

COVER PAGE FORM & SIGNATURE SHEET
Competitive Contract for One Stop Operator Services and
Competitive Contract for Career Training Services
Greater Raritan Local Area Program Year 2023
GRWDB-COM-0001-23

Organization Name: Somerset County Department of Human Services

Director/Chairperson: Michael J. Frost, LCSW, ACSW

Address: 27 Warren Street, Somerville, NJ 08876

Contact Person & Position: Michael J. Frost, LCSW, ACSW, Director of Human Services

Phone No. / Email address of Contact Person: 908-704-6311; frost@co.somerset.nj.us

Type of Organization (Private Business, School, Non-Profit Corp., etc.): County Government

For which workforce system roles are you submitting a proposal (check all that apply)?

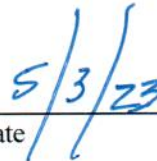
One Stop Operator

☒ **Career Training Services**

The undersigned hereby certifies that the information in this proposal is correct to the best of their knowledge and belief.



Organization's Authorized Signature



Date

Michael J. Frost, Director of Somerset County Human Services

Name and Title (Printed)

5/3/23

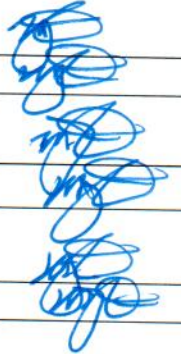
Date

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 Disclosure Form
- ☒ Non-Collusion Affidavit
- ☒ EEO/Affirmative Action Compliance Notice – Submit Copy of State Certificate of Employee Information Report
- ☒ Budget Proposal Form
- ☒ Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)
- ☐ Other:



B. REQUIRED NO LATER THAN TIME PERIOD INDICATED

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

- ☒ Qualification Statement
- ☒ Key Personnel Information
- ☒ Three (3) references for similar projects
- ☒ Projected project plan and timeline (Gantt Chart)



**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: Somerset County Department of Human Services Date: May 3, 2023

By Authorized Representative: 

Signature: _____

Print Name & Title: Michael J. Frost, Director

I. Qualification Statement

Somerset County Department of Human Services (SCDHS) is submitting a proposal for Career Training Services in response to the RFP issued for same by the Greater Raritan Workforce Development Board (GRWDB). SCDHS is a governmental entity as defined by WIOA and is therefore eligible to make an application. SCDHS acknowledges the vision, goals, strategic priorities, operating environment, scope of work and deliverables within the Request for Proposal issued by the GRWDB.

Located at 27 Warren Street in Somerville, New Jersey, 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 ten 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 has approximately 300 employees working in its ten divisions.

II. Experience

SCDHS has a long history of collaborating with local non-profits, municipal, community and faith based organizations as well as residents of Somerset County through its role coordinating councils and advisory committees that promote the social well-being of county residents including Local Advisory Council on Alcoholism and Drug Abuse (LACADA), Human Services Advisory Council (HSAC), Mental Health Board, Community Alliance Steering Committee, Somerset County Youth Council and committees run through its ten divisions such as Somerset County Youth Services Commission, Children's Inter-Agency Coordinating Council, County Council on Juvenile Justice Improvement, Continuum of Care Committee and the Advisory Council on Disability Issues.

In addition to collaborations within Somerset County, SCDHS has a long history of partnership with other New Jersey government entities. Through its ten divisions, a range of contracted services have been provided for and/or received from Hunterdon, Middlesex, and Warren Counties for more than 20 years. Representatives of its ten divisions are also active members of state organizations, associations, committees, and taskforces, giving SCDHS a unique perspective of the needs of individuals locally, regionally, and statewide.

SCDHS knows that the unemployment rate for New Jersey has been hovering around 3.5%, down significantly from an historic high of 15.3% in May of 2020. Hunterdon County and Somerset County have been sitting slightly below the state average at 3.3% and 3.4% respectively. At the same time, employers in Hunterdon County and Somerset County still report difficulty in filling open positions within their organizations, creating a challenge for their day-to-day operations. SCDHS recognizes that programming provided through career training services is only one piece of a much larger One Stop system that is comprised of thirteen WIOA-mandated partners coordinated by the One Stop Operator and guided by the policies and strategic planning carried out through the GRWDB. While only one cog in a much bigger

wheel, SCDHS has extensive expertise in local leadership and has established local networks that allow it to concentrate and focus 100% of its resources on jobseekers and employers in the local area.

SCDHS has been the provider of Career Training Services since July 1, 2009, through a Memorandum of Understanding between Hunterdon County Board of Commissioners, Somerset County Board of Commissioners and the GRWDB. On May 16, 2022, the New Jersey NJDOL (NJDOL) issued WD-PY21-6, a new Local Governance policy which includes the requirement that Career Training Services be competitively procured by Local Workforce Development Boards (LWDB). SCDHS understands the significant impact this policy may have on those it serves and therefore endeavors to maintain career services under its purview as a local provider with a proven track record of successful outcomes. SCDHS is making application through this proposal to continue to provide services compliant with WIOA and in alignment with the GRWDB strategic priorities to ensure the continuity of seamless services to jobseekers, employers and local organizations in Hunterdon County and Somerset County.

As a local human services provider, SCDHS and all its divisions seek to support the needs of the whole person by directly providing and/or referring customers to an array of services. As employees of SCDHS, One Stop Career Training Services Center (OSCTSC) team members know that for jobseekers to be successful in obtaining and maintaining employment, they must have stable housing, food security and have their mental wellness, physical health and substance use needs addressed. OSCTSC team members have close connections with local community providers in Hunterdon County and Somerset County and have established protocols to both make and accept referrals, allowing for a customer-focused model that supports long term success. OSCTSC team members always take a trauma-informed approach when working with its customers, as past trauma as well as the traumatizing effect of being unemployed have impacts on the ability of jobseekers to obtain and maintain employment.

Another critical piece of the work of SCDHS through the OSCTSC is its history of success of monitoring outcomes. Since 2009, the OSCTSC has participated in four distinct NJDOL monitoring processes: Fiscal Audit, Procurement Review, Data Validation Review and American Job Center Review. The OSCTSC has created and implemented new procedures to address the process improvements through these state-level reviews. OSCTSC team members know that compliance issues are tantamount to the continuance of grant funding and are therefore wholly committed to on-going development and growth in effective processes to that end.

SCDHS not only has the infrastructure needed to successfully operate career training services through the OSCTSC, but it also has a demonstrated history of positive performance outcomes as measures by WIOA Performance Measures tracked by NJDOL presented through Futureworks, its data contractor. While the specifics of these outcomes are presented in detail in Section VIII, it must be noted that these positive outcomes are not the result of luck, but a result of proven leadership in making data-driven strategic shifts in approach to service delivery based on the current workforce trends. In addition to a seamless transition of services from 100% in-person to 100% virtual during the height of the pandemic followed by transition to a hybrid model as the local area moved into the post-pandemic era, data has led improved processes for customer intake, service provision and follow-up which have all had a positive impact on performance.

Community-based clients who have received the specific career training services outlined in the request for Proposal through SCDHS via the OSCTSC are listed below (Attachment A):

1. Somerset County Board of Social Services, Somerville, New Jersey
WorkFirst New Jersey case management, compliance, and training.
2. Hunterdon County Division of Social Services, Flemington, New Jersey
WorkFirst New Jersey case management, compliance, and training.
3. Somerset County Library System, Montgomery Branch, Skillman, New Jersey
WIOA Adult and Dislocated Worker case management, training, and supportive services.
4. Pioneer Family Success Center, Somerville, New Jersey
WIOA Youth, WIOA Adult and Dislocated Worker case management, training, and supportive services.
5. Jewish Family Services, Somerville, New Jersey

WIOA Adult and Dislocated Worker outreach, case management, training, and supportive services

6. Bridgewater-Raritan School District, Bridgewater, New Jersey

WIOA Youth case management, training, and supportive services.

III. Ability to Meet Schedule

The seamless delivery of uninterrupted services to customers in Hunterdon County and Somerset County is essential to not only the individual jobseekers, but to the local businesses relying upon the One Stop system to fill employment vacancies and support continued economic recovery and growth. Because SCDHS already operates the OSCTSC and has well established operational policies and procedures in place, there will be no gap in services and continuity of services will be maintained for more than 300 customers actively engaged in services or in the WIOA mandated follow-up phase. Existing programming as well as the current team members will remain intact and able to support, without interruption, the services as outlined in the GRWDB's RFP for the July 1, 2023 start of the program year.

Section VII provides specifics on how SCDHS will fulfill the responsibilities in the Scope of Work as outlined in the GRWDB's Request for Proposal.

IV. Accessibility of Respondent

SCDHS through the OSCTSC provides services that are accessible on three levels: physically accessible, programmatically accessible, and accessible leadership.

Physical Accessibility

SCDHS ensures continuity of operations at two publicly accessible Career Training Services Centers. The Centers, located in Hunterdon County at 6 Gauntt Place in Flemington and in Somerset County at 27 Warren Street in Somerville, are ADA complaint and accessible. Both locations are accessible by car and have free parking for customers living with and without disabilities. For those using mass transportation, both Centers 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.

SCDHS is a local provider with extensive experience working with public transportation in both Hunterdon County and Somerset County as well as with go Hunterdon and Ridewise, the local transportation entities in both counties. OSCTSC team members assist customers with identifying transportation that will allow them to come to the office for face-to-face appointments if that is their preferred way to access services. OSCTSC will also work with customers on identifying transportation for training, job interviews and employment. Financial assistance for transportation needs is available for qualified jobseekers through the GRWDB's Supportive Services policy.

Programmatic Accessibility

OSCTSCs are open to walk-ins and/or by appointment Monday through Friday from 8:30AM – 4:30PM with one late night per week in Somerville, when the office is staffed by team members until 7:00PM. Customer requests to meet outside of these hours are accommodated as needed. OSCTSCs offer services both virtually and in-person to provide an increased level of accessibility for customers lacking transportation, childcare, and with other barriers to accessing career services. Virtual services are provided via Zoom, phone, and email. In-person services are provided on-site at both center locations and allow customers to meet face-to-face with a Career Navigator. Hybrid services are also available for customers who have changing needs. 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. 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. OSCTSC team members are trained to utilize specialized technology equipment for hearing and visually impaired customers. The OSCTSCs are both located in Department of Human Services buildings, allowing team members to seamlessly refer customers to ancillary services with ease because of the established connection they already have with these entities.

Somerset Cares is a new programmatic accessibility initiative scheduled to roll out in May 2023. Utilizing a converted bus, SCDHS divisions will mobilize directly into the community bringing an array of services to those who need support and assistance. As employees of SCDHS, OSCTSC team members will be an integral part of team members this mobile services vehicle and will initially focus on outreaching to and connecting with customers in Franklin, North Plainfield and Bound Brook, as these communities have historically not accessed jobseeker services at the same rate as other municipalities in Somerset County. If a similar mobile outreach program is developed in Hunterdon County, OSCTSC team members will jump on board to be a part of that initiative.

Accessible Leadership

SCDHS is located at 27 Warren Street, 3rd floor in Somerville, just down the hall from the GRWDB. As a local organization that is housed in the same building and same floor as the GRWDB, SCDHS is uniquely well-positioned to be responsive to the needs of GRWDB leadership. In addition to availability via phone and email, face-to-face meetings can be formal or informal, as SCDHS's co-location allows GRWDB leadership ease of access for collaborative discussions as the need arises.

V. Staffing Plan and Key Personnel

SCDHS has a staffing plan that supports its work plan, the needs of its customers in Hunterdon County and Somerset County and the strategic vision and the short- and long-term goals of the GRWDB. SCDHS's staffing plan is a living document which supports a flexible work model that can be easily adapted to the ever-changing needs of the workforce landscape. Current OSCTSC team members employed by SCDHS have sixty-eight years of combined experience performing the specific work outlined in the GRWDB's Request for Proposal Scope of Work. As local providers of service who are already performing this work in Hunterdon County and Somerset County and will remain employees of the OSCTSC, team members have essential connections with local workforce partners and community providers, which is a crucial component in the success of its customers.

SCDHS knows that successful a staffing plan includes continuous learning that supports professional growth. SCDHS offers all its employees as well as community partners the opportunity to participate in its Human Services Academy, which offers free training, workshops, and seminars for SCDHS team members and community partners. Representation from OSCTSC's team members has participated in all the Academy offerings over the last two years with topics that include Compassionate Listening, Recognizing, and Responding to Domestic Violence, Suicide Prevention and Services for Persons with IDD and have attended SCDHS's Stigma-Free Conference, further supporting an open and welcoming environment for all customers. OSCTSC team members have each participated in at least two workshops offered through Somerset County's Training Catalogue, offered through Somerset County Human Resources, which provides the opportunity for professional growth at no expense to the grant funding provided through the GRWDB. OSCTSC team members have been trained by Somerset County at no expense to the GRWDB grant in Workplace Harassment Awareness, Active Threat Management and Cyber Security, all making for an overall safer work environment for employees and customers. Other trainings that have been coordinated through OSCTSC and attended by OSCTSC team members include Narcan certification provided by Somerset Treatment Services; Disability Etiquette provided the Northeast ADA Center at Cornell University and Frontline Worker Care provided by the Mental Health Association of New Jersey. OSCTSC team members have participated in trainings, workshops and seminars offered through the Garden State Education and Training Association's (GSETA) Institute as well as keynotes, workshops, and plenary sessions at GSETA's annual conference. OSCTSC team members also participate in on-going training offered through Futureworks, the state-contracted vendor for performance data reporting which deepens the breadth of knowledge held by OSCTSC team members who are tasked with interpreting the data, running reports, and improving WIOA performance outcomes. While not an exhaustive list of all the training that OSCTSC team members receive, it is indicative of SCDHS's commitment to on-going learning for its employees. While SCDHS is a provider of career services, it is also an employer and knows that investments must be made in employees to retain a highly effective and engaged workforce.

In addition to engagement in training and providing direct service to customers, OSCTSC team members participate on

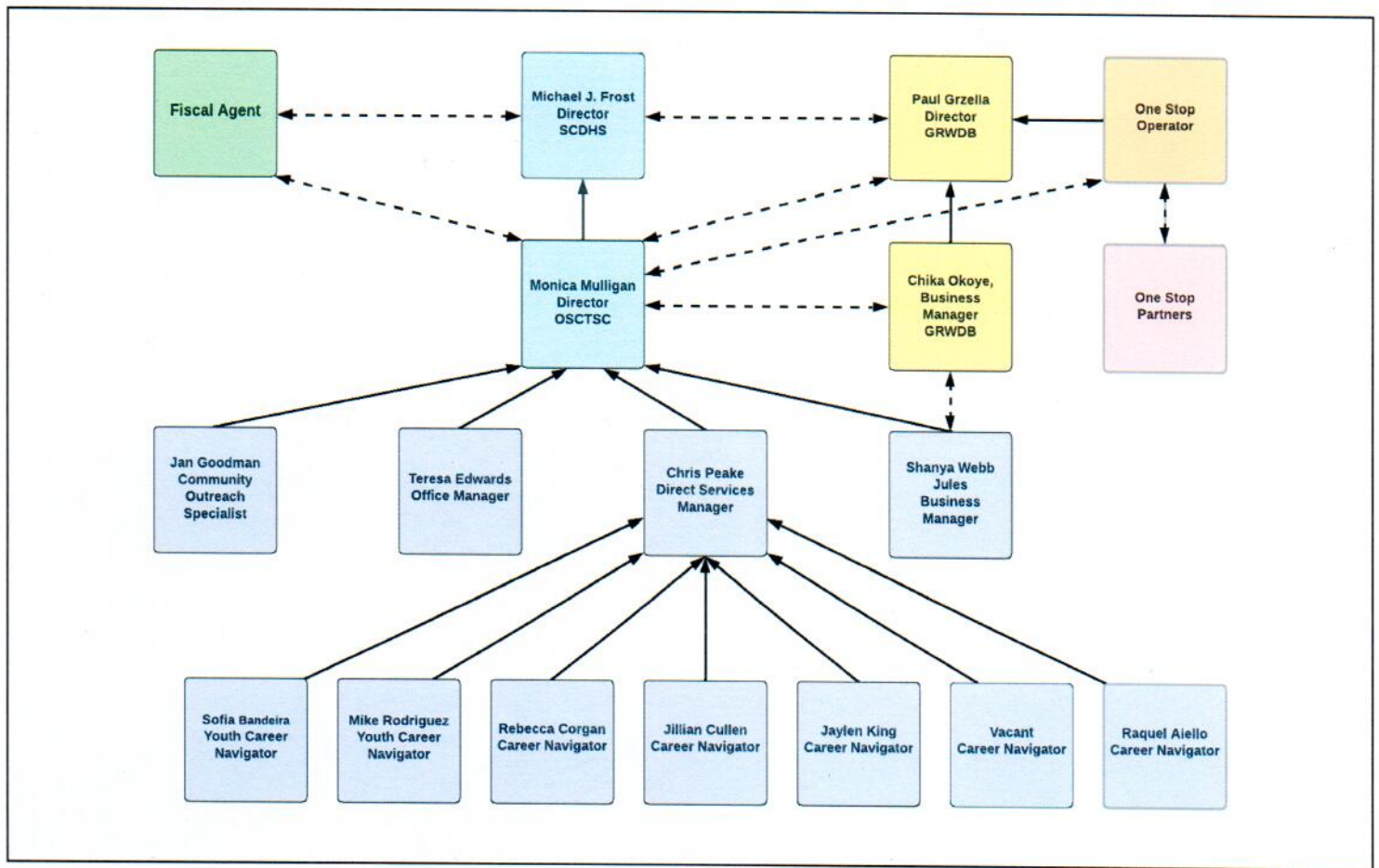
GRWDB committees, the local Continuum of Care Committee and are active members of GSETA and its subcommittees. OSCTSC leadership has been recognized as a valued workforce contributor by being voted into leadership positions with North Jersey Partners (five years) and GSETA (two years).

SCDHS is especially proud of the OSCTSC's leadership in coordinating the training and testing which resulted in all OSCTSC's team members achieving the nationally recognized Certified Workforce Development Professional (CWDP) through the National Association of Workforce Development Professionals (NAWDP). For this credential, OSCTSC team members received five modules of training and had to pass exams in the following development areas: Customer Service Methodology; Diversity in Workforce Development; Labor Market Information and Intelligence; Principles of Communication; and Workforce Development Structure, Policies and Programs. The OSCTSC is believed to be the first career training services center in the state to have its full team receive this certification from a national organization. OSCTSC team members are also members of this NAWDP, giving them access to information and resources through this national organization.

The key personnel to support the staffing plan are outlined in the chart below:

Title	Incumbent	Professional Credentials
SCDHS Director (in-kind support)	Michael J. Frost	Master's degree; LCSW; ACSW
OSCTSC Director (in-kind support)	Monica Mulligan	Master's degree; Narcan Certified; Mental Health First Aid Certified; CPR Certified
Direct Services Manager	Christopher Peake	Bachelor's degree, CWDP; Mental Health First Aid Certified
Office Manager	Teresa Edwards	Associate's degree, CWDP; Mental Health First Aid Certified
Business Manager	Shanya Webb-Jules	Bachelor's degree, CWDP; Mental Health First Aid Certified
Community Outreach Specialist	Jan Goodman	Bachelor's degree, CWDP; Mental Health First Aid Certified; Multiple Natures Practitioner Certified; Myers-Briggs Type-Indicator Practitioner Certified
Career Navigator	Rebecca Corgan	Bachelor's degree, CWDP; Narcan certification scheduled
Career Navigator	Jillian Cullen	Bachelor's degree, AS in Psychosocial Rehabilitation; CWDP; Narcan certified
Career Navigator	Jaylen King	Bachelor's degree, CWDP; Narcan certified
Career Navigator	Vacant	Bachelor's degree required
Career Navigator (part-time)	Raquel Aiello	Master's Degree, LPC; CWDP; Narcan certified; Mental Health First Aid Certified
Youth Career Navigator	Michael Rodriguez	Bachelor's degree; CWDP, Narcan certified; Mental Health First Aid Certified; Multiple Natures Practitioner certification in process
Youth Career Navigator	Sofia Bandeira	Master's Degree, LSW; School Social Worker Certification; CWDP, Narcan certified; Multiple Natures Practitioner certification in process

SCDHS envisions a staffing structure that supports clear channels of communication between the SCDHS, OSCTSC, GRWDB, One Stop Operator and the Fiscal Agent, creating a cohesive and collaborative environment for the local workforce system:



Section VII provides the specifics on how SCDHS will fulfill the responsibilities in the Scope of Work as outlined in the GRWDB's Request for Proposal utilizing key personnel functioning within the above team member structure.

VI. Services Sought

The mission of the OSCTSC is to provide jobseekers 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 OSCTSC is to collaborate with a workforce system where jobseekers 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.

It is with the GRWDB's and OSCTSC's mission and vision in mind that SCDHS certifies that it will provide quality implementation of Career Training Services in Hunterdon and Somerset Counties as defined in NJWIN WD-PY22-5 and will coordinate the following services in the GRWDB workforce centers and their respective partner programs as outlined in the Request for Proposal:

- Maintain regular daily office hours. Career Training Center team members will work at the GRWDB-funded offices at 27 Warren St., second floor, Somerville, and at 6 Gauntt Place, Flemington.
- Ensure that One Stop Career Training Services Center in Somerville and Flemington can be openly accessed Monday through Friday by all community members, in person and virtually. This includes

extended hours one day a week in Somerville.

- Ensure that services are available in a variety of formats, including virtual documents, webinars, telephonic means and in-person options.
- Conduct outreach and recruitment of jobseeker customers and assist with employer customers led by the GRWDB and state partners. This includes assisting with in-person events and providing collateral branded with and approved by the GRWDB.
- Conduct a weekly orientation session that introduces participants to services and connects them to a local Career Navigator who will then conduct appropriate assessment of jobseeker customers for determination of appropriate path and level of service.
- Carry out basic, individualized, and career and training services in compliance with federal and state requirements and provide case management for Adult, Dislocated, Youth and WorkFirst NJ customers who are receiving training and supportive services.
- Maintain participant files and follow all GRWDB operational policies.
- Ensure timely and accurate data collection and entry into management-information systems.
- Work to meet and exceed performance goals set by the state as well as programmatic and performance goals set by the GRWDB as part of the contract process.
- Manage program enrollment process to ensure compliance with appropriate eligibility and enrollment standards and to maximize performance under program performance measures (including co-enrollment).
- Provide team members assistance to GRWDB committees and task forces, as appropriate.
- Develop and implement corrective action plans in response to board, state, or federal monitoring reports, or independent auditor reports, upon request of the GRWDB team members.
- Disseminate and broker labor market information to customers, partners, and workforce center team members.
- Connect employers to GRWDB team members, state Business Services Team and sector-based initiatives, as appropriate.
- Develop and administer the program budget it is responsible for and ensure the timely monthly invoicing and report to the GRWDB of all program payables and obligations, so that these can be reviewed and reimbursed and included in GRWDB monthly state reports.
- Provide quarterly time studies for all Career Training Service team members members to the GRWDB Business Manager. The time studies are used to develop a quarterly Cost Allocation Plan (CAP) that the provider will follow for the allocation of team members salaries, fringe, and operational expenses.
- Connect eligible participants with training opportunities and manage the individual training account (ITA) process. Issue ITA vouchers and pay eligible training providers.
- Assist with and administer work-based learning (On-the-Job training, Incumbent Worker Training, internship, apprenticeship, work experience, etc.) contracts with employers in collaboration with the GRWDB, and for other non-WIOA grants, serve as the related grant service provider.
- Maintain / process GRWDB Local Area master agreements with training providers.
- Compile program data and provide reports as required by the board.
- Conduct eligibility determination and program enrollment for non-WIOA grants.
- Co-enroll participants in WIOA and WorkFirst NJ, as appropriate and allowable.
- Carry out program services for reimbursement as directed by the GRWDB.
- Attend meetings, as scheduled, of Greater Raritan team members and ensure that at, a minimum, at least one Career Training Services team member participates in all quarterly GRWDB committee meetings.
- The team leader of Career Training Services will work with the One Stop Operator to get client representation at meetings and participate in team leader meetings coordinated by the GRWDB Director.

Somerset County Department of Human Services acknowledges and agrees that it has read and reviewed federal and state law, policy, regulations, and guidelines related to and affecting the provision of services as outlined and will perform those functions required in the Workforce Innovation and Opportunity Act of 2014 and any related or connected state laws, directives, requirements, policies, procedures, and/or planning documents. Somerset County

Department of Human Services acknowledges and agrees that changes in laws, regulations, and policies may potentially affect its responsibilities and the needs of the GRWDB.

VII. Work Plan and Service Delivery

a. Jobseeker and Outreach Recruitment

Through the OSCTSC, SCDHS will continue to expand outreach efforts in collaboration with the GRWDB and One Stop Operator based on needs identified in the community.

The OSCTSC has demonstrated the ability to provide innovative, proactive, and diverse outreach strategies in Hunterdon County and Somerset County including the following outreach strategies currently being utilized:

- Outreach materials in both English and Spanish distributed widely both electronically and in hard copy, including placement within government offices, libraries, non-profits, faith-based organizations, social media, website, text and email distribution, outreach to new unemployment insurance recipients, and more.
- Attendance and participation in meetings both locally and at the state level, leveraging community connections that have already been established in Hunterdon County and Somerset County.
- Attendance and/or representation at community events.
- Ongoing communication and meetings with One Stop partners and other community partners to ensure the seamless mutual referral of clients and braiding/co-enrollment of services.
- Leveraging existing relationships with local organizations providing services to the community, including hard to reach or underserved populations to provide information on career training services and to ensure a seamless referral process is in place.
- Partnerships with both the Hunterdon County and Somerset County library systems to ensure that information and resources are mutually shared to benefit jobseekers and highlight available services.
- Virtual and in-person workshops covering a wide range of titles including Mastering the Interview, Creating a Dynamic Job Portfolio, The Art of Effective Communication, Stress Management, Thriving Through Transition and Change, Defeating Unconscious Bias, and more. By the end of Program Year 2022, twenty-four free, jobseeker workshops will have been presented in this one-year timeframe (Attachment B includes a sampling). In addition, the OSCTSC was invited by GSETA to present Defeating Unconscious Bias at its annual conference in 2022.
- Annual mailing and electronic outreach to all non-profit and faith-based organizations in both Hunterdon County and Somerset County on the available services through the local workforce system.
- Mobile website and text alert system that collects jobseeker contact information and sends out weekly updates on hiring events, workshops, and other jobseeker services.
- Monthly email outreach to all new unemployment insurance recipients in Hunterdon County and Somerset County with a goal engaging jobseekers with One Stop system services early in their unemployment.
- Regular open house events at OSCTSC offices in Flemington and Somerville to create more opportunities for jobseekers, community members, and GRWDB members to stop in and find out about services (Attachment C).

b. Jobseeker Welcome Function

The OSCTSC provides jobseekers with a seamless connection to individualized services across the local One Stop system through existing and continuously expanding partnerships. Supported by both administrative and direct service team members with extensive experience providing career services, jobseekers contacting the OSCTSC are triaged by CWDPs in-person, over the phone, or through email to quickly identify needs and provide connections to services in a manner focused on customer need. Jobseekers are registered and enrolled with the One Stop system, utilizing universal intake forms to ensure seamless access to Employment Services and other One Stop and Career Training Services offices and services across the state. OSCTSC works collaboratively with the One Stop Operator

and GRWDB to ensure that the One Stop partners are aligned and providing information and access to services in a manner that enhances positive outcomes and limits burdensome processes and barriers for jobseekers. OSCTSC ensures that all members of the community can access One Stop system services. Section IV above provides details on accessibility.

The OSCTSC has existing and long-established relationships with management, team members, and state leadership of our local WIOA One Stop partners including Division of Vocational Rehabilitation Services, Employment Services, Somerset County Board of Social Services, Hunterdon County Division of Social Services, Raritan Valley Community College, Hunterdon County Polytech, Somerset County Vo-Tech, Community Development and Pathstone. These existing relationships allow OSCTSC to immediately provide a functional and streamlined process for welcoming new customers in to the One Stop system and ensuring they are met with accessible and individualized services, whether its job placement, training, referrals to additional services, or more intensive career counseling and case management.

OSCTSC team members are available to speak with customers who walk into the office, call, or email during regular business hours, including one late evening per week.

c. Jobseeker Placement Function

SCDHS, under its current operation of the OSCTSC, provides a robust menu of job placement services and resources available to jobseekers. SCDHS understands that there is not a one-size-fits-all solution to helping jobseekers, and individualized approaches are prioritized to ensure successful employment plans and outcomes for both youth and adult customers. Jobseekers have a wide range of needs and barriers, so it remains the OSCTSC's vision to provide diverse services that can meet the evolving needs of both jobseekers and employers in our community. Examples of current jobseeker services that are provided by or connected to jobseekers through the OSCTSC include:

- Individual career counseling and vocational guidance, provided by certified career counselors and workforce professionals (virtual and in-person).
- Resume guidance and counseling (virtual and in-person).
- Interview preparation, including mock interviews (virtual and in-person).
- Public Access computers, printers, copiers to support job search activities.
- Services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability (virtual or in-person).
- Aptitude, interest, and skills-based assessments to guide career exploration (virtual or in-person).
- Workshops and webinars that provide current tools, skills, and best practices that can support jobseekers in the current labor market (virtual).
- Labor market information showing employment trends and in-demand skills needed by employers (virtual and in-person).
- On-site Workforce Learning Link services for those in need of Adult Basic Education, High School Equivalency, English as a Second Language, and fundamental computer skills (virtual or in-person).
- Occupational training grants that service to upgrade skills and increase jobseekers' marketability and ability to secure employment (virtual or in-person).
- Skill Up online training (virtual).
- Access to work-based learning opportunities including on the job training, apprenticeships, and incumbent worker training opportunities.
- Recruitment events which bring together jobseekers and businesses who have current job openings (virtual and in-person).
- Access to current local and regional job listings (virtual or in-person).
- Supportive services including assistance with transportation, work tools/uniforms, books, fees, and more to support successful employment and training outcomes for customers.

In addition to the services above, the OSCTSC maintains relationships and inventory of other community organizations, resources, and services that can assist our customers. Workflow meetings are held regularly in Hunterdon County and Somerset County, bringing together One Stop and community partners to identify opportunities to improve service delivery and create a culture of collaboration.

All jobseekers who connect with One Stop system services are tracked in the AOSOS state database as well as internal tracking reports to ensure continued follow-up services are offered throughout the lifecycle of unemployment and reemployment.

OSCTSC team members attend meetings, training sessions, and stay current with state and local policies to ensure that program compliance and best practices for service delivery are in a state of continuous improvement.

d. Skill Development Function

i. Individualized Employment Plan and Case Management

SCDHS, through the OSCTSC, has demonstrated extensive experience in developing successful and collaborative employment plans and providing case management services to youth and adults in Somerset and Hunterdon Counties. OSCTSC team members are NAWDP CWDP certified, which required in-depth training on employment plan development. In addition, OSCTSC's team members have received individualized employment plan training through NJDOL and GSETA.

In accordance with NJ Workforce Innovation Notice WD-PY19-8, the OSCTSC collaborates with customers and other One Stop partners to create robust, clear, and individualized employment plans considering participation in other community services to meet employment goal. The OSCTSC has an existing process and infrastructure in place that supports the co-enrollment of customers and sharing of information amongst different One Stop partners to provide the best possible services and outcomes for the jobseeker.

Individualized Employment Plans (IEP) are entered into the AOSOS state database in accordance with NJDOL guidance to provide information that can be shared easily with local and state partners. IEPs are meant to be updated and are adjusted by OSCTSC team members throughout the customers progression of services and follow up.

OSCTSC's Career Navigators are engaged with One Stop partners through scheduled team meetings, informal discussions, and weekly program updates to maintain system knowledge of all available services to support our customers individual needs.

OSCTSC's Career Navigators provide case management to each jobseeker throughout their entire time working with the OSCTSC, ensuring that proper supports are in place to assist them in meeting their employment plan goals. The case management includes a follow-up schedule that begins at registration and lasts for one year after employment is obtained. This allows Career Navigators and customers to work collaboratively in progressing through their employment plans. Throughout the process, Career Navigators ensure that supportive services are in place and that job search guidance and job referrals are provided. That support continues through employment and extends beyond to assist with job retention. Case management and follow-up activities are recorded both internally using case notes, as well as in AOSOS state database strictly following NJDOL's guidance on data entry.

ii. Work Readiness Services

Work readiness is a priority for ensuring that jobseekers have the soft skills and foundational skills

needed to obtain and retain employment in the modern workplace. Work readiness includes skills such as effective job search, resume building, interview preparation, business etiquette, communication skills, computer and literacy skills, and much more. As part of the intake assessment and individualized employment plan development, Career Navigators work with each customer to identify work readiness needs and then provide career counseling and connection to information and/or resources to ensure successful employment outcomes.

The OSCTSC has extensive experience working with the Workforce Learning Link, which provides work readiness services through literacy services such as Adult Basic Education (ABE), High School Equivalency (HSE), English as a Second Language (ESL) and basic computer skills. When this type of support is needed, the OSCTSC makes the referral, follows up while the student is receiving these services and when completed, and works with that individual on achieving their employment plan goals. The OSCTSC, which operates the Youth Employment Services (YES) program directly refers youth to Visions, a work readiness program that incorporates career work readiness skills, community service, credentials, and placement in paid internships to support engagement with the workforce system for youth between the ages of 16 – 24. Upon completion of the work readiness program, youth work with the YES Career Navigators to continue on their path towards training and employment laid out in their employment plan. The OSCTSC also coordinates and monitors the engagement of jobseekers receiving public benefits through WorkFirst New Jersey (WFNJ) during their participation in a month-long job readiness program offered by a local partner. Once the workshop series is completed, the Career Navigator works with the customer to connect them with training and employment.

The OSCTSC operates public resource spaces in both Hunterdon County and Somerset County that provide access to individual assessments, resume and interview preparation, job search assistance, and connections to other community resources that may be needed to support each jobseeker. Additional work readiness services, such as resume assistance, interview prep, mock interviews, effective job search, networking, and business communication are available and provided by OSCTSC Career Navigators. Team members have received extensive training in these areas and will continue to receive professional development and training to further enhance these skills.

To increase One Stop system capacity, the OSCTSC will continue to work with the GRWDB, One Stop Operator, One Stop partners and other community providers to create a shared inventory of work readiness resources to help meet the diverse and changing needs of our community.

iii. Individualized Training Account Management

SCDHS has over 10 years of experience locally implementing and managing successful grant funded training programs including the through Workforce Innovation and Opportunity Act (WIOA), Workforce Investment Act (WIA), Pharmaceutical National Emergency Grant (NEG), NJ Endures, Workforce Development Program (WDP), and more. Each grant has been successfully monitored and audited by NJDOL on a yearly basis.

The OSCTSC has an established internal tracking system for Individual Training Account (ITA) management, in addition to utilization of the Somerset County Finance Department's financial tracking system, MSI, to ensure proper procedures are followed in compliance with county, state and federal guidelines. The existing tracking systems allow for accurate tracking of obligations, expenditures, and de-obligations in a timely manner to meet county, state, and federal standards.

Following WIOA guidance, Career Navigators team members work with each jobseeker to identify and apply for other financial aid opportunities prior to being enrolled in training. This includes assistance in applying for funding through FAFSA, the Pell Grant, and other grant programs. Additional financial aid allows jobseekers to braid funding streams for programs that cost more than the ITA provides and/or

allows existing WIOA training funds to serve additional customers.

Information on ITAs, as well as other available training opportunities are shared with both One Stop partners and community partners to ensure that knowledge and access to training is available to jobseekers residing in Hunterdon County and Somerset County. Information is shared electronically, at regular workflow and One Stop Partner meetings and at events in the community. SCDHS has the infrastructure in place with local One Stop system and community partners that allows for customers to be referred to the OSCTSC for training seamlessly.

The OSCTSC works collaboratively with the GRWDB and One Stop Operator to ensure that ITAs are meeting local and regional employer needs and offers insight and recommendations for areas of need.

iv. Work Based Learning

The OSCTSC supports work-based learning opportunities available through GRWDB, including On-the-Job Training (OJT) and Incumbent Worker Training (IWT). All OSCTSC team members have received training through NAWDP, GSETA, and the NJDOL on work-based learning programs and their successful administration and operation. Training received includes customer outreach and job matching, administrative guidelines, financial guidelines, and best practices for ensuring program success and employer satisfaction.

The OSCTSC has streamlined processes with GRWDB staff and employers to successfully identify, register, and enroll participants into work-based learning opportunities to meet NJDOL guidelines. The infrastructure can be adjusted in response to changing needs, program availability, and GRWDB guidance. When the OSCTSC is notified by the GRWDB that an employer is seeking candidates for an OJT, team members mobilize to provide good matches for the job description. When the OSCTSC is contacted by an employer for IWT, the connection to the GRWDB is made so that the experts in business engagement can work to identify and develop a plan to support the employer.

e. Post-Placement and Job Retention Follow-Up

The OSCTSC has demonstrated experience successfully offering post-placement and job retention follow-up services to jobseekers. The current process includes a series of checks and balances to ensure that each customer is contacted regularly while looking for work and for a period of a year after obtaining employment to ensure job retention. Career Navigators are responsible for maintaining regular correspondence with each customer to provide guidance and support towards their short- and long-term employment goals. Post-placement and job retention follow up services can include access to work clothes, transportation, or tools through supportive services, career guidance to assist with a customer's long-range career path, continued resume help, and guidance on work readiness skills to ensure job retention.

Once employment is obtained, a minimum of five (5) job retention follow-up contacts are made to the customer. If the customer is still employed, that information is tracked and updated in the AOSOS state database. If the customer is no longer employed, Career Navigators continue to work with the jobseeker until they can successfully obtain employment. On a monthly basis, the Direct Services Manager runs reports to ensure that all follow-up has been completed. As the ultimate goal of career services is to connect jobseekers with employment, follow-up is always a priority and is incorporated into the daily activities of OSCTSC team members. This has led to our local area's success in performance outcomes for employment and retention. Section VIII details performance outcomes.

OSCTSC leadership has access to and utilizes the FutureWorks data system to review WIOA performance

outcomes. Using data to guide decision making, shifts in provision of service are made as needed to support successful WIOA performance outcomes.

f. Sector Strategies and Career Pathway Development

The OSCTSC incorporates career pathway development and sector strategies into the planning and implementation of training programs to ensure that both the long-term career development of our customers and the skills needed by the regional economy are met. The OSCTSC supports GRWDB and NJDOL initiatives to provide the skills needed by employers to remain competitive in today's economy.

The OSCTSC is strategically positioned to provide services that can be adjusted and responsive to changing economic conditions and employer needs. Career Navigators are trained in using Labor Market Information (LMI) to assist jobseekers with developing high quality employment plans, with a focus on short-term planning and long-term career pathway development. As part of the individual employment plan development, Career Navigators focus on short term actions to meet their immediate employment goal, followed by additional action steps to be followed post-employment to support further career development. Examples include working with an individual interested in entering the healthcare field as a certified nurse's aide or medical assistant, with a long-term goal of becoming a registered nurse. Career Navigators work with each customer to identify the steps needed to continue a career path leading to higher wages and additional employment opportunities.

Sector strategies and career pathways are constantly evolving, and OSCTSC leadership and team members are positioned to maintain up to date knowledge of economic changes that may affect these strategies by working collaboratively with the GRWDB and One Stop Operator to ensure services align with evolving needs in our community.

g. Employer Services

The OSCTSC has demonstrated extensive experience supporting employers throughout the past 10+ years of SCDHS providing career training services. During that time, team leaders and team members have attended on-site meetings with employers as part of the Pharmaceutical NEG, accompanied the GRWDB on site visits with the hospitality industry, and participated in events with both the Hunterdon Chamber of Commerce and the Somerset County Business Partnership. While not the system expert on employer engagement, the OSCTSC supports the GRWDB and One Stop Operator by providing the technical assistance and process development required for OJT and apprenticeships to seamlessly support employer participation while maintaining compliance with WIOA and local policies and procedures. Jobseekers are kept apprised of the diverse opportunities offered through work-based learning initiatives and help those interested to navigate the participation process.

A very notable success of the OSCTSC in supporting employers has been its job-matching capacity, providing jobseekers with personalized referrals using AOSOS to identify and match jobseekers to employer openings. Between July 1, 2022, and May 1, 2023, SCDHS OSCTSC team members have matched over 223,000 jobs to jobseekers for Hunterdon County and Somerset County employers.

h. Customer Service

SCDHS believes customer service should be at the forefront of career services delivery. The expectation is that regardless of the circumstances or needs of each individual customer, their needs can be assessed, and they can be connected seamlessly to the appropriate services. To support this philosophy, the OSCTSC has processes in place to ensure that customer needs are met, and a culture of continuous improvement is maintained.

- Team members are available Monday – Friday during business hours to speak to jobseekers or members of the community seeking services or information. All voice mail and emails are required

to be responded to by close of business so that services remain accessible and responsive to those in need.

- Surveys are provided to OSCTSC customers at three (3) different milestones; after the introductory orientation, while they are actively working with a Career Navigator, and if applicable once they have received an ITA. Survey results are made available to GRWDB and the One Stop Operator as requested.
- OSCTSC utilizes the Net Performer Score (NPS) to determine customer satisfaction. Developed by Fred Reichheld, Bain & Company, this survey is an indicator of a customer's overall experience and the likelihood of that customer referring someone else to the Greater Raritan One Stop for services. The NPS is used by big brands across the globe (such as Apple Google, McDonald's, ESPN, Home Depot). The score is a whole number that ranges from -100 to 100 and indicates customer happiness with your brand experience. A score Above 0 is good; Above 20 is favorable; Above 50 is excellent; Above 80 is world class. Since implementing the NPS in 2017, the score has always fallen at 80 or above.
- Survey results are regularly reviewed, and adjustments made as needed to maintain a high level of customer satisfaction.
- Team members have obtained the CWDP certification that included a training module and test focused on customer service skills working specifically with jobseekers and employers.
- SCDHS provides regular professional development opportunities to team members both internally and provided through outside organizations such as GSETA, NJDOL, Workforce360 and NAWDP. Examples of professional development provided include motivational interviewing, mental health first aid, working with challenging customers, and working with specialized populations.

i. Virtual Services

The OSCTSC provides all Title I career services to individuals virtually, in-person, or through a hybrid model based on the needs of the customer. Team members are trained and experienced in using different virtual platforms including Zoom, GoToMeeting, Microsoft Teams, and Google Classroom to provide services and information to customers regardless of their technological capabilities. Current virtual services include orientation and informational webinars, career readiness workshops, career assessments, career counseling, occupational training, WorkFirst NJ job readiness programming and literacy services. In addition, the OSCTSC works closely with One Stop partners and community partners to ensure that additional virtual services are made available to One Stop system jobseekers.

Virtual services not only include live appointments and workshops, but also refer to services that can be accessed outside of traditional business hours. OSCTSC team members connect customers to Greater Raritan SkillUp, the on-line resume builder, self-paced individual assessments, and occupational training through other community programs.

The OSCTSC team members maintain strict compliance with Personal Identifiable Information (PII) policies and procedures as mandated in NJDOL's WIN 6-15 and USDOL's TEGL 39-11. All team members are trained in the handling of PII and acknowledge by signature that they will follow the state and federal mandates. Jobseekers can sign documents using electronic signatures and send information by using email encryption. Customers can also hand-deliver documents or mail that they do not wish to send electronically.

VIII. Performance Outcomes

SCDHS acknowledges and agrees that achievement of performance goals is a high expectation for Career Training Services programs. It also acknowledges and agrees that achievement of additional Key Performance Indicators established by the GRWDB is a high expectation for Career Training Services programs.

The OSCTSC has in-depth knowledge of WIOA legislation and the performance indicators that are required as part of WIOA legislation. The OSCTSC has developed streamlined and effective internal tracking systems, along with utilizing FutureWorks and other NJDOL data to maintain strict oversight and development of strategies to ensure successful performance outcomes both now and into the future. On a monthly basis, a report is developed of all OSCTSC customers that is reviewed by the Direct Services Manager to ensure data integrity and effective service delivery as documented in AOSOS with the goal of the local area meeting and exceeding all state performance indicators. As of May 1, 2023, the OSCTSC under the operation of SCDHS is exceeding 11 of 12 performance indicators for Program Year 2022. Based on current data, it is the OSCTSC's expectation all performance indicators will be met and/or exceeded for the program year that ends June 30, 2023.

SCDHS's OSCTSC has a proven track record of providing quality services in Hunterdon County and Somerset County that result in positive outcomes for the Greater Raritan Workforce Development area as measured by state negotiated WIOA Performance Measures. The performance outcome data below illustrates outcomes over the last two program years.

Adults	PY 2021 Targets	Actual	PY 2022 Targets	Actual (as of 5/1/23)
Employment Rate 2nd Quarter After Exit	56.5%	50.0%	61.0%	76.4%
Employment Rate 4th Quarter After Exit	63.6%	31.6%	60.8%	66.6%
Credential Attainment 4th Quarter After Exit	60.5%	61.1%	75.0%	87.5%
Measurable Skills Gain	41.0%	92.31%	61.0%	91.6%
Dislocated Workers	PY 2021 Targets	Actual	PY 2022 Targets	Actual (as of 5/1/23)
Employment Rate 2nd Quarter After Exit	59.7%	62.5%	61.4%	64.5%
Employment Rate 4th Quarter After Exit	57.8%	58.4%	65.0%	65.9%
Credential Attainment 4th Quarter After Exit	68.1%	85.3%	81.0%	95.3%
Measurable Skills Gain	41.0%	95.3%	63.1%	89.4%
Youth	PY 2021 Targets	Actual	PY 2022 Targets	Actual (as of 5/1/23)
Employment Rate 2nd Quarter After Exit	53.9%	95.8%	71.4%	100%
Employment Rate 4th Quarter After Exit	55.0%	78.5%	68.2%	95.8%
Credential Attainment 4th Quarter After Exit	51.0%	100.0%	62.7%	42.8%
Measurable Skills Gain	42.7%	100.0%	57.0%	100.0%

As can be seen, there has been a large increase in positive performance outcomes from Program Year 2021 to 2022. Program Year 2021 includes participants who enrolled in training during the period of November 2020 through October 2021. During this time, covid protocols were still in effect and many employers were still struggling with the economic downturn caused by the pandemic. Certain industry sectors were either laying off employees and/or not hiring. Looking at the most recent Program Year 2022 data, performance outcomes are trending positively and meeting or exceeding NJDOL goals. It is expected that all performance goals will be met by June 30, 2023. This data is regularly provided to the GRWDB and is used internally to make ongoing adjustments to meet grant performance outcomes as well as the needs of jobseekers.

In addition to WIOA performance indicators, the OSCTSC collects a wide range of data that is used internally and is provided to the GRWDB to support strategic planning and policy development. The OSCTSC has experience using Futureworks and FWS Bi, as required by NJDOL, along with internal tracking systems to create data reports on virtually any set of jobseeker information that is collected. The OSCTSC continues to work collaboratively with the GRWDB and One Stop Operator to develop data reports as requested and will provide data on an ongoing basis that may not be requested but is considered relevant to successful local planning and service delivery.

IX. Budget Proposal and Costs

The OSCTSC has managed the budget for the OSCTSC since 2009 without any NJDOL audit findings requiring corrective action. The grant funds have been spent in accordance with NJDOL and USDOL's First-In First-Out (FIFO) standard, which is an accounting methodology where the funds first received are the funds first used. This has allowed the OSCTSC to mitigate the amount of unspent funds returned to NJDOL at the end of the program year and retain newer funding with a later expiration date to serve the maximum number of customers from year to year. OSCTSC leadership and team members have extensive experience working with government budgets and grant funding and have a keen understanding of how to successfully work within the strict parameters of both.

The budget presented includes the cost of staffing and operations for the period of July 1, 2023 – June 30, 2024 at two distinct locations for the vast array of intensive program services requested by the GRWDB in its RFP (Attachment D). The budget includes a staff reduction of one position, preserves staff salaries at their current rate of pay and maintains current health and dental coverage for each OSCTSC team member. Somerset County as an employer understands the need for staffing investments to retain experienced staff and to safeguard program integrity. This budget reflects that interest. As the GRWDB's RFP indicates: the exact amounts available for the contracts awarded has not been determined; there may be increases or decreases in funding; and the GRWDB reserves the right to negotiate the terms of the proposal with a qualified proposer, SCDHS looks forward to working with the GRWDB on the final terms of the Career Training Services contract.

The budget for the first quarter of the Program Year 2024, July 1, 2024 – September 30, 2024, will be 25% of the presented budget across all line items. SCDHS will submit a formal request to the GRWDB by June 1, 2024, to carry over any unexpended funds to support the first quarter work until new program year dollars have been made available through new Notice of Awards. This process will happen annually for the course of the contract.

In-kind services that support the OSCTSC that are currently provided at no cost to GRWDB grant funds and for the contract year July 1, 2023 – June 30, 2024, are listed below. Direct services were calculated using actual costs; indirect services were calculated in consultation with Somerset County Finance Division and in alignment with the United States Office of Management and Budgets (OMB) Uniform Guidance 2 CFR 200, which outlines the federal de minimis indirect cost rate as 10% of total costs.

In-Kind Services	In-Kind Contribution/Year
Direct Services	
SCDHS Director (5 hrs./wk.)	\$ 20,000.00
Career Services Director (10 hrs./wk.)	\$ 27,000.00
Indirect Services	\$168,862.00
County Counsel (legal and personnel matters)	
Facility and Services (maintenance of workspace)	
Finance (grants; accounts payable; accounts receivable; payroll)	
Human Resources (recruiting, hiring; personnel matters; benefits management; training)	
Information Technology (network; cloud access; software upgrades and maintenance; help desk)	
Public Information (outreach material design and communications)	
Purchasing (compliance with state guidelines for purchases)	
Record Management (grant file storage and maintenance)	
Security (On-site safety)	
TOTAL	\$215,862.00



SOMERSET COUNTY BOARD OF SOCIAL SERVICES

Marion B. Cooper, Esq., Director

Ellen Carfaro, Deputy Director

April 28, 2023

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

Re: Contract for One Stop Career Training Services Letter of Support

Dear Proposal Review Committee Members,

Somerset County Board of Social Services is the designated provider of services and public assistance to needy County residents. Our mission is to provide for basic human needs, promote self-sufficiency, 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 for most to engage with meaningful work readiness and job search activities.

The Board has a long-standing working relationship with the Somerset County Department of Human Services' One Stop Career Training Center who has an excellent track record of helping our shared customers transition away from reliance on public assistance and become self-sufficient through job training, education, and work readiness activities. The One Stop Career Center and its knowledgeable staff have been essential collaborators in providing services and sharing information which results in stronger, more viable outcomes for our customers. One of the most crucial elements in working with our shared customers is the open dialogue and clear communication established between our two agencies. The power of this effective and efficient partnership that has been built over time with a local provider is key to positive outcomes for those we serve.

Though our clients face many barriers in obtaining and maintaining employment, the One Stop Career Center has been an integral partner in our shared goal and successes in bringing families and individuals to financial independence through sustainable, living wage employment. In these troubled times, as our country emerges from the effects of the Covid-19 pandemic with the resulting turbulence in work environments, demands for more and better technological skills and compensation issues, it is critical that our high-risk clients receive consistent, effective programming from their familiar providers. For these reasons, the Board strongly encourages you to award the engagement to Somerset County Department of Human Services' One Stop Career Training Center.

Very truly yours,

SOMERSET COUNTY BOARD OF SOCIAL SERVICES

By:/s/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

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COUNTY OF HUNTERDON NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF SOCIAL SERVICES

Community Services Center
PO Box 2900
Flemington, NJ 08822-2900

Telephone: 908-788-1300
Fax: 908-806-4588
TDD: 908-806-4718

May 2, 2023

Dear Proposal Review Committee Members,

The Hunterdon County Division of Social Services (HCDSS) provides information and referral, advocacy and crisis intervention services to residents based on financial eligibility and the availability of funding. The Division is dedicated to serving people with disabilities.

For the last fourteen years, HCDSS has had a very strong working relationship with the Somerset County Department of Human Services' One Stop Career Training Center who has an excellent track record of helping our shared customers transition away from reliance on public assistance and become self-sufficient through job training, education, and work readiness activities. The One Stop Career Center and its knowledgeable staff have been essential collaborators in providing services and sharing information which results in stronger, more viable outcomes for our customers. One of the most important elements in working with our shared customers is the open dialogue and clear communication established between our two agencies. The power of this effective and efficient partnership that has been built over time with a local provider is key to positive outcomes for those we serve.

Though our clients face many barriers in obtaining and maintaining employment, the One Stop Career Center has been an integral partner in our shared goal and successes in bringing families and individuals to financial independence through sustainable, living wage employment.

Truly yours,

A handwritten signature in dark ink, appearing to read "Lisa Piazza Long", is written over a faint, circular official stamp. The signature is fluid and cursive.

Lisa Piazza Long
Division Head

PIONEER

Family Success Center

26 April 2023

Dear Proposal Review Committee Members,

The Pioneer Family Success Center is a program of EmPOWER Somerset, a nonprofit organization. We offer the community a gathering place, connect families to helpful resources in Somerset County, and bring families together through free events, programs, and local activities. The Pioneer Success Center's mission is to provide an environment that strengthens families, empowers individuals, and builds connections among communities across Somerset County.

The Pioneer Success Center has a close working relationship with the Somerset County Department of Human Services' One Stop Career Training Center that has developed over time. With the approach of working with the whole person to support employment success, the One Stop staff's strength is working with clients identifying their specific service needs, setting goals, and crafting plans that support the needs of the individual.

Like the Pioneer Success Center, Somerset County Department of Human Services works to eliminate barriers for those in need so they can be placed on a path to success. The One Stop Career Center is a valued community partner who has had a positive impact on local jobseekers.

Sincerely,



Rev. Timothy J. Wolf, M. A.
Director
Pioneer Family Success Center

50 Division Street, Suite 303 Somerville, NJ 08876
facebook.com/PioneerFSC ♦ 908.722.4400 ♦ pioneerfsc.com



150-A West High Street
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*Of Blessed Memory

Executive Director
Shaina Sherman, MSW LSW

May 2, 2023

Dear Proposal Review Committee Members,

Jewish Family Service (JFS) is a nonprofit social services organization that serves anyone in need – regardless of circumstances or religious beliefs. We believe in a shared responsibility to support impactful changes throughout our community. Founded more than 40 years ago, we currently offer a comprehensive range of programs and services, including mental health counseling, senior services, career counseling, family mentor and senior friendly visitor programs, emergency assistance, and services for families of children with disabilities. JFS takes a holistic approach, assessing the various needs of the individual or family and provides the appropriate services all from one organization. We continuously evaluate the evolving challenges of our community and adapt or develop programs that respond to the resulting needs.

For over 10 years, we have had the opportunity to work closely with Somerset County Department of Human Services' One Stop Career Center. The One Stop has provided support, guidance, work-readiness education, and training to those who are looking to engage or re-engage with the workforce. Like JFS, the One Stop works to address the needs of the whole person so that obstacles are mitigated and success is supported.

Having a strong local partnership with Somerset County Department of Human Services and the One Stop has been a benefit to our shared clients and we hope that we can continue this positive collaboration into the future.

Sincerely,


Shaina Sherman, LSW
Executive Director

"Take hold of him that he fall not and come to need" – Maimonides





April
26, 2023

Dear Proposal Review Committee Members,

Somerset County Library System of New Jersey (SCLSNJ) partners with you to connect, to explore, to share, and to discover by providing activities and places that foster social interactions and connections; connecting people to opportunities for community engagement and participation; addressing the needs of shifting demographics; and exploring and enhancing the variety of ways customers experience library services. Core services are provided by making personalized connections between patrons and materials; presenting programs that help community members connect, explore, share, and discover; serving as a community gathering space; promoting and supporting lifelong learning; providing technology access and expertise that meet the needs of the community and creating opportunities that build Somerset County's economic and workforce development.

SCLSNJ has worked with the Somerset County Department of Human Services' One Stop Career Training Center for more than ten years. A strong, local partnership has been developed through the free jobseeker workshops offered both in person and virtually for our patrons. The One Stop workshops are often the first connection that jobseekers make with an organization that can support their re-engagement with the workforce. Once engaged, many follow up with services through the One Stop that connect them to services that support successful employment outcomes.

We are very fortunate to have Somerset County Department of Human Services' One Stop actively engaging community members and assisting them on their career journey. We hope to continue our partnership in the years ahead.

Truly yours,

Manuela Miracle

A handwritten signature in cursive script that reads "M. Miracle".

Adult Services Supervisor

Montgomery Library (SCLSNJ)



Bridgewater-Raritan Regional School District
P.O. Box 6030 836 Newmans Lane
Bridgewater, NJ 08807

Daniel Silvia, Ed.D. , Assistant Superintendent for Special Services
Danielle Honstetter, Supervisor Grades PK-4 Latesha Jenkins, Supervisor Grades PK-6
Kristina Morano, Supervisor Grades 5-8 Jennifer Horne, Supervisor, Grades 9-12

May 3, 2023

Dear Proposal Review Committee Members,

The Bridgewater-Raritan Regional School District is a regional public school district serving students in pre-kindergarten through twelfth grade from the municipalities of Bridgewater Township and Raritan Borough in Somerset County, New Jersey. The mission of the Bridgewater-Raritan School District is to provide each student with core values, knowledge, and skills to thrive academically, socially, emotionally, and physically in our diverse world; to develop character, and to achieve full potential in one's personal and professional life.

Over the course of more than ten years, we have had the opportunity to work closely with Somerset County Department of Human Services' One Stop Career Center through its Youth Employment Services (YES) program. This program has provided support, guidance, work-readiness education, and training to youth with barriers to employment who have graduated high school and/or have made the difficult decision to unenroll from school. The YES Career Navigators have developed good relationships with school personnel and have done a phenomenal job of engaging youth who have historically struggled with making connections to services. He presents the program to a team of Case Managers at the high school, and we set up meetings annually for him to come to BRHS and meet with students who we believe will benefit greatly for the program. The tenacity of the YES staff has resulted in positive outcomes for many young people from our district over the years.


Our hope is to continue to work with Somerset County Department of Human Services, the One Stop, and the YES program so that students who need these supportive services can continue to thrive as they advance their education and secure employment in our community. Please feel free to reach out to me if you have any questions.

Thank you!

Sincerely,

Julie Gold

Bridgewater-Raritan High School
School Psychologist
908-231-8660 ext. 477505



NLP (Neuro-Linguistic Programming) Tools for Real Life

**Wednesday,
September 7th, 2022
10:00 am – 12:00 pm**

Please note this workshop will be virtual via Zoom.

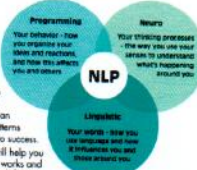
Speaker:
Jan Goodman,
Community Outreach
Specialist
Greater Raritan
One-Stop
Career Center
Training Services

Do you have a desire to:





- Increase your value in the job search
- Develop skills for better listening
- Assess the correct time to interject and lead a conversation
- Have multiple perspectives on a situation to gain choice and leverage
- Identify what you genuinely want and structure goals to achieve it
- Change unwanted habits and behaviors to productive patterns?

What is NLP?
Have you ever heard the saying "It's all in your head?"

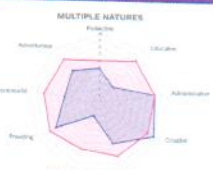
Neuro-Linguistic Programming was designed to take the way you view the world and flip it around so that, in a very short amount of time, you can reprogram your thinking patterns and transfer opportunity into success. This introductory training will help you understand how your mind works and most importantly make it work for you.



Pre-registration is required.
To register go to <https://bit.ly/3kjhHfH>
This program is in partnership with:
The Greater Raritan One-Stop Career Center Training Services and the Somerset County Library System.

Align Your Potential by Identifying Your Natural Abilities with Multiple Natures



**Wednesday
October 5th, 2022
10:00am – 12:00pm**






Speaker: Jan Goodman
Community Outreach
Specialist/Career Coach
Greater Raritan
One-Stop Career
Center Training Services


Multiple Natures is a career discovery, job transition, recruitment and life coaching assessment.

Each person has a unique set of traits which provides a predisposition towards different types of work and activities. Multiple Natures assists individuals in their quest for self-improvement and finding the flow to fulfill their true potential.

To help understand yourself and make better decisions for your life, attend this workshop with Multiple Natures Practitioner Jan Goodman. Unlock the secret of your unique natures so you can identify and engage your natural abilities to the highest level!

Please note this workshop will be virtual via Zoom.
Pre-registration is required.
To register please click on the following link:
<https://bit.ly/3kjhHfH>



Conquering Your Fear of Speaking in Public

**Wednesday
November 2nd, 2022
7:00 pm – 9:00 pm**

Speaker:
Jan Goodman,
Community Outreach Specialist/
Career Coach
Greater Raritan
One-Stop
Career Center
Training Services





Do you get nervous when interviewing or making presentations at company meetings?
Do you find it hard to make conversations at gatherings and social events?
Do you freeze up in awkward social situations?


If so this workshop is for you! It is for anybody who wants to improve their speaking skills in both formal and informal situations. Learn important strategies to gain the confidence and the skills to interact with others, to speak in informal situations, and to make presentations in front of small groups.

Learning Objectives
During this workshop you will learn to:

- Speak with more confidence in one-on-one conversations.
- Feel more confident speaking socially or in small meeting groups.
- Practice these skills in a supportive setting.

To register, please email Elise Prezant at:
eprezant@jewishfamilysvc.org



Business Etiquette for Job Seekers

**Wednesday,
November 16th, 2022
10:00 am – 12:00 pm**

Speaker:
Jan Goodman,
Community Outreach
Specialist/
Career Coach
Greater Raritan
One-Stop
Career Center
Training Services





Learn how to make your first impression memorable. Do you know all the rules and protocols for proper and polite job-hunting behavior? Go the extra mile to show employers you are the right fit. Job Fair etiquette will also be covered.

The art of portraying a poised, self-confident image in today's demanding business atmosphere is a skill that is much too often overlooked by many professionals, but not by those observing and making critical judgments based upon the person's communication. Many people have adapted relaxed standards that are not appropriate in business and interview settings.

In this workshop you will gain skills in the following areas:

- Six ways to sabotage positive first impressions
- How to deal with feelings of powerlessness and helplessness
- Practice business etiquette to build and maintain relationships
- Learn valuable techniques to deal with difficult situations
- Deliver your message, verbal, non-verbal and written in a positive way
- Learn proper introductions and professional presence
- Proper Grooming and appearance matter
- Etiquette: Emails, Faxes, Conference Calls, Mobile Phones, the new electronic protocols and manners
- Job Fair Etiquette

Please note this is a virtual workshop via Zoom. Registration is required.
To register go to <https://bit.ly/3kq86de>

"Ouch! That Stereotype Hurts" Workshop

"Saying Nothing Serves to Condone Bias."

DATE: Thursday, March 2nd, 2023
TIME: 10:00 am – 12:00 pm

By attending this workshop participants will experience the impact of stereotypical comments, jokes and emails. The program will help explore why people don't speak up against stereotypes and other biased behaviors. Six techniques will be explored for speaking up.

This workshop has the audience think about whether they are equally respectful and effective with a "diverse" range of people including those that are similar and different. While we may never be completely free of all bias, we can work toward communicating in a bias-free way. This curriculum helps participants:

- Improve written and verbal communication by eliminating communication "static."
- Ensure that one's message gets across - while conveying respect for others.
- Provides insight into the impact of language choices.
- Teaches ways to successfully recover when something inappropriate is expressed.
- Teaches participants how to speak up effectively if others stereotype or make biased or demeaning comments.
- Enhance one's credibility and influence as a communicator.

Staying silent in the face of demeaning comments, stereotypes or bias allows these attitudes and behaviors to thrive. Yet, most people who want to speak up don't know how. So, we say nothing. Biased, stereotypical, or otherwise demeaning communication undermines morale, teamwork, and productivity. This undermines our ability to create inclusivity where all people are welcomed, treated with respect and able to do their best. As this program points out, "One voice – your voice – can make a difference." And that is the beginning of building a world where all people feel included, respected, and able to do their best."

Please note this is a virtual workshop via Zoom. To attend this workshop and register please click on the link below:

SCLS <https://selanjibnet.info/event/7067426>

This program is in collaboration with the Greater Raritan One-Stop Training Center and the Somerset County Library System (SCLS).

Greater Raritan One-Stop Career Center

CAREER WEBINAR: Creating a DYNAMIC JOB PORTFOLIO

Includes a comprehensive focus on resume writing

Wednesday, April 12th, 2023
10:00 am – 12:00 pm

Host:
Johnson Public Library

Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career Center Training Services

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

Pre-registration is required.
To register please go to bit.ly/3H8CKud

Please note this is a virtual workshop via Zoom.
Please click on the link below to be connected to the workshop
<https://us02web.zoom.us/j/87244589619>

This program is in collaboration with the Johnson Public Library and the North Jersey Partners Regional Workforce Collaboration

Greater Raritan One-Stop Career Center **SPHERET** **JOHNSON LIBRARY**

One-Stop Career Center Offers Job Assistance

THURSDAY
April 6th, 2023
10:00-12:00 PM

This is a virtual workshop via Zoom.

Somerset and Hunterdon County residents who are under or unemployed have a wealth of services available to them. Services include career and vocational counseling, job-related training in-demand occupations, veterans' benefits, reentry services and a full service job outplacement center called the One-Stop Career Center.

The Greater Raritan One-Stop Career Center is staffed with qualified professionals who can assist with obtaining employment and the training needed to meet the demands of the present workforce. This center also offers educational training programs in vocational and trade schools, state colleges and community colleges. Other services include, on-the-job training with local employers and apprenticeships in many fields. In addition, workshops are provided at various locations teaching the skills needed to land a job in a competitive job market.

Through New Jersey's One-Stop Career Center website, job seekers can find information about job fairs and targeted recruitments, occupational training, and programs offered by businesses and labor opportunities for veterans, mature workers age 55+, displaced homemakers, youth employment services for those who are at risk ages 16-24, ex-offender services, and assistance for those who are considering starting a new business. Community Outreach Specialist and Career Coach, Jan Goodman will provide an overview of these services and how to access them.

To attend this workshop and register, please scan

or click on the link below.
<https://bit.ly/3WHwFwR>

The event will be provided to registrants upon completion of the RSVP.

This program is in partnership with the Somerset County Library System and the Greater Raritan One-Stop Training Center.

Greater Raritan One-Stop Career Center **SCLS** **SPHERET**

PSG of Mercer County in collaboration with the Greater Raritan One-Stop Career Center

HOW TO THRIVE DURING TRANSITION AND CHANGE

Times of transition hold both challenges and opportunities. What are you really committed to in this moment?

Tony Robbins once said, "Quality questions create a quality life."

- Is your behavior consistent with what you are committed to?
- Are you present and engaged in your own life?
- Are you satisfied with your choices?
- Would you like to make better choices in the future?

Our life is made up of decisions. When we ask the right questions it heightens our awareness and allows us to see more clearly. The strategies and philosophies that will be presented in this workshop provide attendees with tools that self-empower. The workshop is designed to help you achieve your personal best both professionally and personally. It's a point of view that is based on choice. Self-empowerment feeds our unconscious mind to make conscious choices that allow us to be successful.

Please join the meeting from your computer, tablet or smartphone: <https://bit.ly/3wluoG8>
You can also dial in using your phone: +1 (646) 749-3122 • Access Code: 355-203-397

Friday, Sept. 16th, 2022
10:00 am - 11:30 am

SPEAKER:
Jan Goodman
Community Outreach Specialist,
Greater Raritan One-Stop Career Center

In collaboration with PSG (Professional Service Group) of Mercer County
(PSG is a networking program for professional jobseekers in transition)

Greater Raritan One-Stop Career Center Training Services **PSG of Mercer County** **SPHERET**

Now Brewing!

Greater Raritan One Stop Career Training Services Center's

Career Cafe

SERVING YOU A FRESH BLEND OF JOB SEEKER RESOURCES!

If you are a Job seeker, Community or Faith-Based Organization, One Stop or Workforce Partner please join us for coffee, cookies, and a casual conversation about our menu of services!






March 31, 2023
April 28, 2023
May 19, 2023
June 30, 2023

2:00PM - 4:00PM

One Stop Career Training Services Center
27 WARREN STREET, 2ND FLOOR, SOMERVILLE NJ

Our doors are open!

Questions? Reach us at
onestop@co.somerset.nj.us
or 908-541-5780

YOU ARE CORDIALLY INVITED!

GREATER RARITAN ONE STOP HOLIDAY OPEN HOUSE

Friday,
December 2, 2022
1:00 PM – 4:00 PM
27 Warren Street, Somerville (2nd Floor)

Enjoy light refreshments as you tour our office, learn more about our free career services, sign up for a personalized career assessment and meet the team of professionals who are dedicated to developing career pathways for all we serve!

STOP BY FOR A FEW MINUTES OR STAY FOR A FEW HOURS!



Enjoy some holiday cheer!

If you have any questions, you can reach us at 908-541-5780 or onestop@co.somerset.nj.us

Greater Raritan One Stop Career Training Services Center

Job Seekers, Community & Faith Based Organizations, One Stop & Workforce Partners are invited to enjoy light refreshments as you tour our office, learn more about our free career services, sign up for a personalized career assessment and meet members of the team of professionals who are dedicated to developing career pathways for all we serve!

**Tuesday,
May 23, 2023**
1:00 PM – 4:00 PM
6 Gauntt Place, Flemington,
Building 2, Lower Level

Spring Open House!
STOP BY FOR A FEW MINUTES OR STAY FOR A FEW HOURS!

If you have any questions, you can reach us at
908-541-5780 OR
ONESTOP@CO.SOMERSET.NJ.US






Budget Proposal Form

Item	Description	Quantity	Unit Cost*	Total Annualized Cost*
1	Direct Services Manager	40 hrs./wk.	\$67.40/hr.	\$ 140,200.00
2	Office Manager	35 hrs./wk.	\$36.30/hr.	\$ 66,075.00
3	Business Manager	35hrs./wk.	\$46.21/hr.	\$ 84,113.00
4	Community Outreach Specialist	35hrs./wk.	\$53.11/hr.	\$ 96,663.00
5	Career Navigator	35hrs./wk.	\$39.47/hr.	\$ 71,843.00
6	Career Navigator	35hrs./wk.	\$39.47/hr.	\$ 71,843.00
7	Career Navigator	35hrs./wk.	\$38.70/hr.	\$ 70,434.00
8	Career Navigator	35hrs./wk.	\$38.70/hr.	\$ 70,434.00
9	Career Navigator	5hrs./wk.	\$28.30/hr.	\$ 7,360.00
10	Youth Career Navigator	35hrs./wk.	\$46.21/hr.	\$ 81,422.00
11	Youth Career Navigator	35hrs./wk.	\$50.57/hr.	\$ 92,235.00
12	Supplies (including postage, printing, paper, office supplies)	1	1	\$ 18,000.00
13	Communication (cell phones for youth staff)	1	1	\$ 2,000.00
14	Training/Travel (GSETA conference and training; on-going CWDP training)	1	1	\$ 16,000.00
15	Equipment (includes copiers)	1	1	\$ 10,000.00
16	Other (assessments, licenses, books, workbooks)	1	1	\$ 20,000.00
17	Individual Training Accounts	1	1	\$ 550,000.00
18	On the Job Training	1	1	\$ 100,000.00
19	Incumbent Worker	1	1	\$ 100,000.00
20	Supportive Services	1	1	\$ 20,000.00
	TOTAL			1,688,622.00

*For personnel, the unit cost and annualized cost is inclusive of salary plus fringe as instructed in the Request for Proposals.

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 May 3, 2023

Respondent's representative (sign) _____

Title of respondent's representative Director

Company Somerset County Department of Human Services Federal ID or Social Security #

Address 27 Warren Street, Somerville NJ 08876

Telephone Number 908-704-6311

Email address frost@co.somerset.nj.us

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: 1 VENDOR {BIDDER}:

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
<input type="checkbox"/> | 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |

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	N/A		
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	
NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	
NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	
NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

Attach Additional Sheets If Necessary

PART 2 continued
PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME: N/A
PARTNER NAME

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.

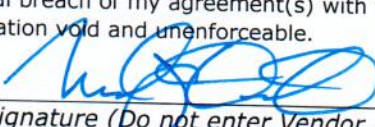
PART 3
PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents and include relevant page numbers. See N.J.S.A 52:25-24.2.

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)

May 3, 2023

Date

Michael J. Frost

Print Name and Title

FEIN/SSN

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

of full
age,

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

I am Director of the Company of Somerset County DHS
(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP numbered 1 (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 Somerset County DHS
(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 ☒ ☐

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 ☒ ☐

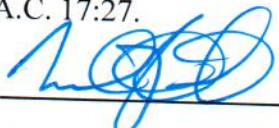
3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to 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 Department of Human Services SIGNATURE: 

PRINT NAME: Michael J. Frost

TITLE: Director

DATE: May 3, 2023

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

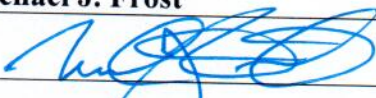
☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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 or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

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 (Print):	Michael J. Frost	Title: Director, SCDHS
Signature:		Date: May 3, 2023

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: 
(Signature of Authorized Representative)

Name: **Michael J. Frost**
(Print or Type)

Title: **Director, Somerset County Dept of Human Services**

Date: **May 3, 2023**

FORM NOT REQUIRED IF NO ADDENDA ISSUED




5 May 2023

Paul Grzella
GRWDB Director

Re: Competitive Contract for One-Stop Operator Services and Competitive Contract
for Career Training Services Greater Raritan Local Area Program Year 2023;
Contract #: GRWDB-CO-0001-23

"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)

Signature 
Ram Anbarasan.

Date 5/11/2023

DHS

Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR ONE-STOP OPERATOR and CAREER TRAINING SERVICES PY 2023

EVALUATION, REVIEW AND SELECTION DOCUMENT

5.4 Evaluation Criteria

The scoring of proposals will be performed by a RFP 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
3.7/4.4	Understanding of the requested work (0 to 20 points)	20
3.8/4.4	Service Delivery Plan supports Scope of Work (0 to 20 points)	19
4.2	Staffing plan to support the Scope of Work (0 to 20 Points)	19
4.3	Experience in providing similar services (0 to 10 points)	On 10 10
3.7	Ability to meet schedule (0 to 10 points)	10
3.8	Accessibility of respondent (0 to 10 points)	10
4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	98

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 May 2023

Paul Grzella
GRWDB Director

Re: Competitive Contract for One-Stop Operator Services and Competitive Contract
for Career Training Services Greater Raritan Local Area Program Year 2023;
Contract #: GRWDB-CO-0001-23

"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)

Signature Meagan Q. O'Reilly

Digitally signed by Meagan Q. O'Reilly
DN: cn=Meagan Q. O'Reilly, email=Meagan.Q.O'Reilly@us-United States-HHS United
States-of-America County, ou=CHS, email=meagoreilly@co.hurterdon.nj.us
Reason: I am the author of this document
Location:
Date: 2023.05.08 08:49:04-05

Date 5/8/2023

Greater Raritan Workforce Development Board

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Respondent: Grant Associates Career Training Services

	Item/Activity/Task/Responsibility	Points
3.7/4.4	Understanding of the requested work (0 to 20 points)	18
3.8/4.4	Service Delivery Plan supports Scope of Work (0 to 20 points)	19
4.2	Staffing plan to support the Scope of Work (0 to 20 Points)	18
4.3	Experience in providing similar services (0 to 10 points)	8
3.7	Ability to meet schedule (0 to 10 points)	7
3.8	Accessibility of respondent (0 to 10 points)	8
4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	87

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

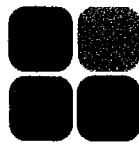
Evaluation will be based on total overall costs to complete the scope of work and deliverables with consideration given to the provision of stand-in services.

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 Meagand O'Reilly Date 5/11/2023



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Paul Grzella
GRWDB Director

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Signature

Date

5/5/23

Greater Raritan Workforce Development Board

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4.2	Staffing plan to support the Scope of Work (0 to 20 Points)	16
4.3	Experience in providing similar services (0 to 10 points)	9
3.7	Ability to meet schedule (0 to 10 points)	9
3.8	Accessibility of respondent (0 to 10 points)	9
4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	88

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5.4.5 Cost/Budget Proposal

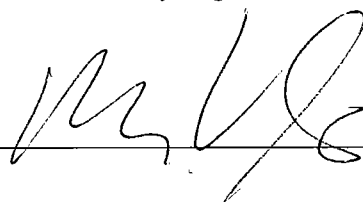
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Selection Committee Member



Date

5/11/23