

# Greater Raritan Workforce Development Board

## NOTICE OF REQUEST FOR PROPOSALS

Publicly Noticed: February 9, 2017

The Greater Raritan Workforce Development Board (GRWDB) is soliciting proposals through the competitive contracting process in accordance with N.J.S.A. 40A:11-4.1, et seq.

Sealed Request for Proposal (RFP) responses will be received by the Chair, Greater Raritan Workforce Development Board, c/o Julie Cherichello, Hunterdon Healthcare, 2100 Wescott Drive, Flemington, NJ 08822, at which time and place responses will be opened and read for:

**Greater Raritan Workforce Development Board  
Competitive Contract for One Stop Services  
Greater Raritan Local Area Program Year 2017**

**A PRE-POSAL MEETING WILL BE HELD ON WEDNESDAY MARCH 1, 2017 AT 3:30PM  
PREVAILING TIME, SOMERSET COUNTY BUISNESS PARTNERSHIP, 360 GROVE STREET,  
BRIDGEWATER, NJ 08807.**

Specifications and instructions may be obtained at the Greater Raritan Workforce Development Board web site [www.grwib.com](http://www.grwib.com) or the Greater Raritan Workforce Development Board office at 27 Warren Street, Somerville, NJ 08876.

All responses will be stored electronically; therefore, submit all pages of the response on a CD or USB Flash Drive in addition to two (2) printed copies.

RFP Addenda will be issued on the Greater Raritan Workforce Development Board web site: [www.grwib.com](http://www.grwib.com). Therefore, interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Respondents are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and N.J.A.C 17:27 et seq.

## **1. Introduction**

The GRWDB (the Owner) is seeking proposals from eligible applicants to serve the Local Area in the role of One Stop Operator based on available federal funding and consistent with the laws, regulations and guidelines of the Workforce Innovation and Opportunity Act of 2014 and the Work First New Jersey program.

The purpose of this Request for Proposals is to ensure competitive selection of a provider for One Stop Operator services as defined in this Request for Proposals and as prescribed in the Workforce Innovation and Opportunity Act of 2014.

## **2. Administrative Terms, Conditions, and Requirements**

The following items express the conditions and requirements of this RFP. Together with the other RFP sections, they apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the owner to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

## 2.1 Schedule

The Greater Raritan Workforce Development Board anticipates completing the One Stop Operator competitive selection process by May 9, 2017. The dates established for respondent proposals, proposal review, selection, and project initiation are:

Release of RFP:	February 9, 2017
Pre-proposal Meeting:	March 1, 2017 (Location Below)
Questions/Clarifications Due:	March 2, 2017
Final Addenda Issued	March 6, 2017
Responses Due:	March 28, 2017
Interviews:	March 30, 2017
Evaluation Complete:	April 5, 2017
GRWDB Decision:	April 6, 2017
Administrative/Freeholder Approval:	May 9, 2017
Contract Initiation:	July 1, 2017

A RFP Pre-Proposal meeting will be held on Wednesday March 1, 2017 at the Somerset County Business Partnership, 360 Grove Street, Bridgewater, NJ 08807 at 3:30pm.

## 2.2 Proposal Submission Information

Submission Date and Time:

5:00pm prevailing time, Tuesday March 28, 2017.

Two (2) originals **signed in ink** & One (1) copy on CD or USB Flash Drive .pdf format of the RFP response. The owner is storing all responses electronically; therefore submit **all pages** of the RFP response on a CD or USB Flash Drive in addition to the two (2) required signed originals.

**Three (3) ring binders or elaborate binding is unnecessary.**

### **Submission Office:**

Hunterdon Healthcare  
c/o Julie Cherichello  
Human Resources Department  
2100 Wescott Drive  
Flemington, NJ 08822

Clearly mark the submittal package with the title of this RFP and the name of the responding firm. The two (2) original proposals shall be signed in ink.

Only those RFP responses received prior to or on the submission date and time will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the

principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

### **2.3 Using Department Information**

Greater Raritan Workforce Development Board  
27 Warren Street  
Somerville, NJ 08876  
John Maddocks, Director  
(908) 218-4300

### **2.4 Owner's Representative for this Solicitation**

Please direct all questions electronically in writing with the subject line: "Question-One Stop Request for Proposal" to:

John Maddocks  
Director  
Greater Raritan Workforce Development Board  
c/o Somerset County Business Partnership  
360 Grove Street  
Bridgewater, NJ 08807  
[jmaddocks@scbp.org](mailto:jmaddocks@scbp.org)

### **2.5 Interpretations and Addenda**

Respondents are expected to examine the RFP with care and observe all its requirements. All questions about the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda through the Greater Raritan Workforce Development Board website ([www.grwib.com](http://www.grwib.com)). Therefore, interested respondents should check the website from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

### **2.6 Quantities of Estimate**

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

### **2.7 Cost Liability and Additional Costs**

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner as noted in 2.6, are not to be billed and will not be paid.

### **2.8 Statutory and Other Requirements**

### **2.8.1 Compliance with Laws**

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

### **2.8.2 Mandatory EEO/Affirmative Action Compliance**

No firm shall be issued a contract unless it complies with the EEO/Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto. The form shall be properly executed.

### **2.8.3 Americans with Disabilities Act of 1990**

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

### **2.8.4 Stockholder Disclosure**

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

### **2.8.5 Non-Collusion Affidavit**

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

### **2.8.6 N.J. Business Registration Certificate**

A Business Registration Certificate (BRC) is required to be submitted as part of any response to this RFP. NJ Local Public Contracts Law (N.J.S.A. 40A:11-23.2) permits the BRC to be provided with the proposal or submitted subsequently. If a BRC is not submitted with the proposal it must be filed with the Owner prior to award of the contract. A BRC is obtained from the New Jersey Division of Revenue. Entities or individuals that need to file for a certificate may do so on-line at the following link: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

### **2.8.7 “Pay to Play” – Notice of Disclosure Requirement – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44a – 20.27)**

- (1) Any business that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC.
- (2) Annual Disclosures require submission by March 30<sup>th</sup> of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- (4) If you have any questions please contact ELEC at:  
1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700

### **2.8.8 Assign, Sublet or Transfer Any Rights/Interests**

Neither the owner nor the Contractor shall assign, sublet, or transfer any rights or interest in an agreement without the prior written consent of the other party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under an agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the owner and the Contractor.

## **2.8.9 Insurance and Indemnification**

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

### **Indemnification**

Successful respondent shall indemnify and hold harmless the owner, its employees, officers, and agents from all claims, suits or actions and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the respondent, the respondent's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

### **Insurance Requirements:**

#### **Worker's Compensation and Employer's Liability Insurance**

This insurance shall be maintained in full force during the life of this contract by the contractor covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00.

#### **General Liability Insurance**

This insurance shall have limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

#### **Automobile Liability Insurance**

This insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the contractor.

#### **Professional Liability/Malpractice Insurance Policy (if applicable)**

Coverage in the amount of \$2,000,000.00/occurrence, \$4,000,000.00 aggregate and assurance that each such policy for each staff member remains full and in effect while providing services for owner.

The contractor shall provide the owner with a Certificate of Insurance naming the Owner as additionally insured, evidencing the existence of required insurance prior to the commission of work. Said insurance must

include coverage for complete operations, contractual insurance and independent contractor or subcontractor insurance, where and if applicable.

**Errors and Omissions Insurance**

- A. The contractor shall purchase and maintain during the entire period of this contract, errors and omissions insurance that shall protect the contractor and the Owner from any and all claims that may arise out of or result from the contractor’s performance of this contract. Specifically, the errors and omissions insurance shall have limits of not less than \$2,000,000.00 dollars per occurrence and \$4,000,000.00 dollars in the aggregate.
  
- B. **Certificates of the Required Insurance**  
Certificates as listed above shall be submitted along with the contract as evidence covering Errors and Omissions insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey.

The contractor shall provide the Owner with a Certificate of Insurance naming the Owner, its employees, officers, and agents as additionally insured, and evidencing the existence of required insurance prior to the commission of work.

The Owner will not accept Mutual Limitation of Liability terms.

**2.8.10 HIPAA**

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

The Contractor shall:

- Not use or disclose protected health information other than as permitted or required by law
- Use appropriate safeguards to protect the confidentiality of the information
- Report any use or disclosure not permitted

The contractor, by execution of the contract, shall thereby indemnify and hold the owner harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

**2.8.11 Proof of Licensure**

Proof of licensure for providing Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

**2.8.12 Disclosure of Investment Activities in Iran**

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

**2.9 Public Emergency**

In the event of a Public Emergency declared at the Local, State or Federal Level, if the owner opts to extend terms and conditions of this RFP, the contractor agrees to extend the terms and conditions of this RFP, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the

emergency. In the event the original contractor cannot meet this requirement, the owner may solicit the goods and/or services from any bidder on this contract.

## **2.10 Multiple Proposals Not Accepted**

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

## **2.11 Subcontractors**

It is not envisioned that, based on the Scope of Work contained in this RFP, subcontractors will be necessary. The owner will consider the primary contractor to be the sole point of contact with regard to contract matters. If the primary contractor envisions the use of subcontractors in carrying out the Scope of Work as detailed the primary contractor must, in the Staffing element of their response, identify these subcontractors by business name and address. The primary contractor assumes sole responsibility for delivery of all services.

## **2.12 Use of Sub-consultants**

It is not envisioned that, based on the Scope of Work contained in this RFP, sub-consultants will be necessary. If the Respondent finds it advantageous to include sub-consultants in their proposal, such an arrangement is acceptable provided that the relationship between firms is clearly defined and the method of maintaining proper project management and oversight is described within the proposal under the Staffing element of the RFP. Any sub-consultants must be identified in the same manner as the primary consultant.

## **2.13 Failure to Enter Contract**

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

## **2.14 Commencement of Work**

The contractor agrees to commence work after the date of award by the owner and upon notice from the using department.

## **2.15 Time of Completion**

It is hereby understood and mutually agreed, by and between the respondent and the owner, that the date on which the work shall be substantially complete as specified in the RFP is an essential condition of this contract. It is further mutually understood and agreed that the work and contract time embraced in this Contract shall commence on the date specified and that the resulting contract shall be completed in sequence and time frames identified by the owner.

The respondent agrees that said services shall be provided regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the respondent and the owner, that the time of completion of the services described herein is a reasonable time for the completion of it.

## **2.16 Termination of Contract**

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision.

In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

### **2.17 Non-Allocation of Funding Termination**

Each fiscal year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular fiscal year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

### **2.18 Force Majeure**

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the County of Somerset by notice to each party.

### **2.19 Heirs and Assigns**

The owner and the Contractor each bind themselves and their successors, executors, administrators, heirs and assigns and legal representatives of the other party respecting all covenants and agreements and obligations of this contract.

### **2.20 Venue**

The terms of this contract shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey.

### **2.21 Challenge of Specifications**

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Somerset County Administrator's Office, PO Box 3000, 20 Grove Street, Somerville, NJ 08876 no less than three (3) business days prior to the opening of the RFP's.

Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

### **2.22 Payment**

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost



Form. Invoices should be submitted no later than the 5th (Fifth) business day of each month to the GRWDB Business & Financial Manager, 27 Warren Street, Somerville, NJ 08876. The monthly invoice should include an associated financial statement with details on costs including but not limited to salaries, wages, fringe benefits, occupancy, and operations.

The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- 1 Deliverables not complying with the project specification;
- 2 Claims filed or responsible evidence indicating probability of filing claims;
- 3 A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

### **2.23 Non-payment of Penalties and Interest on Overdue Bills**

Public funds may be used to pay only for goods delivered or services rendered. The Owner will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Owner to pay additional fees.

### **2.24 Ownership of Material**

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM/USB flash drive media compatible with the owner's computer operating system windows based, Microsoft Office Suite 2007 or greater.

Under state and federal statutes, certain government records are protected from public disclosure. The Owner, the Contractor and any Subcontractors have a responsibility and an obligation to safeguard from public access an employee's personal information with which it has been entrusted when disclosure thereof would violate the employee's reasonable expectation of privacy. All payroll, personnel and health insurance related files are confidential. Additionally, the Contractor and any Subcontractors may be privy to sensitive law enforcement information or investigations during their review which must remain confidential. The County reserves the right to make any public disclosure under the law. Also among government records deemed confidential are administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security. The Contractor and any Subcontractor(s) are prohibited from the sale or distribution of all supplied information to any third party.

### **2.25 Source of Specifications/RFP Package**

This RFP package is available at [www.grwib.com](http://www.grwib.com) at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party

supplied the specifications that may or may not be complete. The Owner is not responsible for third party supplied RFP documents.

## **2.26 Altering Official Document**

Respondents shall not write in any margins or alter the official content of the RFP document.

## **2.27 RFP Preparation of Forms**

RFPs must be signed in ink by the respondent; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the respondent in ink. Unit prices and totals are to be inserted in spaces provided.

## **2.28 W-9**

Successful bidder/respondent shall complete W-9 Form and submit to the Owner prior to contract award. The form is available at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

# **3. Scope of Work (SOW)**

## **3.1 Background**

Greater Raritan is a Workforce Development Board Local Area serving the counties of Hunterdon and Somerset, NJ as established by the Boards of Chosen Freeholders of the Counties of Hunterdon, NJ and Somerset, NJ and designated by the NJ State Employment and Training Commission for purposes as described in the Workforce Innovation and Opportunity Act of 2014 (WIOA) and the NJ State Employment and Training Commission consistent with the New Jersey Combined State Plan for WIOA, 2016.

Greater Raritan Workforce Development Board (GRWDB) members are appointed by the respective County Freeholder Boards consistent with a Joint Agreement between parties.

Federal workforce investment grant funds are those made available to the Local Area under the Workforce Innovation and Opportunity Act of 2014. State of New Jersey workforce investment grant funds are those made available to the Local Area under Work First New Jersey.

The purpose of federal and state workforce investment grant funds is to provide reemployment education, training, and other services to targeted populations as defined in the grant contract terms and conditions with a focus on meeting the workforce talent needs of employers and resulting in employment of job seekers.

The County of Somerset, NJ serves as the Fiscal Agent and the administrative entity for the Greater Raritan Local Area with respect to federal Workforce Innovation and Opportunity Act and Work First NJ employment and training grant funds.

The Greater Raritan Workforce Development Board is required, under the Workforce Innovation and Opportunity Act of 2014 to secure, on a competitive basis, the services of a One Stop Operator.

The Greater Raritan Workforce Development Board is also permitted to define additional roles for the One Stop Operator. No part of the defined additional roles of the One Stop Operator should be interpreted as the Greater Raritan Workforce Development Board abdicating or otherwise relinquishing its policy and oversight responsibilities. Rather, the Greater Raritan Workforce Development Board seeks to assign responsibilities that create accountability and have the highest likelihood of improving service delivery and exceeding performance outcomes.

Competitively procured One Stop Operator services must be in place by July 1, 2017, which coincides with the start of a new Program Year for federal and state workforce investment grant funds.

The Workforce Innovation and Opportunity Act of 2014 emphasizes an improved and seamless customer focused One Stop delivery system with access to comprehensive work related training and education and enhanced streamlined operations.

Respondents are expected to be familiar with the Workforce Innovation and Opportunity Act of 2014, regulations adopted for purposes of implementing same, and laws, regulations, and polices of the State of New Jersey as relate to the roles and responsibilities of One Stop Operators and the use of federal and state workforce investment grant funds.

### **3.2 Eligible Applicants**

As defined in the Workforce Innovation and Opportunity Act of 2014, organizations eligible to apply under this solicitation include governmental entities, non-profit organizations, and for-profit organizations with proven records of success in providing the one-stop operator services.

### **3.3 Vision**

In seeking competitive Proposals for the One Stop Operator services the GRWDB is expressing the following vision for the Local Area:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, One Stop Operator, career services, and training services.
- Creating a culture where expectations are exceeded and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on increased customer satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.
- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career employment.

### **3.4 Goals**

A primary goal of this Request for Proposals is to ensure that the Greater Raritan Workforce Development Board is in compliance with the federal Workforce Innovation and Opportunity Act of 2014 and the State of New Jersey with respect to competitive selection of a One Stop Operator.

As permitted in the Workforce Innovation and Opportunity Act of 2014, the Greater Raritan Workforce Development Board, within this Request for Proposals, is exercising its option to define additional roles for the One Stop Operator with the goal of ensuring coordination, accountability, and continuous improvement of service delivery by One Stop partners.

As expressed in the Vision and Scope of Work, as well as other sections of this Request for Proposals, the Greater Raritan Workforce Development Board also seeks to use the opportunity of One Stop Operator competitive selection to “raise the bar” on workforce development and delivery activities in the Greater Raritan Local Area.

The GRWDB is further re-stating its strategic priorities and expressing a vision for the future of workforce delivery in the Local Area with a focus on the workforce talent needs of employers.

### **3.5 Operating Environment**

The Greater Raritan One Stop Operator will perform its responsibilities in a matrix reporting environment.

The Workforce Innovation and Opportunity Act of 2014 describes the role of the One Stop Operator as leading the design and coordination of service delivery of the One-Stop partners and providers throughout the One-Stop system.

The Workforce Innovation and Opportunity Act of 2014 and the New Jersey Combined State Plan for WIOA, 2016 further states that the One Stop Operator will serve as a convener, coordinator, and manager of the one stop delivery system in a local area.

The primary provider of direct services to individuals through the investment of federal and State of New Jersey workforce investment grant funds in the Greater Raritan Local Area is the Somerset County Department of Human Services through a unique division titled in federal law as Career Services. This arrangement is consistent with the Agreement between the Boards of Chosen Freeholders of the Counties of Hunterdon and Somerset, NJ.

It is envisioned that Workforce Innovation and Opportunity Act and Work First New Jersey direct services to individuals will continue to be provided through the Somerset County Department of Human Services, Greater Raritan Career Services division. To the extent that Greater Raritan Career Services utilizes sub-recipient and other contracting methods in the provision of direct services these will be considered a part of the Greater Raritan Local Area One Stop system and thus under the purview of the One Stop Operator.

The County of Somerset, NJ Department of Finance and Administrative Services is the Fiscal Agent for all federal and state workforce investment grant funds for which the Greater Raritan Workforce Development Board budgets on an annual basis.

The GRWDB does not envision any changes to the financial operating structure of the Local Area, where the Somerset County Department of Finance and Administrative Services serves as the GRWDB Fiscal Agent. The financial operating structure includes, among other requirements, that all federal and state workforce investment grant funds in the Annual GRWDB budget be formally accepted by the Board of Chosen Freeholders of the County of Somerset, NJ, that all contracts and agreements be procured consistent with public procurement laws and policies, and that all payments for services or other expenses be processed through the Somerset County Department of Finance and Administrative Services.

The Greater Raritan Workforce Development Board employs executive, financial, and business services staff in order to carry out its mission and implement policy. A primary responsibility of Greater Raritan Workforce Development staff is ensuring that Board policy is implemented. To the extent that Board policy impacts One Stop Operator activities, the selected respondent will be accountable to the Greater Raritan Workforce Development Board through staff of the Board.

In addition to other responsibilities, in the role of convener, coordinator, and manager, the successful respondent will be the liaison between the Greater Raritan Workforce Development Board and its staff and the provider of direct services to individuals including Greater Raritan Career Services.

The successful Respondent will be accountable to the Greater Raritan Workforce Development Board through Board staff in a collaborative environment. The Greater Raritan Workforce Development Board defines

collaboration as shared planning and decision making related to implementation of Board established policies and priorities, including but not limited to performance improvement, enhanced services delivery, and innovative approaches to serving the workforce needs of employers.

The Greater Raritan Workforce Development Board receives annually Notices of Obligations of available funding under both the federal Workforce Innovation and Opportunity Act and the Work First New Jersey program and constructs an annual budget based upon available grant revenue.

### **3.6 One Stop Operator Responsibilities**

It is the respondent's responsibility to understand and anticipate the impact(s) that further federal and state guidance may have on the Scope of Work as detailed in this Request for Proposals.

Respondents to the Request for Proposals are expected to meet or exceed all federal, state, and local requirements including those related to methods and manners of investing federal and state workforce investment grant funds and achieving prescribed performance outcomes established for federal and state workforce investment grant funds.

The successful Respondent for the provision of One Stop Operator services must anticipate fulfilling the responsibilities defined in the Scope of Work, including but not necessarily limited to:

1. Maintain regular office hours in fulfillment of One Stop Operator responsibilities.
2. Convene regular, but not less than once every 3 months, discussions among all One Stop partners and providers for purposes of improving service delivery and performance outcomes.
3. Attend quarterly GRWDB meetings and report on One Stop operations
4. Coordinate the service delivery of required One Stop Partners and other One Stop partners as may be defined by the GRWDB.
5. Coordinate the hours of operations, staffing and customer service delivery at two (2) publicly accessible One Stop Centers; one in Hunterdon County, NJ and one in Somerset County, NJ.
6. Ensure that One Stop partners and providers conduct workshops and other programs to aid individuals in their efforts to gain employment and access training and education resources.
7. Coordinate the service delivery of other, One Stop partners throughout the system at both physical and non-physical locations consistent with the needs of job seekers and employers in the region.
8. Operate a customer intake triage function at two (2) designated One Stop Service Centers.
9. Collect, publish, and disseminate, in a manner prescribed by the GRWDB, customer satisfaction, system performance, and performance outcomes data and information.
10. Recruit additionally One Stop Partners to join the One Stop delivery system, including those that may be directed by the GRWDB, and coordinate service delivery of those partners.
11. Negotiate and facilitate execution of, including by the GRWDB, Memoranda of Understanding, infrastructure funding, and Resource Sharing Agreements with required One Stop Partners.
12. Ensure co-enrollment and entry of customer data into Americas One Stop Operating System or other such systems that may be made available or directed by the State of New Jersey for customer co-enrollment.
13. Maintain records as necessary for the coordinated, efficient, and effective delivery of services.
14. Ensure the maintenance of records and oversee any audits of the One Stop partners including but not limited to the Somerset County Department of Human Services as Greater Raritan Career Services as the direct services provider in the Local Area.

15. Implement One Stop Partner staff training and continuous improvement efforts as part of a One Stop Operator Continuous Improvement and Certification process.
16. Evaluate and make recommendations to the GRWDB on strategies to improve the local procurement of direct services to individuals through vendors and sub-recipients.
17. Disclose any real or perceived conflicts of interest arising from the relationships of the operators, partners, and other service providers.
18. Develop and provide in a manner acceptable to the GRWDB reports including but not limited to those concerning staffing, operations, performance, customer satisfaction, and service outcomes.
19. Ensure, through the adoption of policies and procedures, data integrity and confidentiality throughout the one stop system including but limited to managing technological resources for case management.
20. Develop an annual budget for consideration by the GRWDB to fund the provision of One Stop Operator services.
21. Consult with the GRWDB in the creation, updating, and/or amending of local and regional planning documents.
22. Promote the availability of job seeker education and training resources through electronic and other means as a way of increasing customer service levels.
23. Ensure partner compliance with the terms and conditions of Memoranda of Understanding, resource sharing agreements, and infrastructure funding agreements.
24. Ensure the provision of basic services to individuals including but not limited to job seeker workshops and orientations, information on careers and labor markets, and resource libraries or rooms; electronic or physical.
25. Lead the resolution of customer complaints and report on same to the GRWDB.
26. Report on training investments and employment outcomes with a focus on whether individuals gained employment in the field in which they received training.

### **3.7 Deliverables**

In addition to fulfilling the Scope of Work and responsibilities detailed therein, the successful respondent will, at a minimum, provide the following minimum deliverables at the intervals specified.

1. On the first day of each month provide a report covering the previous month's customer service activities including but not limited to number of clients entering triage, the customer service levels of each required partner, customer service levels at each of the two One Stop Centers, number of participants in required training grant orientation, and number of training grants issued.
2. Within 30 days of the start of the agreement, provide to the GRWDB a draft infrastructure funding agreement consistent with state and federal requirements that is acceptable to all One Stop required partners.
3. Within 90 days of the start of the agreement, provide a draft One Stop Partner Memorandum of Understanding consistent with state and federal requirements and reflective of the vision, goals, and strategic priorities of the Local Area.
4. Within 90 days of the start of the agreement, provide to the GRWDB a marketing and communications plan that will, when implemented, improve the visibility of Greater Raritan Career Services locations and the services available to job seekers through those resources.
5. Within 180 days of the start of the agreement present an amended budget request that is reflective of the infrastructure funding agreement.

6. Provide to the GRWDB summaries of quarterly One Stop Partners meetings to include, in addition to other relevant information, a listing of participants, agendas and items discussed, identification of oversight and performance issues of potential concern, report on successes or challenges in meeting performance outcomes, and recommendations for improvements to the One Stop delivery system.

### **3.8 Respondent Acknowledgements**

While every effort has been made to present a complete inventory of services to be provided and functions to be performed, respondents acknowledges that third parties have the ability to change requirements under which the Greater Raritan Workforce Development Board operates.

WIOA defines the minimum role of the One-Stop Operator as a convener, coordinator and manager of the One-Stop delivery system in a local workforce area. Local boards can develop a more expanded definition of the role of the One-Stop Operator as long as that role is consistent with state law.

Respondents acknowledge and agree that they have read and reviewed federal and state law, policy, regulations and guidelines related to and affecting the provision of services as outlined. While the GRWDB has made every effort to insure this Request for Proposals is consistent with all known requirements, it is an expectation and requirement that the successful awardee will perform those functions required in the Workforce Innovation and Opportunity Act of 2014 and any related or connected state laws, directives, requirements, policies, procedures, and/or planning documents.

In submitting a response to the Request for Proposals respondents acknowledge that changes in laws, regulations, and policies may potentially affect the One Stop Operator responsibilities and the needs of the Greater Raritan Workforce Development Board. While the Greater Raritan Workforce Development Board will evaluate responses based solely on the information contained in the Request for Proposals, changes in requirements may alter the terms and conditions of a final contract.

**COUNTY OF SOMERSET  
EXCEPTIONS**

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**(IF NONE SO STATE)**

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## **4. Proposal Requirements**

### **4.1 Title Page**

The Title Page should state: “Response To Request for Proposals, Greater Raritan Workforce Development Board, One Stop Operator Services PY 2017” and include the respondents company/organization name, address, telephone number, e-mail address, date of submission, and the name and title of the primary individual to contact regarding the submission.

### **4.2 Qualification Statement**

A statement is to be provided by the respondent identifying who will serve as the primary contractor. The Qualifications Statement shall identify the eligible applicant category as contained in the Workforce Innovation and Opportunity Act of 2014. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm and the firm's location. Please provide a list of (3) three clients for whom similar services have been provided. Include the following in your response:

1. Name of agency/client.
2. Contact person's name, position, and current telephone number.
3. Dates, cost and scope of service.
4. Status and comments

The Qualifications Statement narrative should include acknowledgement of the vision, goals, strategic priorities, operating environment, scope of work, and deliverables within the Request for Proposals and state the respondents experience in performing similar work and specify how the respondent intends to fulfill responsibilities under this Request for Proposals consistent with the Workforce Innovation and Opportunity Act of 2014.

### **4.3 Services Delivery Plan**

The respondent should describe and state how the Scope of Work will be delivered and how One Stop Operator services will be performed, with particular attention paid to the convening of partners, the coordination of service delivery, the management of the One Stop delivery system in the Local Area, facilitating customer intake triage, implementing continuous improvement programs, reporting on outcomes and other responsibilities as defined in the Scope of Work.

The respondent should also document how technological resources will be deployed in performing the Scope of Work and achieving the deliverables as outlined in this RFP.

### **4.4 Key Personnel Information and Staffing Plan**

The Staffing Plan should support the Services Delivery Plan.

The respondent shall provide the identity and the professional credentials of the principals and other key personnel who will oversee the delivery of services to the client and identify any supervisory positions beyond that of the One Stop Operator.

Each proposal must include the identification of the individual(s) who will perform the duties of One Stop Operator for the Greater Raritan Local Area. In cases where the permanent One Stop Operator will be recruited and selected following contract award, the proposal must identify the individual who will serve as Interim

Operator while the permanent Operator is being selected. Each proposal should also describe the process that will be used in transitioning from an Interim One Stop Operator to a permanent Operator.

The Staffing Plan must provide a description of how the respondent will fulfill responsibilities outlined in the Scope of Work and should include an anticipated organization and staffing structure for One Stop Operator services. The organization and staffing structure submission should envision connections between the One Stop Operator, required Partners and other providers, Fiscal Agent, and the Workforce Development Board and staff.

The Respondent must provide job descriptions for the One Stop Operator and for any supervisory positions anticipated as part of the Scope of Work.

#### **4.5 Experience**

The respondent should describe their experience in performing similar work and detail how this experience will benefit residents of Hunterdon and Somerset County, NJ who are in need of help in transitioning from unemployment or underemployment to gainful employment.

The narrative should communicate relevant experience of the respondent in carrying out similar initiatives and provide examples of how the organization has demonstrated leadership in achieving outcomes, used strategic planning to define goals and objectives, developed data to inform decision making, expand services, and achieved collaborative and coordinated delivery of services.

#### **4.6 Location of Servicing Office**

The proposal must list the location and address of the present, active office that will service and manage this contract.

#### **4.7 Subcontractors**

As stated in 2.11, it is not envisioned that, based on the Scope of Work contained in this RFP, subcontractors will be necessary. The owner will consider the primary contractor to be the sole point of contact with regard to contract matters. If the primary contractor envisions the use of subcontractors in carrying out the Scope of Work as detailed the primary contractor must, in the Staffing element of their response, identify these subcontractors by business name and address.

The primary contractor assumes sole responsibility for delivery of all services. Respondents may engage the services of subcontractors for completion of this project. If the proposal involves any subcontractors, full details on the nature of the work to be performed by them and the location in which the work is to be performed must be provided. The respondent understands that if selected, the owner prior to initiating any subcontracted work, must approve the use of subcontractors in writing.

#### **4.8 Budget Proposal**

The respondent must present a budget to perform One Stop Operator services as detailed in this Request for Proposals.

The budget proposal must be presented on a fixed price basis and include a breakdown of costs for personnel including fringe benefits, costs for operating expenses including rent, and costs for any overhead expenses beyond rent including telephone, internet, equipment rentals, etc.

The budget narrative should describe how the respondent has managed budgets and financial resources in achieving desired outcomes and identify any special strengths or talents of the respondent in meeting the needs of the GRWDB.

The respondent should also identify and quantify any in-kind services to be provided to the benefit of the owner.

It is anticipated that a majority, if not all, of the costs associated with the provision of One Stop Operator services are program related costs as defined in the Workforce Innovation and Opportunity Act of 2014.

#### **4.9 Proposal Forms**

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

1. Proposal Cost/Signature Form
2. Non-Collusion Affidavit
3. Stockholder Disclosure
4. Affirmative Action Statement
5. Acknowledgement of Receipt of Addenda
6. Disclosure of Investment Activities In Iran
7. Budget Proposal Form

### **5. Evaluation, Review and Selection Process**

#### **5.1 Proposals to Remain Subject to Acceptance**

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the Contract within the applicable time period or reject all proposals.

The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

#### **5.2 Rejection of Proposals**

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

#### **5.3 Evaluation Process**

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected, and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract. Once approved by the GRWDB the award of contract will be presented to the Board of Chosen Freeholders of the County of Somerset, NJ for approval.

#### **5.4 Evaluation Criteria**

The scoring of proposals will be performed by a One Stop Operator Selection Committee appointed by the GRWDB with final selection by vote of the GRWDB.

The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent.

Scoring will be based on the quality of the content of the response and the respondent's ability to communicate a thorough understanding of the required tasks and approach to fulfill the Scope of Work outlined in the RFP. The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions will be grounds for disqualification of proposals.

A points system will be utilized for scoring, with a maximum number of points assigned for each evaluation category.

	<b>Item/Activity/Task/Responsibility</b>	<b>Points</b>
3./5.4.1	Understanding of the requested work (0 to 20 points)	
4.3/5.4.2	Service Delivery Plan supports Scope of Work (0 to 20 points)	
4.4/5.4.3	Staffing plan to support the Scope of Work (0 to 20 Points)	
4.5/5.4.4	Experience in providing similar services (0 to 10 points)	
5.4.5	Ability to meet schedule (0 to 10 points)	
4.6	Accessibility of respondent (0 to 10 points)	
4.8/5.4.6	Cost/Budget Proposal (0 to 10 points)	

#### **5.4.1 Understanding of the Requested Work**

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

#### **5.4.2 Service Delivery Plan**

This includes how well the respondent has communicated their ability of to perform all of the tasks and fulfill adequately the stated requirements.

#### **5.4.3 Staffing Plan**

This includes how well the respondent has communicated their ability of to perform all of the tasks and fulfill adequately the stated requirements. Respondents shall provide personnel qualifications in the Proposal. (See (4.3)).

#### **5.4.4 Experience**

Expertise of the firm shall be demonstrated by past contract successes providing clients with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP.

#### **5.4.5 Ability to Complete the Project/Services in a Timely Manner**

This is based on an evaluation of how well the respondent has connected their staffing plan, service delivery plan, and budget to the successful implementation of the Scope of Work and achievement of deliverables.

#### **5.4.6 Cost/Budget Proposal**

Evaluation will be based on total overall costs to complete the Scope of Work and deliverables with consideration given to the provision of in-kind services.

Any additional services not included as part of any resulting contract scope of services must be approved and authorized by the owner before such work is initiated. The owner shall pay for such approved services, at the rate or cost agreed upon between the owner and contractor, provided the respondent has provided a schedule of fees for additional services with this RFP.

**6. Payment**

Payment will be made after a properly executed County voucher has been received and formally approved on the voucher list by the Board of Chosen Freeholders at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

A properly executed County voucher will be produced upon receipt of a detailed monthly invoice for reimbursement of expenses incurred in providing One Stop Operator services during the previous month. The monthly invoice should include an associated financial statement with details on costs including but not limited to salaries, wages, fringe benefits, occupancy, and operations consistent with allowable cost categories as permitted in the Workforce Innovation and Opportunity Act of 2014.

**7. Term of the contract**

The term of this contract is one (1) year contract with one (1) one-year renewal option contingent on available funding and satisfactory performance. The option to extend may be exercised by mutual agreement in accordance with terms of N.J.S.A. 40A:11-4.1 et seq.

**8. Notice of Award**

The successful respondent will be notified of the award of contract upon a favorable decision by the GRWDB.

**Greater Raritan Workforce Development Board  
Competitive Contract for One Stop Services  
Greater Raritan Local Area Program Year 2017**

**BUDGET PROPSAL FORM**

Instructions: The respondent must provide a Budget Proposal in the form below. The Item column should be used to describe the service or resource to be provided consistent with the RFP Scope of Work.

For staff the respondent may identify individuals by either name or title under the Item column. For individual staff the Quantity should be number of hours per week and by year (week/year). For staff the Unit Cost should be the hourly rate inclusive of all other costs such as fringe benefits. For staff the Total column should be the annualized cost.

For Items such as office space the Quantity should be the number of square feet with the Unit Cost being cost per square foot and the Total being annualized cost.

Items such as general office supplies may be shown as a Quantity and Unit Cost of One (1) for the year.

If the respondent will provide in-kind goods or services these should be quantified and listed as In-kind with a description of the good or service. For in-kind items an annual value is sufficient in the Total column.

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following:

Item	Quantity	Unit Cost	Total Annualized Cost

Respondent's representative (print) \_\_\_\_\_ Date \_\_\_\_\_

Respondent's representative (sign) \_\_\_\_\_

**RFP DOCUMENT CHECKLIST**

**Read,  
Acknowledged,  
Signed & Submitted  
Respondent's Initial**

**A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP**

- Ownership Statement - Stockholder Disclosure Certification
- Non-Collusion Affidavit
- EEO/Affirmative Action Compliance Notice – Submit Copy of State Certificate of Employee Information Report
- Proposal Cost Form/Signature Page
- Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)
- Other:

**B. REQUIRED NO LATER THAN TIME PERIOD INDICATED**

**B.1 SUBMIT DOCUMENTS AT TIME OF RFP RESPONSE DUE DATE**

- Qualification Statement
- Key Personnel Information
- Three (3) references for similar projects
- Projected project plan and timeline (Gantt Chart)
- CD or USB Flash Drive with PDF of RFP along with Printed Copies (Ref: Notice of RFP and/or Section 2.2)
- Disclosure of Activities in Iran

**B.2 MUST POSSESS CERTIFICATE BY CONTRACT AWARD DATE  
“SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED”**

- New Jersey Business Registration Certificate
- New Jersey Business Registration Certificate – Named /Listed Subcontractor(s)

**B.3 MUST SUBMIT BY CONTRACT AWARD DATE**

- Certificates of the Required Insurance naming County Additionally Insured
- Evidence of Medical Malpractice or Professional Liability Insurance supply certificate prior to processing a purchase order

**C. READ ONLY**

- Americans With Disability Act of 1990 Language

**This checklist is provided for respondent’s use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.**

Name of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

**By Authorized Representative:**

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

Print Name & Title: \_\_\_\_\_

**OWNERSHIP STATEMENT - STOCKHOLDER DISCLOSURE FORM**

**LEGAL NAME OF BIDDER:** \_\_\_\_\_

List the names and addresses of all stockholders who own ten (10%) percent or more of the above company's stock, and if there are **NO STOCKHOLDERS OF 10% OR MORE**, simply check the second box below. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, must also be listed.

The disclosure shall be continued until names and addresses of every person who is a non-corporate stockholder, or individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

**BIDDERS/RESPONDENTS MUST CHECK THE APPROPRIATE BOX:**

- I certify that the **list below** contains the names and addresses of all **stockholders holding 10% or more** of the issued and outstanding stock of the undersigned.
- I certify that **no one stockholder** owns 10% or more of the issued and outstanding stock of the undersigned.

**Publicly Traded** - For publicly traded entities to comply with N.J.S.A. 52:25-24.2 they may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent

Submit here the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

\_\_\_\_\_

The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing:

\_\_\_\_\_

Stockholder Name \_\_\_\_\_

Address \_\_\_\_\_

Percentage of Ownership \_\_\_\_\_%.

Stockholder Name \_\_\_\_\_

Address \_\_\_\_\_

Percentage of Ownership \_\_\_\_\_%.

Stockholder Name \_\_\_\_\_

Address \_\_\_\_\_

Percentage of Ownership \_\_\_\_\_%.

*(Note: Attach additional pages if necessary)*

\_\_\_\_\_  
(Respondent/Respondent Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print name of authorized signatory)

\_\_\_\_\_  
(Title)



**NON-COLLUSION AFFIDAVIT**

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**State of** \_\_\_\_\_  
**County of** \_\_\_\_\_

ss:

I, \_\_\_\_\_ of the City of \_\_\_\_\_

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(Title or position) (Name of firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Somerset relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

(name of contractor)

(N.J.S.A. 52:34-15)

Subscribed and sworn to

before me this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print name of affiant under Signature

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_.

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program?** Yes  No   
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?** Yes  No   
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

(REVISED 4/10)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and 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 any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality 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 principles 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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

# SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT


Certification 111XX

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.**  
**33 WEST STATE STREET**  
**TRENTON, NJ 08625**

  
State Treasurer

**VOID**

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *S121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE  
BUSINESS REGISTRATION CERTIFICATES

PREFER WITH RFP RESPONSE, REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS


DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 970-097-382/500  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE: 01/01/01  
FORM-BRC(08-01)

TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107330  
ISSUANCE DATE: 07/14/04

*John S. Tully*  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT  
Trade Name:  
Address: 847 ROEBLING AVE  
TRENTON, NJ 08611  
Certificate Number: 1093907  
Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112823533

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<b>ADDENDUM NUMBER</b>	<b>DATE</b>	<b>ACKNOWLEDGE RECEIPT (Initial)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

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

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

**FORM NOT REQUIRED IF NO ADDENDA ISSUED**

County of Somerset New Jersey  
Division of Purchasing  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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**Solicitation Number:** CY-COM-0000-17      **Respondent:** \_\_\_\_\_

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Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a response/renew:**

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,  
**AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

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**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: \_\_\_\_\_ Relationship to Respondent \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Respondent/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Somerset County is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Somerset County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

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



**Addendum 1**  
**Issued March 6, 2017**  
**Greater Raritan Workforce Development Board**  
**Competitive Contract for One Stop Services**  
**Greater Raritan Local Area Program Year 2017**

***The Greater Raritan Workforce Development Board (GRWDB) is herewith issuing Addendum 1 to the Request for Proposals (RFP) for Competitive Contract for One Stop Services, Greater Raritan Local Area, Program Year 2017 as issued on February 10, 2017. It is the responsibility of the respondent to be aware of this Addendum and, to the extent that this Addendum provides additional details and/or clarifies response requirements, incorporate any necessary changes into their submission.***

Question 1: Is there an estimated budgeted dollar amount for the scope of work outlined in this RFP?

Response: The GRWDB has not established a specific amount of funding to complete the Scope of Work as detailed in the RFP. In responding to the RFP respondents are required to understand workforce investment funding as made available to the GRWDB under the Workforce Innovation and Opportunity Act of 2014 and by the State of New Jersey under the Work First NJ.

Question 2: Is there a cap on the dollar amount available for the scope of work outlined in this RFP?

Response: As documented in the RFP and as stated in the Response to Question 1, respondents are responsible for understanding workforce investment funding as made available to the GRWDB under the Workforce Innovation and Opportunity Act of 2014 and by the State of New Jersey under Work First NJ. As communicated in the RFP, any services to be performed are contingent on continued federal and state workforce investment funding.

Question 3: When will funds be made available for use?

Response: As stated in the RFP, the GRWDB will enter into an agreement with the successful respondent to begin providing services on July 1, 2017. Section 2.22 on Page 8 and Section 5, Item 6 On page 21 of the RFP specifies payment of claims.

Question 4: Is this RFP requesting a proposal for the One Stop Operator only - meaning the coordination component?

Response: The GRWDB is requesting proposals to fulfill the Scope of Work as outlined in the RFP. The GRWDB finds that the Workforce Innovation and Opportunity Act of 2014 has defined the One Stop Operator role as being a convener, coordinator, and manager. The GRWDB further finds that the

Workforce Innovation and Opportunity Act requires the local area to specify those services to be provided by the One Stop Operator, which the GRWDB has done within the RFP. Paragraph 5 of Section 3.5 on page 12 of the RFP specifies the separate entity that will continue to provide direct services to individuals consistent with the Joint Agreement between the Hunterdon County, NJ Board of Chosen Freeholders and the Somerset County, NJ Board of Chosen Freeholders.

Question 5: Is this RFP requesting a proposal for the full menu of direct services/ programming for WIOA Youth, WIOA Adult, WIOA Dislocated Worker, WFNJ, and WLL staffing and subcontracted services?

Response: The GRWDB is requesting proposals to fulfill the Scope of Work as outlined in the RFP. The GRWDB finds that the Workforce Innovation and Opportunity Act of 2014, by requiring competitive selection of a One Stop Operator, effectively separates the One Stop Operator function from the provision of direct services. Paragraph 5 of Section 3.5 on page 12 of the RFP specifies the entity that will continue to provide direct services to individuals consistent with the Joint Agreement between the Hunterdon County, NJ Board of Chosen Freeholders and the Somerset County, NJ Board of Chosen Freeholders.

Question 6: What is the goal of the Interview as noted in the 2.1 Page 2, and what is the format, who is on the panel, will interview questions be published, is the interview mandatory, is there scoring criteria?

Response: The GRWDB has identified a date for respondent interviews in Section 2.1, page 2 of the RFP and therefore reserves the right to conduct such interviews as it deems necessary. If interviews of respondents are conducted all respondents who have met the RFP criteria will be interviewed on the identified date. Each respondent to be interviewed will be provided with the names of the interviewers. Interviews will be conducted using a single list of questions. The GRWDB may, if it conducts interviews, make the interview questions available in advance if it is deemed beneficial.

Question 7: What is the specific date and time when and place where the received proposals will be opened so that respondents can attend the opening?

Response: Respondents should consult Section 2.2, page 2 of the RFP.

Question 8: Is a government entity required to submit the documentation required in Sections 2.8.4, 2.8.5, 2.8.6, 2.8.7, 2.8.11, and 2.8.12.

Response: The respondent is responsible for meeting the requirements of the RFP based on their legal structure. It is the responsibility of the respondent to determine which requirements they may be excluded from based on the legal structure of their organization.

Question 9: Please clarify the position on the use of subcontractors. Is this referencing service provision or One Stop coordination?

Response: The use of sub-contractors references performance of the RFP requirements, including the Scope of Work, as presented.

Question 10: What is the specified date for completion of work?

Response: Section 7 of Page 21 of the RFP defines the contract term.

Question 11: What criteria will be used to determine if the contract is extended for a second year?

Response: Respondents are responsible for providing a response to the RFP as presented; the process for any possible contract extension is documented on Page 21, Section 7.

Question 12: Will a template for invoicing be provided?

The GRWDB finds that this question does not further inform a respondent's ability to submit a response to the RFP as presented. The required content of invoices for payment is specified on Page 8, Section 2.22.

Question 13: How will the WDB be "defining additional roles for the One Stop Operator" outside of what is being requested on this RFP?

Response: Respondents are required to respond to the RFP as issued and are responsible for understanding the requirements of the Workforce Innovation and Opportunity Act of 2014. For purposes of competitively selecting a One Stop Operator the GRWDB will not be defining any "additional roles" of the One Stop Operator beyond those which have been specified in the RFP.

Question 14: How will a successful respondent be notified of additional roles and given sufficient opportunity to evaluate whether they can fulfill additional roles within the funding allocated or will additional funds be provided with additional roles?

Response: Respondents should consult Section 5.4.6, Pages 20 and 21 of the RFP.

Question 15: Can the contracted entity make a request at any point during the contract period to add services? Or must the respondent include the additional services in the response to this RFP?

Response: Respondents are required to respond to the RFP as issued, including the Scope of Work and should consult Section 5.4.6, Pages 20 and 21 of the regarding additional services.

Question 16: What are the performance measures that are referenced in "improving service delivery and exceeding performance outcomes?"

Response: Within their Service Delivery Plan, Section 4.3, Page 17, the respondent should communicate any steps or measures they would take to improve service delivery and exceed outcomes.

Question 17: What entity sets the performance measures?

Response: Respondents are responsible for understanding the federal and state workforce investments received by the GRWDB including but not limited to the manner and method by which Workforce Innovation and Opportunity Act of 2014 and Work First NJ performance measures are established. The GRWDB, as permitted under the Workforce Innovation and Opportunity Act of 2014 retains the right to establish local performance measures.

Question 18: How and when will a successful respondent know what the performance measures are?

Response: The GRWDB will notify appropriate parties as to performance measures.

Question 19: Are there specific activities that the GRWDB envisions the One Stop performing to achieve the stated vision?

Response: The RFP Scope of Work details those activities which it believes will contribute to achieving the Mission and Vision of the Greater Raritan Local Area.

Question 20: How will achieving the vision be measured by the GRWDB?

Response: Criteria for evaluating responses to the RFP are documented in Section 5.4, Page 19 et. seq.

Question 21: In what specific performance area(s) does the “bar” need to be “raised”?

Response: The Workforce Innovation and Opportunity Act of 2014 states a requirement for maximizing and continuously improving the quality of services, customer satisfaction, and effectiveness of the services provided. The GRWDB has used the words “raise the bar” to describe these requirements.

Question 22: Please define “matrix reporting environment” and how the structure is envisioned.

Response: The GRWDB has outlined the matrix reporting environment in the RFP Scope of Work, Section 3.5, Pages 12 and 13.

Question 23: Are the One Stop Partners referenced in paragraph 2 the One Stop Partners as defined in WIOA? If not who are the One Stop Partners?

Response: The Workforce Innovation and Opportunity Act of 2014, which respondents are required to be familiar with, identifies both required One Stop Partners and Additional Partners. Paragraph 2, Section 3.5, Page 12 refers to both required One Stop Partners and Additional Partners as contained in the Workforce Innovation and Opportunity Act of 2014.

Question 24: Please explain the specific reporting structure between the One Stop Operator and the “Department of Human Services, Greater Raritan Career Services division”.

Response: Section 4.4, Pages 17 and 18 describes the proposal requirements relative to connections between the One Stop Operator and other entities.

Question 25: Please explain the specific reporting structure between the One Stop Operator and the WDB staff as indicated by “the selected respondent will be accountable to the Greater Raritan Workforce Development Board through the staff of the Board”.

Response: The GRWDB finds the statement “the selected respondent will be accountable to the Greater Raritan Workforce Development Board through the staff of the Board.” to be self-explanatory.

Question 26: In this reporting environment, who is responsible for personnel matters (such as hiring and termination) of direct services staff?

Response: The employing entity would be responsible for personnel decisions.

Question 27: In this reporting environment, how do the One Stop Operator Responsibilities enumerated in section 3.6 (numbers 5, 8, 15 and 24, 25, 26) crosswalk with Somerset County Department of Human Services Career Services Division if the One Stop Operator has no direct supervision of staff and is not providing direct services?

Response: The GRWDB has issued a RFP for One Stop Operator Services and respondents are required to provide details on how they would accomplish the Scope of Work and other requirements as presented. The GRWDB finds that accomplishing the stated responsibilities does not require direct supervision of direct services staff in the context of the Workforce Innovation and Opportunity Act of 2014.

Question 28: Please define “regular business hours”.

Response: The respondent should propose regular hours of operation.

Question 29: Outside of Partners mandated by WIOA, what partners have been identified by the WDB?

Response: The Workforce Innovation Act of 2014 defines both required partners and additional partners. The GRWDB has not, as of this time, developed a comprehensive list of additional partners that fit these definitions.

Question 30: Please define “non-physical locations”.

Response: The GRWDB defines non-physical locations as those that may exist through the use of technology.

Question 31: Please identify the “manner prescribed by the WDB” for dissemination of information. Are there specific ways in which the WDB would like information to be disseminated?

Response: The GRWDB has not defined, in the RFP process, the specific manner in which information is to be disseminated nor has the respondent been required to provide such a resource at this juncture.

Question 32: In this reporting environment, please indicate how the process of procurement of direct services to individuals through vendors and sub-recipients would occur.

Response: Respondents are required to respond to the RFP as presented, including the Scope of Work. The GRWDB finds that the Workforce Innovation and Opportunity Act of 2014 does not require the One Stop Operator to be a provider of direct services. The GRWDB further finds that the Joint Agreement between the Boards of Chosen Freeholders of the Counties of Hunterdon and Somerset, NJ was intended to place responsibility for the delivery of direct services within the Somerset County Department of Human Services. To the extent that the Somerset County Department of Human Services utilizes vendors and sub recipients in the delivery of direct services it is expected that these services would be procured consistent with public contracting and bidding processes.

Question 33: Is the budget to be developed solely the budget for the One Stop Operator? Or is it the Budget for all WIOA, WFNJ and WLL staff and programming?

Response: Respondents are required to respond to the RFP as presented, including developing a budget to perform the Scope of Work contained therein.

Question 34: What is an estimated funding level projected for Program Year 17?

Response: Program Year 2017 (July 1, 2017 to June 30, 2018) funding levels are unknown at this time.

Question 35: Please define “infrastructure funding agreement”.

Response: The Workforce Innovation and Opportunity Act of 2014 and the State of New Jersey have defined the funding of the local one stop system and infrastructure funding agreements, interested respondents are required to be familiar with these requirements.

Question 36: Please identify the “third parties” that have the ability to change the requirements under which the GRWDB operates. Please explain how this ability to change the requirements would impact the One Stop Operator.

Response: Respondents are required to have an understanding of federal and state workforce investment funding programs and services. Third parties include but are not limited to grantors of federal and state workforce investment funds. It is unknown at this time if and/or how any third party requirements may impact the One Stop Operator.

Question 37: How will the WDB develop an “expanded definition of the role of the One Stop Operator” outside of what is being requested in this RFP? How will a successful respondent be notified of an expanded definition and given sufficient opportunity to evaluate whether they can fulfill the request within the funding allocated or will additional funds be provided with expanded roles?

Response: The RFP as presented contains the full definition of the One Stop Operators role as determined by the GRWDB. The respondent is responsible for understanding the requirements of the RFP including but not limited to those in Section 3, Page 10 et.seq.

Question 38: Will job descriptions suffice if the respondent has not yet made a decision about the identity of the principals and key personnel?

Response: If combined with the requirements at Section 4.4, Pages 17 & 18 of the RFP job descriptions will be sufficient for purposes of responding to the RFP.

Question 39: Are there any minimum qualifications that the WDB is seeking for the One Stop Operator and supervisory personnel?

Response: Respondent are required to respond to the RFP as written and should consult, among other sections, Section 4.4, Pages 17 & 18.

Question 40: Please clarify the position of the use of subcontractors. Is this referencing service provision or One Stop coordination?

Response: The use of sub-contractors references performance of the RFP requirements, including the Scope of Work, as presented.

Question 41: Please define fixed price basis.

Response: The GRWDB anticipates entering into an agreement with the successful respondent where the Unit Costs and Total Annualized Costs contained in the respondent’s budget proposal will be fixed for the 1 (one) year term of the agreement and not subject to change.

Question 42: What is the minimum score needed for award of a contract?

Response: The GRWDB finds that this question does not inform a respondent’s ability to respond to the RFP.

Question 43: Can the contracted entity make a request at any point during the contract period to add services? Or must the respondent include the additional services in the response to this RFP?

Response: The respondent is responsible for understanding the RFP as written and should consult Section 5.4.6, Pages 20 and 21.

Question 44: Is the award of the contract contingent upon the approval of the Somerset County Board of Chosen Freeholders and/or the Hunterdon County Board of Chosen Freeholders?

Response: The contract award process is detailed in Section 2.1, Page 2.

Question 45: How and when will the successful respondent be notified of the award?

Response: The GRWDB finds that this question does not inform the respondent's ability to prepare and submit a response to the RFP.

END