REQUEST FOR PROPOSAL

FOR

NEW JERSEY ONE-STOP OPERATOR for Hudson County

PROVIDING CAREER SERVICES to ADULTS, DISLOCATED WORKERS

AND BUSINESS SERVICES TO EMPLOYERS

FOR

HUDSON COUNTY WORKFORCE DEVELOPMENT BOARD

FOR THE PERIOD

JULY 1, 2017-JUNE 30, 2019

RFP ISSUED: **April 18, 2017**

RFP BIDDERS' CONFERENCE: **April 21, 2017**

LOCATION OF RFP BIDDERS' CONFERENCE:

Press Room 1st floor
257 Cornelison Avenue
Jersey City, New Jersey 07302

DUE DATE FOR PROPOSAL SUBMISSION: **May 10, 2017**

LOCATION FOR PROPOSAL SUBMISSION:

Room 6610 6th floor
257 Cornelison Avenue
Jersey City, New Jersey 07302
Attn: John Fugazzie
Director, Hudson County Workforce Development Board

CONTRACT BEGINS: **July 1, 2017**

REFERENCES

The below references are offered to provide federal and state legislative, regulatory, policy and guidance regarding the Workforce Innovation and Opportunity Act (WIOA) and related One-Stop operations context that is not intended to be exhaustive.

WIOA Overview: http://www.doleta.gov/WIOA/Overview.cfm

Workforce Innovation and Opportunity Act (WIOA): http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf

WIOA Final Rules and Resources – https://doleta.gov/wioa/Final_Rules_Resources.cfm

WIOA Fact Sheet: One-Stop Career Centers:
http://www.doleta.gov/WIOA/Docs/WIOA_OneStop_FactSheet.pdf

New Jersey Career Connections website: http://careerconnections.nj.gov/

New Jersey One-Stop Operator Competitive Selection (pg. 44):
http://lwd.state.nj.us/labor/wioa/documents/resources/njcombinedstateplanforwioa2016.pdf

Pathways and Partnership: Blueprint for Talent Development (Blueprint):
http://lwd.state.nj.us/labor/wioa/documents/resources/OverviewBlueprintTalentDevelopment.pdf

NJ Talent Networks: http://careerconnections.nj.gov/careerconnections/partners/talent/talent_networks.shtml

OnRamp for Jobseekers (web portal for the jobseeker): https://webos.dol.state.nj.us/Career/Login.aspx

OnRamp for Employers (web portal for the employer): https://webos.dol.state.nj.us/Talent/Login.aspx

New Jersey Combined State Plan for WIOA 2016:
http://lwd.state.nj.us/labor/wioa/documents/resources/njcombinedstateplanforwioa2016.pdf

SECTION I. PURPOSE, FUNDING AND SCHEDULE

A. Purpose of Request for Proposal

On behalf of the Hudson County Executive and the Mayor of Jersey City, the Hudson County Workforce Development Board Workforce Development

Board (HCWDB) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding for the selection of a One-Stop Operator ("OSO") to operate the New Jersey One-Stop Career Centers (NJCCs) and other service access points for federally-funded NJCC partners, as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Hudson County Workforce Development Area.

The HCWDB is responsible for development, oversight, implementation and leadership of the publicly-funded Workforce Development System for Hudson County. The HCWDB determines services through research, traditional demographic and labor market information, real-time labor market information, business and sector engagement, market surveys and other means. Services are provided through a One-Stop Career System ("One-Stop Career System" or "System") by a partnership of workforce organizations with resources and expertise in serving employers and job seekers across Hudson County and Jersey City. WIOA requires the Operator to be selected through a competitive process; the Operator is expected to be in place by July 1, 2017.

B. Available Funding and Performance Period

The HCWDB will award WIOA funds to the entity that demonstrates an ability to effectively deliver and manage series as described herein. It is the expectation of the HDCWD that respondents will become proficient in their understanding of the WIOA services and subsequent regulations. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other entities that together will deliver the full scope of services contemplated by this RFP. The HCWDB anticipates funding grant agreements effective July 1, 2017 through June 30, 2019. The HCWDB reserves the right to renew grant agreements for up to one additional two-year periods based on the delegate agency's achievement of benchmarks, funding availability, ability to leverage funds, compliance with WIOA and the renewal's conformity with The HCWDB's vision for the Hudson County Local Workforce Development Area. At the time of the issuance of this RFP, the WIB and HCOCC have not finalized the budget for program year 2017. Additional funds received by the WIB or the HCOCC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP.

At the time of the issuance of this RFP, the NJLWD, WDB and HCOCC have not finalized the budget for program year 2017, However, based on previous program years, The HCWDB anticipate awarding up to approximately based on 2016 Program year funding for Hudson County - **WIOA $2,756,129 | WorkFirst NJ $6,442,250.**

C. Schedule of Events

April 18, 2017 – RFP released
April 21, 2017 - Technical Assistance Conference (9:00am)
April 25, 2017 – Deadline for Submission of Questions
April 28, 2017 - Release of Question Responses and Addenda
May 10, 2017 – RFP Responses Due
May 19, 2017 - Completion of Proposal Review Process
May 26, 2017 – Awarding of Contracts to each One-Stop
July 1, 2017 - One Stop Operations begin Process completed and implemented

D. Eligible Respondents

Any governmental, not-for-profit, educational institution or for-profit entity properly operating in accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration. Minority-owned and women-owned businesses are encouraged to apply. Respondents may be a single entity (public, private, or non-profit) or a consortium of entities, if the consortium of entities is one of One-Stop Partners,

it must include a minimum of three of the Core Programs: (WIOA Title I, Wagner Peyser/Employment Service, Adult Education and Literacy; Vocational Rehabilitation (MRC/MCB); and Temporary Assistance for Needy Families (TANF).

The types of entities that are eligible to be a One-Stop Lead Operator/Service provider include:

- An Institute of Higher Education
- An Employment Service State Agency established under Wagner Peyser
- A Community Based Organization, nonprofit organization, or workforce intermediary
- A private for-profit entity
- A Government Agency (i.e. Municipality)
- A Local Board with approval of Local Chief Elected Official and Governor
- Another interested organization or entity capable of carrying out the duties of the one –stop lead operator service provider; may include but not limited to: Chamber of Commerce, Business Organizations or Labor Organizations
- Non-traditional public secondary schools such as a night school, adult school, or an area Career and Technical Education School

Note: Elementary schools and Secondary Schools are not eligible to be selected as the One-Stop Lead Operator/Service Provider

Additionally, respondents must be eligible to do business with the County of Hudson. Further, to receive consideration, a responded must be approved to provide training or related services in the State of New Jersey. Respondents must indicate administrative offices and each proposed service location identified in their response. Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with whom they will collaborate to enhance the project design. Such subcontracting relationships or collaborations that enhance the capacity to provide services across the County, throughout various neighborhoods and to specific target populations, are encouraged. However, any collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership
- State the roles and responsibilities of each collaborator
- Include an organizational chart for each organization and for the collaborative
- Describe how funds will flow within the collaborative
- Identify the percentage of each partner's fiscal responsibility
- Identify the qualified fiscal agent for the collaborative partnership Entities are ineligible if they:
  1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency;
  2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the New Jersey Department of Revenue or the Federal Internal Revenue Service requirements.

SECTION II. BACKGROUND AND GOVERING AUTHORITY

A. The Hudson County Workforce Development Board

The Hudson County Workforce Development Board is a public-private partnership, engaging leaders from the private sector, government agencies, organized labor, educational and community-based organizations to inform Hudson County's workforce development strategies. The HCWDB providers leadership, strategic planning, policy direction and oversight for WIOA services in Hudson County's and Jersey City's Local Workforce Development Areas.

B. The Workforce Innovation and Opportunity Act (WIOA)

WIOA is federal legislation that was signed into law during July 2014, and is being implemented in stages which began on July 1, 2015 and is available at www.doleta.gov/wioa. The Final Rules and related resources are

available at https://doleta.gov/wioa/Final_Rules_Resources.cfm. WIOA seeks to improve service quality for employers and job seekers through better alignment of education, economic development and workforce development systems at the state, regional and local levels. WIOA maintains the primary service delivery structure in the nation's network of One-Stop Career Systems, but challenges Operators with higher expectations for Partner investments, Onondaga County Workforce Development System (also referred to as the "Workforce System" or the "System") leadership, business engagement, sector strategies' development, service prioritization for under-served populations, and performance achievement. A new emphasis is placed on attainment of credentials that are valued by multiple employers and are stackable toward more advanced certifications and degrees. 1.2 Authority

The purposes of WIOA are the following:

- To increase access to and opportunities for the employment, education, training, and support services neeed to succeed in the labor market (particularly for individuals with barriers to employment).
- To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers needed to succeed in a global economy.
- To promote improvement in the structure and delivery of services through the workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- To increase the prosperity of workers and employers, the economic growth of communities, regions, and States, and the global competitiveness of the United States.

The opportunities presented by WIOA have led the HCWDB to issue this RFP for a single entity, or a lead entity representing coalition of organizations, to serve as Operator of HCWDB's comprehensive Center. The Operator role will be distinct from the roles of the direct providers of services. Partners, as defined in WIOA Section 121(b), are entities that carry out specific workforce development programs and services in the Workforce System. These Partner organizations will execute a MOU with the WDB for defined contributions of staff, funds, and/or other resources and will be placed under the direction of the Operator. The entity that is chosen will be empowered by and accountable to the WDB for achieving program performance levels negotiated between the WDB and the New Jersey Department of Labor and Workforce Development. This solicitation is seeking management services that coordinate the diverse services of the One-Stop system partners, and to work with the WDB to (i) develop a plan for operating the One-Stop in alighment with the HCWDB's plan and (ii) monitor common performance measures and other state and local metrics for evaluating the performance of the One-Stop and its partners. Under this vision the successful responder will provide:

- Leadership
- Strategic Planning
- Market Focused Customer Services
- Information and Analysis
- Human Resources Focus
- Process Management
- Business Results

SECTION III. WIOA REQUIREMENTS

A. Required Program Elements

The HCWDB has established a One-Stop Delivery system that serves as a community resource for both job seekers and employers to increase the efficiency with which the right person is matched with the right job, and to offer an abundance of career exploration and job readiness resources in a user-friendly, customer-focused, results-driven environment. To this end, the HCWDB will consider proposals representing the supportive elements of information management, marketing and public relations, service integration and coordination, and facility coordination. The One-Stop Operator will be responsible for maintaining and providing continuous quality improvement of on-going

functioning of the Hudson County City Workforce Development Area's One-Stop delivery system and center(s). The following elements related to the provision of Career Services should be covered in detail in any response to the RFP:

- One-Stop Centers provide excellent customer service to job seekers, workers and businesses.
  - ❖ Reflect a welcoming environment to all customer groups who are served
  - ❖ Develop, offer and deliver quality business services
  - ❖ Improve the skills of job seeker and worker customers
  - ❖ Create opportunities for individuals at all skill levels and levels of expertise o Provide career services that motivate, support and empower customers to Value skill development
- One Stop Centers reflect innovative and effective service design.
  - ❖ Use an integrated and expert intake process for all customers entering the One-Stop centers
  - ❖ Design and implement practices that actively engage industry sectors
  - ❖ Balance traditional labor exchange services with strategic talent development
  - ❖ Ensure meaningful access to all customers
  - ❖ Include both virtual and center-based service delivery
  - ❖ Incorporate innovative and evidence-based delivery models
- One-Stop Centers operate with integrated management systems and high quality staffing.
  - ❖ Reflect the establishment of robust partnerships among partners
  - ❖ Organize and integrate services by function
  - ❖ Develop and maintain integrated case management systems
  - ❖ Develop and implement operational policies
  - ❖ Use common performance indicators
  - ❖ Train and equip One-Stop staff o Staff the center with highly trained career counselors
- One-Stop Centers provide required services for Adults and Dislocated Workers. In general these activities are:
  - ❖ establish a One-Stop delivery system described in section 121(e);
  - ❖ provide the career services described in Section 134(c)(2) to Adults and Dislocated Workers, respectively, through the One-Stop delivery system in accordance with such paragraph;
  - ❖ provide training services described in Section 134 (c) (3) to Adults and Dislocated Workers, respectively, described in such paragraph;
  - ❖ establish and develop relationships and networks with large and small employers and their intermediaries; and
  - ❖ develop, convene, or implement industry or sector partnerships.
  - ❖ Specifically, Adult and Dislocated Worker Activities include:

- eligibility determination
- outreach and intake
- initial assessment of skills
- supportive service needs
- job search and placement assistance
- career counseling
- provision of information on in-demand occupations and non-traditional employment
- recruitment and other business services for employers
- referrals to other NJCC partner programs and other available programs in the community
- provision of labor market information
- information on supportive services available through other programs
- short term prevocational services
- soft skills training
- work experience
- financial literacy
- out of area job search
- training services
- occupational skills training
- supportive services
- OJT
- work-based learning
- incumbent worker training

- information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA
- comprehensive skills assessments
- in depth interviewing and evaluation of barriers to employment
- development of an Individual Employment Plan
- group counseling; career planning
- private sector training programs
- skill upgrading and retraining
- job readiness training
- Adult education and literacy activities and follow-up services

- One-Stop Centers provide business services through a Business Services Team, which will:
  - ❖ Proactively establish and develop relationships and networks with all size employers and their intermediaries;
  - ❖ Be knowledgeable about all regional and state workforce resources and be able to coordinate these resources to provide streamlined services to employers;
  - ❖ Represent workforce resources to prospective economic development clients;
  - ❖ Be knowledgeable about and able to interpret labor market information and data; and
  - ❖ Collaborate with NJCC partners to custom design and deliver responsive solutions for employers.

Applicants must clearly and completely demonstrate the organizational and management capacity necessary to ensure that the services and/or outcomes to be provided are achieved during the contract. These include but are not limited to:

- Delivering high quality, timely, complete, consistent, and compliant contracted services;
- Meeting or exceeding the contract objectives and performance goals;
- Working effectively with HCWDB staff, other service providers and community partners.
- The incorporation of Community and Faith Based Organizations working in partnership with the Career Center needs to be meaningful and intentional with MOUs that state the specific collaboration in efforts to assist the job seeker gain employment in jobs that provide a sustainable wage.

B. Mandated Partners

WIOA requires that local boards to establish a One-Stop delivery system and conduct oversight of that system. The HCWDB is responsible for developing a memorandum of understanding with the required One-Stop partners that outlines each partner's responsibilities. Each One-Stop partner that carries out a required program or activity in a local area "shall provide access through the One-Stop delivery system to such program or activities carried out by the entity, including making the career services that are applicable to the program or activities available at the One-Stop centers (in addition to any other appropriate locations)." WIOA establishes a number of required partners in the One-Stop delivery system. These partners include:

- Title I programs (Adult, Dislocated Worker, Youth, Job Corps, YouthBuild, Native American, and Migrant Seasonal Farmworker)
- Title II Adult Education and Family Literacy activities
- Wagner-Peyser Act employment services programs
- The Vocational Rehabilitation program under Title I of the Rehabilitation Act
- The Senior Community Service Employment Program authorized under Title V of the Older Americans Act
- Postsecondary career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act
- Trade Adjustment Assistance authorized under the Trade Act
- Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.
- Employment and training activities under the Community Services Block Grant
- Employment and training activities of the Department of Housing and Urban Development

- State unemployment compensation program
- Ex-offender programs authorized under section 212 of the Second Chance Act
- Workforce Learning Link
- Work First New Jersey (WFNJ),Temporary Assistance to Needy Families (TANF) and General Assistance/ Supplemental Nutrition Assistance Program (GA/SNAP), authorized under the Social Security Act, unless exempted by the Governor.
    - The State's welfare program is known as Work First New Jersey (WFNJ) and is comprised of two divisions: Temporary Assistance for Needy Families (TANFGrants that originate from the Division of Human Services to the Department of Labor and Workforce Development are administered by the One-Stop Operator. To receive assistance, clients have to work, actively look for work, or participate in an approved work activity. The first activity of job training for TANF recipients is G-Job, a mandatory 30-day in-service program at the NJCC where clients receive assessment and job-readiness training. Clients are then placed in the next mandatory job activity, which includes occupational training, community work experience training (CWEP), or basic skills instruction. Counselors work with clients to ensure participation in these to-work activities. Other programs for TANF clients are Smart Steps, which allows eligible individuals to attend college, and CAVP, which offers post-WFNJ/TANF recipients to enroll in occupational training.

The One-Stop Operator must be able to coordinate all federally and state-funded workforce development partners. The One-Stop Operator shall endeavor to:

- Establish agreements with NCAA partners regarding the integration of workforce development services as well as cost sharing measures.
- Improve customer access to the NJCC partner services through implementing a common intake, common application, common case management and referral process, as required under WIOA.
- Work with the WIOA Youth services providers to familiarize Youth with the full array of NJCC services and determine appropriateness of co-enrollment, particularly for out-of-school Youth now prioritized under WIOA.
- Leverage additional funding streams, including those that support training, as well as in-kind and monetary contributions from regional organizations and businesses.
- Collaborate with other pertinent organizations in the community to meet the needs of customers.
- Collaborate with The HCWDB to implement workforce development system initiatives and specific grant activities for which The HCWDB and the NJCC system participation has been required in the grant applications and subsequent funding.
- Collaborate with the State, Administrative Entity and NJCC partners, as necessary, to implement state-generated initiatives related to NJCC services.

C. Outreach and Recruitment

The One-Stop Operater will be required to implement an outreach and organizational collaboration strategy to attract and enroll Adult and Dislocated Workers and Youth (optional) in WIOA services and to meet performance standards. Manage enrollment of Adults and Dislocated Workers and Youth (optional) into WIOA services to serve as many customers in need as possible. Work with The HCWDB leadership as well as the Administrative Entity to ensure the efficient use of training dollars. The goal is to help the largest number of customers become enrolled and succeed in training and ultimately secure sustainable employment consistent with HCWDB policy.

D. Other Required Program Components/General Information

1. In accordance with the State of New Jersey's Workforce Development plan, the HCWDB is required to solicit proposals for these services at least once every two years. The resulting contract with the successful bidder will be for an initial 2-year period, commencing July 1, 2017 and concluding June 30, 2019. Baed

on performance, the HCWDB may renew the contract for an additional year, running from July 1, 2019 through June 30, 2020. The contract shall be cost-reimbursement.

2. The Hudson County Workforce Development Area includes 1 New Jersey Career Centers located in Union City. The successful bidder will provide Adult, Dislocated Worker programs and Business Services in Hudson County, effective July 1, 2017.
3. The HCWDB is seeking proposals from interested and qualified private, public, for-profit and not-for-profit entities able to provide innovative, high quality services to Adults, Dislocated Workers, and the business community. The proposed services must meet the specifications of this RFP. The HCWDB anticipates contracting with an entity that is familiar with Workforce Investment Act programs. The Workforce Innovation and Opportunity Act of 2014 provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The HCWDB envisions a system that meets the needs of residents and businesses alike.
4. The One-Stop Operator will be responsible for the day to day operations of WIOA and WFNJ-funded programs, as well as One-Stop partners (Employment Services, Disability Vocational Rehabilitation Services, Unemployment services and other partners connected to the One-Stop Career Center).
5. The Hudson County Local Development Area is expected to reimburse the HCWDB for 50% of all eligible expenses incurred by the HCWDB and approved by the HCWDB. Successful bidders must set-aside a portion of funds awarded under this RFP to cover those expenses.
6. The proposal process is competitive and follows the County of Hudson procurement rules.
7. This Request for Proposal is not in itself an offer of work nor does it commit the HCWDB to fund any proposals submitted. The HCWDB is not liable for any costs incurred in the preparation or research involved in the development of proposals.
8. Successful bidders must negotiate the final deliverables and price before the HCWDB will make any final commitment.
9. All commitments made by The HCWDB are contingent upon the availability of funds.
10. The HCWDB that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The HCWDB also assures that it will comply with any pending federal regulations implementing WIOA and the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements that The HCWDB makes to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available for individuals with disabilities.
11. By submitting a bid, all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
12. Funds available for bid are intended to result in contracts for NJCC One Stop Operator and services in the Hudson County Workforce Development Area for Adult, and Dislocated Workers and business services.
13. Bidders should note that under the requirements of the Freedom of Information Act (FOIA), the contents of your proposal or other information submitted to The HCWDB is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and is not binding on The HCWDB. If there is a request from the public under FOIA to inspect any part of the proposal so marked, The HCWDB will advise the bidder and request further justification in support of the "proprietary" marking. If The HCWDB determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

14. The specifications in this RFP may change based on issuance of State or Federal regulations or policy. The HCWDB will work with the successful bidder to implement any changes required by the State or US Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with The HCWDB to comply with subsequent changes.
15. By submitting a proposal, the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the HCWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The HCWDB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
16. The successful bidder will be required to maintain a local One-Stop Operator management office within the Local Workforce Development Area. Such office may be located in one of the NJ Career Centers.
17. By submitting a proposal, the bidder assures that it will provide additional services under any new, additional grants that become available such as a National Dislocated Worker Grant or other State or federally funded workforce programs granted to the HCWDB.
18. The bidder assures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract. Programmatic subcontracts require prior approval of The HCWDB.
19. The bidder assures that, if awarded a contract by The HCWDB, it will comply with any Regional, State and Federal program and financial monitoring.
20. Bidders are prohibited from contacting or discussing this RFP with board members of the HCWDB. Such contact will result in disqualification of the bid.
21. All proposers must demonstrate existing capacity and commitment to –
    - Support the attainment of and/or maintain the NJCC certification standards as noted in the Reference section for full service and affiliate sites,
    - Serve the NJCC target populations,
    - Operate cost-effectively,
    - Operate in a continuous improvement mode, guided by customer needs, satisfaction and success, and
    - Meet state and local performance standards.
22. Costs incurred in the transition from the current contractor to the new contractor are not reimbursable and will be considered an investment on behalf of the new Contractor for services to begin with no interruptions on July 1, 2017.

SECTION IV. PERFORMANCE OUTCOMES, REPORTING AND TRACKING

A. WIOA Common Measues

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas. The chart below outlines the WIOA common measures and other related performance deliverables for the current PY 15/16 Workforce Services Contract. Actual performance levels and standards are subject to change and will be established through contract negotiation.

Performance Measure	PY 15/16 Goal	Requirement	Comment
Adult Entered Employment Rate	85% using DEO's Monthly Management Report (MMR)	Contractor will ensure that WIOA Adults who were unemployed at participation are employed at closure.	Note: Performance Goals will be derived based upon the following criteria: • The state's negotiated goals with USDOL • The LWDA's negotiated goals with the state Goals more stringent than either of the above as determined by WDB.
Dislocated Worker Entered Employment Rate	85% using DEO's Monthly Management Report (MMR)	Contractor will ensure that WIOA Dislocated Workers who were unemployed at participation are employed at closure.	Same comment as Adult Entered Employment Rate.
Adult Credential Attainment Rate	85% using query, manual data or EFM predictive report	Contractor will ensure that WIOA Adults who were enrolled in education at participation, or any time during the program, have attained a post-secondary certificate at closure.	Same comment as Adult Entered Employment Rate.
Dislocated Worker Credential Attainment Rate	85% using query, manual data or EFM predictive report	Contractor will ensure that WIOA Dislocated Workers who were enrolled in education at participation, or any time during the program, have attained a post- secondary certificate at closure.	Same comment as Adult Entered Employment Rate.
Youth Placement in Employment or Education	55% using query, manual data or EFM predictive report	Contractor must ensure that Youth who are not in post-secondary education, employment, or the military at participation are either employed; in the military; enrolled in post-secondary education; advanced training; or occupational skills training at closure.	Same comment as Adult Entered Employment Rate.
Youth Credential Attainment Rate	75% using query, manual data or EFM predictive report	Contractor will ensure that Youth who were enrolled in education at participation, or any time during the program, have attained a diploma, GED or certification at closure.	Same comment as Adult Entered Employment Rate.
Youth Skills Gains	35% using query, manual data or EFM predictive report	Contractor must ensure that out-of-school Youth who are basic skills deficient (BSD) in either literacy or numeracy increase one or more educational functioning levels by their one-year anniversary date of participation.	Same comment as Adult Entered Employment Rate.
Overall Placements	2,000 Staff- Entered Placements	Contractor will work in coordination with the Workforce Development Board (WDB) to ensure job seeker customers served in WDB's operating area obtain employment.	Note: The placement goal is a subset of the overall number of placements that occur in WDB's operating area.
Placements – Internal Job Orders	335 Placements Against Internal Job Orders	Contractor will work in coordination with WDB to ensure job seeker customers served in WDB's operating area obtain employment.	Note: It is expected that this goal will increase as the new service delivery model is implemented to include effective job matching and referral strategies.
DEO Quality Assurance Review	Error rate of 10% or less	Contractor will work to ensure that programs are operated in a manner that is consistent with Federal, State and local policies in order to reduce findings and other issues of non-compliance.	None.
Case Management for WIOA Adults and Dislocated Workers	100% engagement rate	Contractor will work to ensure that all individuals enrolled as an Adult or Dislocated Worker are actively engaged by and with their assigned staff. Contact/engagement is encouraged no less than monthly; however, a period of no contact by staff may not exceed 45 days.	None.
Case Management for WIOA Youth	100% engagement rate	Contractor will work to ensure that all enrolled Youth are actively engaged by and with their assigned staff. Contact/engagement is encouraged no less than twice per month; however, a period of no contact by staff may not exceed 30 days.	None.

WIOA Adult and Dislocated Worker Follow- up	100% completion rate	Follow-up must be completed for 100% of those individuals whose cases were closed for each of the following intervals: 1st, 2nd, 3rd and 4th quarters after exit.	None.
WIOA Youth Follow-up	100% completion rate	Follow-up must be completed for 100% of those individuals whose cases were closed for each of the following intervals: 1st, 2nd, 3rd and 4th quarters after exit.	None.
Welfare Participation Rate	50% on the MMR	Contractor will engage families receiving TANF that include a work-eligible Adult or minor head-of-household in countable work activities.	None.
Welfare Entered Employment Outcome Rate	27.5% on the MMR	Contractor will assist TANF customers with obtaining employment to ensure cases are closed due to earnings.	None.

*With the implementation of co-enrollment of WIOA and Wagner-Peyser customers, it is anticipated the State will renegotiate the Adult measures during the third quarter (January 2017 – March 2017) to better align with Wagner-Peyser outcomes.

B. Performance Requirements

Respondents will be required to:

1. Meet or exceed all WIOA performance measures included in WIOA statute and subsequent regulatory decisions.
2. Work with The HCWDB to redefine local area performance measures for the upcoming transition timeframe.
3. Ensure ongoing improvement of NJCC services. Improvement should focus on, but is not limited, to service integration, program utilization, performance outcomes, customer satisfaction, and cost effectiveness.
4. Establish a program of staff capacity building, within and across partners. Collect and analyze appropriate data for quality assurance, continuous improvement and reporting purposes.
5. Implement process and schedule for reviewing and analyzing performance data internally and with partners, identifying areas to target for improvement, diagnosing causes of failure to meet performance standards, planning changes to improve performance, implementing changes and monitoring the results. Promptly develop solutions to address any identified problems in day to day operations and continue to apply corrective actions until performance meets standards.

SECTION V. SUBMISSION REQUIREMENTS AND INSTRUCTIONS

A. Submittal Procedure

To be considered for funding, applicants must submit one (1) paper original and four (4) legible paper copies of the completed response to this RFP. All proposals must be submitted in both electronic and paper form, according to the following rules.

- ONE ORIGINAL AND FOUR (4) COPIES must be submitted for each proposal.
- The original copy must contain original signatures in blue ink signed by the President, CEO or equivalent person with legal signature authority of the organization and marked "Original."
- A maximum of 30 pages excluding the Executive Summary and Attachments
- 8 1/2 x 11 letter size paper x Single-sided printing x Numbered Pages Page 24 of 47 x One inch margins
- Double-spaced
- 2-point font
- Bind on the left side with a 2 hole punch and a sliding clasp.

- Proposals must be submitted in hard copy and electronically (via USB drive) with Executive Summary and question responses saved as a MS Word file with the fiscal and budget documents saved as a MS Excel file. The outside of each envelope or package should be labeled according to the following guide:

Proposal for WIOA One-Stop Operator
Date of Submission:
Name of Respondent:
Package ___ of ___
Delivered to: Hudson County Workforce Development Board
257 Cornelison Avenue, 6th Floor
Jersey City, New Jersey 07302
C/O John Fuggazie

Completed RFP responses must be submitted by: _____

Proposals received after this date and time are late and will not be accepted. Applicants have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the HCWDB. The decision of The HCWDB in such situations shall be final.

B. Submission Format

All proposals must be organized and assembled as described in this Section. Copies of all required forms as identified in the descriptions below are included as Appendices to this RFP.

- Executive Summary
- Memorandum of Understanding (MOU) with partners if applicable
- Job Titles and Descriptions
- Resumes Organized by Job Title
- Service Delivery Plan Form
- Budget
- Budget Narrative
- IRS W-9 Request for Taxpayer Identification Number and Certifications
- Certificate of Good Standing or Tax Exemption Certificate
- Copy of most recent financial audit
- Certifications (as listed in Attachment E)

C. Executive Summary (2 page limit)

The Executive Summary must be submitted on the organization's letterhead and must provide:

1. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers and communities served under WIA or other employment training programs.

2. A concise description of the proposed program, that identifies the program model and includes the number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted.

3. The amount of WIOA funding requested.

D. Response to Proposal

1. Proposal Cover Page – Please complete Attachment A

2. Budget Summary

Total Amount Requested in this proposal: ___

Number of participants to be served:___

Cost per participant served:____

3. Key Partners

Please provide names of the partner organizations with which you will have a contractual relationship for the provision of services.

Contact Name:_____

Agency:_____

Email:_____

Contact Name:_____

Agency:_____

Email:_____

Contact Name:_____

Agency:_____

Email:_____

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

_____ _____

Name of Authorized Representative **Title of Authorized Representative**

_____

Signature of Authorized Representative

4. Organizational Experience - Organization Background, Qualifications, Performance History (15%)

4.1 The narrative of your proposal is limited to **3 pages**. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to fulfilling the required One-Stop Operator functions and providing the requested WIOA job seeker and business services.

4.2 Profile the Proposing Organization

a. What is the legal status of your organization?

b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.

4.4. History of Similar Programs

a. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience in managing One-Stop operations and providing workforce services to Adults and Dislocated Workers. Provide a description of your experience providing business services similar to the business services requested in this RFP. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.

b. Provide two references of individuals outside of your organization familiar with the quality of prior One-Stop centers and programs you have operated.

c. If the organization has not provided past Workforce Investment Act or Workforce Innovation and Opportunity Act programs, please outline programs that provided similar services in which your organization has been involved over the last two years.

5. Plan of Service (limit 15 pages, not including attachments) (25%)

The HCWDB seeks to implement an integrated service delivery model in alignment with WIOA vision and goals that embraces a Team-Based Case management approach. The mission of Team-Based Case Management is to offer coordinated workforce development and direct customer service to employers and job seekers at one accessible location. Team-Based Case Management will streamline the provision of career services in an integrated effort to fulfill the individualized needs necessary for each customer to achieve their specific goals. Implementing collaborative strategies and coordinated service delivery through the New Jersey Career Centers will assist each agency in streamlining operations, eliminating overlap and duplication of services, and ultimately improving the experiences for both staff and customers.

5.1 General Plan - Describe the specifics of your service plan.

5.2 Describe your plan to ensure that your staff and Center staff are well-trained and ready to implement WIOA services in the Workforce Development Area on July 1, 2017. The One-Stop Operator management and staff must learn the new Act, rules and regulations quickly and put policies and procedure in place to ensure that there is no lag in services to customers as a result of the transition from the Workforce Investment Act.

5.3 Describe your knowledge of the most significant workforce development challenges and opportunities that the Hudson County Workforce Development Area will likely face in the next two years.

5.4 Describe your organization's commitment to an integrated service delivery model in the New Jersey Career Center system. Explain how you will work with the HCWDB staff, and local management staff to continuously improve the integrated system. Describe how you will take the leadership with NJCC Partners on operational issues and in developing an integrated menu of services for job-seeking customers and employers and maintain communications with all NJCC partners and co-located staff, and describe your understanding how seamless services should be provided between NJCC programs including Adult, Dislocated Worker, Youth, Business Services, Wagner-Peyser, Trade Adjustment Assistance, Veterans Programs, TANF, Adult Education and Vocational Rehabilitation.

5.5 Describe your organization's ability to meet the specific needs of each of the following populations:

- Employers seeking workers, labor market information, labor exchange services (e.g., posting of job orders, receiving qualified referrals, etc.), specialized training arrangements for current or prospective workers, participating in regionally determined and organized industry sector and career pathways initiatives, needing assistance to avoid layoffs or reduction in force, etc.;
- The general public (the universal customer) seeking use of the facility, access to resources for job hunting, and other services as part of the array of career services under WIOA;
- Adults and Dislocated Workers (including displaced homemakers) who meet the requirements for WIOA services;
- Individuals seeking specialized services such as Veterans, former offenders, substance abusers, non-high school/GED graduates, individuals with multiple barriers to employment (including older individuals, people with limited English-speaking ability or cultural barriers, and people with disabilities), individuals impacted by foreign trade who may be eligible for Trade Assistance;
- Former WIA and WIOA enrollees to whom follow-up services are to be provided; and
- Out-of-school Youth who need referral to appropriate service providers or other career services.

5.6 Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIOA requirements, customer expectations and the needs of Adults, Dislocated Workers and Youth. Describe your organization's ability to meet the specific needs of each population.

5.7 Describe how your organization envisions the role of One-Stop Operator management staff in an integrated system. The successful bidder will be required to maintain a local One-Stop Operator management office within the Workforce Development Area for formal NJCC staff supervision and day-to-day management. This office can be located in one of the NJCCs. Please identify by name and title the management staff that will be located within the region and describe their management authority and responsibilities.

5.8 Describe how you will market and implement an effective on-the-job training component to employers.

5.9 Describe the process that will be used for approval and payment of direct customer expenditures in an integrated system, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid.

5.10 Describe plans for compliance with CareerSource New Jersey and the Department of Economic Opportunity's requirements for One-Stop Credentialing including the Respondent's plan for staff to meet the initial certification requirements as well as the subsequent 15-hour Continuing Education Credits per year.

5.11 Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system. Additionally, provide an assurance that participant files will be maintained in accordance with state and local requirements and maintained in a secure location.

5.12 Describe what strategic approaches you will use to support regional economic development and employers with Human Resources consultation (e.g., high staffing needs), self-sufficient wages, jobs requiring skilled workers (e.g., Registered Apprenticeship), and managing a reduction in force (e.g., layoff aversion strategies and Rapid Response activities).

5.13 Describe how you will strategically recruit employers consistent with the goals of the RFP and subsequent regional and local strategic plans under WIOA.

5.14 Describe how you will work with employers to utilize the job matching system for their own benefit and for job seekers.

5.15 Describe how you will coordinate with key required One-Stop partners relative to business services to avoid the perception of duplication of services by employers who are approached by various personnel associated with the NJCC.

5.16 Describe how your Business Services team plans to outreach to employers to engage them in the One-Stop center and system, specifically which employer organizations the team will market.

5.17 Describe how you plan to market work-based learning, internships, on-the-job training, customized training, National Career Readiness Certificate (NCRC) and registered apprenticeships to employers

5.18 Describe how you plan to assist employers with accessing local, State, and Federal tax credits.

5.19 Describe how the availability of services to Adults and Dislocated Workers will be promoted in all communities within the Workforce Development Area. Also, describe how recruitment of these populations will be conducted.

5.20 Describe experience with sector partnerships and suggest sectors that could be explored based on the labor market in the Area.

5.21 Describe how eligibility, assessment, case management, and counseling services might be provided to Adults and Dislocated Workers in an integrated system.

5.22 Describe career services, training, and follow-up services to be provided to these populations under WIOA.

5.23 Describe your understanding of the use of career pathways for Adults and Dislocated Workers.

5.24 Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.). For each type of service, describe how it will be decided which customers

receive that particular type of service and how the amount of financial assistance will be determined for each customer in an integrated system.

5.25 Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation. Also, describe how rapid response activities will be coordinated between business services staff and NJCC staff.

5.26 Demonstrate knowledge of WIOA performance requirements for the Adult and Dislocated Worker programs by describing how the programs will be managed in an integrated system to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Commission or the Local Workforce Development Board.

5.27 Describe how customer feedback will be collected and used to make continuous improvements to services.

6. Staffing Plan and Organizational Chart (15%) (5 page limit, not including resumes or job descriptions)

6.1 Identify proposed staff and specify the educational levels for each individual, their tenure in role and in general with the organization. Describe any professional development and training workshop attended by staff. Explain your process for on boarding new staff members on the regulations of WIOA and program requirements. Identify any special skills or certifications of staff and address the staff's ability to meet the psycho-social-emotional needs of young adults. Identify the annual staff turnover rate for the past 3 years and address turnover among direct staff serving youth and key manager positions.

6.2 Attach resumes for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate the creation of additional positions in response to this RFP, please provide job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission.

6.3 Organizational Chart(s) - Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each NJCC along with position titles.

7. Partnerships and Coordination (limit 5 pages, not including attachments) (25%)

7.1 Describe past success in developing effective working relationships with partner organizations. Include at a minimum local Wagner-Peyser staff and programs, WIA staff and programs, Adult Education Providers, and Vocational Rehabilitation.

7.2 Describe past experience with an integrated service delivery model, functional supervision, information sharing, case management of co-enrolled clients, cross training of staff, rapid response activities, services to TAA clients, or other activities conducted in close coordination with local Wagner-Peyser staff.

7.3 Describe how key management staff will work in cooperation with the HCWDB Board and the local NJCC managers *(as applicable)* to ensure coordinated management and integration of NJCC staff and services. Include letters from key partners you plan to collaborate with. Bidders should only include key partners such as community based organizations or partner programs. Do not include supportive service vendors.

7.4 If your organization is not presently a One-Stop Operator in the Hudson County City Workforce Development Area, describe how you will work with the current NJCC Operator and the current service provider to prepare for an efficient transition of files and customer caseloads. 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.

E. Financial Management and Budget (5 page limit, not including attachments) (20%) (corrected 4/19/17)

1. The bidder should complete PY'15 and PY'16 budgets on the included Attachment B.

2. Maximum funding available for this RFP is estimated at $_____. This amount is subject to change as actual levels of Federal funding are realized.

3. Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.

4. Please do not deviate from the budget format provided. Consistency will allow the

   reviewers to compare the proposed budgets.

   a. The maximum funding estimate excludes funds reserved to pay for training and supportive services. The costs of these services are not to be included in the budget proposal since they are managed and disbursed by The HCWDB.

   b. Proposals must demonstrate the ability to meet program and financial expectations with a minimal amount of administrative cost charged to the contract. Costs in this request are limited to staff who directly perform duties necessary to the program, One-Stop system operations, and other reasonable indirect costs that are indispensable to achieving the goals of the proposal.

   c. Bidders should plan on providing services through offices located in each of the NJCCs.

   d. A one-page budget narrative should be attached that describes the allocation of funds among overhead, management and direct client costs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

   e. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.

   f. Please attach monitoring reports for the past two years and include resolution letters.

   g. If WIOA costs you incur are subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?

F. Proposal Evaluation

1. The proposal criteria identified herein is a guideline for Bidders and reviewers; however, the final decision for contract award rests with the HCWDB. Proposals that do not meet minimum standards (as descrbibed in IV above) will be considered non-responsive.

2. Evaluation process: The HCWDB will conduct the preliminary review and qualifying responses. That information will be shared with a review panel who will independently evaluate each proposal. The scores will be aggregated with the average score recorded. The review panel may request additional information for clarification and consideration. The HCWDB will than rank the proposals based on the review panel's recommendation. Bidders should note that The HCWDB may award a contract with or without price negotiation.

Evaluation criteria: All Proposals shall be evaluated based on the statutory categories as per NJAC 5: 3.4-4.1 which is Technical, Management, and Cost criteria. These categories may be broken out into sub categories but shall remain within the confines of the three core criteria. The proposal will be evaluated based on the bidder's responses to the information requested in Section V above.

	Possible Points
A. Organization Background, Qualifications, Performance History - Organizational stability, demonstrated experience and quality service delivery – 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. Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.	150
B. Plan of Service - Adequacy of response to all items in the instructions, strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the NJCC system. An understanding of the commitment to an integrated service delivery model that embraces the team-based case management approach and an understanding of the importance of employer relations and business services.	250
C. Staffing Plan and Organizational Chart - Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.	150
D. Partnerships and Coordination - Understanding of and commitment to an integrated service delivery and team-based case management model in the NJCC system and showing an effective working relationship with The HCWDB, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.	250
E. Financial Management and Budget - Reasonableness of pricing consistent with the plan of service proposed and the qualifications of bidder.	200
TOTAL	1,000

ATTACHMENT A

PROPOSAL COVER SHEET

Organization	
Contact Person	
Address	
Mailing Address (if different)	
Type of Organization	(i.e., Public, Private, for-profit, not-for profit)
Type of Legal Entity	(i.e., Corporation, Sole Proprietorship, Partnership, Other (Describe)):
Federal ID#	
Type of Project	**WIOA One-Stop Operator**
Dollar Amount Proposed	

Signature:

My signature below certifies that the proposal as submitted complies with all requirements specified in this RFP.

My signature also certifies that by submitting a proposal in response to this RFP, the Bidder represents that in the preparation and submission of this proposal, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1).

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

Signature	
Name of Person Signing	
Title	
Telephone	
FAX	
E-Mail Address	
Date	

ATTACHMENT B – BUDGET LINE ITEM

LINE ITEM BUDGET

Line Item	Administrative Amount	Program Amount	Total
Staff Salary			
Staff Fringe Benefits			
Travel – In state			
Travel – Out-of-state			
Staff Development			
Outreach			
Equipment			
Dues/Subscriptions			
Computer Software			
Office Supplies, Printing and Copying			
Postage/Courier Service			
Rent			
Educational Materials			
Indirect			
TOTAL			

Administrative Costs

The personnel and operating costs, direct and indirect, associated with overall management and administration of the Hudson County NJCC System, which are not directly related to the provision of services to participants or otherwise allocable to the cost category of Program. The HCWDB seeks to identify a provider who can coordinate One-Stop operations with minimal administrative costs to the budget. The provider must maintain records of all program related expenditures by cost categorization in State AOSOS, E-Time, and LOOPS databases.

Program Costs

All costs incurred for the provision of contract functions and activities are classified as program costs.

****

Note: Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.

Note: Include Budget Narrative that provides the detail of each line item.

ATTACHMENT C – BUDGET LINE ITEM DEFINITIONS

Cost Category Definitions

The following is provided as examples of both administrative and program costs for WIOA (See WIOA Sec. 320 CFR 683.215 What Workforce Innovation and Opportunity Act title I functions and activities constitute the costs of administration subject to the administrative cost limitation).

Administrative Costs

- Overall general administrative functions and coordination of administrative functions
- Accounting, budgeting, financial and cash management
- Procurement and purchasing
- Property management
- Personnel management
- Payroll
- Coordinating audit resolutions, reviews, investigations, and incident repots
- Audit
- Legal services pertinent to management and operations of the Hudson County City_NJCC System
- Developing systems and procedures
- Oversight and monitoring of administrative functions
- Goods and services required for administrative functions including rental, utilities, supplies, space, etc.
- Travel for official business to carry out administrative activities or overall management

Program Costs

- Cost of staff who provide program services directly to customers and, where applicable, the first line supervisors and/or team leaders responsible for those staff
- Tracking or monitoring of customers or performance information
- Employment statistics information, including job listings, job skills and demand occupation information
- Outreach to and recruitment of applicants for services
- Dissemination of program information to prospective employers
- Follow-up services with eligible customers placed in unsubsidized employment
- Assessment of skill levels and service needs
- Counseling that involves occupation, educational and career guidance to eligible customers while in training
- Case management services such as assessment, counseling and job search assistance

Budget Line Item Definitions

1. Staff Salary – Wages associated with the individual job positions needed to perform the proposed service. Positions are to be defined within specifics of the job and how each function relates to this proposal.

2. Fringe Benefits – The approximate percentage of position salary that it will cost to provide established company benefits such as health, life, dental insurance, etc. Benefits should be based upon the organization's written personnel policy for all employees.
3. In-State Travel – The cost of attending applicable in-state meetings/conferences that relate to the service being proposed and that benefit the attendee in his/her job performance. Also includes local travel to provide services to customers. Please specify if possible. All travel costs are including but not limited to mileage rate, per diem rates, and subsistence.
4. Out-of-State Travel – Expenses incurred for appropriate staff attending meetings/conferences that relate to the service being proposed and that can benefit the attendee in his/her job performance. Please specify if possible.
5. Staff Development – Costs to advance the knowledge of Program (i.e. Direct Services) staff as it relates to the proposed program. Please specify.
6. Outreach – costs include promotional materials, recruitment materials, website and social media information/communication released through various media formats, events and outlets.
7. Equipment
8. Dues/Subscriptions – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which The HCWDB is seeking proposals.
9. Computer software – Specify the type(s) of computer software needed. This should NOT include the costs of computer hardware or case management software as The HCWDB provides these.
10. Office Supplies, Printing and Copying – Costs of items used in the course of performing day to day business activities such as ink pens, paper clips, etc. Also includes expenses for printing program materials and the copying of documents/materials as needed.
11. Postage/Courier Service – Expenses for using USPS, Fed Ex, UPS, Courier Services, etc.
12. Rent – The actual cost for space to house personnel and programs necessary to carry out the services proposed.
13. Educational Materials – Cost of purchasing materials to be used in performing the services being proposed. Include the cost for assessment tools/fees, as well as GED attainment fees and instructional materials.

Attachment D

Planned Service Levels

Adult

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY16	PY17	PY16	PY17	PY16	PY17
Adults						

Dislocated Worker

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY16	PY17	PY16	PY17	PY16	PY17
Dislocated Workers						

Business Services

Planned Service Levels	Projected Number to be Served	
	PY16	PY17
Employers		

Work First New Jersey (WFNJ)

Planned Service Levels	Projected Number to be Served	
	PY16	PY17
TANF		

Attachment E

Assurances and Certifications

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity. The applicant understands that the United States, New Jersey Department of Labor and Workforce Development, and the Hudson County Workforce Development Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA Section 188 and WIA Section 188 are identical.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014 and the reporting and procedural requirements issued by the Education and Workforce Development Cabinet.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude The HCWDB from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to The HCWDB by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information. The applicant must notify The HCWDB in writing if the authorized signatory changes.

Certified by:

_____

Signature of Authorized Official Title Date Title Date

_____

Typed/Printed Name of Signatory

_____

Name of Organization

Attachment F

New Jersey Assurances, Certifications and Requirements

1) ☐ NEW JERSEY PREVAILING WAGE ACT (When Applicable)

Pursuant to NJSA 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in NJAC 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr_construction.html

2) ☐ THE PUBLIC WORKS CONTRACTORS REGISTRATION ACT

a. NJSA 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid Proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed subcontractors at any tier have their certificate prior to starting work on the job.

b. Under the law a "contractor" is "a person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (NJSA 34:11-56.25 et seq.). It applies to contractors based in New Jersey or in another state.

c. The law defines "public works projects" as contract for "public work" as defined in the Prevailing Wage statute (NJSA 34:11-56.25(5)). The term means:

i. "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.

ii. "Public Work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."

iii. "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

d. To register, a contractor must provide the State Department of labor with a full and accurately completed application form. The form is available online at www.state.nj.us/labor/lsse/lspubcon.html. NJSA 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate or registration.

3) NON-COLLUSION AFFIDAVIT

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

4) NON-DISCRIMINATION

There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the Unites States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

5) **MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE**

a. No firm may be issued a contract unless they comply with the EEO/AFFIRMATIVE ACTION REGULATIONS of PL 1975, c.127, as amended from time to time, and the AMERICANS WITH DISABILITIES ACT.

b. Procurement, Professional and Service Contracts

i. ALL successful vendors must submit prior to an award of the contract one of the following:

1. A photocopy of their Federal Letter of Affirmative Action Plan Approval, or
2. A photocopy of their State Certificate of Employee Information Report, or
3. A photocopy of completed Affirmative Action Employee Information Report; AA302 – Available online at www.state.nj.us/treasury/contract_compliance

c. Construction Contracts

i. All successful contractors must submit prior to signing of the contracts an Initial Project Manning Report (AA201-avaiable online at www.state.nj.us/treasury/contract_compliance for any contract award that meets or exceeds the bidding threshold.

6) **NEW JERSEY RIGHT TO KNOW (NJRTK)**

All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (NJAC 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the US Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, {Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)}, RIN 1218-AC20, Hazard Communication.

7) **STATEMENT OF CORPORATE OWNERSHIP**

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

8) **ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC**

It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

9) INSURANCE AND INDEMNIFICATION

a. If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

b. The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss occurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

c. The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided with the owner named as additional insured.

d. INSURANCE REQUIREMENTS

i. Workers Compensation and Employer's Liability Insurance

ii. Worker's Compensations Insurance in the statutory limits including Employer's Liability in an amount no less than $500,000.00

iii. General Liability Insurance - General liability insurance in an amount not less than $1,000,000.00 combined single limit including broad form comprehensive general liability endorsement, and shall include provisions for thirty (30) days written notice of cancellation and/or modification of coverage. The County of Bergen shall be included as an additional insured.

iv. Automobile Liability Insurance - Comprehensive General Automobile Liability insurance in an amount no less than $1,000,000.00 in an amount no less than $1,000,000.00 combined single limit covering owned, hired, and non-owned autos, and shall include provisions for thirty (30) days written notice to the County of cancellation and/or modifications of such policies, except for non-payment which would be ten (10) days, and the contractor/vendor shall provide the Office of County Counsel with certificates of insurance evidencing such policies and provisions.

e. CERTIFICATES OF THE REQUIRED INSURANCE ☒YES ☐ NO

i. Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.

ii. Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

f. Indemnification

i. Successful respondent shall indemnify and hold harmless the OWNER from all claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

10) AMENDMENTS TO NJSA 2C:21-33 et. Seq. "TRUTH IN CONTRACTING"

New provisions of law govern false claims and representation. It is a serious crime for the vendor to knowingly submit a false claim and/or knowingly make material misrepresentation. There are enhanced penalties for areas of false claims, bid rigging and bribery, gratuities and gifts; and conflict of interest. Please consult the statute for further information.

11) NJ BUSINESS REGISTRATION PROGRAM

Certificate required pursuant to C57, PL2004. Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link: http://www.state.nj.us/treasury/revenue/busregcert.shtml

12) "PAY TO PLAY" NOTICE OF DISCLOSURE REQUIREMENT – PL 2005, Chapter 271, Section 3 Reporting (NJSA 19:44A – 20.27)

a. Any business entity that has received $50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.

b. Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.

c. At minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

d. If you have any questions please contact ELEC at: 1-888-313-ELEC(3532) or 609-292-8700

13) County of Hudson Disclosure for Political Contribution Disclosure Forms

a. IE "Sunshine Form"

b. This forms needs to be completed in its entirety regardless of the contract's total dollar value.

c. No vendor is exempt from filling out this form.

d. Failure to complete this form may delay award of the contract or could eliminate your bid or proposal from being considered

e. THE SUNSHINE FORM MUST BE COMPLETED IN THEIR ENTIRETY IN SECTION A, SIGNED AND DATED IN SECTION A, SIGNED AND DATED IN SECTION D (IF APPLICABLE) AND ON THE SECOND PAGE (IF APPLICABLE).

14) WDB's Establishing & Maintaining Confidentiality Directive

Contractor shall adhere to WDB's Establishing & Maintaining Confidentiality Directive and require all staff to sign WDB's Individual Non-Disclosure & Confidentiality Certification Form upon initial hire.

15) <u>DISCLOSURE STATEMENT</u>

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a County Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Hudson County or Jersey City County officer or employee or whether an immediate family member is a Hudson County or Jersey City officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

- Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Hudson County or Jersey City? If yes, please provide title.

16) 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 contactor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 and Equal Opportunity Employment Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

17) EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to the execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

2. A certificate of Employee Information Report (hereafter "Certificate") issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with $150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website: www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance with a copy to the Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5031 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

18) BUSINESS REGISTRATION CERTIFICATE (BRC) COMPLIANCE

Name of Form:	**BUSINESS REGISTRATION CERTIFICATE**
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
To Obtain Proof of Registration or to Register for a NJ BRC	http://www.nj.gov/treasury/revenue/proofreg.shtml
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate with the proposal submission.

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

2) Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

3) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,

4) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, 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 this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

Detailed information on this requirement is available by calling (609) 292-9292 or can be found in Division of Local Government Services Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04, 2005-12 (4/27/05 and on the Division web site at www.nj.gov/dca/lgs/lpcl. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

Certified by:

_____

Signature of Authorized Official Title Date Title Date

_____

Typed/Printed Name of Signatory

_____

Name of Organization