

Memorandum of Agreement between the Greater Raritan Workforce Development Board and the Somerset County, NJ Department of Human Services for Workforce Innovation and Opportunity Act One-Stop Operator Services

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

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

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

Whereas, the GRWDB publicly noticed and made available the Request for Proposals for One-Stop Operator Services on March 18, 2022, and

Whereas, the GRWDB received one response to the One-Stop Operator Request for Proposals by the 12:00 p.m. Thursday April 14, 2022 deadline, and

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

Whereas, on March 24, 2022 the GRWDB appointed a three (3) member One-Stop Operator Selection Committee, to review any responses for the One-Stop Operator Services Request for Proposals, and

Whereas, the response from the Somerset County Department of Human Services was evaluated individually by each of the three (3) appointed members of the One Stop Operator Selection Committee during an April 20, 2022 meeting and the members recommended acceptance upon clarification of three items, and

Whereas, the GRWDB Executive Committee at its May 5, 2022 meeting reviewed the committee's evaluations and approved the acceptance of the Somerset County Department of Human Services' response once the three points were reviewed and discussed with the respondent, and

Whereas, the Somerset County Department of Human Services provided on May 17, 2022 with three modifications to its response: a) schedule a quarterly check-in between the GRWDB Director and the Somerset County Department of Human Services Director; b) get input from the GRWDB if the personage of the One-Stop Operator changes; and c) pilot afternoon/early evening hours one day per week beginning in September, 2022, and

Whereas, the GRWDB Chair and Vice-Chair met with the GRWDB Director on May 18, 2022 and agreed that the modifications were satisfactory and aligned with the May 5 Executive Committee acceptance of the Somerset County Department of Human Services response, and

Whereas, the One-Stop Operator Services Requests for Proposals release and review process was discussed with the full board during the GRWDB's June 23 regular quarterly meeting and all related documents are available for review under the June 23 meeting link on the Events – Meeting Packages tab of www.thegrwdb.org as well as the site's About -Greater Raritan One-Stop Partners tab, and

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

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

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

1. This Agreement is contingent upon the availability of Workforce Innovation and Opportunity Act and Work First New Jersey program funds being made available to the Greater Raritan Local Area.
2. The Somerset County Department of Human Services will begin providing One Stop Operator Services consistent with this Agreement on July 1, 2022.
3. The Agreement will remain in effect until June 30, 2024, and that the agreement may be extended for two one-year terms.
4. The GRWDB developed and approved a Program Year 2022 Budget (July 1, 2022 to June 30, 2023) that includes \$25,000 (Twenty-Five Thousand Dollars) for One Stop Operator salary.



5. Somerset County Department of Human Services hereby covenants and agrees to furnish all of services included in the Scope of Work, Responsibilities and Deliverables in accordance with the proposal submitted in response to the Notice of RFP issued by the Greater Raritan Workforce Development Board for One Stop Services on April 14, 2022.
6. The GRWDB working with its fiscal agent, the Somerset County Finance Department, will ensure that payment of monthly invoices for One-Stop Operator Services are processed, are consistent with the established budget.
7. Somerset County Department of Human Services agrees that it will not bill the Greater Raritan Workforce Development Board for additional services performed outside of the approved budget for the Scope of Work, Responsibilities and Deliverables unless such work is authorized and approved by the GRWDB prior to its initiation.
8. Termination, amendments and/or changes to this Agreement that may become necessary before the end of the contract year must be approved by both the Somerset County Department of Human Services and the GRWDB upon ninety (90) days notice.
9. For purposes of this Agreement the following parties are considered principals who are required to be engaged in any proposed changes, amendments, alterations, and/or challenges related to fulfilling the responsibilities under this Agreement: Director, Somerset County Department of Human Services; Greater Raritan One-Stop Operator; Chair, Greater Raritan Workforce Development Board; Director, Greater Raritan Workforce Development Board.

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

Greater Raritan Workforce Development Board

By: Paul Grzella 7/28/22
Director, Paul Grzella Date

County of Somerset, NJ, Department of Human Services

By: Michael Frost 7/28/22
Director, Michael Frost Date