



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A. Donato Jr., Chair

Procurement Policy

For: Camden County Workforce Development Board

Effective Date: 7/1/2025

Revision Date: 2/6/2026

Approved By: Executive Director

I. Purpose

The purpose of this Procurement Policy is to ensure that all purchases of goods and services for the Camden County Workforce Development Board (CCWDB) are conducted in a fair, transparent, and cost-effective manner in compliance with applicable New Jersey statutes, federal guidelines, and internal controls.

II. Scope

This policy applies to all CCWDB programs and professional services funded by local, state and federal funds.

III. Legal Framework

This policy complies with:

- **New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)**
 - **New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-4.5 et seq.)**
 - **New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-6 et seq.)**
 - **New Jersey Pay-to-Play Laws (N.J.S.A. 19:44A-20.4 et seq.)**
 - **Uniform Administrative Requirements (2 CFR 200)**
 - Any other applicable federal or state regulations
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IV. General Procurement Standards

1. **Competition:** All procurement must promote fair and open competition.
2. **Responsibility:** Vendors must be responsive and responsible, able to fulfill contractual obligations.



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3. **Conflict of Interest:** CCWDB Employees and Board of Trustee members participating in the review of proposals must disclose any potential conflict and recuse themselves if necessary.
4. **Documentation:** All procurement actions must be adequately documented.

V. Procurement Methods

1. **Micro-Purchases (Up to \$5,000):**
 - May be awarded without soliciting competitive quotations.
 - Must be distributed equitably among qualified suppliers when possible.
 - Price must be reasonable.
2. **Small Purchases (\$5,001 – \$17,500):**
 - Require informal price quotes from at least **two (3)** qualified sources.
 - Written or email documentation must be retained.
3. **Formal Bidding (\$17,500 and above):**
 - Requires public advertising and sealed bids.
 - Awarded to the bidder who submits a proposal that is in the best interest of the Workforce Development Board.
 - Must follow bid specification and contract award procedures per N.J.S.A. 40A:11-4.
4. **Professional Services:**
 - Exempt from bidding under N.J.S.A. 40A:11-5.
 - However, the CCWDB does require submission of Request for Qualifications (RFQ) from potential professional service providers.
 - RFQ's for professional service providers are requested every 3 years.
5. **Emergency Purchases:**
 - Allowed only when immediate action is required for continuation of business.
 - Must be reported and approved by the Executive Director per N.J.S.A. 40A:11-6.



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VI. Notice of Availability

- A notice of availability of request for proposal documentation shall be published in an official newspaper in the local area of the Workforce Development Board at least 20 days prior to the date established for the submission due date of the proposals.

VII. Proposal Review and Selection Process

1. Proposal Review Committee

- Proposals shall be reviewed by a designated Proposal Review Committee appointed by the Executive Director.
- Committee members must have relevant programmatic, fiscal, or operational expertise.
- All committee members must attend a proposal review planning meeting prior to the evaluation of submissions to ensure a clear and consistent understanding of the procurement process, proposal requirements, and the proper use of the approved scoring rubric.
- All committee members shall complete a conflict-of-interest disclosure prior to proposal review and recuse themselves if a conflict exists.

2. Required Documentation Review

Prior to scoring, proposals shall be reviewed for completeness and responsiveness. Required documentation may include, but is not limited to:

- Completed proposal submission forms
- Proof of business registration (NJ Business Registration Certificate)
- W-9 form
- Proof of insurance, if applicable
- Certifications and assurances required by the funding source
- Disclosure of ownership and Pay-to-Play compliance documentation
- Evidence of relevant experience and qualifications

Proposals deemed incomplete or non-responsive may be disqualified from further consideration.

3. Evaluation and Scoring

- Responsive proposals shall be evaluated using standardized scoring rubric approved by the CCWDB.



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- The scoring rubric shall include weighted criteria such as:
 - Demonstrated ability to perform the required services
 - Relevant experience and past performance
 - Organizational capacity and staffing
 - Proposed approach and work plan
 - Cost reasonableness and budget justification
 - Alignment with CCWDB goals and service priorities
- Each proposal shall be scored independently by committee members, and scores shall be compiled to determine rankings.

4. Selection and Recommendation

- Selection shall be based on the proposing entity's demonstrated ability to perform the required services in a manner that is in the best interest of the CCWDB and its programs.
- Cost alone shall not be the sole determining factor.
- The Review Committee shall designate a spokesperson who will prepare a written recommendation documenting the evaluation process, scores, and rationale for the committee's selection of the awardee(s).
- Final award recommendations are subject to approval by the Executive Director and the CCWDB Board.

5. Documentation and Retention

- All proposals review materials, scoring sheets, committee notes, and selection justifications shall be maintained as part of the official procurement record in accordance with CCWDB record retention requirements.

VIII. Notice of Award

- The CCWDB Program Monitor/Contract manager shall publish on the CCWDB website a summary of contract awards which shall include but not be limited to the nature, duration, and amount of the contract, the name of the vendor.

IX. Vendor Management

1111 Markkress Road, Suite 101, Cherry Hill, NJ 08003 • www.ccwib.com

Phone: 856.751.1500 • Fax: 856.751.4495



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- Vendors must submit W-9 forms and comply with N.J. Business Registration Certificate (BRC) requirements.
- Maintain a vendor file including past performance, compliance history, and contract documentation.

X. Contract Administration

- All contracts must include clear scope, deliverables, payment terms, and termination clauses.
- Regular monitoring and evaluation must be conducted to ensure compliance and performance.

XI. Ethics and Conduct

- Employees shall not accept gifts or favors from current or potential vendors.
- All procurement activities must reflect integrity, accountability, and professionalism.

XII. Appeals and Protests

- Vendors may submit protests in writing within **5 business days** of the bid award.
- The Executive Director or the Program Monitor/Contract Manager will review and issue a written response.

XIII. Recordkeeping

- Retain procurement records for a minimum of **5 years**, or longer if required by the funding source.
- Records must include:
 - Procurement method used
 - Quotes or bids received
 - Contracts and purchase orders
 - Justifications and approvals

XIV. Policy Review



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This policy shall be reviewed annually and updated as needed to reflect changes in laws, thresholds, or organizational procedures.
