



60 State Street, Room 200, Hackensack, NJ 07601 | bergenjobcenter.com | 201.329.9600, Option #8

Date: October 9th, 2024

To: Potential Project Sponsors

From: Tammy Molinelli, Executive Director

Re: Request for Proposal (RFP) – **WorkFirst Innovations Initiative, Trauma Informed Coach Training, Trauma informed Coach mentorship, Trauma Informed Coaching**

The Bergen County Workforce Development Board, in partnership with the Atlantic County Workforce Development Board, via an agreed upon County MOU, hereby requests proposals from potential sponsors to provide services for a NJDOL Work First New Jersey Innovation Grant Pilot project. The Bergen County WDB seeks a vendor to monitor, provide Trauma Informed Coach Training, Trauma informed Coach mentorship, Trauma Informed Coaching services, 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 Advisory council from both Bergen and Atlantic Counties. The selected vendor will be required to work with and collaborate with two local Workforce Development Boards, 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 \$400,000 for the life of the grant and compensation for services will be on a cost reimbursement basis. Funding for this grant is provided by NJDOL. **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 <http://bergenjobcenter.com/partners-and-providers> 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.

This document represents a Request for Proposal Process (RFP) by the Bergen County Workforce Development (WDB) on behalf of the County of Bergen, in partnership with the Atlantic County Workforce Development Board.

The services highlighted in this Request for Proposal (RFP) are supported by and 100% financed by the New Jersey Department of Labor (NJLDR), 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.

I. REQUEST FOR PROPOSAL

**For Workfirst New Jersey Trauma Informed
Coach training, Coaching and Client
support**

ISSUED: October 9th,2024

**By 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

REQUEST FOR PROPOSAL INFORMATION AND SYSTEM OVERVIEW

RFP Timetable

October 9 th 2024	Public Notice to newspapers announcing Request for Proposal
October 9 th 2024	Issue Date of RFP/RFPs mailed to providers; Announcement & RFP posted on the BergenJobCenter.com website
October 21 st 2024	Virtual Bidders Conference 9:00 AM to 10:30 AM
October 29 th 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 29 th 2024	RFP Mailed/Electronically Transmitted to Review Committee
November 1 st , 2024	RFP Committee Review for WDB/WFNJ Projects Virtual, 9:00 AM – 10:30 AM
November 4 th 2024	Local Area Board Approval/Rejection
November 4 th 2024	Announcement Letter of Approval/Rejection of RFP pending Appeals Process
November 14 th , 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 14 th , 2024,	Award Notice will be sent pending final approval of funding
November 18 th 2024	Project Begins

Purpose of Funding for Program

Funded Project Concept: Eight (8) Month one-on-one Trauma Informed Coaching project, with employer partnerships and transition services to support clients into a self-sufficient lifestyle where they can succeed and model healthy behavior with their children and in their community to become role models for others to do the same.

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.

We believe this grants core focus on trauma informed, one-on-one coaching and mentoring program, along with community support and case management will go far in supporting TANF participants in the WFNJ project and that the application of this long-term coaching model and support, allows for internal change for participants.

The purpose of this RFP is to procure a vendor to work collaboratively 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 Publicly procured 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 who have experience with this population is encouraged.

The goal of the grant is to empower clients to become self-sufficient, employed, and motivated to lead in their communities. In addition, the procured vendor will work with a Project Manager and provide programmatic and fiscal reporting for the Coach training, Coaches on the project and all expenses attached to providing services outlined in the proposal.

Funded Program Overall Executive Summary: 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 model of adding a (8) eight Month, one-on-one trauma informed coaching component to current services provided for WFNJ (Workfirst NJ) clients will 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.

Specifically, This Multi-County (Bergen, and Atlantic), collaborative project strategy is based on a one-on-one, trauma informed coaching model with customized wrap around services, occupational applications and transition to self-sufficiency tools will be rolled between Bergen, and Atlantic Counties. We will share and leverage our strengths as local Boards while using the same methodology of a Trauma informed Coaching with corresponding technology to link and measure participant progress outcomes. Each participant selected to be in this pilot program will be assessed to identify their ability to be successful in this program and have the ability to have a successful experience in this program to achieve self-sufficiency and no longer need public assistance after the program, or in the future.

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 based on the fact that one of the primary barriers to employment is 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. In addition to the Coach, each participant will work with a Case Manager to ensure that all other resources including housing, childcare, transportation, financial literacy, parenting classes and job training align 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 when needed. 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 and look to use WFNJ funding or WIOA Adult funding to supplement where the clients may have additional needs. Eventually, this project will be sustained with formula funding, regional collaborative resources and other public-private partnerships. This would include training dollars, funding for technology and supportive resources. Additionally, free services and resources in the community such as project at libraries, community food banks, clothing resources will all be leveraged and coordinated by the client navigator.

Partnership Requirements: The Bergen WDB and Atlantic WDB have developed an MOU that outlines roles and responsibilities of each workforce area. Staff on the project that work with clients would be required to become a certified Coach to understand the program and to gain insights as a Project lead.

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.

Technology will also be used to allow participants to check in daily regarding their social, emotional, and physical wellbeing and will measure habit development success. Each County will make recommendations for the **Projects Advisory Committee** that will meet regularly to review the program, outcomes, client, and staff feedback as well as provide insight for quality improvement. 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.

Diversifying funds: Our goals are to co-enroll clients and look to use WFNJ funding or WIOA Adult funding to supplement where the clients may have additional needs. Eventually, we envision this program being sustained with formula funding, regional collaborative resources through GSETA and other public-private partnerships. This would include training dollars, funding for technology and supportive resources. Additionally, free services and resources in the community such as program at libraries, community food banks, clothing resources will all be leveraged and coordinated by the client navigator.

Contract Period/ Available Funds/Targeted Population

Available funds: The funds available for this RFP are federal/state funds awarded to the WDB/County of Atlantic and Bergen via the NJDOL. The NJDOL award period ends June 2025 with potential option to extend through January 30, 2026.

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 both the Atlantic County and the Bergen County's Workforce Development Local Plan, 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. Each county's plan can be found on their respective website.

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.

Trauma Informed Coach Training program and Coach Support services

Trauma Informed Coaching Model Training Program:

The WDB's are looking for a vendor to provide a trauma informed coach training to upskill local area workforce staff and coaches to work with prescreened and selected TANF participants. Additionally, the vendor will provide coaches to begin working with TANF participants until local coaches can be trained and are eligible to work with TANF participants in a trauma informed coaching capacity. Coach mentors will be required to support new coaches as they work with TANF participants.

The provider must have a successful track record of training coaches and providing services that enhance the lives of clients in the target population and have evidence that the program created behavior change that enhanced that participants experience, employment, parenting and community assets.

The provider must have a proven methodology with successful outcomes measured with reliable methods of data collection. The provider must have a program that meets with a Nationally recognized credential and or certification standards to be considered as a vendor for this grant.

The provider must have a participant screening tool that can be customized to assess the

participants ability to be coachable and able to gain benefits from and self-sufficient lifestyle when engaging in trauma informed coaching with a trauma informed coach.

The provider must provide intense and effective strategies; and a learning model that meets the needs of adult learners and have experience working with coaches that assists clients who work with low-income individuals.

The Vendor must provide weekly support for the coaches that are trained to ensure the coaches are working with their clients to achieve optimal results in belief and behavior change.

The vendor will work with up to 20 participants per local area for a total of 40 stakeholders selected by each County. The individuals selected for coach training will be individuals who participate in some way in the pilot program. Those participants can and include, but not limited to, Administrators, Business host leaders, Case Managers, Coaches, or other individuals selected by their local WDBs or the Advisory Committee.

The intended outcome is to train coaches to learn the methodology as a participant in the training so they can better assist their TANF clients. Participants, at the end of the Coach training should be able to demonstrate the belief-change within themselves using the methodologies and experience gained through the training coaching program.

The Coaching program must allow for participants to begin coaching clients within 30 to 60 days after the beginning of the training program. The coaching program can extend after that period, however, coaches trained must be able to develop a competency to begin working with a TANF participant not later than 60 days after the start of the Trauma Informed coach instructor training.

Because TANF clients who enter the program will not all start at once, the Training vendor will be expected to deliver the program services in overlapping phases:

Phase 1: Bergen and Atlantic County will help the vendor identify 40 stakeholders to be trained, as qualified candidates within with in the first 30 days of the contract being executed by both parties. In collaboration with the Executive Director and staff, the vendor will provide assessment criteria for choosing motivated candidates.

The vendor will provide 2 qualified and certified trauma informed coaches who will work with up to 10 candidates each to start, for a period of a minimum of 3 months, not to exceed 6 months. Each candidate will meet with their Coach once per week, providing them a minimum of number of trauma informed coaching sessions designed by the provider.

The provider must have a well-developed and proven method for pre and post client assessments to measure the impact of the trauma informed coaching program.

A Program overview is required as part of the RFP submission, and should include

the following and be listed in a timeline to be submitted with the proposal:

Project team introduction and plan timeline developed with staff in each local area

How In-person interviews with local project teams will be conducted.

Program customization and design strategies to address the specific needs of stakeholders to be trained.

Coach assessment before, during and after training is required to support learning

The goal for this project is for each County to have 50 TANF clients become employed and in a sustainable lifestyle post coaching.

Trauma Informed Coach Mentorship and Support

The vendor must provide 2 Coaches to provide support for the new coaches trained. One Coach will provide support for each County.

The vendor must provide coaches, that have been trained and certified to work directly with TANF participants until local area coaches can provide the services. No more than 10 clients, per county for the first 3 months of the project.

Once local area coaches are trained, each trained Coach in each local area will work directly with TANF clients. The vendor must provide support and guidance for the Coaches weekly. Group and virtual meetings are acceptable, however, 1:1 mentorship is encouraged.

Trauma Informed Coach Training, Mentorship and Support Program Description

1. Describe the Trauma informed coaching program that you will offer, including any scientific validation.
2. List staff qualifications.
3. List any Certification from recognized coaching bodies such as the International Coach Federation (ICF) or the Center for Credentialing & Education (CCE) that will result in successful completion of your organization coach training.
4. Outline what training in trauma-informed care or trauma-sensitive coaching will be provided.
5. Describe the extent to which your program will impact long term change in TANF clients. Provide evidence or relative data.
6. Describe what customization would take place prior to the coach training

beginning

7. Describe any Nationally recognized credentials that the program offers participants and the rationale for the certification
8. Describe methods that will be used to measure participant progress and satisfaction from the beginning to the end of the training
9. Describe the support the coaches will receive during the training and during the life of the grant where coaches will be supported and mentored to ensure grant outcomes are reached by the TANF clients
10. 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.
11. 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?
12. Describe procedures to be used to ensure timely and accurate submission of the monthly level of service reports.
13. Describe how coaches will report their activities, challenges, and successes with TANF participants.
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.

Work Experience Management

1. Describe your OVERALL program and staffing requirements to appropriately provide accessibility and manage a Trauma Informed Coach training and Coaching support program.
2. Describe your organizations mission and vision as it related to the Welfare Population to be served in this grant.
3. Describe your organizations community support system or community partners.

Submission Requirements

submit one (1) original signed copy of each application with scanned PDF on a flash drive. Each copy of the application must include all of the following:

- Program Summary Sheet
- Program Description (Narrative)
- Program Budget (Narrative and Spreadsheet)
 - Identify the entire grant amount requested.
 - Describe your agency's financial capacity to operate the program.
 - Describe how your agency intends to utilize grant funds by line item.
 - Personnel – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's 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.
 - Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefits costs such as health insurance, FICA, retirement, etc...
 - Travel – Specify the purpose and mileage.
 - Supplies – Identify the specific supplies needed for the operation of the program.
 - Contractual – Identify each proposed contract and specify its purpose and estimated cost.
 - 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 number of participants that your agency plans to enroll.
 - Submit a budget for Nov. 18th, 2024, through June 30, 2025.
 - Do not include in your budget costs related to the purchase of equipment, 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 29th, 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

Proposal Selection & 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, 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 - 30 points

Program Description

- a. The applicant has developed a proposal consistent with the RFP guidelines.
- b. The applicant clearly states the problem to be addressed.
- c. The applicant shows qualifications of past practices and successful outcomes with clients similar to that outlined in the grant, both coach training outcomes and participant services outcomes

CAPACITY - 10 points

- d. The applicant can accommodate the special needs of the targeted population(s).
- e. The applicant has demonstrated funding resources are combined to maximize services to coaches.
- f. 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

- g. The applicant has fully developed the program: has used innovative ideas and the latest techniques and technology to achieve the program objectives
- h. 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 8-month pilot program.
- i. The applicant has staff & resources necessary to support the programs and can carry out the full training program.
- j. 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.
- k. The application reflects an innovative approach to program design and implementation.

OUTCOMES (e. 1 and f. 1 & 2) 25 points

- l. 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]

- m. The applicant has developed methods for measuring and evaluating participants' progress and satisfaction as a result of participating in the program.
- n. The applicant's projected outcomes are realistic and consistent with the goals of the RFP.
- o. The applicant has clearly defined how they plan to use outcome data for program development.
- p. Monitoring Reports will be reviewed.

COORDINATION with partners and INKIND Services or resources provided to the participant **15 Points**

The applicant has a process to establish local relationships with stakeholders in the Bergen and Atlantic County areas in order to coordinate and integrate services on behalf of the participant.

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) Experience Worksheet (Attachment K)

V. REQUIRED ATTACHMENTS
ATTACHMENT A

**Bergen County Workforce Development
Board PROPOSAL SUMMARY**

Workfirst New Jersey Request for Proposal

Applicant Agency: _____

Type: Public Profit Non Profit Private Community Based Org.

Faith Based 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

	<u>YES</u>	<u>NO</u>
Proposal Summary *	<input type="checkbox"/>	<input type="checkbox"/>
Narratives (Program 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"/>
Past Experience Worksheet	<input type="checkbox"/>	<input type="checkbox"/>

***Requires Signature**

CONFLICT OF INTEREST CERTIFICATION

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.

Name and Title of Authorized Representative

Signature

Date

**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.

Contractor/ Organization

Name of Certifying Official	Signature	Date
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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.

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 statues 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.

**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

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.

Past Experience Worksheet

Applicant Organization: _____

Please indicate any past projects that would profile successful outcomes.

Letters of support from previous clients are encouraged