

REQUEST FOR PROPOSALS (RFP)

Management of the Summer Youth Work Experience Program (SYWEP)

I. PURPOSE

The Camden County Workforce Development Board is soliciting proposals from qualified organizations / entities/ persons to provide **Program Management Services for the Summer Youth Work Experience Program (SYWEP)**.

The purpose of this RFP is to procure a contractor that will manage the day-to-day operations of SYWEP in accordance with the New Jersey Department of Labor (NJDOL) Notice of Grant Opportunity requirements, while supporting the Camden County Development Board in meeting all programmatic, fiscal, and performance obligations.

The selected respondent will be responsible for: program implementation, coordination, under the direction of the Camden County Workforce Development Board, which shall remain the official SYWEP grantee and fiscal agent.

II. BACKGROUND

The Summer Youth Work Experience Program (SYWEP) is funded by the New Jersey Department of Labor and Workforce Development (NJDOL) WIOA and WorkFirst New Jersey (WFNJ) funding streams.

In accordance with Stevens Amendment, this program is financed with 100% federal funds. Last year the awarded amount was **\$192,021.00**. The program anticipates a total of **\$206,597.00** to be funded. The awarded amount will be listed in the Notice of Obligation to the County of Camden.

The SYWEP provides in-school and out-of-school youth, ages 16–24, with paid, structured summer work experiences designed to build employability skills, expose participants to work readiness training, career pathways, and support successful transitions into the workforce.

SYWEP operates within a defined program cycle from April 1, 2026 to September 30, 2026 and is subject to strict performance, fiscal, and reporting requirements as outlined in the NJDOL NGO.

Compensation is contingent upon the receipt of funds. The anticipated amount is **\$6,667.00** per month for a period of six (6) months.

Payments to the contracted Program Manager shall be disbursed on a monthly basis upon receipt and approval of a properly submitted invoice.

The Camden County Workforce Development Board seeks a Program Manager with demonstrated experience in youth workforce development programs. administrative capacity to manage SYWEP services in compliance with all applicable federal, state, and local regulations.

III. COMPLIANCE WITH LAWS AND REGULATIONS

The selected contractor must comply with all applicable federal, state, and local laws, regulations, and policies governing the SYWEP program, including but not limited to:

- NJDOL SYWEP Notice of Grant Opportunity and all attachments
- Workforce Innovation and Opportunity Act (WIOA), as applicable
- WorkFirst New Jersey (WFNJ) requirements
- New Jersey wage and hour laws and child labor laws
- NJDOL stipend guidance and Camden County Workforce Development Board stipend policies
- Data privacy and confidentiality requirements
- America's One-Stop Operating System (AOSOS) reporting requirements

The contractor must maintain good standing with NJDOL and must not be debarred, suspended, or otherwise prohibited from doing business with the State of New Jersey.

IV. PROPOSAL REQUIREMENTS

Respondents must submit a complete proposal that clearly demonstrates their ability to manage SYWEP services in accordance with this RFP and NJDOL requirements. Proposals must include, at a minimum, the sections outlined below.

V. SCOPE OF SERVICES

The selected Program Manager shall be responsible for the following services:

A. Program Operations and Management

- Develop and adhere to a detailed program implementation timeline. This program runs from April 1, 2026 to September 30,2026.
- Program Implementation, coordination, required reporting.
- Recruitment assistance and outreach to eligible youth participants.
- Coordinating and communicating with participating employers and worksite sponsors.
- Interviewing, matching , and placement of youth participants.
- Delivery and coordination of 20 hours of work readiness training.
- Participate in regular meetings with Camden County Workforce Development Board staff and provide program updates.

B. Youth Recruitment, Enrollment, and Orientation

- Conduct outreach and recruitment activities targeting eligible Camden County in-school and out-of-school youth ages 16–24.
- Schedule and Interview youth participants.
- Verify and Collect participant eligibility, age, residency requirements, birth certificates, bank account info for direct deposit, and various forms of PII, etc.
- Conduct mandatory participant orientations covering program policies, expectations, attendance, conduct, and stipend procedures.
- Match participant to job sites that align with student goals.

C. Employer and Worksite Development

- Recruit, onboard, and manage public, private, and nonprofit worksites.
- Execute worksite agreements that include required liability and safety language.
- Ensure worksites comply with all applicable labor, wage, and safety laws.

D. Participant Stipend

- The Camden County Workforce Development Board will disburse stipend payments directly to participants.
- Stipends paid through SYWEP are intended to support and incentivize the participant’s capacity to attend the work experience activity.

E. Data Collection, Reporting, and Performance Management

- Ensure accurate and timely entry of participant data into AOSOS.
- Track enrollment, and participation.
- Submit required programmatic reports to the Camden County Workforce Development Board in accordance with established timelines.

F. Fiscal Coordination

- Support the WDB in the preparation of monthly fiscal documentation and requests.
- Maintain documentation to support allowable and allocable program costs.

G. File Maintenance

- Maintain complete participant and worksite files in accordance with NJDOL.
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VI. DELIVERABLES

Deliverables shall include, but are not limited to:

- Program implementation and staffing plan
 - Participant recruitment and employer engagement strategy
 - Monthly programmatic performance reports
 - End-of-program outcomes and summary report
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VII. PROPOSAL SUBMISSION CONTENT

Proposals must include the following components:

1. Cover Letter signed by an authorized representative
 2. Organizational Background and Relevant Experience
 3. Program Management and Service Delivery Approach
 4. Staffing Plan and Key Personnel Qualifications
 5. Experience Managing Youth Employment or Work Experience Programs
 6. Budget and Cost Narrative (if applicable)
 7. Assurances of Compliance and Certifications
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VIII. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and capacity to manage SYWEP or similar programs.
- Quality and feasibility of the proposed program management approach.
- Staffing qualifications and organizational capacity.
- Cost effectiveness and fiscal responsibility.
- Compliance with RFP requirements.

Key Events and Dates Timeline/Dates

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|---|---|
| Request for Proposals Issued | Monday February 23,2026 |
| Deadline for RFP questions (via email only ccwib@ccwib.com) | Friday , February 27, 2026, 12:00 p.m. |
| Technical Assistance Zoom (link below) | Monday March 9, 2026, at 10:00 a.m. |
| Deadline for Receipt of Proposals | Wednesday, March 18, 2026 at 12:00 p.m. |
| Evaluation of Proposals Begins | Friday, March 20, 2026 |
| Written Offer to Program Manager | Tuesday March 31, 2026 |

RFP Technical Assistance Zoom Link:

Time: Mar 9, 2026 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82692834434?pwd=F9BbO7Z5AcwFjjOheh436MVCsbAZv.1>

Meeting ID: 826 9283 4434

Passcode: 270768

One tap mobile

+16465588656,,82692834434# US (New York)

+16469313860,,82692834434# US

Join instructions

https://us06web.zoom.us/join/82692834434/invitations?signature=9p0s5_cuwWWJG0m_MzLU_rv2aRt8NtG0MXtoSY-793o

Submit two (2) copies of your proposal, signed in **blue** ink, in a sealed and labeled envelope.

Proposals must be delivered by U.S. Mail, courier, or in person no later than by Wednesday, March 18, 2026, 12:00p.m., and addressed to:

Jeffrey S. Swartz Executive Director,
Camden County Workforce Development Board
1111 Marlkrass Rd.
Suite 101, Cherry Hill, NJ 08003

IX. TERM AND CONDITIONS

The anticipated contract period will align with the SYWEP program year and funding cycle. Contract continuation is contingent upon satisfactory performance, funding availability, and compliance with all program requirements.

The Camden County Workforce Development Board reserves the right to reject any or all proposals, negotiate scope and budget, and cancel this RFP if deemed in its best interest.

X. POINT OF CONTACT

All questions regarding this RFP must be submitted in writing via email by Friday , February 27, 2026, 12:00 p.m.

Jeffrey S. Swartz
Executive Director
ccwib@ccwib.com