

**COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS**

**PROVIDE WFNJ EMPLOYMENT DIRECTED ACTIVITIES TO EQUIP ADULTS, RECEIVING TANF, SNAP
AND/OR GA BENEFITS INCLUDING ABAWD (ABLE BODIED ADULTS WITHOUT DEPENDENTS),
WITH THE TOOLS AND SKILLS NECESSARY TO BECOME EMPLOYED, FOR THE PERIOD OF
NOVEMBER 01, 2026 THROUGH SEPTEMBER 30, 2027, WITH ONE (1) ONE-YEAR RENEWAL OPTION
RFP #CC-9-2026**

The County of Monmouth invites the submission of written proposals from Contractors to provide WFNJ Employment Directed Activities to equip adults, receiving TANF, SNAP and/or GA benefits including ABAWD (Able Bodied Adults without Dependents), with the tools and skills necessary to become employed, for the period of November 01, 2026 through September 30, 2027, with one (1) one-year renewal option. The estimated total funding amount for WFNJ services pursuant to this RFP is undetermined at this time, however the past year yielded contracts totaling \$100,000.00. The services highlighted in the WFNJ RFP are supported by the New Jersey Department of Labor (NJDOLE) with funds from the United States Department of Labor (USDOL). 100% of all TANF services are financed through federal funding.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main Street, Freehold, NJ 07728, **by 10:30 a.m., on Tuesday, September 29, 2026**, at which time the proposals will be opened and read in public, in the Commissioners Meeting room, 2nd floor, Hall of Records. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals should be in a sealed envelope, labeled with the project name, project number and the name and address of the Contractor.

Proposal packets are available by downloading the specifications at www.visitmonmouth.com/purchasing under "Upcoming Competitive Contracts". Potential Contractors must download the Request for Proposals.

A highly suggested in-person Technical Assistance conference will be held on Thursday, September 17, 2026, at 10:30 a.m.

Monmouth County Workforce Development Board Office 60 North Taylor Avenue, Neptune, NJ 07753

It is strongly suggested that all potential proposers attend.

The Conference is expected to begin promptly at 10:30 a.m. Please RSVP by calling (732) 683-8898, extension 7211 or by email to Susan.Masin@co.monmouth.nj.us

Although this conference is not mandatory, it is highly recommended that a representative from every agency who potentially plans to respond to this RFP be in attendance at this conference. This meeting is intended to offer technical assistance to prospective Contractors regarding the proposal and its submission.

Questions from the Technical Assistance conference will be answered and posted on the Monmouth County website www.visitmonmouth.com/purchasing as a clarification and/or addendum. Any additional questions sent to ProposalQuestions@co.monmouth.nj.us no later than noon on Tuesday, September 22, 2026, will be included in the Q&A clarification/addendum. It is the sole responsibility of the Contractor to be knowledgeable of all clarifications and/or addendums related to this procurement. Therefore, interested Contractors should check the website throughout the RFP process for any updates. Technical assistance regarding the submission of the RFP will not be available at any other time after the conference

Proposals will be evaluated and a contract will be let under the competitive contracting provisions of the Local Public Contracts Law and related regulations.

The Contractor(s) will be required to comply with the current requirements of N.J.S.A. 10:2-1 (Anti-Discrimination in Employment), N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 *et seq.* (Equal Employment Opportunity), 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act), N.J.S.A. 52:32-44 *et seq.* (New Jersey Business Registration) and N.J.S.A. 52:15C-14(d) (N.J.A.C. 17:44-2.2) (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Monmouth County Board of County Commissioners.

THOMAS A. ARNONE, Director
TAMARA BROWN, Clerk of the Board
HELEN P. FIORE, Director of Purchasing

*****Responses are to be submitted in sealed envelopes and labeled: "CC-9-2026".**

COUNTY OF MONMOUTH
Division of Workforce Development
REQUEST FOR PROPOSALS
FOR

2026

EMPLOYMENT DIRECTED ACTIVITIES

WORK FIRST NEW JERSEY

CC-9-2026

PROPOSAL MUST BE RECEIVED NO LATER THAN 10:30 A.M.

September 29, 2026

NO EXCEPTIONS

Monmouth County Division of Workforce Development
REQUEST FOR PROPOSALS
CC-9-2026
Employment Directed Activities

SECTION 1: SOLICITATION OVERVIEW

The Monmouth County Workforce Development Board (MCWDB) is soliciting proposals through the competitive contracting process in accordance with *N.J.S.A. 40A:11-4.1, et seq.*

Public Notice: Notice is hereby given that on **September 29, 2026 no later than 10:30 a.m.** Monmouth County Purchasing Department on behalf of the Monmouth County Workforce Development Board will accept proposals for Work First New Jersey WFNJ-TANF and WFNJ-SNAP and WFNJ-GA Employment Directed Activity Programs.

Funding: Contracts for WFNJ-TANF, WFNJ-SNAP and WFNJ-GA Employment Directed Activity Programs will be for the period of November 01, 2026 through September 30, 2027, with one (1) one-year renewal option contingent upon receipt of funding from the NJ Department of Labor and Workforce Development and satisfactory performance of contract deliverables. Should a new contract agreement not be executed by September 30, 2027, both parties agree that this contract shall be automatically extended for an additional 60-day period only, unless otherwise agreed to in writing for a longer period of time.

Last year Monmouth County awarded \$100,000.00 in total funding for **WFNJ**.

Purpose: The purpose of this RFP is to solicit proposals to provide WFNJ Employment Directed Activities to equip adults, receiving TANF, SNAP and/or GA benefits including ABAWD (Able Bodied Adults without Dependents), with the tools and skills necessary to become employed.

1.1 Background

The Monmouth County Workforce Development Board has been designated as the grant recipient of funds allocated by the New Jersey Department of Labor and Workforce Development (LWD) pursuant to the Work First New Jersey (WFNJ) program. In accordance with regulations promulgated by the LWD, the New Jersey Department of Human Services and the New Jersey State Employment and Training Commission (SETC), all services to be provided with these funds must be conducted in a manner which meets the strategies developed and approved in the Workforce Development Board's (WDB) Workforce State Plan.

1.2 Intent and Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for the provision of employment and training activities to eligible WFNJ clients. Work First New Jersey funds programs designed to provide welfare applicants, recipients, non-custodial parents and non-cash recipients with a connection to the labor market resulting in unsubsidized employment that leads to self-sufficiency. Work experience activities provide the client with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment. Programs are to provide services to assist these clients with job placement, transitional employment and other employment related training and support services they need to make the successful progression into long-term unsubsidized employment. Programs should be labor market driven.

Persons to be served under this RFP include those receiving benefits under the Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) and General Assistance (GA) programs and Able Bodied Adults without Dependents (ABAWD). WFNJ programs allow eligible clients to receive job readiness, employment placement and related occupational training, and allowable supportive services that are meant to foster independence. The goal of the activities is to establish a foundation for the customer to be job ready for job placement as a qualified candidate for unsubsidized employment and achieve self-sufficiency.

1.3 Goals

The goal of this RFP is to secure services that will allow welfare recipients to secure and retain unsubsidized employment, thus alleviating the need for continued public assistance and enhancing self-sufficiency.

Retention of employment is also a goal, which is meant to ensure an end to welfare dependency, and assist in effective management of career paths and sustained financial independence.

A summary of our objectives include:

- a) Placement of clients into jobs that are consistent with their interests, skills, and abilities
- b) Achieving greater client engagement and focus
- c) Improving client employment retention rates
- d) Increasing hours of attendance in countable work activities
- e) Increasing retention in, and completion of, program activities
- f) Engaging all clients required to participate in countable work activities
- g) Ensuring the availability of continuous, countable activities for clients
- h) Providing support services necessary to ensure that clients are able to achieve and maintain economic and social self-sufficiency, i.e. childcare, bus passes
- i) Accurate and timely reporting using the WFNJ timesheets.
- j) Improving the service provider system and quality of services

Monmouth County is required to maintain, on a monthly basis, a minimum of 50% federally mandated program participation rate. The participation rate refers to the number of WFNJ-TANF clients in Monmouth County who must participate in a countable activity for a required number of hours. Work activities must allow TANF clients 35 hours per week (**of which at least 20 hours must be in a core activity**) in order to fulfill the work requirement. In short, this means that at least 50% of all the clients served must be engaged in a “countable work activity” in order to meet this requirement. Clients must be engaged throughout the program year in order to remain eligible to receive benefits.

The goals and activities outlined in this proposal have been designed to meet or exceed the 50% work participation rate for TANF clients. This is accomplished through:

- a) Intensive screening
- b) Referrals to appropriate services
- c) Close coordination with Contractors providing services
- d) Weekly timesheet reporting

In order for Monmouth County to achieve a 50% participation rate, the TANF population must adhere to the following guidelines:

- A.** TANF clients must participate in a State approved “Work Activity.”
- B.** TANF clients are required to attend and complete all programs and services they are referred to a total of 35 hours per week. GA customers are required to participate in work activities for 30 hours per week. ABAWD customers are required to participate for a total of 80 hours per month.
- C. NO GAP IN SERVICES**
TANF clients must remain in continuous activity **throughout the month, with no break in services.** Contractors are required to schedule start dates monthly in collaboration with MCWDB and have activities that are designed in a continuous manner. Open entry programs are ideal and preferred.
- D.** TANF clients’ participation rates are captured on State reports on a monthly basis, and more than **3 unexcused absences** per month will result in a negative impact on Monmouth County’s participation rate.

- E. TANF clients who do not comply with these regulations must be referred for sanction. The sanction process will be handled by the Division of Social Services and client benefits can be restored if the client “re-engages” and complies with the WFNJ requirements.
- F. TANF clients who comply with the required activities are provided the support services necessary to ensure that clients are able to remain self-sufficient (i.e. childcare, bus passes, Temporary Housing Assistance, SNAP) while engaged in activities.
- G. TANF clients served by One-Stop Partners or Contractors must ensure that they have provided accurate and weekly attendance reports. This method of attendance does not replace the need for on-site documentation of attendance.

1.4 Contractor Information

A. Agency Information

Any public or private agency/organization with demonstrated ability in the proposed program areas will be eligible for application to respond to this RFP and must comply with NJ Department of Labor Training Provider requirements and be a legally established:

1. For-profit (i.e. Sole Proprietorship, Partnership, Corporation and/or Limited Liability Corporations);
2. Non-profit (i.e. Community-Based, Faith-based organizations);
3. Educational Institution (i.e. 2-year, 4-year, Proprietary, Post-Secondary and/or Local Education Agency);
4. Labor Organization; and,
5. Government Agency (Federal, State, County and/or Municipal).

B. Use of Subcontracts

Programs and activities approved must be contracted directly with the Contractor. Any subcontracts or collaborations by the Contractor must have prior approval of the County of Monmouth.

C. Non-profit organizations

Non-profit organizations must possess a 501 (c) (3) designation from the Internal Revenue Service, be registered as a charity under the New Jersey Charitable Registration (Chapter 531) and provide proof of registration.

1.5 Target Population

Contractors awarded contracts will be referred a variety of clients. Contractors will serve clients receiving benefits through Work First New Jersey (WFNJ). The Monmouth County Division of Social Services (MCDSS) is the referring agency for all funded programs. The target populations are those clients who receive public assistance through WFNJ, Temporary Assistance for Needy Families (TANF), General Assistance (GA), and Food Stamps (SNAP) and ABAWD clients.

1.6 Common Elements and Expectations of Contractors

The following are minimum standards required of all Contractors. Periodic contract monitoring reviews will take place, announced and unannounced throughout the year to assess the Contractors compliance with program and contract standards, as well as to provide any technical assistance needed.

- All Contractors must be in compliance with and aware of the most recent New Jersey Pay-to-Play legislation. Additional information and updates can be found at www.elec.state.nj.us.
- All Contractors must enroll clients referred or advise the case managers of the lack of client compliance with the activity within **2 days** of receipt of the referral.

- All Contractors will be required to notify the referring case manager of each client's enrollment in the program and his/her respective start/end date. This notification must be in writing. Revised Enrollment and Termination/Completion information should be reported to Contracts and Planning via the Level of Service (LOS) report.
- All Contractors must notify case manager of client non-compliance with attendance by the second day of any unexcused absence from their services. Copies of all notifications to case managers regarding lack of compliance shall be kept in client folder.
- All Contractors must notify DSS and MCWDB of client termination from any service. This notification must be in writing and should be noted on the LOS report.
- All Contractors will be required to identify and document client performance using the client service strategy (ISS), as well as provide any necessary supporting documentation.
- All Contractors will be required to maintain daily attendance sign in logs and client files containing all pertinent client information for each person enrolled.
- The federal government allows fifteen (15) reportable holidays per year. In identifying any additional holidays for your agency in the proposal please note that clients are allowed 3 unexcused absences per year in addition to the fifteen (15) holidays indicated below.

The County of Monmouth has identified the following 15 days as holidays

New Year's Day	Labor Day
Martin Luther King Birthday	September 11
President's Day	Columbus Day
Good Friday	Election Day
Memorial Day	Veteran's Day
Juneteenth	Thanksgiving Day
Independence Day	The Day after Thanksgiving
	Christmas Day

Agencies planning for any closure must notify the Executive Director or designee and the MCWDB WFNJ Program Specialist and make appropriate accommodations to enable the client to meet the required number of hours to satisfy the work activity requirement for the federal participation purposes. This includes summer hours, professional development and any other modification to the regular hours of the program.

- A.** All Contractors will be required to maintain a client file containing all pertinent information for each client enrolled. This list may change as regulations are updated. At minimum all client files should contain the following:
1. Inter-agency referral
 2. Status change forms or emails
 3. Intake/Performance evaluation
 4. Updated client resume
 5. Case/Progress Notes (Minimum 1 entry per month)
 6. Employment verification Information (if applicable)
 7. Client attendance sheet (timesheets and Sign in Sheets)
 8. Termination forms (if applicable)
- B.** Monmouth County reserves the right to modify contracts based on a continuous review of expenditures, job placements, benchmark performance and results obtained through the program/contract monitoring process that includes:
1. Agency staff interviews
 2. Case file reviews
 3. Client interviews
 4. Classroom and training observation

5. Curriculum review
 6. Placement performance reviews
 7. Statistical/MIS review
 8. Responsiveness in assuring continuous client engagement
 9. Contract compliance review
- C. All Contractors will be required to assess the client's ongoing development through the completion of periodic progress notes. Progress notes should document the educational and training achievements of clients as well as any barriers they may face in achieving their objectives. Progress notes should be as specific as possible without violating confidentiality regarding a person's specific mental state, health and/or living situation. Progress notes should document relevant training issues and client/staff interactions. Documentation should occur at minimum once per month and should be placed in client case files.
- D. Contractors must complete daily attendance records and forward attendance summaries weekly by Friday, close of business. Attendance for TANF, SNAP, ABAWD and GA clients should be documented and submitted to the appropriate case manager.
- E. Attendance records for TANF clients must comply with MCWDB forms and procedures which support the web-based E-Timesheet system. Daily timesheets must be maintained by the sub-recipients and must include the signature of the site supervisor and client.
- F. All Contractors must have internet capability on-site to comply with the timekeeping requirement.
- G. All work activities must be supervised at all times and daily hours of participation must be monitored.
- H. The Contractor will be responsible for providing employers with the information regarding tax credits and other hiring incentives that may be made available through state resources.
- I. All Contractors must demonstrate and document efforts made to outreach and re-engage clients to ensure participation and attendance in the activity. Outreach to the referred WFNJ client is vital to this program to not only encourage initial attendance but to promote maximum participation in WFNJ activity. Outreach services should begin immediately upon receipt of referral. Outreach by the Contractor may include letters, phone calls, home visits or other methods that have proven successful. After unsuccessful outreach has been conducted, Contractors shall refer the client back to the assigned case manager at DSS to begin the sanctioning process with verification of the outreach attempts. MCWDB WFNJ Program Specialist should also be notified.
- J. Contractors are required to keep the client engaged for the full length of the program or until their goal is attained (employment). All enrollments must be reported via the monthly Level of Service (LOS) report. Awarded Contractors are expected to attempt to re-engage clients a minimum of two (2) times to reconnect them to a program. After unsuccessful outreach has been conducted, Contractors shall refer the client back to the assigned case manager at DSS to begin the sanctioning process with verification of the outreach attempts.
- K. Specific information obtained during outreach and reengagement must be documented in the client file detailing type and frequency of contact as well as outcomes. Information obtained through outreach efforts must be shared with the case managers to elicit their assistance and support in addressing any issues preventing the clients from participating.
- L. Upon completion of the activity, Contractors are required to complete and share with the case manager at DSS and the MCWDB WFNJ Program Specialist a summary of client's progress in the program.
- M. All Contractors must attend mandated Service Provider Meetings as scheduled. Someone able to participate in discussions on financial performance and numeric program performance should be in attendance.
- N. Digital – Emailed Level of Service (LOS) Reports and Monthly Success Stories must be submitted monthly by the 5th business day of each month.
- O. Quarterly and/or periodic reviews of services and contracts will be conducted, and funds may be re-allocated based upon utilization, client need and satisfaction.

- P. Contractors responding to this RFP are prohibited from subcontracting any of their proposed services or placement requirements without prior approval of Monmouth County.
- Q. Contractors responding to this RFP must have all housekeeping issues, i.e., location, hours, staffing, in place at the time of contracting.
- R. Awarded Contractors are responsible for maintaining records for all clients for up to seven (7) years.

1.7 Amount of Funds Available – Method of Contracting

At the date of release of this RFP, the anticipated amount of funding is undetermined at this time. Please note that the amount of funding available will be based upon several factors including the total amount of dollars available, and the quality of each response in meeting the criteria of the RFP. Last Year Monmouth County awarded \$100,000.00 in funding for **WFNJ-TANF and WFNJ-GA and SNAP**.

Contractors will operate under a 100% Cost Reimbursement Based Contract which will be based on a line item budget. You must still provide Monmouth County with a full budget in this proposal for audit purposes. You must retain all expenditure documentation for your records, but your monthly billing will be based on documentation which substantiates enrollment and participation along with outcomes.

1.8 RFP Release and Timeline

The RFP timeline is as follows:

Highly Recommended Technical Assistance Conference ----- 10:30 a.m. 09/17/2026
 Questions Due ----- Noon 09/22/2026
 Proposal Due date----- 10:30 a.m. 09/29/2026
 Contract Notification (anticipated) ----- week of October 26, 2026
 Anticipated Contract Start date----- November 01, 2026

1.9 Contractors Conference and Access to RFP

An in-person Technical Assistance conference for potential Contractors will be held on: September 17, 2026, at **10:30 a.m.**

Monmouth County Workforce Development Board Office
 60 North Taylor Avenue
 Neptune, NJ 07753

The Contractor's conference will provide a general overview of the Employment Directed Activities and will serve as a forum for potential Contractors to ask questions. **Although this conference is not mandatory, it is highly recommended that a representative from every agency who potentially plans to respond to this RFP be in attendance at this conference.** Please RSVP to Susan.masin@co.monmouth.nj.us

Technical assistance regarding the submission of the RFP will not be available after this date.

SECTION 2: SCOPE OF SERVICES

Description Overview - New Jersey's County of Monmouth seeks a Contractor to provide Work First New Jersey (WFNJ) Employment Directed Activities to equip adults, receiving TANF, SNAP and/or GA benefits including ABAWD, with the tools and skills necessary to become employed. These activities provide the client with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment.

- Activities must allow the WFNJ (Work First New Jersey) client to participate for the number of hours required per week to fulfill the work requirements. 35 hours for TANF clients, 30 hours for GA, and 80 hours per month for ABAWD clients.
- The County of Monmouth is seeking proposals that provide employment preparation services in the following programs:

I. Work Activities for TANF, GA and ABAWD Participants-

A. Job Search/Job Readiness - WRAP- Work Readiness Achievement Program

The purpose of the WRAP Program is to assist WFNJ customers in achieving sustainable employment and economic self-sufficiency. Customer work activities provided by the sub-recipient may include: life skills training, job skills training, job search/job readiness, career services, digital and financial literacy. The work activity provides a resource to build job skills, improve competence and instill a sense of personal accountability and responsibility that meets or exceeds industry-driven demand. The customer's individual needs, identified in the IEP, will be the focus of customer service. The identified customer need must be the paramount focus for services provided by the contracted provider. Those customers who are identified as 'job ready', will be referred for job matching and placement, using the job development and business services resources of MCWDB.

Topics to be covered:

- **Life Skills Training:** This service improves the employment prospects of customers through activities that focus on soft skills such as communication, positive attitudes towards work, respect for others, workplace etiquette, regular attendance, punctuality, time management, self-motivation and self-initiative, critical thinking, team building and leadership development. Soft skills can also include empathy, emotional maturity and impulse control, collaboration, and adaptability. Financial literacy, budgeting and time management are important elements of life skills training.
- **Job Skills Training:** This service offers customer opportunities to enhance certain employment-related skills that reinforce their marketability and employability, such as digital literacy training, workplace competencies, and customer service. There should be an emphasis on accountability and professional responsibility.
- **Job Search/ Job Readiness:** The primary goal of this service is to prepare a foundation for customers to be 'job ready' for job development/job placement as a qualified candidate for unsubsidized employment. This activity improves the employment prospects of customers through activities focusing on career development and identifying occupational interests; activities include goal setting, effective resume writing, job search strategy, improving interviewing skills and workplace competency skills including basic computer skills that increase the participant's opportunities.

Other programmatic elements should include: monitored employment search, labor market awareness, business writing, computer literacy including Microsoft Office training, career exploration, returning to the workforce, job search techniques, telephone etiquette, personal appearance, interest inventory, and skill assessment testing/CASAS testing.

B. Community Service-Core Activity

Structured programs and activities in which TANF recipients perform work for the direct benefit of the community in public or nonprofit organizations.

C. Vocational Education-Occupational Skills Training OCCU - Core Activity

OCCU will allow all individuals to gain specific skills that will enable them to gain at a minimum entry level employment. All training programs must be in high demand industries and offer the attainment of an industry recognized credential. Respondents may partner with other eligible providers who offer training programs, but training providers must be listed on the ETPL. All Occupational Training programs must result in the attainment of an industry recognized credential. Training areas to be considered are but not limited to:

- Administrative Support
- Customer Service
- Manufacturing
- Construction and Utilities
- Financial Services
- Food Industry
- Healthcare
- Transportation, Logistics
- Technology
- Clean Energy

D. Substance Abuse Treatment/Mental Health Treatment/Rehabilitation Service - Core Activity

Activities designed to help an individual prepare for and seek employment. Substance Abuse Initiative, Mental Health Treatment, or Rehabilitation Services may be included.

II. Examples of Non-Core Activities

A. English as a Second Language – goal is for participants to reach at a minimum the Basic Reading and Writing score necessary.

B. Education directly related to Employment / Job Skill directly related to Employment - Training as related to employment

C. GED – Attainment of HSE or GED. Should focus on the participant entry into employment and obtainment of GED / HSE.

- Identified locations of need in Monmouth County are the Bayshore (Keansburg, Hazlet, Union Beach) and Eastern Monmouth (Neptune, Asbury Park, Eatontown, Ocean).

2.1 Programs providing WFNJ clients with Core and/or Non-Core Countable Activities. Proposers should propose **Programs that either in total or in part contribute to a full-time activity for each client (35 hours/week TANF, 30 hours/week GA). ABAWD's are required to participate in work activities for 80 hours/month.**

BUDGET SAMPLE

**TANF/GA/SNAP
(ABAWD)**

Total Budget

Unit Cost

		\$60,000		Cost per \$600
Cost Reimbursement				
Maximum amount to be reimbursed monthly \$5,000				
	Yearly		Monthly	
Staff Salaries	46000		3833	
Fringe 15%	3519		293	
Rent	6000		500	
Staff Travel	600		50	
Office Supplies	300		25	
Instructional Materials	1000		83	
Other:	2000		167	
Communications	581		48	
Total	60000		5000	

In order to qualify for the monthly cost reimbursement, the following criteria must be met:

- 1. A monthly bill must have been submitted for the previous month.**
- 2. A Level of Service report must be received by the 5th of each month.**
- 3. Timesheets must be submitted timely and properly as required by MCWDB**
- 4. Must attend the Monthly Service Provider Meeting.**

2.2 Support Services

In addition to the above, for TANF, GA and SNAP (ABAWD) populations, a variety of supportive services is **expected** to be provided to clients as part of their activities under WFNJ. These services include, but are not limited to, employment counseling, outreach, employability assessment, day care, transportation including driver's education, non-emergency housing services, health related services and financial counseling. **These services may be provided directly by the Contractor or in cooperation with organizations, which are identified as a collaborative partner.**

Post-Employment services will include continuous follow-up with both the client and employer. It is expected that a majority of clients placed will receive Job Coaching services, which include:

- Job Specific Skills: Step-by-step explanation, and when necessary, hands-on participation in the actual performance of job duties
- Scheduling: Assistance in determining the hours in which the client will need to complete various personal, family and work-related activities in order to meet employer, family, and social needs
- Teamwork: Instruction on how the client's job has impact on other employees and jobs within the employment environment
- Attitude: At a minimum to include candid discussion and assistance in determining proper approach to completion of assigned tasks and aspects of working in less than pleasant conditions and adaptability to changes in the working environment
- Appearance: Personal hygiene and appropriate clothing for the employment position
- Financial Investment: Determination and explanation of how the job can profitably impact financially on the client and family
- Life-long Learning: The variety of experiences available to the client to continue to acquire new knowledge while working, as well as opportunities for personal and employment-related growth and opportunities

SECTION 3: PROPOSAL EVALUATION AND APPROVAL PROCESS

3.1 Evaluation

Based on the evaluation criteria set forth herein, a committee of subject matter experts and members of the community will evaluate and rank the proposals. Contractors will be notified of the review panel's recommendations according to the RFP Timeline.

The RFP responses shall contain a written narrative description of the proposed program. Restating of the RFP will be considered an unacceptable response. Contractors whose proposals are most successful will:

- Have very clearly outlined their program in the narrative
- Meet the One-Stop programmatic needs
- Will have included all documentation requested
- Will have budgets that are fiscally responsible, prudent, and reasonable

A review panel will score and rank all proposals based upon a rating scale.

Funding of programs in response to this RFP will be made after the evaluation process has determined which specific proposals are the most advantageous.

3.2 Compliance Review

Upon receipt of proposals, staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. Incomplete proposals or those clearly found to be inconsistent with legal, regulatory, or RFP requirements will be eliminated.

3.3 Right to Cancel

The County of Monmouth reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. County of Monmouth reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit the County of Monmouth to accept any proposal, nor is the Workforce Partnership responsible for any costs incurred by the Contractor's in the preparation of responses to this RFP.

The County of Monmouth reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of the County of Monmouth.

Restriction on Disclosure of Proposals

Confidential Information: Any information deemed confidential or proprietary should be clearly identified by Contractor as such. Such confidential information will be protected and treated with confidentiality only to the extent permitted by state law. Information not protectable by state law will be considered a public record. Any data to be returned should be so marked and will be returned if not essential to the proposal or contract record.

Proposal(s) will be received and maintained consistent with the New Jersey Open Public Records Act. In general, proposal(s) will be exempt from disclosure until the evaluation and selection process has been completed.

Contractors should be aware, however, that the County of Monmouth is required by law to make its records available for public inspection and copying, with certain exceptions, see New Jersey Open Public Records Act, at <http://www.state.nj.us/opra>.

3.4 Contract Terms and Litigation Warranty

The initial term of the contract shall be for a period beginning November 01, 2026 and ending September 30, 2027.

There will be one (1) one-year renewal option available at the discretion of Monmouth County.

This RFP, any addenda, and the Contractor's response shall become part of the contract agreement between the County of Monmouth and the Contractor.

Monmouth County is exempt from most Federal, State, and Municipal excise, sales and other taxes.

The Contractor shall maintain the following insurance coverage and provide proof of the same upon award of a contract, in a form and with a company satisfactory to Monmouth County.

- Worker's Compensation and Employer's Liability - Covering all of the Subcontractor's employees engaged in the performance of a contract and in accordance with the requirements of the laws of the State of New Jersey, including voluntary compensation/all States endorsement.
- General Liability – The subcontractor shall submit to Monmouth County, a Certificate of Liability Insurance evidencing a minimum of \$1 million per occurrence/ \$2 million aggregate insurance coverage and an original

endorsement to the policy of insurance showing “The County of Monmouth, its departments, agencies, boards, subdivisions, and all officers, agents and employees thereof” as additional insured. Any such insurance coverage shall be obtained from a New Jersey Licensed insurer (approved by Monmouth County) and be of such type and with such limits of coverage as shall be satisfactory to Monmouth County, and shall include, but not necessarily be limited to broad form comprehensive general liability. If the subcontractor’s insurance is written on a “claims made” basis, the subcontractor will continue to carry the same insurance with the same insurer for a period of not less than 36 months following expiration or termination of the contract or the date upon which the subcontractor last performs services there under, whichever is later.

- Comprehensive Automobile Liability - For bodily injury and property damage with limits of not less than \$1,000,000.00 per person or occurrence. A combined single limit of \$1,000,000.00 is acceptable. Coverage should include hired and non-owned vehicles.

Statement of Ownership and Non-Collusion Affidavit must be completed and included with proposal.

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful Contractor.

The Contractor, by submitting a proposal, attests to the fact that neither it, its organization, nor any of its sub-contractors are prohibited from receiving the award under N.J.S.A. 34:11-56.38 (regarding State of New Jersey list of debarred Contractors and sub-contractors).

3.5 Contract Conditions

A. General/Summary:

Contracts awarded as a result of this RFP shall be awarded by the County of Monmouth pursuant to all rules and regulations governing the Workforce Innovation and Opportunity Act (WIOA). The County of Monmouth will award contracts that meet the criteria of the Act and encompass any local rules and regulations relative to the procurement of training.

The County of Monmouth may refuse to award a contract if a Contractor is unwilling to agree to the conditions of the contract as finally drawn.

The Contractor will agree to administer its programs in full compliance with the provisions of WIOA, Federal and State regulations and instructions issued pursuant to WIOA pertaining to the safeguarding of funds.

The Contractor will agree that expenditures of funds will be made pursuant to the provisions of the contract, Federal and State regulations and Department of Labor Instructions. Contractors must agree that they will adhere to the limitations of costs as specified by WIOA and State allowable costs instructions and other applicable program instructions.

The Contractor will agree that it will fully comply with all State laws regarding child labor, wages, workplace standards and classroom safety and health and all other applicable State/Federal laws.

The County of Monmouth may impose sanctions and require corrective actions for violations of WIOA, Federal Regulations, and State and local laws pertaining to contract terms and conditions.

B. Consideration of Payment

The County of Monmouth will utilize 100% cost reimbursement payment system.

For cost reimbursement portion, it requires that proof of payment is kept and submitted with monthly invoices to receive contract approved payments.

Contractors will be responsible for submitting a monthly invoice (voucher) to Monmouth County according to the benchmark payment schedule approved in the final contract.

C. Availability of Funds

The estimated total funding for Employment Directed Activity Programs pursuant to this RFP for Program Year 2026 (November 01, 2026 - September 30, 2027) is undetermined at this time. Last year yielded contracts totaling

\$100,000.00. The services highlighted in the WFNJ RFP are supported by the New Jersey Department of Labor (NJDOLE) with funds from the United States Department of Labor (USDOL). 100% of all TANF services are financed through federal funding.

It imperative that the Contractor submit a service and cost level that can be adjusted, based on our actual funding levels. The amount of funds and level of service is subject to change based on any allocations being made available by the State of New Jersey or associated Federal offices.

D. Record Retention

The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (*N.J.A.C. 17:44-2.2*)

E. Reports

All Contractors will provide any and all reports and documentation required by WIOA and regulations, by the Department of Labor, the Governor of the State of New Jersey or the designee, the County of Monmouth, provided that reports requested solely by the County of Monmouth shall be required only as reasonably necessary to carry out their responsibilities, regulations and government directives hereunder.

F. Accreditation

All courses for occupational skills training must be accredited and/or approved according to the NJ Department of Labor and Workforce Development requirements. Certain accreditation granted by the NJ Department of Education, Division of Vocational Education, shall be sufficient for the purposes of this RFP. The Contractor shall be accredited by any other agency or authority as required within the State of New Jersey.

G. Accessibility

The Contractor shall permit County of Monmouth's staff and designated agents to have regular, continuing personal contact and communication with clients and subcontractor staff at instructional or service sites in a manner that minimally disrupts the program(s) at these sites.

H. Equitable Distribution

The Contractor agrees to provide employment and training opportunities to those who can benefit from, and who are most in need of, such opportunities and shall make efforts satisfactory to the County of Monmouth, to provide equitable services among substantial segments of the eligible population.

I. Liability

The County of Monmouth assumes no liability with respect to bodily injury, illness, property damage, or any other damage or loss, or with respect to any claims arising out of any activity under this RFP or subsequent contract, whether concerning persons or property in the County of Monmouth or other organizations or any third party. The Contractor shall be responsible for Federal and State funds received through the contract. The Contractor is liable for any misspent funds or disallowed costs.

J. Financial Systems and Controls

The Contractor, in administering programs under the contract, will agree to maintain a financial management/accounting system which, at a minimum, will include the control of cash and other resources to ensure that the obligation and expenditure of funds and use of property are in conformance with requirements or conditions of the WIOA Administrative Entity and Federal regulations, State regulations, and policies and procedures.

Contracts will ensure:

1. Maintenance of accurate, current and complete financial information to meet the prescribed requirements for financial reporting.
2. Maintenance of an adequate system for internal controls to safeguard cash and properties purchased with WIOA contract funds or any other appropriated funds and to check the accuracy and reliability of accounting data.

3. Maintenance of accounting records and documentation to support and identify the expenditure of program funds and ensure that such funds can be traced to a level of expenditure adequate to demonstrate that funds have been spent lawfully. All disbursements are to be documented by evidence of actual purchase of goods and services.
4. Maintenance of controls and procedures to ensure that the opportunities for unauthorized, fraudulent or otherwise irregular acts are minimized.
5. Have an adequate system of authorization, record keeping and transaction coding procedures for all expenditures. Maintain a system for reporting expenditures, obtaining or reviewing receipts and classifying costs.
6. Ensure that the quality, quantity and prices of goods and services received are in accordance with applicable contracts, or other authorizations by the County of Monmouth and that such authorizations are consistent with applicable laws, regulations, policies and requirements; that all discount allowances and rebates are accounted for and that procedures are in place to obtain the best possible price for items not subject to competitive contracting.

K. Enrollment & Reporting Procedures

Specific procedures will be dependent upon the requirements of the funding source specific to each contract promulgated in response to this RFP. At a minimum, such requirements are expected to include the monthly reporting of the number of clients enrolled into program services including the number of hours of participation of each client, the outcomes, or results of participation in activities including any interim client progress reports, and the overall ability of the service Contractor in meeting performance goals.

L. Bonding and Insurance

Conditions for all our Contractors/subcontractors pertaining to bonding and insurance.

- The Contractor must ensure that it complies with all applicable State statutes and regulations regarding Motor Vehicle Insurance and Workers Compensation Insurance. The Contractor must have provision to provide Worker's Compensation for clients enrolled in program services where there is an employer-employee (client) relationship such as paid Work Experience. For clients enrolled in program services wherein the client is not paid a wage or salary, provisions for Workers Compensation will be made by the County Social Services Agency (CSSA) in accordance with Horizon Casualty. All work sites must sign an agreement for the provision of Horizon Casualty services, which will be administered through the CSSA. There is no cost to the work site for this.
- Certificate of Liability, which names the County of Monmouth as a Certificate Holder, must be presented with each approved contract.

M. Political/Sectarian Activities

No activities or services provided as a result of this RFP may involve political activity or may be used to support any religious or anti-religious activity.

N. Conflict of Interest

The Contractor will assure that in administering any program contracted as a result of this RFP, it will comply with the standards of conduct for maintaining the integrity of the project and avoid any conflict of interest in its administration.

O. Allowable Costs

WFNJ funds are to be used only for the purpose and function as outlined in the resulting contract.

- Funds expended may only support WFNJ eligible clients.
- Contractors may not use resources from this agreement to support any other programs operated by the organization.
- Amounts reported on the Line-Item budget must be program related, fully detailed, supported and justified as outlined in the budget narrative.
- The budget narrative must have a demonstrated cost basis. The cost basis will show how the Contractor arrived at the estimate provided. In most cases, the cost basis must include a calculation (i.e. 20 notebooks @ \$3.00 = \$60.00).
- Items listed in the budget narrative should be listed in the same order on the line-item budget.

- If any cost is unusual or estimated, provide documentation or an explanation to support the estimate.

The following reflects costs that may be charged to the “Program Costs” category of the budget:

1. Cost (salaries and fringe benefits) of any staff that provide program services directly to clients and, where applicable, the first line supervisors and/or team leaders responsible for those staff.
2. Indirect Programmatic costs or Administrative costs cannot exceed 15% for WFNJ programs. Monmouth County will retain the right to question all costs charged to this program. (See below).
3. The cost of goods or services for the use of or benefit to clients. These may include commercially available packages or tuition fees and entrance fees of an educational institution, books, instructional materials and other teaching aids used by or for clients.
4. Minor equipment and materials used in providing services to clients. The Contractor is responsible and accountable for all equipment and property purchased with funds under this agreement. The Contractor shall maintain a current inventory of such property and equipment with a value of \$250.00 or more. All equipment purchases must receive approval from Monmouth County and may become the property of Monmouth County under certain conditions.

The One-Stop may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

1. Deliverables not complying with project specifications.
2. If after contract approval a cost for a line item is found unallowable by federal or LWD guidelines.
3. If invoices submitted are not in agreement with approved line item budget.
4. If invoices submitted do not have proper documentation.
5. If there are reasonable doubts that the Contract can be completed for the balance then unpaid.

Office of Management and Budget (OMB) Circular: All Contractors must comply with the federal cost principles as established in the revised OMB Circular; 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. This circular establishes government-wide cost principles, including a requirement that salaries, wages, and other costs charged to this contract must be supported by but not limited to, documentation, personnel records, paid invoices, and activity reports.

Leveraged Costs: If the Contractor has more than one program in operation at the program site, and staff duties include activities from more than one program, then costs should be leveraged across all funding streams to offset program costs for, but not limited to, salaries, rent, utilities, and office supplies.

Indirect or Administrative Costs: Indirect Costs and/or Administrative Costs, both in total, **cannot exceed 15%** for WFNJ programs. These costs **must include documentation on how they are program related prior to approval and when invoicing**. Should any funds under this agreement be used for the purpose of satisfying any Contractor pooled costs (i.e., indirect costs or general and administrative), it is the sole responsibility of the Contractor to provide documentation substantiating such costs. The One-Stop and LWD will retain the right to question and/or deny all costs charged to this program without sufficient documentation. If you need clarification please refer to the OMB Circular as it relates to your agency.

Indirect Cost Allocation Plan: Costs that have been incurred for organizational common or joint objectives and cannot be readily identified with a particular final cost objective. If identifying funds under the indirect cost category, it is the sole responsibility of the Contractor to provide documentation substantiating such costs.

Property-Equipment: All property purchased with WFNJ funds remains the property of the N.J. Department of Labor and Workforce Development and will be returned to the One-Stop at the end of the contract term. The Contractor is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any subcontractor receiving payment on behalf of the Contractor. The Contractor shall maintain a current inventory of such property and equipment with a value of \$200.00 or more and the Contractor agrees to provide the same security and safekeeping measures for property paid for under this contract as they would for property owned by the Contractor. The Contractor agrees to impose similar conditions upon any subcontractor engaged to provide services under this contract. The Contractor agrees

to impose similar conditions upon any subcontractor engaged to provide services under this contract. Procedures for property records are outlined in the State of New Jersey Treasury Circular 11-19.

Travel Reimbursement: The rate of reimbursement for mileage allowed for subcontractors traveling by personal automobile on official business has been revised by the New Jersey State Appropriations Act. The allowable rate that can be charged is currently \$.47 per mile.

P. Disallowable Costs

No funds under this contract may be used for purposes other than “to Work” related activities. Funds may not be used to supplement and supplant services funded through other efforts and cannot be used to duplicate services and staff being funded under other efforts.

The following costs are not allowable as a separate line item as per NJ Department of Labor and Workforce Development regulation:

1. Food Costs: Food costs are not allowable as a separate line item. Minimal food costs are only allowed as a necessary part of an activity, (i.e. celebratory event, nutrition class.). The Contractor must ensure that costs related to graduations and celebrations are appropriate and of so little value that reporting for it would be administratively impracticable. Such events will need prior approval from the One-Stop.
2. Start-up cost, capital expenditures or Renovations: This will apply but not be limited to, the purchase of furniture, filing cabinets, cubicle partitions, carpet cleaning, painting, alarm systems, and window replacement.
3. Salary Bonus or Rewards or Pension payments are not allowable.
4. Regulatory Circulars: Any cost disallowed under OMB Circular; 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule issued by the Office of Management and Budget (OMB).

Q. Leveraged Cost

If the Contractor has more than one program in operation at the program site, and staff duties include activities from more than one program, then costs should be leveraged across all funding streams to offset program costs for, but not limited to, salaries, rent, utilities, office supplies.

R. Annual Audit

The Contractor shall have an annual audit performed by an independent certified public accountant in accordance with generally accepted accounting and audit in standards and practices established by the American Institute of Certified Public Accountants and in accordance with all applicable requirements of federal and state law including single audit procedures. A certified copy of said audit shall be submitted to Monmouth County within nine (9) months following the close of the Contractor fiscal year.

S. Required Performance Reports

Contractors are expected to submit two (2) performance reports for each program year.

Mid-Year Performance Report: This report is designed to ensure the Contractor is on track to meeting their performance goals and levels of service. This report will also help the One-Stop to determine if the Contractor needs additional assistance in meeting contractual obligations.

The Mid-Year Performance Report is due April 30, 2027.

1. Contracted level of service
2. Number of referrals to date
3. Number of enrollments to date
4. Number of clients who have met program goals
5. Latest Cumulative Monthly Status Reports to include goal attained
6. Outline of program challenges
7. Outline of program successes
8. Outline of technical assistance needed from One-Stop
9. Action plan for future improvement

Year-End Performance and Closeout Report: At the end of each contract year the Contractor will be expected to submit a Performance Report. This report will assist the One-Stop to determine that all required work of the

contract has been met and completed by the Contractor. This report will outline the Contractor's performance on all contractual goals and benchmarks

The Year-End Performance Report is due 30 days after the end of the contract period.

1. Contracted level of service
2. Number of WFNJ client referrals
3. Number of actual client enrollments from these referrals
4. Number of clients who completed the program
5. Number of client placements into work activities
6. Latest Cumulative Monthly Status Reports to include goal attained
7. Outline of program successes
8. Outline of program challenges
9. Action plan for future improvement

SECTION 4: PROPOSAL SUBMITTAL INSTRUCTIONS AND CONTENT

4.1 Submittal Instructions

The RFP timeline is as follows:

Highly Recommended Technical Assistance Conference ----- 10:30 a.m. 09/17/2026
Questions Due ----- Noon 09/22/2026
Proposal Due date ----- 10:30 a.m. 09/29/2026
Contract Notification (anticipated) ----- week of October 26, 2026
Anticipated Contract Start date ----- November 1, 2026

Submit two (2) proposals with original signature, along with two (2) copies, of the entire proposal package.

All responses to this RFP must reference RFP #CC-9-2026 and be sent to:

**Monmouth County Purchasing Department,
Hall of Records, 3rd Floor, 1 East Main Street,
Freehold, NJ 07728**

LATE PROPOSALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. No incomplete, faxed, or e-mailed proposals will be considered. All responses must be delivered and received by the deadline at which time all responses will be open and read. Responses received after this specific date and time will be returned to the sending organizations.

4.2 Proposal Format and Content

Contractors shall submit their proposal in the format described below:

- A. Font size: 12-point
- B. Line spacing: Single-spaced
- C. Margins: At least 1-inch (on sides of document)
- D. Pages: Single-sided
- E. Page numbering: Centered at the bottom of each page
- F. Language: English
- G. All signatures should be in blue ink
- H. Throughout the RFP, take as much space as needed to answer questions sufficiently. If additional pages need to be added please reference the Section and Question number on each attachment. Do not leave any questions unanswered.

COUNTY OF MONMOUTH
Workforce Development Board
REQUEST FOR PROPOSALS
FOR

2026

EMPLOYMENT DIRECTED ACTIVITIES

WORK FIRST NEW JERSEY

FORMS

CC-9-2026

PROPOSAL MUST BE RECEIVED NO LATER THAN 10:30 A.M.

September 29, 2026

NO EXCEPTIONS

ALL SECTIONS MUST BE COMPLETED. IF AN ITEM IS NOT APPLICABLE TO YOUR PROGRAM, SO INDICATE AND EXPLAIN WHY THE ITEM IS NOT APPLICABLE.

Program Summary Sheet / Proposal Cover

Agency Name:		FEIN number:
Administrative Contact Person:		Administrative Address:
Administrative Phone #:	Administrative Fax #:	Administrative Email:
Program Contact Person:		Program Address:
Program Phone #:	Program Fax #:	Program Email:
Program Name (if Applicable):	Type of Program:	
Brief Program Description:		
Total Budget Amount: (include in-kind) \$		Requested Budget Amount: \$
Population Being Served:		Length of Training Service (calendar months/weeks):
Hours of Operation:		# Program Staff:

**Please complete this Program Summary Sheet for each program that you propose to deliver.
This is the TOP sheet to each of your proposal submissions**

WORKFORCE DEVELOPMENT CHECKLIST FOR CONTRACTORS**RFP NO: CC-9-2026**

Each submission should contain ALL SECTIONS for **each** proposed program. This checklist is being included as the LAST PAGE of each request. Please answer **all** the questions, then **sign** the completed checklist and enclose it with your proposal. **(SIGNATURE REQUIRED)**

Have you included 2 originals with original signatures and 2 copies of each proposal?	☐ Yes	☐ No
Have you answered <u>all</u> questions on the Proposal Forms?	☐ Yes	☐ No
Have you included and/or completed the following forms?	☐ Yes	☐ No
Contractor Certification Form	☐ Yes	☐ No
Experience and Past Performance Form	☐ Yes	☐ No

Have you included the following attachments?	☐ Yes	☐ No
Organizational Chart	☐ Yes	☐ No
Job Descriptions/Qualifications	☐ Yes	☐ No
Most Recent Audit (or Notarized Financial statement)	☐ Yes	☐ No
Performance Report	☐ Yes	☐ No
Verification of Classification/Legal Status	☐ Yes	☐ No
Program Schedules	☐ Yes	☐ No
Program Curriculum	☐ Yes	☐ No
Memorandum of Understanding	☐ Yes	☐ No
Staff Resumes	☐ Yes	☐ No
Copy of Lease Agreement	☐ Yes	☐ No

I certify that I have checked this proposal response. To the best of my knowledge, the proposal has been completed correctly and all relevant supporting materials and documentation have been attached.

***** (See Monmouth County RFP checklist Page 48 for additional items that must be submitted)**

Signature**Name (Printed)****Title (Printed)****Date**

I. CONTRACTOR INFORMATION

(Throughout the RFP, take as much space as needed to answer questions sufficiently. If additional pages need to be added, please reference the Section and Question number on each attachment. Do not leave any question unanswered.)

A. CONTRACTOR BACKGROUND/CAPACITY

1. Provide the mission, goals and objectives and general purpose of the agency.
2. Describe the agency's experience with the target population to be served by the proposed program. Give specific data that demonstrates how the clients have benefited or changed as a result of service.
3. List any accreditations and licenses that the agency holds that pertain to the funding request.
4. List formal and proposed cooperative/collaborative agreements with other programs that pertain to the funding request.
5. Please include a table of organization.
6. Identify staffing configuration for the proposed activity. Include staff job descriptions and qualifications.

B. DESCRIPTION OF ORGANIZATION

1. Key Staff

CEO/Executive Director:	
Assistant/Deputy (or 2 nd in charge)	
Controller/Treasurer	
Other:	
Total number of staff currently employed:	
# full-time	
# part-time	

2. Number of years in operation/training:
3. Complete Statement of Ownership, attached. Not-for-Profits include a complete roster of your current Board of Directors/Board of Education.
4. Have any of your Federal, State or City contracts or grants ever been terminated or suspended (totally or partially) for any reason? ☐ **yes** (attach explanation) ☐ **no**
5. Have you been cited, fined or reprimanded for any law or code violations within the last three years? ☐ **yes** (attach explanation) ☐ **no**
6. Date of the most recent financial audit: _____
Name/location of Audit firm: _____
Please include two (2) copies of your most recent audit (only include the audit with the two original signature copies)
7. Are you in receivership or bankruptcy, or are any such proceedings pending? ☐ **yes** ☐ **no**

8. Are there current liens against the agency by the Internal Revenue Service? ☐ **yes** ☐ **no**
(If yes, attach explanation)

You may be required to submit a letter from a CPA to support these statements and to certify that your agency is solvent and financially capable of managing the proposed services.

9. Describe current programs operated or managed by your organization **and the funding sources** for those programs, using the following chart:

Program Title/Client Characteristics	Time Period	Funding Source	Amount of Funds

10. If you provided services during the last program year (July 2025 – June 2026) include copy of last performance LOS from current and previous year.
11. Please fill out table below related to past performance if applicable.

Past performance- WorkFirst New Jersey (WFNJ) (*This includes the TANF, GA, and SNAP programs*)

	7/1/2024– 6/30/2025	7/1/2025 – 6/30/2026
Enrollments (total # of clients served)		
Completions		
Entered Employment		
Average Wage		
Other Positive Outcomes (please specify)		

C. SYSTEMS AND PROCEDURES (Please detail systems and procedures sufficient for reviewers to clearly understand who, what, when, how)

1. Describe: a) system and procedures to be used to ensure unsubsidized employment placements; and b) systems and procedures to be used to maximize job retention; and c) follow-up procedures for those not retained in employment.
2. Describe coordination of activities that will take place in the delivery of services, including support services and coordination for job placement activities. Coordination must include, but should not be limited to, the One-Stop Career Centers. Be as specific as possible, site names of collaborating organizations and the extent of their involvement in the delivery of services. Include, as Attachment(s), any copies of formal Memoranda of Understanding or other interagency service agreements that are, or will be, in effect with other entities (NOT letters of “support”).
3. Describe procedures for reporting client attendance and progress in programs. Explain how this information will be compiled and shared with the case management team, other program operators or other designated organizations. Include a description of the procedures used for the release of information as related to client confidentiality.

D. COMMON ELEMENTS AND EXPECTATIONS OF CONTRACTORS (INITIALS REQUIRED in BLUE)

The following are minimum standards required of all Contractors, including all those under contract to MCWDB. Periodic contract monitoring reviews will take place, announced and unannounced throughout the year to assess the Contractor’s compliance with program and contract standards, as well as to provide any technical assistance needed.

- a. All Contractors must be in compliance with and aware of the most recent New Jersey Pay to Play legislation. Additional information and updates can be found at www.elec.state.nj.us . Compliant _____ (Initials)
- b. All Contractors must enroll clients referred, or advise the case managers of the lack of client compliance with the activity with **2 days** of receipt of the referral.

Agree _____ (Initials)

Describe your process for complying.

- c. All Contractors will be required to notify the referring case manager of each client’s enrollment in the program and his/her respective start/end date. This notification must be in writing.

Compliant _____ (Initials)

- d. All Contractors must notify case manager of client non-compliance with attendance by the second and third day of any unexcused absence from their services.

Agree _____ (Initials)

- e. All Contractors must notify contracting entity of client termination from any service.

Agree _____ (Initials)

- f. All Contractors will be required to identify and document client performance using the Client Service Strategy (ISS), as well as provide any necessary supporting documentation.

Agree _____ (Initials)

- g. All Contractors will be required to maintain daily attendance sign in logs and client files containing all

pertinent client information for each person enrolled.

Agree _____ (Initials)

h. At minimum all client files should contain the following:

1. Inter-agency referral/Status change forms
2. Intake/Performance evaluation
3. Updated client resume (if the program goal is employment)
4. Progress Notes (Minimum one (1) entry per month)
5. Employment verification Information (if applicable)
6. Client attendance sheet (E-timesheets)

Agree _____ (Initials)

i. Monmouth County reserves the right to modify contracts based on a continuous review of expenditures, job placements, benchmark performance and results obtained through the program/contract monitoring process that includes:

1. Agency staff interviews
2. Case file reviews
3. Client interviews
4. Classroom and training observation
5. Curriculum review
6. Placement performance reviews
7. Statistical/MIS review
8. Responsiveness in assuring continuous client engagement from one activity to the next
9. Contract compliance review.

Agree _____ (Initials)

j. Contracts awarded as a result of this RFP will be monitored based on the content in the proposals submitted, the common elements/Contractor expectations contained in this RFP, and the Contractor's fully executed contract.

Agree _____ (Initials)

k. All Contractors will be required to assess the client's ongoing development through the completion of periodic progress notes. Progress notes should document the educational and training achievements of clients as well as any barriers they may face in achieving their objectives. Progress notes should be as specific as possible without violating confidentiality regarding a person's specific mental state, health and/or living situation. Progress notes should document relevant training issues and client/staff interactions. Documentation should occur at minimum of once per month and should be placed in client case files.

Agree _____ (Initials)

l. Contractors must complete daily attendance records and forward attendance summaries weekly by Friday end of day. Attendance for TANF/GA/SNAP/ABAWD clients should be documented and submitted separately to the appropriate case manager.

Agree _____ (Initials)

m. All Contractors will have internet access on-site to comply with time-keeping requirement.

Agree _____ (Initials)

- n. Attendance records for TANF, GA and SNAP (ABAWD) clients must comply with forms and procedures established by MCWDB.

Agree _____ (Initials)

- o. Contractors will be responsible for providing employers with information regarding tax credits and other hiring incentives that may be made available through state resources.

Agree _____ (Initials)

- p. All Contractors must demonstrate and document efforts made to outreach and reengage client to ensure participation and attendance in the activity.

Agree _____ (Initials)

- q. Upon completion of the activity, service Contractors are required to complete and share with the case manager a summary of client's progress in the program.

Agree _____ (Initials)

- r. All programs are to be offered on a monthly schedule and include client access to programs on an open basis.

Agree _____ (Initials)

- s. All service Contractors must attend mandated Service Contractor Meetings as scheduled. LOS Reports and Monthly Success Stories must be submitted monthly, by the 5th day of each month.

Agree _____ (Initials)

- t. All service Contractors must submit a copy of most up to date financial statement or audit.

Agree _____ (initials)

- u. Quarterly and/or periodic reviews of services and contracts will be conducted and funds may be re-allocated based upon utilization, client need and satisfaction.

Agree _____ (Initials)

- v. Contractors to this RFP are prohibited from subcontracting any of their proposed services or placement requirements without prior approval of the contracting agency.

Agree _____ (Initials)

E. PROGRAM LOGISTICS & ACCESSIBILITY

1. Provide information on accessibility of service. Include all of the following:

• Days: _____ a.m. to _____ p.m.

• Evenings: _____ p.m. to _____ p.m.

• Day(s) of Operation: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri.

2. Anticipated total number of weeks of participation per client: _____

3. What are the minimum number of hours of **weekly, direct service contact with staff** of the Contractor that is expected to occur for each client? _____

4. Open Entry: ☐ Yes ☐ No

If yes, indicate when clients can be accepted into program and how the time frame will allow for client inclusion in an allowable activity.

5. Program Start Dates and End Dates (if not Open Entry): Please include a calendar with list of Monthly start dates for the entire contract period.

Start Date _____ End Date _____

Start Date _____ End Date _____

Start Date _____ End Date _____

6. List organization closings (holidays/dates) on which activities will not be conducted
7. List locations where service(s) will be provided
8. Describe transportation options (how clients reach your program location)
9. Describe accommodations for people with disabilities (ADA compliance)
10. Describe accommodations for bilingual/bicultural clients
11. Describe accommodations for long-term welfare recipients

II. PROGRAM / ACTIVITY INFORMATION

A. NAME OF PROGRAM

B. TYPE and LOCATION OF PROGRAM

C. EVIDENCE OF NEED FOR THE PROGRAM

1. Describe the need for the program based on your experience or data from existing programs.

2. Describe how your program will meet needs not already addressed by existing services in Monmouth County.

D. PROPOSED SERVICE(S)

1. Using the following chart, detail the specific service structure or process that will be followed in the provision of services. If the program includes vocational training, identify the major units of instruction and hours for each unit. An example of this chart, completed, is attached.

Service/Unit	Approximate Hours/Time Frame	Comments
1 Orientation	5 hrs./week one	
2 Employment Assessment	10 hrs./week one	Includes gathering info from Collaborative members, CASAS and interest inventory testing.
3 The Application Process	15 hrs./week one	How to accurately complete an employment application.
4 The Resume	15 hrs./week one & two	How to create a resume. Includes entry of resume in Talent Bank.
5 Team Work/Consensus Building	10 hrs./week two & three	Includes group exercises and self-evaluation.
6 The Job Search Process	All four (4) weeks	Explores and reviews a variety of resources used to find employment.
	All services will take place on a weekly basis for 35 hours per week (6 hours per day, M-F)	

Program Title _____

Service/Unit	Approximate Hours/Time Frame	Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

1. Describe a “Day in the life” summary and provide an attached detailed daily outline of the curriculum which will be included in the program. Explain how support services will be included. Also, please describe how training offered will improve the life and the likelihood of the client becoming employed.
2. Identify the level of service proposed program intends to provide. What is the minimum/maximum number of clients that can participate effectively in each activity at any given time?

Check	Service	Number of Unduplicated Clients to be served annually	Completion Rate	Placement Rate (Unsubsidized Employment)	Total Budget

E. PROJECTED PERFORMANCE DATA

Projected annual level of service: _____	Client/Direct Service Staff Ratio: _____
Projected Performance (Annual)	
No. Entering Activity: _____	
No. Clients that will complete the activity and be placed in employment within 45 days of completion (or placed prior to completion): _____.	
No. Clients retained 3 months after placement: _____	
No. Clients retained 6 months after placement: _____	

F. RFP QUESTIONS

Please answer questions 1 - 20 taking as much space as sufficiently explains your response. Additional supporting documents are permissible. Please refer to any attachment with reference to the Section and Question Number.

1. Client Characteristics/Enrollment requirements: Detail specific characteristics or target groups of the population to be served. Indicate any specificity to age, geographic area to be served, ethnicity, or other characteristics. Include any specific criteria regarding reading/math levels, prior work history or any other requirements appropriate to your target population.
2. Describe the screening and/or assessment procedures for determining a clients' appropriateness for Contractor's program. If this is not done directly by the agency, describe how service is coordinated with an outside entity.
3. How will proposed program identify, document and communicate client issues to case management?
4. Detail how the One-Stop Career Centers will be utilized in the provision of activities, including which sites will be used. Include information on how you will assure that client resumes are entered into Career Connections and NJ Can.
5. Describe how the program structure will introduce new clients to the educational or occupational component and address different educational levels of clients.
6. Include a list and description of the curriculum and resources to be used for each activity. List computer programs, books, videos, and resource materials to be used in the delivery of the educational/occupational component of each activity. Identify materials, supplies and equipment to be used and indicate the minimum resources necessary to successfully facilitate this program.
7. Attach copies of day-to-day program schedules (e.g. subject matters) and curriculums.

8. Define the hours and days that the services will be made available, including scheduled closings and provisions for emergencies. Identify nontraditional hours of operations to accommodate the needs of this population.
9. Describe what is required for a client to successfully complete proposed program.
10. Provide a description of the **client flow process** beginning with the referral from the MCDSS, through activity completion and/or placement. Which are your program details/elements?
11. Describe how proposed program will work with clients who exhibit poor attendance. What methods will the proposed program employ to ensure a minimum of 80% attendance?
12. Describe proposed program's job readiness and placement activities.
13. Clearly describe any innovative techniques proposed program will utilize in recruiting, training, placing or supporting clients in activities. List each technique separately; indicate reasoning for implementing the technique and anticipated outcome.
14. Describe how proposed program will serve the unique needs of clients with specific barriers to employment or participation, specifically clients who have little or no documented work history, criminal history, low literacy or other special needs as outlined in Contractor proposal.
15. Describe methods which will be used to self - monitor and measure client progress and satisfaction and your overall program.
16. Describe how the program will use client satisfaction and client outcome information to change or improve services. How often will this program evaluation process be conducted?
17. Describe procedures to be used to ensure timely and accurate submission of monthly level of service reports and other required documentation.
18. What innovative strategies are being implemented this year as opposed to any other year of programs to make the program more interesting and fulfilling?
19. Describe any innovative or extraordinary approach(es) that will be used in providing services.

20. **MEMORANDUM OF UNDERSTANDING (MOU)**

Please provide letters of commitment from collaborative stakeholders identified in the narrative. Although representatives from all partners and/or stakeholders may not be identified at the time of this application, Contractors will need to clearly outline the process to engage key stakeholders in the narrative.

III. BUDGET INFORMATION

1. Complete **All** of the following Budget Forms.
2. Include a written narrative justification or rationale that explains the need and intended use of **each line item** contained in the proposed budget plan. **Please provide all information that a reviewer would need to understand the necessity of each proposed item, as well as the formulas and assumptions used to arrive at each budgeted amount.**
3. Contractors must disclose the details and amounts of line items that are necessary for the delivery of the service but that have not been included in the budget. **For example, if you will be providing office supplies as an in-kind contribution and not charging them in your budget, you need to include that information as well as an estimated cost.**
4. Identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

Contractors recommended for a contract, will be required to submit supporting documentation for each budget line item. Applicable support documentation may include but not be limited to:

- Current lease agreements
- Personnel policies
- Resumes

SECTION III BUDGET

All Contractors must complete this part. **Submit a separate budget for each program or activity being proposed.** This will help ensure that all applicable costs of materials and services to be supplied for clients are covered in any resulting agreements between Monmouth County and the Contractor. This budget backup **MUST** be included for cost analysis purposes. **PLEASE use the UNIT COST FIGURES FROM the Instruction Package.**

Agency: _____

Program Name: _____

I. LINE ITEM SUMMARY

Category	RFP Request	In Kind	Total
I. Administrative Costs			
II. Program Costs			
III. Profit (Private for Profit Organizations only)			
IV. TOTAL PROPOSAL COSTS			

Total Unduplicated Clients to be served: #_____

Unit/Per Client Cost (Total RFP Request divided by Total Unduplicated Clients): \$_____

II. LINE ITEM BUDGET

A. Administrative Costs

	RFP Request	In-kind/Other Sources	Total Budget
1. Total Salaries			
2. Total Fringe Benefits _____%			
3. Rent			
4. Staff Travel: \$.47 per mile x number of miles			
5. Other (specify)			
6. Other (specify)			
TOTAL ADMINISTRATIVE COSTS			

B. Program Costs

	RFP Request	In-kind/Other Sources	Total Budget
1. Total Salaries			
2. Total Fringe Benefits _____%			
3. Rent			
4. Staff Travel: \$.47 per mile x number of miles			
5. Utilities (Specify type)			
6. Office Supplies (consumable)			
7. Instructional Materials (consumable)*			
8. Equipment*1			
9. Communications*			
10. Other (specify)			
11. Other (specify)			
TOTAL PROGRAM COSTS			

*All Supplies, Materials, Equipment, Communication and “other” category needs must be detailed in Section III of this Part.

III. Use this space to 1) provide any explanation regarding items in budget; 2) list/describe sources of in-kind/other funds being made available in support of the program/activity. DETAIL RELATIVE TO THE NEED FOR ITEMS REQUESTED AND COST OF SUPPLIES, MATERIALS, EQUIPMENT AND COMMUNICATIONS MUST BE PROVIDED HERE.

1 All Equipment authorized for purchase will become the property of the County of Monmouth unless otherwise agreed to in final contract.

STAFF/RENTAL BUDGET WORKSHEET

POSITION/TITLE *	CHARGED TO CONTRACT					COST CATEGORY CHARGED		
	ANNUAL SALARY	NO. of WKS.	SALARY/ WEEK	% OF TIME	TOTAL \$	ADMINISTRATION	PROGRAM	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total Staff Costs	Sum of all cost categories must equal total \$ for each position title.							

* Job Descriptions including position qualifications must be submitted with the RFP response.

RENT Location/address: _____ **Total sq. ft. of facility** _____

Contract sq. ft. _____ x Rate/sq. ft. _____ x Months = \$ _____

IV CERTIFICATIONS

Please read, complete, sign and date if indicated each of the following documents:

- 1. General Conditions for Competitive Contracting**
- 2. Proposal Checklist**
- 3. Addendum Form**
- 4. Statement of Ownership**
- 5. Non-Collusion Affidavit**
- 6. Disclosure of Energy Sector Investment Activity**
- 7. Mandatory Equal Employment Opportunity**
- 8. EEO Questionnaire**
- 9. Business Registration**
- 10. Contractor Certification Form**
- 11. Experience and Past Performance (Include Client Testimonials,
three (3) letters of references attesting to the quality of your services).**
- 12. Signature Page**

CC-9-2026
Monmouth County WFNJ Programs

EVALUATION CRITERIA

Name of Contractor: _____

Name /Type of Program: _____

Name of Reviewer: _____

Please add comments on strengths and weaknesses of each item listed

A. Administrative Capability

Item #	Evaluation Criteria	Strengths	Weaknesses	Evaluators score
1.	Rate how well the Contractor has demonstrated a clear understanding of the purpose and the scope of work?			
2.	Rate how well the Contractor demonstrates collaborative partnerships and coordination with organizations?			
3.	Are staff resumes attached and appropriate? Rate how well the staffing configuration proposed is adequate and/or feasible for the program.			

Comments: _____

B. Experience and Past Performance

Item #	Evaluation Criteria	Strengths	Weaknesses	Evaluators Score
4.	To what extent does the mission of the Contractor's organization appear appropriate to the type of services to be performed?			
5.	How well has the Contractor adequately proven a history of designing and delivering high quality, comprehensive programming for the targeted population?			
6.	Rate how well the Contractor demonstrates that it is experienced in providing proposed services successfully.			

Comments:

C. Program Description / Services

Item #	Evaluation Criteria	Strengths	Weaknesses	Evaluators score
7.	Rate the program description. Is it clear and does it include specific and measurable goals and objectives?			
8.	To what extent has the Contractor included procedures showing how it will address the needs of the targeted population and why those needs are currently not being met?			
9.	To what extent is the proposed curriculum appropriate to program and aimed at self-sufficiency?			
10.	To what extent are the procedures for achieving goals clearly articulated and consistent with the program design?			
11.	How well does the Contractor demonstrate a clear plan on how to engage the clients?			
12.	Are the required hours and days of the week appropriate for the proposed program? (35 hours for TANF / 30 hours for GA / ABAWD 80 hours per month)			

13.	How specific are the recruitment and outreach strategies and do they take into consideration the particular needs of the target population?			
14.	To what extent does the program design include features geared at helping clients find and retain employment?			
15.	Rate the proposed program's proposed training methods? Is the method of delivery appropriate?			
16.	Overall, how well does the proposal provide a clear description of the program performed and its specific measurable goals?			
17.	How well does the proposal clearly describe strategies to ensure federal performance standards will be achieved? (50 % participation rate)			
18.	Has the program demonstrated that it has included collaboration with various partners?			

Comments: _____

D. Budget Forms

Item #	Evaluation Criteria	Strengths	Weaknesses	Evaluators score
19.	Rate the Budget for completeness, reasonability and accuracy.			
20.	How well does the budget narrative clearly detail the line-item totals (including a rationale for each line item)?			
21.	Does the Contractor have costs that are reasonable and justified for the services and activities proposed?			

Comments: _____

E. Overall

Item #	Evaluation Criteria	Strengths	Weaknesses	Evaluators Score
22.	Rate if this proposal provided specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency and accuracy.			
23.	Overall, rate how well the proposal provided a clear description of the services to be performed and specific measurable goals.			

Comments: _____

GENERAL CONDITIONS

1. The attached RFP documents should be fully completed.
2. The award of contract shall be by resolution of the Monmouth County Board of County Commissioners within sixty (60) days after receipt of proposal, unless otherwise extended at the request of the County with the consent of the Contractor(s).
3. The Contractor should indicate any variance to the specifications, terms and/or conditions. If variances are not shown in the RFP, the proposal will be evaluated based on full compliance with the specifications.
4. The County reserves the right to waive any informalities in the proposals.
5. The County of Monmouth is exempt from most Federal, State and Municipal excise, sales and other taxes.
6. The Contractor shall bill the County by submitting detailed invoices and certified vouchers to the County's Using Department(s). The County will make payment of amounts justly due and owing to the Contractor within sixty (60) days thereafter, unless a sooner payment is required under the New Jersey Prompt Payment Law (*N.J.S.A. 2A:30A-1, et seq.*).
7. In case of default by the successful Contractor, the County of Monmouth may procure the articles or services from other sources and hold the successful Contractor responsible for any excess cost occasioned thereby in addition to any other damages to the County of Monmouth.
8. The contract will contain the following provisions:
 - a. The Contractor will indemnify and hold the County harmless for and from any and all losses, costs, damages, claims, suits and/or liabilities arising from any and all State or Federal actions of whatever kind, including Section 1983 claims, including counsel fees and costs of suit (collectively the "losses"), to which the County may be put by reason of any claim for damages of any kind to persons, business entities, or property due, in whole or in part, to the negligence or intentional acts of the Contractor.
 - b. The Contractor will also indemnify and hold the County harmless for and from any and all losses to which the County may be put by reason of the Contractor's failure to pay its workers, suppliers, or subcontractors for labor or materials provided to the County.
 - c. The Contractor further agrees that the County reserves its right to monitor and actively participate in the defense of any and all claims against the County, at its own expense, if, in its sole discretion, it chooses to do so.
 - d. For the purpose of subparagraphs a. through c. above, "County" shall include the County of Monmouth, its Board of County Commissioners, its Constitutional Officers (Sheriff, County Clerk, Prosecutor and Surrogate), and their respective employees, volunteers, and agents.

9. The Contractor shall maintain the following insurance coverage, and provide proof of same upon award of a contract, in a form and with a company satisfactory to the County:

A. Worker's Compensation and Employer Liability

Covering all the Contractor's employees engaged in the performance of the contract and in accordance with the requirements of the laws of the State of New Jersey, including a voluntary compensation/all States endorsement.

B. Commercial General Liability

For bodily injury and property damage, including coverage for: premises/operations; products/completed operations; broad form property damage; and independent contractors. Limits of not less than \$1,000,000.00 for both bodily injury and property damage are required. A combined single limit of \$1,000,000.00 is acceptable. The County of Monmouth, its officers and employees shall be additional insureds. The Contractor shall maintain completed operations insurance for at least two years after final contract payment.

C. Business Automobile Liability

For bodily injury and property damage with limits for not less than \$1,000,000.00 per person or occurrence. A combined single limit or \$1,000,000.00 is acceptable. Coverage should include hired and non-owned vehicles.

D. Errors & Omissions Insurance

Coverage at limits of at least \$1,000,000.00 each claim and \$2,000,000.00 aggregate.

Note: The County reserves the right to waive or modify the above insurance requirements, if appropriate.

10. The documents required under heading A of the Proposal Checklist must be submitted with the proposal. The County shall set a deadline for the submission of any documents which are not submitted with the proposal and which are listed under the headings B and C on the Proposal Checklist. The County may in its discretion extend the deadline, upon request by the Contractor. If a document is not submitted by the deadline or the extended deadline, if any, the proposal may be rejected.
11. The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.
12. A properly completed Statement of Ownership must be provided with the proposal.
13. The Non-Collusion Affidavit must be completed and included with the proposal.
14. The County reserves the right to accept any one of equal or tie proposals in accordance with N.J.S.A. 40A:11-6.1(d).

15. This contract will be awarded through competitive contracting as opposed to bidding. Proposals will be considered according to the weighted criteria contained in the specifications.
16. The Contractor, by submitting a proposal, attests to the fact that neither the Contractor nor any of its Sub-Contractors are prohibited from receiving the award under N.J.S.A. 34:11-56.38 (regarding State of New Jersey list of debarred Contractors and Sub-Contractors).
17. Proposals may be hand delivered or mailed to the Monmouth County Division of Purchasing. The County assumes no responsibility for proposals received after the designated date and time and will return late proposals to the Contractor unopened.
18. Proposals must be enclosed in a sealed envelope bearing the name and address of the Contractor. THE NUMBER AND NAME OF THE RFP MUST BE DESIGNATED ON THE OUTSIDE OF THE ENVELOPE.
19. In order to comply with requirements of the Local Public Contracts Law, the County may cancel the contract whenever the dollar amount expended under the contract reaches or exceeds the initial total contract amount.
20. The County also retains the right to check the computation of all prices submitted in the RFP. If the total sum is incorrect as a result of the Contractor's faulty arithmetic calculations, the County will substitute the correct price and inform the Contractor of the change.
21. The successful Contractor will not assign or subcontract the work specified and covered under the terms of the Agreement or any part thereof, without the consent of the County, except for any subcontractors named in the RFP.
22. If the contract period extends beyond the County's current budget year, the contract shall be subject to the availability and appropriation annually of sufficient funds in any subsequent year(s).
23. The Certification of Non-Involvement in Prohibited Activities in Russia or Belarus and the Disclosure of Investment Activities in Iran should be completed and submitted prior to contract award.
24. The successful Contractor must comply with the attached requirements:
 - (a) Mandatory Anti-Discrimination in Employment – Exhibit A
 - (b) Equal Employment Opportunity – Exhibit B
 - (c) American with Disabilities Act – Exhibit C
 - (d) Business Registration – Exhibit D

25. ADVISORY TO ALL CONTRACTORS

Notice of “Pay to Play” Disclosure Requirement

P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

Any business entity that has received \$50,000 or more cumulatively in contracts from New Jersey governmental entities in a calendar year is required to file an annual disclosure report with ELEC. These reports are due by March 31 following the year being reported. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact ELEC at 1-888-313-ELEC (toll free in NJ) or 1-609-292-8700.

26. Any reference in these General Conditions or in the forms or specifications attached to these General Conditions which refer to "bid", "bidder" or "bidding" shall be deemed amended respectively to refer to "proposal", "Contractor" and "competitive contracting".
27. Persons who receive advertisements, bid/proposal documents, revisions or addenda to advertisements or bid/proposal documents from a secondary source, such as a bidding service, do so at their own risk as to the timeliness, completeness and accuracy of the information they receive. The County is not responsible for sending notices of revisions or addenda to advertisements or bid/proposal documents to anyone who receives the advertisements or bid/proposal documents from a secondary source and of whom the County is not aware.
28. If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, **the County may cancel the contract or portions thereof, without cause, upon written notice to the Contractor.** If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the Contractor shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the Contractor for the Contractor's reasonable overhead and profit related to such orders, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service Contractor shall be entitled to payment for services duly requested by the County and rendered by the Contractor prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to the reasonable adjustment to cover the Contractor's actual increased costs, if any, in supplying the remaining goods or services.
29. The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (N.J.A.C. 17:44-2.2)
30. American goods and products to be used where possible 40A:11-18. Each local unit shall provide, in the specifications for all contracts for county or municipal work or for work for which it will pay any part of the cost, or work which by contract or ordinance it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available, be used in such work. L.1971,c.198,s.18,eff.July 1, 1971. Amended by L. 1982,c.107,s.1.

31. Americans with Disabilities Act of 1990, Equal Opportunity for Individuals with Disability. The contractor and the County of Monmouth, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, employees and subcontractors for any claim which may arise out of their performance of the Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

(Revised 10/2024)

PROPOSAL CHECKLIST

RFP NO.: CC-9-2026

Items required with proposal
(Owner's checkmarks)

Items submitted with proposal
(Contractor's **INITIALS**)

↓ **A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION** ↓

- | | | |
|--------------|---|-------|
| <u> X </u> | Proposal (2 unbound originals) (2 add'l copies requested) | _____ |
| <u> X </u> | Acknowledgment of receipt of addenda or revisions (if any) | _____ |
| <u> X </u> | Statement of Ownership (Filled out completely and broken down) | _____ |
| <u> X </u> | Non-Collusion Affidavit (Filled out completely) | _____ |
| _____ | Other: | _____ |

B. ITEMS PREFERRED WITH THE PROPOSAL, BUT MANDATORY AT THE TIME INDICATED

- | | | |
|--------------|--|-------|
| <u> X </u> | Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for Contractor– prior to award of contract | _____ |
| <u> X </u> | Copy of the N.J. Business Registration Certificate or other acceptable proof of N.J. Business Registration for proposed <u>subcontractor(s)</u> – prior to commencement of work, if applicable | _____ |
| <u> X </u> | References – deadline set by the County, on notice to the Contractor | _____ |
| <u> X </u> | Resume(s) – deadline set by the County, on notice to the Contractor | _____ |
| <u> X </u> | Disclosure of Investment Activities in Iran | _____ |
| <u> X </u> | Certification of Non-Involvement in Prohibited Activities in Russia or Belarus | _____ |
| _____ | Other: – deadline set by the County, on notice to the Contractor | _____ |

C. OPTIONAL ITEM

- | | | |
|--------------|--|-------|
| <u> X </u> | Equal Employment Opportunity Questionnaire | _____ |
|--------------|--|-------|

PRINT NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

COMPLETE & SUBMIT THIS CHECKLIST WITH THE PROPOSAL

Rev. 1/2023

COUNTY OF MONMOUTH
ADDENDA ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of the following addenda containing information for the above referenced project:

<u>Addendum Number</u>	<u>Dated</u>	<u>Initial to Acknowledge Receipt</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRACTOR: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE:

WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT **MUST** BE COMPLETED AND INCLUDED WITH THE PROPOSAL AT THE TIME OF RECEIPT. IF MORE THAN ONE ADDENDUM WAS ISSUED, EACH ADDENDUM MUST BE ACKNOWLEDGED AND REFLECTED ON THIS FORM.

(Revised 1/2018)

CAUTION

REGARDING STATEMENT OF OWNERSHIP

The enclosed Statement of Ownership form must be properly completed in accordance with the requirements of *N.J.S.A. 52:25-24.2*.

The disclosure of all beneficial owners who own ten (10) percent or more of any entity shall be provided in Part II and Part III of the following Statement of Ownership Form, and on additional sheets (if applicable), until all natural persons are identified, or it is otherwise disclosed that there is no further breakdown of beneficial owners greater than or equal to ten (10) percent.

For example, if your company “Company A” (“the VENDOR”), is entirely owned by “Company B”, you must disclose the names and addresses of the owners of 10% or more of “Company B”. Furthermore, if “Company C” owns 100% of “Company B”, you must disclose the names and addresses of the owners of 10% or more of “Company C”. You must continue this breakdown until ALL owners (i.e. natural persons) of 10% or more have been disclosed. Please refer to the Sample Scenarios page to better help you understand what is required for proper breakdown of ownership for Part II.

Please be advised that, for the purposes of completing this form, all “owners” shall be considered to be: individual persons, partnerships, limited partnerships, limited liability partnerships, limited liability companies, sub-chapter S-corporations, C-corporations, statutory trusts, business trusts or associations, real estate investment trusts, common-law trusts, national associations, or any other unincorporated business, whether organized under the laws of this State or under the laws of any other state or territory of the United States or the District of Columbia, the United States or any foreign country or other foreign jurisdiction pursuant to *N.J.S.A. 52:25-24.2*.

If ownership is not properly disclosed, your bid **must be rejected**, as required by *N.J.S.A. 40A:11-23.2*. **Mistakes cannot be cured after bids are received.**

Original 10/2024

STATEMENT OF OWNERSHIP (Continued)
(N.J.S.A. 52:25-24.2)

Part III – DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If **VENDOR** has a direct or indirect parent entity which is publicly traded, and any person that holds a 10% or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) and page numbers containing the last annual filing(s) with the federal SEC (or foreign equivalent) that clearly list such persons.

WEBSITE (URL) _____

Part IV: CERTIFICATION

*** FAILURE TO SIGN “PART IV: CERTIFICATION” IS MANDATORY CAUSE FOR REJECTION EVEN IF ALL OWNERSHIP HAS BEEN PROPERLY DISCLOSED. PLEASE BE SURE TO SIGN THIS SECTION.**

By signing below, VENDOR certifies that its ownership disclosure is complete as provided above and/or attached and no person or entity, **except for those (if any) already listed above or on any attached sheets,** owns a 10% or greater interest in the VENDOR or any listed entities.

VENDOR NAME: _____

SIGNATURE: _____

PRINT NAME & TITLE: _____

DATE: _____

Original 10/2024

STATEMENT OF OWNERSHIP

SAMPLE SCENARIOS

In an effort to help you understand how to properly complete the Statement of Ownership, please review the sample scenarios below. Be advised, your ownership structure may not be represented in the samples below and it is the sole responsibility of you, the **VENDOR**, to accurately disclose any and all ownership information required by N.J.S.A 52:25-24.2.

SAMPLE SCENARIO 1:

Your Company "Company A" is wholly owned by "Company B". "Company B" is wholly owned by "Company C". "Company C" is wholly owned by "Company D". "Company D" is a publicly traded company on the XYZ Stock Exchange. No individual person or company owns a 10% or greater interest in "Company D".

Provide the following information regarding ownership in Part II & III of the Statement of Ownership form:

Company B
123 Main St.
Anytown, NJ 01000
*Company B wholly owns Company A

Company C
456 Center St.
Anycity, NY 02000
*Company C wholly owns Company B

Company D
SE-12345
Europe 21
*Company D wholly owns Company C

[Link to Company D Annual Filings \(as required by Part III of the Statement of Ownership\)](#)

SAMPLE SCENARIO 2:

"Your Company Name A" is wholly owned by "Company B". "Company B" is wholly owned by "Company C". "Company C" is wholly owned by Jane Doe (60% ownership) and John Smith (40% ownership).

Provide the following information regarding ownership in Part II of the Statement of Ownership form:

Company B
123 Main St.
Anytown, NJ 01000
*Company B wholly owns Company A

Company C
456 Center St.
Anycity, NY 02000
*Company C wholly owns Company B

Jane Doe
456 Center St.
Anycity, NY 02000
*Ms. Doe owns in excess of 10% of Company C

John Smith
456 Center St.
Anycity, NY 02000
* Mr. Smith owns in excess of 10% of Company C

Original 10/2024

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

NON-COLLUSION AFFIDAVIT The Affidavit shall be properly executed and submitted with the proposal.

STATE OF _____)

ss:

COUNTY OF _____)

Re: PROVIDE WFNJ EMPLOYMENT DIRECTED ACTIVITIES TO EQUIP ADULTS, RECEIVING TANF, SNAP AND/OR GA BENEFITS INCLUDING ABAWD (ABLE BODIED ADULTS WITHOUT DEPENDENTS), WITH THE TOOLS AND SKILLS NECESSARY TO BECOME EMPLOYED, FOR THE PERIOD OF NOVEMBER 01, 2026 THROUGH SEPTEMBER 30, 2027, WITH ONE (1) ONE-YEAR RENEWAL OPTION

I, _____ (name of signer) of full age, on my oath depose and say:

I am the _____ (title)

of _____ (name of Contractor), a prospective Contractor for the above named project, and that I executed the said proposal with full authority so to do; that the prospective Contractor 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 named project; and that all statements contained in the proposal and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the proposal and in the statements contained in this affidavit in awarding a contract for the project.

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 my firm for the purpose of securing business.

Signed: X _____

(Revised 10/2024)

Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.



I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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 person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.

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 person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

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 Monmouth 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 Monmouth to notify the County of Monmouth 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 Monmouth and that the County of Monmouth at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

☐ C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative	Date
Print Name and Title of Vendor’s Authorized Representative	Vendor’s FEIN
Vendor’s Name	Vendor’s Phone Number
Vendor’s Address (Street Address)	Vendor’s Fax Number
Vendor’s Address (City/State/Zip Code)	Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

EXHIBIT A

MANDATORY ANTI-DISCRIMINATION IN EMPLOYMENT LANGUAGE

N.J.S.A. 10:2-1

CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex.

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract.

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).

(Revised 2/2017)

EXHIBIT B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to *N.J.S.A. 10:5-31 et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA-302 (electronically provided by the Division of Purchase & Property, CCAU, EEO Monitoring Program and distributed to the public agency through the Division of Purchase & Property, CCAU, EEO Monitoring Program's website at www.state.nj.us/treasury/contract_compliance/)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to *N.J.A.C. 17:27-1.1 et seq.*

(Revised 2/2017)

EQUAL EMPLOYMENT OPPORTUNITY
QUESTIONNAIRE ON
PROCUREMENT AND SERVICE CONTRACT

- | | |
|---|-------------------------|
| | <u>YES OR NO</u> |
| 1. Our Company has a current federal affirmative action plan approval.
If yes, please submit a copy of said approval. | _____ |
| 2. Our Company has a New Jersey State Certificate of Employee Information
Report. If yes, please include copy. | _____ |
| 3. We do not have a current Federal Plan Approval or State Certificate.
We will complete and file Form AA302 on line at
www.state.nj.us/treasury/contract_compliance and provide a "filed" copy
to the County. | _____ |

PLEASE NOTE:
ONE OF THE ABOVE MUST BE SUBMITTED IF YOU ARE THE
SUCCESSFUL CONTRACTOR AND RECEIVE THE AWARD. THIS IS
REGARDLESS OF THE NUMBER OF EMPLOYEES YOU HAVE.

NAME: _____

SIGNATURE: X _____

TITLE: _____

DATE: _____

**THIS FORM SHOULD BE COMPLETED, SIGNED AND RETURNED WITH YOUR
PROPOSAL.**

(Revised 2/2017)

EXHIBIT C

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the County of Monmouth, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

(Revised 2/2017)

EXHIBIT D

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS GOODS, SERVICES, AND CONSTRUCTION* CONTRACTS

Proof of valid business registration (a Business Registration Certificate) with the New Jersey Department of Treasury, Division of Revenue must be submitted to the contracting agency prior to the award of any contract, including purchase orders. No contract will be awarded without proof of such business registration. N.J.S.A. 52:32-44 imposes the following requirements on contractors and on all subcontractors that knowingly enter into a contract, or construct a construction project, with a contractor in the fulfillment of a contract with a contracting agency. *In the case of a construction contract, "subcontractor" shall mean only designated subcontractors who are required by N.J.S.A. 40A:11-16 to be named in the submission of a bid.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to the contractor who shall provide it to the contracting agency. The contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractors prior to the time a contract is awarded.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. Before final payment of the contract is made by the contracting agency, the contractor shall submit a complete and accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all taxable sales of tangible personal property delivered into this state.

A business organization that fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency

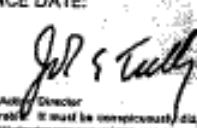
Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

(Revised 5/2017)

THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE P.O. BOX 282 TRENTON, N.J. 08646-0282
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

(Revised 5/2017)

SIGNATURE PAGE

CC-9-2026

To the Monmouth County Board of County Commissioners:

**THE UNDERSIGNED HEREBY DECLARES THAT
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE
WITH YOUR REQUIREMENTS.**

Company Name: _____
(PRINT)

Preparer's Name: _____
(PRINT)

Signature: _____
(DATE)

Address: _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____
***** (This should be the email where Contracts would be sent) *****

Contact Person: _____

FEIN: _____
(Federal Employee ID)

BRC: _____
(Business Registration Certificate)

(Revised 2/2017)

CONTRACTOR CERTIFICATION FORM

The undersigned is a (check one) sole proprietorship (), partnership (), corporation ()
or joint venture () under the laws of the State of _____ having
principal offices at _____.

CONTRACTOR: _____

BY: _____

TITLE: _____

ADDRESS: _____

DATE: _____

EXPERIENCE AND PAST PERFORMANCE

All Contractors must complete either A. or B.

- A. **CURRENT WFNJ SERVICE CONTRACTORS** in Monmouth, Ocean, Mercer or Middlesex Counties should note counties it has operated programs in and describe the program(s) below. Performance data for current service Contractors will be calculated and evaluated on the basis of performance during the current program year using reports and other information generated by the Administrative Entities of Monmouth, Ocean, Mercer or Middlesex. Duplicate this form for use as necessary.

The Contractor currently provides services to the WFNJ population in _____ County as follows:

Type of Service/Activities provided:

Funding Source(s):

- B. **I/We am (are) not a current WFNJ Service Contractor.** The following information, which indicates other services provided by the Contractor, is submitted for reference purposes in consideration of this proposal.

Program/Activity Title: _____

Dates of Operation: _____

Amount of Funds Received: \$ _____ | Type of Program: _____

Source of Funds: _____

Reference Name: _____

Reference Address: _____

Reference Telephone #: _____ | Fax #: _____

Number planned to serve _____ | Actual number served _____

Number of program completer's _____ | Number placed in employment _____