



The Camden County Workforce Development Board
and
The County of Camden

REQUEST FOR PROPOSALS: 26-WFNJ/SNAP-01

For

Workfirst New Jersey Services
and
Supplemental Nutrition Assistance Program
Employment and Training Services

26-WFNJ /SNAP-01

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A. Questions Concerning REQUEST for PROPOSALS

Any questions regarding this Request for Proposals will be accepted until 11am on Friday August 28, 2026. Please forward questions in writing via e-mail to: Richelle@ccwib.com.

B. Key Events and Dates

Timeline/Dates

- | | | |
|----|---|-------------------------|
| 1. | Request for Proposals issued | Monday August 24, 2026 |
| 2. | Technical Assistance Zoom Conference (11:00 a.m.) | Monday, August 31, 2026 |

Topic: Tech Conference – WorkFirst New Jersey Services RFP
Time: Monday August 31, 2026 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84461996375?pwd=GNu2ta9bBwFlbC5Mb2RT7apmEFsMxe.1>

Meeting ID: 844 6199 6375

Passcode: WFNJ

One tap mobile

+13052241968,,84461996375# US

+13092053325,,84461996375# US

- | | | |
|----|---|--------------------------------------|
| 3. | Deadline for receipt of a formal proposal
at the Camden County WDB | Tuesday September 8, 2026
12:00pm |
| 4. | Evaluation of proposals begins | Thursday September 10, 2026 |
| 5. | Written offer of awards to vendors | Estimate. Wednesday Sept. 14, 2026 |

C. Delivery of Proposals

Proposals will be received by Camden County WDB until Noon on Tuesday September 8, 2026.

Two (4) copies of each proposal, all with original signatures in blue ink, are to be delivered to:

Richelle Hardison, Program Evaluator
Camden County WDB
1111 Markkress Rd., Suite 101, Cherry Hill, NJ 08003

Each Proposal must be in a sealed package and marked on the outside with
“RFP 26-WFNJ /SNAP-01” and the title(s) of services to be provided.

LATE OR INCOMPLETE PROPOSALS CANNOT AND WILL NOT BE CONSIDERED

**REQUEST FOR PROPOSALS FOR
WORKFIRST NEW JERSEY SERVICES
FOR
THE CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD
AND THE COUNTY OF CAMDEN**

**PART I
Instructions to Vendors**

This is a 57 page document including attachments. Please be sure to read each and every page, including, without limitation, all attachments.

Please note: the terms “firm”, “provider”, “contractor”, “proposer”, “vendor” and “respondent” may be used interchangeably throughout this document.

1.0 PURPOSE

The intent of this Request for Proposals and resulting contracts is to obtain services to address specific needs of welfare recipients, in accordance with the State of New Jersey TANF Work Verification Plan [New Jersey State Plan for Temporary Assistance for Needy Families \(TANF\) FFY 2024 - FFY 2026.pdf](#) and [NJ SNAP | SNAP Employment and Training \(E&T\) Program](#) . Recipients of Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) and General Assistance (GA), including Able Bodied Adults Without Dependents (ABAWD) often face a myriad of challenges to integrate into the workforce. Many recipients require a safe environment that will allow them to begin to build the skills necessary to obtain and retain unsubsidized employment and to ultimately reduce their dependence on public assistance. These individuals also often require a support network to successfully navigate this significant transition.

The State of New Jersey and Camden County have identified funds for a variety of skill building and supportive services to ensure the success of welfare recipients. The primary purpose of the services requested under this RFP is to get the participant into an activity leading to employment and keeping them in the activity until either the participant becomes employed or starts in a next assigned activity.

Camden County also recognizes that its non-English speaking residents face distinct barriers. Many are first-generation, and they have limited English proficiency. These non-English speaking individuals are now in an environment where employers prefer English speakers. Also, many foreign-born individuals are not adept at navigating the systems within which the general population

navigates. These barriers are extremely challenging.

Camden County is seeking proposals for services in the following categories:

1. WFNJ services will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation. The TANF program should be designed to provide full-time, countable work activities as prescribed for at least three months and be extended at no additional cost for up to a total of six months. The GA program should be designed to provide full-time, countable work activities for up to 35 hours per week for at least three months and be extended at no additional cost for up to a total of six months. Referrals must be accommodated on a same day/next day basis. The SNAP program should be designed to provide full-time, countable work activities for up to 35 hours per week for at least three months and be extended at no additional cost for up to a total of six months. This may include Able Bodied Adults Without Dependents (ABAWD) who may require up to 80 hours of countable activities per month.
- **The first component is Non-Education/Non-Work.** All WorkFirst NJ *Non-Education/Non-Work* service components must be done for a minimum number of hours prescribed per week. The prescribed or required number of *Non-Educational/Non-Work* hours shall NOT be exceeded. Each recipient (i.e., TANF, SNAP, and GA, including ABAWD) may have different minimum hour requirements per week. Services may include those identified on the WFNJ Service Dashboard chart under the *Educational Programs* section with the Provider column marked "Open for Proposals".
- **The second component is intensive WorkFirst NJ *Educational Programs*** connected directly to entry level employment, suitable to meet the needs of the participant or an employer and be provided for 10 hours per week. All WorkFirst NJ *Educational Program* service components must be done for a minimum number of hours prescribed per week. Services may include those identified on the WFNJ Service Dashboard chart under the *Educational Programs* section with the Provider column marked "Open for Proposals".
- **The third component is *Work Experiences*.** All WorkFirst NJ *Work Experiences* service components must be done environment for a minimum number of hours prescribed per week. The prescribed or required number of *Work Experiences* hours shall NOT be exceeded. Each recipient (i.e., TANF, SNAP, and GA, including ABAWD) may have different minimum hour requirements per week.
- **The fourth component is *Supportive Services*,** Clothing Assistance for participants entering the job market or a work activity. The Provider of this supportive service may provide each referral with at least one outfit, suitable for job interviewing, including appropriate garments and accessories. If services are proposed, Provider must work with participants who identify as male, female, as well as non-gender specific populations. Additional outfits are allowable with scheduled unsubsidized employment. This is an optional service component and is included as a Benchmark, if proposed.
- The provider will be required to provide daily onsite supervision.

- All services should be provided in close physical proximity to each other. The ideal provider will house the Educational Programs and Work Experiences components and other services together in every facility used.
 - All WFNJ training sites will require a formal Camden County/NJ Labor & Workforce Development (LWD) Worksite Agreement.
 - If the WFNJ site is not sponsored by the proposing agency, then there will be a need for a Memorandum of Understanding and the WFNJ Provider must have sufficient Educational Programs and/or Work Experiences slots to meet daily requirements.
- The program outcome is full-time 35 hours per week paid employment or sufficient earnings to close the cash grant. The provider must ensure that every participant is registered with Job Source and is regularly accessing job leads through an active email account.
- All enrollments must occur no later than September 30, 2027, to allow for final contract billing no later than November 30, 2027.

Providers responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

The Providers proposing Work Experiences services must demonstrate sufficient capability to provide, on a next day basis, actual Work Experience positions equal to the potential for referrals and must have an approved Camden County/NJ LWD Worksite Agreement.

Providers responding to this RFP must enclose any participant program entry requirements, if any, and accept all viable referrals.

Strict daily attendance record keeping for WFNJ related activities will be required and monitored for each participant including TANF, SNAP, GA, and ABAWD. Daily attendance records will show participant sign in and out with times and dates and supervisor/instructor certification. Summary data will be verified against original daily attendance sheets signed by the participant and provider.

Attendance summaries of actual hours attended will be reported using County certified (State approved) daily time and attendance forms and e-timesheet technology for TANF. Providers providing activities must have the technological capability to utilize Microsoft Excel based e-timesheets and timely execute e-time transmissions for participants as required by the State of New Jersey. Providers must also maintain Individual Monthly Attendance Forms for both the Work Experiences activity and the Educational Programs component separately (attached).

Technical assistance and training for providers concerning e-time sheet execution will be provided to contractors. If the timesheet indicates that the individual is not participating according to current local procedures, intervention with the participant must be initiated immediately. The on-site supervisor must report non-compliance immediately to the One-Stop agency that assigned the activity in accordance with current local procedures.

The New Jersey Workforce Innovation Notice 8-17(P) is intended to provide guidance related to the Credential Attainment and Measurable Skills Gain indicators of performance.

Firms responding to this Request For Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County's needs. It is the County's intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. The County intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(c).

Official County RFP documents are available from the County as described herein at no cost to the provider. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFP document that may or may not be complete. The County is not responsible for third party supplied RFP documents.

2.0 BACKGROUND INFORMATION

The Camden County Workforce Development Board, Inc. (WDB) provides coordination and oversight of all "to-work" activities in Camden County as defined under federal and state regulations and in New Jersey's Executive Order 36. As such the WDB, in accordance with the Workforce Innovation and Opportunity Act (WIOA) has overseen the development of a One-Stop system and centers that integrate the services of several local and government organizations to assist local residents with their career and employment needs. The Camden County WDB also takes responsibility for the planning and oversight of the Work First New Jersey (WFNJ) funds in partnership with Camden County and the Camden County One-Stop System (CCOS).

The specific extent and character of the specified services to be performed shall be subject to the general control and approval of The Camden County Workforce Development Board.

Any governmental, nonprofit or private-for-profit organization(s) may apply. Respondents must have a knowledgeable background and extensive experience in working with TANF, SNAP, GA, and ABAWD populations and have significant qualifications in the provision of services as described herein.

Providers will be selected through a competitive proposal process established by the Camden County Workforce Development Board and Camden County. Emphasis will be placed on Providers who demonstrate creative and innovative strategies that promote and support an individual's skill development and permanent transition into jobs as well as continuous and countable WFNJ participation. Camden County reserves the right to consider prior program

performance. Factors to be considered include WFNJ Service Dashboard selection/enrollment levels/LOS, benchmark attainment, and fund usage.

Camden County intends to fund multiple to ensure two factors, 1) that the diverse needs of the population are addressed and 2) that there is reasonable geographic access for all County residents.

Providers recommended for multiple funded proposals will be required to submit additional budget documentation reflecting actual costs.

Participant flow process

Participants will be referred to programs, as necessary, by the Camden County One-Stop Career Center.

Providers shall not accept CCOSCC referrals without a CASAS reading and math assessment, as documented on the referral form.

Except for Clothing Assistance, under no circumstances will a Provider receive more than a similar benchmark credit for a single participant within a single contract year.

MIS will send monthly level of service reports for each contract/provider by the end of every quarter; reports will include cumulative data through the prior month submissions. Providers are required to validate the data against existing records and report discrepancies to MIS within one week of receipt.

Camden County/WFNJ Worksite Agreements Required

Provider must have executed agreements with all subcontractors or partner agencies, other than the One-Stop itself, that are to provide Work Experiences assignment positions and/or transportation to activity sites. The agreements or side letters should state specific numerical capabilities for services provided and must be signed by both parties.

Worksite Sponsor Information

The Work Experiences sponsor must abide by the following requirements: The sponsor must provide the WFNJ participant with guidance and supervision necessary to participate in the work experience component. The sponsor must provide safety equipment, special clothing, and tools needed to perform the assigned duties. The work environment must meet State safety standards. The sponsor must assume the cost of any required pre-employment background checks and/or medical examinations for WFNJ participants.

Assessment Requirements

Providers must use the CASAS (computer/online version) for all Educational Programs unless there is a documented accommodation issue. Providers will be responsible for replacing any assessments that expire or lose their approval status during the term of this agreement. **The CASAS must be utilized for pre- and post- testing throughout the period of participation.**

3.0 COMPLIANCE WITH LAWS

The successful provider(s) shall comply with all applicable federal, state and local statutes, rules and regulations, as well as the standard assurances and certifications of the NJLWD.

Proposals will be funded through the State of New Jersey Department of Labor and Workforce Development's Work First New Jersey funds. The Federal government allocates TANF and Food Stamp Employment and Training funds to the States to be used in a manner consistent with US Department of Health and Human Services regulations governing these funds and in coordination with the purpose and intent of the Workforce Innovation and Opportunity Act.

This Request for Proposals (RFP) is in accordance with and governed by The Deficit Reduction Act of 2005, which reauthorized the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. PRWORA (Public Law 104-193) established the Temporary Assistance for Needy Families (TANF) block grant program. Under TANF, states determine the eligibility of needy families and the benefits and services those families will receive. States must use the TANF funds consistent with the purpose of the law, which contains strong work requirements, time limits assistance, reduces welfare dependency, and encourages two-parent families.

States are required to submit plans for both TANF and WIOA. New Jersey established the Work First New Jersey program, pursuant to the Work First New Jersey Act, Public Law 1997 c.13, .14, c.37 and c.38, N.J.A.C. 10:90-1.1, to build and expand upon the foundation of the basic principles set forth in PRWORA. In turn, the State of New Jersey required local Workforce Development Boards and counties to provide plans for both Work First New Jersey and WIOA.

Proposers must meet the requirements under the US Department of Health and Human Services, the State of New Jersey's TANF Plan, the Camden County Workforce Development Board's Strategic Plan, State of NJ TANF Work Verification Plan, and Work First New Jersey Plans. In addition, successful Providers must work with the CCOSC to ensure that participants meet work activity and other requirements for continuing to receive assistance. Please be advised that changes and/or requirements to the federal and state regulations may be made and that all providers shall be required to comply with these changes at any time during the contract period.

Jobs for Veterans Act: Priority of Service must be given to any returning veterans and eligible spouses (20 CFR Part 1010).

In accordance with the **Stevens Amendment**, this program is financed with 100% federal funds. Last year the amount was **\$1,246,000**. No non-federal funds are used for this program.

The following amount is an estimate based on the prior year's budget. For the Work First New Jersey TANF population, **\$997,500 is estimated**. For Work First New Jersey GA and GA/SNAP population, **\$248,500 is estimated**. Please note, since the County of Camden has not received the requisite Notice of Obligation prior to the release of this RFP, the awards under this RFP are therefore subject to the availability and appropriation of sufficient funds. It is the intent of

Camden County to fund multiple proposals for the reasons mentioned previously. Camden County will enter a hybrid contract with Providers who are awarded contracts. More specifically, the contract will specify that the Provider may receive 60% of the contract awarded on a cost-reimbursement basis. The remaining 40% may be paid based on performance payment benchmarks. Each service category has a mandatory maximum cost per participant.

To ensure the best utilization of limited funding, all selected providers will have 60% of total funding available through cost reimbursement. The remaining 40% of total funding will be earned through performance benchmarks.

Example:

- . Contract for \$100,000
- . 60% (\$60,000) available through cost reimbursement.
- . 40% (\$40,000) earned through Performance Benchmarks.

Failure to enroll during the initial funding period will require an immediate, written corrective action plan, subject to approval, and no payments will be processed. The WDB and the County reserve the right to decrease or terminate the total contract at any time. Note that the total of cost reimbursement payments and benchmark achievement payments will not exceed actual documented expenditures or contract amount, whichever is lower.

Contract enrollments more than LOS are permitted and benchmarks will be honored up to the contract amount and provider expenditures. In no event shall total reimbursement (cost reimbursement plus benchmark payments) exceed actual expenditures.

A Certified Monthly Expenditure Report (CMER) must be submitted monthly throughout the duration of the contract by the 10th working day of the following month to Fiscal Manager, Camden County One-Stop, 101 Woodcrest Road, Suite 127, Cherry Hill, NJ 08003. The WDB and the County reserve the right to cancel if CMERs are not submitted by the Contracted due date.

MIS will send quarterly level of service reports for each contract/provider by the end of every quarter; reports will include cumulative data through the prior month's submissions. Providers are required to validate the data against existing records and report discrepancies to MIS within one week of receipt.

Mid-Year Reviews – Prorated total benchmark attainment (not just LOS) and expenditures will determine compliance. If expenditures are below 50%, any or all subsequent (remaining) increments may be deemed unattainable. Percentage utilization of funds must be consistent with percentage of contract term completed.

Should grant funds be available, the County reserves the right to award additional slots at the Provider's request, provided the Provider is in compliance with the terms of the awarded agreement. The number of additional slots in no instance shall exceed 25% of the original level of service.

Proposers may submit a single proposal for more than one component. However, a separate budget must be submitted for each component. Proposers who are recommended for award of

more than one component will be required to submit additional budget documentation reflecting projected costs and cost allocation to the separate component programs.

The specific unit cost, anticipated levels of service, performance requirements and payment benchmarks for each WFNJ Service Dashboard service being solicited under this RFP are further defined within each service component described within this RFP request.

Note: The County reserves the right to negotiate with any or all providers meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the County's Request for Proposals policy.

4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS

4.1 SUBMISSION OF PROPOSALS

Five (5) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements, should be provided. Proposals must be provided to the Camden County Workforce Development Board, 1111 Markkress Rd., Suite 101, Cherry Hill, NJ 08003.

Proposals are scheduled to be opened on **Tuesday September 8, 2026 at 12 Noon** local prevailing time. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP and Service to be provided clearly marked on the outside. It is recommended that each proposal package be hand delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of provider(s) shall be made by the Camden County Board of Commissioners by formal resolution. Contract(s) for services will be provided by the County of Camden through the Camden County Workforce Development Board.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS: Are due in writing by Friday August 28, 2026 via e-mail to: Richelle@ccwib.com.

TECHNICAL ASSISTANCE SESSION It is strongly urged that all providers attend the scheduled Technical Assistance Session to be held at via Zoom Conference at 11:00 am Monday, August 31, 2026

Topic: RFP Tech Conference - WorkFirst

Topic: Tech Conference – WorkFirst New Jersey Services RFP
Time: Monday August 31, 2026 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/84461996375?pwd=GNu2ta9bBwFlbC5Mb2RT7apmEFsMxe.1>

Meeting ID: 844 6199 6375

Passcode: WFNJ

One tap mobile

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+13092053325,,84461996375# US

Electronic copies of the proposal packet are available upon written request.

4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS

Addenda/revisions to this Request For Proposals shall be provided to all firms who have received this Request For Proposals.

4.4 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

5.0 INSURANCE

Prior to commencing work under contract, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County a thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request For Proposals and provide proof of same by supplying a certificate of insurance naming the County as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the County until the certificate of insurance is provided with the signed contract.

5.1 PROFESSIONAL LIABILITY

\$1,000,000 errors and omissions/malpractice for occurrence.

5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

Statutory coverage for New Jersey; \$500,000 Employer's Liability;

5.3 GENERAL LIABILITY

\$1,000,000 per occurrence/ \$3,000,000 aggregate for bodily injury and property damage.

5.4 AUTO LIABILITY

\$1,000,000 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

6.0 INDEMNIFICATION

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

7.0 MISCELLANEOUS REQUIREMENTS

7.1 Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Proposals. Emphasis should be on completeness and clarity of content.

7.2 The contents of the proposal submitted by the successful firm(s) and this Request For Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the County of Camden.

7.3 Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

7.4 The County of Camden reserves the right to reject any and all proposals received in accordance with NJ law.

7.5 Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Camden County Administrator.

7.6 The selected firm(s) shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (affirmative action language attached) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

7.7 The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement. Including a copy SAM.gov listing showing your Debarment status.

7.8 All responses to this Request For Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

7.9 Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

7.10 Contracts awarded pursuant to this Request For Proposals may be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent after the original contract award, and not for the purpose of undertaking new or different work or projects. Any contract amendment for such additional work must be approved by resolution of the Board of Commissioners.

7.11 The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the Board of Commissioners, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

7.12 Pursuant to N.J.S.A. 19:44A-20.27, it is the Provider's responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) exceeding \$50,000 from public entities, including Camden County. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

7.13 All Firms shall comply with the State Contractor Business Registration requirement ("BRC"). Firms may file a BRC with the County prior to award of contracts if not filed with the RFP. ALL FIRMS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR PROPOSAL (See also Part II, Section I, herein).

7.14 APPROVAL AND CERTIFICATION OF BILLING STATEMENT: Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Camden County Board of Commissioners. Pursuant to N.J.S.A. 40A:11-19.1, unless otherwise provided for in the contract, the required payment date shall be 60 calendar days from the receipt of a properly executed invoice, or 60 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services are rendered. Interest on amounts due shall be paid for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest shall be paid at the rate specified by the State Treasurer for State late payments.

7.15 N.J.A.C. § 17:44-2.2 AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:
(a) Relevant records of private providers or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).
(b) Providers shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

7.16 AMERICAN GOODS AND PRODUCTS TO BE USED WHERE AVAILABLE

Where applicable, pursuant to N.J.S.A. 40A:11-18, only manufactured and farm products of the United States wherever available, shall be used in the execution of the work or supply of goods as specified herein.

7.17 CAMDEN COUNTY/NJ DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT (NJ LWD) WORKSITE AGREEMENTS AND APPLICABLE WORK EXPERIENCES MEMORANDUM OF UNDERSTANDING:

There must be an executed Camden County/NJ DLWD Worksite Agreement for each Work Experiences site to be used under the Proposal. A list of sites to be used, the addresses, and the F.E.I.N. for each entity involved must be submitted with the Proposal.

In addition, for each site not with the proposing agency, an executed or draft Memorandum of Understanding between the Proposer and the independent site, specifying the number of daily slots to be made available, must accompany this Proposal.

7.18 PROPERTY INVENTORY:

The Contractor/Grantee is responsible and accountable for all equipment and property purchased with funds under this Agreement or any prior year agreement including purchases made by any Contractor or Subcontractor receiving payments on behalf of the Contractor/Grantee. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the Contractor/Grantee and submitted annually to the One Stop. Procedures for property records are outlined in the NJSDA Guide for Contracting and Property Management, and the Contractor/Grantee shall

follow those procedures. The Contractor/Grantee agrees to provide the same security and safekeeping measures for property paid for under this contract as the Contractor/Grantee provides for the same or similar property owned by the Contractor/Grantee. The Contractor/Grantee agrees to impose similar conditions upon any Contractor or Subcontractor engaged to provide services under this contract.

7.19 NJ DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT - STANDARD ASSURANCES AND CERTIFICATIONS AND GENERAL PROVISIONS:

The Contractor/Grantee will comply with all applicable provisions as issued by the NJ Department of Labor & Workforce Development in the Standard Assurances and Certifications and General Provisions document.

7.20 HANDLING AND PROTECTIONS OF PERSONALLY IDENTIFIABLE INFORMATION (PII):

Personally Identifiable Information (PII) is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The Contractor/Grantee will comply with all applicable United States Department of Labor Employment and Training Administration requirements regarding the handling and protections of Personally Identifiable Information (PII), as detailed in the attached New Jersey Workforce Innovation Notice 6-15. The Contractor/Grantee will submit a copy of its PII Policy & Procedure with each Proposal. Copies of the Camden County One-Stop Career Center PII Policy and Procedure may be also obtained as a reference upon request.

8.0 CRITERIA FOR EVALUATION OF PROPOSALS

The Proposal Review Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 8.1** Proven record of experience, including referrals, in providing the type of services detailed herein.
- 8.2** Ability to provide services in a timely manner
- 8.3** Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).
- 8.4** Location of office and availability of personnel.
- 8.5** Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- 8.6** Cost of services (i.e. price proposal)

The Camden County Workforce Development Board and the County are jointly responsible for the selection process. All proposals must be reviewed and scored based on the evaluation criteria developed by the Workforce Development Board, which is contained in this Request for Proposals and incorporates all the items listed above.

The Proposal Review Committee will be comprised of representatives from the private sector committee members of the Systems Performance Committee, One-Stop Partners, the Fiscal Agent, and the One-Stop Operator or designee, but a majority of the team will be State and County employees.

Proposers may submit a proposal on more than one component. A separate proposal and budget must be submitted for each component. Proposers who are recommended for award of more than one component will be required to submit additional budget documentation reflecting projected costs and cost allocation to the separate component programs.

Proposal review may include request(s) for clarification on submitted documentation.

Work First New Jersey and SNAP E&T Proposal Rating Criteria

The Proposal Review Committee will independently evaluate each submission, and selection will be made upon the basis of the Scoring Rubrics listed below and attached hereto:

- WFNJ Services Scoring Rubric 26-WFNJ/SNAP E&T-01
- WFNJ Services Reading & Discussion Document 26-WFNJ/SNAP E&T-01

Proposals must receive at least 50% of the available points in each section in order to be eligible for funding consideration. Past Camden County contract performance will be considered.

Use of Prior History in RFP Review – Cost Price Analysis of all like programs will record each program/total funds expended/total participants served/ and cost per participant. This will be used in the Budget review process – total operating budget per provider for similar programs must be equal to or less than actual cost for the prior year. Any increases must be addressed in the detailed budget and program narrative.

Use of Prior History in Contract Awards: Percentage of awarded funds utilized in prior year; Level of Service attained in prior year; Percentage of successful benchmark attainment in prior year; Timely Adherence to all administrative requirements, including but not limited to, Certified Monthly Financial Reporting, voucher submission, and audit report submission.

9.0 TERM & TERMINATION

This RFP is soliciting services for one contract period:

- **Programs to commence on October 1, 2026 with all enrollments documented by September 30th 2027**

Camden County reserves the right not to award a contract for services in program year 2026 or to award a contract for services in program year 2026 later.

Based upon fund availability and provider's level of performance, contracts may be awarded for a second contract period, from October 1, 2027, through September 30, 2028, with modifications.

The County may terminate the agreement for any reason upon thirty (30) days written notice to the firm. In this event, the County shall only be responsible for payment up to the effective date of termination.

Termination for Cause: For those providers who demonstrate they cannot utilize their awarded slots and/or funds, their contracts may be de-obligated after review by the Camden County Fiscal and Workforce Development Board (WDB) staff. Formal notice to the contractor as specified in the contract will be provided.

Termination for Convenience: With 30 days advance notice, in writing, to the other party to the contract, the One-Stop or the contractor may request a termination for any reason. The contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

PART II
PROPOSAL REQUIREMENTS

Providers are requested to propose Non-Education and Non-Work, Educational Program, and Work Experience, and Supportive Service Clothing Assistance (optional) Services for the County of Camden, New Jersey.

FORMAT

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Other Information
- H. MBE/WBE Tracking Information
- I. State Contractor Business Registration Program
- J. Schedule of Allowable/Unallowable Expenses for certain services
- K. Disclosure of Investment Activities in Iran and Certification of non-involvement in prohibited activities in Russia or Belarus - **must complete, sign, and return both forms prior to award of Contract**

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

SECTION A - SCOPE OF SERVICES

Providers must work closely with the Camden County One-Stop Career Center Services throughout the period of the activity to ensure that the participant is meeting all requirements, including full time participation in full-time allowable and countable activity of up to 35 hours per week without break in participation, and to obtain any supportive services that may be critical to a participant's success.

The County of Camden is requesting the following services for the Camden County Workforce Development Board for the period **October 1, 2026, through September 30, 2027.**

WorkFirst New Jersey and SNAP E&T Service Dashboard

Activity	Description	Fund	Provider
Non-Education, Non-Work			
1. Supervised Job Search (Not a stand-alone service for ABAWD)	- A structured work activity assigned to employable participants who are on the path to becoming self-sufficient. - Part of the program's work requirements are designed to help recipients actively seek and secure employment while receiving benefits. - Individuals who are work-ready, interested in securing employment and need structured support to conduct effective job search. - Participants are encouraged or may be required to enroll in a supervised job search following successful completion of another component	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program No Proposals
2. Job Search Training (Not a stand-alone service for ABAWD)	- Encourages participants to actively look for work as a condition of receiving assistance. - Provides support and guidance to improve employability. - Ensures compliance with work requirements by tracking participation and progress. - Attend meetings or workshops. - Complete applications and follow-up steps. - Participate in career coaching or job readiness training. - Maintain a record of job search efforts. - Resume development, interview preparation, and job placement. - Individuals who are less work-ready and unlikely to secure employment without additional instructions, skill-building, and hands-on-job search support.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program No Proposals
3. Job Retention (Not a stand alone service)	- Program provides tools and services to assist the participant in staying on track with work requirements, maintain benefits, and move towards self-sufficiency. - Focus is to work towards or keep employment. - Individuals who have secured employment either during or after participation in another component and require additional support to transition into permanent employment. - Providers may offer Job Retention services for up to 90 days and must provide them for 30 days, consistent with federal rules, even if the participant loses eligibility for benefits during this period.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program and Open for Proposals
4. Self-Employment	- Program provides tools and services to assist the participant in staying on track with work requirements, maintain benefits, and move towards self-sufficiency. - Focus is to work towards or keep employment. - Individuals who have secured employment either during or after participation in another component and require additional support to transition into permanent employment. - Providers may offer Job Retention services for up to 90 days and must provide them for 30 days, consistent with federal rules, even if the participant loses eligibility for benefits during this period.	TANF SNAP GA (ABAWD)	CCSA One-Stop WFNJ Program No Proposals
5. Job Coaching/Job Mentoring (Not a stand alone service)	Structured, supportive relationships designed to help individuals develop skills, improve performance, and advance careers.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program and Open for

WorkFirst New Jersey and SNAP E&T Service Dashboard			
Activity	Description	Fund	Provider
	- Coaching is a co-creative, equal partnership process that identifies challenges, explores solutions, and sets goals for improvement. - Characteristics include asking effective and provocative questions, to stimulate thinking and problem solving. - Assisting participants in finding their own answers rather than giving direct advice. - Focusing on immediate performance and skill development. - Maintaining confidentiality and accountability to goals. - Mentoring is a longer-term, supportive relationship where a more experienced person shares knowledge, guidance, and personal insights to help a less experienced person grow. - Characteristics of Mentoring include providing broader career guidance, sharing expertise, strategies, and experience to avoid mistakes, focus on long-term career development and succession planning.		Proposals
6. Substance Abuse Initiative (SAI) and Behavioral Health Initiative (BHI)	- Provide coordinated assessment, treatment, and care management for recipients with substance abuse use and mental health challenges to support employment and overall well-being. - Services include assessment and case management, treatment referrals, care coordination, monitoring and utilization review, and support for severe cases. - Outcomes include improved access to treatment, enhanced coordination, reduction in fragmented care and duplication of services, support for sustained employment with a comprehensive, and integrated approach.	TANF SNAP GA (ABAWD)	State Contracted No Proposals
Educational Programs			
7. Basic Skills/GED, Basic Education or Foundational Skills	- Foundational literacy and workplace competencies that are needed to succeed. - Educational literacy requirements help participants meet work readiness goals and fulfill certain program conditions. - Reading and understanding written instructions. - Writing clear, legible correspondence and reports. - Performing simple math calculations. - Communicating effectively in English. - Using technology for job applications, online training, and communication. - Programs that provide literacy, numeracy, and basic skills instruction up to an 8th grade proficiency level or participants who attain or already demonstrate this level are prepared to qualify for a high school general equivalency diploma or equivalent certification.	TANF SNAP GA (ABAWD)	Open for Proposals
8. English as a Second Language (English Language Learners)	- Language instruction and support services provided to participants who are learning English as a second or additional language. - This component is part of the broader WorkFirst services aimed at helping recipients become work ready. - Helps participants achieve essential communication skills such as reading, writing, speaking, and listening coupled with employability skills to use other services to gain, advance, or retain employment.	TANF SNAP GA (ABAWD)	Open for Proposals

WorkFirst New Jersey and SNAP E&T Service Dashboard

Activity	Description	Fund	Provider
	- Structured English language and job-skills training provided to help participants overcome language barriers, build workplace competencies, and move toward self-sufficiency. - Part of a core component of work-readiness and employment support services.		
9. Work Readiness	- Refers to services and activities designed to help recipients prepare, enter, and maintain employment. - Typical services include work search and placement, job training and education, unpaid, supervised work and training with public, non-profit, or charitable employers to assist with the adjustment of an employment setting and combine education and job training. - Intensive programs that include skill assessment and educational remediation services to prepare participants for the workforce, including both foundational cognitive skills, and non-cognitive skills (soft skills).	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program and Open for Proposals
10. Financial/Digital Literacy	- Refers to a set of skills and competencies needed to effectively use technology for personal, educational, and employment purposes. - Components may include basic computer and software skills, industry recognized credentials, AI literacy, career readiness and mentoring. - Financial Literacy is defined as the knowledge, habits, and skills necessary for making informed decisions about personal finance. - Financial Literacy includes understanding of how emotions, peer influences, advertising, personal money habits, and lifestyle choices affect financial decisions. - Awareness of the financial landscape such as forms of money, consumer protection laws, budgeting, building and managing debt, economic and government influences, financial institutions, identifying financial risks, making investments, and understanding insurance. - Prepare individuals for post-secondary education, careers, and independent living with financial responsibility, informed decision making, and the ability to navigate complex economic environments.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program and Open for Proposals
11. Career/Technical Education or Vocational Training	- A sequence of courses or modules aligned with academic standards and technical knowledge and skills for in-demand professions. - Provides technical skill proficiency and results in an industry-recognized credential or associates degree. A sequence of courses or modules aligned with academic standards and technical knowledge and skills for in-demand professions. - Supports developmental career education for career awareness, exploration, and preparation. - Coordinates a dual-track approach that ensures adult learners are building foundational skills and career readiness simultaneously.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program or WIOA Title I No Proposals
12. Integrated Education & Training/Bridge	- Combines adult education and literacy activities with workforce preparation and occupational training. - Build academic and literacy skills while gaining job-specific competencies.	TANF SNAP GA (ABAWD) via WIOA	One-Stop WFNJ Program or WIOA Title I No Proposals

WorkFirst New Jersey and SNAP E&T Service Dashboard

Activity	Description	Fund	Provider
	- Allows the participant to quickly move from basic education to employment or post-secondary education. - Programs that combine occupational skills training, work readiness, and adult education services to increase the educational and career advancement of participants. - Programs that provide academic and technical knowledge and skills at the post-secondary level for emerging jobs or trades, with instruction designed to lead to industry-valued credentials, certifications, licenses, or degrees.		
13. Vocational Education Training	- A type of training activity that is specifically related to an industry-valued occupation or trade. - Time limitations may apply.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program or WIOA Title I No Proposals
Work Experiences			
14. Internship	- An approved structured work activity that counts towards the program work requirement. - A type of approved work activity and includes paid or unpaid community organizations, nonprofits, government agencies, or private sector placements. - Educational internships are tied to job training or certification programs. - Work-study programs or apprenticeship-style placements that combine learning and on-the-job experience. - Programs that provide temporary, structured learning experiences in a workplace, designed to help participants learn about a job or career. - Individuals who are exploring career options are unsure of the industry or occupation and want to pursue and would benefit from exposure to different workplace environments.	TANF SNAP GA (ABAWD) via Adult	One-Stop WIOA Title I No Proposals
15. On-the-Job Training	- Targeted development tool that aligns job training and assists them in gaining marketable skills. - Subsidized work-based learning program that helps job seekers gain skills and secure employment. - Provides wage reimbursement to employers. - Helps job seekers obtain training. - Supports employers by covering part of the cost of new hires, especially those with barriers. - Bridges skill gaps to train and perform effectively. - Programs where participants are hired by an employer and learn while working. - Programs must comply with On-The-Job-Training rules under WIOA.	TANF GA (ABAWD)	State Funded No Proposals
16. Transitional Jobs	- A time-limited, paid work experience that offers individualized career services to eligible individuals. - Help establish a work history. - Demonstrates a successful employee-employer relationship. - Develop skills that can be translated to unsubsidized employment. - Help establish a work history. - Demonstrates a successful employee-employer relationship. - Develop skills that can be translated to unsubsidized employment.	TANF SNAP GA (ABAWD) via WIOA	One-Stop WIOA Title I No Proposals

WorkFirst New Jersey and SNAP E&T Service Dashboard

Activity	Description	Fund	Provider
17. Work-Based Learning	- A structured educational approach that integrates classroom learning with real-world work experiences to prepare students for careers. - Assists individuals transitioning from public assistance or those with barriers to employment. - A bridge program that equips students with both skills and experience. - A tool for workforce innovation and economic self-sufficiency.	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program or WIOA Title I No Proposals
18. Pre-Apprenticeship	- Bridges the gap between general education or job readiness training and formal apprenticeship. - Provides the skills, knowledge, and work experience to successfully transition to a registered apprenticeship. - Ensures participants are job ready, have the necessary competencies, and meet the eligibility criteria for apprenticeship. - Ensure participants are job ready, have the necessary competencies, and meet the eligibility criteria for apprenticeship. - Programs that help participants build the skills needed to enter and succeed in an apprenticeship. These programs must be directly connected to a specific apprenticeship, so participants have a clear next step.	TANF SNAP GA (ABAWD) via other funding	State/Federal No Proposals
19. Work Activity	- A structured, approved, engagement that counts toward meeting a program's work requirement for recipients. It is designed to help participants gain skills, work experience, and employment opportunities while receiving assistance. - A programmatic requirement that counts toward a weekly work requirement schedule as determined by the CSSA Case Manager. - Intended to move participants toward self-sufficiency.	TANF SNAP GA (ABAWD)	Open for Proposals
20. Paid Work Experience	- Full or part-time employment in a wage or salary job. - Allows the participant to retain eligibility for benefits. - Must be documented and reported to make sure it counts towards the work requirement. - Any work where the participant is compensated for time, whether a traditional job, a paid internship, or a wage-reimbursed training placement, if it is approved and recognized.	TANF SNAP GA (ABAWD) via Adult or Youth	One-Stop WIOA Title I No Proposals
21. Community Service Program (Not a stand-alone activity, must be combined with an Educational Program)	- An approved work activity that can be counted toward a participant's work requirements. - Combines work, job readiness, and community service. - Time limitations may apply. - Intended to promote self-sufficiency, community engagement, and public benefit. - Strengthens the community by addressing local needs and provides participants with valuable work experience skills. - Individuals that are ready for employment but unable to secure a job. - This service component should be assigned only to individuals who require additional work experience to increase employability	TANF SNAP GA (ABAWD)	Open for Proposals

WorkFirst New Jersey and SNAP E&T Service Dashboard			
Activity	Description	Fund	Provider
22. Job Skills Training Directly Related to Employment	- A type of training that is supervised on an on-going basis with supervision occurring no less than once each day. - Training must be employer focused, structured, monitored, and aligned with local labor market needs. - To prepare participants for jobs they can hold, advance, or adapt to in the current labor market.	TANF SNAP GA (ABAWD)	Open for Proposals
23. Basic Remediation	- A core set of requirements and conditions that all participants must meet. - Ensures that WFNJ is not a long-term program, but a transitional support system that helps individuals and families move toward employment and independence. - Participants must work, actively seek employment, or participate in an approved work activity as a primary goal.	TANF SNAP GA (ABAWD)	Open for Proposals
24. Unsubsidized Employment	- A key component of WFNJ performance outcomes. - A job that is for the participant's benefit (self-employment) or for another employer, rather than as part of state-funded work activity. - Participants may still have requirements to meet even while earning/working unsubsidized employment.	TANF SNAP GA (ABAWD)	CSSA One-Stop WFNJ Program No Proposals
Supportive Services			
25. Clothing Assistance	- Provide clothing services on an open basis, upon referral. - Work with participants who identify as male, female, as well as non-gender specific populations. - Stock a full range of professional attire for participants. - Render personal assistance to participants in selecting outfits. - Provide one complete outfit for job interviews.	TANF SNAP GA (ABAWD)	Open for Proposals
26. Industry-valued Credential	a recognized degree, diploma, certificate, or certification awarded for an occupation that is valued and demanded by employers	TANF SNAP GA (ABAWD)	One-Stop WFNJ Program WIOA, Title I No Proposals

1. WORKFIRST NEW JERSEY AND SUPPLEMENTAL NUTRITION ASSISTANCE EMPLOYMENT AND TRAINING PROGRAM

The County of Camden seeks providers to provide ***Non-Educational/Non-Work Programs, Educational Programs, Work Experiences, and Supportive Service Clothing Assistance*** for TANF, SNAP and GA recipients, including ABAWD. The goal is to prepare participants for sustained employment through work experience, job readiness training, and measurable skill gains.

General Requirements for TANF, SNAP, and GA, including ABAWD Programs

- Providers must collaborate with the Camden County One-Stop Career Center (CCOSCC) to ensure participants meet all program requirements.
- Participants must engage in **full-time countable activities** (35 hours per week for TANF, as prescribed for GA, SNAP, and ABAWD).
- Services must be provided in **close proximity** to other required activities.
- All ***Non-Educational/Non-Work, Educational Program, and Work Experiences*** sites require a **formal Worksite Agreement** with Camden County/NJ LWD.
- Providers must maintain **strict attendance records** and report participation, progress, and any non-compliance.
- Placement assistance must be provided to help participants transition to full-time employment or further education

Educational Programs and Work Experiences

Program Components:

- **Target Population:** Camden County TANF, SNAP, and GA, including ABAWD recipients referred by CCOSCC.
- **Duration:** Up to 35 hours per week, renewable up to **six months** with CCOSCC approval.
- **Work Experience:**
 - Up to **25 hours per week**.
 - Must align with **in-demand occupations**.
 - On-site supervision is required.
 - **Unsubsidized employment** for 35 hours per week or sufficient to close the cash grant.
- **Educational Programs:**
 - 10 hours per week of activities as defined on the WFNJ Service Dashboard.
 - Goal: Attainment of **measurable skills gains, post-secondary credentials, high school diploma, or equivalency, or**
 - **Unsubsidized employment** for 35 hours per week or sufficient to close the cash grant.
- **Employment Substitution:**
 - Providers may substitute **25 hours of paid employment** for *Work Experiences* if properly documented.

- **Non-Work components:**
 - Enrollment in **State-approved job search platforms**.
 - Regular job search activities and **placement support** in coordination with NJLWD.
 - Mandatory evaluations to determine work readiness and recommend next steps.

WorkFirst NJ Benchmark Performance:

Definition: Documented attendance from E-time (if applicable) with activity on the first day of a CCOSCC approved start date; or Other CCOS approved attendance form with activity on the first day of a CCOSCC approved start date.

1. **Enrollment & Participation – 100% target**
 - Payment: Included in the **cost-reimbursement** portion.
2. **First Measurable Skills Gain – 55% target**
 - Achievement of **one educational functioning level** within six weeks.
 - Payment: **\$500 per participant** upon verification.
3. **Second Measurable Skills Gain – 55% target**
 - Achievement of **another educational functioning level** within the next six weeks.
 - Payment: **\$500 per participant** upon verification.
4. **Employment or Education – 55% target**
 - **Employment (35 hours/week) retained for 90 days** or
 - Enrollment in **postsecondary education/training**.

Payment: **\$500 per participant** upon verification

5. **Supportive Service Clothing Assistance (if proposed)**
 - The Provider of this supportive service may provide each referral with at least one outfit, suitable for job interviewing, including appropriate garments and accessories.
 - Providers must work with participants who identify as male, female, as well as non-gender specific populations.
 - More than one outfit is allowed with scheduled unsubsidized employment.

Fee for Service Payment: The Provider will be paid **\$60** for each valid referral when *Services are Provided* to an eligible participant, with proper and acceptable documentation, at a total cost not to exceed the amount of the contract award.

Performance Payment Benchmarks Requirements

1. Enrollment and Participation (No Benchmark)

Performance Target: 100%

- **Definition:**
 - Documented attendance from E-time (if applicable) or an **approved CCOS attendance form** showing activity on the first day of a **CCOS-approved start date**.

- **Performance Indicator:**
 - Enrollment numbers must meet the **contracted level of service**.
 - **Submission Requirements:**
 - Documentation of Enrollment and Participation must be submitted to the **CCOS MIS Unit within five (5) working days of enrollment**.
 - **Payment:**
 - Included in the **60% cost-reimbursement** portion of the contract, based on the **county voucher payment schedule**.
-

2. First Measurable Skills Gain (Benchmark I)

Performance Target: 55%

- **Definition:**
 - **Satisfactory or better progress** toward **established occupational training milestones**, in alignment with WFNJ or WIOA Title I program requirements.
 - **Performance Indicator:**
 - The **first measurable skills gain must be attained within the first six (6) weeks** of program participation.
 - **Submission Requirements:**
 - Documentation of **Measurable Skills Gain achievement** must be submitted to the **CCOS MIS Unit within five (5) working days** of achievement.
 - Submission must include documented attendance from **E-time (if applicable) or other CCOS-approved attendance forms**.
 - **Payment:**
 - **Up to \$500.00 per enrollment**, contingent on approved documentation.
 - Payments are subject to the **total benchmark unit cost and county voucher payment schedule**.
 - **Reference:**
 - **NJ Workforce Innovation Notice 8-17(P)**
-

3. Second Measurable Skills Gain (Benchmark II)

Performance Target: 55%

- **Definition:**
 - **Satisfactory or better progress** toward **additional established occupational training milestones**, in alignment with WFNJ or WIOA Title I programs.
- **Performance Indicator:**
 - The **second measurable skills gain must be attained within the second six (6) weeks** of program participation.

- **Submission Requirements:**
 - Documentation of **Skills Gain achievement** must be submitted to the **CCOS MIS Unit within five (5) working days** of achievement.
 - Submission must include documented attendance from **E-time (if applicable)** or other **CCOS-approved attendance forms**.
 - **Payment:**
 - **Up to \$500.00 per enrollment**, contingent on approved documentation.
 - Payments are subject to the **total benchmark unit cost** and **county voucher payment schedule**.
 - **Reference:**
 - **NJ Workforce Innovation Notice 8-17(P)**
-

4. Employment and Education (Benchmark III)

Performance Target: 55%

- **Definition:** Participant must meet **one of the following criteria:**
 - **Successfully completes the program** and secures **unsubsidized employment of at least 35 hours per week**, retaining employment for **90 days**.
 - Secures **unsubsidized employment under 35 hours per week** that results in the closure of the cash grant due to earnings (**temporary-to-permanent jobs may be accepted with proper documentation**) and retains employment for **90 days**.
 - Enrolling in an **educational program leading to a recognized postsecondary credential or employment** and **begins within 90 days of exit**, with **no break in service** between program completion and employment/education.
 - **Performance Indicator:**
 - **Employment or education must be achieved within 90 days** following exit from the program.
 - **Submission Requirements:**
 - Documentation of **employment, postsecondary education, or training start** must be submitted to the **CCOS MIS Unit within five (5) working days** of starting.
 - **Payment:**
 - **Up to \$500.00 per enrollment**, contingent on approved documentation.
 - Payments are subject to the **total benchmark unit cost** and **county voucher payment schedule**.
-

5. Supportive Service, Clothing Assistance (Optional Benchmark IV)

- The Provider of this supportive service may provide each referral with at least one outfit, suitable for job interviewing, including appropriate garments and accessories.
- Providers must work with participants who identify as male, female, as well as non-gender specific populations.
- More than one outfit is allowed with scheduled unsubsidized employment.

Fee for Service Payment: The Provider will be paid **\$60** for each valid referral when *Services are Provided* to an eligible participant, with proper and acceptable documentation, at a total cost not to exceed the amount of the contract award.

Additional Provider Responsibilities for TANF, SNAP, and GA Programs, including ABAWD:

- Provide **daily supervision** and support for all participants.
- Maintain **strict documentation** of attendance, participation, and progress.
- Report **non-compliance within 10 days** of last attendance.
- Ensure participants have access to **supportive services** needed for success.
- Submit **timely performance data** to CCOSCC.
- Collaborate with **local NJLWD staff** for job placement.

Component	TANF	GA/SNAP/ABAWD
Work Hours	25 Work Experiences + 10 Educational Programs (35 total)	Up to 25 Work Experiences + 10 Educational Programs (as prescribed)
Substitutable Work	25 hours of paid work allowed	Paid work allowed (as prescribed)
Supervision	Daily, onsite required	Daily, onsite required
Reporting	E-timesheets & daily logs	Daily logs, paper submissions
Retention of Records	1-year post-contract	3 years post-contract

The Providers proposing to provide WFNJ services must demonstrate sufficient capability to provide, on a next day basis, actual Community Work Experience positions equal to potential referrals for the training program.

Program Components for TANF, SNAP, and GA, including ABAWD:

- The program prepares participants for subsidized or unsubsidized employment in a demand occupation through short-term *Work Experiences*.
- Skills training may include *Educational Programs* for participants below the 4th-grade level.
- Some *Educational Programs* will prepare participants towards obtaining a post-secondary credential, high school diploma, or equivalency.

- The program must consist of a combination of **35 hours per week** of full-time countable activity (per Federal TANF regulations) for at least three months, renewable up to six months with CCOSC approval. The program for SNAP, GA, including ABAWD must provide countable activities based on prescribed requirements at referral.
- *Work Experiences* must include a **minimum of 25 hours per week** of services.
- Providers must provide **daily onsite WFNJ supervision** without exceeding the required hours of participation.
- The providers may substitute **paid documented employment of 25 hours per week** for the *Work Experiences* component, with the remaining 10 hours dedicated to an intensive *Educational Program*.
- The WFNJ performance goal is **full-time (35-hour) employment**, either unsubsidized or On-The-Job-Training (OJT) or earning sufficient wages to close the cash grant.
- Participants must be registered with the State-approved job search website and regularly access job leads through an active email account.
- **Attendance Requirements:**
 - Strict daily attendance tracking is required, with records showing participants sign-in/out times and supervisor certification.
 - Reports must be submitted via Camden County *Individual Monthly Attendance Form* and e-timesheets, transmitted at least twice weekly.
 - Providers must retain attendance records for three years post-contract expiration.
- **Placement & Support Services:**
 - Providers must collaborate with NJLWD staff for job placements.
 - Written evaluations of work readiness must be documented on the Individual Monthly Attendance Form **three weeks before program completion** to ensure continued participation without breaks.
 - Outreach efforts must align with WFNJ sanctioning guidelines, including phone calls, notices, in-person outreach, or third-party contact.
 - Post-TANF benefits must be explained and distributed to all TANF participants.
 - Job search logs must be maintained to track employment progress.

Provider Capability Requirement

Providers proposing to provide WFNJ and SNAP E&T Service Dashboard services must **demonstrate the ability to offer next-day placement** into actual *Non-Educational/Non-Work Experiences* Educational Programs and Work Experiences sufficient to meet potential referrals for the training program.

REQUIRED PROPOSAL FORMAT

The Proposal must include:

Each proposal must include the following items in the order listed below. Proposal Cover Sheet (use attached form) Statement of Work Narrative – Section 1: Executive Summary

Refer to the WFNJ AND SNAP E&T Service Dashboard Service Dashboard (page 20)

- Statement of Work Narrative – Section 2: Program Description (use the WFNJ Service Dashboard (page 21)
 - Identify the *Non-Educational, Non-Work Activities* the program will provide and include the weekly schedule of availability.
 - Include the *Educational Programs* the program will provide and include the weekly schedule of availability.
 - Include the *Work Experiences* the program will provide and include the weekly schedule of availability.
 - Include if your program will provide Supportive Service - *Clothing Assistance*.
- Budget Page (use attached form)
- Statement of Work Narrative – Section 3: Budget Information
- W-9 Form (as described in Section 7.17)
- **Camden County/NJ LWD Worksite Agreements** (as described in Section 7.19)
- **Applicable Work Experiences Memoranda of Understanding** (as described in Section 7.19)
 - Provider must provide executed agreements with all subcontractors or partner agencies, other than One-Stop itself, that are to provide *Work Experiences* assignment positions and/or transportation to activity sites. These must state specific numerical capabilities and be signed by both parties.
- **CCOS Property Inventory Record** (as described in Section 7.20)
- **Proposed provider/contractor's PII Policy and Procedure** (as described in Section 7.22)
- **Complete Audit** (done within last year) in accordance with applicable OMB Circular or Tax Form #990
(*This should be a separate, removable document*)
- **NJ Department of Labor & Workforce Development - Standard Assurances and Certifications and General Provisions** (located on website)
- **SAM.GOV listing showing debarment status**

The following three sections must be included within each proposal. Each of the first three sections has a maximum number of pages allowed. Proposals must respond to each question separately.

Section 1: Executive Summary (4 page maximum)

The Executive Summary should include a clear and concise description of the mission of the Provider, its goals and objectives, the scope of services to be provided, and the Provider's planned approach to achieving the goals. Each proposal must address the following, depending on the services being proposed:

1. Describe the specific goals and objectives for the program, including the number of eligible participants:
 - Specify the number of participants that can be enrolled in Non-Education, Non-Work services.
 - Indicate the number of participants that will be referred to or provided Supportive Services (clothing assistance).
2. Specify if services will be targeted toward a particular group within the eligible population:
 - Identify if skills training is targeted to specific groups, such as low levels of literacy.
3. Summarize the creative approaches to be used:
 - Describe innovative strategies in the provision of WFNJ services.
 - Describe creative approaches to working with participants receiving clothing assistance,
4. Describe the location of services:
 - Specify where each component of services will take place,
 - State where clothing services will be provided,
5. Describe how referrals will be transported to the activity site(s), if Supportive Services are proposed (Clothing Assistance).
6. Summarize experience and expertise of the organization and/or staff:
 - Focus on experience with welfare recipients and literacy skill services.
 - Highlight experience working with welfare recipients.

Section 2: Program Design (15 page maximum)

1. For the service category (or categories) proposed, include a participant flow chart. If one or more services will be provided by a partner or sub-contractor, identify the organization that will be providing each service and details regarding the partnership agreement. Describe the strategy for participant entry into next activity with no break in participation. Describe the strategy for participant entry into full-time employment with no break in participation. Describe the strategy for participant attainment of a job skills credential.
2. Identify the project start and end date, and length of services for each participant. Identify how often a new participant can start. Indicate the days and hours of activity. Provide a program calendar identifying holidays and other scheduled closures. Identify any other scheduling restrictions you may have.

3. Describe the program location including the specific site address, access by public transportation and handicap accessibility.
4. Describe what, if any, are the minimum participant skill requirements for this program.
5. Describe how the program will work with the Camden County One-Stop to effectively assist participants. Include the strategy for participant registration and tracking in Job Source, job fairs, and job recruitment events offered by the One-Stop. Describe the communication process with CCOSCC staff.
6. Please respond to the following questions specific to each WFNJ Service Dashboard category being proposed. Include references to best practices and/or knowledge gained through experience in working with this population.
 - a. Describe all specific skills training that can be provided? What curriculum will be used? How many hours per week will it last?
 - b. Describe how the Work Experiences activity will be structured. Who exactly will provide the activity? How many hours per week will it last?
 - c. How will the activities be supervised? How will each participant be evaluated and how often?
 - d. How will attendance be taken? How will attendance be reported? How will you handle participant absences?
 - e. What information will you be reporting to the CCOSCC?
 - f. What will the job planning activities include? How will you connect with the One-Stop?
 - g. What assessments will be conducted, plans developed, and evaluations done? At what point?
 - h. What reports and referrals will you make for each individual? To whom will they be delivered and when?
 - i. How will services be responsive to individual needs and skill levels?
 - j. How are employers or employer standards incorporated into the training?
 - k. What are the expected outcomes for each participant? How will you know they have been met?

Organizational Capability

7. Describe the agency's experience in working with the target population including the number of years of experience.
8. Describe the agency's experience in providing the proposed WFNJ services including the number of years of experience. Indicate whether you have a written Camden County NJ LWD worksite agreement.

9. Describe in detail how you will be able to provide the requisite number of Work Experiences equal to the potential for referrals, on a next day basis.
10. For those services that will be provided by another entity (sub-contractor or partner), identify the provider and the services they will provide. Describe their experience in providing that service and working with the target population. Describe how the participants will be transported to any other program locations not co-located.
11. Identify the staff who will be providing the services and provide their corresponding job descriptions. Describe their qualifications for working with this target population and/ or in providing the proposed services. If specific staff have not been identified, describe the qualifications for the specific job that will be filled later.
12. Describe the agency's organizational structure. Identify who will be the primary contact(s) for information and reporting for this program. If other agencies are involved in providing services, they must be included in the description.
13. Identify the staff who will be completing the time and attendance for each component of the proposed activity and describe how this will be done in the proposed services. If specific staff have not been identified, describe the qualifications for the specific job that will be filled later.

Measurable Outcomes and Deliverables

14. Describe the goals and outcomes of the proposed service(s). (These should correspond to your program description.) Identify the levels of achievement for each of the required measurable skills gain for the proposed services. Identify how achievement of each measurable skills gain will be documented.
15. Describe how the proposed services will result in the goals, outcomes and levels of performance identified.
16. Describe the program's performance management process. Illustrate, in particular, how you will assess and improve the programs performance throughout the grant period.
17. Describe what data will be tracked and documented, and how it will be tracked in order to evaluate the projects against the identified goals, outcomes, and performance measures and identify areas for program improvement.
18. Describe the participant tracking system to be used for the program. Be sure to link this system to your performance management process.
19. How will you ensure that the required monthly level of service reports will be submitted as required?

Section 3: Budget Information (EACH SEPARATELY)

Provide the following budget pages and fiscal documentation

- Proposed Program Budget summary sheet

- Budget Narrative (A detailed description justifying the budget line items submitted.)
- Cost allocation method. **NOTE: Budget based allocation is not allowable.**
- Description of cost allocation method.
- W-9 Form with FEDERAL EMPLOYER IDENTIFICATION NUMBER (F.E.I.N)

Please do not bind your proposals...clips are preferred!

*Please submit **4 OF EACH** full copies on 8 ½ x 11 white bond paper, double-spaced with 1-inch margins and 12-point font. One copy should be submitted unfolded and unstapled and marked "ORIGINAL".*

The following three sections must be included within each proposal. Each of the first three sections has a maximum number of pages allowed. Proposals must respond to each question separately.

SECTION B - RESUME

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
6. Provide a statement that your firm will comply with the insurance coverage requirement as

set forth in Part I, Section 5 of this RFP.

7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

SECTION C - FACILITIES

This section should address areas as outlined:

1. **OFFICE LOCATIONS**

- a. For your firm's facilities which are located closest to Camden County, New Jersey, provide:

1. The location.
2. Firm personnel assigned to this location.
3. The activities of the firm performed at this location.

- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

SECTION D - CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

SECTION E – FEES

This section should address:

1. The proposed total number of participants to be served (same amount as indicated on the proposal cover page).
2. The proposed total funds requested (same amount as indicated on the proposal cover page).
3. The proposed cost per participant (same amount as indicated on the proposal cover page).

Note: The County reserves the right to negotiate with any or all providers meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the County's Request for Proposals policy.

SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT

1. The form of contract will be supplied by the Camden County WDB which will incorporate the terms and conditions of the within document and the successful proposer's proposal, fees and costs. Proposer may not vary the material terms of this document or include its own version of a contract with its proposal.
2. Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Commissioners.

SECTION G - OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

PROVIDERS ARE REQUIRED TO USE THE COUNTY'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS RFP. FAILURE TO USE THE COUNTY FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE COUNTY FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE COUNTY PDF TO A WORD DOCUMENT, SHALL BE CAUSE FOR REJECTION OF PROVIDER'S PROPOSAL

Important Note: Please complete the following sections and return them with your response to this RFP.

SECTION H - MBE/WBE TRACKING INFORMATION

Definitions:

A **Minority Business Enterprise (MBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

_____ **Minority Business Enterprise (MBE)**

_____ **Women Business Enterprise (WBE)**

_____ **Neither**

NAME OF FIRM: _____

ADDRESS: _____

DATE: _____

SECTION I – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM

Pursuant to N.J.S.A. 52:32-44, Camden County 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 proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency

prior to the time of contract, purchase order, or another 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 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 in 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 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.

The County strongly recommends that all providers provide their BRC (and BRC's for each subcontractor) with submission of bids or RFP's.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON NJ 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAX REGISTRATION TEST ACCOUNT	CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
970-097-382/500	0107030	
ADDRESS:	ISSUANCE DATE:	
847 ROEBLING AVE TRENTON NJ 08611	07/14/04	
EFFECTIVE DATE:	<i>John S. Tully</i>	
01/01/01	Acting Director	
FORM-BRC(07-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



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

SAMPLES OF BUSINESS REGISTRATION CERTIFICATION

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:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1.1 et seq.**

AMERICANS WITH DISABILITIES ACT Mandatory Language

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. s12101 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 thereunto, 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 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 Owner pursuant to this paragraph.

It is further agreed and understood that the Owner 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 provisions 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 Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.

SECTION J

Camden County

Exhibit of Allowable & Unallowable expenses

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County.

The Following are examples of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	X		
Alcoholic Beverages		X	
Bad Debts		X	
Banking Fees	X		Note 1
Car Allowance		X	
Communications	X		Note 2
Donations		X	
Employee Morale	X		Note 3
Entertainment Costs		X	
Fines/Penalties		X	
Good or Services for personal use		X	
Meetings & Conferences (In House)	X		Note 4
Membership	X		Note 5
Participant Incentives	X		Note 6
Participant support costs.	X		Note 7
Staff Meals		X	
Taxes	X		Note 8
Transportation	X		
Travel	X		Note 9

Note 1 – The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

Note 2 - Proper documentation must be kept determining program usage.

Note 3 - Example of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

Note 4 – Cost associated with meeting and conferences hosted by the sub recipient are allowable with the following condition: Costs for meals must receive pre-

approval as well as facility costs. Attendance to out of state conferences must have pre-approval.

Note 5 – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

Note 6 – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county's gift card policy attached to and made a part hereof.

Note 7 – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

Note 8 - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

Note 9 – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

Camden County

Gift Card Policy & Procedure

1. Purchase gift cards as needed.
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.

3. Receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach copy of the gift card to the receipt.
6. Maintain originals and send copies with reimbursement request.
7. Service or activation fees for gift cards is unallowable.

SECTION K**Disclosure of Investment Activities in****Iran****Person or Entity:****Part 1: Certification****BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that 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 N.J. Division of Purchase and Property website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who 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.

CHECK THE APPROPRIATE BOX:☐

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder'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 above, or I am an officer or representative of the entity listed above 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 bidder 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 sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 – Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 Contracting Unit 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 Contracting Unit to notify the Contracting Unit 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

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 the County for the provision of goods or services, or the purchase of bonds or other obligations, or be designated as a redeveloper, 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 County 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Circle the Appropriate Letter)

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. **OR**

B. That I am unable to certify as to "A" above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. **OR**

C. That I am unable to certify as to "A" above because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license, or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name & Title of Vendor's Authorized Representative

Email

Vendor's Name, Address (City/State/Zip Code) & Phone Number)

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts III and IV) ☐ Non-Profit Corporation (skip Parts III and IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC) ☐ Partnership
 ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County of Camden 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 County, permitting the County to declare any contract(s)

resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization	
Section A (Check the Box that applies)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	
OR	
☐	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or

	of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.		
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity			
Physical Address			
OR			
☐	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.		
Section C – Part III Certification			
I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the Organization listed above in Part I or, if applicable, owns greater than 50 percent of a parent entity of the County of Camden. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County 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 County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities

Section A	
☐	Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address
Add additional sheets if necessary	
OR	
☐	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.
Section B (skip if no business entities are listed in Section A of Part IV)	
☐	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).
Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Physical Address
Add additional Sheets if necessary	
OR	

☐	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.
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Section C – Part IV Certification

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turn owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County 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 County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

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

PROPOSAL COVER SHEET

26-WF-01

A. GENERAL AGENCY INFORMATION

Information required in this block is in reference to the lead/fiscal agency for the Program.

1. Agency Name: _____
2. Address: _____

3. Contact Person: _____ Title: _____
Phone: _____ Fax: _____ E-mail: _____
4. Type of Organization: _____ Government _____ Private Non-profit _____ Private for Profit
_____ Educational Institution _____ Other: _____

B. SUMMARY INFORMATION

Proposal Title: _____

For each Fund and service category proposed, indicate the LOS requested, Unit cost, and amount of funding requested.

WorkFirst New Jersey Service Dashboard Categories Proposed <i>List service numbers identified on the Dashboard that correspond with the Scope of Services proposed by fund (i.e., 5, 7, 8,19)</i>							
Fund	Non-Education / Non-Work Services Proposed	Educational Programs Proposed	Work Experiences Proposed	Supportive Service-Clothing Assistance Proposed (25)	LOS Requested	Unit Cost	Funds Requested
TANF							
SNAP							
GA							
(ABAWD)							

Signature of Authorized Official

Date

**WFNJ TOTAL
PROPOSED PROGRAM BUDGET**

Agency

Program:

	From	To
Contract Period:	10/1/2026	9/30/2027

Personnel: Employee Name	Position Title	Yearly Salary	% Time to proposal	Total to WFNJ Grant
			Total Salaries	
Fringe Benefits %:			(Auto calc. fringe formula)	
			Sub Total Personnel (Salaries & Fringe)	

Facility Cost:	Total Cost	% to proposal
Rent		
Utilities		
Phones		
Internet		
Equipment (Rent/Lease)		
Other		
Sub Total Facility		

Agency costs:	Total Cost	% to proposal
Office Supplies		
Postage		
Dues		
Subscriptions/Publications		
Travel (Staff - local mileage reimbursement)		
G & A		
Other		
Sub Total Agency		

Direct Participant Costs:	Total Cost	% to proposal	
Instructional Materials			
Refreshments (Participants)			
Stipends			
Student Activities and Field Trips			
Transportation (van exp, bus passes, etc)			
Other			
Sub Total Direct Participant			

Total Program Cost 20% Work Experience Minimum

All line items must reflect the actual budget. Additional line items can be added as needed

All cost must be in accordance with the appropriate OMB Circulars which can be found at www.whitehouse.gov/omb/circulars/index.html

**WFNJ- TOTAL
PLANNED BENCHMARKS**

<u>BENCHMARKS</u>	Total	% of Enrollment
Measurable Skills Gain		
Credential Attainment		
Placement in Employment or Education		

INSTRUCTIONS FOR BUDGET PAGE

Personnel:

Fill in one line per staff person. Yearly salary is required. Indicate % of time to this proposal. That percent times yearly salary will equal total cost to grant.

Fill in actual fringe benefit rate for your employees. Rate times total salaries charged to grant equals fringe charged to grant.

Facility Cost and Agency Cost:

For each line item, indicate total agency cost and percent charged to this proposal then calculate cost to grant.

Direct Participant Costs:

Ideally, these items will be 100% charged to this proposal. If any of these items is a shared cost with another proposal, please indicate percent charge to this proposal and calculate the grant cost.

PROPERTY INVENTORY RECORD ON THIS PAGE