

BERGEN COUNTY WORKFORCE DEVELOPMENT BOARD

REQUEST FOR QUOTATIONS

Workforce Development Consulting Services

Posting Date	Monday, October 5, 2026
Quote Due	Friday, October 9, 2026, by 12:30 p.m. Eastern Time
Contract Term	November 1, 2026, or upon full execution if earlier, through September 30, 2027
Maximum Contract	\$17,500, not to exceed
Submission	Email Tammy Molienlli (tammol@bergen.org), and cc Carol Polack (carpol@bergen.org) with subject: RFQ - Workforce Development Consulting Services

1. Purpose

The Bergen County Workforce Development Board (WDB) seeks quotations from qualified independent consultants to provide workforce development consulting and technical assistance in support of WDB governance, operations, policy and document development, and administration of Workforce Innovation and Opportunity Act (WIOA) Title I and WorkFirst New Jersey (WFNJ) activities.

2. Scope of Services

- Develop, review, revise, and edit WDB governance, policy, staff, and operational documents, including research needed to address applicable NJDOL, WIOA, WFNJ, and related requirements.
- Review financial, administrative, and operational documents and recommend revisions or improvements.
- Provide project-based research, technical assistance, document development, and related support for WIOA Title I, WFNJ, and WDB administrative activities.
- Participate in mutually scheduled meetings as reasonably necessary to perform the contracted services.
- Perform other closely related tasks within this scope by mutual agreement and within the contract maximum.

No equipment purchases are included in this RFQ.

3. Nature of Engagement

The engagement is for independent consulting services. The consultant will control the manner, means, sequence, and ordinary place of performance; may provide services to other clients; will supply ordinary business equipment and resources; and is not guaranteed any minimum number of hours or minimum compensation. The WDB will establish the scope, deadlines, deliverables, compliance requirements, and acceptance standards for the work.

4. Compensation and Funding

- Respondents must propose an hourly consulting rate.
- Consulting fees may not exceed \$815 for an eight-hour workday, equivalent to a maximum hourly consulting rate of \$101.875.
- Total compensation under the contract shall not exceed \$17,500. The WDB does not guarantee any minimum number of hours or minimum amount of work.
- The WDB does not anticipate reimbursable expenses. Any exception must be approved in writing in advance, be allowable under the applicable funding source, and remain within the \$17,500 contract maximum.

Federal Funding Disclosure: This contract is anticipated to be funded 100% with Federal funds, up to \$17,500. The anticipated amount financed by nongovernmental sources is \$0 (0%).

5. Minimum Qualifications

- Demonstrated experience in workforce development, WIOA, WFNJ, workforce board operations, public workforce policy, or closely related work.
- Demonstrated ability to perform the requested services within the contract term and applicable deadlines.
- Respondent must operate as an independently established business, trade, occupation, or profession and be eligible to contract in New Jersey.
- The selected respondent must provide a valid New Jersey Business Registration Certificate before contract execution.

6. Quote Submission Requirements

Submit the following by email no later than the deadline above:

1. Legal name, business/DBA name if applicable, address, telephone number, and email address.
2. A brief statement of relevant qualifications and experience. A resume or concise qualifications statement is sufficient.
3. Proposed hourly consulting rate.
4. Confirmation that the respondent will perform the services as an independent contractor and is free to provide services to other clients.

The selected respondent will be required, before contract execution, to provide all applicable County and State vendor-compliance documents.

7. Selection and Award

The WDB will select the responsible respondent whose quotation is most advantageous to the WDB, price and other factors considered. Factors will include relevant qualifications and experience, ability to perform the scope within the required timeframe, and proposed hourly rate/overall value. Award is not required to be made to the respondent proposing the lowest hourly rate.

The WDB may request clarification of a quotation, reject any or all quotations, and waive immaterial irregularities. Any award is subject to availability of funds, required approvals, and execution of a written agreement.

8. Required Compliance

If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.

The successful respondent will be required to execute a written agreement containing applicable Federal, State of New Jersey, and Bergen County terms and conditions, including applicable federal grant requirements, independent-contractor provisions, confidentiality and protection of personally identifiable information, intellectual-property/federal rights provisions, and termination provisions.

9. Contact

Tammy Molinelli, Executive Director

Bergen County Workforce Development Board

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