cost per participant: Planned # of clients served divided by total WIOA funding requested:

\$57,200/ 30 clients = \$1,907 **(THIS FIGURE MUST BE EQUAL TO OR LESS THAN \$2,000)**

Budget Narrative

Non-Personnel

Use the same number that is on the budget page to identify the line item in the budget narrative. In the example above payments to participants is line item #1 on the budget and #1 on the budget narrative. Utilities are #2 on the budget and #2 on the budget narrative.

1. Payments to participants – Each participant will be paid a stipend of \$5.25 for each hour attending the program. 20 hours per week x \$5.25 per hour x 40 weeks x 10 clients = \$42,000.
2. Utilities – The cost of gas and electric will not be charged to the grant and is an in-kind contribution to the program. The cost of utilities averages \$15,000 per year and the program uses 1/10 of the building space or \$1,500.

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the County of Bergen and Bergen County Workforce Development Board (WDB) that in performing services to Bergen County he/she knows of no circumstance that would constitute a conflict of interest or the appearance thereof, financial or otherwise, between himself/herself or his/her firm and the WDB or any of its members, or with the interest of the County of Bergen in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and any third party that would constitute conflict of interest or the appearance thereof, or that would or could compromise judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the services contained in the Request for Proposal.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, and I am subject to action by the WDB.

Applicant Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.**

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
2. Where the prospective lower tier participant 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 Authorized Representative

---

Signature

---

Date

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

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. This certification is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primarily covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning 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.
5. The prospective lower tier participant 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, 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 Excluded from Federal Procurement and Non-Procurement Programs.
8. 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.
9. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**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:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf to the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with 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.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, 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.

Contractor/ Organization \_\_\_\_\_  
\_\_\_\_\_

Name of Certifying Official \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE**  
**AFFIRMATIVE ACTION, P.L.1975, C.127**  
**N.J.S.A. 10:5-31 et seq.**

1. The Contractor assures it will comply with the requirements of P.L. 1975, c. 127.
2. During the performance of this contract, the Contractor (for purposes of this section "contractor") agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation, sex, or atypical hereditary cellular or blood trait of any individual. The contractor will take affirmative action because of age, race, creed, color, national origin, ancestry, marital status or sex. 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 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 Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it 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, shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable County employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, or in accordance with a binding determination of the applicable County employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

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

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

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of this chapter.

- 3) Contractor shall submit to the County of Bergen, prior to or at the time the contract signed by the contractor is returned to the Workforce Development Board for signing) in accordance with N.J.A.C 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127) one of the following:
  - a. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; and,
  - b. A Certificate of Employee Information Report Approval; and,
  - c. If the contractor cannot present "a" or "b" and the contractor has never applied for "b", the contractor shall complete and Employee Information Report (Form AA 302). This form will be made available to the contractor, on request, by the County of Bergen, Affirmative Action Office, One Bergen County Plaza, Hackensack, New Jersey 07601. When the Employee Information Report is completed by the contractor, the copy marked "Public Agency" shall be submitted to the Workforce Development Board, the copy marked "Contractor" will be retained by the contractor, and the remaining copies will be forwarded immediately to:

Affirmative Action Office  
Department of the Treasury  
CN 209  
Trenton, New Jersey 08625

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Name of Certifying Official**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**APPEAL PROCESS**  
**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD**

**PROCEDURE:** Appeal Process for the Bergen County Workforce Development Board (WDB) Allocation Recommendations.

**BACKGROUND:** The WDB is responsible for recommending the allocation of county funds received through the Federal Workforce Innovation & Opportunity Act.

**PURPOSE:** To identify the process, to be followed, when an agency/applicant requests a hearing on the WDB Allocation Recommendations.

**Section I. GROUNDS FOR APPEAL**

The grounds for appeal for the WDB's allocation recommendation(s), as prepared by the WDB's Disability Committee and other committees, etc. shall be limited to a charge of violation of the written procedures of the WDB, as described in this application, and/or malfeasance.

**Section II. NOTIFICATION OF PROCESS FOR APPEAL**

WDB administrative staff will:

- 1) Notify the agency/applicant, in writing, of the program review and/or allocation recommendation(s) prepared by the WDB and attach the Appeal Request Form.
- 2) The agency/applicant shall have seven (7) days from the date of notification of the WDB program review and/or allocation recommendation(s) to submit an appeal.

**Section III. WDB RECEIVES APPEAL REQUEST**

WDB administrative staff will:

- 1) Contact appropriate WDB Committee (e.g., Disability Committee) that an Appeal Request Form has been submitted.
- 2) Request the WDB Chair to appoint a Hearing Team/Chairperson composed of a minimum of three members of the WDB who have no conflict of interest. The Hearing Team, an ad hoc committee, shall also include, as non-voting ex-officio members, the Chair or Co-Chairs of the WDB's Disability Committee, and the WDB's Executive Director. (Note: Members of the WDB's Disability Committee, with the exception of the Chair or Co-Chairs, shall not be appointed to the Hearing Team.)
- 3) Schedule a hearing, in collaboration with the appointed Hearing Team and agency/applicant, within ten (10) working days of receiving the Appeal Request.

**Section IV. REVIEW OF APPEAL REQUEST**

- 1) The Hearing Team will develop its decision(s) based on the information provided at the hearing, and make additional recommendations, if deemed necessary.
- 2) The decision(s) of the Hearing Team shall be final.

**Section V. NOTIFICATION OF HEARING RESULTS**

WDB administrative staff:

- 1) Shall notify the agency/applicant, in writing, on the outcome of the hearing within ten (10) working days following the scheduled date of the hearing.
- 2) Maintain disposition of hearing on file in the WDB's Administrative Office, and make available upon request to the participants of the hearing.

The Chairperson of the Hearing Team, shall present a report to the WDB Executive Committee and, where appropriate, other committees/councils, etc. of the WDB, after which the Hearing Team shall be disbanded by the WDB Chair.

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD**  
**APPEAL REQUEST FORM**

**Section I.** Agency/Applicant to Complete

A. Name of Agency/Applicant: \_\_\_\_\_  
\_\_\_\_\_

Address:

B. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

C. Agency/Applicant statement: We are appealing the WDB allocations recommendation because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and therefore are requesting a hearing.

**Section II.** BCWDB Administrative staff

A. Date of Hearing: \_\_\_\_\_

B. Results of Hearing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Date Agency/Applicant Notified: \_\_\_\_\_

Send completed form to: Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street Room 200, Hackensack, NJ 07601

**CERTIFICATION OF INSURANCE COVERAGE**

A certificate of Insurance should be furnished with the proposal. In the event that a certificate of insurance cannot be furnished with the proposal, a letter from the bidder's insurance broker/insurance company indicating that in the event the bidder is successful in obtaining this contract, that the required insurances would be available for certification before the contract becomes effective, may satisfy this requirement.

Certification of Insurance Coverage:

- A. Statutory workers compensation and employer's liability insurance;
- B. Comprehensive, all risks general liability coverage for personal injury and property damage. Liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
- C. Comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit;
- D. Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

The bidder shall submit to the County of Bergen Certificates of Insurance evidencing that said insurance will be in effect during the term of this Agreement. The County of Bergen shall be named as additional insured under the General Liability and Automobile Insurance. Certificates should be issued to:

County of Bergen  
One Bergen County Plaza  
Hackensack, New Jersey 07601  
Attention: Insurance and Risk Management

Certificates should reference the applicable program.

The firm shall be solely responsible for and shall keep, save and hold harmless the County of Bergen and its divisions, subdivisions, employees, and agents from, and indemnify them against, any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees, and, collectively, "Claims") arising from or concerning, referring, or relating to injury or damage to the person or property of any individual, entity, or government agency, resulting from any act or omission of the firm, its employees, agents or subcontractors, in the performance of the work covered by this Agreement or otherwise, or the failure to comply with the terms and conditions of the Agreement. The firm's obligations and liability pursuant to this paragraph shall continue after the termination of the Agreement with respect to any Claims resulting from acts or omissions occurring prior to the termination thereof. This indemnification obligation is not limited by, and is in addition to, any other obligation contained in the Agreement, whether with respect to insurance or otherwise.

Typed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

Gentlemen:

I am a certified public accountant (or a duly licensed public accountant) and have been

engaged to examine the financial records of **Name of Contractor:** \_\_\_\_\_

which will be maintained for **Name of Program:**\_\_\_\_\_.

In my opinion, the accounting system  in use  to be established  
internal controls  in use  to be established  
regarding this program  are  will be adequate to:

1. provide the accurate identification of the receipts and expenditures of these allocated funds by approved budget categories;
2. provide for documentation supporting each book entry, filed in such a way that it can be readily located; and
3. provide accurate and current financial reporting information.

\_\_\_\_\_  
Signature of Accountant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Accountant

\_\_\_\_\_  
License Number (State)

*A copy of the applicant's most recent single page audit must be attached.*

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Solicitation Number: \_\_\_\_\_ Name of Company: \_\_\_\_\_

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 Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. *I certify, pursuant to Public Law 2012, c.25, that the person or entity listed above for which I am authorized to bid/renew:*

**is not** providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, AND

**is not** a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below under penalty of perjury. 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 – ONLY COMPLETE IF ENGAGING IN INVESTMENT ACTIVITIES IN IRAN**

Please provide further information related to investment activities in Iran.

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name: \_\_\_\_\_ Relationship to Bidder/Offer \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offer or Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD  
DISABILITIES COMMITTEE  
IN-SCHOOL RFP 2017-2018**

March 3, 2017	Public Notice to Newspapers announcing Request for Proposal Issue Date of RFP/RFPs mailed to providers; Announcement & RFP posted on website
March 16, 2017	Bidders Conference 9:30 - 11:00 am Bergen One Stop Career Center 60 State Street, 2 <sup>nd</sup> Flr-Room 200 Hackensack, NJ 07601
April 7, 2017	RFP's due by 12:00 Noon to Workforce Development Board Tammy Molinelli, Executive Director 60 State Street, 2 <sup>nd</sup> Flr-Room 200 Hackensack, NJ 07601
April 11 & 12, 2017	RFP Mailed/Electronically Transmitted to Review Committee
May 3, 2017	RFP Review Committee Meeting & Develops Recommendations to Disabilities Committee 60 State Street, 2 <sup>nd</sup> Flr-Room 200 Hackensack, NJ 07601 3:00 – 5:00 pm
May 19, 2017	Executive Committee/Disabilities Committee Receives Scores & Recommendations
May 19, 2017	Executive Committee Approval
May 22 2017	Announcement Letter of Approval of RFP Pending Appeal Process
June 5, 2017	Appeals due by 12:00 Noon to: Workforce Development Board Tammy Molinelli, Executive Director 60 State Street, 2 <sup>nd</sup> Floor-Room 200 Hackensack, NJ 07601
Date to be Announced	Award Notices will be sent pending final approval of funding
July 1, 2017	Programs Begin