

10-4-2024 2:19



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

Date: October 9<sup>th</sup>, 2024

To: Potential Project Sponsors

From: Tammy Molinelli, Executive Director

Re: Request for Proposal (RFP) – **WorkFirst Innovations Initiative, PROJECT MANAGER**

---

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 project management services for a NJDOL Work First New Jersey Innovation Grant Pilot project. The Bergen County WDB seeks a vendor to monitor, provide 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.

Management of the 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 \$100,000 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 18<sup>th</sup>, 2024, and extending to the contracted end date of June 30<sup>th</sup>, 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.

The Project Manager awardee will not be awarded the contact for the other two (2) RFP's for Trauma Informed Coaching or the Bergen County program manager that falls under the TANF Innovation Grant Initiative.

**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 21<sup>st</sup>, 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) 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 (NJDOL), 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 Project Manager**

**ISSUED: October 9<sup>th</sup>,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, 2<sup>nd</sup> Floor Rm 200  
Hackensack, NJ 07601

**BY**

**October 29<sup>th</sup>, 2024 -12:00 PM**

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

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

## Table of Contents

I.	REQUEST FOR PROPOSAL .....	1
	Table of Contents .....	2
	RFP Timetable.....	4
	Purpose of Funding for Project Year (PY).....	5
	Workforce Area Demographics .....	9
II.	Project Manager requirements .....	9
III.	INSTRUCTIONS .....	13
IV.	SUBMISSION REQUIREMENTS .....	13
	Proposal Selection & Evaluation Criteria .....	15
V.	CRITERIA FOR EVALUATION OF APPLICATIONS .....	16
VI.	REQUIRED ATTACHMENTS .....	19

## REQUEST FOR PROPOSAL INFORMATION AND SYSTEM OVERVIEW

### RFP Timetable

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

## Purpose and Objectives for Funding this Project – About the grant

### **Funded Project Concept:**

This one-on-one Trauma Informed Coaching project, includes: employer partnerships, supportive and transition services to assist clients into a self-sufficient lifestyle. The goal is to help clients succeed and model healthy behavior in the workplace, with their children and in their community, to become role models for others to do the same.

The project goal will be to successfully support and launch 50 TANF participants, in each County, into a fully employed, self-sufficient life, where public assistance is no longer wanted or needed by the participant. This WFNJ, Pilot program grant requests project management services that will capture the spirit and measurable outcomes for activities withing the pilot project.

We believe this grants core focus of this trauma informed, one-on-one coaching and mentoring model; along with community support and case management, will enhance the TANF participants ability to prepare for and gain meaningful employment and not need to be supported by public assistance programs. The goal of a long-term coaching model is to provide regular support, allowing for behavior change to take place at the deepest level, and a sustained healthy lifestyle.

**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 a one-on-one Trauma Informed Coaching component with current services provided for TANF, 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. They can 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 return as mentors of the program to support new participants with their program.

**Target Audience:** Individuals who qualify as a TANF recipients, under WFNJ, with the goal of co-enrollment under WIOA Adult.

The reasons people find themselves on welfare are multifaceted and can vary depending on individual circumstances and societal factors. Knowing this we will outreach to individuals who are dealing with an array of primary issues such as but no limited to the following: Unemployment or Underemployment, Low Wages, Single Parents, as well as individuals with a lack of education and skills, individuals affected by generational influences who are living on the poverty line, individuals who have had a lack of employment opportunities, limited access to resources and or limited role models.

**The target population includes persons who reflects the following characteristics:**

- Must participate in a state approved 35 hours per week “work activity.”
- Required to attend and complete all projects and services they are referred to for a total of 35 hours per week.
- Must remain in a continuous work activity as long as they continue to receive public assistance benefits and are not deferred.
- Activities are appropriately coordinated with the ‘*To Work*’ Case Managers, under the supervision of the Atlantic County Office of Workforce Development Board, to ensure customers are always engaged in an identified, skill-related activity or project with no breaks or unexcused absences.
- Participants who comply with the required activities are provided with support services necessary to ensure customers remain engaged. Participants who do not comply with these regulations will be sanctioned.

The purpose of this RFP is to procure a vendor that will manage the project, to work collaboratively with the local workforce development area partners, corresponding Job Center staff, service providers grant to ensure TANF participants receive a comprehensive system of services.

The Project Manager will be required to collaborate with all partners associated with project and closely monitor the effectiveness of the methodologies, processes, strategies, collaborations, and outcomes made by the partners in the grant. **The Project Manager will additionally monitor the spend down of funding.**

To ensure accurate documentation of compliance with TANF requirements, the sub-recipient providing case management will be required to:

- Monitor and document customer attendance and participation. In the event that a customer stop attending, sub-recipients are required to immediately notify the project manager.
- Maintain open enrollment to ensure continuity of customer engagement and participation.
- Adhere to 20 CFR 683.220 regarding the handling and protections of documents containing personally identifiable information (PII) policy. Files must be kept in a secured and locked cabinet.

**Methodology and Activities to consider:** 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 (living paycheck to paycheck unable to build wealth) 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. They will adapt to solving problems and sustain in 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.

Proof of concept for this innovation project is a priority. Measuring the success and challenges of this project will be critical. Technology will be encouraged to allow participants to check in daily regarding their social, emotional, and physical wellbeing and will measure habit development success.

**Oversight:** Each County will make recommendations for a Project Advisory Committee that will meet regularly to review the project, outcomes, client, and staff feedback as well as provide insight for quality improvement. The Advisory Committee will meet a minimum of once per month.

**Sustainability:** The project encourages participants to come back to mentor new project participants not only supporting their continued grow but also helping others. This builds confidence with the participant and a system of support for all who shares their experiences with others.

**Diversifying Funds:** A goal of this project is to co-enroll clients enrolled in the TANF program 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.

This project is based on the best science on human performance and behavior change available today. We intent to prove, proof of concept, and as such revolutionize the ways the Public Workforce System serves people living in poverty, empowering them into self-sufficient lives, enhancing citizenship contributions within local communities and ending generational poverty.

## Workforce Area Demographics

The services requested through this RFP are guided by both 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 the Workforce Development Board. They describe a unified workforce development system of services. The County 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.

## II. PROJECT MANAGEMENT – Requirements and Overview

The Project Manager must successfully complete the Trauma Informed Coaching Program to gain a deep understanding of the core component of the Pilot Project.

Along with outreach specialists who will identify those in our community who need our services the Project Manager will manage the day-to-day operations of the project between the two counties.

The purpose of this RFP is to procure a vendor to work collaboratively with the local workforce development areas, sub-recipients and grant participants to monitor, analyze and report participant success. The Project Manager will oversee the activities that are connected to the operation and outcome of the TANF Innovation grant award.

The Project Manager will be in regular contact with all services and organizations contracted or assigned to provide services on behalf of the award. The publicly procured vendor will be required to collaborate with Trauma Informed Coaches

and Case Managers as part of the two-county project serving clients in Bergen and Atlantic Counties.

The goal is to empower clients to become self-sufficient, employed, and motivated to lead in their communities. In addition, the procured sub-recipients will work with a Project Manager to provide programmatic and fiscal reporting.

Responsibilities should include regular meetings (weekly) with all grant-associated contracted partners, to assess progress in service implementation and responsibilities associated with the grant activity.

This would include:

- Take the Trauma Informed Coach training to understand the program on a deep level,
- Monitor progress of each partners deliverables and report on outcomes
- Assist partners with TANF participant outreach and recruitment activities.
- Troubleshooting any challenges identified with project partners
- Monitor Job placement activity.
- Monitor Employer-related interactions.
- Monitor use of incentives and customer support while employed.
- Jointly create a dashboard or reporting mechanism for all contracted participants.
- Report to Advisory Council (comprised of representatives of Bergen and Atlantic) on Status of all contractors' Level of Service, benchmarks achieved (ie. Compliance with work activity requirements, employment and employment retention, and level of grant expenditure.
- Maintenance of NJDOL dashboards for Bergen and Atlantic.

- Monthly project report to the WDB Executive Directors which includes the following metrics:
  - Number of participants referred to the project by the local One Stop Career Center
  - Number of participants enrolled in the project
  - Progress of each participant including participation in coaching (success in progression or reason for lack of successful participation), job search activity, interview, and employment status
  - Other metrics as identified in the awardee contract or as requested by the grantor during the implementation of the project
- Monthly financial report including obligations and expenditure for all project partners
- Closing report at the end of the grant period
- Progress towards level of service of enrollments including returning clients

In your proposal, please describe the following capacity, programs, services or staffing your organization will provide:

1. Describe the monitoring and reporting tools that you will offer, including any scientific validation and alignment with TANF requirements.
2. List any Certifications your staff or organizations holds related to Project Management.
3. Outline how oversight and collaboration with the project partners will be incorporated into the services provided.
4. Describe how you will collect, analyze, and report long term change in TANF clients.

5. Describe what service customization will take place before and during the implementation of services.
6. Describe methods that will be used to measure and report partner progress from the beginning to the end of the project.
7. Describe procedures to be used to ensure timely and accurate submission of the monthly level of service, programmatic and financial reports.
8. Attach one copy of the following items:
  - If applicable, three 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**

Describe your OVERALL project and staffing roles and requirements to appropriately deliver the Project Manager services.

1. Describe your organizations mission and vision as it relate to this grant.
2. Describe staffs personal or professional experience working with the TANF or Workfirst population.
3. Provide a brief statement as to why there is a commitment to work with is pilot project in relation to trauma informed care.

### III. INSTRUCTIONS

#### IV. SUBMISSION REQUIREMENTS

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:

- a. Project Summary Sheet
- b. Project Description (Narrative)
- c. Budget Description (Narrative and Spreadsheet)
- d. Budget (Narrative and Spreadsheet)
  - i. Identify the entire grant amount requested.
  - ii. Describe your agency's financial capacity to operate the project.
  - iii. Describe how your agency intends to utilize grant funds by line item.
  - iv. 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.
  - v. Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefits costs such as health insurance, FICA, retirement, etc...
  - vi. Travel – Specify the purpose and mileage.
  - vii. Supplies – Identify the specific supplies needed for the operation of the project.
  - viii. Contractual – Identify each proposed contract and specify its purpose and estimated cost.
  - ix. Other – List each item in sufficient detail for us to determine whether the costs are reasonable or allowable.
  - x. Describe any in-kind contributions that will support project operation, including the amount but do not include in the budget spreadsheet.
  - xi. The anticipated enrollment is the minimum number of

participants that your agency plans to enroll.

- xii. Submit a budget for November 18<sup>th</sup>, 2024, through June 30<sup>th</sup> 2025, with additional budget requests if the funding is extended past June 30<sup>th</sup> 2025.
- xiii. 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.
- xiv. Awardee will be compensated on a monthly basis upon satisfactory completion of the responsibilities identified in the RFP and receipt of all reports. Payment will be made no less than 3 weeks once invoices with accurate backup documentation is received.
- xv. 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 29<sup>th</sup>, 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

## V. CRITERIA EVALUATION FOR SELECTION OF APPLICANTS

The Bergen County Workforce Development Board and the Atlantic County Workforce Development Board have, in place a process for the evaluation of requests for proposals, and other initiatives. Standard evaluation elements and review requirements address the local goals, objectives, and priority use of funding.

This proposal will be reviewed by an Advisory Council made up of stakeholders from the Bergen County Workforce Development Board, the Atlantic County Workforce Development Board and stakeholder in the community. The WDBs 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 WDBs 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."*

*The Project Manager awardee will not be awarded the contract for the Trauma Informed Coaching or the Bergen County Program Manager grant awards*



## V. CRITERIA FOR EVALUATION OF APPLICATIONS

### **NEED JUSTIFICATION** 25 points

#### **Project Description**

- e. The applicant has developed a proposal consistent with the RFP guidelines.
- f. The applicant offers expertise in managing projects that include the deliverable needed
- g. The applicant clearly states how they will manage the project, and achieve project outcomes
- h. The applicant clearly outlines how they will measure their own success
- i. The applicant outlines how they will communicate with the team

### **CAPACITY** 15 points

- j. The applicant has worked on TANF or WFNJ projects successfully.
- k. The applicant has demonstrated an ability to achieve contracted project deliverables successfully.
- l. The applicant has outlined how they will leverage funding to complement this project.

### **PROJECT**

#### **Design and Innovation** 25 points

- m. The applicant has fully developed a plan to manage this project
- n. The applicant has the staff to support the project
- o. The applicant has appropriate budget components
- p. The project demonstrates a focus on using the lessons and experiences learned during their formers project including real world application.
- q. The application reflects an innovative approach to project design and implementation.

## **OUTCOMES**

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

25

- r. The applicant has clearly delineated specific and measurable outcomes and their indicators, including a documented track record of tracking progress and benchmarks.
- s. The applicant has developed methods supporting partners that provide services, measure and evaluate participants' progress through programs.
- t. The applicant's projected outcomes, and methods for project management are realistic and consistent with the goals of the RFP.
- u. The applicant has clearly defined how they plan to use outcome data for project development.
- v. The applicant has had a successful track record of fiscal monitoring and reporting in past projects.

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

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

**Services and partnerships**  
points –

10

The applicant has worked in Bergen and/or Atlantic County and understands the stakeholders' responsibilities.

**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) Prior Experience Worksheet (Attachment K)

**VI. 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 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 Project 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"/>
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 Projects.
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
-----------------------------	-----------	------

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 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 project; 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 project 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 project 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 PROJECT. 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 project.

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 Project:**

In my opinion, the accounting system  in use  to be established  
internal controls  in use  to be established in  
this project  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