



Barbara Jo Crea, Director
Gary Quinn, Deputy Director
Virginia E. Haines, Commissioner
John P. Kelly, Commissioner
Frank Sadeghi, Commissioner

Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent

County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754

CC

MENTOR CAPACITY BUILDING NO. II

2024

ADVERTISEMENT DATE: August 21, 2024
OPENING: September 19, 2024, 4:00 pm

NOTICE OF COMPETITIVE CONTRACT

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Mentor Capacity Building No. II.

All proposals must be received prior to **4:00 pm**, prevailing time on Thursday, September 19, 2024.

Proposals will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

The County will not be responsible for late submissions, and no proposals will be accepted after the time stipulated on this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed:

BARBARA JO CREA, Director

JENNIFER L. BOWENS, Purchasing Agent

Introduction to Proposers

Text

Summary

The Ocean County Board of Commissioners is requesting Competitive Contracting proposals from organizations to provide services for Mentor Capacity Building No. II.

Contact Information

For further information regarding these specifications, contact

Maria Roussos

Senior Program Monitor

Email: mroussos@co.ocean.nj.us

Phone: (732) 506-5374

Department:

Human Services

Timeline

Advertising Date	August 21, 2024
Question Submission Deadline	September 5, 2024, 12:00pm
Competitive Contract Receipt Date	September 19, 2024, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Instructions to Proposers

INTRODUCTION

The Ocean County Department of Human Services is seeking sealed proposals from qualified organizations serving Ocean County youth. The successful proposer(s) will provide infrastructure, training, and activities that support and expand volunteer driven mentorship programs, thus enhancing child and adolescent outcomes through mentoring and advocacy for the period November 1, 2024 – December 31, 2025.

COVID-19 has had a dramatic impact on the lives of our youth, negatively impacting their mental and physical health, behavior, and education. The number of children in Ocean County entering resource care (foster care) is increasing, related to both the pandemic and the opioid epidemic. The gaps created and/or exacerbated because of the pandemic have strained an already overburdened system of care, that continues to seek support to bridge the canyons created in only a few years. One of the most impactful ways of providing youth extra assistance in times of need is through mentoring. Mentoring has long been associated with improving academic, social, emotional and even economic outcomes for children.

METHOD OF SUBMISSION

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

You may only provide one (1) final submission which includes one (1) complete Competitive Contract proposal. ***DO NOT*** submit a hard copy of your electronic submission.

Important Instructions for Electronic Submittal

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Mandatory Equal Employment Opportunity

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.**

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.

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Technical Criteria</p> <p>Does the proposer demonstrate a clear understanding of the scope of work and related objectives outlined in this solicitation?</p> <p>Is the proposal complete and responsive to the specific requirements and response items listed in this solicitation?</p> <p>Are all aspects of the proposed service described and explained?</p> <p>Is the implementation plan viable and comprehensive?</p> <p>Is there evidence to support the efficacy of the proposed methodology?</p>	Points Based	40 <i>(40% of Total)</i>
2.	<p>Management Criteria</p> <p>Does the proposer explain the qualifications of the individuals who will perform the tasks and the amount of their respective participation?</p> <p>Does the proposer appear to be a solid organization who has articulated and demonstrated the ability to perform the functions outlined in the scope of work of this solicitation and as it is described in its proposal?</p> <p>Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?</p> <p>Does the proposer document experience in providing mentoring services?</p> <p>Is the staffing plan adequate and relevant to the proposed services?</p>	Points Based	30 <i>(30% of Total)</i>
3.	<p>Cost Criteria</p> <p>Is the price and its component charges, fees, etc. adequately explained or documented?</p> <p>How does the cost compare to other similarly scored proposals?</p> <p>Does the proposal include quality control and assurance programs?</p>	Points Based	30 <i>(30% of Total)</i>

Scope of Work

SCOPE OF WORK

Please refer to the PDF under "Attachments" to view the downloadable Competitive Contract document and Scope of Work.

Vendor Questionnaire

OpenGov Vendor Account Verification*

I have verified that I am logged into OpenGov using an **account name** that corresponds to the **Tax ID number** and **Business Name** used throughout all documentation in this solicitation. I further understand that should my company be awarded a contract with Ocean County, the company information listed on in the **Contract Information Field** will be used to generate all contract documents.

Please confirm

*Response required

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

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

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

COMPETITIVE CONTRACT PROPOSAL *

Please upload your Competitive Contract proposal for Mentor Capacity Building No. II.

This should include the Program Narrative and Budget Proposal and Narrative.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

*Response required

CURRENT LIST OF BOARD OF DIRECTORS

Please upload your Current List of Board of Directors.

ORGANIZATIONAL CHART

Please upload your Organizational Chart.

CERTIFIED AUDIT OR FINANCIAL STATEMENT

Please upload your Certified Audit or Financial Statement.

CERTIFICATE OF INSURANCE

Please upload your Certificate of Insurance for Mentor Capacity Building No. II.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of New Jersey Business Registration Certificate/Copy of IRS letter granting tax exempt status under Sec. 501(c)3

A Valid BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3 is required Prior to Award of Contract. Please upload your company's BRC or Copy of IRS letter granting tax exempt status under Sec. 501(c)3.

Use the following link to check the status of your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

NOTE: a BRC/copy of IRS letter granting tax exempt status is not required at the time of submission, only prior to award of the contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Certificate of Employee Information Report

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.

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting only electronic proposals for this Competitive Contract. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. DO NOT submit a hard copy of your proposal. Please confirm that you understand that the method of submission is electronic ONLY and that submitting a proposal manually is automatic cause for rejection.

Please confirm

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the contact name and address where the contract documents should be mailed.

*Response required

SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm
*Response required



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

COMPETITIVE CONTRACT

PROPOSAL

FOR

MENTOR CAPACITY BUILDING
No. II

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL

MENTOR CAPACITY BUILDING No. II

Introduction

The Ocean County Department of Human Services is seeking sealed proposals from qualified organizations serving Ocean County youth. The successful proposer(s) will provide infrastructure, training, and activities that support and expand volunteer driven mentorship programs, thus enhancing child and adolescent outcomes through mentoring and advocacy for the period November 1, 2024 – December 31, 2025.

COVID-19 has had a dramatic impact on the lives of our youth, negatively impacting their mental and physical health, behavior, and education. The number of children in Ocean County entering resource care (foster care) is increasing, related to both the pandemic and the opioid epidemic. The gaps created and/or exacerbated because of the pandemic have strained an already overburdened system of care, that continues to seek support to bridge the canyons created in only a few years. One of the most impactful ways of providing youth extra assistance in times of need is through mentoring. Mentoring has long been associated with improving academic, social, emotional and even economic outcomes for children.

Scope of Work

The Ocean County Board of Commissioners, through the Department of Human Services, wishes to build capacity among organizations that serve at-risk children and youth and help position these organizations for greater impact in the community. Proposals that lead to meaningful improvement in an organization's infrastructure are sought from community based organizations that provide volunteer-based mentoring and advocacy to children and youth. The intent of the County funding is to compliment State, federal and other resources for direct services and better position local organizations to obtain and retain sustainable funding sources for direct services.

A mentor serves as a significant adult in the mentee's life, thereby reducing risk factors and providing the youth with needed support, advocacy and resources. A teen who doesn't have a healthy relationship with an adult often lacks confidence. They are less likely to develop communication and social skills needed to establish strong personal boundaries because no one is available to be a role model. Youth who lack the presence of a significant adult in their lives are targeted for bullying more often than peers who have strong adult support. Some older children and teens find support they crave through participation in gangs. They are 80 percent more likely to struggle with depression and six times more likely to attempt suicide (NCBI, 2013) (1).

General mentoring programs for at-risk youth provide fun, engaging activities for mentors and mentees designed to build relationships, impart knowledge, offer guidance and feedback, and provide role modeling of positive, prosocial behavior and coping skills. Specialized mentors can additionally serve as court appointed advocates, or system of care advocates, to help ensure children involved in the child welfare, educational or court systems are in safe nurturing homes and receiving adequate services to improve a child's stability, supports and outcomes.

Mentor advocates identify and advocate for the best interest of the child, act as a facilitator to seek cooperative solutions among parties, monitor service plans and potentially court orders for compliance while often making service recommendations.

Mentor advocates have a special place in the success of the systems of care available to children and families. Relationships with caring non-parental adults (e.g., within a mentoring relationship) may be key to mitigating some of the effects of maltreatment by providing a positive, potentially corrective, relationship experience.

Research suggests that mentoring for youth in foster care can have positive impacts on mental health, self-esteem, peer relationships, educational outcomes and life satisfaction (2).

Proposals for capacity building may include technology investments, facilities, leadership, staff development, relationship building, or other opportunities to increase nonprofits' core mission support. Capacity building may focus on identifying a communications strategy, improving volunteer recruitment, offering additional mentor training opportunities, offering specialized mentor or advocate training, updating technology, or improving data collection and outcome measurement.

Only costs that are not reimbursable by other funding streams should be included in the proposal. Not being aware of other funding streams or the absence of proper licensure/accreditation to receive reimbursement through other funding streams does not justify a request for funding. Proposals may contain direct service costs only if they are not reimbursable otherwise and/or for a population that is ineligible for program(s) that would cover the service.

Roles & Deliverables

The successful proposers will:

- Demonstrate an improvement in capacity and infrastructure
- Leverage all funding streams to support the organization's mission
- Maintain appropriate license, certification, and/or approval for the direct services provided and comply with relevant rules and regulations therein
- Serve all of Ocean County
- Comply with all reporting requirements, audit, inspection, and monitoring by the County of Ocean. The successful proposer(s) will comply with financial, performance, and operating reporting requirements as well as periodic monitoring and inspection by the Department of Human Services. The successful proposer will be subject to auditing as required by Title 2 C.F.R. Subpart F when it is expected that the subrecipient's SLFRF subaward expended during the respective fiscal year equal or exceed the threshold set forth in § 200.501.

Eligible Applicants

Organizations that are eligible to apply for this funding opportunity include 501(c)3 non-profit organizations located in and serving Ocean County. Public and private schools as well as governmental entities are excluded from applying. To qualify, organizations must currently run an active volunteer-based mentoring program for youth.

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 Ocean County 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 Children's Inter-Agency Coordinating Council (CIACC). Such contact and any attempts to sway decision making of the Council will result in disqualification of the bid.

Location

The successful proposer(s) will be required to maintain a local office and provide services within Ocean County. Services must be accessible to all eligible Ocean County residents.

2 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8789940/>

Funding Availability

A total amount of \$150,000.00 is anticipated, contingent upon the availability of funds. Funds may not be used to supplant other sources of funding. No match or 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.

Multiple awards are anticipated. Proposers may request up to \$150,000.00 per organization. There is no minimum amount of funding that may be requested within the total funds available.

At this time, this is a one-time funding opportunity. Additional funding is not anticipated.

Term

The Ocean County Department of Human Services is seeking proposals for a fourteen (14) month contract term (November 1, 2024 – December 31, 2025).

Proposal Submission Requirements

Responses to this Request for Competitive Contract Proposals must be received prior to 4:00pm prevailing time on September 19, 2024. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow proposals to be submitted once the deadline has passed.

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

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.

Proposers shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

**** ATTENTION**** Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review. Questions about this solicitation must be submitted using the Ocean County Procurement Portal website no later than 12:00 PM on Thursday, September 5, 2024. Any inquiries received beyond that date and outside of the Portal cannot be addressed. Ocean County Department of Human Services staff are limited in the method and content of communication regarding proposal applications and the process to reduce conflict, bias and any potential unfair advantage.

All proposals should include the following documents *(See descriptions below)*:

1. OpenGov Account Verification
2. Documents to be executed:
 - a. Signature Page*
 - b. Non-Collusion Certification*
 - c. 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*
 - d. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. **(Mandatory Document)***
 - e. Prohibited Russia-Belarus Activities & Iran Investment Activities*
3. Competitive Contract proposal:
 - a. Program Narrative (see below)
 - b. Computed Budget Proposal and Narrative (see below)
4. Current List of Board of Directors
5. Organizational Chart
6. Certified Audit or Financial Statement
7. Valid, unexpired Certificate of Insurance
8. 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
9. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent
10. Mandatory Equal Employment Opportunity Compliance Statement
11. Americans with Disabilities Act Provisions Compliance Statement
12. Proposal Submission Acknowledgement

** Note: Failure to properly submit any of the documents listed in #2 may be cause for rejection of your proposal as stated on the Ocean County Procurement Portal website. The forms should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. DocuSign is the preferred method of form submission for the County of Ocean.*

2. All **required documents** provided in the Vendor Questionnaire must be filled out and included with your submission, including: (a) Signature Page; (b) Non-Collusion Certification; (c) 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; and

d. **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.

e. **Certification of Non-Involvement in Prohibited Activities**

Certification of Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Please note that, where applicable, the County's preferred method of document submission is DocuSign.

3. Competitive Contract Proposal

Program Narrative

Please provide detail to the following items and questions. The Program Narrative must include Basic Agency Information, Agency Background and Experience, Description of Proposal, and Proposal Management.

Basic Agency Information (2 pages maximum with no smaller than 1" margins and 11 point font; attachments excluded from page limit)

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. Provide the organization's [SAM.gov](https://sam.gov) Unique Entity ID, if applicable.
4. Overview of the organization's qualifications.

Agency Background and Experience (4 pages maximum with no smaller than 1" margins and 11 point font; attachments excluded from page limit)

1. Give the agency's mission statement and the organization's philosophy and approach to programs and services.
2. Describe the volunteer mentoring services that the agency/organization provides.
3. Statement of Need: Using data, describe the need in the community, the impact, and the gaps.
4. Please describe past experience in managing quality programs, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes achieved.
 - a. Please give the performance measures outcomes achieved for the two most recent years.
 - b. Describe any experience with federal, state or local grants and grant reporting systems.
 - c. Describe past success in developing effective working relationships with partner organizations.
 - d. Address, with specificity, if your agency has had any public or private grants rescinded for non-compliance or inability to administer the grant.
5. Describe any special strength or features that make your services different from similar offerings available, including any innovative approaches and best practices that will be utilized in providing these services.
6. Describe your knowledge of the most significant challenges and opportunities that Ocean County will likely face in the next two years related to serving this population.
7. Describe how your organization envisions its role and relationship within the County's system of care. If your organization is not presently a part of the County's service delivery system, be sure to describe how you will develop effective working relationships with the current providers.

Description of Proposal (4 pages maximum with no smaller than 1" margins and 11 point font; attachments excluded from page limit)

1. List and describe the specific activities for which your organization is requesting infrastructure and capacity building funding.
2. Describe the impact each activity will have on the capacity of the organization (i.e. quantify the increase in participants served in a year or daily capacity, list enhancements to service provision, increase timeliness of services, expand populations served, improve data collection, leverage additional funding, improve community engagement).
3. Provide an implementation plan with timeline and responsible parties for each activity.
4. Describe the plan for sustainability.

Program Management (2 pages maximum with no smaller than 1" margins and 11 point font; attachments excluded from page limit)

1. List all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff and new positions to be hired.
2. If applicable, clearly describe and attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements) with any other entity that will be involved with the proposal.
3. Describe the internal controls and methods that will be used to maintain all records and documents, report programmatic and fiscal activities, ensure the project will meet planned goals within the target time frame, and achieve continuous quality improvement. Describe how the impact will be tracked, measured, and reported. If there is not satisfactory progress, what steps/ procedures will be in place to address the situation?
4. 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 or attach your organizational COOP.

Computed Budget Proposal and Narrative

The Computed Budget Proposal and Narrative (**2 pages maximum**) should include the following:

- Submit a line item budget. Show the data used to calculate the funding request.
- Describe each element of the funding request in a budget narrative. The narrative should align with the budget.
- Explain why County funds are needed and will not supplement or supplant other sources of funding.

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.

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

5. A table of organization or **Organizational Chart** should be submitted to illustrate the structure of the staff and volunteers to be used in support of the proposed program within the larger agency structure, the reporting relationships, and chains of command within the organization.

6. Certified Audit or Financial Statements should be attached.

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

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

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

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

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

Comprehensive General Liability

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

Comprehensive General Liability shall include the following:

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

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

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

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

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

8. 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

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.

9. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report or equivalent

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

Evaluation and Award

Ranking

All proposals will be reviewed to determine if they conform to all the proposal requirements set forth. Proposals will be evaluated, scored, and ranked by a review committee of the Children's Inter-Agency Coordinating Council (CIACC). The review committee will make funding recommendations to the Ocean County Board of Commissioners.

Criteria

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

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

1. Technical Criteria:

Does the proposer demonstrate a clear understanding of the scope of work and related objectives outlined in this solicitation?

Is the proposal complete and responsive to the specific requirements and response items listed in this solicitation?

Are all aspects of the proposed service described and explained?

Is the implementation plan viable and comprehensive?

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

2. Management Criteria:

Does the proposer explain the qualifications of the individuals who will perform the tasks and the amount of their respective participation?

Does the proposer appear to be a solid organization who has articulated and demonstrated the ability to perform the functions outlined in the scope of work of this solicitation and as it is described in its proposal?

Does the proposer have experience with Federal, State and/or local grants and reporting systems, or other similar government grants and reporting systems?

Does the proposer document experience in providing mentoring services?

Is the staffing plan adequate and relevant to the proposed services?

3. Cost Criteria:

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

How does the cost compare to other similarly scored proposals?

Does the proposal include quality control and assurance programs?

Awards

Final funding decisions rest with the Ocean County Board of Commissioners. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. Proposals may be awarded funding in whole or in part, based on the recommendation of the review committee. 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.

Right to Negotiate - After the County's completion of the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the County. If the County elects to initiate contract negotiations, these negotiations cannot involve changes in the County's requirements or the proposal(s) submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.

Failure to Negotiate- If the selected proposer(s) fails to provide information required to begin negotiation in a timely manner, if the proposer(s) fails to negotiate in good faith, if the County and proposer(s) cannot mutually agree to an acceptable expenditure, or if the proposer(s) and the County, after a good faith effort, cannot come to terms, the County may terminate negotiations with the proposer(s) initially selected and commence negotiation with the next highest ranked proposer(s).

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 Maria Roussos, Ocean County Department of Human Services' Senior Program Monitor, mrroussos@co.ocean.nj.us, within three (3) business days of receiving a letter of rejection for funding.

Other Terms

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

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

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