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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

COMPETITIVE CONTRACT

PROPOSAL

FOR

HUMAN TRAFFICKING PREVENTION

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL
HUMAN TRAFFICKING PREVENTION

The Ocean County Department of Human Services is seeking applications from non-profit organizations serving Ocean County families and youth interested in integrating human trafficking curriculum/programming within their organizations for Human Trafficking Prevention Program. Awarded agencies are expected to purchase human trafficking prevention curriculum/programming and required licensing or certification their organization needs to fully integrate the program in an effort to reduce the risk of human trafficking in Ocean County. The successful applicant(s) will provide Human Trafficking Prevention Program for the period of January 1, 2024 – December 31, 2024, with a possible option of renewal for up to one (1) additional 12-month period, contingent upon the successful delivery of services and funding availability.

Introduction

Currently listed as the second largest, fastest growing criminal enterprise in the world, human trafficking cases have been reported in every state in the United States. Assessing the prevalence of any illicit crime is incredibly difficult, especially for a hidden crime like human trafficking. The International Labor Organization (ILO) reports that human trafficking generates \$150 billion in illicit profits. There are an estimated 40.3 million people being trafficked globally. According to the Federal Bureau of Investigation, New Jersey is regarded as a “hub” for human trafficking. This is mainly because of the State’s dense population and location along the I-95 corridor between numerous significant metropolises, like New York, Baltimore, and Philadelphia.

While anyone can become a victim of trafficking, certain populations are especially vulnerable. These may include: undocumented migrants; runaway and homeless individuals; LGBTQ+ identifying individuals; and oppressed, marginalized, and/or impoverished groups and individuals. Traffickers specifically target individuals in these populations because they are vulnerable to recruitment tactics and methods of control. Youth are at an increased risk of human trafficking. Most child trafficking victims are trafficked by someone known to them. However, traffickers also use technology (social media, phone apps, etc.) to identify, recruit, and groom youth. Traffickers use manipulation, lies, and false promises to build a relationship with victims, often under the guise of a romantic relationship.

A common misconception is that human trafficking only occurs in illegal and underground markets and NOT in local communities. However, common locations of human trafficking include corporate and residential settings like private homes, hotels, nail salons, restaurants, and bars. Human trafficking has been reported in EVERY state within the United States.

Education is the first step in understanding how the issue of human trafficking affects our communities and how we each can make a difference. Prevention programs are available for purchase/incensing to educate and equip organizations that work with youth and families to enhance knowledge and awareness of human trafficking signs, prevention tactics, and how to safely report human trafficking.

While human trafficking victims are often in plain sight, they rarely come forward to seek help since they may be lied to, assaulted, threatened or manipulated into silence. When human trafficking is stopped, it’s because individuals are able to recognize the signs and know how to report their suspicions to appropriate law enforcement agencies.

The Ocean County Department of Human Services is offering, through this grant solicitation, an

opportunity for local non-profit organizations that serve Ocean County youth and families to integrate human trafficking curriculum/educational programming within their organizations.

Scope of Work

The Ocean County Department of Human Services is seeking applications from non-profit organizations serving Ocean County families and youth interested in integrating human trafficking curriculum/programming within their organizations. Awarded agencies are expected to purchase human trafficking prevention curriculum/programming and required licensing or certification their organization needs to fully integrate the program in an effort to reduce the risk of human trafficking in Ocean County.

Appropriate curriculum/programming shall include modules for staff, clients and community regarding the following elements:

- The types of human trafficking
- Who is at risk
- Where trafficking occurs
- The signs of human trafficking
- How to recognize recruitment tactics and understand vulnerabilities
- How to report human trafficking
- Identify and utilize healthy support systems
- Develop skills to safely navigate potential and existing exploitative situations
- Train qualified individuals employed by the organization to implement and replicate the program, if available

Train the trainer programs are preferred, but not required, for sustainability.

Eligible applicants must demonstrate the following:

- Description of training to be provided.
- Implementation
- Timeline
- Frequency
- Evaluation methods
- Budget and Budget Narrative

Each application will be analyzed for its eligibility under the United States Department of Treasury's Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule, as well as other compliance documents and FAQs released by Treasury in its governance of the SLFRF program, and pertinent nondiscrimination laws. Program participants must be a part of a household, population, class, or community impacted or disproportionately impacted by the pandemic.

Roles and Deliverables

- The provider agency shall prepare, maintain and provide records, reports, and perform other administrative responsibilities as required by the County of Ocean, pursuant to 2 CFR 200.332 (a)(3) and any other relevant deferral regulations.
- Comply with any County, Regional, State and Federal program and financial monitoring
- Participate in Children's Inter-Agency Coordinating Council (CIACC) meetings and provide utilization and performance data as requested.
- Collect, analyze, and report performance data.

- Maintain effective working relationships with partners.
- Report to the Ocean County Department of Human Services.
- The provider agency shall be required to comply with relevant federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, age, or familial status.

Eligible Applicants

Organizations that are eligible to apply for this funding opportunity include non-profit or community based organizations, located in and serving Ocean County. Public and private schools and governmental entities are excluded from applying.

Preference will be given to applications that are easily accessible to residents throughout the county.

Funding Availability

- A total amount of \$300,000 is anticipated, contingent upon the availability of funds.
- Funds may not be used to supplant other sources of funding.
- No match of in-kind contribution is required, but applications that leverage other resources are encouraged.
- The services must be delivered at no out-of-pocket cost to the recipients.
- Additional funding beyond the \$300,000 is not anticipated. At this time, this is a one-time funding opportunity.

Term

The Ocean County Department of Human Services is seeking applications for a 12 month contract term (January 1, 2024 -December 31, 2024), with an option to renew or extend for one additional 12-month period, based on positive monitoring and the availability of funds.

Proposal Submission Requirements

The county of Ocean is accepting **only electronic proposals** for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or available for viewing purposes at the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

DO NOT submit a hard copy of your electronic submission.

Questions about this solicitation must be submitted using the Ocean County Procurement Portal Website no later than 12:00pm noon on Tuesday, October 31, 2023.

All proposals should include the following documents:

1. Program Narrative
2. Computed Budget Proposal and Narrative
3. Certificate of Insurance
4. Current List of Board of Directors
5. Certified Audit or Financial Statement
6. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
7. Organizational Chart
8. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent
9. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement
10. Prohibited Russia-Belarus Activities & Iran Investment Activities
11. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
12. Non-Collusion Certification
13. Signature Page

1. Program Narrative Format

Please provide detail to the following items and questions.

Basic Agency Information

1. Include agency name, CEO or Executive Director's name, mailing and physical addresses, and main phone number, as well as the name, phone, and email address of the contact person for this application.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organization's qualifications.
4. Synopsis of the proposed program approach.
5. Provide the agency's SAM.gov unique entity identifier (if applicable).

Agency Background Information

1. A basic organizational description, including but not limited to year established, governance structure, principal programs and services, executive leadership, annual budget, and number of full-time staff. Include a table of organization.
2. Give the agency's mission statement.
3. Please describe how you have implemented a program of similar size and scope to the one proposed and/or past experience in delivering similar programming.
4. Describe past successes in developing effective working relationships with partner organizations
5. List any awards received directly from a Federal government awarding agency, if any. If so: include whether or not the agency has policies and procedures for Federal award management; detail the agency's prior experience managing and executing the same or similar sub awards / federal funds; and detail the agency's extent and results of Federal awarding agency monitoring.
6. In the past 12-months, has the agency acquired new technology (i.e., financial systems, HR systems, etc.) that will be utilized in the management of the funds received by this grant?
7. In the past 12-months, has the agency created new standard operating procedures that will be utilized in the management of the funds received by this grant?

Description of Program

1. Describe the specific human trafficking curriculum/program and the activities that the agency proposes.
2. Describe how this model will fit into the larger structure of the agency.
3. Will this program align with any other agency programs and/or services?
4. List and describe locations where the curriculum/program will be offered.
5. Overview the training each staff will receive, including any relevant certifications, professional development, and resource training specific to the curriculum/program. How will staff competence be assessed and monitored?
6. Approximately how many participants would be served in a year?
7. Describe the procedure for responding to referrals, including outreach to the participant and to the referral source.
8. Describe the process for referrals to and coordination with partner organizations, if applicable.
9. Describe the frequency and duration of curriculum/program.
10. Describe policies regarding participant sickness, tardiness, and/or other absences specific to curriculum/program requirements.
11. Describe time and attendance procedures, detailing what form of attendance tracking and backup verification will be used.
12. Indicate the desired outcomes of the proposed program, target benchmarks for each, and how each will be measured. How and why will the program achieve the results stated?
13. Indicate specific testing instrument(s) to be used to measure progress or levels mastered in the specific curriculum/program intended.
14. Describe any special strength or features that your organization believes contributes to the success of this initiative.
15. Describe your organization's ability to meet the specific needs of other special populations if applicable ((i.e. individuals with language barriers, who have experienced homelessness, with mental health and/or substance use conditions).
16. Explain the methods of community education and public awareness you will employ as a result of this opportunity.
17. Provide a detailed implementation plan, including all required activities to roll out the program proposed, responsible parties, and associated timeframes.
18. Describe the plan for sustainability.

2. Computed Budget Proposal and Narrative

Prepare a budget of eligible expenditures to be provided within the contract period. This can include but is not limited to:

- Program to be purchased
- Licensing, certification and supplies associated with program purchase

Include a budget narrative to clarify and annotate the budget. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources.

3. A copy of a **Certificate of Insurance** should be included, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of professional liability, general liability, business auto, and workers compensation insurance and all other insurance coverage in place as of the date of the submission of your response.

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's

Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal.

4. A list of the **Board of Directors** for the organization should be submitted.

5. Certified Audit or Financial Statements should be attached.

Pursuant to N.J. P.L. 2021 c. 381, an annual charities registration for a charitable organization with revenue, gains, and other support, but excluding non-monetary in-kind donations, of \$1 million or more must be accompanied by an independent audit. For those nonprofit organizations with gross revenue between \$25,000 and less than \$1 million, the financial statements must be certified by the organization's president or other authorized officer.

In accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance and the State of New Jersey OMB Circular 15-08, entities receiving and expending federal and/or state grant funds must comply with audit requirements. An entity that expends \$750,000 or more in federal or state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year. An entity that expends less than \$750,000 but more than \$100,000

(combined amount) during its fiscal year, must have either a financial statement audit or a program-specific audit conducted for that year.

6. Submit a copy of the organization's **New Jersey Business Registration Certificate** in compliance with N.J.S.A. 52:32-44 OR a copy of IRS letter granting tax exempt status under Sec. 501(c)3.

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

7. A table of organization or **Organizational Chart** should be submitted to illustrate the reporting relationships and chains of command within the organization.

8. A copy of the current **NJ Certificate of Employee Information Report Approval** issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent should be included.

9. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) **Compliance Statement** provided in the Vendor Questionnaire.

10. Certification of Non-Involvement in Prohibited Activities

Certification of Non-Involvement in Prohibited Activities in Iran - Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, the "person or entity" (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not "engaging in prohibited activities in Russia or Belarus" (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

11. **Statement of Ownership** in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Evaluation

Criteria

All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein. ***Proposals must receive an average score of at least 67% to be considered for funding.***

<u>40</u> % - Technical Criteria
<u>30</u> % - Management Criteria
<u>30</u> % - Cost Criteria

1. Technical Criteria:

Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

Is the vendor's proposal complete and responsive to the specific requirements?

Are all aspects of the proposed service described and explained?

Is the implementation plan viable?

Is there evidence to support the efficacy of the proposed methodology?

2. Management Criteria:

Does the proposal adequately address all the response items?

Does the proposer appear to be a solid organization who has demonstrated the ability to perform the functions described in its project plan?

Is the staffing plan and organizational chart adequate?

3. Cost Criteria:

How does the cost compare to other similarly scored proposals?

Is the price and its component charges, fees, etc. adequately explained or documented?

Ability to leverage resources with other partners in innovative service approaches will be considered.

Ranking - A review committee of the Children's InterAgency Coordinating Council and Mental Health Board will review and rank all responses. All proposals will be reviewed for completeness and qualifications. Final funding decisions rest with the Ocean County Board of Commissioners. Proposals may be awarded funding in whole or in part, based on the recommendation of the review committee. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

Appeals - Please be advised, based on County policy in implementing the Open Public Contracts Law and Regulation NJSA 40A:11-1, applicants have the right to appeal actions or decisions related to this solicitation pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. If issuing an appeal, provide a detailed summary of any New Jersey Local Public Contracting Law and Regulation (NJSA 40A:11-1 et seq.) violation you believe is related to your application. Appeals must be sent in writing via email to mrousos@co.ocean.nj.us within three (3) business days of receiving a letter of rejection for funding.

Other Terms

Indemnity Clause - The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Pay to Play Requirements - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Transitional Period - In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.