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

COMPETITIVE CONTRACT

PROPOSAL

FOR

CHILD LEARNING LOSS NO. II

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL
CHILD LEARNING LOSS NO. II

The Ocean County Department of Human Services is seeking sealed proposals for Child Learning Loss services, with the purpose to provide school aged children in child care settings who have experienced learning loss that was caused and/or exacerbated by COVID-19. The successful propose(s) will provide tutoring and supportive services for the period of January 1, 2024- December 31, 2024.

Introduction

According to the Nation’s Report Card, students across the State are struggling academically, as evidenced in the variety of standardized tests administered to students each year. The average score for 4th grade students in 2022 for math was 239, lower than the average score in 2019, 246. 77% of students performed at or above the NAEP Basic Level, smaller than the 85% in 2019. 8th graders had an average score of 281 in 2022, lower than the average score of 292 in 2019. 67% of students performed at or above the NAEP Basic Level, smaller than the 76% in 2019.

The average score for 4th grade students in 2022 for reading was 223, lower than the average score in 2019, 227. 67% of students performed at or above the NAEP Basic Level, smaller than the 72% in 2019. 8th graders had an average score of 270 in 2022, the same as the average score in 2019. 77% of students performed at or above the NAEP Basic Level, the same as the average score in 2019. ¹

As a result of COVID-19, children experienced a high degree of learning loss and educational improvement deficits. Learning loss creates an increased risk of negative impacts on children’s future life chances with respect to education and labor market prospects. In addition, such impacts create implications on growth, prosperity, and social cohesion at the societal level.

Scope of Work

The Ocean County Department of Human Services is seeking proposals from interested organizations to provide tutoring and supportive services to school aged children in child care settings who have experienced learning loss.

Activities shall include but are not limited to:

- Tutoring in math
- Tutoring in reading
- Study skills
- Time management
- Social and emotional skills
- Critical thinking skills
- Problem solving skills
- Soft skills for kids
- Counseling in the form of play, art, music and sand therapy
- Differentiated Education
- Adjunctive therapies

Program activities shall include (but are not limited to):

- An intake process that includes a comprehensive assessment of client’s presenting difficulties and eligibility for the program.
- Service delivery plans that detail what assistance is needed and how the program is able to assist the participant. Service delivery plans must include timelines, agreed upon outcomes and sustainable goals.
- Linkage to other supportive programs that will help to secure longer term success which includes

¹ [New Jersey Overview NJ \(nationsreportcard.gov\)](https://nationsreportcard.gov)

- information and outreach specific to other programs and services for which clients may be eligible.
- Referral process for individuals that are ineligible or inappropriate for the program. Referral process should capture detailed information regarding the agencies referred to and the outcomes of those interactions.
 - Level of service tracking with key benchmark indicators and demographic markers.
 - Quality assurance and improvement measures that include, but are not limited to, client service satisfaction feedback, client success self-assessments and staff satisfaction feedback with program operations.

Each proposal 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.

Roles & Deliverables

- Identify participants appropriate for the Learning Loss Program.
- Program participants will be required to complete a COVID-19 Impact attestation declaring an economic hardship. Prior to service delivery, the provider must ensure each program participant is eligible.
- Conduct the program according to applicable rules and regulations and the scope of work in this Request for Competitive Contracting
- Maintain appropriate accreditation for any curriculum-based training activities
- 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
- Provide utilization and performance data as requested
- Collect, analyze, and report performance data to the Ocean County Workforce Development Board
- Maintain effective working relationships with partners.
- Plans shall be established, as appropriate to the service, for emergencies and/or service cancellation. The provider shall contact the participant and/or provide the service in event of emergency or anticipated service schedule alteration/cancellation, etc.
- 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.

Location

The successful proposer(s) will be required to maintain a local office and provide services within the Local Workforce Development Area.

Eligible Applicants

Organizations that are eligible to apply for this funding opportunity include community-based, nonprofit, or faith based organizations serving residents of Ocean County. Organizations must be licensed in the State of New Jersey as a Before and After Care program, Child Care Center or Youth Camp. Organizations should be enrolled with Grow NJ Kids.

Private and Public schools are not eligible to apply.

Preference will be given to applications that are from organizations that participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program.

Funding Availability

- A total amount of \$240,000.00 is anticipated to serve approximately 50 Ocean County residents, 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 proposals that leverage other resources are encouraged.
- The services must be delivered at no out-of-pocket cost to the recipients.
- Successful proposer(s) will be paid on a fee-for-service basis.
- Additional funding beyond the \$240,000.00 is not anticipated. At this time, this is a one-time funding opportunity. Contingent upon the availability of additional funding, there may be a possible option to renew the contract for up to one (1) additional 12-month period.

Term

The Ocean County Department of Human Services is seeking proposals for a 12 month contract term (January 1, 2024-December 31, 2024). Contingent upon the achievement of performance benchmarks and successful monitoring, there may be a possible option to extend the period of performance for up to one (1) additional 12-month period.

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 only at the Ocean County Purchasing Department at 732-929-2101.

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

All proposals must be received prior to **4:00pm**, prevailing time on **November 16, 2023**. The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated in this notice.

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.

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. 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
6. Organizational Chart
7. 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
8. Prohibited Russia-Belarus Activities & Iran Investment Activities
9. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
10. Non-Collusion Certification
11. Signature Page
12. Certified Audit

Computed Budget Proposal and Narrative

Prepare a line item operating budget using a schedule of fees and expected units of services to be provided within the contract period.

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.

The successful bidder will be compensated on a fee-for-service reimbursement schedule.

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 proposal.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organization's qualifications and alignment with the services sought by the RFCC.
4. The organization's philosophy and approach to workforce development programs and services.
5. Synopsis of the proposed program approach.
6. 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 operated a workforce development program of similar size and scope to the one proposed and/or past experience in managing quality workforce development programs, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes achieved.
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 subawards / 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 services and specific activities that the agency proposes.
2. Describe how this program will fit into the larger structure of the agency and align with other services offered.
3. List and describe locations where the program will be offered. Clearly delineate the principal location in which the agency will operate the program. Clearly delineate the locations in which the agency currently operates, satellite locations that will be established for the proposed program, and outreach locations that will be stood up through partnerships or affiliation agreements (such as churches, community centers, etc.).
4. Explain the staffing pattern for the proposed program. This should include the number of paid staff and any volunteers, as well as describe supervision and shift structure.
5. Overview the training each staff will receive, including any relevant certifications, professional development, and resource training. How will staff competence be assessed and monitored?

6. Describe the target population to be served including eligibility and exclusionary criteria. Explain how outreach and enrollment into the proposed services will be managed, including triage and implementation of a waitlist if needed.
7. Explain the methods of community education and public awareness, and marketing of the service that will be employed. Describe the process for referrals to and coordination with partner organizations.
8. Describe the outreach, engagement, and intake process to enroll participants in the proposed program.
9. How many participants would be served in a year? Indicate daily program capacity and student/staff ratio.
10. Describe the process of service assessment and planning, any standardized tools or instruments that will be employed, and how participant performance will be measured and evaluated. Indicate specific tool(s) or instrument(s) to be used to measure progress or levels mastered in the specific service(s) provided.
11. Describe the frequency and duration of services. How long would a participant be served, on average? Indicate type of enrollment cycle (closed cycle, rolling admission, etc.), times and days that the program will operate per week, and any organization closings (e.g. holidays) on which services will not be conducted.
12. Describe time and attendance procedures, detailing what form of attendance tracking and backup verification will be used.
13. Describe the criteria for exit from the program and policies regarding causes for termination.
14. Describe the methods that will be used to ensure participants meet planned goals within the target time frame. If the participant does not make satisfactory progress, what steps/ procedures will be in place to ensure achievement of satisfactory progress?
15. Describe how process indicators such as number of clients served, attendance, and participant satisfaction will be tracked and reported.
16. Indicate the desired outcomes of the proposed program, target benchmarks for each, and how each will be measured.
17. 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).
18. Describe any special strength or features that make your service different from similar offerings available, including any innovative approaches and best practices that will be utilized in providing these services.
19. Provide a detailed implementation plan, including all required activities to roll out the program proposed, responsible parties, and associated timeframes.
20. Describe the plan for sustainability.

Program Management

1. Provide job descriptions of all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignment to this program.
2. Describe the hiring or selection process for employees and volunteers that would be assigned to the program. All individuals working with youth must be subject to a criminal background check.
3. If applicable, tell us about other members of the team that will support the Learning Loss program, i.e. business partners, other educational partners from institutions of advanced learning, work experience and internship sites. How and why will these capabilities help achieve the results you are committed to achieving?
4. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the Learning Loss program within the larger agency structure. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the Learning Loss program, the employee's date of hire, and the employee's annual salary.
5. If applicable, clearly describe and attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements) with any other entity that will be delivering services described the proposal.
6. Describe the organization's internal controls that will be used for maintaining all records and documents (including participants). Identify how participant records will be kept and what will be included in those records.
7. Describe the systems that will be used to report programmatic and fiscal activities and how they will be used to exercise management control of the services and activities.

8. Describe how the proposed program will be internally monitored by the organization and the organization's process for continuous quality improvement. Attach questionnaires, staff surveys, or other forms that will be used.
9. Summarize the results of previous audits. Indicate if the agency receives a Single Audit and, if so, is a similar award has been audited as a major program.
10. Describe the methods that will be used to evaluate participant satisfaction. How will this information be used? Attach questionnaires, client satisfaction surveys, or other forms that will be employed.
11. Describe your plan for new employee orientation and ongoing staff development to ensure that your staff are well-trained in the applicable rules, regulations, and best practices.
12. What evidence suggests that your organization has the capability and commitment to achieve the results stated above?
13. A Continuity of Operations Plan (COOP) documents how your organization will perform essential operations during an emergency situation or long-term disruption, which might last from 2 days to several weeks. The plan will identify functions, departmental communication methods, and alternate personnel, systems and locations. Explain how your organization will plan to continue operations with or without delay under all conditions.
14. Provide your agency's grievance policy and describe in detail what measures are taken administratively within your organization to ensure client satisfaction issues are addressed in a timely and reasonable fashion.

Evaluation Criteria

A review committee will review and rank all responses. 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.

 40 % - **Technical Criteria**
 30 % - **Management Criteria**
 30 % - **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?

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 - All proposals will be reviewed for completeness and qualifications. 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 cmeyer@co.ocean.nj.us within three (3) business days of receiving a letter of rejection for funding.

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.

Insurance Requirements

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 (when requested).

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.

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>

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.

Statement of Ownership - 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.

Business Registration Certificate –

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.