

RESOLUTION AUTHORIZING THE GREATER RARITAN WORKFORCE DEVELOPMENT BOARD'S APPROVAL OF THE SOMERSET COUNTY DEPARTMENT OF HUMAN SERVICES' RESPONSE TO THE GRWDB'S ONE-STOP OPERATOR REQUEST FOR PROPOSALS FOR PROGRAM YEAR 2020

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

WHEREAS, the current One-Stop Operator contractor is expiring on June 30, 2020, and cannot be extended; and

WHEREAS, the GRWDB developed a Request for Proposals that defined One-Stop Operator roles, responsibilities and deliverables to be provided for program year 2020, beginning on July 1, 2020, with an anticipated budget of \$25,000 for the first 12 months of the period; and

WHEREAS, the GRWDB publicly noticed and made available the Request for Proposals for One-Stop Operator services on Feb. 26, 2020; and

WHEREAS, on March 19, 2020, the GRWDB extended the due date by one week to because of the Coronavirus pandemic; and

WHEREAS, the GRWDB received one response to the One-Stop Operator Requests for Proposals by the 5 p.m. Friday, April 3, 2020 deadline; and

WHEREAS, the Somerset County Department of Human Services was the only respondent to the One-Stop Operator Request for Proposals, with a response that included 14 points of responsibilities, eight deliverable areas and three exceptions; and

WHEREAS, a One-Stop Operator Selection Committee comprised of two GRWDB board members and one One-Stop Operator Committee member reviewed the response on April 9, 2020, and recommended that it be accepted with the responsibilities, deliverables and exceptions as presented; and

WHEREAS, the Selection Committee's individual scores and joint recommendations were discussed and reviewed by the entire GRWDB during its quarterly April 16, 2020, board meeting; and

WHEREAS, the GRWDB board unanimously voted to approve the Selection Committee recommendation and accept the Somerset County Department of Human Services' response as presented with 14 points of responsibilities, eight deliverable areas and three exceptions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Chosen Freeholders of the County of Somerset, New Jersey, authorizes the Greater Raritan Workforce Development Board's approval of the Somerset County Department of Human Services' response to the One-Stop Operator Request for Proposals.

Under the GRWDB's approval of the Somerset County Department of Human Services' response, the Somerset County Department of Human Service will begin providing One-Stop Operator services on July 1 2020, with the agreement in effect until June 30, 2022, with the option to extend the contract on an annual basis for up to two years.

Anticipated funds available for the first 12 months are \$25,000. The agreement between the Greater Raritan Workforce Development Board and the Somerset County Department of Human Services is contingent upon the availability of Workforce Innovation and Opportunity Act and Work First New Jersey program funds.

Under this agreement, the Somerset County Department of Humans Services Operator will assign a One-Stop Operator to:

- Maintain regular office hours of 10 hours per week
- Ensure the programs and public access areas of the One-Stop Career Centers can be openly accessed five days a week by all community members 13
- Work with the One-Stop Career Center team leader to ensure One-Stop staff participate in local and state training opportunities

- Work with the One-Stop Career Center team leader to ensure One-Stop staff participate in GRWDB board and committee activities and meetings as appropriate to further the board's vision and mission
 - Work with the One-Stop Career Center team leader to ensure One-Stop staff participate in community outreach and marketing efforts in non-traditional ways and venues; these efforts may be at the direction of the GRWDB or at the request of department and governmental leaders in Hunterdon or Somerset counties
 - Work with the One-Stop Career Center team leader on the administration and management of the One-Stop Career programming provided to job seekers from Hunterdon and Somerset counties through New Jersey Department of Labor grants or other grant sources secured by the GRWDB
 - Work with the One-Stop Career Center team leader and the GRWDB staff to ensure that programming addresses the distinct needs of special populations that include veterans, youth, 55+, re-entry, public assistance recipients and those living with a disability
 - Work with the One-Stop Career Center team to ensure that the team is sharing the monthly state data reports with customers, and understands how to use these reports to inform decision-making
 - Work with the One-Stop Career Center team to produce a monthly dashboard report that captures how the One-Stop system's programs are serving these various populations on a monthly and annual basis
 - Work with the One-Stop Career Center team leader and the GRWDB staff to monitor all programs and services to ensure that the provision of services is being conducted within state and federal mandates and guidelines and that state mandated outcomes are being met
 - Convene systems partners to discuss pertinent issues related to the job seekers and resolve program and process coordination issues, including customer-focused design of programs and services, to achieve better performance
 - Assist in development of required memorandum of understanding, inter local government agreements, and other contractual obligations. The One-Stop Systems Partners' MOU will provide at a minimum a description of the One-Stop services and delineate how those services will be provided
 - Assist in the development of proposals as needed in response to RFP's, RFQ's and Notice of Grant Opportunities (NGOs)
 - Ensure One-Stop representation at meetings as specified by federal, state, and local funding authorities as determined by GRWDB.
- The Somerset County Department of Human Services will assign the One-Stop Operator to complete the following:
- By the 5th business day of each month, provide a report covering the previous month's activities by the One-Stop Career Center team, including customer-service activities, community-outreach and workshop programs and efforts, staff-training activities and other related activities that reflect how the One-Stop team is serving the community and fulfilling the vision and mission of the GRWDB
 - By the 5th business day of each month, ensure that One-Stop team members have updated the Local Dashboard showing service levels to each of the populations mandated to be served, and continue to review the 14 dashboard with the GRWDB to update it as needed to reflect strategic priorities as determined by the GRWDB
 - Work with the One Stop team leader to manage the weekly update of the One-Stop text alert system, and ensure that all One-Stop personnel are participating in other marketing efforts as established by the GRWDB
 - Work with the One-Stop team leader to write a "Success Story" on a One-Stop customer every other month for use on the GRWDB web site and in the annual report
 - Conduct One-Stop partner meetings three times per program year, and report on the meetings to the GRWDB. This report will include feedback of the One-Stop systems' performance, identify areas for new collaboration, and recommendations for system improvements
 - Help develop proposals as needed in response to RFPs, RFQs, NGOs and other grant applications

- Attend bi-monthly meetings of team leaders in the Greater Raritan system. This meeting is convened by the director of the GRWDB, and includes team leaders of the On-e Stop Career Center, Employment Services, the Division of Vocational Rehabilitation and the area's state Business Representatives

- Attend meetings as specified by federal, state, and local funding authorities as determined by GRWDB, and ensure that One-Stop team members participate in local GRWDB committee and board meetings as well as state meetings as appropriate.

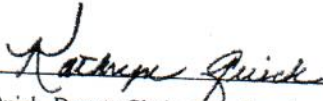
Based upon the Somerset County Department of Human Services' response, the following are exceptions in the Request for Proposals' responsibility and deliverable sections:

- The One-Stop Operator will not produce a monthly accrual report of payables and obligations for the expenditures the One-Stop is responsible for because the One-Stop does not employ personnel with the background or skill set to produce reports on payables and accruals and does not have funding to hire someone to do so.

- All deliverables requested in the Request for Proposals to be submitted by the 5th day of the month will be submitted by the 5th business day of the month in order to allow time to collect this data internally and from Partners.

BE IT FURTHER RESOLVED that certified copies of this resolution be forwarded to the Director of the Greater Raritan Workforce Development Board and the Director of the Somerset County Department of Human Services.

I, Kathryn Quick, Deputy Clerk of the Board of Chosen Freeholders of the County of Somerset in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by said Board of Chosen Freeholders at its regularly convened meeting of May 26, 2020.



Kathryn Quick, Deputy Clerk of the Board

Approved as to Form and Legality
Somerset County Counsel

By: 
