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The Camden County Workforce Development Board

and

The County of Camden

*REQUEST FOR PROPOSALS: 23-WF-03*

for

- 1) Community Work Experience Program with Basic Skills Training;
- 2) Community Work Experience Program with Occupational Training;
- 3) Community Work Experience Program with English as a Second Language Training; and
- 4) Clothing Assistance Services

# 23-WF-03

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**A. Questions Concerning REQUEST for PROPOSALS**

Any questions regarding this Request for Proposals will be accepted until 12 Noon on December 11, 2023. Please forward questions in writing via e-mail to: [bridget@ccwib.com](mailto:bridget@ccwib.com).

**B. Key Events and Dates** **Timeline/Dates**

1. Request for Proposals issued	Thursday, November 30, 2023
2. Hybrid Technical Assistance Zoom Conference (10:00 a.m.)	Thursday December 21, 2023
Topic: RFP3 TECH Conference	
Time: Dec 21, 2023 10:00 AM Eastern Time (US and Canada)	
<a href="https://us06web.zoom.us/j/82917239733?pwd=XTdoDofHTiWToVDf1Q2z9VbFgINFen.1">https://us06web.zoom.us/j/82917239733?pwd=XTdoDofHTiWToVDf1Q2z9VbFgINFen.1</a>	
Meeting ID: 829 1723 9733	
Passcode: 569001	
OR in person at 1111 Marlkress Rd., Cherry Hill, NJ.	
3. <b>Deadline for receipt of a formal proposal at the Camden County WDB</b>	<b>Wednesday, January 10, 2024 12:00pm</b>
4. Evaluation of proposals begins	Thursday January 11, 2024
5. Written offer of awards to vendors	Approx. Tuesday, January 16, 2024

**C. Delivery of Proposals**

Proposals will be received by Camden County WDB until Noon on Wednesday, January 10, 2024.

Two (2) copies of each proposal, all with original signatures in blue ink, are to be delivered to:

Bridget Henderson, Program Evaluator  
Camden County WDB  
1111 Marlkress Rd., Suite 101, Cherry Hill, NJ 08003

Each Proposal must be in a sealed package and marked on the outside with  
“RFP 23-WF-03” and the title(s) of services to be provided.

**LATE OR INCOMPLETE PROPOSALS CANNOT AND WILL NOT BE CONSIDERED**

**REQUEST FOR PROPOSALS FOR**  
**COMMUNITY WORK EXPERIENCE WITH BASIC SKILLS TRAINING; COMMUNITY WORK**  
**EXPERIENCE WITH OCCUPATIONAL SKILLS TRAINING; COMMUNITY WORK EXPERIENCE WITH**  
**ESL TRAINING; AND CLOTHING ASSISTANCE SERVICES**  
**FOR**  
**THE CAMDEN COUNTY WORKFORCE DEVELOPMENT BOARD**  
**AND THE COUNTY OF CAMDEN**

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**PART I**

**Instructions to Vendors**

This is a 70 page document including attachments. Please be sure to read each and every page, including, without limitation, all attachments. Additional attachments can be found at ccwib.com.

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. Recipients of Temporary Assistance for Needy Families (TANF) and General Assistance (GA) often face a myriad of challenges to integrating 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 TANF 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 four categories:

1. Community Work Experience Program (CWEP) with Basic Skills Training that 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 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 TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The required number of CWEP hours shall NOT be exceeded. The GA CWEP component must be in a not-for-profit environment and be for a maximum of countable hours of CWEP only activity per week as prescribed. The prescribed required number of CWEP hours shall NOT be exceeded.
  - The second component is intensive short term job skills training connected directly to entry level employment to be provided for 10 hours per week. It may include remedial Adult Basic Education skills (ABE), Vocational Skills, suitable to meet the needs of an employer, or English as a Second Language skill (ESL), if the person requires assistance to meet the threshold for the intended job, and grade levels are anticipated to be below 4<sup>th</sup> grade for many participants.
  - The vendor will be required to provide daily onsite CWEP supervision.
  - All services should be provided in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used.
    - All CWEP training sites will require a formal Camden County/NJ Labor & Workforce Development (LWD) Worksite Agreement.
    - If the CWEP site is not sponsored by the proposing agency, then there will need to be a Memorandum of Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements.
  - The primary program outcome is full-time 35 hour 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.
2. Community Work Experience Program (CWEP) with Occupational Skills Training that will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation. The program should be designed to provide full-time, countable work activities for 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 TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The required number of CWEP hours shall NOT be exceeded. The GA CWEP component must be in a not-for-profit environment and be for a maximum of countable hours of CWEP only activity per week as prescribed. The prescribed required number of CWEP hours shall NOT be exceeded.
- The second component is occupational skills training connected directly to entry level employment to be provided for 10 hours per week. It may include remedial Adult Basic Education skills (ABE), Vocational Skills, suitable to meet the needs of an employer, or English as a Second Language skill (ESL). The goal of this program is to include gains in measurable workplace competencies. This includes:
  - Training and education that focuses on the job skills necessary or required by an employer to provide the individual with the ability to obtain employment, or to advance or adapt to the changing demands of the workplace;
  - Promoting basic skills for high school graduates including English as a Second Language (ESL), computer and workplace literacy, (i.e., customer service, basic computer skills, etc.); and
  - Work values, occupational and transferable skills, personal career portfolio development, and other skills necessary to become prepared for employment.
- The vendor will be required to provide daily onsite CWEP supervision.
- All services should be provided in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used.
  - All CWEP training sites will require a formal Camden County/NJ Labor & Workforce Development (LWD) Worksite Agreement.
  - If the CWEP site is not sponsored by the proposing agency, then there will need to be a Memorandum of Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements.
- The primary program outcome is full-time 35 hour 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.

3. Community Work Experience Program (CWEP) with English as a Second Language (ESL) Training that will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation. The program should be designed to provide full-time, countable work activities for 35 hours per week for at least six calendar months. Referrals must be accommodated on a same day/next day basis. All enrollments must occur no later than June 30, 2024 to allow for final contract billing no later than November 30, 2024.

- The TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The required number of CWEP hours shall NOT be exceeded. The GA CWEP component must be in a not-for-profit environment and be for a maximum of countable hours of CWEP only activity per week as prescribed. The prescribed required number of CWEP hours shall NOT be exceeded.
- The second component is English as a Second Language skill (ESL) training to be provided for 10 hours per week.
- The vendor will be required to provide daily onsite CWEP supervision.
- All services should be provided in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used.
  - All CWEP training sites will require a formal Camden County/NJ Labor & Workforce Development (LWD) Worksite Agreement.
  - If the CWEP site is not sponsored by the proposing agency, then there will need to be a Memorandum of Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements.
- The primary program outcome is full-time 35 hour per week paid employment or sufficient earnings to close the cash grant. The provider must ensure that, by the end of the fourth calendar month, every participant is registered with the current, State-approved job search website and is regularly accessing job leads through an active email account.

4. Clothing Assistance Services for customers entering the job market. The vendor will provide each referral with at least one outfit, suitable for job interviewing, including appropriate garments and accessories. An additional outfit is allowable with scheduled unsubsidized employment.

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

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

For TANF: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor.

Attendance summaries of actual hours attended will be reported using County certified (State approved) daily time and attendance forms and e-timesheet technology. Vendors providing activities must have the technological capability to utilize Microsoft Excel based e-timesheets and timely execute e-time sheet transmissions for participants as required by the State of New Jersey. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached).

Technical assistance and training for vendors concerning e-time sheet execution will be provided to contractors. If the timesheet indicates that the customer is not participating according to current local procedures, intervention with the customer 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.

For GA: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Providers must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached).

If the timesheet indicates that the customer is not participating according to current local procedures, intervention with the customer 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 Community Work Experience* is a work activity performed in return for public assistance that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. This opportunity shall include time required to pursue interviews with potential employers. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment (Federal definition). The State of New Jersey defines the Community Work Experience as an unpaid work experience and as "a program with employers who agree to provide training opportunities for participants at approved local worksites. Sponsorship is limited to non-profit agencies, such as federal, local, State government and not-for-profit community-based employers. CWEP activity is limited to public service projects in fields such as health social services, environmental protection, education, urban and rural development, and/or redevelopment, welfare, recreation, public activities, public safety, and child and adult care (for the public good). The primary purpose is to provide work experience and training to enable participants to adjust to and learn how to function in an employment setting. This activity must be supervised on an ongoing basis no less frequently than daily" (source: NJ TANF Work Verification Plan). All CWEPs under these agreements must include job placement activity utilizing job search log to ensure job attainment.

*Job Skills Training Directly Related to Employment* is limited to 10 hours per week and is defined by the State as “training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment is supervised on an ongoing basis no less frequently than daily and will promote basic skills including English as a Second Language, computer, and workplace literacy, work values, occupational and transferable skills, personal career portfolio development, and any other skills necessary for the individual to obtain employment. All training and basic skills will be targeted to a particular occupation...” (source: NJ TANF Work Verification Plan)

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 vendor. 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 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 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.

#### Customer flow process

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

Customers shall not accept CCOSCC referrals without a CASAS reading and math assessment, as documented on the Activity/Enrollment form.

With the exception of Clothing Assistance, under no circumstances will a Vendor receive more than one benchmark credit for a single customer within a single contract year.

MIS will send monthly level of service reports for each contract/vendor by the end of every month; reports will include cumulative data through the prior month submissions. Vendors 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

Vendor must provide executed agreements with all subcontractors or partner agencies, other than the One-Stop itself, that are to provide CWEP 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 CWEP worksite sponsor must abide by the following requirements:

The sponsor must provide the CWEP participant with guidance and supervision necessary to participate in the work experience project.

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 CWEP participants.

#### Assessment Requirements

Providers must use the CASAS (computer/online version) 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 vendor(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 vendors 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 vendors 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).*

Camden County expects to have **\$997,500.00** to support Work First New Jersey services for the TANF population and **\$248,500.00** to support Work First New Jersey services for the GA and GA/SNAP population. The awards under this RFP are 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 into a hybrid contract with Providers who are awarded contracts. Each service category has a mandatory maximum cost per participant.

To ensure the best utilization of limited funding, all selected vendors will have 75% of total funding available through cost reimbursement. The remaining 25% of total funding will be earned through performance benchmarks.

Example:

- . Contract for \$100,000
- . 75% (\$75,000) available through cost reimbursement.
- . 25% (\$25,000) earned through Performance Benchmarks.

Failure to accept referrals may 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 this time.

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

A Certified Monthly Expenditure Report shall be submitted monthly throughout the duration of the contract by the 10<sup>th</sup> working day of the following month to Fiscal Manager, Camden County One-Stop, 101 Woodcrest Road, Suite 127, Cherry Hill, NJ 08003.

MIS will send monthly level of service reports for each contract/vendor by the end of every month; reports will include cumulative data through the prior month submissions. Vendors 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 Vendor's request, provided the Vendor is in compliance with the terms of the awarded agreement. The amount 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 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 vendors 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**

Two (2) 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 Marlkress Rd., Suite 101, Cherry Hill, NJ 08003.

Proposals are scheduled to be opened on Wednesday, January 10, 2024, 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 vendor(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**

###### **TECHNICAL ASSISTANCE SESSION**

It is strongly urged that all vendors attend the scheduled Technical Assistance Session to be held at via Zoom Conference at 10:00 am on December 21, 2023, or in person at the Workforce Development Board at 1111 Marlkress Rd., Cherry Hill, NJ.

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

Any questions or inquiries regarding the Proposal must be received in writing by 12:00 PM on Monday, December 11<sup>th</sup>, 2023. Please forward questions via e-mail to: [bridget@ccwib.com](mailto:bridget@ccwib.com).

#### **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**

\$1,000,000.00 errors and omissions/malpractice for occurrence.

#### **5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability;

#### **5.3 GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage.

#### **5.4 AUTO LIABILITY**

\$1,000,000.00 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.

**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 vendor'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 vendors 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) Vendors 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 CWEP MEMORANDUM OF UNDERSTANDING:**

There must be an executed Camden County/NJ DLWD Worksite Agreement for each CWEP 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 CWEP site not with the proposing agency, an executed or draft Memorandum of Understanding between the Proposer and the independent CWEP 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 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 are **available upon request**:

- CWEB Services Scoring Rubric 23-WF-03
- Clothing Assistance Scoring Rubric 23-WF-03
- CWEB Services Reading & Discussion Document 23-WF-03
- Clothing Assistance Reading & Discussion Document 23-WF-03

***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 customer. 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 February 1, 2024 with all enrollments documented by June 30, 2024.**

Camden County reserves the right not to award a contract for services in program year 2023 or to award a contract for services in program year 2023 at a later date.

Based upon fund availability and vendor's level of performance, contracts may be awarded for a second contract period, from July 1, 2024 through June 30, 2025, 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 vendors who demonstrate they are not able to 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.

## **1. COMMUNITY WORK EXPERIENCE (CWEP) WITH BASIC SKILLS TRAINING**

Target Population:

The vendor must accept all referrals of Camden County TANF and/or GA recipients (depending on contract) as determined eligible by the Camden County One-Stop Career Center.

Program Components:

- This Program will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation through short term intensive job skills training. Skills training may include remedial Adult Basic Skills or ESL if the person requires assistance to meet the threshold for the intended job, and grade levels are anticipated to be below 4<sup>th</sup> grade for many participants.
- The program will prepare the participant to obtain a post-secondary credential or high school diploma or equivalency during program participation.
- The TANF program must be designed for a total of 35 hours of a full-time countable activity (as defined by Federal TANF regulations) per week for at least three months and be renewable for up to a total of six months with CCOSC approval. The GA program must be designed for a total of up to 35 hours, as prescribed, of a full-time countable activity (as defined by Federal TANF regulations) per week for at least three months and be renewable for up to a total of six months with CCOSC approval.
- The Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by Camden County One-Stop Career Center enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment by the Vendor must be submitted in writing to the CCOSCC prior to the effective date of the requested change.
- For TANF, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities of 35 hours per week. This may include home visits and providing customized information relevant to the customer's needs.
- For GA, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities, as prescribed. This may include home visits and providing customized information relevant to the customer's needs
- The TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The vendor will be required to provide daily onsite CWEP supervision. The required number of CWEP hours shall NOT be exceeded.
- The GA CWEP component must be in a not-for-profit environment and be for a maximum of prescribed hours of CWEP only activity per week. The vendor will be required to

provide daily onsite CWEP supervision. The prescribed number of CWEP hours shall NOT be exceeded.

- CWEP activity should be directed toward in-demand jobs.
- All services should be delivered in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used. If the CWEP site is not sponsored by the proposing agency, there will need to be a Memorandum of Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements. All CWEP training sites will require a formal Camden County/NJ LWD Worksite Agreement.
- For TANF, the vendor may substitute paid documented employment of 25 hours per week for the community work experience component to meet the 25 hours per week requirement. Intensive short term job skills training will be provided for the other 10 hours per week to meet the needs of the TANF customer in starting full-time 35 hour per week paid employment by the end of the activity.
- For GA, The vendor may substitute paid documented employment as prescribed for the community work experience component to meet the individual's requirement
- The program outcome is primarily a full-time 35 hour per week paid employment, either unsubsidized or On-The-Job-Training (OJT) through NJ LWD; or sufficient earnings to close the cash grant.
- This program shall include work readiness evaluation, job planning and placement services for each participant. The vendor may also utilize job placement and job development services from the One-Stop.
- The vendor must ensure that every participant is registered with the current, State-approved job search website and regularly accessing job leads through an active email account.
- The vendor is responsible for coordination and supervision of all required activity components.
- For TANF: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported to the State using Camden County Certified Daily Time and Attendance Forms and e-timesheet. Vendors providing activities must have the technological capability to utilize Microsoft Excel based e-timesheets and timely execute e-time sheet transmissions for participants as required by the State of New Jersey and the County of Camden. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). E-timesheet transmission must be made at least twice weekly, and in accordance with DFD Instruction No. 09-1-2 Technical assistance and training for vendors concerning e-time sheet execution

will be provided to contractors. It is the vendor's responsibility to retain time and attendance documentation for one year following the expiration of the contract, at which time such documentation shall be returned to the CCOS MIS Manager.

- For GA: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported to the State using Camden County Certified Daily Time and Attendance Forms. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). It is the vendor's responsibility to retain time and attendance documentation for three years following the expiration of the contract, at which time such documentation shall be returned to the CCOSCC MIS manager.
- Vendors must report to the CCOS MIS Unit any individuals referred back to Camden County One-Stop Career Center for non-compliance within ten (10) working days of last attendance.
- Attendance may be sent electronically when Vendor uses the participant's NJ ID# (and no other personally identifiable information (PII)).
- Reporting of measurable skills gain. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:
  - Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level
  - Documented attainment of a secondary school diploma or its recognized equivalent
  - Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards
  - Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training

- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams
- In order to ensure that each participant is successful in obtaining employment, the vendor will:
  - Work with the local NJLWD staff for suitable job placement. All CWEPS under these agreements must include job placement activity utilizing job search log to ensure job attainment.
  - Provide the CCOSCC MIS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be submitted no later than three weeks prior to the end of the current assignment and must include a specific recommendation to a next activity with no break in participation.

*Services to be Provided:*

- TANF services must be offered on an open enrollment basis with next day start for a total of 35 hours of activity per week. Effective with the start date, each participant must be scheduled for 35 hours of combined CWEB/BREM activity.
- GA services must be offered on an open enrollment basis with next day start for a total number of hours of activity per week, as prescribed. Effective with the start date, each participant must be scheduled for 10 hours of BREM plus the prescribed number of CWEB hours. If the prescribed hours are 10 or less, CWEB is not required.
- TANF Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the CCOSCC enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity.
- GA Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the Camden County One-Stop Career Center (CCOSCC) enroll in the assigned activity by attending on the designated date and continuing, as prescribed within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment must be submitted in writing to the CCOSCC and approved in writing by the CCOSCC prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.
- Any changes to the terms of the assignment by the CCOSCC must be submitted in writing to the CCOSCC and approved in writing by the CCOSCC prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.

- Provision of intensive short term job skills training for 10 hours per week including, as necessary, ABE and/or ESL instruction with the potential for participants who are below the 4<sup>th</sup> grade level.
- For TANF: Placement in supervised community work experience activity in a non-profit environment for 25 hours per week. Community work experience should relate to local in-demand occupations. The required number of CWEB hours shall NOT be exceeded.
- For GA: Placement in supervised community work experience activity in a non-profit environment for up to 25 hours per week, as prescribed. Community work experience should relate to local in-demand occupations. The prescribed number of CWEB hours shall NOT be exceeded.
- The vendor is responsible for coordinating and supervising all required activity components.
- Each participant must be supervised on a daily basis.
- The vendor must provide the Camden County One-Stop Career Center and CCOSCC MIS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be submitted on a monthly basis and no later than three weeks prior to the end of the current assignment, and must include a specific recommendation to a next activity with no break in participation.
- Vendor must provide the CCOSCC on a timely basis with all information relating to concurrent or subsequent employment by a participant during the referral period.
- Distribution and explanation of Post TANF benefits to all TANF participants.
- Collection and retention of attendance data showing individual attendance on the first scheduled day and exact times of attendance on a daily basis (see Attachment). Attendance is to be monitored by the vendor and the CCOSCC notified immediately concerning absences.
- Providing outreach, from customer referral through the first day and subsequent attendance of an assigned work activity, consistent with WFNJ sanctioning guidelines and/or mandates. This may require written notice, telephone calls, in-person outreach or other methods, such as an authorized third party contact.
- Placement assistance leading to full time employment, occupational training, or OJT.
- Work with the local NJLWD staff for suitable job placement. All CWEBs under these agreements must include job placement activity utilizing job search log to ensure job attainment.

## **2. COMMUNITY WORK EXPERIENCE (CWEP) WITH OCCUPATIONAL TRAINING**

Target Population:

The vendor must accept all referrals of Camden County TANF and/or GA recipients (depending on contract) as determined eligible by the Camden County One-Stop Career Center.

Program Components:

- This Program will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation through short term intensive job skills training. Skills training may include remedial Adult Basic Skills or ESL if the person requires assistance to meet the threshold for the intended job, and grade levels are anticipated to be below 4<sup>th</sup> grade for many participants.
- The program will prepare the participant to obtain a post-secondary credential or high school diploma or equivalency during program participation.
- The TANF program must be designed for a total of 35 hours of a full-time countable activity (as defined by Federal TANF regulations) per week for at least three months and be renewable for up to a total of six months with CCOSC approval. The GA program must be designed for a total of up to 35 hours, as prescribed by CCOSCC, of a full-time countable activity (as defined by Federal TANF regulations) per week for at least three months and be renewable for up to a total of six months with CCOSCC approval.
- The Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the Camden County One-Stop Career Center enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment by the Vendor must be submitted in writing to the CCOSCC and approved in writing by the CCOSCC prior to the effective date of the requested change.
- For TANF, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities of 35 hours per week. This may include home visits and providing customized information relevant to the customer's needs.
- For GA, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities, as prescribed. This may include home visits and providing customized information relevant to the customer's needs
- The TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The vendor will be required to provide daily onsite CWEP supervision. The required number of CWEP hours shall NOT be exceeded.
- The GA CWEP component must be in a not-for-profit environment and be for a maximum of prescribed hours of CWEP only activity per week. The vendor will be required to

provide daily onsite CWEP supervision. The prescribed number of CWEP hours shall NOT be exceeded.

- CWEP activity should be directed toward in-demand jobs.
- All services should be delivered in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used. If the CWEP site is not sponsored by the proposing agency, there will need to be a Memorandum of Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements. All CWEP training sites will require a formal Camden County/NJ LWD Worksite Agreement.
- For TANF, the vendor may substitute paid documented employment of 25 hours per week for the community work experience component to meet the 25 hours per week requirement. Intensive short term job skills training will be provided for the other 10 hours per week to meet the needs of the TANF customer in starting full-time 35 hour per week paid employment by the end of the activity.
- For GA, the vendor may substitute paid documented employment as prescribed for the community work experience component to meet the individual's requirement
- The program outcome is primarily a full-time 35 hour per week paid employment, either unsubsidized or On-The-Job-Training (OJT) through NJ LWD; or sufficient earnings to close the cash grant.
- This program shall include work readiness evaluation, job planning and placement services for each participant. The vendor may also utilize job placement and job development services from the One-Stop.
- The vendor must ensure that every participant is registered with the current, State-approved job search website and regularly accessing job leads through an active email account.
- The vendor is responsible for coordination and supervision of all required activity components.
- For TANF: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported to the State using Camden County Certified Daily Time and Attendance Forms and e-timesheet. Vendors providing activities must have the technological capability to utilize Microsoft Excel based e-timesheets and timely execute e-time sheet transmissions for participants as required by the State of New Jersey and the County of Camden. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). E-timesheet transmission must be made at least twice weekly, and in accordance with DFD Instruction No. 09-1-2 (see Attached). Technical assistance and training for vendors concerning e-time

sheet execution will be provided to contractors. It is the vendor's responsibility to retain time and attendance documentation for three years following the expiration of the contract, at which time such documentation shall be returned to the CCOS MIS manager.

- For GA: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported to the State using Camden County Certified Daily Time and Attendance Forms. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). It is the vendor's responsibility to retain time and attendance documentation for three years following the expiration of the contract, at which time such documentation shall be returned to the CCOS MIS manager.
- Vendors must report to the CCOS MIS Unit any individuals referred back to the CCOSC for non-compliance within ten (10) working days of last attendance.
- Attendance may be sent electronically when Vendor uses the participant's NJ ID# (and no other personally identifiable information (PII)).
- Reporting of measurable skills gain. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:
  1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level
  2. Documented attainment of a secondary school diploma or its recognized equivalent
  3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards
  4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
  5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams

- In order to ensure that each participant is successful in obtaining employment, the vendor will:
  - Work with the local NJLWD staff for suitable job placement. All CWEPS under these agreements must include job placement activity utilizing job search log to ensure job attainment.
  - Provide the Camden County One-Stop Career Center and CCOSCC MIS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be submitted on a monthly basis and no later than three weeks prior to the end of the current assignment and must include a specific recommendation to a next activity with no break in participation.

**Services to be Provided:**

- TANF services must be offered on an open enrollment basis with next day start for a total of 35 hours of activity per week. Effective with the start date, each participant must be scheduled for 35 hours of combined CWEB/BREM activity.
- GA services must be offered on an open enrollment basis with next day start for a total number of hours of activity per week, as prescribed. Effective with the start date, each participant must be scheduled for 10 hours of BREM plus the prescribed number of CWEB hours
- TANF Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the CCOSC enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity.
- GA Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the CCOSC enroll in the assigned activity by attending on the designated date and continuing, as prescribed by CCOS within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment must be submitted in writing to the CCOSCC prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.
- Any changes to the terms of the assignment must be submitted in writing to CCOS prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.
- Provision of intensive short term job skills training for 10 hours per week including, as necessary, ABE and/or ESL instruction with the potential for participants who are below the 4<sup>th</sup> grade level.
- The vendor is responsible for coordinating and supervising all required activity components.

- Each participant must be supervised on a daily basis.
- The vendor must provide the CCOS MIS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be submitted no later than three weeks prior to the end of the current assignment and must include a specific recommendation to a next activity with no break in participation.
- Vendor must provide the CCOS on a timely basis with all information relating to concurrent or subsequent employment by a participant during the referral period.
- Distribution and explanation of Post TANF benefits to all TANF participants.
- Collection and retention of attendance data showing individual attendance on the first scheduled day and exact times of attendance on a daily basis (see Attachment). Attendance is to be monitored by the vendor and the CCOS notified immediately concerning absences.
- Providing outreach, from customer referral through the first day and subsequent attendance of an assigned work activity, consistent with WFNJ sanctioning guidelines and/or mandates. This may require written notice, telephone calls, in-person outreach or other methods, such as an authorized third-party contact.
- Placement assistance leading to full time employment, occupational training, or OJT.
- Work with the local NJLWD staff for suitable job placement. All CWEPS under these agreements must include job placement activity utilizing job search log to ensure job attainment.

### **3. COMMUNITY WORK EXPERIENCE (CWEP) WITH ENGLISH AS A SECOND LANGUAGE TRAINING**

Target Population:

The vendor must accept all referrals of Camden County TANF and/or GA recipients (depending on contract) as determined eligible by the Camden County One-Stop Career Center.

Program Components:

- This Program will prepare the person to obtain and retain a subsidized or unsubsidized job in a demand occupation through short term intensive ESL skills training.
- The program will prepare the participant to obtain a post-secondary credential or high school diploma or equivalency during program participation.
- The program must be designed for a total of 35 hours of a full-time countable activity (as defined by Federal TANF regulations) per week for at least six months (24 weeks).
- The Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the Camden County One-Stop Career Center enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment by the Vendor must be submitted in writing to the CCOSCC and approved in writing by the CCOSCC prior to the effective date of the requested change.
- For TANF, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities of 35 hours per week. This may include home visits and providing customized information relevant to the customer's needs.
- For GA, once the referral is made, the vendor is responsible for contacting the customer to develop a relationship that will help support the referral in fully participating in countable activities, as prescribed by CCOSCC. This may include home visits and providing customized information relevant to the customer's needs
- The TANF CWEP component must be in a not-for-profit environment and be for a minimum of 25 hours of CWEP only activity per week. The vendor will be required to provide daily onsite CWEP supervision. The required number of CWEP hours shall NOT be exceeded.
- The GA CWEP component must be in a not-for-profit environment and be for a maximum of prescribed hours of CWEP only activity per week. The vendor will be required to provide daily onsite CWEP supervision. The prescribed number of CWEP hours shall NOT be exceeded.
- CWEP activity should be directed toward in-demand jobs.
- All services should be delivered in close physical proximity to each other. The ideal vendor will house the CWEP and other services together in every facility used. If the CWEP site is not sponsored by the proposing agency, there will need to be a Memorandum of

Understanding that the CWEP Agency will have sufficient CWEP slots to meet daily requirements. All CWEP training sites will require a formal Camden County/NJ LWD Worksite Agreement.

- For TANF, the vendor may substitute paid documented employment of 25 hours per week for the community work experience component to meet the 25 hours per week requirement. Intensive short term job skills training will be provided for the other 10 hours per week to meet the needs of the TANF customer in starting full-time 35 hour per week paid employment by the end of the activity.
- The program outcome is primarily a full-time 35 hour per week paid employment, either unsubsidized or On-The-Job-Training (OJT) through NJ LWD; or sufficient earnings to close the cash grant.
- This program shall include work readiness evaluation, job planning and placement services for each participant. The vendor may also utilize job placement and job development services from the One-Stop.
- The vendor must ensure that every participant is registered with the current, State-approved job search website and regularly accessing job leads through an active email account.
- The vendor is responsible for coordination and supervision of all required activity components.
- For TANF: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported to the State using Camden County Certified Daily Time and Attendance Forms and e-timesheet. Vendors providing activities must have the technological capability to utilize Microsoft Excel based e-timesheets and timely execute e-time sheet transmissions for participants as required by the State of New Jersey and the County of Camden. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). E-timesheet transmission must be made at least twice weekly, and in accordance with DFD Instruction No. 09-1-2 (see Attached). Technical assistance and training for vendors concerning e-time sheet execution will be provided to contractors. It is the vendor's responsibility to retain time and attendance documentation for three years following the expiration of the contract, at which time such documentation shall be returned to the CCOS MIS manager.
- For GA: Strict daily attendance record keeping for CWEP and related activities will be required and monitored for each participant. Daily attendance records will show customer 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 customer and vendor. Attendance summaries of actual hours attended will be reported

to the State using Camden County Certified Daily Time and Attendance Forms. Vendors must also maintain Camden County Certified Daily Time and Attendance Forms for both work activity (CWEP) and training activity (BREM) separately (attached). It is the vendor's responsibility to retain time and attendance documentation for three years following the expiration of the contract, at which time such documentation shall be returned to the CCOS MIS manager.

- Vendors must report to the CCOS any individuals referred back for non-compliance within ten (10) working days of last attendance.
- Attendance may be sent electronically when Vendor uses the participant's NJ ID# (and no other personally identifiable information (PII)).
- Reporting of measurable skills gain. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:
  1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level
  2. Documented attainment of a secondary school diploma or its recognized equivalent
  3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards
  4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
  5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams
- In order to ensure that each participant is successful in obtaining employment, the vendor will:
  - Work with the local NJLWD staff for suitable job placement. All CWEPs under these agreements must include job placement activity utilizing job search log to ensure job attainment.
  - Provide the Camden County One-Stop Career Center and CCOSCC MIS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be

submitted on a monthly basis and no later than three weeks prior to the end of the current assignment and must include a specific recommendation to a next activity with no break in participation.

*Services to be Provided:*

- TANF services must be offered on an open enrollment basis with next day start for a total of 35 hours of activity per week. Effective with the start date, each participant must be scheduled for 35 hours of combined CWEP/BREM activity.
- GA services must be offered on an open enrollment basis with next day start for a total number of hours of activity per week, as prescribed. Effective with the start date, each participant must be scheduled for 10 hours of BREM plus the prescribed number of CWEP hours
- TANF Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the CCOSC enroll in the assigned activity by attending on the designated date and continuing for 35 hours within the first seven (7) scheduled days of activity.
- GA Vendor will ensure that all Workfirst New Jersey (WFNJ) customers referred to them by the CCOS enroll in the assigned activity by attending on the designated date and continuing, as prescribed by CCOSCC within the first seven (7) scheduled days of activity. Any changes to the terms of the assignment must be submitted in writing to the CCOSCC and approved in writing by the CCOSCC prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.
- Any changes to the terms of the assignment must be submitted in writing to the CCOS and approved in writing prior to the effective date of the requested change. No changes to the designated start date are to be requested nor approved.
- Provision of intensive short term job skills training for 10 hours per week including, as necessary, ABE and/or ESL instruction with the potential for participants who are below the 4<sup>th</sup> grade level.
- For TANF: Placement in supervised community work experience activity in a non-profit environment for 25 hours per week. Community work experience should relate to local in-demand occupations. The required number of CWEP hours shall NOT be exceeded.
- The vendor is responsible for coordinating and supervising all required activity components.
- Each participant must be supervised on a daily basis.
- The vendor must provide the CCOS with written evaluations of each referral's work readiness on a timely basis prior to the end of the referral period to facilitate placement in the appropriate next activity without a break in participation time. This evaluation must be submitted no later than three weeks prior to the end of the current assignment and must include a specific recommendation to a next activity with no break in participation.

- Vendor must provide the CCOS on a timely basis with all information relating to concurrent or subsequent employment by a participant during the referral period.
- Distribution and explanation of Post TANF benefits to all TANF participants.
- Collection and retention of attendance data showing individual attendance on the first scheduled day and exact times of attendance on a daily basis (see Attachment). Attendance is to be monitored by the vendor and the CCOS notified immediately concerning absences.
- Providing outreach, from customer referral through the first day and subsequent attendance of an assigned work activity, consistent with WFNJ sanctioning guidelines and/or mandates. This may require written notice, telephone calls, in-person outreach or other methods, such as an authorized third-party contact.
- Placement assistance leading to full time employment, occupational training, or OJT.
- Work with the local NJLWD staff for suitable job placement. All CWEPS under these agreements must include job placement activity utilizing job search log to ensure job attainment.

### **Performance Payment Benchmarks – ALL CWEB Services (1,2,3)**

#### **Enrollment and Participation (No Benchmark)**

**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.

**Performance Indicator:** Enrollment numbers meet the contracted level of service.

**Submissions:** Documentation must be submitted to the CCOS MIS Unit within five (5) working days of enrollment.

**Payment:** Payment is included in the 75% cost-reimbursement portion of the contract based upon the county voucher payment schedule.

#### **First Measurable Skills Gain (Benchmark I)**

**Definition of Basic Skills:** Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level achieved within the first six weeks of participation, utilizing an assessment or assessments approved by the National Reporting System, suitable for use for WFNJ and WIOA Title I programs.

**Indicator of Performance:** The First measurable skills gain must be attained within the first six weeks of program participation.

**Submissions:** Documentation of educational functioning level increase must be received by the CCOS, MIS Unit within five (5) working days of achievement and accompanied by documented attendance from E-time (if applicable); or other CCOS approved attendance form(s).

**Payment:** A maximum of **\$500.00** per enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

**Reference:** NJ Workforce Innovation Notice 8-17(P)

### **Second Measurable Skills Gain (Benchmark II)**

**Definition of Basic Skills:** Documented achievement of at least one additional educational functioning level of a participant who is receiving instruction below the postsecondary education level achieved within the second six weeks of participation, utilizing an assessment or assessments approved by the National Reporting System, suitable for use for WFNJ and WIOA Title I programs.

**Indicator of Performance:** The Second measurable skills gain must be attained within the second six weeks or prior to program exit.

**Submissions:** Documentation of the second educational functioning level increase must be received by the CCOS, MIS Unit within five (5) working days of achievement and accompanied by documented attendance from E-time (if applicable); or other CCOS approved attendance form(s).

**Payment:** A maximum of **\$500.00** per enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

**Reference:** NJ Workforce Innovation Notice 8-17(P)

### **Employment and Education (Benchmark III)**

**Definition:** Participant who successfully completes the program; and

Attains unsubsidized employment at 35 hours per week and retains employment for 90 days; or

Attains unsubsidized employment for less than 35 hours per week if such employment closes the cash grant due to earnings (temporary employment leading to permanent employment may be accepted with proper and acceptable documentation) and retains employment for 90 days; or

A participant who starts an educational program leading to a recognized postsecondary credential or employment within 90 days; and

Has no break in service from the resulting employment or education.

**Indicator of Performance:** Participants who successfully complete the program and who are employed or in education within 90 days following exit from the program.

**Submissions:** Employment Verification or documentation of starting an educational program must be received by the CCOS, MIS Unit within five (5) working days of starting employment,

postsecondary education or training.

**Payment:** A maximum of **\$500.00** per enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

The Vendors proposing to provide CWEP 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.

#### **4. CLOTHING ASSISTANCE SERVICES**

##### Target Population:

- Camden County TANF and GA recipients as determined eligible by the Camden County One-Stop and referred in writing to the vendor.
- The population to be served is both male and female.

##### Program Components:

- Vendor must provide a location convenient to Camden County residents with reasonable hours of operation.
- Vendor should offer an ample variety of sizes and styles of garments and accessories and provide separate fitting rooms and facilities for males and females.
- Vendor staff must be trained to render personal one-on-one assistance to each referred customer.
- Each referred customer will be evaluated, receive recommendations, and be fitted with the appropriate attire to enter the world of work, including at least one complete outfit for interview and employment purposes.
- Customers are not limited to one referral by the CCOS during the period of the agreement.
- The vendor must execute a receipt with the customer for clothing received and provide documentation to the One-Stop as required.

CLOTHING ASSISTANCE SERVICES	TANF	GA & GA/SNAP
Anticipated Levels of Service	225	57
Maximum Unit Cost	\$60	\$60
Anticipated Total Available Funds	\$13,500	\$3,450

##### Services to be Provided:

- Provider must work with customers of every gender.
- Services must be provided on an open service basis.
- Provider must stock a full range of professional attire for the customers.
- Provider must render personal assistance to customers in selecting an outfit.
- Customers may be referred to the provider more than once during the contract period.

##### Required Performance Measures:

- 100% of the referred customers will receive a minimum of one complete outfit to be used for job interviews or CWEP site attire.

Fee for Service Payment:

- The Provider will be paid \$50 for each valid referral when *Services are Provided* to an eligible customer, with proper and acceptable documentation, at a total cost not to exceed the amount of the contract award.

**REQUIRED SCOPE OF SERVICES FORMAT FOR CLOTHING ASSISTANCE SERVICES (4)**

*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
- Statement of Work Narrative – Section 2: Program Description
- Budget Page (use attached form)
- Statement of Work Narrative – Section 3: Budget Information
- W-9 Form (as described in Section 7.17)
- CCOS Property Inventory Record (as described in Section 7.20)
- Proposed vendor/contractor's PII Policy and Procedure (as described in Section 7.22)
- Complete Audit (done within last 2 years) 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 (included with RFP package; this should be a separate, removable document)

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 (2 page maximum)**

The Executive Summary should include a clear and concise description of the mission of the Provider, its goals and objectives, scope of services to be provided and the Provider's planned approach to achieving the goals.

1. Describe the specific goals and objectives for the program including the number of eligible participants that will be referred.
2. Specify if the clothing services will be targeted toward a particular group within the eligible population.
3. Summarize the creative approaches to be used in the working with customers.
4. Describe the location where services will be provided.
5. Summarize the experience and expertise of the organization and/or its staff in regards to working with welfare recipients.

**Section 2:****Program Design (10 page maximum)**

6. Identify what services will be provided. 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.
7. Identify how the service will be connected to the One-Stop activities.
8. Indicate the days and hours of activity, including holidays observed.
9. Describe the program location including the specific site address, access by public transportation and handicap accessible.
10. Describe how the referrals will be transported to the activity site.
11. What, if any, are the participant skills required to benefit from this program.
12. Describe how the program will work with the Camden County One-Stop to effectively assist participants.

**Organizational Capability**

13. Describe the agency's experience in working with the target population including the number of years of experience.
14. Describe the agency's experience in providing the proposed services including the number of years of experience.
15. For those services that will be provided by another entity (sub-contractor or partner), identify the provider and the service they will provide. Describe their experience in providing that service and working with the target population.
16. 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 has not been identified, describe the qualifications for the specific job that will be filled at a later date.
17. Describe the agency's organizational structure. Identify who will be the primary contact(s) for information and reporting for this program. If other agencies will be involved in providing service they must be included in the description.

**Measurable Outcomes and Deliverables**

18. Describe the goals and outcomes of the proposed service. (These should correspond to your program description.) Identify the levels of achievement for each of the required performance measure for the proposed services. Identify how achievement of each performance measure will be documented.
19. Describe how the proposed services will result in the goals, outcomes and levels of performance identified.
20. Describe the program's performance management process. Illustrate, in particular, how you will assess and improve the programs performance throughout the grant period.

21. Describe what data will be tracked and documented, and how it will tracked in order to evaluate the projects progress against the identified goals, outcomes, and performance measures and identify areas for program improvement.
22. How will you ensure that the required monthly level of service reports will be submitted as required and on a timely basis?

### **Section 3: Budget Information**

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!*

*Submit TWO (2) 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”.*

**PART II**  
**PROPOSAL REQUIREMENTS**

**FORMAT**

To assure consistency, all 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; Prohibited Activities in Russia or Belarus - **must sign and return 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 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 **February 1, 2024 through June 30, 2024**.

**REQUIRED PROPOSAL FORMAT FOR ALL CWEP SCOPE OF SERVICES (1,2,3)**

*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
- Statement of Work Narrative – Section 2: Program Description
- 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 CWEP Memoranda of Understanding (as described in Section 7.19)
  - Vendor must provide executed agreements with all subcontractors or partner agencies, other than the One-Stop itself, that are to provide CWEP 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.
- CCOS Property Inventory Record (as described in Section 7.20)
- Proposed vendor/contractor's PII Policy and Procedure (as described in Section 7.22)
- Complete Audit (done within last 2 years) 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 (included with RFP package; this should be a separate, removable document)

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 (2 page maximum)

The Executive Summary should include a clear and concise description of the mission of the Provider, its goals and objectives, scope of services to be provided and the Provider's planned approach to achieving the goals.

1. Describe the specific goals and objectives for the ESL/CWEP program including the number of eligible participants that can be enrolled.
2. Specify if the skills training will be targeted toward a particular group, such as ESL literacy level, within the eligible population.
3. Summarize the creative approaches to be used in the provision of ESL/CWEP services.
4. Describe the location where each component of ESL/CWEP services will be provided.
5. Describe how the referrals will be transported to the activity site(s).
6. Summarize the experience and expertise of the organization and/or its staff in regards to working with welfare recipients and literacy skills services.

Section 2:

Program Design (15 page maximum)

7. For the service category (or categories) proposed, include a customer 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.
8. 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.
9. Describe the program location including the specific site address, access by public transportation and handicap accessibility.
10. Describe what, if any, are the minimum participant skill requirements for this program.
11. 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.
12. Please respond to the following questions specific to the service 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 CWEB 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 CCOSC?
  - 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

- 13. Describe the agency's experience in working with the target population including the number of years of experience.
- 14. Describe the agency's experience in providing the proposed CWEB services including the number of years of experience. Indicate whether you have a written Camden County NJ LWD worksite agreement.
- 15. Describe in detail how you will be able to provide the requisite number of community work experience positions equal to the potential for referrals, on a next day basis.
- 16. 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.
- 17. 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 has not been identified, describe the qualifications for the specific job that will be filled at a later date.
- 18. Describe the agency's organizational structure. Identify who will be the primary contact(s) for information and reporting for this program. If other agencies will be involved in providing services they must be included in the description.
- 19. 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 has not been identified, describe the qualifications for the specific job that will be filled at a later date.

#### Measurable Outcomes and Deliverables

- 20. 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.
- 21. Describe how the proposed services will result in the goals, outcomes and levels of performance identified.
- 22. Describe the program's performance management process. Illustrate, in particular, how you will assess and improve the programs performance throughout the grant period.

23. 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.
24. Describe the participant tracking system to be used for the program. Be sure to link this system to your performance management process.
25. How will you ensure that the required monthly level of service reports will be submitted as required?

Section 3: Budget Information

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 2 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".*

## **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 vendors 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.

Camden County will enter into a hybrid contract with Providers who are awarded contracts. More specifically, the contract will specify that the Provider can receive up to 60 % of the awarded contract amount on a cost-reimbursement basis. The remaining 40 % must be earned by achievement of performance payment benchmarks, as indicated above. Each service category has a mandatory maximum cost per participant.

Note that the total of cost reimbursement payments and benchmark achievement payments will not exceed actual documented expenditures or contract amount, whichever is lower.

To ensure the best utilization of limited funding, all selected vendors will be given initial contracts for 25% of the total awarded level of service and 25% of the funding. As the utilization of these initial slots reaches 100% and expenditures reach 75%, the next (second) 25% of awarded slots

and funds will be contracted with the vendor. As the utilization of the second 25% of awarded slots reaches 100% and expenditures reach 75%, the next (third) 25% of awarded slots will be contracted with the vendor. As the utilization of the third 25% of awarded slots reaches 100% and expenditures reach 75%, the final 25% of awarded slots and funds will be contracted with the vendor.

For those vendors who demonstrate they are not able to utilize their awarded slots or funds, their contracts may be de-obligated after a quarterly review by the WDB of the monthly level of service and certified financial reports.

#### **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.

**VENDORS 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 VENDOR'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](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration

information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

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



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

**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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In 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 dinning 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**

### **Prohibited Russia-Belarus Activities & Iran Investment Activities**

Person or Entity: \_\_\_\_\_

#### **Part 1: Certification**

**COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran.

Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

#### **A. CONTRACT AWARDS AND RENEWALS**

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)

#### **B. CONTRACT AMENDMENTS AND EXTENSIONS**

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity,

subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)

### **C. IF UNABLE TO CERTIFY**

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

### **Part 2: Additional Information**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### **Part 3: Certification of True and Complete Information**

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 County of Camden is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Camden to notify the County of Camden 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. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Camden and that the County of Camden at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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.**

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

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): \_\_\_\_\_

<b>PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization</b>	
I hereby certify that the <b>individual or organization listed above in Part I</b> 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)**

<input type="checkbox"/>	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.
--------------------------	---

<b>Name of Individual or Organization</b>	
---	--

<b>Physical Address</b>	
-------------------------	--

**OR**

<input type="checkbox"/>	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
--	--

<input type="checkbox"/>	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.		
<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>			
<b>Physical Address</b>			
<b>OR</b>			
<input type="checkbox"/>	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.		
<b>Section C – Part III Certification</b>			
<p>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 <b>Organization listed above in Part I</b> 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.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

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

**Section A**

<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be.
<b>Name of Business Entity</b>	
<b>Physical Address</b>	

**\*\*Add additional sheets if necessary\*\***

**OR**

<input type="checkbox"/>	The <b>Organization listed above in Part I</b> 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)**

<input type="checkbox"/>	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).
--------------------------	---

<b>Name of Business Entity Controlled by Entity Listed in Section A of Part IV</b>	<b>Physical Address</b>

<p>**Add additional Sheets if necessary**</p>			
<b>OR</b>			
<input type="checkbox"/>	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.		
<b>Section C – Part IV Certification</b>			
<p>I hereby certify that the <b>Organization listed above in Part I</b> 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 turns 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.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

**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 service category proposed, indicate the LOS requested, unit cost, and funding requested.*

<i>Service Category</i>	<i>LOS Requested</i>	<i>Unit Cost</i>	<i>Funds Requested</i>
TANF CWEP with Basic Skills Training			
GA CWEP with Basic Skills Training			
TANF CWEP with Occupational Skills Training			
GA CWEP with Occupational Skills Training			
TANF CWEP with ESL			
GA CWEP with ESL			
TANF Clothing Assistance Services			
GA Clothing Assistance Services			

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Signature of Authorized Official

---

Date

**REPLACE THIS PAGE WITH NEW BUDGET PAGE(s)**

-Excel Spreadsheet Provided on CCWIB.com

## **PROPERTY INVENTORY RECORD ON THIS PAGE**

-Provided on CCWIB.com