

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:

KS

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)

KS

**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

KS

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

KS

C. READ ONLY

- ☒ Americans With Disability Act of 1990 Language

KS

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:

Kristen Schiro

Date: 6/14/2023

By Authorized Representative:

Signature:

KS

Print Name & Title:

Kristen Schiro

Executive Director

RFP ATTACHMENT A

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

Organization Name: Empower Somerset, Inc.

Director/Chairperson: Kristen Schiro

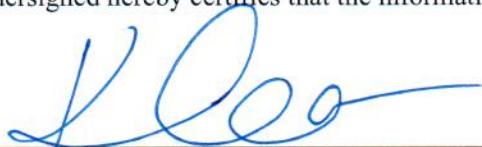
Address: 50 Division St, Suite 302, Somerville NJ 08876

Contact Person & Position: Kristen Schiro, Executive Director

Phone No. / Email address of Contact Person: 908 722 4900 ext 103 / kristen@empowersomerset.com

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

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



Organization's Authorized Signature

6/14/2023

Date

Kristen Schiro, Executive Director

Name and Title (Printed)

6/14/2023

Date

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: GRWDB-COM-0001-23-R VENDOR {BIDDER}: Empower Somerset, Inc.

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.

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| 1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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			
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			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

ENTITY NAME			
PARTNER NAME			
ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

Attach Additional Sheets If Necessary

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

**PART 3
PUBLICLY TRADED PARENT COMPANY DISCLOSURE**

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.

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

Attach Additional Sheets if Necessary

CERTIFICATION

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

Signature (Do not enter Vendor ID as a signature)

Date

Kristen Schiro, Executive Director

Print Name and Title

23-7364157

FEIN/SSN

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

State of New Jersey

County of Somerset

I, Kristen Schiro 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 Executive Director of the Company of Empower Somerset, Inc.
(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP numbered GRWDB-COM-0001-23-R,
(Contract #)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above numbered project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the County of Somerset relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by Empower Somerset, Inc.
(Name of Firm/Company)


(Signature of Affiant)

Kristen Schiro
(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?
If yes, please submit a photostatic copy of such approval.

Yes ☐ No ☒

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?
If yes, please submit a photostatic copy of such approval.

Yes ☒ No ☐

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: Empower Somerset, Inc. SIGNATURE: 

PRINT NAME: Kristen Schiro TITLE: Executive Director

DATE: 6/13/2023

Certification 43047

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-MAR-2016 to 15-MAR-2023

SOMERSET COUNCIL ON ALCOHOLISM AND DRUG DEPEND
34 WEST MAIN STREET - SUITE 307
SOMERVILLE NJ 08876



Ford M. Scudder

FORD M. SCUDDER
Acting State Treasurer

BUDGET PROPOSAL FORM

Instructions: The respondent must provide a Budget Proposal for each role following the format below. The item column should be used to describe the service or resource to be provided consistent with the RFP scope of work. Additional support documents may be included:

Budgets should include:

Staff Salaries

Fringe Benefits

Supplies (including postage, copying/printing, etc.)

Communications

Travel

Equipment

Other Expenses

For staff the respondent may identify individuals by either name or title under the Item column. For individual staff the Quantity should be the number of hours per week and be year (week/year). For staff the Unit Cost should be the hourly rate inclusive of all other costs such as fringe benefits. For staff the Total column should be the annualized cost.

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

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

Item	Description	Quantity	Unit Cost	Total Annualized Cost
1	Staff Salary	\$	\$	\$ 80,832
2	Fringe Benefits	\$	\$	\$ 13,820
3	Supplies	\$	\$	\$ 1,600
4	Travel	\$	\$	\$ 456
5	Facilities	\$	\$	\$ 4,192
6	Other - Consultant	\$	\$	\$ 4,100
7		\$	\$	\$
8		\$	\$	\$

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) Kristen Schiro Date 6/13/2023

Respondent's representative (sign) 

Title of respondent's representative Executive Director

Company Empower Somerset, Inc. Federal ID or Social Security # 23-7364157

Address 50 Division St, Suite 302, Somerville NJ 08876

Telephone Number (908) 722-4900 ext 103 Email address Kristen@empowersomerset.com

Budget Narrative

Staff Salaries and Fringe

One Stop Operator Annual Salary = \$70,000

Project Director (Interim (One-Stop Operator) Salary at 2.25 hours per week = \$5,689

Chief Financial Officer Salary at 2 hours per week = \$5,143

Total Staff Salaries = \$80,832

Total Fringe = \$13,820

Supplies Costs

General Office Supplies (paper, toner, postage, etc.) at \$50 per month x 12 months = \$600

Promotional Materials to promote GRWDB initiatives at job fairs, community events, etc. at \$5 per item x 200 items = \$1000

Total Supplies Costs = \$1,600

Travel

Local Mileage for successful delivery of One-Stop Operator services at \$.655 per mile x 696 miles = \$456

Total Travel = \$456

Facilities Costs

Facilities costs including rent, utilities, storage, telephone, liability insurance, D&O insurance = \$4192 annually

Total Facilities Costs = \$4,192

Other - Consultant Costs

Professional Evaluation Services from Epiphany Community Services = \$3,200

Auditing Services for Empower's annual single audit required by the state of New Jersey from Hamilton Mercer Advisors = \$900

Total Other - Consultant Costs = \$4,100

TOTAL BUDGET = \$105,000

Qualification Statement

Empower Somerset (Empower) is a highly qualified applicant to serve as a One-Stop Operator under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Meeting the eligibility criteria outlined by WIOA, Empower Somerset is well-equipped to deliver comprehensive and impactful services to job seekers and employers in our community. Renowned for its commitment to providing educational programs and services, Empower Somerset is dedicated to equipping individuals with the necessary skills and resources to overcome obstacles, achieve self-sufficiency, and lead fulfilling lives within their communities. With a team of 19 full-time dedicated professionals, Empower Somerset is conveniently located in downtown Somerville, allowing for efficient and effective delivery of workforce solutions tailored to the needs of the community.

Acknowledging the vision, goals, strategic priorities, operating environment, scope of work, and deliverables within the Request for Proposals, Empower Somerset is committed to providing comprehensive and integrated services. Empower understands that skill development, job placement, and economic self-sufficiency are fundamental to empowering individuals and fostering thriving communities. By aligning Empower's efforts with WIOA's goals, we can equip job seekers with the necessary tools and resources to succeed in today's dynamic workforce while meeting the needs of employers and improving the overall workforce development system. Additionally, Empower understands the importance of creating a seamless and accessible system for job seekers and employers, fostering an inclusive environment that embraces diversity, and promotes economic prosperity through workforce development. As an experienced organization, Empower Somerset has a strong track record of performing similar work in the field of personal development.

Empower's extensive **experience** working with community partners, businesses, stakeholders, and educational institutions positions us well to fulfill the responsibilities outlined in the Request for Proposals. In line with WIOA, Empower Somerset intends to leverage its expertise and resources to deliver the required scope of work and achieve the specified deliverables. Our approach will emphasize collaboration, community engagement, and innovation, ensuring that our services are responsive to the evolving needs of job seekers and employers. We are dedicated to providing comprehensive and integrated services that align with WIOA's goals, promoting skill development, job placement, and economic self-sufficiency.

Key Personnel Information

The One-Stop Operator will serve as the key leader and coordinator of the workforce system. This individual will oversee the overall operations of the One-Stop Career Centers, ensuring the delivery of high-quality services to job seekers and employers. They will be responsible for implementing cooperative agreements, facilitating partner coordination, and maintaining compliance with certification standards. The One-Stop Operator will also provide leadership and supervision to the workforce center staff.

As the **Interim One-Stop Operator for the Greater Raritan Local Area**, Cheryl Pignatelli will assume a crucial leadership role in overseeing and coordinating operations and ensuring the smooth functioning and continuous improvement of the Greater Raritan Local Area's workforce development system. Her leadership, expertise in social work, and extensive experience in program management and collaboration position her to effectively support job seekers, employers, and local partners in their pursuit of economic prosperity and career success. In this capacity, Cheryl's responsibilities encompass a wide range of duties and tasks to ensure the effective functioning of the system and support the needs of job seekers, employers, and local partners.

Empower will develop a comprehensive Staffing Plan to ensure a smooth transition from an Interim One-Stop Operator to hiring and transitioning to a permanent Operator. The **Staffing Plan** will ensure a smooth transition while **fulfilling the responsibilities outlined in the Scope of Work**. The following provides an overview of the process and the anticipated organization and staffing structure for the One-Stop Operator:

- Planning and Assessment:
 - Conduct a comprehensive review of the current Interim One-Stop Operator's performance, strengths, and areas for improvement.
 - Evaluate the needs and requirements of the Greater Raritan Local Area, considering feedback from local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff.
- Job Analysis and Position Development:
 - Conduct a thorough job analysis to identify the essential functions, qualifications, and competencies required for the permanent One-Stop Operator position.
 - Collaborate with local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff to ensure alignment with their expectations and priorities.
- Recruitment and Selection:
 - Develop a recruitment strategy to attract a diverse pool of qualified candidates for the permanent One-Stop Operator position.

- Advertise the position through various channels, including job boards, professional networks, and community outreach.
- Conduct interviews, reference checks, and assessments to assess candidates' qualifications, experience, and fit for the position.
- Onboarding and Transition:
 - Once the permanent One-Stop Operator is selected, facilitate a comprehensive onboarding process to familiarize them with the local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff.
 - Ensure seamless knowledge transfer from the Interim One-Stop Operator to the permanent Operator, providing necessary documentation and facilitating meetings or discussions as needed.
 - Establish clear lines of communication and collaboration between the permanent Operator and local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff.
- Organization and Staffing Structure:
 - The anticipated organization and staffing structure for the One-Stop Operator will be designed to effectively serve the Greater Raritan Local Area.
 - It will include key roles such as the One-Stop Operator, Director, Job Developer, Navigator, and Business Manager, all aligned with the needs and goals of the local area.
 - The staffing structure will prioritize collaboration, coordination, and communication between the One-Stop Operator and the local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff.
 - Clear reporting lines and mechanisms for feedback and input will be established to ensure effective governance and accountability.

The **organization and staffing structure for the One-Stop Operator** are designed to effectively serve the Greater Raritan Local Area, with emphasis on collaboration, coordination, and communication with local system partners and the GRWDB. Through strong connections with local system partners, the GRWDB Fiscal Agent, and the GRWDB board and staff, Empower Somerset will create a cohesive and collaborative environment that maximizes the effectiveness of the One-Stop Career Centers.

Three (3) References for similar projects

1. New Jersey Department of Human Services, Division of Mental Health and Addiction Services, Dario Paglione, Prevention Program Manager, 609-438-4200
2. Somerset County Department of Human Services, Office of Operation & Planning, Lisa Federico, Addiction Services Director, 908-704-6309
3. Substance Abuse and Mental Health Services Administration (SAMHSA), Nancy Kelly, Branch Chief, Mental Health Promotion, 240-276-1143

Experience

Background

Empower Somerset (Empower) is a non-profit organization whose mission is to assist individuals and families in making positive lifestyle choices and to promote healthy communities through education, collaboration, and connections to resources. The organization was established in 1974 with a focus on building protective factors to positively impact mental health, emotional wellness and overall well-being. For almost 50 years, Empower has delivered a wide range of educational programs reaching populations throughout the lifespan from preschool to retirement, prioritizing vulnerable populations. In 2012, the Pioneer (formerly EmPoWER) Family Success Center was established as a community gathering place that connects families to helpful resources and provides free events such as monthly family fun nights.

The Pioneer Family Success Center (FSC) serves as a vital community hub, fostering connections and providing valuable resources to families in need. Their dedicated team of Bi-lingual Family Support Specialists plays a crucial role in linking individuals and families to essential services, including employment opportunities, as well as other vital resources. Equipped with in-depth knowledge of the local area and its resources, FSC staff are well-prepared to offer personalized guidance to individuals seeking assistance. Empower understands that navigating and accessing necessary supports can be challenging, which is why the FSC team is committed to providing comprehensive support and facilitating connections to the right resources. The Pioneer Family Success Center strives to create a nurturing and inclusive environment, where families can find the help they need and build strong community connections.

Key Program and Fiscal Management Staff (as appropriate)

Cheryl Pignatelli, a Licensed Social Worker, has been a valuable member of Empower Somerset since 2011, serving as the full-time Director of Programs. Prior to her role as Director, she was a part-time prevention educator at Empower for seven years. With over 25 years of social work experience, Cheryl has established herself as a skilled professional in the field. Cheryl's expertise extends beyond her work at Empower Somerset. For the past 22 years, she has been a dedicated educator at Rutgers School of Social Work, teaching both Bachelor's and Master's level courses. Her teaching portfolio includes 14 years of experience instructing Professional Development Seminar, a course that equips social work students with the necessary skills for field placements, with a particular emphasis on professional ethics.

Apart from her teaching commitments, Cheryl has an extensive background in working directly with clients. She has provided counseling, support, and guidance to individuals on a one-on-one basis, leveraging her clinical expertise to address their specific needs. Cheryl's passion for serving the community is evident in her previous role as a Juvenile Justice Specialist with the

Somerset County Office of Youth Services, where she dedicated seven years to supporting and advocating for youth in need. With her diverse experience in program development, community partnerships, education, and direct client support, Cheryl Pignatelli brings a comprehensive skill set to her role as the Director of Programs at Empower Somerset. Serving as the Interim One-Stop Operator, her expertise, knowledge, and dedication make her a valuable asset to the program and a trusted advocate for the individuals and communities it serves.

Kristen Schiro serves as the Executive Director of Empower Somerset, spearheading the organization's efforts to address the challenges of substance use, mental health awareness, youth suicide, teen pregnancy/sexual risk behavior, and related issues in Somerset County. With a Master's degree in Rehabilitation Counseling and a focus on Clinical Mental Health Counseling, Kristen's exceptional skills in program management, advocacy, and coalition building have been instrumental in advancing Empower's mission and creating sustainable change.

Prior to joining Empower Somerset, Kristen had a successful career spanning 14 years in sales and management roles within the private sector. Additionally, she gained valuable experience by serving in local government for two years. Kristen's experience in both the private sector and public sector uniquely positions her to navigate the intersection of these sectors and drive impactful initiatives that benefit the community. Her role in the One-Stop Operator program will be to provide effective resource management and oversight, supervision of grant funding and management, and stakeholder collaboration and engagement. Through her administrative leadership and resource management, Kristen Schiro will ensure that the One-Stop Operator program operates effectively and efficiently. Kristen's passion for empowering individuals, combined with her credentials, will contribute to the program's success in helping residents of Hunterdon and Somerset Counties achieve their employment goals and attain economic self-sufficiency.

Ellen Dazet brings over 20 years of nonprofit fiscal management experience as the full-time CFO of Empower Somerset since 2012. In her role, Ellen is responsible for overseeing bookkeeping, fiscal management, and grant reporting services. Ellen ensures that all financial activities and spending are carried out in accordance with organizational and contractual guidelines and requirements. Additionally, Ellen prepares and submits all necessary expenditure reports, providing timely and accurate financial information to the relevant stakeholders. With her extensive experience and expertise in nonprofit fiscal management, Ellen will contribute to the efficient and effective administration of the One-Stop Operator project. Her attention to detail, financial acumen, and commitment to maintaining financial accountability enable Empower to utilize the grant funds responsibly and maximize their impact in improving the Greater Raritan workforce development system.

Organizational Experience

Empower has a wealth of experience in performing similar work and is well-equipped to benefit residents of Hunterdon and Somerset Counties who are seeking assistance in transitioning from unemployment or underemployment to gainful employment. Empower has a proven track record and demonstrated leadership in achieving outcomes, strategic planning, and data-driven approach to delivering high-quality educational and personal development services that positively impact individuals and the community as a whole. Empower has successfully implemented initiatives that have empowered individuals to overcome barriers and live meaningful, successful, independent lives. Empower has a deep understanding of the challenges faced by job seekers in our community, including the specific needs and resources available in Hunterdon and Somerset Counties. By leveraging this experience, Empower can effectively tailor services to meet the unique needs of local residents.

Empower's strategic planning process enables the organization to define clear goals and objectives, aligning their efforts with the specific needs of the target population. Empower takes a holistic approach, considering not only the technical skills required for employment but also the social and emotional support necessary for success. Furthermore, Empower's commitment to data-driven decision-making ensures that our programs are effective and responsive to the evolving needs of our community. Empower collects and analyzes data to inform our strategies, measure outcomes, and continuously improve our services. This data-driven approach allows Empower to identify trends, target areas for improvement, and allocate resources effectively, ultimately leading to better outcomes for our clients.

Over the years, Empower has established partnerships with many local organizations, community stakeholders, businesses, and educational institutions to create a robust network of opportunities and support services for our clients. Through Empower's comprehensive services, the organization is well equipped to empower residents of Hunterdon and Somerset Counties to overcome barriers, enhance their employability, and ultimately achieve economic self-sufficiency.

Administration and Fiscal Capacity

Empower Somerset's administration and fiscal capacity are key factors in its ability to effectively deliver services and support the community. Empower's leadership team provides clear guidance and strategic direction, ensuring that programs align with the organization's mission and objectives. With sound financial management practices in place, Empower Somerset efficiently allocates resources, maintains responsible budgeting, and ensures the sustainability of its operations. The organization's success in securing grants and funding sources demonstrates its strong fiscal capacity. Through diligent grant writing and proposal development efforts, Empower diversifies its funding streams and maximizes resources to expand its programs and

services. This financial stability enables Empower to reach a wider audience and meet the evolving needs of the community.

Compliance measures are a priority for Empower, and the organization adheres to all applicable laws, regulations, and reporting requirements. Regular internal audits and assessments ensure that financial and administrative practices are in line with established standards, promoting transparency and accountability. Empower Somerset's collaborative approach further enhances its administrative and fiscal strength. By fostering partnerships with community stakeholders, government agencies, and other organizations, the organization taps into additional expertise and resources. These collaborations facilitate the sharing of best practices and enable Empower Somerset to leverage collective efforts, ultimately benefiting the community and enhancing its impact.

Empower Somerset is committed to providing efficient administrative management and fiscal oversight for the One-Stop Operator program. Empower is dedicated to maximizing the impact of available resources, adhering to fiscal responsibilities, and actively seeking additional funding to support the system's growth and sustainability.

Work Plan - Types of Services

A. Integration/Coordination within the Workforce Center: Describe your organization's strategy for coordinating among partners in a workforce center environment. How will you ensure that partners' services are fully integrated into the range of services offered to job seeker and employer customers? How will you ensure that the integrated programs work together seamlessly? Describe any plans to provide access to required federal partners through remote or virtual connections and services.

Empower Somerset has extensive experience in **coordinating among partners** to achieve a common goal in a variety of environments. **The strategies** Empower Somerset would employ as the One-Stop Operator to coordinate among partners include:

- Hold Monthly Meetings with Partners:
 - Facilitate monthly meetings with partners to discuss progress, barriers, and new developments.
 - Provide a platform for partners to share updates, challenges, and best practices.
- Review Mission, Policies, and Strategic Priorities:
 - Regularly review the mission, policies, and strategic priorities of the GRWDB.
 - Ensure that our partners remain responsive to and meet the needs of employers and job seekers.
- Foster Collaboration and Idea Sharing:
 - Lead by example and create an inclusive, safe environment that encourages collaboration and idea sharing among partners.
 - Promote open communication and create opportunities for partners to exchange insights and innovative approaches.
- Provide Regular Communication:
 - Continually update partners on new industry trends and policies affecting workforce development through regular electronic communications.
 - Stay informed about local, state, and national workforce conditions and trends to inform partners.
- Maintain Communication with GRWDB Director:
 - Establish regular communication with the director of the GRWDB to ensure that the policy planning and outcome priorities of the GRWDB are being met.
 - Share updates, seek guidance, and address any concerns or challenges that may arise.

To ensure that partners' services are fully integrated into the range of services offered to job seekers and employer customers the One-Stop Operator will:

- Establish protocols and procedures for updating the One-Stop Operator on new and existing services offered by partners to job seekers and/or employer customers.
- As available, conduct site visits at partner organizations to experience the scope of services offered by each partner; create a user-friendly and easily accessible form for partners to complete on any new updates to their operations and services.
- Update the GRWDB website and any other promotional channels in a timely manner to ensure that partners' services are fully integrated into the range of services offered and that job seekers and employers have the most up-to-date information.

To ensure that the integrated programs work together seamlessly, the One-Stop Operator will:

- Create an environment among the partners of continuous improvement in efficiency and effectiveness.
- Create outcome measures that are shared with partners that align with the mission, policies, and strategic priorities of the GRWDB.
- Increase collaboration among partners and with the GRWDB and other local WDBs.
- Foster communication to address barriers to seamless operations so that obstacles to success are responded to and overcome in a timely manner.
- Celebrate accomplishments.

The One-Stop Operator will **provide access to required federal partners** by hosting information sharing sessions on virtual platforms such as Zoom. These sessions will be scheduled at least twice yearly by the One-Stop Operator and will include presentations from federal partners regarding service updates and innovative methods to provide workforce services, a Q & A portion, and examples of workforce success stories.

B. MOUs and Infrastructure Cost Sharing: Describe how you will ensure that MOU terms are adhered to and that partners are complying with its elements, including any cost-sharing provisions. How would you handle situations where a One-Stop partner is in breach of an MOU or Cost Sharing arrangement? What system would you implement in order to ensure MOUs remain up to date and are in compliance with any new state or federal policies or Requirements?

Empower Somerset has considerable experience in successfully executing MOUs, including MOUs with cost-sharing provisions, with various partners including school districts, state government agencies, county government agencies, community organizations, and private sector partners. The One-Stop Operator will **ensure that MOU terms are adhered to and that partners are complying with its elements** by utilizing the following strategies:

- Review the MOU and cost-sharing arrangement together to ensure mutual understanding of the elements.
- Meet with MOU partners at least quarterly to ensure that both parties are on track to fulfill the expectations set forth in the MOU
- Notify the director of the GRWDB immediately of any possible compliance issues
- Initiate dialogue with the partner to identify the underlying causes of the breach and explore possible solutions or corrective action plans to rectify the issue and bring the partner back into compliance.

If a **One-Stop partner is in breach of an MOU or Cost Sharing Arrangement**, the One-Stop Operator will take the following steps:

- Immediate notification:
 - Notify the director of the GRWDB immediately of the breach.
- Dialogue and solution-seeking:
 - Initiate dialogue with the partner to identify the underlying causes of the breach.
 - Explore possible solutions or corrective action plans to rectify the issue and bring the partner back into compliance.
- Escalation and termination if necessary:
 - If the breach remains unresolved, the One-Stop Operator will inform the GRWDB of the ongoing breach.
 - Exhaust all possible solutions, including implementing a limited-time performance improvement plan.
 - With approval from the GRWDB, the One-Stop Operator will terminate the partnership if all possible solutions are exhausted and compliance is not achieved.

The One-Stop Operator will **ensure that MOUs remain up to date and are in compliance with any new federal policies or requirements by implementing a system** that includes the following:

- Review MOUs annually to ensure that all new federal policy language is included; implement time-limited MOUs (ex. one year contract periods).
- Develop a notification system to alert partners of any necessary updates or changes to the MOUs.
- Foster collaboration among partners during the MOU review process, encouraging their input and feedback.
- Stay updated on new federal policies and requirements that may impact the content or provisions of the MOUs.
- Collaborate with relevant stakeholders, such as the GRWDB and other local WDBs, to gather insights and information on policy changes.

C. Communication Among Partners: Describe how you will ensure excellent communication and collaboration among the One-Stop partners. Include any successes you have had in utilizing technology as a communication tool. How will you ensure that staffing gaps are filled when a One-Stop partner is unable to fulfill its staffing responsibilities due to that partner's vacation/holiday schedule, unexpected illnesses, in-house training requirements, etc.?

Empower Somerset has a history of **excellent communication and collaboration among partners**, funders, program management, and the community. The agency utilizes an array of communication styles to reach target audiences, ranging from written communication (letters, emails, Constant Contact, social media posts, text messages) to voice messages (phone), virtual meetings (Zoom, Google Meet, FaceTime, Microsoft Meetings) to in-person meetings, depending on the need and the preferred contact method of the individual or group. Empower Somerset also prides itself on compassionate, inclusive, ethical, and confidential (when applicable) communication with all partners and community members to establish trust and confidence and facilitate successful delivery of services. The One-Stop Operator **will ensure excellent communication and collaboration among One-Stop partners** through a variety of communication methods including regular virtual meetings, utilizing platform such as Zoom; inviting partners to visit the One-Stop offices for meet and greets, tours, and small group meetings; hosting at least one in-person open house event per year for partners and the community; sending out newsletters a minimum of two times per year; posting on social media a minimum of twice weekly; attending job fairs and other community events to increase visibility and awareness of the GRWDB.

One example of Empower Somerset's **success in utilizing technology as a communication tool** is the agency's Youth/Parent and Caregiver Workshop Series. Prior to the pandemic Empower hosted parent/caregiver education workshops in person to communicate critical prevention education to the community. As a result of the pandemic, the agency had to pivot on its communication strategy to reach parents. The team created a virtual workshop series for teens and their parents and caregivers on topics such as youth suicide prevention, mental health awareness, teen dating violence, substance use, and LGBTQ+ rights and laws. This utilization of technology increased our reach more than tenfold, sometimes reaching from 100-175 participants per event. We realized that when parents and caregivers can receive these important messages from the comfort of their homes, not have to get childcare for their younger children, and can ask questions anonymously, they are more likely to attend. Furthermore, we used several technological strategies to increase attendance at these events (ex. Constant Contact e-blasts, email reminders, social media posts, e-gift cards, etc.). Even though many of our programs are back in person, this workshop series remains virtual because of the success of using a virtual platform as a communication tool. Another example of **utilizing technology successfully as a communication tool** is the Somerset County Overdose Fatality Review Team (SCOFRT). Empower Somerset is the convener of the SCOFRT. The agency is in constant communication with over 25 partners who are on the team. Because of strict confidentiality guidelines for the project, the coordinator sends out encrypted emails and password protected surveys. Monthly

meetings are held virtually and documents needing signatures are sent out utilizing DocuSign to increase response rates and convenience for partners. The SCOFRT has had success in participation from partners and in implementing critical actions such as distributing Narcan in the community, based on the findings of the team.

Empower Somerset will **ensure that staffing gaps are filled when a One-Stop partner is unable to fulfill its staffing responsibilities** by cross-training the agency's Director of Programs, Cheryl Pignatelli, on all responsibilities of the One-Stop Operator. Cheryl will have an in-depth understanding of the role of the One-Stop Operator and partners. Phone and email coverage will be covered by Cheryl and the agency's Executive Director, Kristen Schiro, as needed. The One-Stop Operator's absence will be noted through an away message on both phone and email, directing urgent communications to Cheryl. The director of the GRWDB will be notified immediately of any urgent matters that cannot be handled.

D. Reporting on Activities and Performance Measures: Describe how you would report to the GRWDB and its staff on One-Stop center activities and the performance measures of all core partners under WIOA. How would you assist in making core partner data available to the GRWDB when many core partners technically are under the jurisdiction of other agencies? Please describe your familiarity with the FutureWorks reporting system and/or other similar state/local area reporting systems. You may include samples of reports you have created/or intend to create to convey this information.

Empower Somerset is currently evaluating its programs on multiple levels, including collaborative projects such as SAFE Coalition, CARA project, and Partnership for Success are evaluated using CDC and WHO-approved methodologies for evaluating collaborations. This includes tracking of activities and alignment to logic models to determine the impact of efforts on community conditions and behaviors. Mental health training projects are evaluated using program curriculum pre/post tests in addition to project-specific measures established by Empower Somerset. Qualitative data is also collected to supplement the quantitative data collected. Additionally, post-tests are implemented at the conclusion of community trainings to determine changes in knowledge or attitudes as a result of the training. Post-tests are customized to the material presented at the training. In addition, Empower Somerset currently works with Epiphany Community Services, a professional evaluator with over 15 years of experience evaluating evidenced-based programming, conducting community health assessments, evaluating community collaboratives, conducting process evaluation, developing evaluation tools including surveys, interview questions, and data protocols, and extensive experience in qualitative data collection, including key informant interviews and focus groups.

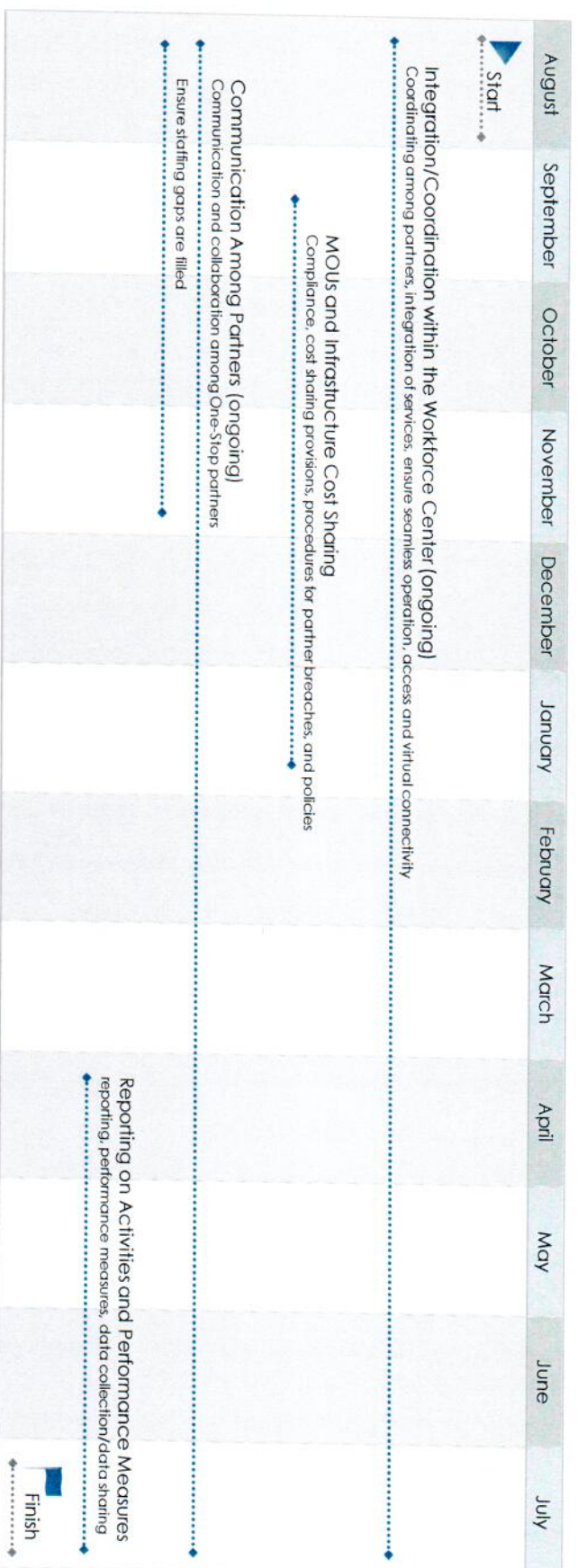
The One-Stop Operator would **report to the GRWDB and its staff on One-Stop center activities and the performance measures of all core partners under WIOA** by providing regular updates and reports. These reports would encompass a wide range of information, such as the number of job seekers served, employment outcomes, training programs offered, employer engagement initiatives, and other pertinent data. The reports would be comprehensive in nature, offering a detailed and transparent overview of the progress and accomplishments of the One-Stop center and its core partners. By sharing this information, the One-Stop Operator would

contribute to the GRWDB's understanding of the effectiveness and impact of the One-Stop system, facilitating informed decision-making and continuous improvement efforts.

The agency would **assist in making core partner data available to the GRWDB** by establishing effective data collection and management systems. This may involve developing data sharing protocols, utilizing compatible information systems, and implementing data governance practices to ensure data quality and security. The agency would also employ data analysis and visualization tools to transform the collected data into meaningful insights and reports that can be shared with the GRWDB.

Empower Somerset's staff has not utilized the FutureWorks reporting system, however, the team **is familiar with and adept at multiple complex state and federal reporting systems** including The State of New Jersey's System for Administering Grants Electronically (SAGE), the National Institute of Health's Electronic Research Administration (ERA) Commons, SAMHSA's Performance Accountability and Reporting System (SPARS), and the Family and Youth Services Bureau's Performance Measures Management System (PMMS), to name a few. Once training is provided to the One-Stop Operator on the FutureWorks reporting system, the system will be utilized effectively for reporting on activities and performance measures of the GRWDB.

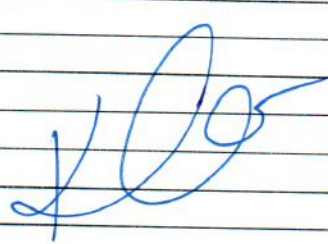
Projected Project Plan & Timeline (Gantt Chart)



EXCEPTIONS

(IF NONE SO STATE)

There are no exceptions.

 6/13/2023

Kristen Schiro
Executive Director
Empower Somerset, Inc.

USE ADDITIONAL SHEET IF NECESSARY



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: EMPOWER SOMERSET

Trade Name:

Address: 50 DIVISION ST SUITE 302
SOMERVILLE, NJ 08876

Certificate Number: 0091252

Effective Date: September 17, 1974

Date of Issuance: June 21, 2022

For Office Use Only:

20220621131935811

Disclosure of Investment Activities in Iran

Bidder Name:	Empower Somerset, Inc.
---------------------	------------------------

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

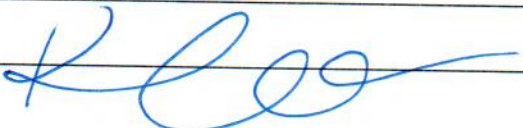
☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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):	Kristen Schiro	Title:	Executive Director
Signature:		Date:	6/14/2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
E. A. Boniakowski Agency, Inc.
929 Washington Avenue
Green Brook NJ 08812

CONTACT
NAME: Janice ZujkowskiPHONE
(A/C, No, Ext): 732-968-0940 x240FAX
(A/C, No): 732-968-2340E-MAIL
ADDRESS: janice@eabprotects.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: PHILADELPHIA INSURANCE COMPANIES

23850

INSURER B: Travelers Indemnity Company

25658

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Empower Somerset Inc
50 Division Street, Suite 303
Somerville NJ 08876

EMPOSOM-01

COVERAGES

CERTIFICATE NUMBER: 84351677

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		PHPK2553179	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2553179	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	UB5J309664	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK2553179	7/1/2023	7/1/2024	Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The County of Somerset, its agents, employees and officers shall be Additional Insured's per the terms, conditions, limitations and exclusions of the General Liability policy.

CERTIFICATE HOLDER

County of Somerset
PO Box 3000
County Administration Building
Somerville NJ 088761262
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Empower Somerset, Inc	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input checked="" type="checkbox"/> Other (see instructions) ▶ Non-Profit Corporation	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 50 Division Street, Suite 302 City, state, and ZIP code Somerville, NJ 08876	
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

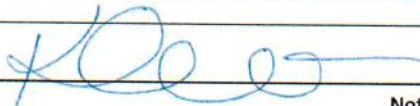
Social security number								
			-			-		
Employer identification number								
2	3	-	7	3	6	4	1	5 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
		6/13/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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)	19
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)	20
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)	10
4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	96

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

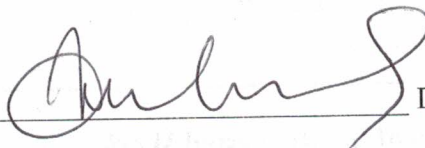
Evaluation will be based on total overall costs to complete the scope of work and deliverables with consideration given to the provision of stand-in services.

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



Date

6/20/2023

Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR ONE-STOP OPERATOR Rebid

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)	17
3.8/4.4	Service Delivery Plan supports Scope of Work (0 to 20 points)	16
4.2	Staffing plan to support the Scope of Work (0 to 20 Points)	17
4.3	Experience in providing similar services (0 to 10 points)	8
3.7	Ability to meet schedule (0 to 10 points)	8
3.8	Accessibility of respondent (0 to 10 points)	8
4.5	Cost/Budget Proposal (0 to 10 points)	8
	Total	82

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

Megan D. O'Reilly

Date

6/20/2023

Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR ONE-STOP OPERATOR Rebid

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)	18
3.8/4.4	Service Delivery Plan supports Scope of Work (0 to 20 points)	18
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)	9
3.7	Ability to meet schedule (0 to 10 points)	9
3.8	Accessibility of respondent (0 to 10 points)	10
4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	91

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

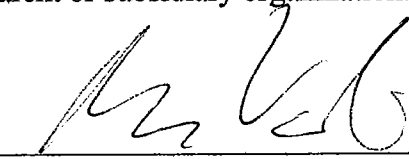
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Conflict of Interest

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Selection Committee Member



Date

6/20/23

Mark Valli