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**Date:** October 9, 2024

**To:** Potential Project Sponsors

**From:** Tammy Molinelli, Executive Director

**Re:** Request for Proposal (RFP) – **WorkFirst Innovations Initiative, Program Management and Administration, and Community Outreach, Case Management, Trauma Informed Coaching**

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The Bergen County Workforce Development Board (WDB) hereby requests proposals from potential sponsors to provide services for a NJDOL Work First New Jersey (WFNJ) Innovation Grant Pilot project. The Bergen County WDB seeks a vendor to Manage direct client services, programs, do community outreach to engage local partners to support this program, provide Trauma Informed Coaching, Trauma Informed Coach Mentorship, reporting and analysis of the delivery of programmatic outcomes and fiscal expenditures as delineated in the RFP. Vendor selection will be based on the scoring criteria by the Bergen County Workforce Development Board. The selected vendor will be required to work with a Regional Advisory Council and procured project providers.

Services provided with this grant will require an understanding and experience working with projects that assist clients receiving Work First New Jersey Temporary Assistance to Needy Families (TANF) funding. The total available funding for contracted services is \$551,000 for the life of the grant and compensation for services will be on a cost reimbursement basis. Funding begins once the contract is awarded, on or around November 18th, 2024, and extending to the contracted end date of June 30th, 2025. With the anticipated success of this program, we will be pursuing a no-cost extension of the NJDOL grant.

Eligible applicants may include any private-for-profit, private non-profit agencies, organizations, corporate bodies, or public entity non-sectarian, public educational institutions, with a proven track record of serving the needs of individuals described in this competitive contract. Eligible applicants must also have appropriate licensure and certification to provide the services described in the RFP.

Request for Proposal packages may be obtained online at <https://bergenjobcenter.com/wdb-public->

[documents-and-notices/](#) or by contacting Rani Khiatani (ext. 5529) at (201) 329-9600 between 8:00 AM – 4:00 PM.

The Bergen County Workforce Development Board must receive a complete proposal no later than 12:00 PM on October 29th, 2024. Address applications to Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street Room 200, Hackensack, NJ 07601. You may register for the Bidders Conference, October 21st, 2024, by contacting Rani Khiatani at [rankhi@bergen.org](mailto:rankhi@bergen.org).

This document represents a Request for Proposal Process (RFP) by the Bergen County Workforce Development (WDB). The services highlighted in this Request for Proposal (RFP) are supported by and 100% financed by the New Jersey Department of Labor (NJDOLE), the Department of Human Services and United States Department of Labor (USDOL) funding sources.

Applicants are encouraged to show their ability to maximize project efficiency by leveraging funds from other sources within the proposal. Braiding other funding sources, in-kind services, and coordination/collaboration with other service providers for a continuum of services is acceptable and will be considered.

This solicitation in no way implies a contractual obligation to any proposer. The award of funds and entry into contracts with provider organizations shall depend on the allocation of funds from the New Jersey Department of Labor and Workforce Development (LWD). All costs included should be reasonable, necessary, and directly related to the grant. The sub-recipient shall repay the grantor agency amounts found not to have been expended in accordance with this competitive bid and subsequent contract provisions or in accordance with the WFNJ.

**REQUEST FOR PROPOSAL**  
**For WorkFirst New Jersey Program Management**

**ISSUED: October 9th, 2024**

By the Bergen County Workforce Development Board in partnership with the  
Atlantic County Workforce Development Board

**REQUIREMENTS FOR PROPOSAL SUBMISSION:**  
**ONE (1) ORIGINAL AND ONE (1) ELECTRONIC COPY, SCANNED AND**  
**PRESENTED IN PDF FORMAT ON A FLASH DRIVE**

To be submitted to:  
Tammy Molinelli – Executive Director  
Bergen County Workforce Development Board 60 State Street, 2nd Floor Rm 200  
Hackensack, NJ 07601

**BY**

**October 29th, 2024 -12:00 PM**

**PROPOSALS RECEIVED AFTER 12:00 PM ON October 29th, 2024, WILL**  
**NOT BE ACCEPTED.**

**NO E-MAILED OR FAXED PROPOSALS WILL BE ACCEPTED**

### *A. RFP Timetable*

October 9th 2024	Public Notice to newspapers announcing Request for Proposal
October 9th 2024	Issue Date of RFP/RFPs mailed to providers; Announcement & RFP posted on the BergenJobCenter.com website
October 21st 2024	Virtual Bidders Conference 9:00 AM to 10:30 AM
October 29th 2024	RFPs due by 12:00 PM Tammy Molinelli, Executive Director, Bergen County Workforce Development Board, 60 State Street, 2nd Floor, Hackensack, NJ 07601
October 29th 2024	RFP Mailed/Electronically Transmitted to Review Committee
November 1st, 2024	RFP Committee Review for WDB/WF NJ Projects Virtual, 9:00 AM – 10:30 AM
November 4th 2024	Local Area Board Approval/Rejection
November 4th 2024	Announcement Letter of Approval/Rejection of RFP pending Appeals Process
November 14th, 2024,	Appeals due by 12:00 Noon Tammy Molinelli, Executive Director. Bergen County Workforce Development Board, 60 State Street, 2nd Floor, Hackensack, NJ 07601
November 14th, 2024,	Award Notice will be sent pending final approval of funding
November 18th 2024	Project Begins

## **Purpose of the funding and executive summary of the project**

**Funded Project Concept:** This Grant is offered for a prospective vendor to participate in an innovative approach to lifting clients out of poverty and into a self-sufficiency.

This grant request includes components that will serve to provide a comprehensive understanding of the pilot project, its objectives, and the impact it aims to achieve.

The core theme of this grant centers around adding a long-term trauma-informed, one-on-one coaching and mentoring program, along with community support and case management. The focus is supporting TANF participants in the WFNJ program and focus on the application of a long-term coaching model to allow for internal change for participants.

The selected vendor will collaboratively work with the local workforce development area leadership, corresponding Job Center staff, service providers and grant participants to complement wrap around services and community outreach strategies needed for participant success.

The vendor will be required to collaborate with all partners associated with project and closely monitor the effectiveness of the methodologies, processes, strategies, and collaboration made in providing services for this. Having local partners or a strategy to engage local partners who have experience with this population is encouraged.

Additionally, a strong and compelling community outreach strategy should be proposed with an understanding that this initiative should build a foundation for sustainability within the program and within the community.

This initiative is very client focused, customizing the participants experience around gaining employment and sustaining a financially supportive lifestyle is the foundation of this initiative.

The vendor will work with a Project Manager and provide programmatic and fiscal reporting for all services provided.

**Funded Program Overall Executive Summary awarded to the BCWDB by NJDOL:** This pilot project is designed to get to the heart of what holds many of our clients back from achieving long term, meaningful employment, and permanent self-sufficiency. This Bergen County Program requires Managers, Community Outreach experts via a Client Navigator, WFNJ Case Managers and Coaching Program staff to support clients in the County of Bergen. This initiatives should give participants the ability to address and overcome barriers to employment both socially, emotionally, and occupationally at the deepest level.

This is a groundbreaking initiative. To our knowledge, this model has never been piloted in any local workforce area, in the format we are recommending.

Additionally, successful participants are encouraged to come back as mentors of the program to support new participants with their program.

**Methodology and Activities:** The project strategy is focused on one core assumption, the primary barriers to employment is influence by a mindset fostered by one's belief systems, habits, past experiences and environment. This project opens the door to self-understanding, allowing participants to address the complex set of limiting beliefs about oneself and the world around them, and takes a customized approach to change a poverty mindset from the source. The one-on-one coaching model will address these beliefs and the challenges clients have with a scientifically proven model for behavior and belief change. With a partnership between the Managers, Community leaders, Coaches, Case Mangers, and support staff, each participant will have a comprehensive group of services to provide participants a way out of poverty. WFNJ program funding currently may include housing, childcare, transportation, financial literacy, parenting classes and job training aligned with the participants' goals and needs. The project will empower participants to take responsibility and make empowered decisions to solve problems that allow them to sustain a self-sufficient lifestyle for themselves and their family. The participant will learn to take ownership of their own decisions, and the outcomes associated with those choices.

**Diversifying Funds:** A goal of this project is to co-enroll clients in more than one program and look to use WFNJ formula funding or WIOA Adult funding available within a local job center, to supplement where the clients may have additional needs. Eventually, this project may be sustained with formula funding, regional collaborative resources and other public-private partnerships. Additionally, free services and resources in the community such as programs at libraries, community food banks, clothing resources should all be leveraged and coordinated by the client navigator.

**Conclusion and Call to Action** - This project, based on the best science on human performance and behavior change available today, could simply revolutionize the way we serve people living in poverty, empowering them into self-sufficient lives, ending generational poverty.

**Evaluation Plan:** Proof of concept for this innovation program is a priority. Measuring the success and challenges of this program will be critical.

**Specific Program metrics:** Performance and program outcomes, Community Outreach and Client Navigator activities, Case Management and Trauma Informed Coaching outcomes. These metrics are to be reported monthly via a Program Advisory Council.

**The use of Technology** to streamline activities and connect to stakeholders is highly encouraged. The Advisory Council will meet a minimum of once per month.

**Sustainability:** The program encourages participants to come back to mentor new program participants not only supporting their continued grow but also helping others. This builds a system of support for participants who share their experiences with others.

### **CONTRACT PERIOD**

**Contract period:** October 1, 2024, through Jan 30, 2026. The NJDOL award period ends June 2025 with potential option to extend through January 30, 2026.

**Available funds:** The funds available for this RFP are federal/state funds awarded to the WDB/County of Atlantic and Bergen via the NJDOL.

This solicitation in no way implies a contractual obligation to any proposer. The award of funds and entry into contracts with provider organizations shall depend on the allocation of funds from the New Jersey Department of Labor and Workforce Development (LWD).

All costs included should be reasonable, necessary and directly related to the grant. The sub-recipient shall repay the grantor agency amounts found not to have been expended in accordance with this competitive bid and subsequent contract provisions or in accordance with the WFNJ.

### **OVERVIEW OF COUNTY'S LOCAL PLAN**

The services requested through this RFP are guided by the Bergen County's Workforce Development Local and Regional Plans, the State Employment and Training Commission (SETC), the NJ Department of Labor and Workforce Development, and the NJ Division of Family Development (Department of Human Services).

These plans were developed under the leadership of each Workforce Development Board. They describe a unified workforce development system of services.

The vision described in the plan is the establishment of a system of accessible and seamless "to work" services, support services, and education and literacy services to assist WFNJ clients throughout each County to meet their social and employability needs by preparing them to obtain and retain employment, advance in their chosen career(s), and achieve self-sufficiency.

In addition to providing staff assisted services we also request that a strategy be developed to build a comprehensive poverty informed system to bring community together to remove barriers to client success. A client Navigator should be appointed as a full-time liaison to external partners those internal partners

working with clients. The successful vendor will provide a strategic overview of how they intend to connect key stakeholders within the community including educational partners business partners, ensure community-based organizations and other resources that would offer support for clients within this grant. The program offered should include regular activities within the community that tie members to the common goal of supporting clients in this grant, be tied to the activities that are provided by the case managers, coaches and community navigator.

## **II. TRAUMA-INFORMED COACHING PROGRAM AND SUPERVISION DESCRIPTION**

### **A-B PROPOSAL SUMMARY REQUEST, APPLICANT CAPACITY, ACCESSIBILITY AND PORSED SRVICES**

The purpose of this RFP is to procure a vendor to work collaboratively with the local area and grant participants to provide wrap around services and community outreach needed for participant success.

The vendor will provide two (2) case managers, (2) counselors and (1) community navigator to assume programmatic responsibilities and delivery of the outcomes delineated in the RFP.

1. Describe the counseling, coaching program that you will offer, including any scientific validation and alignment with TANF requirements.
2. Outline how training case management and coaching services are currently being provided.
3. Describe the extent to which your program will impact long term change in TANF clients
4. Describe what service customization will take place prior to the implementation of services.
5. Describe methods that will be used to measure and report participant progress and satisfaction from the beginning to the end of the program.
6. Describe the support the counselors and coaches will receive during the training and during the life of the grant and how staff will be supported and mentored to ensure grant outcomes are reached by the TANF clients.
7. Describe the proposed outcome(s). Describe the methods and indicators which will be used to measure participant outcome(s). Outcome(s) illustrate how the participant has benefited or changed as a result of participating in program activities.
8. Describe how the program will use client satisfaction and participant outcome information



to change or improve services during and after the program. How often will this program evaluation process be conducted?

9. Describe procedures to be used to ensure timely and accurate submission of the monthly level of service, programmatic and financial reports.
10. Describe how the counselors, and coaches will report their activities, challenges and successes with TANF participants.
11. Describe how the staff that are trained to serve TANF clients and how they will be monitored to ensure that the case management or coaching methodologies are used.
12. Describe your OVERALL program and staffing roles and requirements to provide accessibility and appropriately deliver the counseling, coaching and community navigation services.
13. Describe your organizations mission and vision as it related to the TANF Population to be served in this grant.
14. Attach one copy of the following items:
  - If applicable, letters of support from collaborating agencies and descriptions of activities they will be responsible for offering resources and referrals to additional support services when needed.

### **III INSTRUCTIONS**

#### **SUBMISSION REQUIRMENTS**

Submit one original signed copy of each application with scanned PDF on a flash drive. Each copy of the application must include all of the following:

- I. Program Summary Sheet
  - II. Program Description (Narrative)
  - III. Budget Description (Narrative and Spreadsheet)
  - IV. Budget (Narrative and Spreadsheet)
- a. Identify the entire grant amount requested.
  - b. Describe your agency's financial capacity to operate the program.
  - c. Describe how your agency intends to utilize grant funds by line item.
  - d. Personnel – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each positions time dedicated to the project, the amount of each position's salary funded by the grant and the total personnel costs for the grant period.

- e. Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefits costs such as health insurance, FICA, retirement, etc.
- f. Technology- Laptops, applications and internet service for participants
- Transportation- funding will be provided to assist clients with transportation needs within the grant guidelines
  - Work Incentives- Stipend per participant as incentives \* see budget
  - Other – List each item in sufficient detail for us to determine whether the costs are reasonable or allowable.
  - Describe any in-kind contributions that will support program operation, including the amount but do not include in the budget spreadsheet.
  - The anticipated enrollment is the minimum no. of participants that your agency plans to enroll.
  - Submit a budget for October 1, 2024, through Jan 30, 2026.
  - Do not include in your budget costs related to staff travel, food/beverage amenities, capital construction or renovation, membership fees and contributions/donations.
  - Awardee will be compensated on a monthly or quarterly basis upon satisfactory completion of the responsibilities identified in the RFP and receipt of all reports.
  - Awardee must submit an invoice and a description of activities in support of the grant.

**Note:** It is recommended that a blue ink pen be used for all required signatures in order to differentiate the original from the copies.

Applications must be received by **12 PM, October 30th, 2024**. Applications may be hand-delivered or mailed.

No extensions of the deadline will be considered. Failure to meet the deadline or to provide the required number of copies of the application and/or to submit a complete application will result in the application being eliminated from funding consideration.

The original signed application and scanned PDF on a flash drive must be submitted to:

Tammy Molinelli, Executive Director  
Bergen County Workforce Development Board  
60 State Street, 2nd Floor Rm 200  
Hackensack, NJ 07601

## **B. PROPOSAL SELECTION AND EVALUATION CRITERIA**

The Bergen County Workforce Development Board (WDB) has in place a process for the evaluation of new programs, requests for proposals, and other initiatives. Standard evaluation elements and review requirements address the local goals, objectives, and priority use of funding. All proposals will be reviewed by the Bergen County Workforce Development Board or a subgroup (review panel) thereof. The review panel will consist of volunteers drawn from the WDB's general membership, partners and committee members.

The WDB also reserves the right to include community leaders and local business representatives on the review panel. Proposals will be reviewed by members of the review panel who do not have a vested interest in the awarding of funding, thereby eradicating any conflict of interest or an appearance thereof.

The WDB reserves the right to reject any and all proposals when circumstances indicate it is in its best interest to do so, which include but are not limited to: loss of funding; the inability of the applicant to provide adequate services; an indication of misrepresentation of information and/or non-compliance with the County, state and federal laws and regulations.

Please note, as stated in the New Jersey Public Contract Law: *"Under no circumstances shall the provisions of the proposal be subject to negotiation."*

## IV CRITERIA FOR EVALUATION OF APPLICATIONS

### NEED JUSTIFICATION

20 points

#### Program Description

- The applicant has developed a proposal consistent with the RFP guidelines.
- The applicant clearly states the problem to be addressed.

### CAPACITY

10 points

- The applicant can accommodate the special needs of the targeted population(s).
- The applicant has demonstrated funding resources are combined to maximize services to coaches.
- The applicant has demonstrated an ability to create change in the coaches and the participants that the coaches work with as clients

### PROGRAM

#### Design and Innovation

20 points

- The applicant has fully developed the program: has used innovative ideas and the latest techniques and technology to achieve the program objectives
- The applicant has a well-defined training and implementation plan for the coaching program with follow up strategies to mentor and work with the coaches during the pilot program.
- The applicant has staff & resources necessary to support the programs and can carry out the full training program.
- The program demonstrates a focus on using the lessons and experiences learned during their coaching experience in their workplace or home life. Real world application is necessary for program success.
- The application reflects an innovative approach to program design and implementation.

### OUTCOMES

25 points

- The applicant has clearly delineated specific and measurable outcomes and their indicators, including a documented track record of job placement, job retention and case closure with WFNJ population. [Complete Chart Attachment L]
- The applicant has developed methods for measuring and evaluating participants'

progress and satisfaction as a result of participating in the program.

- The applicant's projected outcomes are realistic and consistent with the goals of the RFP.
- The applicant has clearly defined how they plan to use outcome data for program development.
- Monitoring Reports will be reviewed.

## **COORDINATION -**

**15 points**

The applicant has established or proposed relationships/affiliations with the Bergen County Job Center, NJ One-Stop Career Center System, and other agencies in the community in order to coordinate and integrate services on behalf of the participant.

The applicant has a system and plan to coordinate with Trauma Informed Coaching team and a plan to coordinate and collaborate with all partners in the pilot program.

**Proposals receiving a score of 65 or below will not be considered for funding.**

All proposals submitted for consideration must include all of the following items in the order stipulated and be securely fastened.

- 1) Proposal Summary with signatures (Attachment A – Signature Required)
- 2) Check List (Attachment B)
- 3) Conflict of Interest Certification (Attachment D - Signature Required)
- 4) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment E- Signature Required)
- 5) Certification Regarding Lobbying (Attachment F - Signature Required)
- 6) Affirmative Action (Attachment G – Signature Required)
- 7) Appeal Process (Attachment H)
- 8) Certification of Liability Insurance (Attachment I – Signature Required)
- 9) Statement of Adequacy of Accounting System (Attachment J – Signature Required and copy of applicant's most recent single page audit.
- 10) Past Experience Worksheet (Attachment K)

## **IN-KIND Services or resources provided to the participant**

- 1) Any in-kind or leveraged service that will be provided by the organization

**10 points**

V. REQUIRED ATTACHMENTS

ATTACHMENT A

Bergen County Workforce Development Board  
PROPOSAL SUMMARY

*Work First  
New Jersey  
REQUEST  
FOR  
PROPOSAL*

Applicant Agency: \_\_\_\_\_

Type: Public  Profit Non  Profit Private  Community Based  Faith Based   
Org. \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Service(s) Offered and note Funding Requested:

Case Management and To-Work Activities      TANF \$ \_\_\_\_\_ GA/SNAP \$ \_\_\_\_\_  
\_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person for RFP:

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person for Program Information:

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description of services to be provided:

Applicants can attach a maximum of one additional page if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify the information contained in this proposal is to the best of my  
knowledge correct. CERTIFYING OFFICIAL:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHECK LIST**

	<b><u>YES</u></b>	<b><u>NO</u></b>
Proposal Summary *	<input type="checkbox"/>	<input type="checkbox"/>
Narratives (Project and Budget)	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest Certification *	<input type="checkbox"/>	<input type="checkbox"/>
Certification Regarding Debarment, Suspension* Ineligibility and Voluntary Exclusion	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Lobbying for Contracts, Grants, Loans and * Cooperative Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Compliance Affirmative Action *	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Liability Insurance Coverage *	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Adequacy of Accounting System *	<input type="checkbox"/>	<input type="checkbox"/>
<u>Past Experience Worksheet</u>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Requires Signature**

**CONFLICT OF INTEREST CERTIFICATION  
ATTACHMENT D**

The undersigned certifies to the Board of Commissioners of the County of Bergen that in performing services to Bergen County he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his/her firm, and the Board, its members or with the interest of the County of Bergen in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and dependence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the services contained in the solicited Request for Proposal. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, and I am subject to punishment.

Applicant Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.  
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary  
Exclusion Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative Signature

Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primarily covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which does a prudent person in the ordinary course of business dealings normally possess.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

***CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS,  
GRANTS, LOANS, AND COOPERATIVE AGREEMENTS***

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf to the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Contractor/ Organization

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Name of Certifying Official

Signature

Date

NOTE: In these instances, "ALL," in the Final Rule was clarified to show that it applies to covered contract/grant transactions over \$100,000.

***CERTIFICATION OF COMPLIANCE AFFIRMATIVE ACTION, P.L.1975, C.127  
N.J.S.I.A 10:5-31 et seq***

1. The Contractor assures it will comply with the requirements of P.L. 1975, c. 127.
2. During the performance of this contract, the Contractor (for purposes of this section "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 or affectional or sexual orientation, sex, or atypical hereditary cellular or blood trait of any individual. The contractor will take affirmative action because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action 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 applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex. The contractor or subcontractor, where applicable will, send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable County employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable County employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

**ATTACHMENT G**

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals 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.

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 or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of this chapter.

3. Contractor shall submit to the County of Bergen, prior to or at the time the contract signed by the contractor is returned to the Workforce Development Board for signing) in accordance with N.J.A.C 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127) one of the following:

- a. Appropriate evidence that the Vendor is operating under an existing federally approved or sanctioned affirmative action program; and,
- b. A Certificate of Employee Information Report Approval; and,
- c. If the vendor cannot present "a" or "b" and the Vendor has never applied for "b", the Vendor shall complete and Employee Information Report (Form AA 302). This form will be made available to the Vendor, on request, by the County of Bergen, Affirmative Action Office, One Bergen County Plaza, Hackensack, New Jersey 07601. When the vendor completes the Employee Information Report, the copy marked "Public Agency" shall be submitted to the Workforce Development Board, the copy marked "Contractor" will be retained by the Vendor, and the remaining copies will be forwarded immediately to:

Affirmative Action Office Department of the Treasury CN 209  
Trenton, New Jersey 08625

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Name of Certifying Official**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***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.
- 

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 collaboration with the appointed Hearing Team, and agency/applicant within (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.





***CERTIFICATION OF INSURANCE COVERAGE***

**A CERTIFICATE OF INSURANCE SHOULD BE FURNISHED WITH THE PROPOSAL FOR THE PROGRAM. IN THE EVENT THAT A CERTIFICATE OF INSURANCE CANNOT BE FURNISHED WITH THE PROPOSAL, A LETTER FROM THE BIDDER'S INSURANCE BROKER/INSURANCE COMPANY INDICATING THAT IN THE EVENT THE BIDDER IS SUCCESSFUL IN OBTAINING THIS CONTRACT THAT THE REQUIRED INSURANCES WOULD BE AVAILABLE FOR CERTIFICATION BEFORE THE CONTRACT BECOMES EFFECTIVE.**

Certification of Insurance Coverage:

- A. Statutory workers' compensation and employer's liability insurance;
- B. Comprehensive, all risks general liability coverage for personal injury and property damage liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
- C. Comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit.
- D. Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

The bidder shall submit to the County of Bergen Certificates of Insurance evidencing that said insurance will be in effect during the term of this Agreement. The County of Bergen shall be named as additional insured under the General Liability and Automobile Insurance. Certificates should be issued to:

Bergen County Board of Commissioners One Bergen County Plaza  
Hackensack, New Jersey 07601

Attention: Insurance and Risk Management Certificates should reference the applicable program. The firm shall be solely responsible for and shall keep, save and hold harmless the County of Bergen and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property of any persons, agency, corporations or government entity, which shall arise out of the course of or in consequence of any of the negligence acts or omissions or tortuous acts or omissions of the firm, its employees, agents or subcontractors, in the performance of the work covered by this Agreement or the failure to comply with the terms and conditions of the Agreement. The firm's liability in this Agreement shall continue after the termination of the Agreement with respect to any liability, loss, expenses or damage, resulting from negligent acts or omissions or tortuous acts or omissions, occurring prior to termination. This indemnification obligation is not limited by but is in addition to other insurance obligations contained in the Agreement.

Typed Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM**

Gentlemen:

I am a certified public accountant (or a duly licensed public accountant)

and have been engaged to examine the financial records of **Name of**

**Contractor:** \_\_\_\_\_

which will be maintained for **Name of Program:**

In my opinion, the accounting system in use to be established internal controls in use to be established in this program are will be adequate to:

1. provide the accurate identification of the receipts and expenditures of these allocated funds by approved budget categories.
2. provide for documentation supporting each book entry, filed in such a way that it can be readily located; and
3. provide accurate and current financial reporting information.

\_\_\_\_\_  
Signature of Accountant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Accountant

\_\_\_\_\_  
License Number (State)

A Copy of the applicant's most recent single page audit must be attached.

**ATTACHMENT K**

**Experience Worksheet and letters of support**

Applicant Organization: \_\_\_\_\_

Please indicate any past projects that would profile successful outcomes.

Letters of support from previous clients are encouraged.

**Budget provided should follow the Budget item line-item totals**

**Participant stipends should be paid by the Vendor and will be reimbursed in the following way:**

**\$100.00 Paid after the first full month of employment**

**\$200.00 Paid after the second full month of employment, in addition to the first full month of employment**

**\$300.000 Paid after the third full month of employment, in addition to the first and second full month of employment**

<b>Budget items</b>	
<b>Participant Supportive Services</b>	
Laptops, App and internet service	32,000
Transportation	10,000
Therapeutic Support	15,000
Work incentives 50x600 – 20x 600	45,000
<b>Subtotal</b>	<b>102,000</b>
<b>Participant Career Services</b>	
Office Supplies	4,000
Case Managers, Coaches, Support	300,000
Client Navigator	60,000
<b>Subtotal</b>	<b>364,000</b>
<b>Participant Outreach and Marketing</b>	
Outreach and Marketing	85,000
<b>Subtotal</b>	<b>85,000</b>
<b>Total</b>	<b>551,00</b>