

**Memorandum of Agreement between the Greater Raritan Workforce Development  
Board and the Somerset County, NJ Department of Human Services for  
Workforce Innovation and Opportunity Act and  
Work First New Jersey One Stop Services**

Whereas, the Workforce Innovation and Opportunity Act of 2014 required the Greater Raritan Workforce Development Board (GRWDB) to secure One Stop Operator Services through a competitive process, and

Whereas, the GRWDB developed a Request for Proposals that defined One Stop Services roles, responsibilities, and deliverables to be provided, and

Whereas, the GRWDB One Stop Services Request for Proposals contained specific criteria by which responses were to be evaluated, and

Whereas, the GRWDB publicly noticed and made available the Request for Proposals for One Stop Services on February 9, 2017, and

Whereas, the GRWDB received one response to the One Stop Services Request for Proposals by the 5:00pm Tuesday March 28, 2017 deadline, and

Whereas, the Somerset County Department of Human Services was the only respondent the One Stop Services Request for Proposals, and

Whereas, on September 8, 2016 the GRWDB had appointed a four (4) member One Stop Operator Selection Committee, and

Whereas, the response from the Somerset County Department of Human Services was evaluated individually by each of the four (4) appointed members of the One Stop Operator Selection Committee, and

Whereas, a Memorandum was prepared summarizing the individual evaluations of the Somerset County Department of Human Services response to the One Stop Services Request for Proposals consistent with the established evaluation criteria, and

Whereas, the Memorandum summarizing the evaluation of the Somerset County Department of Human Services response to the One Stop Services Request for Proposals was submitted to the GRWDB for consideration at their Thursday April 6, 2017 regular quarterly meeting, and

Whereas, the GRWDB discussed the One Stop Selection Committee evaluation of the Somerset County Department of Human Services response to the One Stop Services Request for Proposals at their April 6, 2017 regular quarterly meeting, and

Whereas, the GRWDB passed a Resolution accepting the One Stop Services Request for Proposals response from the Somerset County, NJ Department of Human Services, and



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Whereas, the Resolution adopted by the GRWDB accepting the response from the Somerset County Department of Human Services directed that a Memorandum of Agreement between the GRWDB and the Somerset County Department of Human Services be developed consistent with the roles, responsibilities, and deliverables defined by the GRWDB in the One Stop Services Request for Proposals, and

Whereas the GRWDB unanimously voted on April 12, 2018, to extend the agreement for one year, beginning on July 1, 2018 and extending June 30, 2019, and

Whereas the New Jersey Combined State Plan for the Workforce Innovation and Opportunity Act (WIOA) 2018 Modification ("State Plan 2018 Modification") was submitted to the United States Department of Labor (USDOL)/United States Department of Education (USDOE) on March 29, 2018 and approved by those agencies on June 20, 2018, and

Whereas the State Plan 2018 Modification (p. 51, para. 1) states, "Competitive selection must be made no less than every two years. Local areas may offer no more than two one-year extensions to successful One-Stop Operator contracts. A successful One-Stop Operator meets or exceeds local area and state performance standards, as applicable; satisfies the requirements of the One-Stop Career Center Certification, provided in SETC [State Employment and Training Commission] Policy Resolution #2016-14, provided in Appendix 4 of this Plan. Further, the local Workforce Development Board (WDB) must have determined that neither its One-Stop Operator, nor any of its sub-contracted entities, has engaged in fraud or abuse, as those terms are used within 29 U.S.C. 3122 (c)(3)(A), and that neither the One-Stop Operator, nor any of its sub-contracted entities, has engaged in any of the prohibited conduct listed as cause for corrective actions and penalties under N.J.A.C. 12:42-3.6."

Now Therefore Be It Resolved that the Greater Raritan Workforce Development Board and the Somerset County, NJ Department of Human Services agree as follows:

1. This Agreement is contingent upon the availability of Workforce Innovation and Opportunity Act and Work First New Jersey program funds being made available to the Greater Raritan Local Area.
2. The Somerset County Department of Human Services will begin providing One Stop Services consistent with this Agreement on July 1, 2017.
3. The Agreement will remain in effect until June 30, 2018, and that the agreement may be extended for an additional one-year term, from July 1, 2018 to June 30, 2019.
4. The Agreement may be extended for an additional term beginning on July 1, 2019 and extending to June 30, 2020.
5. The GRWDB developed and approved a Program Year 2017 Budget (July 1, 2017 to June 30, 2018) to include:



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- a. \$18,400 (Eighteen Thousand Four Hundred Dollars) for One Stop Operator salary
  - b. \$5,000 (Five Thousand Dollars) for Career Services marketing
6. Somerset County Department of Human Services hereby covenants and agrees to furnish all of services included in the Scope of Work, Responsibilities and Deliverables in accordance with the proposal submitted in response to the Notice of RFP issued by the Greater Raritan Workforce Development Board for One Stop Services on February 9, 2017.
7. The GRWDB will process for payment monthly invoices for One Stop Services, representing previous month expenses, as presented by the Somerset County Department of Human Services and consistent with the established budget.
8. Somerset County Department of Human Services agrees that it will not bill the Greater Raritan Workforce Development Board for additional services performed outside of the approved budget for the Scope of Work, Responsibilities and Deliverables unless such work is authorized and approved by the GRWDB prior to its initiation.
9. Termination, amendments and/or changes to this Agreement that may become necessary before the end of the contract year must be approved by both the Somerset County Department of Human Services and the GRWDB upon ninety (90) days notice.
10. For purposes of this Agreement the following parties are considered principals who are required to be engaged in any proposed changes, amendments, alterations, and/or challenges related to fulfilling the responsibilities under this Agreement: Director, Somerset County Department of Human Services; Greater Raritan Local Area One Stop Operator; Chair, Greater Raritan Workforce Development Board; Director, Greater Raritan Workforce Development Board.

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We hereby consent to the form and content of the above Memorandum of Agreement.

Greater Raritan Workforce Development Board

By: Paul Grzella 4/15/19  
Interim Director, Paul Grzella

County of Somerset

By: Michael J. Amorosa  
Administrator, Michael J. Amorosa

Digitally signed by Michael J. Amorosa  
DN: cn=Michael J. Amorosa, o=Somerset  
County, ou=County Administrator,  
email=amorosa@co.somerset.nj.us,  
c=US  
Date: 2019.04.15 16:28:04 -0400



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**One Stop Operator Responsibilities**

The SCDHS will assign the One Stop Operator to complete the following:

1. Maintain regular office hours.
2. Coordinate the hours of operation, staffing and customer service delivery at two (2) publicly accessible One Stop Centers: one in Hunterdon County, NJ and one in Somerset County NJ.
3. Operate a customer triage function at two (2) publicly accessible One Stop Centers: one in Hunterdon County, NJ and one in Somerset County NJ.
4. Ensure the provision of basic services to individuals including information on careers and labor market exchange data, orientations, job seeker workshops and public access to resource rooms.
5. Promote the availability of job seeker education and training resources through distance learning as a way of ensuring access to services.
6. Ensure co-enrollment and entry of customer data into AOSOS and/or other data reporting system as required by the New Jersey Department of Labor and Workforce Development (NJLWD).
7. Ensure the maintenance of records and oversee the audits conducted by NJLWD and/or United States Department of Labor (USDOL) as they pertain to one stop functions conducted by the Greater Raritan One Stop Career Training Services Center.
8. Ensure, through the adoption of policies and procedures, data integrity and confidentiality throughout the One Stop system.
9. Ensure the resolution of customer complaints.
10. Collect customer satisfaction data and develop a quarterly customer satisfaction report.
11. Negotiate and facilitate the execution of the One Stop Memorandum of Understanding (MOU) and its included Infrastructure Funding Agreement and Resource Sharing Agreement with WIOA Required One Stop Partners.
12. Invite Additional Partners as defined by WIOA to enter into the One Stop MOU with Required Partners.
13. Coordinate the service delivery of Required Partners and ensure that all WIOA Required Partners and participating WIOA Additional Partners provide services in compliance with the One Stop (MOU) by providing aid to individuals in their efforts to gain employment and access education.
14. Disclose any real or perceived conflicts of interest arising from the relationships of the One Stop Partners or other service providers.
15. Convene three meetings per program year for all Required One Stop Partners for purposes addressing service delivery improvement with a focus on performance outcomes as measured by the NJLWD.
16. Implement One Stop Partner staff training as part of the One Stop Certification process.
17. Attend quarterly GRWDB meetings and provide a quarterly report on One Stop performance, service outcomes, training investments, employment outcomes and customer satisfaction.
18. Consult with the GRWDB staff in the creation, updating and/or amending of local or regional planning documents.
19. Develop an annual budget to fund the provision of One Stop Operator services.
20. Evaluate and report to the GRWDB staff on services provided through vendors and sub-recipients.



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**Deliverables**

SCDHS will assign the One Stop Operator to complete the following:

1. Provide a report to the GRWDB staff covering the previous month's customer service activities for the following: number of customers entering triage; the customer service levels of required partners; customer service levels of the Greater Raritan One Stop Career Centers in Hunterdon County and Somerset County; the number of participants attending training grant orientation and the number of training grants issued.
2. Within 30 days of contract execution, provide the GRWDB staff with a draft of a Resource Sharing Agreement with accompanying Infrastructure Funding Agreement which establishes a reasonable cost allocation methodology where infrastructure costs are charged to each partner based on the partners' proportionate use of the One Stop Career Training Services Center.
3. Within 90 days of contract execution, provide the GRWDB staff 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 contract execution, provide the GRWDB staff a marketing and communication plan that will improve the visibility of the Greater Raritan One Stop Career Training Services location and the services available to job seekers.
5. Within 180 days of the start of the agreement, present an amended budget request that is reflective of any modifications required by the Infrastructure Funding Agreement.
6. Provide the GRWDB staff with a summary of each One Stop Partner meeting which indicates the following: meeting agenda; meeting attendance list; list of any oversight or performance issues, successes and challenges related to performance outcomes and recommendations for service delivery improvements in the local One Stop system.