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

COMPETITIVE CONTRACT

PROPOSAL

FOR

***ONE STOP OPERATION
MANAGEMENT SERVICES***

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL **ONE STOP OPERATION MANAGEMENT SERVICES**

The Ocean County Department of Human Services is seeking sealed proposals for One-Stop Operator Management Services to be funded through federal allocations received by the Ocean County Local Workforce Development area as authorized through federal and state legislation.

The successful bidder will provide innovative approaches to One Stop operations under the provisions of the Workforce Innovation and Opportunity Act (WIOA) for the period July 1, 2019 – June 30, 2020, with an option of up to two (2) one year renewals, effective July 1 through June 30th, contingent upon the successful delivery of services and funding availability.

Introduction

The One-Stop Operator will serve as the convener, coordinator, and manager of the One Stop Career Center(s), funded through Workforce Innovation and Opportunity Act (WIOA) Title I funds allocated to the Ocean County Workforce Development Board (WDB).

The One Stop Career Center offers job seeker services by providing career pathway employment plans. For many job seekers this may simply mean access to job listings, while others may require skill and aptitude evaluation, job search assistance, adult education, job training, postsecondary education or registered apprenticeship. Some may require temporary financial assistance, needs based payments or supportive services.

The Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) provides the framework for a national Workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Ocean County Department of Human Services welcomes and encourages the bidder to submit management service designs which are innovative, non-traditional and "hands-on" in approach.

In New Jersey's WIOA system, each One-Stop Operator serves to tie the partners together, manage activity, ensure collaboration and coordination of services, and work to build a smooth system of services that maximizes the impact and value of each distinct program and funding stream. The One-Stop Operator provides for the integration of State, local government, and vendor agency staff providing WorkFirst NJ (TANF, SNAP, and GA) and WIOA funded employability assessment, service identification and sequencing, individual employment plan (IEP) development, case management services for mandatory work activity participants, and training and To Work activities

Scope of Work

The One-Stop Operator serves to tie the partners together, manage activity, ensure collaboration and coordination of services, and work to build a smooth system of services that maximizes the impact and value of each distinct program and funding stream. The One-Stop Operator provides for the integration of State, local government, and vendor agency staff providing WorkFirst NJ (TANF, SNAP, and GA) and WIOA funded employability assessment, service identification and sequencing, individual employment plan (IEP) development, case management services for mandatory work activity participants, and training and To Work activities.

Operationalize the guidance and direction developed by the Ocean County Workforce Development Board within the One Stop Career Center(s)

In accordance with TEGL 16-16, the One-Stop operator carries out the following activities:

1. Facilitates integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the AJCC
2. Develops and implements operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings
3. Organized and integrates AJC services by function (rather than program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having AJC staff who perform similar tasks serve on relevant functional terms
4. Implements staff development to ensure that staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery, consistent with the requirements of each of the partner programs. Center staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Center staff are routinely trained so they are keenly aware as to how their particular work function supports and contributes to the overall vision of the Local WDB, as well as within the AJC network.

Roles & Deliverables

The One-Stop Operator is the honest gatekeeper who ensures all partners have an equal voice in formulating the policy that drives the delivery of services throughout the system. The successful bidder shall, at a minimum, provide the following under the direction of the Ocean County Workforce Development Board:

- Leadership that examines how the One-Stop system partners address values and performance expectations. The on-going review will include a focus on customers and other stakeholders, empowerment, innovation, learning, and organizational direction. The analysis will describe how the One-Stop system addresses its responsibilities to the public and supports its key communities.
- Execution of a Strategic Planning process for developing objectives, as well as creating action plans and related human resource plans to support the Ocean County Workforce Development Board's policy guidance of the One Stop Career Center(s).
- A Continuous Quality Improvement examination of how the One Stop system determines customer/market requirements, expectations, preferences and how it builds relationships with customers and determines their satisfaction.
- Analysis of the performance measurement system, One Stop partners' progress towards achieving performance benchmarks, and how the One-Stop system analyzes performance data and information.
- Review of how the people who work in the One Stop system will develop and utilize their full potential in alignment with the Ocean County Workforce Development Board's objectives.
- Examination of the key aspects of process management, including customer-focused design of products and service delivery, as well as support, supplier and partnering processes involving all work units of the One Stop Career Center. Also to be reviewed are how key processes are designed, implemented, managed, and improved to achieve better performance.
- A Business Results examination of the One Stop Career Center's performance and improvement in key business areas - customer satisfaction, financial and marketplace performance, product and service performance, human resource results, supplier and partner results, and operational performance. Also benchmarking performance levels relative to competitors, and other organizations within the system providing similar services.
- Facilitation of One Stop Collaborative meetings, at least quarterly.
- Participation in local and regional workforce planning efforts of the Ocean County local area.

- Collection, analysis, and reporting of One Stop partner performance data.
- Development and implementation of a One Stop Career Center customer satisfaction survey.
- Maintenance of effective working relationships with One Stop partners.
- Development of new partnerships in the workforce system.
- Efficiencies in One Stop Career Center(s).
- Oversight to ensure that Ocean County Workforce Development Board policy and procedure is followed by One Stop partners at One Stop Career Center(s).
- Implementation of SETC approved credentialing of the One Stop Career Center(s) biannually.
- Reporting to the Workforce Development Board on the functioning of the One Stop Career Center(s).

The successful bidder will ensure that it will comply with any County, Regional, State and Federal program and financial monitoring.

In the future, additional roles may be established for the one-stop operator.

Location

The successful bidder will be required to maintain a local One Stop Operator management office within the Local Workforce Development Area. Such office must be located in the One Stop Career Center at 1959 Route 9, Toms River, NJ 08753. The allocated portion of the building for the successful One Stop Operator is approximately ten percent (10%) for the One Stop Operations.

Eligible Applicants

Pursuant to the NJ Department of Labor and Workforce Development (LWD), eligible entities to serve as a One-Stop Operator include:

- an institution of higher education;
- an employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
- a community-based organization, nonprofit organization, or intermediary;
- a private for-profit entity;
- a government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

If a bidder is, or should be, aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization whether as an employee, officer or director receives compensation or business for services rendered to Ocean County Workforce Development Board or have direct or consulting agreement, including those through family or business ties.

Bidders are prohibited from contacting or discussing this solicitation with board members of the Ocean County Workforce Development Board. Such contact and any attempts to sway decision making of the Board will result in disqualification of the bid.

Entities serving or seeking to serve multiple roles in the Ocean County Workforce Development area must adhere to WIOA Title 1, Subtitle E (Administration) and 679.430 to ensure appropriate firewalls within a single entity performing multiple functions to limit conflicts of interest and minimize fiscal risk. It is the responsibility of the bidder to recognize real or perceived conflicts of interest and plan to address them with appropriate firewalls. Such firewalls must be clearly articulated in the program narrative.

Funding Availability

Funding available for the One Stop Operator will be based on the annual allocation of Federal and State workforce development funding to the Ocean County local Workforce Development area. Funding for each local area is determined through established funding formulas by the US Department of Labor (DOL) and NJ Department of Labor and Workforce Development (LWD). Program Year (PY) 2019 [July 1, 2019 through June 30, 2020] allocations are not known at this time. A Notice of Obligation is typically received annually in June. It is understood that funds fluctuate from year to year. The contract agreement developed as a result of this solicitation shall reflect actual funds available for the contract period of PY2019 July 1, 2019 through June 30, 2020.

For planning purposes, prospective bidders should understand that PY2018 WIOA funding to the Ocean County local Workforce Development area was in the amount of \$1,007,543 for Adult services, \$933,421 for Youth services, and \$1,018,900 for Dislocated Worker services; for a total of \$2,959,864 in federal funding. In addition, State funding to the Ocean County Local Workforce Development area for the PY2018 was in the amount of \$1,022,051 for WorkFirst NJ- Temporary Assistance to Needy Families (TANF) and \$619,530 for WorkFirst NJ – General Assistance (GA); for an additional \$1,665,821 in State funding.

It is estimated that 4% of allowable Program funds of the aforementioned grant programs will be dedicated to the One Stop Operator, or approximately \$149,000 at PY2018 funding levels. Neither funding availability nor Ocean County allocations are guaranteed.

All proposals should include the following documents:

1. Program Narrative
2. Computed Budget Proposal and narrative
3. Certificate of Insurance
4. Current List of Board of Directors
5. Certified Audit
6. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
7. Organizational Chart
8. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement
9. Disclosure of Investment Activities in Iran (Mandatory Document)
10. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
11. Non-Collusion Affidavit
12. Signature Page
13. Addendum Acknowledgment (If issued, mandatory document)

Program Narrative Format

Please provide detail to the following items and questions.

Basic Agency Information

1. Include agency name, CEO or Executive Director's name, mailing and physical addresses, and main phone number, as well as the name, phone, and email address of the contact person for this proposal.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organizations qualifications and alignment with the services sought by the RFCC
4. Organizations philosophy and approach to workforce development programs and services

Agency Background Information

1. Give the agency's mission statement and a brief history, including an overview of services currently provided by the agency. Be sure to include any one-stop/federal program management your agency has operated.
2. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information. If the organization has not provided past Workforce Investment Act (WIA) or Workforce Innovation and Opportunity Act (WIOA) programs, please outline programs that provided similar services in which your organization has been involved over the last two years.
3. Please describe your experience working with Federal Programs. Specifically, in what capacity did you work and what results did you obtain.
4. Please describe your experience working with the Private Sector. Specifically, in what capacity were you employed and what successes did you realize.

Description of Program

1. Describe your experience with and/or philosophy regarding the following:
 - a. Visionary leadership and continuous quality improvement efforts while operating within structured rules and guidelines
 - b. Fostering collaboration and partnerships.
 - c. Measuring Customer satisfactions and quality of services
 - d. Working on diverse/divergent issues or agendas to reach outcomes
 - e. Serving diverse customers including employers, economically disadvantaged individuals with little or no
 - f. Understanding of Federal laws and workforce or related laws, including the Workforce Innovation and Opportunity Act and WorkFirst New Jersey.
 - g. Experience with One-Stop Centers in the current and previous legislations.
 - h. Experience in the Ocean County area.

2. Approach

Describe how you will approach the One-Stop Operator roles and responsibilities identified above in terms of:

- a. Staffing (Including Job Descriptions, Experience, and Percent of Time Allocated to One-Stop Operator Duties, and Local Hiring of Management)
- b. Partner Collaboration
- c. Partner and Center Communication
- d. Performance Reporting
- e. Adherence to Board and Administrative Entity Policies and Procedures

Program Management

1. Tell us about who would provide the service and will be responsible for achieving results. What evidence (especially from past behavior) suggests that this person has the enthusiasm, capability, expertise, and commitment to succeed in achieving the results stated above?
2. If applicable, tell us about other members of the team that will support the One Stop Operator, i.e. business partners, other educational partners from institutions of advanced learning, etc. How and why will these capabilities help achieve the results you are committed to achieving?
3. Provide resumes and/or job descriptions of all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignment to this program.
4. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the One Stop Operator program. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the One Stop Operator program.
5. Describe how your organization envisions the role of One Stop Operator management staff in an integrated system.

6. Any organization that has been selected or seeks to be designated to perform more than one function in the local Workforce Development area must clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy. If applicable, describe in detail the firewalls that your organization will create between roles it seeks to play in the Ocean County Workforce Development area. Describe why the firewalls are deemed appropriate and how they will be enforced.
7. What evidence suggests that your organization has the capability and commitment to achieve the results stated above?

Implementation Plan

If your organization is not presently the One Stop Operator in the Ocean County local Workforce Development Area, describe how you will work with the current provider to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed etc.) and the anticipated completion date for each transitional activity.

Firewalls

Any organization that has been selected or seeks to be designated to perform more than one function in the local Workforce Development area must clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy. If applicable, describe in detail the firewalls that your organization will create between roles it seeks to play in the Ocean County Workforce Development area. Describe why the firewalls are deemed appropriate and how they will be enforced.

Computed Budget Proposal and Narrative Format

Include a budget narrative to clarify and annotate a line item budget and operating budget using customary budget templates. When appropriate, calculate unit cost. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources.

A Technical Assistance Meeting will be held on Monday, April 22, 2019 at 11:00am at the Ocean County Department of Human Services, 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, NJ 08754-2191. Questions about this solicitation must be submitted in writing no later than 12 noon on Wednesday, April 24, 2019 to Cheryl Meyer at cmeyer@co.ocean.nj.us

Proposal Submission Requirements

Sealed proposals will be received by the Department of Human Services located at 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, NJ 08754-2191 at which time said proposals will be recorded.

All proposals must be enclosed in a sealed envelope, containing one (1) original and six (6) copies of the Competitive Contract proposal, bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelope. All proposals must arrive at the Department of Human Services **no later than 4pm on Thursday, May 9, 2019.**

The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in the Competitive Contract proposal.

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein.

| | |
|-----------|-------------------------|
| <u>40</u> | % - Technical Criteria |
| <u>40</u> | % - Management Criteria |
| <u>20</u> | % - Cost Criteria |

1. Technical Criteria:

- a. Does the bidder's proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Is the bidder's proposal complete and responsive to the specific requirements?
- c. Is there evidence to support the efficacy of the bidder's proposed methodology?
- d. Plan of Service - strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the One Stop Career Center system. An understanding of the commitment to an integrated service delivery model.
- e. Partnerships and Coordination - Understanding of and commitment to an integrated service delivery model in the One Stop Career Center system and effective working relationships with the Board, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

2. Management Criteria:

- a. Organizational Stability, Background, Qualifications, Performance History – whether bidder adequately addressed all the response items and appears to be a solid organization and extent to which bidder demonstrated evidence of ability to perform the functions described in its project plan.
- b. Staffing Plan and Organizational Chart– completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.

3. Cost Criteria:

- a. How does the cost compare to other similarly scored proposals?
- b. Is the price and its component charges, fees, etc. adequately explained or documented?
- c. Reasonableness of pricing consistent with the plan of service proposed and the qualifications of bidder
- d. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

Ranking - All proposals will be reviewed for completeness and qualifications. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County. ***Proposals must receive an average score of 67% to be considered for funding.*** The proposal that receives the highest average score will be recommended for funding to the Ocean County Workforce Development Board. Final funding decisions rest with the Ocean County Board of Chosen Freeholders, as the Chief Elected Officials for the local Workforce Development area.

Appeals - Applicants have the right to appeal actions or decisions related to this Competitive Contract RFP pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. Appeals must be sent in writing to Cheryl Meyer within three (3) business days of notification of award recommendation by the WDB. Appeals will be reviewed and investigated within three (3)

business days of receipt of appeal by an ad hoc Appeals Committee of the WDB. The WDB may also choose to hear the appeal as a “committee of the whole.” Agencies involved in the appeal or potentially affected by the appeal will be notified. The Appeals committee will then provide its recommendation to the WDB and, in turn, the Board of Chosen Freeholders.

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

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

Certification of Non-Involvement in Prohibited Activities in Iran - Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the vendor, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the vendor is unable to so certify, the vendor shall provide a detailed and precise description of such activities.

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

Statement of Ownership - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Business Registration Certificate –

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

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


Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Please see samples of acceptable Business Registration Certificates on next page.

| STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE | | DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252 |
|--|--|---|
| TAXPAYER NAME: | TRADE NAME: | |
| TAXPAYER IDENTIFICATION#: | SEQUENCE NUMBER: | |
| ADDRESS: | ISSUANCE DATE: | |
| EFFECTIVE DATE: |  <small>Acting Director</small> | |
| FORM-BRC(08-01) | This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address. | |

THESE ARE SAMPLES OF THE **ONLY** ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE PROPOSAL SUBMISSION OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN.

|  <div style="margin-left: 20px;"> STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE </div> | |
|--|---------------------------------------|
| Taxpayer Name: | TAX REG TEST ACCOUNT |
| Trade Name: | |
| Address: | 847 ROEBLING AVE TRENTON, NJ 08611 |
| Certificate Number: | 1093907 |
| Date of Issuance: | October 14, 2004 |
| For Office Use Only: 20041014112823533 | |

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

: ss

COUNTY OF :

I, _____ of
the City of _____ In the County of _____
and the State of _____, of full age, being duly sworn
according to law on my oath depose and say that:

I am _____ of the firm of _____
the vendor
making the Proposal for the above-named Project, and that I executed the said Proposal with
full authority so to do; that said vendor has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive
procurement in connection with the above-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the
County of Ocean relies upon the truth of the statements contained in said Proposal and in the
statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by _____.
(N.J.S.A. 52:34-15). (Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____
day of _____, 20____.

Notary Public of
My commission expires

EXHIBIT A

**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:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- ☐ Procurement and/or Service Company
- ☐ Professional Consultant
- ☐ Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
 - (a) An existing federally approved or sanctioned affirmative action program.
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
Yes _____ No _____
 - (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?
Yes _____ No _____
 - (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.).

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CFR, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership

The undersigned is a Corporation under the law of the State

Individual

of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

PART I - Check the box that represents the type of business organization:

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

PART II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity | Address |
|---------------------------------------|---------|
| | |
| | |
| | |
| | |
| | |

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|---|----------|
| | |
| | |
| | |

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Address |
|---|---------|
| | |
| | |
| | |

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean 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, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX **FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers **must** review this list prior to completing the below certification. **Failure to complete the certification will render a vendor's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the vendor listed below nor any of the vendor's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

☐ **I am unable to certify as above because the vendor and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the vendor's person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

| | |
|---|----------------------------------|
| Name _____ | Relationship to Proposer _____ |
| Description of Activities _____ _____ | |
| Duration of Engagement _____ | Anticipated Cessation Date _____ |
| Proposer Contact Name _____ | Contact Phone Number _____ |

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Proposer: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

DOCUMENT CHECKLIST

Project Title: ONE STOP OPERATION MANAGEMENT SERVICES

Items submitted
(Proposer's INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF PROPOSAL**



| | | |
|----------|---|-------|
| <u>X</u> | Statement of Ownership (N.J.S.A. 52:25-24.2) | _____ |
| <u>X</u> | Acknowledgment of receipt of addenda or revisions (if issued) | _____ |
| <u>X</u> | Disclosure of Investment Activities in Iran | _____ |
| <u>X</u> | Computed Budget Proposal and Narrative | _____ |

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

| | | |
|----------|---|-------|
| <u>X</u> | Non-Collusion Affidavit | _____ |
| <u>X</u> | Affirmative Action questionnaire | _____ |
| <u>X</u> | Signature Page | _____ |
| <u>X</u> | One (1) Original and six (6) of Proposal Submission | _____ |
| <u>X</u> | References | _____ |
| <u>X</u> | Organizational Chart | _____ |
| <u>X</u> | Certified Audit | _____ |
| <u>X</u> | Certificate of Insurance | _____ |

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE PROPOSAL

| | | |
|----------|--|-------|
| <u>X</u> | Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 <u>OR</u> Copy of IRS letter granting tax exempt status under Sec. 501(c)3 | _____ |
| _____ | Copy of Proposer's Public Works Contractor Registration Certificate | _____ |

**D. THE UNDERSIGNED PROPOSER HEREWITH SUBMITS
THE ABOVE REQUIRED DOCUMENTS.**

PRINT NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

ADDENDUM ACKNOWLEDGMENT

COUNTY OF OCEAN

ADDENDUM NO: _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

PROPOSER: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE: WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL AT THE TIME OF PROPOSAL SUBMISSION. FAILURE TO DO SO WILL RESULT IN PROPOSAL REJECTION.

| Period: July 1, 2019 - June 30, 2020- Budget Template | | | | | | |
|---|-----------------------|-----------------------|--------------------------------------|-----------------------------|-----------------------|--------------------------|
| | | | | | | |
| | WIOA Adult PY19 | WIOA Youth PY19 | WIOA Dislocated Worker PY19 | | WFNJ- TANF FY20 | WFNJ- GA/SNAP FY20 |
| Administration | | | | | | |
| Salaries | | | | Salaries | | |
| Fringe Benefits | | | | Fringe Benefits | | |
| Occupancy Cost | | | | Occupancy Cost | | |
| Travel | | | | Travel | | |
| Conference & Training | | | | Conference & Training | | |
| Other (Please Specify) | | | | Other (Please Specify) | | |
| Other (Please Specify) | | | | Other (Please Specify) | | |
| Other (Please Specify) | | | | Other (Please Specify) | | |
| Total Administration | | | | Total Administration | | |
| Admin Award Ceiling: | | | | Award Ceiling: | | |
| | | | | | | |
| Program | | | | | | |
| Salaries | | | | Staff Costs | | |
| Fringe Benefits | | | | Participant Costs | | |
| Occupancy Cost | | | | Total Program | | |
| Travel | | | | Award Ceiling: | | |
| Conference & Training | | | | | | |
| Other (Please Specify) memberships/supplies | | | | Total | | |
| Training Contracts | | | | Total Award Ceiling: | | |
| Supportive Services | | | | WFNJ FY20: | | |
| Work Experience - Out of School | | | | | | |
| Work Experience - In School | | | | | | |
| Total Program | | | | | | |
| Program Award Ceiling: | | | | | | |
| | | | | | | |
| Total | | | | | | |
| Total Award Ceiling: | | | | | | |
| WIOA PY19: | | | | | | |