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

COMPETITIVE CONTRACT

PROPOSAL

FOR

***ONE STOP CAREER CENTER
ADMINISTRATIVE ENTITY***

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL **ONE STOP CAREER CENTER ADMINISTRATIVE ENTITY**

The Ocean County Department of Human Services is seeking sealed proposals for One-Stop Career Center Administrative Entity to be funded through federal and state allocations received by the Ocean County Local Workforce Development area as authorized through federal and state legislation.

The successful bidder will provide innovative approaches to One Stop Career Center operations for the period July 1, 2019 – June 30, 2020, with an option of up to four (4) one year renewals, effective July 1 through June 30th, contingent upon the successful delivery of services and funding availability.

Introduction

The One-Stop Career Center Administrative Entity will provide WorkFirst NJ (TANF, SNAP, and GA) and Workforce Innovation and Opportunity Act (WIOA) funded employability assessment, service identification and sequencing, individual employment plan (IEP) development, case management services for mandatory work activity participants, and linkage for eligible participants to training and To Work activities within the designated One Stop Career Center(s).

The One Stop Career Center offers job seeker services by providing career pathway employment plans. For many job seekers this may simply mean access to job listings, while others may require skill and aptitude evaluation, job search assistance, adult education, job training, postsecondary education or registered apprenticeship. Some may require temporary financial assistance, needs based payments or supportive services.

The WIOA (Public Law 113-128) provides the framework for a national Workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Ocean County Department of Human Services welcomes and encourages the bidder to submit management service designs which are innovative, non-traditional and "hands-on" in approach.

The specifications in this Request for Competitive Contracting may change based on issuance of State or Federal regulations or policy. The Ocean County Department of Human Services through the Workforce Development Board will work with the successful bidder to implement any changes required by the State or US Department of Labor.

Scope of Work

The Ocean County Department of Human Services issues this Request for Competitive Contracting to procure an Administrative Entity to deliver Adult, Dislocated Worker and Youth services under WIOA, as well as WFNJ employment and training services in the Ocean County local Workforce Development area. The Administrative Entity will also play a role in Youth and Business Services and coordinate with One Stop Career Center partners.

The Ocean County local Workforce Development area consists of Ocean County with a New Jersey One Stop Career Center located in Toms River. The successful bidder will provide services throughout the Ocean County local Workforce Development Area, effective July 1, 2019.

The Administrative Entity will be responsible for the day to day operations of WIOA and WFNJ-

funded programs, as well as coordination with One Stop partners (WIOA Youth provider(s), WIOA Business Services, Employment Services, Disability Vocational Rehabilitation Services, Unemployment services and other partners connected to the One Stop Career Center, as outlined in an MOU to be developed, guided by the One Stop Operator). Specifically, the funded programs to be assigned to the Administrative Entity include:

- Workforce Innovation and Opportunity Act (WIOA)
- Work First New Jersey (WFNJ)
- Other State, Federal or Special Grants as appropriate and defined by the County Workforce Development Board

Federal Programs

The purposes of WIOA Adult, Youth, and Dislocated Worker Services are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers needed to succeed in a global economy.
- (4) To promote improvement in the structure and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- (6) For purposes of Subtitles A and B of Title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

Adult and Dislocated Worker Services

The Workforce Innovation and Opportunity Act of 2014 defines the required activities authorized for Adults and Dislocated Workers. Bidders are encouraged to read the Act to understand the scope of authorized activities. In general these activities are:

- to establish a One-Stop delivery system described in section 121(e);
- to provide the career services described in Section 134(c)(2) to Adults and Dislocated Workers, respectively, through the One-Stop delivery system in accordance with such paragraph;
- to provide training services described in Section 134 (c) (3) to Adults and Dislocated Workers, respectively, described in such paragraph;
- to establish and develop relationships and networks with large and small employers and their intermediaries; and
- to develop, convene, or implement industry or sector partnerships.

Specifically, Adult and Dislocated Worker Activities include:

- eligibility determination
- outreach and intake
- initial assessment of skills
- supportive service needs
- job search and placement assistance
- career counseling
- provision of information on in-demand occupations and non-traditional employment
- recruitment and other business services for employers
- referrals to other partner programs and other available programs in the community
- provision of labor market information
- information on supportive services available through other programs
- information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA
- comprehensive skills assessments
- in depth interviewing and evaluation of barriers to employment
- development of an Individual Employment Plan (IEP)
- group counseling; career planning
- short term prevocational services
- soft skills training
- work experience
- financial literacy
- out of area job search
- training services
- occupational skills training
- supportive services
- On-the-Job Training (OJT)
- work-based learning
- incumbent worker training
- private sector training programs
- skill upgrading and retraining
- job readiness training
- Adult education and literacy activities and follow-up services

Youth Services

The Ocean County Workforce Development area must provide fourteen (14) elements of Youth programming, required by WIOA regulations. The Administrative Entity will provide the following elements:

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention activities that lead to completion of a high school diploma or recognized equivalent
- Alternative Secondary School and Dropout Recovery Services assist youth who have struggled in traditional secondary education or who have dropped out of school
- Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
- Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
- Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
- Supportive Services enable an individual to participate in WIOA activities
- Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling

- Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
- Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
- Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations
- Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

Business Services

It is expected that, in partnership with the NJLWD Business Services Team assigned to Ocean County and any regional Team to be developed, the Ocean County One Stop Career Center Administrative Entity Business Services personnel will:

- Proactively establish and develop relationships and networks with all size employers and their intermediaries;
- Be knowledgeable about all regional and state workforce resources and be able to coordinate these resources to provide streamlined services to employers;
- Represent workforce resources to prospective economic development clients;
- Be knowledgeable about and able to interpret labor market information and data; and
- Collaborate with One Stop Career Center partners to custom design and deliver responsive solutions for employers.

State Programs

The State's welfare program is known as Work First New Jersey (WFNJ) and is comprised of two divisions: Temporary Assistance for Needy Families (TANF) and General Assistance/Supplemental Nutrition Assistance Program (GA/SNAP). Grants that originate from the Division of Human Services to the Department of Labor and Workforce Development are administered by the One Stop Career Center Administrative Entity. To receive assistance, clients have to work, actively look for work, or participate in an approved work activity. The first activity of job training for TANF recipients is G-Job, a mandatory 30-day in-service program at the One Stop Career Center where clients receive assessment and job-readiness training. Clients are then placed in the next mandatory job activity, which includes occupational training, community work experience training (CWEP), or basic skills instruction. Counselors work with clients to ensure participation in these to-work activities.

Other programs for TANF clients are Smart Steps, which allows eligible individuals to attend college, Work Verification, and CAVP, which offers post-WFNJ/TANF recipients to enroll in occupational training.

Additional Potential Funding Streams

There are also periodic Federal, State, local, and Special Grants that will be administered by the One Stop Career Center Administrative Entity. For example, National Emergency Grants (NEGs) are periodically released by the New Jersey Department of Labor to create temporary Disaster Relief employment. They generally assist in clean-up and restoration efforts as a result of a disaster such as a hurricane. These temporary jobs also include working on projects that provide food, clothing, shelter and other humanitarian assistance for disaster victims. The Administrative Entity places eligible workers at suitable worksites. In recent years, eligible Administrative Entities received NEGs for Hurricane Sandy (2012) and Hurricane Irene (2011).

By submitting a proposal, the bidder assures that it will provide additional services under any new, additional grants that become available such as a National Dislocated Worker Grant or other workforce programs granted to the Ocean County Workforce Development Board.

Roles & Deliverables

All proposers must demonstrate existing capacity and commitment to serve the One Stop Career Center target populations, maintain the New Jersey Career Center certification standards, operate cost-effectively, operate in a continuous improvement mode, guided by customer needs, satisfaction and success, and meet state and local performance standards.

Roles and deliverables of the One Stop Career Center Administrative Entity can be grouped into four categories: Partner Collaboration, Performance Measurement and Continuous Improvement, Outreach and Recruitment, and Sub recipient Responsibilities. The following expectations will be required of the One Stop Career Center Administrative Entity.

Partner Collaboration

Improve customer access to the One Stop Career Center services through implementing a common intake, common application, common case management and referral process, as required under WIOA. Continue efforts to streamline services and minimize duplication.

Work with the WIOA Youth services provider(s) to familiarize Youth with the full array of One Stop Career Center services and determine appropriateness of co-enrollment, particularly for out-of-school Youth now prioritized under WIOA.

Collaborate with the One Stop Career Center partners to bring integrated and additional services to the One Stop Career Center. Enter into a Memorandum of Understanding relative to these services and to the financial agreements with partners for cost sharing in accordance with WIOA.

Leverage additional funding streams, including those that support training, as well as in-kind and monetary contributions from regional organizations and businesses.

Collaborate with other pertinent organizations in the community to meet the needs of customers.

Collaborate with the Ocean County Workforce Development Board to implement workforce development system initiatives and specific grant activities for which the Board and the One Stop Career Center system participation has been required in the grant applications and subsequent funding.

Collaborate with the State, One Stop Operator, and One Stop Career Center partners, as necessary, to implement state-generated initiatives, such as One Stop Career Center Certification.

Performance Measurement and Continuous Improvement

Meet or exceed all WIOA performance measures included in WIOA statute and subsequent regulatory decisions. Under WIOA, these performance measures are more important than ever, as they not only inform Congress and federal agencies, but also the general public under new requirements for public disclosure websites. Customer outcomes will be factored into initial and periodic certification and re-certification of the local areas and One-Stop designations.

Subsequent to the federal regulatory advisories on WIOA implementation, work under the direction of the Ocean County Workforce Development Board to redefine local area performance measures for the upcoming transition timeframe.

Ensure ongoing improvement of One Stop Career Center services with the One Stop Operator. Improvement should focus on, but is not limited, to service integration, program utilization, performance outcomes, customer satisfaction, and cost effectiveness.

Establish a program of staff capacity building, within and across partners. Collect and analyze appropriate data for quality assurance, continuous improvement and reporting purposes.

Collaboratively with the One Stop Operator, implement process and schedule for reviewing and analyzing performance data internally and with partners, identifying areas to target for improvement, diagnosing causes of failure to meet performance standards, planning changes to improve performance, implementing changes and monitoring the results. Promptly develop solutions to address any identified problems in day to day operations and continue to apply corrective actions until performance meets standards.

Outreach and Recruitment

Implement an outreach and organizational collaboration strategy to attract and enroll Adult, Dislocated Workers and Youth in WIOA services and to meet performance standards.

Manage enrollment of Adults, Dislocated Workers and Youth into WIOA services to serve as many customers in need as possible.

Work with the Ocean County Workforce Development Board leadership as well as the One Stop Operator to ensure the efficient use of training dollars. The goal is to help the largest number of customers become enrolled and succeed in training and ultimately secure sustainable employment consistent with Board policy.

Sub recipient Responsibilities

While overall administration and management of WIOA funds will be the responsibility of the Ocean County Department of Human Services, acting as Fiscal Agent for the local Workforce area, the successful bidder must be fully cognizant of and in compliance with all relevant federal regulations and will be considered a grant subrecipient. The successful bidder will be required to establish internal program management procedures to assure compliance with contract requirements, delivery of high-quality services to eligible adults, dislocated workers and youth, and achievement of planned outcomes. Internal financial management procedures must also be in place to prevent fraud and abuse and ensure that auditable and other wise adequate records are maintained, which support all expenditures and the eligibility of all WIOA customers, and adhere to policies regarding allowable costs, allocations of costs to proper cost categories, and other requirements and time limitations. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to WIOA funds and services:

- Provisions of the Workforce Innovation and opportunity Act and its regulations;
- Provisions of the WIOA Contract;
- Applicable state and workforce development board policies;
- Accepted financial management and accounting practices; and
- Compliance with 2 CFR 200

Financial reports and invoices for reimbursement must be prepared and submitted to the Fiscal Agent on a regular basis. Details regarding financial reporting, monitoring, and audit will be articulated in the agreement with the successful bidder, including but not limited to the following:

- Itemized Invoices by fund source to include budget amounts by line item, expenditure by line item, year to date expenses by line item, and accrued expenses.
- Summary and detailed accounting reports by fund source generated from your organization's general ledger that matches the invoices submitted for reimbursement.

Location

The successful bidder will be required to maintain a local office within the Local Workforce Development Area. Such office must be located in the One Stop Career Center at 1959 Route 9, Toms River, NJ 08753. The allocated portion of the building for the successful One Stop Career Center Administrative Entity is approximately ninety percent (85%) with fifteen percent (15%) dedicated to One Stop partners.

Eligible Applicants

Pursuant to the NJ Department of Labor and Workforce Development (LWD), eligible entities to serve as a One-Stop Career Center Administrative Entity include:

- an institution of higher education;
- an employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
- a community-based organization, nonprofit organization, or intermediary;
- a private for-profit entity;
- a government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

If a bidder is, or should be, aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization whether as an employee, officer or director receives compensation or business for services rendered to the Ocean County Workforce Development Board or have direct or consulting agreement, including those through family or business ties.

Bidders are prohibited from contacting or discussing this solicitation with board members of the Ocean County Workforce Development Board. Such contact and any attempts to sway decision making of the Board will result in disqualification of the bid.

Entities serving or seeking to serve multiple roles in the Ocean County Workforce Development area must adhere to WIOA Title 1, Subtitle E (Administration) and 679.430 to ensure appropriate firewalls within a single entity performing multiple functions to limit conflicts of interest and minimize fiscal risk. It is the responsibility of the bidder to recognize real or perceived conflicts of interest and plan to address them with appropriate firewalls. Such firewalls must be clearly articulated in the program narrative.

Funding Availability

Funding available for the One Stop Career Center Administrative Entity will be based on the annual allocation of Federal and State workforce development funding to the Ocean County local Workforce Development area. Funding for each local area is determined through established funding formulas by the US Department of Labor (DOL) and NJ Department of Labor and Workforce Development (LWD). Program Year (PY) 2019 [July 1, 2019 through June 30, 2020] allocations are not known at this time. A Notice of Obligation is typically received annually in June. It is understood that funds fluctuate from year to year. The contract agreement developed as a result of this solicitation shall reflect actual funds available for the contract period of PY2019 July 1, 2019 through June 30, 2020.

For planning purposes, prospective bidders should understand the PY2018 funding to the Ocean County local Workforce Development area. In the table below, find the PY2018 allocation to Ocean County by fund and percent of funds that will be dedicated to the One Stop Career Center Administrative Entity. This is for illustration and example only.

FUND		Administration Fund Distribution			Program Services Distribution		
		Total	OSCC Admin Entity Alloc %	OSCC Admin Entity Alloc \$	Total	OSCC Admin Entity Alloc %	OSCC Admin Entity Alloc \$
WIOA	Adult	\$ 100,754	50%	\$ 50,377	\$ 906,789	96%	\$ 870,517
	Youth	\$ 93,341	50%	\$ 46,671	\$ 840,080	60%	\$ 506,476
	Dislocated Worker	\$ 101,890	50%	\$ 50,945	\$ 917,010	96%	\$ 880,330
WFNJ	TANF	\$ 89,824	50%	\$ 44,912	\$ 658,714	21%	\$ 138,330
	TANF Case Management	\$ 29,942	100%	\$ 29,942	\$ 219,571	100%	\$ 219,571
	TANF Work Verification	\$ -	0%		\$ 24,000	100%	\$ 24,000
	TANF CAVP	\$ -	0%		\$ 24,240	100%	\$ 24,240
	GA/SNAP	\$ 55,758	50%	\$ 27,879	\$ 408,890	21%	\$ 85,867
	GA/SNAP Case Management	\$ 18,586	100%	\$ 18,586	\$ 136,296	100%	\$ 136,296
	Smart Steps	\$ 160	100%	\$ 160	\$ 1,445	100%	\$ 1,445
		\$ 490,255		\$ 269,472	\$ 4,137,035		\$ 2,887,072

It is estimated that approximately \$269,472 in Administration and \$2,887,072 in Program Services will be dedicated to the One Stop Career Center Administrative Entity, or approximately \$3,156,544 at PY2018 funding levels. Additional PY2018 WIOA funds may also be carried in to PY2019. With the exception of case management allocations, funds should be used for the operating expenses of the Administrative Entity as well as individual direct training accounts for participants that will be managed by the Administrative Entity. The balance of WIOA Youth, WFNF-TANF, and WFNJ-GA/SNAP program services funds will be competitively contracted to providers through the Ocean County Department of Human Services' Workforce Development Board. Neither funding availability nor Ocean County allocations are guaranteed.

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
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. 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
9. Disclosure of Investment Activities in Iran (Mandatory Document)
10. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
11. Non-Collusion Affidavit
12. Signature Page

13. Addendum Acknowledgement (If issued, mandatory document)

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

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.
 - 3a. If the proposer operated a WIOA Adult, Dislocated Worker or Youth program, please give the performance measures outcomes achieved for the two most recent years
4. Describe past success in developing effective working relationships with partner organizations

Description of Program

1. Career Services

Describe your proposed model for effectively delivering career services to job seekers, including how you will accomplish each of the following

 - a. Outreach to and enrollment of job seekers into Adult, Dislocated Worker Services and Youth as well as WFNJ programs
 - b. Assessment of customers' needs and career goals, and create Individualized Employment Plans (IEP) and service strategies accordingly using AOSOS
 - c. Ensure optimal level and frequency of meaningful engagement with job seekers
 - d. Provision of quality career counseling and coaching and current labor market information, including your plan to coordinate the services of other partners to assist in providing wrap-around services to participants. Include any MOU's with partner agencies.
 - e. Connection of job seekers to employer-driven career pathways
 - f. Provision of timely, quality follow-up services that encourage job retention and advancement
 - g. Provision of comprehensive programmatic services for participants. Include the progression from enrollment and case management to exit and follow-up that will be afforded by your program design. Graphic representation in a flow chart or decision tree is welcomed.
2. Training Services

Describe your plan for effectively connecting job seekers to available training, including how you will accomplish each of the following

- a. Ensure adequate job seeker preparation for formal assessments
- b. Facilitate job seeker applications for skills training and literacy programs
- c. Support training participants through regular engagement and providing supportive services as necessary
- d. Document participation in training programs, including completion of such programs and obtainment of related credentials and skills gains
- e. Coordinate with system partners and community organizations to assist job seekers in finding quality, sustainable jobs related to their area of training
- f. Any other components vital to the success of your proposed approach to service delivery
- g. Your plan to provide services to Veterans, Adults with disabilities, and Adult Ex-Offenders, and how you will ensure that those participants receive services that address their barriers to employment.

3. Performance Management

Describe each of the following components of performance management:

- a. The methods that will be employed to manage performance as a participant progresses through the program from enrollment, employment, and retention
- b. The exit strategy to ensure participants will achieve required performance measures (see below chart)
- c. The organization’s process for tracking and ensuring performance goals will be met.
- d. Consistent historically, the CY18 average TANF Participation rate was 16.6%. Describe what methods you will employ to maintain and/or increase the participation rate.

The chart below outlines the performance deliverables for the current PY 19/20 Workforce Services Contract. Actual performance levels and standards are subject to change.

Adults	PY19 Targets
Employment Rate 2 nd Quarter after Exit	77.1%
Employment Rate 4 th Quarter After Exit	82.0%
Credential Attainment 4 th Quarter After Exit	69.0%
Median Earnings 2 nd Quarter After Exit	\$6,138
Dislocated Worker	PY19 Targets
Employment Rate 2 nd Quarter after Exit	81.3%
Employment Rate 4 th Quarter After Exit	81.3%
Credential Attainment 4 th Quarter After Exit	74.0%
Median Earnings 2 nd Quarter After Exit	\$6,058
Youth	PY19 Targets
Employment Rate 2 nd Quarter after Exit	76.0%
Employment Rate 4 th Quarter After Exit	54.0%
Credential Attainment 4 th Quarter After Exit	75.0%

4. Communication with Partners

Your ability to develop and maintain effective and positive working relationships with partners both within and outside of the workforce system is critical. Describe how your organization will establish and maintain productive connections with one stop system partners and other community organization connected to the workforce system

5. Quality of Service Delivery

- a. Highlight how your program’s unique and innovative approaches to workforce development programs that will benefit the workforce area

- b. Describe how you will ensure quality services, incorporating evidence-based or informed approaches such as trauma-informed care, motivational interviewing and program components that meet the needs of parents and children.
- c. If applicable, highlight any competencies, capabilities, and partnerships developed by your organization to meet the employment needs of special populations, such as veterans, former offenders, and individuals with mental health or substance use conditions, survivors of intimate partner violence, non-native English speakers, and cultural/ethnic minorities.
- d. Discuss staff development and training.
- e. Discuss what types of customer feedback, staff evaluation, staff supervision, and other quality assurance practices your organization will implement.

6. Business Engagement

Describe how you will engage with local businesses to develop long-term relationships that will benefit both businesses and job seekers. Include how you will assess the needs of businesses and ensure that the workforce system is able to meet those needs, as well as how you will maintain productive relationships with local businesses even when they do not have immediate hiring needs. Describe any communication strategies you will use, including with Contractor staff, job seekers, and the workforce system, to ensure that the broadest pool possible of qualified job seekers connect with open positions. Include specific examples of successful partnerships with businesses that your organization has realized previously.

7. Site Administration and Operations

If your proposal is successful, you will be responsible for site administration, operations and service delivery at the Ocean County One Stop Career Center. Describe how you will accomplish the items below

- a. Be adaptable and successfully manage change and continuous improvement. This includes periodically evaluating internal processes and procedures to ensure that they remain relevant and efficient.
- b. Support staff to strive to provide the highest level of customer services possible to all job seekers, meet customers where they are, and approach challenges proactively with a problem-solving mindset.
- c. Establish and maintain a safe, secure, and professional environment where both customers and staff are treated with respect
- d. Provide effective functional leadership to all Center staff by clearly establishing decision-making processes, supervisory structures, feedback mechanisms, and communication protocols.
- e. Provide a description of the financial management capabilities of the organization. How will contracted funds be kept separate from other funds? How will financial information be made available for monitoring and auditing purposes? What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project?
- f. What are the systems you have in place to ensure fiscal accountability, timely, and appropriate expenditure of WIOA funds?
- g. How will you internally track both actual and projected obligations and encumbrances?
- h. What is your capacity to track expenses down to the customer level either within their organization's accounting system or alternative tracking system or other proprietary software designed for that purpose?
- i. Provide a copy of the most recent audit reports for the bidding entity as an attachment.

8. Implementation Plan

If your organization is not presently a One Stop Career Center Administrative Entity in the Ocean County local Workforce Development Area, describe how you will work with the current provider to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, transition of files and customer caseloads, etc.) and the anticipated completion date for each transitional activity.

9. Firewalls

Any organization that has been selected or seeks to be designated to perform more than one function in the local Workforce Development area must clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy. If applicable, describe in detail the firewalls that your organization will create between roles it seeks to play in the Ocean County Workforce Development area. Describe why the firewalls are deemed appropriate and how they will be enforced.

References

The below references are offered to provide federal and state legislative, regulatory, policy and guidance regarding the Workforce Innovation and Opportunity Act (WIOA) and related One Stop operations context that is not intended to be exhaustive.

WIOA Overview: <http://www.doleta.gov/WIOA/Overview.cfm>

Workforce Innovation and Opportunity Act (WIOA):
<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>

WIOA Final Rules and Resources – https://doleta.gov/wioa/Final_Rules_Resources.cfm

WIOA Fact Sheet: One-Stop Career Centers:
http://www.doleta.gov/WIOA/Docs/WIOA_OneStop_FactSheet.pdf

New Jersey Combined State Plan for WIOA 2016:
<http://lwd.state.nj.us/labor/wioa/documents/resources/njcombinedstateplanforwioa2016.pdf>

New Jersey Career Connections website: <http://careerconnections.nj.gov/>

Pathways and Partnership: Blueprint for Talent Development (Blueprint):
<http://lwd.state.nj.us/labor/wioa/documents/resources/OverviewBlueprintTalentDevelopment.pdf>

NJ Talent Networks:
http://careerconnections.nj.gov/careerconnections/partners/talent/talent_networks.shtml

OnRamp for Jobseekers (web portal for the jobseeker):
<https://webos.dol.state.nj.us/Career/Login.aspx>

OnRamp for Employers (web portal for the employer):
<https://webos.dol.state.nj.us/Talent/Login.aspx>

Computed Budget Proposal and Narrative Format

1. Use attached Budget Proposal format, using customary budget categories as applicable and

- showing allocation of costs across funding streams.
2. Include a budget narrative to clarify and annotate the Budget Proposal. 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. Administrative costs are limited within each funding stream. Proposals must demonstrate the ability to meet program and financial expectations with a minimal amount of administrative cost charged to the contract. Costs in this request are limited to staff who directly perform duties necessary to the program and other reasonable indirect costs that are indispensable to achieving the goals of the proposal.
 4. The maximum funding estimate includes funds reserved to pay for participants' training and supportive services. The Department of Human Services reserves the right to manage and disburse training and support services funding in the future.
 5. If WIOA costs you incur are subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
 6. The Budget Proposal must clearly indicate any funds to be subcontracted. Bidders who intend to use established subcontractor(s) to provide services must include original letters from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract along with a copy of all documentation required in this Competitive Contracting RFP to substantiate the proposed subcontractor's qualifications. The Board must approve any subcontract arrangements.

A Technical Assistance Meeting will be held on Monday, April 22, 2019 at 10:00am at the Ocean County Department of Human Services, 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, NJ 08754-2191. Questions about this solicitation must be submitted in writing no later than 12 noon on Wednesday, April 24, 2019 to Cheryl Meyer at cmeyer@co.ocean.nj.us.

Proposal Submission Requirements

Sealed proposals will be received by the Department of Human Services located at 1027 Hooper Ave, Building 2, 3rd Floor, Toms River, NJ 08754-2191 at which time said proposals will be recorded.

All proposals must be enclosed in a sealed envelope, containing one (1) original and six (6) copies of the Competitive Contract proposal, bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelope. All proposals must arrive at the Department of Human Services **no later than 4pm on Thursday, May 9, 2019.**

The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in the Competitive Contract proposal.

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.

40 % - Technical Criteria
40 % - Management Criteria
20 % - Cost Criteria

1. Technical Criteria:

- a. Does the bidder's proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Is the bidder's proposal complete and responsive to the specific requirements?
- c. Is there evidence to support the efficacy of the bidder's proposed methodology?
- d. Plan of Service - Strength of approach and processes to execute Partner Collaboration, Performance Measurement and Continuous Improvement, Outreach and Recruitment, and Sub recipient Responsibilities. Commitment to an integrated service delivery model. Responsibility to the needs of the target populations to be served as well as the local, State, and Federal regulations governing the funding.
- e. Partnerships and Coordination - Understanding of and commitment to an integrated service delivery model in the One Stop Career Center system and effective working relationships with the Board, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

2. Management Criteria:

- a. Organizational Stability, Background, Qualifications, Performance History – whether bidder adequately addressed all the response items and appears to be a solid organization and extent to which bidder demonstrated evidence of ability to perform the functions described in its project plan.
- b. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.

3. Cost Criteria:

- a. How does the cost compare to other similarly scored proposals?
- b. Is the price and its component charges, fees, etc. adequately explained or documented?
- c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of bidder.
- d. Ability to leverage resources with other partners resulting 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.

Proposals must receive an average score of 67% to be considered for funding. The proposal that receives the highest average score will be recommended for funding to the Ocean County Workforce Development Board. Final funding decisions rest with the Ocean County Board of Chosen Freeholders, as the Chief Elected Officials for the local Workforce Development area.

Appeals - Applicants have the right to appeal actions or decisions related to this Competitive Contract RFP pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. Appeals must be sent in writing to Cheryl Meyer within three (3) business days of notification of award recommendation by the WDB. Appeals will be reviewed and investigated within three (3) business days of receipt of appeal by an ad hoc Appeals Committee of the WDB. The WDB may also choose to hear the appeal as a “committee of the whole.” Agencies involved in the appeal or potentially affected by the appeal will be notified. The Appeals committee will then provide its recommendation to the WDB and, in turn, the Board of Chosen Freeholders.

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.

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 vendor, 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 vendor is unable to so certify, the vendor shall provide a detailed and precise description of such activities.

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.

Please see samples of acceptable Business Registration Certificates on next page.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	 <small>John S. Tully</small> <small>Acting Director</small>	
FORM-BRC(08-01)	<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>	

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE PROPOSAL SUBMISSION OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN.

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

: ss

COUNTY OF _____ :

I, _____ of
the City of _____ In the County of _____
and the State of _____, of full age, being duly sworn
according to law on my oath depose and say that:

I am _____ of the firm of
_____ the vendor
making the Proposal for the above-named Project, and that I executed the said Proposal with
full authority so to do; that said vendor has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive
procurement in connection with the above-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the
County of Ocean relies upon the truth of the statements contained in said Proposal and in the
statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by _____.
(N.J.S.A. 52:34-15). (Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____
day of _____, 20____.

Notary Public of
My commission expires

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and 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 any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation, gender identity or expression, disability, nationality 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 principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

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.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
 - (a) An existing federally approved or sanctioned affirmative action program.
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
Yes _____ No _____
 - (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?
Yes _____ No _____
 - (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.).

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership

The undersigned is a Corporation under the law of the State

Individual

of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

PART I - Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

PART II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Title:
Signature:	Date:

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers **must** review this list prior to completing the below certification. **Failure to complete the certification will render a vendor's proposal non-responsive.** If the Director finds a person or entity to be in violation of 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 party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the vendor listed below nor any of the vendor's parents, subsidiaries, or affiliates is **listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the vendor and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

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

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

Name _____	Relationship to Proposer _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Proposer Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Proposer: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

DOCUMENT CHECKLIST

Project Title: ONE STOP CAREER CENTER ADMINISTRATIVE ENTITY

Items submitted
(Proposer's INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF PROPOSAL**



- | | | |
|----------|---|-------|
| <u>X</u> | Statement of Ownership (N.J.S.A. 52:25-24.2) | _____ |
| <u>X</u> | Acknowledgment of receipt of addenda or revisions (if issued) | _____ |
| <u>X</u> | Disclosure of Investment Activities in Iran | _____ |
| <u>X</u> | Cost Proposal including narrative | _____ |

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE
FOR REJECTION OF PROPOSAL**

- | | | |
|----------|--|-------|
| <u>X</u> | Non-Collusion Affidavit | _____ |
| <u>X</u> | Affirmative Action questionnaire | _____ |
| <u>X</u> | Signature Page | _____ |
| <u>X</u> | Program Narrative | _____ |
| <u>X</u> | References | _____ |
| <u>X</u> | Organizational Chart | _____ |
| <u>X</u> | Certified Audit | _____ |
| <u>X</u> | Certificate of Insurance | _____ |
| <u>X</u> | Current List of Board of Directors | _____ |
| <u>X</u> | Computed Budget Proposal and Narrative | _____ |
| <u>X</u> | One (1) original and six (6) copies of proposal submission | _____ |

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE PROPOSAL

- | | | |
|----------|--|-------|
| <u>X</u> | Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 <u>OR</u> Copy of IRS letter granting tax exempt status under Sec. 501(c)3 | _____ |
| _____ | Copy of Proposer's Public Works Contractor Registration Certificate | _____ |

**D. THE UNDERSIGNED PROPOSER HEREWITH SUBMITS
THE ABOVE REQUIRED DOCUMENTS.**

PRINT NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

ADDENDUM ACKNOWLEDGMENT

COUNTY OF OCEAN

ADDENDUM NO: _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

PROPOSER: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE: WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL AT THE TIME OF PROPOSAL SUBMISSION. FAILURE TO DO SO WILL RESULT IN PROPOSAL REJECTION.