

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 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

**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)
- ☒ Disclosure of Activities in Iran

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: Michael J. Frost

Date : 4/14/22

By Authorized Representative:

Signature:

Print Name & Title: Director, Somerset County Dept of Human Services

Response to Request for Proposals
Greater Raritan Workforce Development Board
One Stop Operator Services
PY 2022

Organization Name: Somerset County Department of Human Services

Physical Address: 27 Warren Street, Somerville New Jersey 08876

Mailing Address: PO Box 3000, Somerville New Jersey 08876-1262

Telephone Number: 908-704-6300

E-Mail Address: frost@co.somerset.nj.us

Date of Submission: April 14, 2022

Contact: Michael J. Frost, Director of Human Services

Introduction

The Greater Raritan OSCTSC has been operated by the Somerset County Department of Human Services (SCDHS) since 2009. The SCDHS was awarded the contract for One Stop Operator Services by the Greater Raritan Workforce Development Board (GRWDB) on June 14, 2017 for the program year July 1, 2017 – June 30, 2018. That contract was extended twice, through June 30, 2020. The GRWDB went out to bid for One Stop Operator Services in 2020. SCDHS was awarded the contract for July 1, 2020 – June 30, 2021. The contract was then extended for a second year, through June 30, 2022.

SCDHS has overseen all aspects of direct service to individuals and businesses in Hunterdon County and Somerset County for the last thirteen years, with the last five years under contract with the GRWDB for One Stop Operator Services. With over 6,000 customers walking through the doors for career services and 3,650 receiving individual training to upgrade skills and increase their marketability in the workforce, SCDHS has played a significant role in supporting job seekers in successfully obtaining and maintaining employment and in assisting businesses by providing candidates who are well prepared to re-enter the workforce and fill job vacancies. The number of customers served jumps to over 10,000 in this thirteen year period when those receiving services under Work First New Jersey and Workforce Learning Link are included.

In addition to the provision of direct services, the role of One Stop Operator has always encompassed many diverse responsibilities which includes the management and coordination of the local one stop delivery system. The One Stop Operator has successfully brought One Stop Partners together to ensure that high quality services are provided in the most effective, professional and streamlined manner possible. The One Stop Operator has also fulfilled all its responsibilities and provided the contracted deliverables under the One Stop Operator Services contract.

The GRWDB has issued a Request for Proposal (RFP) for One Stop Operator Services. As detailed in this proposal document, the SCDHS is making application to continue as the Greater Raritan One Stop Operator in order to ensure the continuity of services and the stability of the overall operation of the local one stop delivery system to be delivered under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

SCOPE OF WORK

Mission and Vision

The mission of the Greater Raritan One Stop Career Training Services Center (OSCTSC) is to provide job seekers of all ages and all walks of life with information and resources, career counseling and training in in-demand industries and occupations to assist individuals in obtaining and maintaining employment that supports personal growth and financial self-sufficiency and addresses the needs of local businesses.

The vision of the Greater Raritan One Stop Operator is to continue to cultivate a highly valued one stop delivery system where job seekers flourish and employers thrive in an environment that promotes continuous quality improvement; fosters engagement of individuals and businesses; encourages outreach; expands opportunities for youth and supports collaboration among all state and local partners.

The vision of the Greater One Stop Operator is in alignment with the vision of the GRWDB for One Stop Operator services in the local area:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce development 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.
- Fostering a spirit of collaboration in which all system partners understand what each offers and look for opportunities to braid services and co-enroll customers in complementary programs.
- Creating a culture where expectations are exceeded and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on taking what was learned during the pandemic to expand outreach and develop innovative methods to provide workforce services.
- Expanding opportunities for employers with a focus on providing new and innovative services to local businesses.
- Expanding opportunities and outcomes for job seekers with a focus on sustainable wage career employment.

Purpose

The purpose of the One Stop Operator is to provide high quality management and meaningful coordination of the Greater Raritan One Stop delivery system in compliance with all federal, state and local laws, regulations and directives while working in collaboration with the GRWDB ensuring:

- Operation of a seamless and robust customer-focused One Stop delivery system.
- Utilization of state metrics and dashboard systems to help direct strategies and programs.
- Production of monthly reports on customer usage.
- Ensures accurate and timely entry of financial progress of grant expenditures into the MSI financial tracking system for use by the Greater Raritan Workforce Development Board.
- Provision of wide access to all services available in the system to job seekers and businesses.
- Integration of service delivery across all programs to enhance programming to customers through collaboration with our One Stop Partners including:
 - Title I Programs (Adult, Dislocated Worker, Youth, Native America, and Migrant Seasonal Farmworker)
 - Title II Adult Education and Family Literacy Activities
 - Title III Wagner-Peyser
 - Title IV Vocational Rehabilitation
 - Title V Senior Community Service Employment
 - Career and Technical Education (Carl D. Perkins CTE Act)
 - Trade Adjustment Assistance (Trade Adjustment Act)
 - Veteran State Grant Programs

One Stop Operator Responsibilities

The needs of customers entering the One Stop system are highly varied and it is the responsibility of this system to respond to each customers' individual and unique circumstances as they journey down their career path. The One Stop Operator will work with the OSCTSC Team Leader to ensure that One Stop staff assists customers in accessing the information and services they need following the strategic direction provided by the GRWDB.

As the One Stop Operator, SCDHS will ensure the following, as delineated in the Request for Proposals:

1. Maintain regular office hours of 10 hours per week.
2. 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.
3. Work with the OSCTSC Team Leader to ensure One Stop staff participate in local and state training opportunities
4. Work with the OSCTSC Team Leader to ensure One Stop staff participates on board and committee activities and meetings as appropriate to further the board's mission and vision.
5. Work with the OSCTSC 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 and Somerset Counties.
6. Work with the OSCTSC Team Leader in 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.
7. Work with OSCTSC Team Leader and the GRWDB to help partners identify opportunities to braid services and co-enroll participants in complementary career programming.
8. Work with the OSCTSC 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.
9. Work with the OSCTSC Team Leader 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.
10. Work with the OSCTSC Team Leader 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.
11. Work with the OSCTSC Team Leader and the GRWDB staff to monitor all programs and services to ensure that the provision of services is being conducted within the state and federal guidelines and that state mandated outcomes are met.
12. Convene system partners four times a year, and more as needed 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. Agenda will be developed with the input of the GRWDB Director and the GRWDB Operations Committee chair.
13. Assist in the development of required memorandum of understanding; inter local government agreements, and other contractual obligations. The One Stop Partners' MOU will provide at a minimum a description of the One Stop services and delineate how those services will be provided.
14. Assist in the development of proposals as needed in response to RFPs RFQs and Notice of Grant Opportunities (NGOs).
15. Ensure One Stop representation at meetings as specified by federal, state, and local authorities as determined by the GRWDB.

Deliverables

SCDHS, as One Stop Operator, will complete the following:

1. By the 5th business day of each month, provide a report covering the previous month's activities by the OSCTSC team, including customer-service activities, community outreach and workshop programs and

efforts, staff training activities and other related activities that reflect how the OSCTSC team is serving the community and fulfilling the vision and mission of the GRWDB.

2. By the 5th business day of each month, confirm with the OSCTSC Team Leader that all financial payments and obligations are input into the Somerset County financial tracking system (MSI) as required by the County of Somerset and so that the information from that system is available to GRWDB staff for its monthly state Expenditure Report.
3. By the 5th business day of each month, update the Local Dashboard showing service levels to each of the populations mandated to be served, and continue to review the dashboard with the GRWDB to update it as needed to reflect strategic priorities as determined by the GRWDB.
4. Work with the OSCTSC Team Leader to manage weekly update of the One Stop text alert system.
5. Meet monthly with the GRWDB Director to provide status updates and address emergent issues.
6. Work with the OSCTSC Team Leader to write a "Success Story" on a One Stop customer every other month for use on the GRWDB website and in the annual report.
7. Conduct One Stop Partner meetings four 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.
8. Help develop proposals as needed in response to RFPs, RFQs, NGOs and other grant applications.
9. Attend meetings, as scheduled, of team leaders in the Greater Raritan system. This meeting is convened by the director of the GRWDB and includes team leaders of the One-Stop Career Training Center, Employment Services, the Division of Vocational Rehabilitation and the area's state Business Representatives.
10. Attend meetings as specified by federal, state, and local funding authorities as determined by GRWDB, and ensure that Greater Raritan system staff team members participate in local GRWDB committee and board meeting as well as state meetings as appropriate.

Respondent Acknowledgements

SCDHS acknowledges that it has read and reviewed federal and state law, policy, regulations and guidelines related to and affecting the provision of services as outlined.

SCDHS acknowledges that it will perform the functions outlined in above in compliance with the Workforce Innovation and Opportunity Act of 2014 and any related or connected state laws, directives, requirements, policies, procedures and/or planning documents.

SCDHS acknowledges that changes in laws, regulations and policies may potentially affect the One Stop Operator responsibilities and the needs of the GRWDB.

PROPOSAL REQUIREMENTS

Qualification Statement

SCDHS is submitting a proposal for One Stop Operator services in response to the RFP issued for same by the GRWDB.

SCDHS is a governmental entity as defined by WIOA and is therefore eligible to make application.

The mission of SCDHS is to improve the quality of life of all county residents by promoting the economic, social, emotional, physical, and mental well-being and safety of residents and communities.

SCDHS is responsible for the administration and supervision of all divisions within the Somerset County Department of Human Services:

- Aging and Disability Services
- Community Development
- Juvenile Institutional Services
- One Stop Career Training Services Center
- Operations and Planning
- Richard Hall Community Health and Wellness Center
- Rutgers Cooperative Extension
- Veterans Services
- Volunteer Services
- Youth Services

SCDHS is responsible for various councils and advisory committees to promote the social well-being of county residents.

SCDHS has 286 employees. Its principal location is 27 Warren Street in Somerville.

SCDHS has provided One Stop Operator Services since 2009, with the last five years under a contract with the GRWDB. Three clients that have received services are listed below.

1. Hunterdon County Vocational School District

Todd Bonsall, Superintendent

Dates of Service: July 2012 - Present

Scope: Manages WIOA Youth contract and services; coordinates and convenes WIOA youth providers

Cost: \$80,000 per program year

Status and Comment: See attached Letter of Support (Attachment A-1)

2. Hillsborough Township

Anthony Ferrara, Township Administrator

908-369-3535

Dates of Service: 2009 - present

Scope: Manages WIOA services for Adults and Dislocated Workers

Cost: No cost

Status and Comment: See attached Letter of Support (Attachment A-2)

3. Somerset County Board of Social Services

Dominic Crisall, Director

908-526-8800

Dates of Service: 2009 – Present

Scope: Manages Work First New Jersey (WFNJ) contract and services; coordinates and convenes WFNJ providers

Cost: \$70,000 per program year

Status and Comment: See attached Letter of Support (Attachment A-3)

SCDHS acknowledges a reading of the vision, goals, strategic priorities, operating environment, scope of work and deliverables as stated within the Request for Proposal issued by the GRWDB.

SCDHS has been serving as One Stop Operator since 2009 and providing One Stop Operator Services under the 2017 and 2020 One Stop Operator contract in compliance with the Workforce Innovation Act of 2014.

Please see the Service Delivery Plan below for details on how the SCDHS intends to fulfill the responsibilities outlined the Request for Proposals.

Service Delivery Plan

SCDHS has been serving as One Stop Operator since 2009, with the last five years under the 2017 and 2020 One Stop Operator contracts. Services outlined in the Scope of Work have been conducted in compliance with WIOA as indicated by successful NJDOL program audit outcomes which are on file with the GRWDB.

SCDHS will provide One Stop Operator services from July 1, 2022 – June 30, 2023. As indicated by the GRWDB in the RFP, there will be the opportunity one two-year contract extensions based on performance for July 1, 2022 – June 30, 2023 and July 1, 2023 – June 30, 2024.

SCDHS will assign the responsibilities listed below to a SCDHS employee which will be referred to as a One Stop Operator.

Responsibilities

Somerset County Department of Human Services and the incumbent One Stop Operator have 10+ years' experience providing successful services to community members and job seekers in a variety of impactful ways. Individualized services are offered by trained staff to provide resources meeting the specific needs of each individual, including but not limited to skills and aptitude evaluations, job search assistance, adult education, occupational skills training, registered apprenticeships, on the job training, and individual training account grants. The One Stop Operator works with the OSCTSC Team Leader to ensure staff are connected to other community partners and resources so that job seeker services can be braided with other outside services to provide the best possible outcomes for each individual.

1. The One Stop Operator will maintain regular business hours of 10 hours per week.

The One Stop Operator will perform 10 hours of work Monday through Friday between the hours of 8:30AM – 4:30PM.

The One Stop Operator will have some flexibility in scheduling outside of the hours listed above to attend meetings, workshops, job fairs and other special events to promote OSCTSC programming and to provide informational presentations on the services that are offered through the OSCTSC office.

As an employee of SCDHS, the One Stop Operator will follow the holiday, vacation, sick and personal day policies in accordance with the Somerset County Department of Human Resources Policies and Procedures Manual. As an employee of SCDHS, the One Stop Operator will follow Somerset County's inclement weather closure and delayed opening schedule.

2. 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.

The One Stop Operator will work with the OSCTSC Team leader to ensure continuity of operations at two publicly accessible OSCTSCs.

The OSCTSCs, located in Hunterdon County at 6 Gauntt Place in Flemington and in Somerset County at 27 Warren Street in Somerville, are open to walk-ins and/or by appointment dependent on current staffing and operational needs by the Greater Raritan OSCTSC Monday through Friday from 8:30AM – 4:30PM. The offices are closed in accordance with the holiday schedule and inclement weather closures and delayed openings approved by Somerset County Board of Chosen Commissioners.

Both OSCTSCs are accessible by car and have free parking for customers with and without disabilities. Both OSCTSCs are accessible by mass transportation: the Flemington office is located on the LINK route; the Somerville office is located on the CAT and SCOOT routes, the NJ Transit bus line and is located one block from the Somerville train station.

The One Stop Operator and the OSCTSC Team Leader ensured successful continuation of One Stop services during the covid-19 pandemic, immediately adjusting to virtual services in March 2020 and continuously updating service delivery models to meet the current needs of the community, CDC and local health guidelines.

OSCTSCs offer services both virtually and in-person to provide an increased level of accessibility for customers lacking transportation, childcare, and other barriers to accessing career services.

Both OSCTSCs are handicapped accessible and are located in Department of Human Services buildings, allowing customers to access ancillary services with ease.

Both OSCTSCs have a public access area where customers can utilize a computer, printer, copier, fax and telephone for job search activities at no charge. Customers also have free access to webcams and virtual meeting software, as many employers conduct interviews through this medium.

Both OSCTSCs have use of the Language Line to assist in serving customers whose first language is not English. The Language Line allows access to 240 languages to support the provision of services to a diverse customer base.

3. Work with the OSCTSC Team Leader to ensure One Stop staff participate in local and state training opportunities.

The One Stop Operator prioritizes training for staff and Partners, as informed and educated staff is the keystone of our customers' success. The One Stop Operator will continue to bring training opportunities on-site for OSCTSC staff and One Stop Partners at no cost to the participant. Over the last five years, the One Stop Operator has brought a schedule of workshops to the OSCTSC that staff and One Stop Partners attended, including the following:

<u>Training Opportunity</u>	<u>Presenter</u>
LinkedIn	Andy O'Hearn, Professional Services Group (PSG)
Job Search Success	Abby Kohut, Absolutely Abby
AOSOS Updates	John Bicica, NJ Department of Labor
Motivational Interviewing	Joel Levine, Mental Health Association of NJ
Psychiatric Emergency Screening	Allison McFadden, PESS
Disability Awareness	Jan Goodman, Greater Raritan One Stop
The Compassionate Self	Nicci Spinazzola, Richard Hall CHWC
Implicit Bias Awareness	Charlotte Gray, NJ Department of Education
Conflict Resolution	Joel Levine, Mental Health Association of New Jersey
Combatting Implicit Bias	Charlotte Gray, NJ Department of Education
Intergenerational Workplace	Jan Goodman, Greater Raritan One Stop
Tuition Waivers	John Bicica, NJ Department of Labor
Laugh Therapy	Michele Granberg, LLC
Creating a Dynamic Portfolio	Jan Goodman, Greater Raritan One Stop
Metrix	Karol Gardner, Metrix
Cultural Competence	Stephanie Moon, LPC
Multiple Natures	Jan Goodman, Greater Raritan One Stop
Bridges to New Career Pathways	James Howard, Entrepreneurial U
Mental Health First Aid	Cheryl Ambrose, Empower Somerset

In addition to the trainings above, in the last two years, the One Stop Operator worked with the OSCTSC Team Leader to ensure that staff attended trainings, workshops and forums that were offered by state entities as well as community agencies, including but not limited to the following:

North Jersey Partners Business and Best Practices Summit
 Somerset County Department of Human Services Conference
 Forum on Strengthening Employment and Training Components of WFNJ
 New Jersey Council of County Colleges Career Conference
 North Jersey Partners Harnessing the Power of the Millennial Workforce
 Garden State Education and Training Association Annual Conference
 Garden State Education and Training Association Training Institute
 North Jersey Partners Choose Your Path: 21st Century Career Pathways
 Somerset County Department of Human Services Training Academy
 New Jersey Department of Labor (AOSOS, ISS and EDP training)
 Raritan Valley Community College Apprenticeship Opportunities
 Legal Services of Northwest New Jersey Legal Services Forum for Providers

As a division of Human Services where professional growth is encouraged, all staff are asked by the OSCTSC Team Leader to attend at least two additional trainings a year through the training catalogue that is offered through Somerset County Division of Human Resources. These classes range in topic from computer technology to leadership to workplace safety to health and wellness.

4. Work with the OSCTSC Team Leader to ensure One Stop staff participate on board and committee activities and meetings as appropriate to further the board's mission and vision.

The One Stop Operator has attended and has been an active participant in the Quarterly GRWDB meetings, the GRWDB's Literacy Committee, Youth Committee, Disability Committee, and One-Stop Committee over the last two years. The One Stop Operator has worked with the OSCTSC Team leader and ensured that One Stop WIOA Youth staff attended the Youth Committee meetings. The One Stop Operator will work with the OSCTSC Team Leader to determine if there are specific One Stop staff who have expertise in different program areas that would allow for insight on the Literacy, Disability and One Stop Committees. The One Stop Operator will coordinate with the OSCTSC Team Leader to secure attendance at committee meetings. In addition, the One Stop Operator will participate on all GRWDB board and committee meetings and activities.

The One Stop Operator attends the following meetings:

- GRWDB Full Board meetings
- GRWDB Literacy Committee
- GRWDB Youth Committee
- GRWDB One Stop Committee
- GRWDB Disability Committee
- GRWDB Team meetings
- GRWDB Team Leader meetings
- GSETA Full Board meetings
- GSETA Operations Committee
- North Jersey Partners Board meetings
- NJDOL One Stop Partner meetings

The One Stop Operator has coordinated with the OSCTSC Team Leader to have staff attend the following meetings:

- GRWDB Youth Committee
- GRWDB Team meetings
- GSETA Youth Committee
- GSETA Monitoring Committee
- GSETA MIS Committee
- Hunterdon County WFNJ Case Conference meeting
- Hunterdon County WFNJ Workflow meeting
- Somerset County WFNJ Case Conference meeting
- Somerset County WFNJ Workflow meeting

The One Stop Operator will continue to attend the above listed meetings and will coordinate with the OSCTSC Team Leader to have staff at others, as listed above. The One Stop Operator will attend additional mandated meetings within the constraints of the 10 hour work week.

5. **Work with the OSCTSC 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 and Somerset Counties.**

The One Stop Operator has been innovative in its approach to outreach. After crafting Greater Raritan's Marketing and Communication plan as a deliverable under the 2017 One Stop Operator contract, data driven decisions were made in regarding new approaches for outreach to our customers and potential customers. The One Stop Operator implemented a mobile platform where self-subscribers receive text alerts that allow them one click access to information on events happening in the local area, including hiring events, workshops, and resources from the One-Stop and partners. These text alerts are sent out to subscribers on a weekly basis and as needed for specific events. In addition, the mobile platform allows subscribers access to a full array of information about the myriad of services offered through the One Stop system. At the present time, there are approximately 461 active subscribers to this system.

The One-Stop Operator, in partnership with the OSCTC Team Leader, identified the need for increased outreach efforts during the covid-19 pandemic, resulting in outreach to all unemployment recipients in Somerset and Hunterdon Counties with information on One-Stop services utilizing lists of claimants provided by the GRWDB. Additionally, mailings that included outreach materials were sent to 118 non-profits in March 2021 and 231 religious organizations April 2021 in both Hunterdon and Somerset counties to further existing partnerships in the community and to ensure that those in the community were aware of One Stop and GRWDB services. Another mailing to these community organizations is scheduled to go out in May 2022.

A brand new outreach initiative undertaken during the pandemic was the creation of a series of thirteen videos under the title of "P.E.P. Talk with the One-Stop: Preparing for Employment Possibilities". These videos, created and produced in the One Stop are shared on the Somerset County YouTube page, the mobile platform, the One Stop website, the GRWDB website and shared with community agencies for their usage. These short videos were a way for the One Stop to reach out to those in the community and share expertise and knowledge with job seekers during a time when face to face interaction was minimal. Though they were created during the height of the pandemic, all of the topics covered are still relevant to job seekers today.

The topics of these videos were as follows:

- Introduction to One Stop Services
- Creating Professional Email Addresses
- Email Etiquette
- Foundations of Resumes
- Interview Questions I
- Phone Etiquette
- ITA and Tuition Waiver Overview
- On-Line Resources Overview
- Social Media and Your Job Search

- Tour of the One Stop (Somerville)
- Tour of the One Stop (Flemington)
- Cover Letters
- Interview Questions II

It is important to note that the One Stop Operator has a long history with prioritizing outreach into the community. The One Stop Operator created the Opening Doors brochure and the Services to Our Customers one-page flyer that market the services provided by the OSCTSC. These marketing tools are widely distributed throughout the local area to our Partners and when the One Stop Operator is in the community promoting OSCTSC services, this information is made available.

The One Stop Operator, in coordination with the OSCTSC Team Leader, developed the position of Community Resource Specialist in 2011. The evolution of this position, which is unique to this local area, has allowed for active staffing of our public access areas and administration of in-depth assessments including the Myers-Briggs Type Indicator, the Strong Interest Inventory and the Multiple Natures Assessment. In addition, the Community Resource Specialist has done outreach in the public through libraries, social services and other community organizations through its robust series of job seeker workshops. The Community Resource Specialist has presented free job seeker workshops to more than 2000 community members. These workshops provide a venue for assisting job seekers and the opportunity to share important information about the countless free services available through the local One Stop system. A sampling of job seeker workshop titles includes the following:

- The Art of Effective Communication
- Business Etiquette for the Job Seeker
- Creating a Dynamic Job Portfolio
- Conquering the Fear of Public Speaking
- Defeating Unconscious Bias
- Don't Panic! A Recipe for Success in a Time of Stress
- Dress for Success
- How to Thrive During Transition and Change
- Mastering the Interview
- The Multigenerational Workplace
- Neuro-Linguistic Programming (NLP): Tools for Real Life

The quest for new and innovative approaches to outreach has been an on-going focus for the One Stop Operator and will continue to be a priority.

6. **Work with the OSCTSC Team Leader in 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.**

The One Stop Operator currently works with the OSCTSC Team Leader in the administration and management of programming including the following services for Adults (low income), Dislocated Workers, Youth, Temporary Assistance for Needy Families, General Assistance, Supplemental Nutrition Assistance Program and the Workforce Learning Link.

The One Stop Operator also has experience working on National Emergency Grants (NEG) funded by the US Department of Labor, including the NJ Endure Grant, America Recovery and Reinvestment, the Pharmaceutical NEG and the Hurricane Irene and Hurricane Sandy NEG. Each of these grants were received in times of crisis for job seekers and were effectively managed to serve and support the needs of customers.

The One Stop Operator has been working with the OSCTSC Team leader to ensure that all programming is operating in a way that protects customers' personally identifiable information as mandated by WIOA.

In addition, as a deliverable under the 2017 One Stop Operator contract, a customer satisfaction survey was created and is distributed to One Stop customers. The One Stop Operator currently uses the data collected to make recommendations on service delivery to the OSCTSC Team Leader.

7. Work with OSCTSC Team Leader and the GRWDB to help partners identify opportunities to braid services and co-enroll participants in complementary career programming

The One-Stop Operator currently works with the OSCTSC Team Leader and GRWDB staff to identify and connect other career and human service grants and services to existing One-Stop programs. The incumbent One-Stop Operator has 13 years of experience within the One-Stop system and the OSCTSC has tenured staff that can identify and visualize new and innovative ways to braid services amongst different partners to create seamless and robust opportunities for job seekers in Somerset and Hunterdon Counties.

During the past two years, the One-Stop Operator worked with the OSCTSC Team Leader to coordinate braided services and co-enrolled participants with the following grant programs and community organizations:

- New Jersey Reentry Corporation
- North Jersey Partners
- Good News Home for Women
- Norwescap
- Opportunity Partnership Grant
- Division of Vocational Rehabilitation
- Garden State Home – Bridges

8. Work with the OSCTSC 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.

The One Stop Operator currently works with the OSCTSC Team Leader and GRWDB to ensure that all customers are given equal access to services, regardless of their special needs.

The One Stop Operator currently coordinates services between system Partner agencies to ensure that customers who require additional supports in obtaining and/or maintaining employment or who require training are connected with the Veterans Representative at Employment Services, the Division of Vocational and Rehabilitation Services and the Pathstone Program for mature workers. The Youth Employment Services Program (YES) is operated on-site at the OSCTSC and WorkFirst New Jersey customers have One Stop Case Managers who ensure that they receive guidance and support as well as work readiness training through a One Stop contracted sub-recipient.

The One-Stop Operator worked with the OSCTSC Team Leader and adjusted One-Stop services to be offered without interruption during the covid-19 pandemic by transition service offerings to a 100% virtual model within weeks of the state being shut down. Now that services are back to being offered in person, the One-Stop Operator will with the OSCTSC Team Leader continue to ensure virtual services are available as an additional way to improve accessibility of the One-Stop services. The One Stop Operator is always exploring ways to address the special needs of job seekers, while trying to balance the challenges faced by the OSCTSC Team Leader in terms of One Stop staffing and funding to support expanded services.

The One Stop Operator and the OSCTSC Team Leader coordinated with the WorkFirst NJ contracted sub-recipient and Board of Social Services in Hunterdon and Somerset Counties to offer virtual services to the WFNJ population in 2020, 2021, and 2022 while the program was voluntary and not a mandated program offered by NJ Dept. of Labor. Under the One Stop Operator's leadership, the Greater Raritan was one of the first local areas to make this transition and demonstrated the ability to offer flexible and innovative services to meet the ever changing needs of job seekers and special populations in our community.

9. Work with the OSCTSC Team Leader 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.

The One Stop Operator currently works with the OSCTSC Team Leader to distribute labor market information report sent out by the New Jersey Department of Labor as well as labor market information provided by the GRWDB to our customers via the mobile platform and through counseling staff and other relevant meetings.

The New Jersey Department of Labor's Division of Workforce Research and Analytics sends out additional voluminous labor market information, as well as information provided by the GRWDB on a regular basis. The One-Stop Operator works with the OSCTSC Team Leader to ensure that One-Stop staff and partners understand labor market trends identified in these reports, as well as facilitate discussions in weekly staff meetings and quarterly partner meetings to maintain a high functioning and knowledgeable team of career counselors and staff.

10. Work with the OSCTSC Team Leader 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.

The One Stop Operator has been providing dashboard data on One Stop programming to the GRWDB Director monthly since 2015. The information in this report has expanded over time and continues to evolve with the changing needs of the GRWDB. In PY21, the One-Stop Operator made recommendations and worked with the GRWDB Director to improve accuracy of dashboard data and to better reflect the changes to a virtual and in-person service delivery model.

11. Work with the OSCTSC Team Leader and the GRWDB staff to monitor all programs and services to ensure that the provision of services is being conducted within the state and federal guidelines and that state mandated outcomes are met.

Since 2015, the One Stop Operator has been working with the OSCTSC Team Leader to conduct all annual program monitoring for subrecipient contracts programming for WIOA Youth, WorkFirst New Jersey and the Workforce Learning Link. During the in person (pre-pandemic) and virtual site visits (during the pandemic), programs were monitored to ensure they are being operated in compliance with their local contracts as well as fulfilling programing directives mandated by the New Jersey Department of Labor. These reports make recommendations and require that the subrecipients respond with a plan of action relative to the recommendations made. Once the responses are received, they are forwarded to the GRWDB Director along with the monitoring reports. For Program Year 2020, these monitoring visits were conducted in February 2021 and submitted to the GRWDB on April 12, 2021. For Program Year 2021, these monitoring visits were conducted in February 2022 and the monitoring reports were submitted to the GRWDB on March 21, 2022.

12. Work with the One-Stop Career Training Center team to monitor the program and administration budgets it is responsible for and ensure that the team provides to the GRWDB a monthly report on all program payables and obligations for use in the monthly state Expenditure Report.

The One Stop Team Leader monitors the program and administrative budgets that the One Stop Career Training Services Center is responsible for.

The One Stop Operator will work with the OSCTSC Team Leader to ensure all financial obligations and payments are entered accurately into the Somerset County financial tracking system (MSI) so that all needed financial information is available to the GRWDB in that system for its use in their monthly state Expenditure Report.

The One Stop Career Training Services Center does not employ personnel with the background to produce reports on payable and accruals.

13. Convene system partners four times per year 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.

Since 2009, the One Stop Operator has been bringing together small groups of Partners for targeted meetings for WFNJ program providers and for WIOA Youth providers. These meetings continue to address workflow issues as they arise, which streamlines services for both Partners and customers. These

meetings also have a positive impact on performance, as Partners are brought together and united to work together to achieve state mandated performance goals.

Under the terms of the 2017 and 2020 One Stop Operator contracts, the One Stop Operator initiated One Stop Partner Meetings with all the required partners as outlined in the 2014 WIOA legislation. Since March 2020 the One Stop Partner Meetings have been held virtually over zoom due to the pandemic. At these meetings, performance data from each Partner is shared and discussed. Partners are also given the opportunity to share information regarding new programs, trainings and events that can be attended by the group and/or shared customers. The discussion at these meetings identifies gaps in services and results in actions being taken to connect partners through different projects. It also serves as an avenue to address the training needs of all program staff. Due to the unforeseen and challenging nature of 2020-2022, the One-Stop Partner Meetings served as an important forum for system partners to check in and share updates, challenges, and best practices in serving our customers. At the March 23, 2022 One Stop Partners Meeting, the One Stop Operator reaffirmed that the goal of these meetings will be to share program updates, challenges, collaborate on solutions, facilitate connections, and to identify gaps in services as was the format prior to the pandemic. The customer-centric model that is promoted by the One Stop Operator at these meetings ensures that the focus stays on excellence in the provision of service to achieve positive outcomes for customers and increased Partner performance as measured by NJDOL.

The One Stop Operator submits the One Stop Partner meeting agenda, attendance and minutes to the GRWDB Director as required under the 2020 One Stop Operator contract. In the program year 2020 contract, the One Stop Operator was required to conduct three meetings per program year. Below is a list of One Stop Partner meeting dates that were coordinated under the current contract:

Program Year	Date	Location
Program Year 2020	10/28/20	Virtual
	2/17/21	Virtual
	6/16/21	Virtual
Program Year 2021	10/13/21	Virtual
	3/23/22	Virtual
	6/15/22	Tentative Date – Virtual

- 14. Assist in the development of required memorandum of understanding, inter local government agreements, and other contractual obligations. The One Stop Partners' MOU will provide at a minimum a description of the One Stop services and delineate how those services will be provided.**

Since 2009, the One Stop Operator has had a One Stop Partner Memorandum of Understanding (MOU) in place with One Stop Partners. Recently, this responsibility was assigned to the GRWDB by NJ Department of Labor. The One Stop Operator provided all information and data requested by the GRWDB in a timely manner for the successful completion of the MOU.

The One Stop Operator will continue to be available to answer questions and provide narrative information and data to GRWDB staff to support any ongoing efforts towards the Partner MOU, interlocal agreements and other contractual obligations.

15. Assist in the development of proposals as needed in response to RFPs RFQs and Notice of Grant Opportunities (NGOs).

By providing narrative information as well as data on program usage when requested, the One Stop Operator has assisted the GRWDB in applying for RFPs, RFQs and NGOs in the past and continues to be available to provide additional data and operational technical assistance as needed. In addition, the One Stop Operator has participated in meetings to discuss the application for the Opioid Recovery Employment Program offered through NJDOL. The One Stop Operator will continue to provide data and give input as requested into funding pursued by the GRWDB.

16. Ensure One Stop representation at meetings as specified by federal, state, and local authorities as determined by the WDB.

The One Stop Operator will work with the OSCTSC to coordinate representations at meeting specified by federal, state and local authorities as determined by the GRWDB. Please see Service Delivery Plan #4 for details.

Deliverables

- 1. 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.**

The SCDHS certifies that by the 5th business day of each month, the One Stop Operator will provide a report covering the previous months' activities. The One Stop Operator submits monthly reports to the GRWDB Director in compliance with the 2020 One Stop Operator contract. These reports are submitted in a timely fashion and are included as part of the GRWDB meeting agenda. A full copy of each report is on file with the GRWDB or can be accessed on the on the website <http://thegrwdb.com>

- 2. By the 5th business day of each month, ensure that the appropriate One Stop Career Center Training Center team member is providing to the GRWDB an updated monthly accrual of payables and obligations in a format compatible to the state's Expenditure Report.**

The One Stop Operator will work with the OSCTSC Team Leader to ensure all financial obligations and payments are entered accurately into the Somerset County financial tracking system (MSI) so that all needed financial information is available to the GRWDB in that system for its use in their monthly state Expenditure Report.

The One Stop Career Training Services Center does not employ personnel with the background to produce reports on payable and accruals.

3. **By the 5th business day of each month, ensure that the 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 dashboard with the GRWDB to update it as needed to reflect strategic priorities as determined by the GRWDB.**

The SCDHS certifies that by the 5th business day of each month, the One Stop Operator will work the OSCTSC Team Leader to capture monthly dashboard information. Please see Service Delivery Plan #10 for details on monthly dashboard reporting.

4. **Work with the One Stop team leader to manage 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.**

The SCDHS certifies that the One Stop Operator will work with the OSCTSC Leader to manage weekly text alerts through its mobile platform. Please see Service Delivery Plan #5 for details on the text messaging notification system and additional outreach efforts coordinated by the One Stop Operator.

The One Stop Operator will continue to work with the GRWDB Director to support the outreach efforts of the GRWDB's future initiatives.

5. **Meet monthly with the GRWDB Director to provide status updates and address emergent issues.**

The SCDHS certifies that the One Stop Operator will meet monthly with the GRWDB Director to provide status updates to address emergent issues with a goal of collaboration and alignment of service delivery goals that fall under the purview of the One Stop Operator.

6. **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 website and in the annual report.**

The SCDHS certifies that the One Stop Operator will work with the OSCTSC team leader to provide success stories to the GRWDB at a minimum every other month. These stories highlight the success of customers who have utilized services in the One Stop system.

The One Stop Operator has successfully met the terms of the One Stop Operator contract from 2020 by providing 10 success stories highlighting a diverse representation of One Stop services. Two more success stories will be provided by June 30, 2022 to bring the two year total to 12. The One Stop Operator will continue to choose success stories that highlight different One Stop services with a focus on populations prioritized by NJDOL and GRWDB policy.

Please note that in most cases, unless specifically cleared with the customer, all personal identifiers are removed from these success stories to protect the confidentiality of each customer in compliance with NJDOL policies regarding Personally Identifiable Information (PII).

- 7. Conduct One Stop Partner meetings at least four 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.**

SCDHS certifies that the One Stop Operator will conduct four One Stop Partner meetings each program year and report on the meetings to the GRWDB. Please see Service Delivery Plan #12 for details on how this work will be conducted.

- 8. Help develop proposals as needed in response to RFPs, RFQs, NGOs and other grant applications.**

SCDHS certifies that the One Stop Operator will continue to provide data and narrative information to assist and support the GRWDB Director and staff in developing responses to RFPs, RFQs, NGOs and other grant applications. Please see the Services Delivery Plan #14 for details.

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

SCDHS certifies that the One Stop Operator will continue to attend meetings specified by federal, state and local authorities as determined by the GRWDB and coordinate with the OSCTSC Team Leader to ensure participation in local GRWDB meetings and state meetings as appropriate. Please see Service Delivery Plan #4 for a detailed list of current meetings attended by the One Stop Operator and the One Stop staff.

Key Personnel Information and Staffing Plan

SCDHS will employ a One Stop Operator. The One Stop Operator will be an employee of Somerset County Department of Human Services and report to the Somerset County Director of Human Services through an established reporting structure. The Somerset County Director of Human Services will retain all rights and responsibilities associated with the oversight and supervision of the One Stop Operator and will handle all personnel matters inclusive of hiring, semi-annual/annual performance evaluations and termination of employment in accordance with the Policies and Procedures Manual established by the Somerset County Department of Human Resources. As an employee of Somerset County Department of Human Services, the One Stop Operator will follow the holiday, vacation, sick and personal policies in accordance with the Somerset County Department of Human Resources Policies and Procedures Manual.

The Somerset County Director of Human Services will assign specific responsibilities to the One Stop Operator to perform (see Service Delivery Plan pages 7-18). In addition, Somerset County Director of Human Services will ensure that the One Stop Operator provides the GRWDB with the requested deliverables as outlined above (see Deliverables, pages 19-21). The SCDHS vis-a-vie the One Stop Operator is accountable to the GRWDB in terms of adhering to the specific responsibilities and deliverables as contained in the fully executed contract.

The One Stop Operator will perform work Monday through Friday from 8:30AM – 4:30PM with some flexibility in scheduling outside these hours to attend meetings, workshops, job fairs and other special events that promote

programming and to provide informational presentations on the services that are offered through the One Stop system.

The current One Stop Operator has been in this role since July 2021 and will remain in that role if and until such time that the Somerset County Director of Human Services determines that a change in staffing needs to be implemented. If a staffing change is needed, the current One Stop Operator will remain in that role until a replacement is named and trained to perform the duties as outlined in this proposal. As the One Stop Operator is an employee of the Somerset County Department of Human Services, decisions about staffing fall entirely into the purview of the Director of Human Services.

The One Stop Operator will work out of the Human Services building located at 27 Warren Street in Somerville, the same location of the OSCTSC. This places the One Stop Operator in the optimal space to work closely with the OSCTSC Team Leader and GRWDB staff, as they will be on-site together. In addition, this location is across the courtyard from Employment Services, and the Division of Vocational Rehabilitation, lending itself to ease of coordination with these key NJDOL Partners.

A detailed description of how the duties of the One Stop Operator will be carried out is contained in the Service Delivery plan above (Pages 7-18).

The timeline for implementation of the One Stop Operator contract would be immediate, as a One Stop Operator is currently in place and providing services. One Stop Operator services would continue without interruption.

An organizational chart is attached (Attachment B).

A job description for the One Stop Operator is attached (Attachment C).

Experience

SCDHS has been serving as One Stop Operator since 2009 in compliance with the Workforce Investment Act of 1998 and the subsequent Workforce Innovation Act of 2014. SCDHS was awarded the 2020 One Stop Operator Services contract by the GRWDB. SCDHS was previously awarded the One-Stop Operator Services contract by the GRWDB in 2017, which was subsequently extended as a result of performing all the responsibilities outlined in that contract as well as providing all the requested deliverables.

In its role as One Stop Operator, the SCDHS will continue work with the OSCTSC Team Leader to oversee all aspects of direct service to individuals and businesses as it has for the last thirteen years, including the last five years under two separate One Stop Operator Services contracts: individual career counseling and vocational guidance, provided by state certified career counselors; services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability; aptitude, interest and skill based assessments to guide career exploration; resource area with free access to computers, phone, fax and copiers for active job seekers; workshops that provide the tools and skills needed to land a job in today's competitive market; Workforce Learning Link services for those who are in need of Adult Basic Education, High School Equivalency, English as a Second Language and fundamental computer skills; training grants that serve to upgrade skills and increase job seekers' marketability and ability to secure employment; on-the-job-training grants that allow employers to make an investment in prospective new hires who would benefit from business-specific learning; targeted, on-site recruitment events that bring together job seekers and businesses who have job openings and are ready to hire and free labor market resources and information.

SCDHS has overseen all aspects of direct service to individuals and businesses in Hunterdon County and Somerset County for the last thirteen years, with the last five years under contract with the GRWDB for One Stop Operator Services. With over 6,000 customers walking through the doors for career services and 3,650 receiving individual training to upgrade skills and increase their marketability in the workforce, SCDHS has played a significant role in supporting job seekers in successfully obtaining and maintaining employment and in assisting businesses by providing candidates who are well prepared to re-enter the workforce and fill job vacancies. The number of customers served jumps to over 10,000 in this thirteen year period when those receiving services under Work First New Jersey and Workforce Learning Link are included.

In addition to the provision of direct services, the role of One Stop Operator has always encompassed many diverse responsibilities which includes the management and coordination of the local one stop delivery system. The One Stop Operator has successfully brought One Stop Partners together to ensure that high quality services are provided in the most effective, professional and streamlined manner possible. The One Stop Operator has also fulfilled all its responsibilities and provided the contracted deliverables under the One Stop Operator Services contract.

The One Stop Operator supports expansion of services when data indicates that there is a need and when funding is to support that need is available. This was evidenced when expansion of services occurred under the American Recovery and Reinvestment Act, the Pharmaceutical National Emergency Grant, the Hurricane Sandy National Emergency Grant and more recently, the NJ Endures grant.

The One Stop Operator worked with the OSCTSC team leader to support the transitioning of all One Stop services to a virtual model in March 2020, immediately implementing a service delivery model that maintained One Stop services without interruption during the entirety of the Covid-19 pandemic. Best practices from this transition will continue to be a part of the One Stop service delivery model, including offering virtual, in-person, and hybrid services for all current programs.

The One Stop Operator has utilized the strategic plan of the GRWDB to define its vision, mission and goals, as stated in the Vision and Mission section of this proposal (Pages 2- 3).

The One Stop Operator tracks levels of service, performance outcomes and customer satisfaction to inform decision making.

SCDHS has received Letters of Support from agencies that it has worked with through its One Stop Operator role that provide insight into the leadership, convening, coordination and management of the local One Stop system that has led to the success of the system.

The monthly One Stop Operator reports that are submitted to the GRWDB demonstrate the deep breadth of knowledge and the steadfast commitment that SCDHS has in assisting job seekers and employers in Hunterdon County and Somerset County accomplish and achieve their career goals.

In addition, woven throughout the Service Delivery Plan (pages 7-18) are specific examples of SCDHS' experience in providing One Stop Operator services.

Location of Servicing Office

The location and address of the present, active office that will service and manage this contract is:

Somerset County Department of Human Services
27 Warren Street
PO Box 3000
Somerville, New Jersey, 08876-1262

Subcontractors

There will be no subcontractors utilized to perform the roles outlined for the One Stop Operator.

Subrecipients are utilized for the direct provision of services for programming for WIOA Youth, WorkFirst New Jersey and Workforce Learning Link. A listing of these current subrecipients is available upon written request to the Greater Raritan One Stop Operator.

Vendors are utilized to provide training and education for individual customers who have entered into an Individual Training Account (ITA) contract. A listing of the vendors is available upon written request to SCDHS.

EXCEPTIONS

SC

DHS has the following exception:

Responsibility: By the 5th business day of each month, ensure that the appropriate One Stop Career Center Training Center team member is providing to the GRWDB an updated monthly accrual of payables and obligations in a format compatible to the state's Expenditure Report.

The One Stop Operator will work with the OSCTSC Team Leader to ensure all financial obligations and payments are entered accurately into the Somerset County financial tracking system (MSI) so that all needed financial information is available to the GRWDB in that system for its use in their monthly state Expenditure Report.

The One Stop Career Training Services Center does not employ personnel with the background to produce reports on payable and accruals.

Budget Form

<u>Budget Proposal Form Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Annualized Cost</u>
One Stop Operator	Salary	10 hours per week, 52 weeks per year	\$48.07 per hour	\$24,996.40
<u>Stand – In Costs</u>				
One Stop Operator Office Space	Rent	35 square feet	\$26.88 per square foot	\$940.80
One Stop Operator Transportation	County Car	300 miles per month	.535 per mile	\$1,926.00

The undersigned declares that she/he has read the Notice, Instructions, Affidavits and Scope of Work 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 above items.

Respondent's representative (print)

Michael J. Frost

Date:

4/14/22

Respondent's representative (sign)



BUDGET PROPOSAL 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 the number of hours per week and be 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 the annualized cost.

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

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

Item	Description	Quantity	Unit Cost	Total Annualized Cost
1	One Stop Operator Salary	10 hours per week/52 months per year	\$48.07 per hour	\$24,996.40

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Work 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 above items.

Respondent's representative (print) **Michael J. Frost**

Date: **4/14/22**

Respondent's representative (sign) _____


Title of respondent's representative **Director, Somerset County Department of Human Services**

Company **County of Somerset, New Jersey**

Federal ID or Social Security # **22-600247**

Address **27 Warren Street, Somerville, NJ 08876**

Email: **Frost@co.somerset.nj.us**

Budget Narrative

SCDHS has submitted monthly invoices and back-up documentation to the GRWDB Director in a timely fashion for One Stop Operator services conducted under the 2017 and 2020 One Stop Operator Services contract.

The total budget for One Stop Operator Services is \$24,996.40 and will be used to offset costs associated with salary for the One Stop Operator.

There are additional true costs that will not be charged to the grant. Through existing Somerset County structure, the One Stop Operator has the support of Human Resource Division and Information Technology which respectively provide direction on all personnel matters and all technical support of all hardware, software and the Somerset County server.

Human resources and information technology services are needed for this grant to stay compliant with all federal, state and local laws and directives. Despite the necessity of these services to maintain compliance, no grant funds will be utilized to offset the cost associated with these additional services for the One Stop Operator Services contract.

No additional grant funds will be utilized by SCDHS for rent or office space or use of a county vehicle for the One Stop Operator nor will there be any reimbursement requested for use of the County car.

Proposal Forms

Government agencies are not required to submit the following form in response to Requests for Proposals and therefore it is not included in this proposal:

- Business Registration Certificate
- State Certificate of Employee Information Report



**HUNTERDON COUNTY
VOCATIONAL SCHOOL DISTRICT**
www.HCVSD.org

Dr. Todd G. Bonsall, Superintendent
Ashley Sanguiliano, Business Administrator
District Board Office
10 Junction Road
Flemington, NJ 08822
908-284-1444 x 2201
FAX 908-806-4839

March 23, 2022

Dear Proposal Review Committee Members:

Hunterdon County Polytech has been providing Outreach for WIOA Youth for the last eight years where a very productive partnership has been built between the Greater Raritan One Stop and Polytech. We have worked closely together to identify and refer youth with significant barriers to employment to career services and vocational training that are offered through the Youth Employment Services (YES) program and work readiness programming offered through the Visions program. Despite the challenges faced when working with this population, there has been major success with working with these youth, as indicated by positive outcomes on all state mandated performance measures.

Key to the success of the continuum of programming that is offered to these young people is the collaboration and coordination offered by the Somerset County Department of Human Services in its role as One Stop Operator. Each month, the One Stop Operator convenes a meeting of all WIOA Youth service providers where each youth provider reports out on the work accomplished over the last month. At this meeting, the One Stop Operator provides updates about changes in local, state or federal requirements that impact programming. In addition, information is shared about best practices and promising approaches in working with youth in order to ensure that there is on-going quality improvement in programming. Outside of this monthly meeting, the One Stop Operator is always accessible and decidedly responsive to all inquiries.

The success of the partnership between the Hunterdon County Polytech and the Somerset County Department of Human Services One Stop Operator has had a positive impact on many youth who have moved into career paths that provide them with sustainable employment and independent living.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Todd G. Bonsall', is written over a light blue horizontal line.

Dr. Todd G. Bonsall
Superintendent





Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
(908) 369-4313
www.hillsborough-nj.org

March 31, 2022

Dear Proposal Review Committee Members,

Hillsborough Township continues to have a valuable partnership with the Somerset County Department of Human Services as the local One-Stop Operator. Our residents are referred to and receive high-quality career services from the One-Stop Career Center, and we also receive quality One-Stop referrals when we have our own hiring needs. With a simple phone call or e-mail, the One-Stop is always responsive to our needs both as an employer and the needs of our unemployed and underemployed residents.

Our partnership with One-Stop Career Center provides valuable assistance to Hillsborough residents, especially during the pandemic when many were out of work and in need of connections to different resources. While many community services were hard to reach for a time, the One-Stop Operator/Somerset County Human Services were always available to assist in the hiring needs of Hillsborough Township or to work one on one with Hillsborough residents in need of help.

We look forward to our continued partnership with the One-Stop Career Center and the Somerset County Department of Human Services.

Sincerely,

A handwritten signature in dark ink, appearing to read "Anthony Ferrera", followed by a long horizontal line.

Anthony Ferrera
Hillsborough Township Administrator



SOMERSET COUNTY BOARD OF SOCIAL SERVICES

Dominic O. Crisall, Director
Marion B. Cooper, Esq., Deputy Director

March 23, 2022

Greater Raritan Workforce Development Board (GRWDB)
27 Warren Street
Third Floor
Somerville, NJ 08876

**Re: Contract for One-Stop Operator Services
Letter of Support**

Dear Proposal Review Committee Members,

Somerset County Board of Social Services (the "Board") is the designated County provider of services and public assistance to needy County residents. Our mission is to provide for basic human needs, promote self-sufficiency and preserve families, and protect the vulnerable. Public assistance when granted in the form of Temporary Assistance to Needy Families (TANF), General Assistance (GA) and Supplemental Nutrition Assistance Program (SNAP) carries with it a work requirement with meaningful work readiness and job search activities.

The Board has a long-standing working relationship with the Department of Human Services' Greater Raritan One Stop to carry out these work requirements which help our shared customers get off welfare, secure employment and become self-sufficient, through job training, education, and work activities. The Greater Raritan One-Stop Operator has been an essential collaborator in providing these services and sharing information which results in a stronger, more viable education and training programs for our customers.

The Greater Raritan One-Stop in partnership with the Board helps customers take their first steps toward building a new life and a brighter future with sustained employment and living wages.

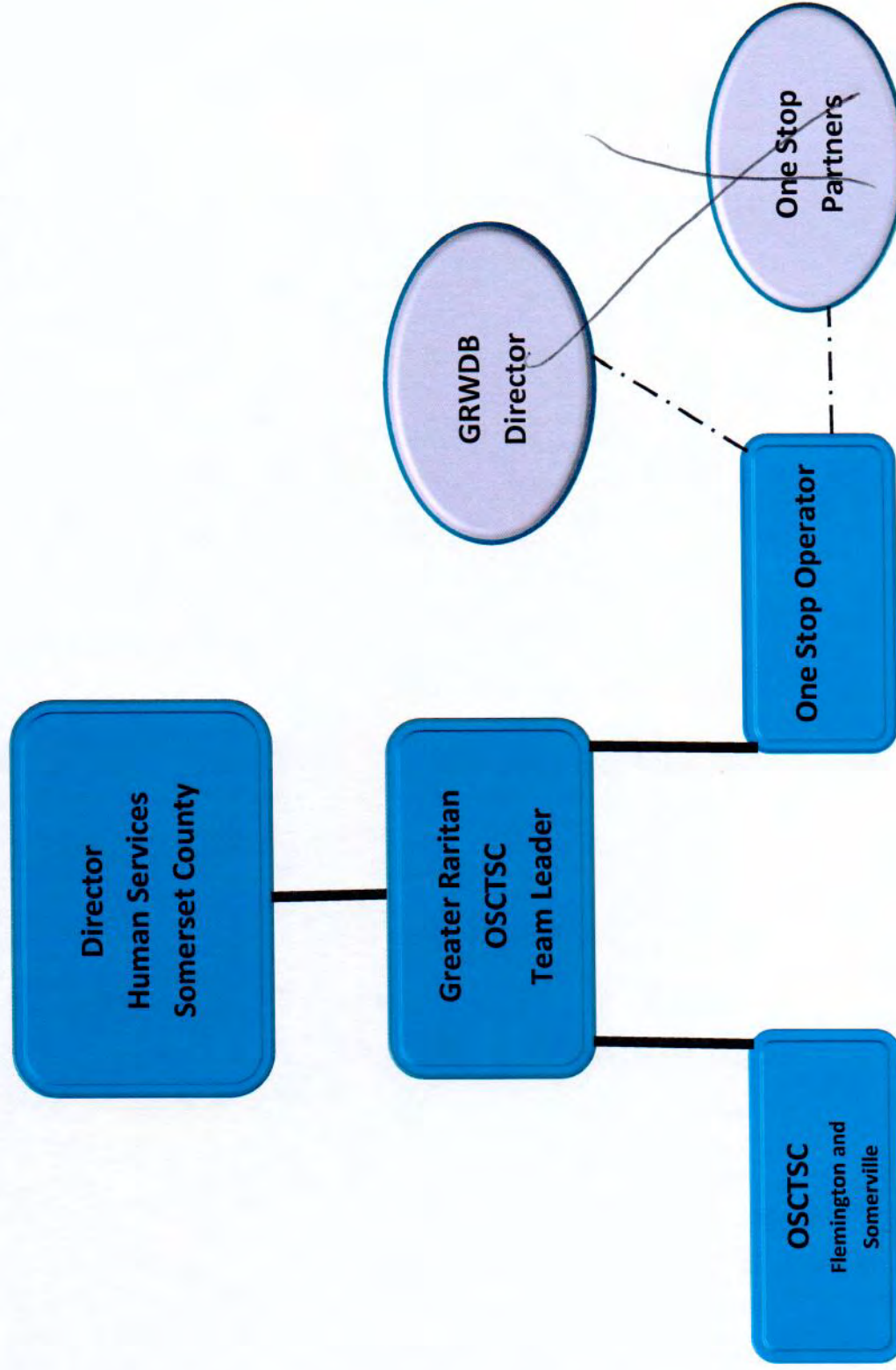
Very truly yours,

SOMERSET COUNTY BOARD OF SOCIAL SERVICES

By: *Marion Cooper*
Marion B. Cooper, Esq.

73 East High Street, P.O. Box 936, Somerville, NJ 08876-0936
Telephone: (908) 526-8800 FAX: (908) 707-1941

An Equal Opportunity Employer



Attachment C

JOB TITLE:	One Stop Operator	DATE:	April 1, 2022
DIVISION/DEPARTMENT:	One Stop /Human Services	LOCATION:	27 Warren Street, Somerville 6 Gauntt Place, Flemington
INCUMBENT:	Christopher Peake	REPORTS TO:	Monica Mulligan

Level/Grade:	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 10 / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt
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Emergency Designation:

- ☐ Essential Employee - indispensable to the emergency service function of his or her employing division or department and is required to assist the department or division in meeting the operational needs.
- ☒ Non Essential Employee - not necessary to the emergency service function his or her employing division or department and is not required to report to work.
- ☐ Report When Contacted Employee – not required to report to work during severe weather or emergency situations unless there is the approval of the division and the representative's designee. These employees are not on stand-by status and are not required to remain by the telephone.
- ☐ EOC Administrative Employee – identified as a member of the administrative support response team and who reports a requested time upon activation of the EOC. These employees are not on standby status and are not required to remain by the telephone.

Position Summary

Performs job responsibilities and provides deliverables as per One Stop Operator Services contract.

Essential Functions

- 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.
- Work with the One-Stop Career Training Center team leader and the leaders of Employment Services and DVRS to ensure staff participate in local and state training opportunities and sit in on all board and committee meetings and activities to help further board's mission and vision
- Work with the GRWDB Director and designated staff to develop innovative outreach and marketing efforts of all system services and ensure that all system partners are assisting in these efforts.
- Work with the One-Stop Career Training Center team leader and other system partners 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, including the braiding of services.
- Work with the OSCTSC 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 Training Center team, the Employment Services team, and the DVRS team to ensure that the monthly state data reports are used in advising customer career choices, and that team members understand how to use these reports to inform decision-making.
- Work with the OSCTSC Team Leader 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 OSCTSC Team Leader and the GRWDB staff to monitor all programs and services to ensure that the provision of services is being conducted within the state and federal guidelines and that state mandated outcomes are met.
- At a minimum of four times per year, convene systems partners to identify pertinent issues related to the job seekers and resolve program and process coordination issues, including customer-focused design of programs and services, and collaborate on innovative, shared solutions.
- Assist in the development of required memorandum of understanding, inter local government agreements, and other contractual obligations. The One Stop 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 RFPs RFQs and Notice of Grant Opportunities (NGOs).
- Ensure One Stop representation at meetings as specified by federal, state, and local authorities as determined by the GRWDB.

Qualifications

- Master's degree in social sciences, business, human services, public administration or related field. Four years' experience in the supervision of direct services staff, program oversight of government and grant funded programs and/or workforce development. High level of computer literacy, including proficiency in MS Office and internet navigation.
- OR
- Bachelor's degree in social sciences, business, human services, public administration or related field with six years' experience in the supervision of direct services staff, program oversight of government and grant funded programs and/or workforce development. High level of computer literacy, including proficiency in MS Office and internet navigation.

Valid NJ Driver's License required. Acceptance for employment contingent on acceptable driving record per county standards, and a criminal background check.

Preferred Requirements:

- Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.
- Knowledge of the social, economic, physical and psychological impacts of those experiencing unemployment and/or those involved in the juvenile justice system.
- Knowledge of governmental and private agencies that can afford assistance based on the specific needs of customers.
- Capability to interact with customers whom may be under significant stress during a period of crisis.

Quantitative dimensions

One Stop Operator works 10 hours a week, Monday through Friday.

JOB REQUIREMENTS

COGNITIVE SKILLS:	<u>Cognitive Skills</u> <ul style="list-style-type: none"> • Advanced managerial skills • Strong analytical skills • Effective interpersonal skills including the ability to clearly communicate both in writing and verbally.
	<u>Working Demands</u> <ul style="list-style-type: none"> • Self-directed work in a formal, team oriented, fast paced environment. • Ability to prioritize and meet deadlines. • Organization and flexibility.

**WORKING
ENVIRONMENT/**

Working Environment

- When in the office, work is indoors and conducted in a clean, well-lit and ventilated office at a desk with chair.
- When out in the field, work is conducted community settings with varying environmental conditions.

Demands: Strength Rating reflects the estimated overall strength requirement of the job. Select one of the five terms from the [Dictionary of Titles](#): Sedentary, Light, Medium, Heavy, and Very Heavy

☒ **Sedentary** ☐ **Light** ☐ **Medium** ☐ **Heavy** ☐ **Very Heavy**

Pounds:

Percent of Time:

Constant Lift/Force
Requirement:

Frequent Lift/Force
Requirement:

Occasional Lift/Force
Requirement:

Actions Required: (represents the range of tasks that may be performed on any given day)

**PHYSICAL
REQUIREMENTS:**

Frequency	Not at All	Occasionally	Frequently	Continuously
Percent of Time	< 1%	1 – 33%	34 – 66%	67 – 100%
Standing		X		
Sitting				X
Walking		X		
Driving			X	
Climbing	X			
Balance	X			
Bend/Stoop		X		
Kneel	X			
Crouch	X			
Crawl	X			
Push/Pull	X			
Squat		X		
Reaching		X		
Gripping	X			

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION # One Stop Operator Services VENDOR: Somerset County Department of Human Services

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX.

ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO

COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.

1. Are there any individuals, corporations, partnerships, or limited liability companies owning a **10% or greater** interest in the Vendor {Bidder}?

YES

NO

X

IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.

IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2-4 BELOW.

2. Of those parties owning a **10% or greater** interest in the Vendor {Bidder}, are any of those parties individuals?
3. Of those parties owning a **10% or greater** interest in the Vendor {Bidder}, are any of those parties **corporations, partnerships, or limited liability companies**?
4. If you answer to Question 3 is "YES", are there any parties owning a **10% or greater** interest in the **corporation, partnership, or limited liability company** referenced in Question 3?

IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

If you answered "YES" for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

Attach Additional Sheets If Necessary

PART 2 continued

PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3

PUBLICLY TRADED PARENT COMPANY DISCLOSURE

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Somerset, NJ is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

Signature (Do not enter Vendor ID as a signature)

Date
4/14/22

Print Name and Title

Michael J. Frost, Director, Somerset County Department of Human Services

FEIN/SSN 22-6002472

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

State of New Jersey

County of Somerset

I, Michael J. Frost residing in Somerville
(Name of Affiant) (Name of Municipality)

in the County of Somerset and State of New Jersey

being duly sworn according to law on my oath depose and say that:

I am Director of the Company of Somerset Cty Dept of Human Service
(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP numbered OSO Services
(Contract #)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent 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 numbered 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. 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 established commercial or selling agencies maintained by Somerset Cty Dept of Human Service
(Name of Firm/Company)


(Signature of Affiant)

Michael J. Frost
(Type of Print Name of Affiant)

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.

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: Somerset County Dept of Human Services

SIGNATURE: 

PRINT NAME: Michael J. Frost TITLE: Director, Somerset County Department of Human Services

DATE: 4/14/22

Disclosure of Investment Activities in Iran

Bidder Name: Somerset County Department of Human Services

Part 1: Certification

*BIDDERS ARE TO COMPLETE PART 1 BY CHECKING
EITHER BOX.*

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of 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 party.

Check the Appropriate Box

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 – Additional Information

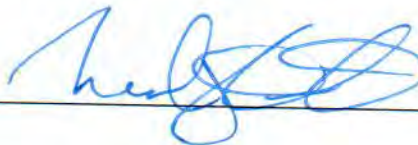
PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there 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 the County of Somerset 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 of Somerset to notify the County of Somerset 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 the County of Somerset and that the County of Somerset at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: **Michael J. Frost**

Signature: _____



Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR ONE-STOP OPERATOR PY 2022

EVALUATION, REVIEW AND SELECTION DOCUMENT

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 the 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 RFP and the respondent's ability to communicate a thorough understanding of the required tasks and the approach to meet 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.

	Item/Activity/Task/Responsibility	Points
3./5.4.1	Understanding of the requested work (0 to 20 points)	15
4.3/5.4.2	Service Delivery Plan supports Scope of Work (0 to 20 points)	10
4.4/5.4.3	Staffing plan to support the Scope of Work (0 to 20 Points)	20
4.5/5.4.4	Experience in providing similar services (0 to 10 points)	7
5.4.5	Ability to meet schedule (0 to 10 points)	7
4.6	Accessibility of respondent (0 to 10 points)	5
4.8/5.4.6	Cost/Budget Proposal (0 to 10 points)	10
	Total	76

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 Knowledge and Technical Competence

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

5.4.3 Management, Experience and Personnel Qualifications

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.

5.4.4 Ability to Complete the Project/Services in a Timely Manner

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

5.4.5 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 stand-in services.

Any 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.

Conflict of Interest

“I hereby certify that I have reviewed the conflict of interest standards of the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.” (NJAC 5:34-4.3)

Selection Committee Member: Aubrey Flanagan Date 4.20.22

Greater Raritan Workforce Development Board

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	Item/Activity/Task/Responsibility	Points
3./5.4.1	Understanding of the requested work (0 to 20 points)	10
4.3/5.4.2	Service Delivery Plan supports Scope of Work (0 to 20 points)	10
4.4/5.4.3	Staffing plan to support the Scope of Work (0 to 20 Points)	20
4.5/5.4.4	Experience in providing similar services (0 to 10 points)	8
5.4.5	Ability to meet schedule (0 to 10 points)	10
4.6	Accessibility of respondent (0 to 10 points)	5
4.8/5.4.6	Cost/Budget Proposal (0 to 10 points)	7
	Total	70

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 Knowledge and Technical Competence

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

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

5.4.5 Cost/Budget Proposal

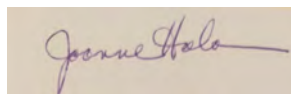
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Selection Committee Member _____



Date 4/20/2022

Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR ONE-STOP OPERATOR PY 2022

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

	Item/Activity/Task/Responsibility	Points
3./5.4.1	Understanding of the requested work (0 to 20 points)	10
4.3/5.4.2	Service Delivery Plan supports Scope of Work (0 to 20 points)	10
4.4/5.4.3	Staffing plan to support the Scope of Work (0 to 20 Points)	17
4.5/5.4.4	Experience in providing similar services (0 to 10 points)	9
5.4.5	Ability to meet schedule (0 to 10 points)	9
4.6	Accessibility of respondent (0 to 10 points)	5
4.8/5.4.6	Cost/Budget Proposal (0 to 10 points)	9
	Total	69

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 Knowledge and Technical Competence

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Selection Committee Member _____

DocuSigned by:
Tyler Seville
FA248CFD83EA4EE...

Date 20-Apr-22 | 12:51:32 PM PDT