



60 State Street, Room 200, Hackensack NJ 07601

NOTICE OF INTENT TO AWARD

DATE: June 3, 2022

RE: RFP WIOA Out-of-School Youth Program

After a solicitation through a Fair and Open Process, the Bergen County Workforce Development Board (Bergen WDB) announces its intent to award the contract for WIOA Out-of-School Youth Program to:

Greater Bergen Community Action, Inc.

392 Main St

Hackensack, NJ 07601

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between Bergen WDB and the apparent successful Respondent. The Bergen WDB further reserves the right to cancel this Notice of Intent to Award at any time before the execution of a written contract. The authorizing resolution and the contract when finalized shall be, available through coordination with the Board's office.

Any agency that applied to this RFP has the right to submit an appeal within (7) seven days from the date of this notice.

Thank you for participating in the competitive selection process. We appreciate your interest in doing business with the Bergen County Workforce Development Board.

A handwritten signature in black ink that reads "Tammy Molinelli". The signature is written in a cursive, flowing style.

Executive Director
(201) 343-8830 x4004
tammol@bergen.org

WIOA Out-of-School Youth Vendor Award Recommendation

Program Year 2022-2023

PUBLIC NOTICE

Public Notice of this RFP was

- Published in the Record and the Herald on April 4, 2022
- Sent by email to vendors on the Bergen WDB's Vendor Notification list
- Sent to the Bergen WDB's newsletter subscribers
- Posted on the Bergen WDB's website and social media channels

SUBMISSION OF PROPOSALS

The date for submission of proposals was May 4, 2022 at 12:00 PM. 2 proposals were received and opened in response to the RFP.

- Greater Bergen Community Action
- STEERus

CONFLICT OF INTEREST STATEMENTS

All proposal review committee members signed a Conflict of Interest Statement.

EVALUATION OF PROPOSALS

The Proposal Review Committee was composed of the following individuals:

- Shane Sudol, CEO, Boys & Girls Club of Garfield
- Lynn Bartlett, Executive Director, Housing Authority of Bergen County
- Brigitte Johnson, Executive Director, Care Plus Workforce Solutions
- Glynis Roberts, Senior VP, My Benefit Advisor

CRITERIA FOR EVALUATION OF PROPOSALS

Detailed evaluation categories and weighting were published in the RFP. Following is a summary of the criteria:

Evaluation Criteria	Max Points
Statement of Need	05
Project Description	25
Site Location	30
Goals & Objectives for Outreach and Recruitment	15
Program Administration	05
Implementation Schedule	15
Letters of Commitment for All Required 14 Program Elements	05

CRITERIA FOR CONSIDERATION OF AWARD

Awards are recommended for organizations whose proposals:

- Met all the mandatory requirements and were responsive and compliant to the RFP
- Were most advantageous to attaining the Workforce Innovation and Opportunity Act program goals and Bergen County program goals, with all factors considered.

RANKING REPORT

Each committee member independently scored each proposal and the average score was tabulated. Following are the results ranked by score:

Vendor	Cost / Participant	Score Average
Greater Bergen Community Action	Varies based on benchmarks achieved per participant (not to exceed \$3,000)	82.00
STEERus	Proposal requires \$20,000 upfront and \$2,500 per participant	26.67

WIOA PROPOSAL FUNDING

Anticipated WIOA funding for the Out-of-School Youth 2022 program year is approximately \$450,000.

NARRATIVE EVALUATION OF PROPOSAL(S) AND RECOMMENDATION

by Shane Sudol

At the January 19th, 2022, Youth and Education Committee meeting, a presentation was given by WIOA staff about the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) program including eligibility requirements, barriers to employment, services to prepare youth for employment, and required program elements.

The current vendor, Greater Bergen Community Action (GBCA), gave an overview of their program. After the GBCA representative was excused, WIOA staff continued with a historical program overview, review of vendor benchmarks, and the Request for Proposal (RFP) development and vendor selection process.

On February 1st, 2022 members of the OSY RFP Committee and the Youth and Education Committee visited the GBCA Cliffside Park location for a site review that included staff and student testimonials.

A public notice was published in the Bergen Record and Woodland Park Herald News, and posted on the BergenJobCenter.com website, on April 4, 2022 announcing the Request for Proposals.

Proposals were due by 12 Noon on May 4, 2022. Two proposals were received. One from Greater Bergen Community Action (GBCA) and one from STEERus.

The proposal was sent to the OSY RFP Committee for review along with score sheets and conflict of interest forms (attached).

The OSY RFP Committee scored the proposals. GBCA scored an average of 82 and STEERus has a 26.67 average.

On May 16th, 2022, the OSY RFP Committee unanimously recommended that the Bergen County Workforce Development Board award the contract to Greater Bergen Community Action for Program Year 2022 (July 1, 2022 to June 30, 2023).

BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
BERGEN COUNTY JOB CENTER
OUT-OF-SCHOOL YOUTH (OSY) RFP REVIEW INFORMATION

May 9, 2022

We received two (2) proposal in response to the OSY RFP Request:

- Greater Bergen Community Action
- STEERus

The proposal requirements are outlined in the OSY Request for Proposal (RFP).

Use the weighted scoring sheet to score the different elements established in the RFP and provide a clear explanation for the basis of your score. The results will be publicly published and reviewed by the RFP Review Committee, Executive Committee, and full Board.

Next Steps:

- Complete the score sheet: Date, Reviewer (your name), Basis for Score, Points
- Sign the Conflict of Interest Statement
- Email both documents to Carol Polack by May 13, 2022
- We will meet on May 16 @ 1:30pm via Zoom to review everyone's scores and make a recommendation.

If you have any questions feel free to contact Carol Polack carpol@bergen.org 201.329.9600 x4093 or Tammy Molinelli tammol@bergen.org 201.329.9600 x4004.

Thank you for participating in our RFP process.

RFP Out of SCHOOL READERS SCORE SHEET PY 2022-2023

Greater Bergen

STEERus Inc.

Brigitte Johnson	93	32
Glynis Roberts	70	2
Lynn Bartlett		
Shane Sudol	83	46
TOTAL	246	80
AVERAGE	82	26.67

BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSAL 2022 OUT of SCHOOL YOUTH

SCORE SHEET

Organization Reviewed: **Greater Bergen Community Action, Inc.**

Benchmark Contract Cost: **\$450,000.00**

Reviewer: Brigitte Johnson

Date 5/13/2022

Proposal Content	Basis for Score	Points
Statement of Need 0-5 points Did the proposal address the needs of the targeted population and if not why are the needs not currently being met.	Researched and laid out needs of this particular population-backed up with data pertinent to the application	5
Project Description 0-25 points Did the proposal provide and implement the 14 program elements. Will the program design and support result in the youth obtaining their HSE. Method for implementing the youth's initial ISS and the review/update process	Yes –proposal addressed all 14 benchmarks Has a focus on in-person and virtual Learning objective geared to youth obtaining HSE. Laid out plan for ISS, Include the financial literacy pieces	25
Site Location 0-30 points Describe each proposed site where enrolled youth will prepare to the HSE examination Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site. Describe accessibility by youth during normal business hours and during expandable alternative scheduling.	All required items in RFP were addressed	30
Goals & Objectives for Outreach and Recruitment. 0-15 points Describe the goals and objectives concerning the program/services to be provided. Objectives must be stated in measurable terms, including target population to be served. Describe outreach and recruitment process. How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?	Meeting proposed level of service may be challenging, however, skills to be obtained and timeframes described meets the objectives of the RFP	13
Program Administration 0-5 points Describe the following: Days & hours of operation System for program administration Specific qualifications required for key staff positions Job descriptions attached Process of internal monitoring to ensure program quality, customer satisfaction and contract compliance Procedure for conflict resolution regarding customer issues Relationship with the One Stop Career Center regarding documentation compliance	All requirements per RFP were met	5
Implementation Schedule 0- 15 points Program operation 5 days a week from 10-3 with an expanded alternative schedule.	Requirement of RFP described and met	15
Letters of Commitment for All required 14 program elements provided by an Agency other than the applicant 0-5 points Attach letters of commitment to chart All letters must be current and specific to proposal	Didn't see letters of commitment-if include Reviewer reserves to amend the score	0
TOTAL POINTS		93

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSAL 2022 OUT of SCHOOL YOUTH**

SCORE SHEET

Organization Reviewed: **Greater Bergen Community Action, Inc..**

Benchmark Contract Cost: **\$450,000.00**

Reviewer: Glynis Roberts

Date 5/13/2022

Proposal Content	Basis for Score	Points
<p>Statement of Need 0-5 points Did the proposal address the needs of the targeted population and if not why are the needs not currently being met.</p>	<p>Researched and laid out needs of this particular population-backed up with data pertinent to the application</p>	5
<p>Project Description 0-25 points Did the proposal provide and implement the 14 program elements. Will the program design and support result in the youth obtaining their HSE. Method for implementing the youth's initial ISS and the review/update process</p>	<p>The proposal addressed all 14 benchmarks Learning objective is geared to youth obtaining HSE. Laid out plan for ISS, Included the financial literacy pieces</p>	25
<p>Site Location 0-30 points Describe each proposed site where enrolled youth will prepare to the HSE examination Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site. Describe accessibility by youth during normal business hours and during expandable alternative scheduling.</p>	<p>Sites were described Did not advise space for One Stop youth counselor Did not address expandable alternative scheduling</p>	5
<p>Goals & Objectives for Outreach and Recruitment. 0-15 points Describe the goals and objectives concerning the program/services to be provided. Objectives must be stated in measurable terms, including target population to be served. Describe outreach and recruitment process. How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?</p>	<p>Meets the objectives of the RFP</p>	15
<p>Program Administration 0-5 points Describe the following: Days & hours of operation System for program administration Specific qualifications required for key staff positions Job descriptions attached Process of internal monitoring to ensure program quality, customer satisfaction and contract compliance Procedure for conflict resolution regarding customer issues Relationship with the One Stop Career Center regarding documentation compliance</p>	<p>All requirements per RFP were met</p>	5
<p>Implementation Schedule 0- 15 points Program operation 5 days a week from 10-3 with an expanded alternative schedule.</p>	<p>Requirement of RFP described and met</p>	15
<p>Letters of Commitment for All required 14 program elements provided by an Agency other than the applicant 0-5 points Attach letters of commitment to chart All letters must be current and specific to proposal</p>	<p>No letters of commitment-if include</p>	0
<p>TOTAL POINTS</p>	70	

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSAL 2022 OUT of SCHOOL YOUTH**

SCORE SHEET

Organization Reviewed: **STEERus INC**

Benchmark Contract Cost: **\$450,000.00**

Reviewer: Glynis Roberts

Date 5/13/2022

Proposal Content	Basis for Score	Points
<p>Statement of Need 0-5 points Did the proposal address the needs of the targeted population and if not why are the needs not currently being met.</p>	Did not address	0
<p>Project Description 0-25 points Did the proposal provide and implement the 14 program elements. Will the program design and support result in the youth obtaining their HSE. Method for implementing the youth's initial ISS and the review/update process</p>	<p>No-</p> <p>No</p> <p>This is a virtual platform only</p>	2
<p>Site Location 0-30 points Describe each proposed site where enrolled youth will prepare to the HSE examination Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site. Describe accessibility by youth during normal business hours and during expandable alternative scheduling.</p>	Completely virtual platform-no actual site	0
<p>Goals & Objectives for Outreach and Recruitment. 0-15 points Describe the goals and objectives concerning the program/services to be provided. Objectives must be stated in measurable terms, including target population to be served. Describe outreach and recruitment process. How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?</p>	virtual platform/program only. Proposal has no specifics	0
<p>Program Administration 0-5 points Describe the following: Days & hours of operation System for program administration Specific qualifications required for key staff positions Job descriptions attached Process of internal monitoring to ensure program quality, customer satisfaction and contract compliance Procedure for conflict resolution regarding customer issues Relationship with the One Stop Career Center regarding documentation compliance</p>	No specifics	0
<p>Implementation Schedule 0- 15 points Program operation 5 days a week from 10-3 with an expanded alternative schedule.</p>	Very vague	0
<p>Letters of Commitment for All required 14 program elements provided by an Agency other than the applicant 0-5 points Attach letters of commitment to chart All letters must be current and specific to proposal</p>	No attachments	0
TOTAL POINTS		2

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSAL 2022 OUT of SCHOOL YOUTH**

SCORE SHEET

Organization Reviewed: **Greater Bergen Community Action, Inc..**

Benchmark Contract Cost: **\$450,000.00**

Reviewer: Shane Sudol

Date

5/9/2022

Proposal Content	Basis for Score	Points
<p>Statement of Need 0-5 points Did the proposal address the needs of the targeted population and if not why are the needs not currently being met.</p>	I feel the need was articulated well.	4
<p>Project Description 0-25 points Did the proposal provide and implement the 14 program elements. Will the program design and support result in the youth obtaining their HSE. Method for implementing the youth's initial ISS and the review/update process</p>	I would have liked to read in more detail on how the follow up process over the course of a year looks like. Is this through email, house visits etc?	22
<p>Site Location 0-30 points Describe each proposed site where enrolled youth will prepare to the HSE examination Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site. Describe accessibility by youth during normal business hours and during expandable alternative scheduling.</p>	Site locations I believe are accessible for youth via their own transportation or public transportation. This could have been attempted in the past however I think weekend availability could help some of these youth who may have dropped out for family responsibilities etc.	25
<p>Goals & Objectives for Outreach and Recruitment. 0-15 points Describe the goals and objectives concerning the program/services to be provided. Objectives must be stated in measurable terms, including target population to be served. Describe outreach and recruitment process. How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?</p>		15
<p>Program Administration 0-5 points Describe the following: Days & hours of operation System for program administration Specific qualifications required for key staff positions Job descriptions attached Process of internal monitoring to ensure program quality, customer satisfaction and contract compliance Procedure for conflict resolution regarding customer issues Relationship with the One Stop Career Center regarding documentation compliance</p>	The administration looks good however I would like to have seen how many key project staff are expected to meet the goals and objectives of the 150 youth. Are there enough key project staff?	4
<p>Implementation Schedule 0- 15 points Program operation 5 days a week from 10-3 with an expanded alternative schedule.</p>	Again I believe weekends or the potential weekends based on need should be included.	13
<p>Letters of Commitment for All required 14 program elements provided by an Agency other than the applicant 0-5 points Attach letters of commitment to chart All letters must be current and specific to proposal</p>	Carol, I will list this in the email but I did not see any letters.	0
TOTAL POINTS		83

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPOSAL 2022 OUT of SCHOOL YOUTH**

SCORE SHEET

Organization Reviewed: **STEERus INC**

Benchmark Contract Cost: **\$450,000.00**

Reviewer: Shane Sudol

Date

5/9/2022

Proposal Content	Basis for Score	Points
<p>Statement of Need 0-5 points Did the proposal address the needs of the targeted population and if not why are the needs not currently being met.</p>	No clear section outlining the needs of the target population.	1
<p>Project Description 0-25 points Did the proposal provide and implement the 14 program elements. Will the program design and support result in the youth obtaining their HSE. Method for implementing the youth's initial ISS and the review/update process</p>	I really like this description and program outline.	23
<p>Site Location 0-30 points Describe each proposed site where enrolled youth will prepare to the HSE examination Describe how you will provide appropriate space for the One-Stop youth counselor assigned to your site. Describe accessibility by youth during normal business hours and during expandable alternative scheduling.</p>	Having physical space in Newark does not help our target populations and I would have liked to see them secure space in Bergen County or at least presented a tentative agreement if awarded.	15
<p>Goals & Objectives for Outreach and Recruitment. 0-15 points Describe the goals and objectives concerning the program/services to be provided. Objectives must be stated in measurable terms, including target population to be served. Describe outreach and recruitment process. How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?</p>	I am not really sure what the goals are in this proposal.	5
<p>Program Administration 0-5 points Describe the following: Days & hours of operation System for program administration Specific qualifications required for key staff positions Job descriptions attached Process of internal monitoring to ensure program quality, customer satisfaction and contract compliance Procedure for conflict resolution regarding customer issues Relationship with the One Stop Career Center regarding documentation compliance</p>	I was not thrilled to see there disclaimers.	2
<p>Implementation Schedule 0- 15 points Program operation 5 days a week from 10-3 with an expanded alternative schedule.</p>	I am not sure what the schedule is other than it being virtual.	0
<p>Letters of Commitment for All required 14 program elements provided by an Agency other than the applicant 0-5 points Attach letters of commitment to chart All letters must be current and specific to proposal</p>	I did not see any letters.	0
TOTAL POINTS		46

APPEAL PROCESS

BERGEN COUNTY
WORKFORCE DEVELOPMENT BOARD

- PROCEDURE:** Appeal Process for the Bergen County Workforce Development Board (WDB) Allocation Recommendations.
- BACKGROUND:** The WDB is responsible for recommending the allocation of county funds received through the Federal Workforce Innovation & Opportunity Act.
- PURPOSE:** To identify the process, to be followed, when an agency/applicant request a hearing on the WDB Allocation Recommendations.
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Section I. GROUNDS FOR APPEAL

The grounds for appeal for the WDB's allocation recommendation (s), as prepared by the Welfare to Work committee shall be limited to a charge of violation of the written procedures of the WDB, as described in this application and/or malfeasance.

Section II. NOTIFICATION OF WDB RECOMMENDATIONS AND APPLICATION FOR APPEAL

BERGEN COUNTY WDB ADMINISTRATIVE STAFF

- 1) Notify the agency/applicant, in writing, of the program review and/or allocation recommendation(s) prepared by the WDB and attach the Appeal Request Form.
- 2) The agency/applicant shall have seven (7) days from the date of notification of the WDB program review and/or allocation recommendation (s) to submit an appeal.

Section III. BCWDB RECEIVES APPEAL REQUEST

BCWDB ADMINISTRATION STAFF

- 1) Contact appropriate WDB Allocation Committees that an Appeal Request Form has been submitted.
- 2) Request the WDB Chair to appoint a Hearing Team/Chairperson composed of four members of the WDB who have no conflict of interest. The Hearing Team shall also include, as non-voting ex-officio members, the Chair or Co-Chairs of the WDB's Allocations Committees, and the WDB's Executive Director. (Note: Members of the WDB's Allocations Committee, with the exception of the Chair or Co-Chairs, shall not be appointed to the Hearing Team).

- 3) Schedule a hearing, in collaborations with the appointed Hearing Team, and agency/applicant within ten (10) working days of receiving the Appeal Request.

Section IV. REVIEW OF APPEAL REQUEST

- 1) The Hearing Team will develop its decision (s) based on the information provided at the hearing, and make additional recommendations, if deemed necessary.
- 2) The decision (s) of the Hearing Team shall be final.

Section V. NOTIFICATION OF HEARING RESULTS

BCWDB ADMINISTRATIVE STAFF

- 1) Shall notify the agency/applicant, in writing, on the outcome of the hearing within ten (10) working days following the scheduled date of the hearing.
- 2) Maintain disposition of hearing, on file in the WDB's Administrative Office, and make available upon request, to the participants of the hearing.

Hearing Team Chairperson

The Chairperson of the Hearing Team, shall present a report to the WDB, and, where appropriate, other committees/councils, etc of the WDB, after which, the Hearing Team shall be disbanded by the WDB Chair.

