

December 16, 2025

To: Melissa Kosensky, Purchasing Agent  
From: Paul Grzella, GRWDB Director  
Re: WorkFirst New Jersey Proposal Review Committee Recommendations

On December 16, 2025, the GRWDB Proposal Review Committee met to review responses received for WorkFirst New Jersey Job Search, Supported Work and Community Work Experience for Hunterdon County and Somerset County for the RFP that was issued on November 26, 2025. The volunteer members of the Proposal Review Committee were Fernandel Almonor, Jeanne Cassano and Joanne Hala.

Two proposals were received: Hunterdon County Educational Services Commission (HCESC) of Flemington and Business Interface Workforce Services (BIWS) of Wilmington, Delaware. The committee members each received a copy of the proposals along with a scoring sheet to be used for evaluation. Each volunteer committee member independently scored each proposal and the average score was tabulated. Proposals must receive a minimum of 70% of the available points to be considered for funding. The review yielded the following results:

Request for Proposal	Respondent	Score
WorkFirst New Jersey	HCESC	82.3%
WorkFirst New Jersey	BIWS	52.6%

The Proposal Review Committee is making the following recommendations, based on the availability of funding from New Jersey Department Labor:

- Contract for WorkFirst New Jersey Job Search, Supported Work and Community Work Experience for Hunterdon County and Somerset County with Hunterdon County Educational Services Commission for the period of December 1, 2025 – September 30, 2026, in the amount of \$615,484.00 with the option to extend the contract for an additional three years.

If you have any questions or require additional information, please let me know. Thank you.



Director, Greater Raritan Workforce Development Board

# Greater Raritan Workforce Development Board

## NOTICE OF REQUEST FOR PROPOSALS FOR WORK FIRST NEW JERSEY

### EVALUATION, REVIEW AND SELECTION DOCUMENT

#### 5.4 Evaluation Criteria

The scoring of proposals will be performed by a WFNJ 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.

Respondent Hunterdon County Ed Services Commission

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	<del>15</del> 15
5.4.2	Knowledge and Technical Competence (0 to 20 points)	15
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	4
5.4.4	Ability to meet schedule (0 to 10 points)	9
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	8
5.4.5	Cost/Budget Proposal (0 to 10 points)	5
	Total	<del>71</del> 71

#### 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. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

#### **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.

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#### **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:

  
Fernand Almon

Date 12/10/25

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Respondent Hunterdon County Educational Services Commission

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	15
5.4.2	Knowledge and Technical Competence (0 to 20 points)	20
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to meet schedule (0 to 10 points)	10
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	9
5.4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	88

#### 5.4.1 Understanding of the Requested Work

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Selection Committee Member: Jeanne Cassano

Date 12-16-25

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Respondent Hunterdon County ESC

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	<del>15</del> 15
5.4.2	Knowledge and Technical Competence (0 to 20 points)	20
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to meet schedule (0 to 10 points)	10
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	<del>10</del> 9
5.4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	88

#### 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.

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Selection Committee Member:

Jeff Hala  
Sanne Hala

Date

12/16/25

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Respondent Business Interface Workforce Services

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	10
5.4.2	Knowledge and Technical Competence (0 to 20 points)	10
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	5
5.4.4	Ability to meet schedule (0 to 10 points)	8
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	5
5.4.5	Cost/Budget Proposal (0 to 10 points)	6
	Total	59

#### 5.4.1 Understanding of the Requested Work

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#### **5.4.2 Knowledge and Technical Competence**

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#### **5.4.3 Management, Experience and Personnel Qualifications**

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Selection Committee Member:

  
Fernando del Almaraz

Date

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Respondent Business Interface Workforce Services, LLC

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	5
5.4.2	Knowledge and Technical Competence (0 to 20 points)	10
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	0
5.4.4	Ability to meet schedule (0 to 10 points)	10
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	5
5.4.5	Cost/Budget Proposal (0 to 10 points)	5
	Total	50

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Selection Committee Member: Jeanne Cassano Date 12-16-25

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Respondent Business Interface Workforce Services LLC

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	<del>10</del> 5
5.4.2	Knowledge and Technical Competence (0 to 20 points)	10
5.4.3	Management, Experience and Qualifications (0 to 20 Points)	15
3.2	Ability to meet minimum level of service (0 to 10 points)	0
5.4.4	Ability to meet schedule (0 to 10 points)	10
3.2	Ability to provide supportive services, including transportation (0 to 10 points)	4
5.4.5	Cost/Budget Proposal (0 to 10 points)	5
	Total	49

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Selection Committee Member:

Joanne Hala

Joanne Hala

Date

12/16/25