



60 State Street, Room 200, Hackensack NJ 07601

NOTICE OF INTENT TO AWARD

DATE: June 3, 2022

RE: RFP WorkFirst New Jersey

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 the WorkFirst New Jersey Program to:

**Women's Rights Information Center
108 W Palisade Ave
Englewood, NJ 07631**

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

WorkFirst NJ 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. 1 proposal was received and opened in response to the RFP.

- Women's Rights Information Center

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
- Etta Denk, Senior VP NJ Market Manager, Bank of America
- Inez Johnson, HR Consultant

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
Program Description	10
Capacity	10
Program Design & Innovation	50
Outcomes	25
Coordination	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
Women’s Rights Information Center	TANF: Up to \$2,250-\$2,600 per client, depending on completion of benchmarks. GA/SNAP Up to \$1,300 per client depending on completion of benchmarks.	91.50

WIOA PROPOSAL FUNDING

Anticipated WIOA funding for the WFNJ 2022 program year is approximately \$449,800.

NARRATIVE EVALUATION OF PROPOSAL(S) AND RECOMMENDATION

by Shane Sudol

WorkFirst NJ (WFNJ) Request for Proposal (RFP) Committee Vendor Recommendation

May 19th, 2022 – Zoom Call

Committee Attendees: Lynn Bartlett, Shane Sudol

Resource Attendees: Carol Polack, Tammy Molinelli, Lynda Wolf and Rani Khatani

Summary

The WFNJ RFP Committee met virtually on Wednesday March 2nd, 2022 for a presentation and Q&A on the WFNJ program, purpose of the RFP, and review of the benchmarks.

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

Proposals were due by 12 Noon on May 4th, 2022. One proposal was received: Women's Rights and Information Center (Englewood, NJ). The proposal was sent to the WFNJ RFP Committee for review along with score sheets and conflict of interest forms.

On May 19th, 2022 the WFNJ RFP Committee met via conference call to discuss the proposals, review the score sheet summary, and make their final recommendation for board approval. The resource attendees answered questions and presented a review of the population to be served, the purpose of the RFP, and key vendor requirements. The main purpose of the WFNJ RFP is to solicit vendors to perform case management for the Bergen County Job Center's WorkFirst NJ clients. Each proposal was discussed in depth including each vendor's experience serving WFNJ clients, ability to perform case management, record of successful job development, geographical location, and public transportation access for clients mostly residing in Bergen County, NJ. The following recommendation was made:

Women's Rights and Information Center scored a total average of 89.25 and Campus Education scored a total average of 91.5. The WFNJ RFP Committee recommends that Bergen County Workforce Development Board award the contract to Women's Rights and Information Center for Program Year 2022 (July 1, 2022 to June 30, 2023).

BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD
BERGEN COUNTY JOB CENTER
WORKFIRST NJ (WFNJ) RFP REVIEW INFORMATION

May 9, 2022

We received one (1) proposal in response to the WFNJ RFP Request:

- Women's Rights and Information Center (WRIC)

The proposal requirements are outlined in the WFNJ 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 17, 2022
- We will meet on May 19 @ 9am 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.

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD REQUEST FOR PROPOSAL 2022
WORKFIRST NEW JERSEY (WFNJ) SCORE SHEET**

Applicant Agency: Women's Rights and Information Center

Date: 5/17/2022

Reviewer: Lynn Bartlett

Service(s) Offered and Funding Requested:

Case Management and To-Work Activities: TANF \$249,600 GA/SNAP: \$200,200

Proposal Content	Points	Basis for Score	Points
PROGRAM DESCRIPTION: 10 points <ul style="list-style-type: none"> • Developed the proposal consistent with RFP guidelines • Clearly states the problem to be addressed 	10	Clear description of the program	10
CAPACITY: 10 points <ul style="list-style-type: none"> • Applicant can accommodate the special needs of the targeted population • Applicant has experience serving the target population 	10	Current operating program accommodates clients with special needs. Staff have experience with the population and provide tailored supports	10
PROGRAM –Design & Innovation: 50 points <ul style="list-style-type: none"> • The program has defined intake, methodology, discharge and follow-up • The program includes job search, job development plan, including staff & resources to carry out full time job development. • Program must include financial literacy and soft skills training components. • Program reflects an innovative approach to program design and implementation 	50	All items are identified clearly. Job search and development plans are individual and were addressed in Committee meeting/interview with WRIC	50
OUTCOMES: 25 points <ul style="list-style-type: none"> • Specific and measurable outcomes –documented track record of job placement, retention and case closure(Attachment L completed) • Developed methods for measuring and evaluating participants' progress and satisfaction as a result of program • Projected outcomes are realistic and consistent with the goals of the RFP • Monitoring Reports 	25	Expected outcomes are realistic for population	20
COORDINATION: 5 points <ul style="list-style-type: none"> • The applicant has established or proposed relationships/affiliations with the BCOSS and other agencies in the community to coordinate and integrate services on behalf of the participant 	5	Broad affiliated relationships to assist and support participant success	5
TOTAL			95

**BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD REQUEST FOR PROPOSAL 2022
WORKFIRST NEW JERSEY (WFNJ) SCORE SHEET**

Applicant Agency: Women’s Rights and Information Center

Date:5/9/2022

Reviewer: Shane Sudol

Service(s) Offered and Funding Requested:

Case Management and To-Work Activities: TANF \$249,600 GA/SNAP: \$200,200

Proposal Content	Basis for Score	Points
PROGRAM DESCRIPTION: 10 points <ul style="list-style-type: none"> • Developed the proposal consistent with RFP guidelines • Clearly states the problem to be addressed 	Proposal is consistent with all RFP guidelines and the problem is clearly stated.	10
CAPACITY: 10 points <ul style="list-style-type: none"> • Applicant can accommodate the special needs of the targeted population • Applicant has experience serving the target population 	A clear connection was made to establishing successful experience in my opinion to the target population. The success experience has been demonstrated by internal staff/processes along with external partnerships to further strengthen the ability of WRIC. The only thing I would have liked to see is how many potential applicants/participants need weekend and evening hours and is WRIC able to support that need.	8
PROGRAM –Design & Innovation: 50 points <ul style="list-style-type: none"> • The program has defined intake, methodology, discharge and follow-up • The program includes job search, job development plan, including staff & resources to carry out full time job development. • Program must include financial literacy and soft skills training components. • Program reflects an innovative approach to program design and implementation 	This section was very well done, and each bullet point listed I walked away with a good understanding of WRIC processes and intentions. However I am not sure that the program reflects a over innovative approach to program design and implementation.	45
OUTCOMES: 25 points <ul style="list-style-type: none"> • Specific and measurable outcomes –documented track record of job placement, retention and case closure(Attachment L completed) • Developed methods for measuring and evaluating participants’ progress and satisfaction as a result of program • Projected outcomes are realistic and consistent with the goals of the RFP • Monitoring Reports 	I find the outcomes to be specific and measurable and with the outcomes being clearly defined I trust that the WRIC’s methods for measuring can present the results of the written goals. I do have hesitation if these projected outcomes are realistic. My hesitation comes more from the conditions and challenges presented in the current labor market as opposed to WRIC’s abilities to obtain these goals. I am conflicted on the specific outcome of 60% of participants being employed for a minimum of 180 days. The two primary outcomes share the same percentage of participants meeting 180 days. Should we push for longer than 180 days but at the same time the labor market is seeing a lot of turnover so 180 days may also be ambitious.	20
COORDINATION: 5 points <ul style="list-style-type: none"> • The applicant has established or proposed relationships/affiliations with the BCOSS and other agencies in the community to coordinate and integrate services on behalf of the participant 	I believe this has been clearly communicated throughout the RFP.	5

TOTAL		88
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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 filed 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.

**BERGEN COUNTY
WORKFORCE DEVELOPMENT BOARD
APPEAL REQUEST FORM**

Section I. Agency/Applicant to Complete

A. _____
Name of Agency/Applicant:

Address:

B. _____
Contact Person: Phone:

C. Agency/Applicant statement: We are appealing the WDB Allocations Recommendation because:

and therefore are requesting a hearing.

Section II. BCWDB ADMINISTRATIVE STAFF

A. Date of Hearing: _____

B. Results of Hearing:

C. Date Agency/Applicant Notified: _____

SEND COMPLETED FORM TO: Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street, Room 200, Hackensack, NJ 07601