

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

**VARIOUS YOUTH SERVICES ADMINISTERED BY THE MONMOUTH COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF CHILD
AND YOUTH SERVICES / YOUTH SERVICES COMMISSION FOR
THE PERIOD OF JANUARY 1, 2027 THROUGH DECEMBER 31, 2027,
WITH TWO (2) ONE-YEAR RENEWAL OPTIONS**

RFP #CC-13-2027

The County of Monmouth invites the submission of written proposals to provide Youth Services administered by the Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission for the period of January 1, 2027, through December 31, 2027, with two (2) one-year renewal options.

Proposals must be delivered to the **Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main Street, Freehold, New Jersey 07728, by 10:30 a.m., on Tuesday, October 27, 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. Questions concerning the Request for Proposals should be directed to Purchasing at ProposalQuestions@co.monmouth.nj.us **by noon on Tuesday, October 6, 2026**.

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

The Contractor 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 Board of County Commissioners of the County of Monmouth.

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

REQUEST FOR PROPOSALS
CC-13-2027

Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission
P.O. Box 3000, Kozloski Road
Freehold, New Jersey 07728
(732) 866-3585

Subject

The Monmouth County Board of County Commissioners, through its Monmouth County Department of Health and Human Services - Division of Child and Youth Services and the Youth Services Commission, announces the anticipated availability **\$772,514.00** of State / Community Partnership Grant (SCPG) and Family Court Services Funds (FC) for youth at risk or involved in Family Court. Through the award of these funds and other programs and projects, the Monmouth County Youth Services Commission hopes to prevent and reduce the prevalence and impact of juvenile delinquency. It is the intent of the Youth Services Commission through the State Community Partnership Grant and Family Court Services Program that the needs and problem areas identified in the Monmouth County Youth Justice Strategic Plan 2027-2029 are addressed.

Through this Request for Proposals, the Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission is seeking proposals for the following services:

- Evidence Based Primary Delinquency Prevention Services for Children in Elementary School that includes Countywide Prevention Services, with a Focus on High Need Under-Served Areas.
- Mentoring Services for Children and Youth.
- Community Based Safe Environments focused on Positive Youth Development
- Creative Innovation Programs focused on Youth Engagement, Youth Empowerment, and Youth Voice.
- Juvenile/Family Crisis Intervention Unit.
- Evidence Informed Intervention Services to Redirect Youth from Arrest, Prosecution, or Formal Court Processing.
- Creative Wellness Interventions for Court Involved Youth.
- Specialized Services focused on Youth with Serious Crimes including sex offenses.
- Adolescent Residential Substance Abuse Treatment Services.

Project Time Frame

All funds awarded are subject to the availability of state appropriations. The time frame for the State Community Partnership Grant and the Family Court Services Program is for a one-year period commencing January 1, 2027, with two (2) one-year renewal options at the discretion of Monmouth County, subject to the availability of funds and to the continuing satisfactory performance by the Provider (hereafter referred to as Contractor) of service.

Summary

DELINQUENCY PREVENTION SERVICES

Evidence Based Primary Delinquency Prevention Services for Children in Elementary School - \$100,000.00 State Community Partnership Grant

Mentoring Services for Children and Youth - \$100,000.00 State Community Partnership Grant

Community Based Safe Environments focused on Positive Youth Development-
\$100,000.00 State Community Partnership Grant

Creative Innovation Programs focused on Youth Engagement, Youth Empowerment and Youth Voice-
\$60,000.00 State Community Partnership Grant

Delinquency Prevention includes strategies, programs and services designed to increase the likelihood that youth remain positively engaged in their schools, families, and communities and avoid initial involvement with the youth justice system. The goal of delinquency prevention is to strengthen protective factors, reduce barriers to success, and support youth in making healthy choices that lead to positive development. Primary delinquency programs are those directed at the entire at-risk youth population in a targeted area-such as a specific school, neighborhood, or community-where risk factors are present and where opportunities exist to build resilience. Secondary delinquency prevention programs are those directed at specific youth who demonstrate higher levels of need than the general population, based on behaviors or circumstances that place them at greater risk of youth justice involvement. To include strategies, programs and services designed to increase the likelihood that youth remain positively engaged in their schools, families, and communities and avoid initial involvement with the youth justice system.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$100,000.00 of the State Community Partnership Grant for **Evidence Based Primary Delinquency Prevention Services for Children in Elementary School**.

Monmouth County seeks the following:

- Evidence Based Primary Delinquency Prevention Services for Children in Elementary School that are countywide, with a focus on high need underserved areas. Applicants must provide research and data that supports the need for proposed services.
- Replication of Best Practice Models for Delinquency Prevention included in the Office of Juvenile Justice Delinquency Prevention (OJJDP) Model Programs Guide
- To support evidence-based prevention programs that provide skill development for children. To reduce the number of at-risk youths who become delinquent by involving them in a prevention program.

- Programs and strategies that intervene at the earliest possible and/or most developmentally appropriate stage as identified through the risk and protective assessment and which serve to incorporate the entire family, increase opportunities for bonding with caring adults, focus on the attainment of age-appropriate social skills and employ an integrated approach which targets more than one sphere of influence in a child's life.
- Delinquency prevention programs that increase protections that reduce the likelihood of minority youth becoming involved in the youth justice system.
- Skill development for children, around conflict resolution, problem solving, anger management, substance abuse prevention, gang prevention, bullying prevention, self-esteem building, empathy, and communication.
- Anti-bullying programs and delinquency prevention services that integrate social emotional learning. Social and emotional competencies include self-awareness; self-management; social awareness; responsible decision making and relationship skills.
- Outreach to engage and involve parent(s)/guardian(s) in the program.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$100,000.00 of the State Community Partnership Grant for **Mentoring Services for Children and Youth**.

Monmouth County seeks the following:

- To support local organizations that develop, implement, or expand local mentoring programs that promote measurable, positive outcomes for at-risk youth and reduce juvenile delinquency. Mentoring provides at-risk youth with positive and consistent adult or older peer contact to promote healthy development and functioning by reducing risk factors.
- Key areas for mentoring include but are not limited to the following: male mentoring services; high school students mentoring at risk elementary or middle school students; and mentoring focused on school to work or career exploration and or college bound youth.
- To connect youth to caring adults, positive peers and pro-social activities in their schools and communities that foster positive youth development. Successful mentoring relationships have shown to increase youth's self-esteem, improve academic achievement, and steer them away from delinquency, substance use, and other high-risk behaviors.
- Community, School Based, and Workplace Mentoring Services for Children and Youth in Elementary, Middle School and High School. There may be a focus on mentoring focused on school to work and/ or college bound youth; and continued mentoring where older youth mentor younger youths, which have shown to have a positive impact.

- Recruitment of mentors from diverse backgrounds and services that ensure adequate supervision, background checks and training are provided.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$100,000.00 of the State Community Partnership Grant for **Community Based Safe Environments focused on Positive Youth Development**. Applicants can apply for up to \$100,000.00 however, awards may be made to multiple programs.

Monmouth County seeks the following:

- Community Based Safe Environments that offers structured activities, quality programming and supervision for youth, in communities identified as exhibiting multiple risk factors for adolescent problem behaviors. To provide youth with opportunities for social connectedness where transportation, cost, and safety are not barriers. Local and accessible community based safe environments are desired that expand resources for youth and are not duplicative of what already exists.
- Secondary delinquency prevention services for youth exhibiting risk factors that include: alienation and rebelliousness, friends who engage in problem behavior, favorable attitudes toward the the problem behavior and early initiation of the problem behavior. To offer structured activities, quality programming and supervision to serve youth of varied ages, including older youth. Programs that include an after-school and summer component are desired.
- To recommend delinquency prevention programs that increase protections that reduce the likelihood of minority youth becoming involved in the youth justice system. To expose youth to constructive recreational activities and pro-social hobbies or interests and offer opportunities, skills, and recognition to promote healthy youth development that fosters positive relationships.
- Program(s) that promotes Positive Youth Development – an intentional, pro-social approach that engages youth and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.
- To foster positive youth development that assist delinquent and other at-risk youth in obtaining— (i) a sense of safety and structure; (ii) a sense of belonging and membership; (iii) a sense of self-worth and social contribution; (iv) a sense of independence and control over one's life; and (v) a sense of closeness in interpersonal relationships.
- Community Based Safe Environments that assist youth to overcome obstacles such as gangs, violence, crime, and substance abuse and provide skill development in the area of conflict resolution, problem solving, anger management, life skills, self esteem building, empathy and communication.

Sealed proposals are being accepted for the purpose of awarding contract(s), in the amount of \$60,000.00 of the State Community Partnership Grant for **Creative Innovation Programs focused on Youth Engagement, Youth Empowerment and Youth Voice**. Applicants can apply for up to

\$60,000.00 of the State Community Partnership Grant; however, awards may be made to multiple programs.

Monmouth County seeks the following:

- Creative innovative prevention services focused on Youth Engagement, Youth Empowerment and Youth Voice that allow youth to explore their interests and offer youth a sense of independence, where their voices are heard and taken into consideration.
- There is a need to develop creative strategies to engage young people (i.e. arts, sports, technology, yoga, photography, meditation, music production, computer graphics, theater, woodworking, arts and crafts, etc.). Approaches that include mentoring/positive role models, and social/recreational activities are desired.
- Arts programming represents a uniquely engaging and nonthreatening approach to connecting with youth. Arts-based interventions can take many forms, including visual and performing arts, podcasting, filmmaking, creative writing and countless other creative expressions.
- To integrate arts programming in prevention programs as a strategy to engage youth. There is a desire for innovation especially related to providing safe and free places for youth. Local and accessible community based safe environments that expand resources for youth and are not duplicative of what already exists are desired.

DIVERSION

Juvenile - Family Crisis Intervention Unit (FCIU)

\$150,000.00 Family Court Services Funds (\$131,794.00 FCIU & \$18,206.00 FC)

Evidence Informed Intervention Services to Redirect Youth from Arrest, Youth Justice System Prosecution, or Formal Court Processing

\$25,760.00 State Community Partnership Grant

The Diversion stage of the youth justice system offers alleged youth offenders an opportunity to avoid arrest and/or prosecution by providing alternatives to the formal youth justice system process. The goal of Diversion is to provide services and/or informal sanctions to youth who have begun to engage in antisocial and low-level delinquent behavior, to prevent youth from continuing a delinquency pathway. Diversion programs require young people to perform certain activities in lieu of a formal arrest, a formal prosecution, or formal court processing. The activities focus on restoring relationships and making amends. These programs can be operated by law enforcement agencies, the court or a contracted service provider. To redirect youth from being arrested, from formal youth justice system prosecution, or from court processing.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$150,000.00 of the Family Court Services Program Funds to a public or private non-profit agency to provide a **Juvenile - Family Crisis Intervention Unit (FCIU)** in Monmouth County.

The Juvenile - Family Crisis Intervention Unit is required to be, in compliance with the New Jersey Code of Juvenile Justice, the Rules of Court, and the provisions of the New Jersey Family Court Juvenile Family Crisis Operations Manual. The purpose of the unit is to provide a continuous 24-hour on-call service designed to attend and stabilize juvenile-family crisis. Juvenile-family crisis is defined as behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in: 1.) A serious threat to the well-being and physical safety of a juvenile, or 2.) A serious conflict between a parent or guardian and a juvenile regarding rules of conduct which has been manifested by repeated disregard for lawful parental authority by a juvenile or misuse of lawful parental authority by a parent or guardian, or 3.) Unauthorized absence by a juvenile for more than 24 hours from his/her home, or 4.) A pattern of repeated unauthorized absences from school by a juvenile subject to the compulsory education provision of Title 18A of the New Jersey Statutes (N.J.S.A. 2A:4A-22(g)). Under this statute, juvenile-family crisis cases do not include cases of child abuse, child neglect or domestic violence. The specific requirements and goals of the Juvenile - Family Crisis Intervention Unit are defined in Appendix A of this public announcement.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$25,760.00 of the State Community Partnership Grant funds to a public or private non-profit agency that will provide **Evidence Informed Intervention Services to Redirect Youth from Arrest, Youth Justice System Prosecution, or Formal Court Processing.**

Monmouth County seeks the following:

- An array of community-based service interventions for youth with minor delinquency offenses that serve as a resource for school districts (i.e. school resource officers, student assistance professionals...), law enforcement, and the courts. Diversion helps at-risk youth avoid legal harm and stigma by using community-based strategies that promote accountability without court sanctions.
- Evidence-based diversion services modeled on best practices. Early intervention education services for youth with minor offenses related to conduct disorder, anger management problems, alcohol and drug abuse, sexting, cyber bullying, and inappropriate use of social media.
- Community service or service-learning sites and organized programs to provide immediate consequences and a prompt and convenient resolution for the victim, while at the same time benefiting the youth by avoiding the stigma of a formal juvenile delinquency record.
- Police and the youth dialogue and listening sessions at the community and school level to build trust and to combat youth bias, hate and racism.
- Intervention services that focus on minority youth, their families, and communities. Special attention should be paid to racial and gender disparities, with the goal of ensuring all youth have equitable access to diversion, regardless of race or gender.

- Outreach to engage and involve parent(s)/guardian(s) in the program and provide information on the resources that exist.
- To offer services that address adolescent teen issues related to family, school and their peer group.
- Strategies may include but are not limited to mediation, conflict resolution, social problem solving, crisis intervention services, cognitive behavioral approaches, family engagement, social skills training, anger management, mentoring, incorporation of mindfulness techniques, leadership development and character education.

DISPOSITIONAL OPTIONS

Creative Wellness Interventions for Court Involved Youth

\$70,000.00 Family Court Services Funds

Specialized Focus on Youth with Serious Charges including sex offenses

\$90,000.00 Family Court Services Funds

Disposition - Adolescent Substance Abuse Treatment Services

\$76,754.00 Family Court Services Funds

The disposition of a delinquency case is the outcome or decision that describes how the case was resolved. After a young person is found to be adjudicated delinquent, the court may order sanctions, supervision, and services that have a rehabilitative goal. This approach aims to promote positive youth outcomes and successful futures. Disposition programs may be grounded in rehabilitation, restorative principles (accountability, repairing harm, and strengthening relationships), and positive youth development to support a meaningful, constructive experience for young people.

Sealed proposals are being accepted for the purpose of awarding a contract(s), in the amount of \$70,000.00 of the Family Court Services Funds, to a public or private non-profit agency that will provide and / or purchase **Creative Wellness Interventions for Court Involved**

Monmouth County seeks the following:

- Approaches that engage youth using trusted adults/mentors, who inspire and empower youth in a positive direction, and help build skills and linkages that led to a career or employment opportunity are desired.
- Mentoring services for youth who are court involved or on probation supervision. Career and employment opportunities for youth and young adults are desired. There is a need to increase youth's connections and knowledge about the labor market and increase awareness of different careers and employment opportunities. To provide educational

support, work readiness skills, career development and youth employment opportunities for youth who are court involved or on probation supervision.

- To provide support services for youth who are court involved or on probation supervision and their families related to challenges at school (virtual school / navigating alternative school placement for youth with more serious charges), engaging family members struggling with different issues (how to address behavior at home, their own challenges such as recovery, other children having difficulties, finding time to meet probation responsibilities with other home obligations), transportation, and engaging families with services within their communities. To help youth develop and practice skills needed to make better decisions, particularly when confronted with circumstances that could lead to further delinquent behavior.
- To motivate youth through incentives and opportunities. Strategies most effective include tangible incentives to reward positive behavior, engaging activities that are hands on and non-traditional (moving away from a lecture format and incorporating youth's needs and interests). To develop individualized case plans with probation officers in a coaching role and working with families as partners, shifting from sanction-based to incentive-based approaches to behavioral change.

Sealed proposals are being accepted for the purpose of awarding a contract, in the amount of \$90,000.00 of the Family Court Services Funds to a public or private non-profit agency that will provide **Specialized Focus on Youth with Serious Charges including sex offenses.**

Monmouth County seeks the following:

- Specialized focus and attention to address youth with serious crimes. A program to provide intensive supervision and treatment services for youth offenders, while they are in the community that includes offense specific counseling. This includes but is not limited to youth with sex offenses and other high-risk behaviors/offenses.
- To provide specialized assessment, evaluation, and treatment services for youth with serious charges who are court involved. This is to include evaluation, assessment, and counseling services for youth with sex offenses and their families, as well as services that address other serious charges, high-risk behaviors and offenses. In addition to services for juveniles adjudicated delinquent of sex offenses, who are on probation supervision, the program may consider the expansion of services to those youth with sexually inappropriate behaviors who are not "court formal". Cases before Intake Service Conference or Juvenile Conference Committees could be considered.
- A program that includes transportation to treatment is preferred.
- The target population is Monmouth County youth who are court involved and being supervised by probation for delinquency charges related to serious charges sexual offenses, and other high-risk offenses and behaviors. The geographic area to be served is Monmouth County.
- The goals of the program are to provide intensive supervision to youth offenders while they are in the community; and provide them with offense specific counseling to prevent recidivism. The desired outcomes are to interrupt the cycle of high-risk behavior and

offenses; to prevent recidivism and future potential victims; to establish a relapse prevention plan and improve the juvenile's self-concept /self-awareness, social skills, parent/child relationship and knowledge of appropriate behavior.

Sealed proposals are being accepted for the purposes of awarding a contract to a public or private non-profit agency licensed to provide **Adolescent Substance Abuse Treatment Services** for youth, who have been adjudicated delinquent by the Family Court and/or who have a demonstrated history of juvenile delinquency and are referred to treatment by the Judiciary. Monmouth County has allocated a combined total amount of \$76,754.00 of the Family Court Services Funds for this purpose.

Monmouth County seeks the following:

- To provide substance abuse treatment and adolescent residential alcohol and drug treatment services to Monmouth County youth with alcohol and drug dependence, who have been adjudicated delinquent and/or who have a demonstrated history of juvenile delinquency, and referred to treatment by the Judiciary.
- To provide intervention and treatment services to youth with drug/alcohol offenses that is tailored to the unique needs of the adolescent. To effectively treat substance, use and abuse disorders in adolescents, and identify and treat any other mental health condition, is needed. Resources for adolescent treatment should focus on a system of care that is community based and concentrates on the least restrictive level of care that would help adolescents sustain recovery through community support.
- The target population is Monmouth County youth with alcohol and drug dependence, who are referred to treatment by the Judiciary. The geographic area to be served is Monmouth County. The goals of the program are to help youth with alcohol and drug problems become clean and sober and lead law abiding, drug, and alcohol-free lifestyles; and to expand the dispositional options available to the Judiciary for juveniles adjudicated delinquent with associated substance abuse problems. The desired outcomes are increased knowledge and understanding of the addiction process, steps toward recovery and the impact of alcoholism and drug addiction on all aspects of one's life; development of skills to become alcohol and drug free; and establishment of a relapse prevention/continuing care plan.

General Requirements, Process, Contractor Eligibility Requirements and Criteria for Award
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General Requirements

Potential Contractors are hereby advised that all requirements imposed upon the County of Monmouth by the New Jersey Youth Justice Commission will be incorporated into subcontracts to be developed by Monmouth County. Further, all Monmouth County requirements shall similarly apply. Monmouth County contracts awarded through these funds must be approved by the Monmouth County Health and Human Services Department Office of Child and Youth Services / Youth Services Commission, Monmouth County Board of County Commissioners and by the New Jersey Juvenile Justice Commission.

Process

- 1.) All written questions and requests for clarifications shall be submitted **no later than Tuesday, October 6, 2026, at 12:00 Noon** to ProposalQuestions@co.monmouth.nj.us. Correspondence received prior to such date will be considered. The County of Monmouth may, but shall not be obligated to, respond to such questions. Any responses to questions may be issued in the form of a clarification and/or an addendum to this RFP and will be posted on our website. Once potential Contractors are registered at www.visitmonmouth.com/purchasing under “Upcoming Competitive Contracts”, the Narrative Section in a locked word document format may be obtained by contacting Theresa Aziz, Purchasing Division at Theresa.Aziz@co.monmouth.nj.us
- 2.) Sealed proposals are due to the Monmouth County Purchasing Division, Hall of Records, 3rd Floor, 1 East Main Street, Freehold, New Jersey 07728 **no later than Tuesday, October 27, 2026, at 10:30 a.m.** at which time proposals will be opened and read in the Commissioners Meeting Room, 2nd Floor, Hall of Records. **Contractors should submit one (1) unbound original and three (3) copies.** The Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission (YSC) reserves the right to reject any and all proposals that are incomplete or not submitted by the deadline above.
- 3.) The Proposal Evaluation Committee of the Monmouth County Youth Services Commission will meet during **November 9-20, 2026,** to review submitted proposals.
- 4.) The Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission anticipates acting on the State Community Partnership Grant and Family Court Services Funds by **Tuesday, December 1, 2026.**
- 5.) If a Contractor desires to appeal the Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission action, written notification must be submitted to the YSC Administrator with copies to the chairpersons within five (5) working days of notification of that action.
- 6.) The final recommendation of the Monmouth County Department of Health and Human Services - Division of Child and Youth Services / Youth Services Commission will be forwarded to Monmouth County’s Qualified Purchasing Agent or the Monmouth County Administrator or County Counsel who will prepare a report to the Board of County Commissioners.
- 7.) The Board of County Commissioners will thereupon adopt a resolution of award.

Contractor Eligibility Requirements

- 1.) Organizations eligible to apply for delinquency prevention/intervention services include qualified public or non-profit organizations (operating within the identified municipalities) that have a demonstrated background in implementing prevention/intervention programs. Qualified nonprofit organizations are those organized under Title 15A of the New Jersey Revised Statutes or otherwise qualified for nonprofit tax exemption under the Internal Revenue Code 26 U.S.C. §.501(c)(3)). Contractors must be in good standing with all County,

State and Federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all Contractors must hold current State licenses.

- 2.) Public or private non-profit agencies that have demonstrated experience working with youth involved or at-risk of involvement in Family Court may submit applications. Staff must have knowledge and understanding of juvenile delinquency and familiarity with the processing of juvenile delinquency cases in Family Court.
- 3.) Contractors who submit a proposal for an array of substance abuse treatment services must be a licensed New Jersey Contractor.
- 4.) Contractors may apply for all or a portion of the funds. The State Community Partnership Grant and Family Court Services Funds cannot be used for the following costs or purposes: purchasing or acquiring land; construction or renovation costs; supplanting federal, state, or local funds supporting existing programs and services; vehicle acquisition; bonuses, commissions, or honorariums; lobbying; fundraising or grant writing.
- 5.) Contractors must comply with the 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).
- 6.) The following documents are required attachments with proposals: Document Checklist; Certified Assurances; Certificate of Incorporation; Charitable Registration Status; Business Registration Certificate; Organization Chart; List of Board of Directors, Officers and their terms; Copy of most recent Audit; Copy of the Professional License and/or Certification of Personnel and Contractor included in your application; Resume(s) and/or Job Description(s) of Personnel included in your application; Contractor Certification form; Equal Employment Opportunity Questionnaire on Procurement and Service Contract; Statement of Ownership; Non-Collusion Affidavit; Addendum Acknowledgement; Russia-Belarus-Iran Disclosure Form; Proposal Checklist and Signature Page.
- 7.) A Contractor must submit a fully completed application by the required deadline to be considered for funding.
- 8.) A Contractor must agree to provide services to any eligible Monmouth County resident regardless of national origin, race, creed, or sexual orientation.
- 9.) Contractors must be willing to adhere to all reporting required by the Monmouth County Department of Health and Human Services-Division of Child and Youth Services / Youth Services Commission and comply with program monitoring and evaluation.
- 10.) Successful Contractors must demonstrate knowledge of and compliance with the federal “Health Insurance Portability and Accountability Act” (HIPPA).
- 11.) Contractor must agree to receive electronic closed loop referrals through the Monmouth ACTS Navigation System, where applicable. Additionally, Contractor must agree to input

resident outcome information into the IT database associated with the Monmouth ACTS Navigation System, provided the proper release of information is obtained.

Criteria for Award

The methodology for awarding contracts shall be based on an evaluation and ranking which shall include:

- a) Experience of the Contractor with youth programs in providing a comprehensive array of services to meet the needs of the target population or related high-risk populations.
- b) Consistency with service priorities identified in the Monmouth County Youth Justice Strategic Plan 2027-2029 (e-mail ellen.cohen@co.monmouth.nj.us for document if needed) and compliance with the basic criteria contained in this RFP.
- c) Overview of the total program design including the services to be provided, the research and data supporting the need, and consideration to youth and family voice given.
- d) Collaboration with other community resources to enhance the services being provided to the target population.
- e) Number, qualifications, skills, and licenses of the program staff that will perform the service activities. Description of the management and supervision methods that will be used in the operation of the program.
- f) Realistic and attainable goals and objectives
- g) Completeness, clarity and accuracy of application narrative, budget, and required documentation.
- h) Feasibility and reasonableness of the proposed budget.
- i) Financial stability and fiscal management of the organization.
- j) Past performance with the Monmouth County Department of Human Services or with other major grantors.

Preference will be given to Primary and Secondary Delinquency Prevention Programs which include a provision for county-wide services, with a focus on high need underserved areas. Applicants must provide research and data that supports the need for proposed services.

Contractors to establish a Juvenile/Family Crisis Intervention Unit (J/FCIU) must clearly describe in their proposal how each of the requirements in the J/FCIU statutes and program specifications in Appendix A will be met.

Preference will be given to Contractors who have established linkages with community resources that include youth justice, Family Court, children's mental health services, adolescent substance abuse treatment, child protection, schools, law enforcement, and local recreation / social service agencies in Monmouth County.

The Youth Services Commission prefers to see strong collaboration efforts among agencies providing services to this targeted population; this shall be demonstrated in the application by signed affiliation agreements. Contractors must demonstrate an ability to establish a referral link with the Family Court. *Contractors should not solicit letters from Youth Services Commission members who will be voting on funding recommendations.*

Funding for each service category may be allocated to one or multiple Contractors.

Preference will be given to agencies located within or serving Monmouth County, that demonstrate experience serving minority youth and families with positive outcomes. Contractors need to consider cultural issues in the program design, implementation, and evaluation. Staff training in cultural competency is desired.

Contractors must have an evaluation component which includes the methodology for determining the project/program effectiveness, and how the project correlates/evaluates outcomes in relation to its goals/objectives.

Preference will be given to Contractors that demonstrate broad geographic accessibility to residents of Monmouth County, and who will have minimal or no start up delays.

APPENDIX A

Juvenile-Family Crisis Intervention Unit (J/FCIU) Statutes

2A:4A-76. Juvenile-family crisis intervention units established

There shall be established in each county one or more juvenile-family crisis intervention units. Each unit shall operate either as a part of the court intake service, or where provided for by the county, through any other appropriate office or private service pursuant to an agreement with the Administrative Office of the Courts, provided that all such units shall be subject to the Rules of Court. In any county where a crisis intervention service system, designed to attend and stabilize juvenile and family problems on a county-wide basis, is in operation as of the effective date of this act, such service shall satisfy all the provisions of this act, and may continue in its present form and under its present procedures, provided that it is operating in substantial compliance with the specific requirements and goals set forth in this act.

2A:4A-77. Call service to attend and stabilize juvenile-family crises; referrals; information; form.

The purpose of the unit shall be to provide a continuous 24-hour on-call service designed to attend and stabilize juvenile-family crises as defined pursuant to section 3 of P.L.1982, c.77 (C.2A:4A-22). The juvenile-family crisis intervention unit shall respond immediately to any referral, complaint or information made pursuant to section 5 or 6 of this act, except if, upon preliminary investigation, it appears that a juvenile-family crisis within the meaning of this act does not exist or that an immediate referral to another agency would be more appropriate.

Upon receipt of any referral pursuant to section 5 and 6 of this act, the crisis intervention unit shall request information through the use of a form developed by the unit and approved by the Administrative Office of the Courts concerning the juvenile-family crisis. The form shall provide but shall not be limited to the following information:

- a. The name, address, date of birth, and other appropriate personal data of the juvenile and parents or guardian;

b. Facts concerning the conduct of the juvenile or family which may contribute to the crisis, including evidence of substance use disorder or that a juvenile is an "abused or neglected child" as defined in P.L.1974, c.119 (C.9:6-8.21).

L.1982, c. 80, s. 2, eff. Dec. 31, 1983; amended 2023, c.177, s.4."

2A:4A-78. Intervention unit response

A crisis intervention response shall consist of immediate interviews with the parents and juvenile involved by one or more crisis intervention workers. Where the juvenile is not in the home, or in the custody of the police, the intervention workers shall attempt to interview the juvenile wherever the juvenile may be found. The juveniles and family shall be advised of the purpose of the unit and of the emphasis upon the voluntary exhaustion of community services prior to court involvement. The unit shall make all reasonable efforts to keep the family intact consistent with the physical safety and mental well-being of the juvenile by obtaining, where possible, written agreement of the family to accept recommendations which may include, but are not limited to, referral to appropriate services and agencies.

2A:4A-79. Intervention unit training and skills

The juvenile-family crisis intervention unit shall have knowledge of community services and agencies and shall be specially trained in family counseling and crisis stabilization skills. The Supreme Court may issue rules concerning the duties, responsibilities, training and practices of the juvenile-family crisis intervention units consistent with the provisions of this act, but in no instance shall the minimum qualifications for personnel employed as counselors and hired after the effective date of this act be less than a master's degree from an accredited institution in a mental health or social or behavioral science discipline including degrees in social work, counseling, counseling psychology, mental health or education. Equivalent experience is acceptable when it consists of a minimum of an associate's degree with a concentration in one of the behavioral sciences and a minimum of 5 years' experience working with troubled youth and their families or a bachelor's degree in one of the behavioral sciences and 2 years' experience working with troubled youth and their families.

2A:4A-80. Law enforcement referral

A law enforcement officer taking a juvenile into short-term custody pursuant to section 12 of P.L.1982, c.77 (C.2A:4A-31) shall immediately notify the juvenile-family crisis intervention unit and shall promptly bring the juvenile to the unit or place designated by the unit when:

- a. The officer has reason to believe that it is not in the best interests of the juvenile or the family for the officer to return the juvenile to his home;
- b. The juvenile resides in another county, and the officer is unable to make arrangements to return the juvenile to his home;
- c. The juvenile resides in another state;

- d. The juvenile has run away from a placement and the juvenile refuses to return home or the juvenile, through his past behavior, has demonstrated an inability to remain at home;
- e. The law enforcement officer is unable, by all reasonable efforts, to identify or locate a parent, relative or other such appropriate person;
- f. The juvenile requires immediate emergency services, such as medical or psychiatric care; or
- g. No identification can be obtained from the juvenile.

2A:4A-81. Other referrals

a. The juvenile-family crisis intervention unit shall also receive referrals on a continuous basis in situations where a juvenile-family crisis exists and there has been either:

- (1) A request by a parent or juvenile for intervention; or
 - (2) A referral by a public or private agency, educational institution, or any other organization serving children, which has contact with the juvenile or family, and has reasonable cause to believe that a family crisis exists.
- b. Any agency or organization making such a referral shall indicate whether their agency is capable of providing the appropriate services to the family or juvenile and indicate their present ability and willingness to do so in the particular case referred.
- c. Any public agency making the referral which is under a legal obligation to provide services to the family or juvenile, shall, where it is unable to provide appropriate services in the particular case referred, state the reasons therefor.

2A:4A-82. Juvenile-family crisis stabilized

When the juvenile-family crisis has been stabilized and the juvenile is residing in the home, the crisis intervention unit shall arrange a second interview session with the family as soon as practicable and preferably the day following the initial intervention, for the purpose of monitoring the family situation. The crisis intervention unit may, in appropriate cases, continue to work with the family on a short-term basis to stabilize the family situation.

2A:4A-83. Juvenile-family crisis referral to the court; continuing crisis

When, in the judgment of the crisis intervention unit, a juvenile-family crisis continues to exist despite the provision of crisis intervention services and the exhaustion of appropriate community services, court intake services shall, by filing a petition, refer the case to the court. In counties where the crisis intervention units are not part of intake and a juvenile-family crisis continues to exist; the court shall immediately refer the case to intake for the filing of a petition pursuant to this section. Upon the filing of the petition, the jurisdiction of the court shall extend to the juvenile, parent or guardian, or other family member contributing to the crisis.

2A:4A-84. Juvenile-family crisis recommendations

Court intake services shall submit with its petition facts as to the nature of the juvenile family crisis and its recommendations for resolving the crisis, including recommendations as to community services or programs which are necessary to accomplish this purpose.

2A:4A-85 Parent with a substance use disorder.

Parent with a substance use disorder.

a. When a petition is filed and as a result of any information supplied on the family situation by the crisis intervention unit, court intake services has reason to believe that the parent or guardian has a substance use disorder, intake services shall state the basis for this determination and provide recommendations to the court.

b. When, as a result of any information supplied by the crisis intervention unit, court intake services has reason to believe that a juvenile is an "abused or neglected child," as defined in P.L.1974, c.119 (C.9:6-8.21), they shall handle the case pursuant to the procedure set forth in that law. The Division of Child Protection and Permanency shall, upon disposition of any case originated pursuant to this subsection, notify court intake services as to the nature of the disposition.

c. (1) When, as a result of any information supplied with regard to any juvenile by the crisis intervention unit or from any other source, court intake services has reason to believe that the juvenile may have an auditory or vision problem, intake services shall state the basis for this determination and provide recommendations to the court. Before arriving at its determination, intake services may request the court to order any appropriate school medical records of the juvenile. On the basis of this recommendation or on its own motion, the court may order any juvenile concerning whom a complaint is filed to be examined by a physician, optometrist, audiologist, or speech language pathologist.

(2) Any examination shall be made and the findings submitted to the court within 30 days of the date the order is entered, but this period may be extended by the court for good cause.

(3) Copies of any reports of findings submitted to the court shall be available to counsel for all parties prior to an adjudication of whether or not the juvenile is delinquent.

2A:4A-86. Juvenile-family crisis hearing; disposition

Whenever the court receives a petition from court intake services stating that a juvenile-family crisis may exist, the court shall hold a hearing and consider the facts and recommendations submitted by intake services in order to determine the appropriate disposition to be made. The court shall notify the juvenile, his parent or guardian or other family member alleged in the petition as contributing to the family crisis that a juvenile-family crisis may exist. The juvenile, parent, guardian, or other family member may present witnesses and evidence to rebut the determination. If the court finds that there is not enough information to make a disposition it may continue the matter and hold one or more additional hearings. The court shall enter an order of disposition if it finds that a juvenile family crisis exists as provided in section 27 of P.L.1982, c.77 (C.2A:4A-46). In support of any such order, the court may require the juvenile, parent,

guardian or family member contributing to the crisis, to participate in appropriate programs and services consistent with the disposition. The court may dismiss the petition upon a finding that based upon the preponderance of the evidence presented the petition is not sufficient to establish that a juvenile-family crisis exists. The court shall state the grounds for any disposition made pursuant to this section. In the case of failure of any person to comply with any order entered pursuant to this section, the court may proceed against such person for the enforcement of litigants' rights.

2A:4A-87. Juvenile-family crisis referral to courts; out of home placement

Juvenile-family crisis referral to courts; out of home placement. When, despite provision of crisis intervention services and the exhaustion of all alternative services, there is a refusal on the part of the juvenile to stay in or return to the home or a refusal on the part of the parents to allow the juvenile to stay in or return home, or the physical safety of the juvenile is threatened, or the juvenile is in need of immediate care such that it is necessary to make an out of home placement of the juvenile, court intake services shall:

- a. Arrange, when agreed to by the parent or guardian and juvenile, alternate living arrangement for the juvenile with a relative, neighbor, or other suitable family setting. It shall not be necessary for a court hearing to approve the living arrangement, and the arrangement may continue as long as there is agreement; or
- b. Arrange, when no alternate living arrangement can be agreed to and when all possible resources for alternate living arrangements as set forth in subsection a. of this section have been exhausted, temporary out of home placement prior to the placement hearing. Court intake services shall immediately file a petition for out of home placement which shall include documentation of the attempts made to provide alternate living arrangements including, but not limited to, the names of persons contacted, their responses and the lack of agreement by the juvenile or the juvenile's parents if the persons contacted are willing to take the juvenile with the court. The crisis intervention unit shall inform the juvenile and parent or guardian that an out-of-home placement determination may be made by the court where an alternate living arrangement cannot be agreed to.

2A:4A-88 Temporary placement.

Temporary placement. Placement of the juvenile prior to the placement hearing or pending determination by the court concerning placement under a family service plan, pursuant to section 14 of P.L.1982, c.80 (C.2A:4A-89), shall be made in a host shelter, resource family or group home, a county shelter care facility as defined by law, or other suitable family setting. In no event shall such placement be arranged in a secure detention or other facility or in a secure correctional institution for the detention or treatment of juveniles accused of crimes or adjudged delinquent.

2A:4A-89 Out-of-home placement hearing.

When intake has filed with the court a petition for out-of-home placement, the court shall, within 24 hours, conduct a hearing on the petition. The court shall notify the parents, the juvenile and

his counsel and, if indigent, have counsel appointed by the court. The hearing shall be conducted in accordance with the Rules of Court and shall be attended by the parents, the juvenile, and when requested by the court, a representative of the Department of Children and Families. The following procedure shall be followed for the hearing:

a. The court shall hold the hearing to consider the petition and may approve or disapprove the temporary out-of-home placement. The court may approve the temporary out-of-home placement if either of the following factors exist:

(1) A serious conflict or other problem between the parent and the juvenile which cannot be resolved by delivery of services to the family during continued placement of the juvenile in the parental home; or

(2) The physical safety and well-being of the juvenile would be threatened if the juvenile were placed in the parental home.

b. If the court disapproves a petition for an out-of-home placement, a written statement of reasons shall be filed, and the court shall order that the juvenile is to remain at or return to the parental home.

c. Temporary out-of-home placement shall continue until otherwise provided by the court. The order approving the temporary out of home placement shall direct the Department of Children and Families, or other service or agency to submit a family service plan that is designed to resolve the family crisis consistent with the well-being and physical safety of the juvenile. The court shall direct such department, service or agency to make recommendations as to which agency or person shall have physical custody of the child, the extent of the parental powers to be awarded to such agency or person and parental visitation rights.

d. Within 14 days of the date of the order approving the petition for temporary out of home placement is entered, unless for good cause shown, but no later than 30 days, the department, service or agency shall submit to the court a family service plan, which shall be presumed valid, detailing the specifics of the court order. The plan shall be developed within the limits of fiscal and other resources available to the department, service or agency. If the court determines that the service plan is inappropriate, given existing resources, the department, service or agency may request a hearing on that determination.

e. At the hearing held to consider the family service plan presented by the department or other service or agency, the court shall consider all such recommendations included therein. The court, consistent with this section, may modify such plan and shall make its dispositional order for the juvenile. The court's dispositional order shall specify the responsibility of the Department of Children and Families or other service with respect to the juvenile who shall be placed, those parental powers temporarily ordered to the department or service and parental visitation rights. Where placement cannot be immediately made, the department or other service or agency shall report to the court every 14 days on the status of the placement and progress toward implementation of the plan.

2A:4A-90. Long-term placement

In considering whether to approve or disapprove out of home placement under a family service plan on a long-term basis, the court shall consider whether placement in the home would fail to provide adequate physical protection, shelter or nutrition or would seriously obstruct the juvenile's medical care, education or physical and emotional development as determined according to the needs of the juvenile. Upon making an order approving a long-term out of home placement plan, the matter shall be reviewed pursuant to the provisions of the "Child Placement Review Act," P.L.1977, c. 424 (C. 30:4C-50 et seq.).

Juvenile-Family Crisis Intervention Unit - Program Specifications

The following elements must be adhered to:

Establish a Juvenile - Family Crisis Intervention Unit in compliance with the specific requirements and goals as defined in Appendix A and as outlined in the Juvenile Family Crisis Unit Manual - Revised 2025.

FCIU shall select and maintain a staff of trained and qualified counselors to intervene in juvenile-family crises. FCIU shall maintain a 24-hour crisis intervention response capacity. This response shall consist of either a telephone intervention or an in-person intervention. FCIU should provide families with counseling, guidance, or referral assistance as needed to stabilize the immediate juvenile family crisis.

Assure a holistic process designed to maintain youth in the community whenever possible and in the best interest of the youth and family.

Assure a comprehensive/structured program designed to maintain youth in the community by demonstrating linkages/consortium with other Contractors. The Contractor must be familiar with existing community resources since they must be exhausted prior to court involvement. The intervention workers need to obtain the written agreement of the family to accept recommendations, which may include, but are not limited to, referral to appropriate services and agencies.

Provide the court system with verbal and written recommendations, plans, status reports on a regular basis as required for cases in which Juvenile-Family Crisis petitions and/or Out-of-Home Placement petitions are filed.

Attend court hearings as needed.

Assure culturally competent services are provided.

Provide more extensive, longer-term services for a limited number of youths. Services must continue for all J-FCIU cases, which involve the filing of a Family Crisis Petition and/or Out-of-Home Placement petition, until the case is resolved. Cases are considered resolved when the child and family are linked with and participating in community services and the child is returned home.

The Contractor must describe how the Juvenile-Family Crisis Intervention Unit will be integrated into existing services and will not duplicate services already provided through funding

made available through the New Jersey Department of Children and Families - Children's System of Care and local Monmouth County programming.

The Contractor must agree to attend training and meetings convened by the Division of Child and Youth Services, the Administrative Office of the Courts or the Monmouth Vicinage of the Courts. Following award of a contract, a written agreement must be executed between the Contractor and the Monmouth Vicinage that outlines the procedure and requirements for filing a Court petition.

In addition to diverting complaints to Juvenile Conference Committees or Intake Service Conferences, the Code provides that the Court may dispose of a minor delinquency complaint, alleging a disorderly person or petty disorderly person's offense, as a juvenile-family crisis, when it is apparent that such a crisis exists.

The Contractor must agree to submit monthly reports detailing the types of juvenile-family crisis cases handled by the unit, which includes but is not limited to, the number of telephone contacts, face-to-face counseling sessions, referrals received, and referrals made, petitions filed, and placements made.

The Contractor must demonstrate the ability to:

- Comply with the New Jersey Judiciary, Juvenile - Family Crisis Operations Manual
- Provide services for up to 300 families during the contract year, including in-person contacts, phone calls and counseling sessions.
- Provide 24-hour access and be able to have a liaison attend Court sessions as necessary.
- Develop a referral agreement or memorandum of understanding with other service Contractors in Monmouth County, to ensure effective working relationships with other agencies.
- To participate in the Division of Child and Youth Services facilitated outreach activities, including those to schools and law enforcement.
- Produce the monthly statistics required by the Administrative Office of the Courts (AOC), attend meetings established by the AOC and be available to the AOC by e-mail.

**COUNTY OF MONMOUTH
DIVISION OF CHILD AND YOUTH SERVICES
YOUTH SERVICES COMMISSION**

2027 Funding Request Application
CC-13-2027

Program Area Applying For:			
Incorporate Name of Contractor			
Type:	() Public	() Profit	() Non-Profit
Federal I.D. Number:			
Address of Contractor:			
Address of Service(s):			
Contact Person, Phone # / e-mail address			
Total Dollar Amount Requested:			
Total Number of Youth / Families to be Served			
Brief Description of Proposed Services, Level of Service (Direct & Indirect Hours) and Unit Cost:			
Authorized Voucher Signature: Name/Title			
Signature:			

PROGRAM DESCRIPTION – NARRATIVE SECTION

CC-13-2027

Please complete the Program Description section by answering each of the elements listed. Add additional sheets as needed. Be sure to number the elements in the sequence outlined below.

I. PROJECT/PROGRAM DESCRIPTION

A.) Contractor Overview

- Briefly describe the philosophy/mission of the Contractor. Include information on its incorporation date and status.
- Describe the Contractor's established linkages with community resources that include but are not limited to youth justice, Family Court, children's mental health services, adolescent substance abuse treatment, child protection, schools, law enforcement, local recreation / social service agencies, and connections to business partners for youth employment, work experience, and career exploration opportunities in Monmouth County.
- Describe the Contractor's experience working with youth and families, knowledge of adolescent development and family engagement strategies. Include client advocacy, information and referral, linkages to resources and navigation of the system.

B.) Specific Project/Program

- Describe the service component for requested funds.
- Indicate how the specific project/program follows best practices or is evidence-based programming.
- Describe research and data that supports the need for the proposed services, and how the youth and family voice will be considered in the program design and implementation.
- Indicate the Contractor's capability and flexibility to deliver services in a variety of formats.
- Specify any social emotional learning or mental health support that will be offered by your program to address any trauma or adverse childhood experiences.

C.) Rationale/Mission of Project/Program

- Describe the need that is being addressed, the methods/modalities to implement the program design and how it meets the need(s) identified in the Monmouth County Youth Justice Strategic Plan 2027-2029.

D.) Cultural Issues in the Program Design

- Describe capability of this project to meet the cultural needs of clients to be served. Cultural Competence: Academic and interpersonal skills that allow individuals to increase their understanding and appreciation of cultural differences and similarities within, among and between groups. This requires a willingness and ability to utilize community-based values, traditions and customs and to work with knowledgeable people from the community in developing focused interventions, communications and supports. Cultural Appropriateness: Sensitivity to cultural differences and similarities and effectiveness within and across cultures. This also includes language differences, especially in working with families where adult members may not be bilingual. It is critical that staff hired to work with families, not only understand the language but also the culture.
- Indicate the contractors experience serving minority youth and families with positive outcomes, and how it will consider cultural issues in the program design, implementation and evaluation.

E.) Goals and Objectives/Performance Measures

- Outline the purpose of the project/program design.
- Identify specific, measurable, achievable, realistic, and time-limited (SMART) goals and objectives. The goal is a broad statement about what the program intends to accomplish. It is also the intended long-term outcome of the program. To develop a project goal, what is the major outcome we wish to see because of our project? The objectives are expected achievements that are well-defined, specific, measurable, and derived from the goal(s). To develop objectives, what steps do we need to take to achieve our goal?
- Describe the activities to be conducted to meet these goals and objectives.
- Indicate the performance measures related to the program goals and objectives. Output indicators measure the products of the program implementation and activities (volume of work accomplished in numbers). Outcome indicators measure benefits or changes that result from the program related to changes in program participant behavior, attitudes, skills, and knowledge.

II. PROJECT/PROGRAM ADMINISTRATION/STAFFING

- Detail the supervision lines of this project/program in relationship to overall Contractor operation.
- Include organizational chart.
- Identify staff and their respective functions to implement this program. Identify staff supervision, reporting structure and who is responsible for each program component.
- Indicate staff's credentials and experience.
- Provide job descriptions of position(s) funding is requested for. (Include staff resumes with the professional licenses and/or certifications of all personnel and Contractors included in your application, if individuals have been identified)
- Describe policy for staff growth and development in addition to evaluation of staff performance.

III. PROJECT DURATION

- Identify program funding period.
- Complete attached Implementation Timeline chart.
- Specify whether the program anticipates a startup delay.

IV. TARGET POPULATION/ELIGIBILITY

- Describe the target population/eligibility criteria.
- Discuss limitations (if any) of program.
- Describe geographic service area for this project/program.

V. ADMISSION CRITERIA

- Describe referral/enrollment process.
- What is the length of time from referral to acceptance/ admission.

VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY

- Specify location of program and hours of service provision.
- Indicate whether the program has an after school and summer component.
- Explain accessibility for target population, including availability of transportation.
- Identify barriers to access, if any.
- List program service days/holiday schedule on attached Calendar of Service Days chart.

VII. LEVEL OF SERVICE

- What is the definition of Unit of Service?
- What is the expected Level of Service (LOS) for each unit?
- What is the direct LOS (hours of service to the client)?
- What is the indirect LOS (hours of activity for and about the client)?
- Indicate the number of unduplicated juveniles/families to be served.
- Specify the Unit of Service Cost.

VIII. DATA COLLECTION

- Describe the Contractor's record keeping system.
- Describe data to be recorded, the use of the data by the Contractor and the means of maintaining confidentiality.

IX. CLIENT SERVICE PLANNING

- Describe how a plan will be developed to meet the needs of youth from time of admission to discharge.
- Describe the outreach to the youth's parent(s)/guardian(s) and how they will be involved in the program.
- What are the timeframes for evaluating the status of the plan?
- Specify staff responsible for the plan.

- Provide detailed information on any services requested under the Consultant line item.

X. DISCHARGE PLANNING/PROGRAM COMPLETION

- Describe the procedure for discharge/program completion.
- Specify the criteria for a positive discharge/program completion.
- Specify the criteria for a negative discharge/program non-completion.
- Identify the staff responsible for discharge planning.

XI. AFTERCARE/TRANSITIONAL SERVICES/ TRACKING/ FOLLOW UP

- Describe the project's role in aftercare planning / transitional services.
- Describe the system for tracking / collection of follow-up data and timeframes.

XII. EVALUATION

- Describe the methodology for determining the project/program effectiveness.
- List the anticipated impact of this program or service and provide the corresponding outcomes. Indicate how each outcome will be measured.
- If the application is a request to renew a project, attach results of previously outcome measures and a written narrative describing positive and/or negative achievements.

XIII. DELINQUENCY PREVENTION APPLICATIONS (ONLY)

- If applying under the service category "Delinquency Prevention", please document the research that demonstrates that the approach selected has had positive outcomes in juvenile delinquency prevention.
- Describe how the program will establish a community based safe environment focused on positive youth development, and offer youth opportunities for social connectedness where transportation, cost and safety are not barriers. Indicate the types of structured activities, quality programming and supervision that will be provided.

- Describe the prevention strategies to be utilized (community, school, family, peer and individual).
- Describe the prevention services focused on Youth Engagement, Youth Empowerment and Youth Voice that will allow youth to explore their interests and offer a sense of independence, where their voices are heard and taken into consideration.
- Describe the risk factor(s) the prevention program will address.
- Describe how the prevention program will build resiliency against problem behaviors.
- Attach an outline of the curriculum/lesson plan(s) to be utilized.
- Describe the healthy beliefs and clear standards the prevention program will communicate.
- Describe the opportunities, skills and recognition which will be provided to the target population.
- Describe how the prevention program selected intervenes at a developmentally appropriate age.
- Outline the in school, after school and summer component.
- Describe how the program will outreach, engage and involve parent(s)/guardian(s).
- If the prevention program will be implemented in a school district and/or a community-based program site, provide a memorandum of agreement from that entity indicating their approval.

XIV. JUVENILE - FAMILY CRISIS INTERVENTION UNIT APPLICATIONS (ONLY)

- Clearly describe how each of the requirements in the Juvenile - Family Crisis Intervention Unit statutes and program specifications in Appendix A of the Public Announcement-Request for Proposals will be met.
- Acknowledge the Juvenile/Family Crisis Intervention Unit's expectation of participation in the Division of Child and Youth Services facilitated outreach activities including those to schools and law enforcement.
- Indicate how calls to the Juvenile/Family Crisis Intervention Unit will be handled after hours and how the continuous 24-hour on call service will be designed to attend and stabilize juvenile-family crisis.

- Describe the experience and expertise your organization and staff have, in juvenile/family crisis intervention, and outline the nature and types of cases handled. Indicate any specialized training received.
- Describe the experience your organization and staff have in working with the Family Court on youth related matters.
- Describe your established linkages with community resources that include youth justice, Family Court, children's mental health services, adolescent substance abuse treatment, child protection, schools, and law enforcement in Monmouth County.
- Describe how juvenile-family crisis intervention services in Monmouth County will be coordinated and not duplicated.

Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission

CALENDAR OF SERVICE DAYS

Service will be provided as follows: (fill in times)

Site Location_____

SUNDAY_____MONDAY_____TUESDAY_____

WEDNESDAY_____THURSDAY_____FRIDAY_____

SATURDAY_____

Emergency Provisions: _____

Holiday Schedule - Service will not be provided on the following:

Occasion

Dates

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission**

PROGRAM IMPLEMENTATION TIMELINE

The Program/Project Implementation Timeline is an outline of the known tasks, which must be completed by the dates indicated in order to reach the program objectives and level of service specified in the application.

MONTH 1 _____

MONTH 2 _____

MONTH 3 _____

MONTH 4 _____

MONTH 5

MONTH 6

MONTH 7

MONTH 8

MONTH 9

MONTH 10

MONTH 11

MONTH 12

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
REQUIRED DOCUMENTATION SECTION
CC-13-2017**

Please complete the document checklist and submit the following required attachments with the application:

- ☐ Document Checklist (Completed and Signed)
- ☐ Certified Assurances (Completed and Signed)
- ☐ Certificate of Incorporation
- ☐ Charitable Registration Status (Nonprofit organizations are to provide with their application, a letter that their organization follows NJ Charitable Registration requirement and the Short Form Standing from the State of New Jersey, Department of Treasury)
- ☐ Business Registration Certificate
- ☐ Organization Chart
- ☐ List of Board of Directors, Officers, and their Terms
- ☐ Copy of Most Recent Audit (If already on file with the Monmouth County Department of Human Services, indicate the year of the audit and which division/office has the audit on file)
- ☐ Copy of the Professional License and/or Certification of Personnel and Contractor(s) included in your application.
- ☐ Resume(s) and/or Job Description(s) of Personnel included in your application.
- ☐ Contractor Certification Form (Completed and Signed)
- ☐ Equal Employment Opportunity Questionnaire on Procurement and Service Contract (Completed and Signed)
- ☐ Statement of Ownership (Completed and Signed)
- ☐ Non-Collusion Affidavit (Completed and Signed)
- ☐ Addendum Acknowledgement (Completed and Signed-If Applicable)
- ☐ Russia-Belarus-Iran Disclosure Form (Completed and Signed)
- ☐ Proposal Checklist (Completed and Signed)
- ☐ Signature Page (Completed and Signed)

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
DOCUMENT CHECKLIST
CC-13-2027**

The following documentation is required to be in place for this contract package. All documents must be updated as changes occur. Verification will be part of the annual monitoring review of the Grantee.

Document Status

Permanent Documents	On File	N/A	Pending
Certificate of Incorporation			
Tax Exempt Certificate/Letter			
Organizational Chart			
Certificate of Occupancy			

COMMENTS:

Contractor Policy Documents	On File	N/A	Pending
Contractor By-Laws			
Board Minutes			
Personnel Policies			
Affirmative Action Policy			
Conflict of Interest			
Code of Ethics Policy			
Federal Affirmative Action Approval Letter			
Drug Free Workplace Policy			
American Disability Act (ADA) Policy			
State of NJ: W-9 Contractor Questionnaire			
Fiscal Policies/Accounting Manual			
Contractor Procurement Standards			
Transportation Policy			
Discharge/Termination Policy			

COMMENTS:

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
DOCUMENT CHECKLIST
CC-13-2027**

Document Status:

Annual Documents	On File	N/A	Pending
Annual Report to the Secretary of State			
Annual Board of Directors			
Current Audit			
Current IRS 990 Form (Private non-profit agencies only)			
Annual Report of Charitable Organization			

COMMENTS:

Other Documents	On File	N/A	Pending
Job Descriptions			
Regular Staff Evaluations			
Certifications and Licenses			
Drivers' License(s)			
Municipal Fire, Health and Building Approvals			
Relevant Contractor Handbook(s)			

COMMENTS:

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
DOCUMENT CHECKLIST
CC-13-2027**

Document Status:

Insurance Policies	On File	NA	Pending
General Liability			
Workmen's Compensation (Statutory)			
Auto			
Other (Please Specify)			

COMMENTS:

Affiliation Agreements: Provide list of any existing Affiliation Agreements below:

I certify, as an authorized representative of the Contractor, that the information contained in this section is current, complete and in accordance with the appropriate existing Federal, State or Local regulations and / or policies.

By: _____
(Signature)

(Type name)

Title: _____

Date: _____

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
CERTIFIED ASSURANCES
CC-13-2027**

The Contractor assures that fiscal control, fund accounting, auditing, and monitoring procedures and such records as the County of Monmouth and the NJ Youth Justice Commission shall prescribe shall be maintained and provided to assure fiscal control, proper management and efficient disbursement of funds received.

___ YES ___ NO

The Contractor assures that it will be responsible for maintaining a bookkeeping system, records and files to account for all State Community Partnership Grant and Family Court Services Funds received.

___ YES ___ NO

The Contractor assures that the application submitted is devoid of any conflict of interest.

___ YES ___ NO

The Contractor assures that all federal and state laws and regulations are being followed.

___ YES ___ NO

The Contractor agrees to comply with all requirements pertaining to the timely submission of data for the Juvenile Automated Management System (program intake and program completion forms) and quarterly reports, as outlined by the Youth Services Commission and required by the NJ Youth Justice Commission

___ YES ___ NO

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services
Youth Services Commission
CERTIFIED ASSURANCES (CONTINUED)
CC-13-2027**

The Contractor agrees to procure and maintain in good standing all permits, grants and licenses, including any renewals required during the term of the contract and submit copies of these documents to the Monmouth County Youth Services Commission. The Contractor agrees that employees, subcontractors, employees of subcontractors and Contractors obtain and maintain in good standing during the term of their work on the contract all professional licenses required for the services to be provided. The Contractor agrees to submit to the Monmouth County Youth Services Commission all permits, grants and licenses, including but not limited to all required professional licenses and copies of all renewals of the permits, grants and licenses when obtained.

____YES

____NO

Signature of Contractor Executive Director

Name of Contractor

Date

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: _____

**MONMOUTH COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND YOUTH SERVICES
YOUTH SERVICES COMMISSION**

BUDGET SECTION CC-13-2027

2027 Funding Request Application for the State Community Partnership Grant, Family Court Services- Program Services, and Family Crisis Intervention Unit.

Please complete the Budget Section in the sequence outlined below.

- I. BUDGET EXPENSE SUMMARY**
- II. BUDGET EXPENSE DETAIL PERSONNEL**
- III. BUDGET EXPENSE DETAIL OTHER THAN PERSONNEL**
- IV. COST OF EQUIPMENT**
- V. RELATED ORGANIZATION / SUBCONTRACTEES / CONSULTANT**
- VI. REVENUE**
- VII. BUDGET JUSTIFICATION**
- VIII. ADDITIONAL BUDGET QUESTIONS**

**Monmouth County Department of Health and Human Services-
Division of Child and Youth Services / Youth Services Commission**

BUDGET EXPENSE SUMMARY (CC-13-2027) Funding Request

CONTRACTOR NAME:

TIME-FRAME 1/1/27 –12/31/27

BUDGET CATEGORY	COMBINED TOTAL	State Community Partnership Grant	Family Court Services Funds	Family Crisis Intervention Unit (FCIU) funds	Other Please Specify
A. PERSONNEL SALARY FRINGE					
B. CONSULTANT/ PROFESSIONAL FEES					
C. MATERIAL/SUPPLIES					
D. FACILITY COSTS					
E. SPECIFIC ASSISTANCE TO CLIENTS					
F. OTHER					
G. GEN. & ADM. (G&A) COST ALLOCATION					
H. TOTAL OPERATING COSTS					
I. EQUIPMENT					
J. TOTAL COSTS					
K. REVENUE (DEDUCT)					
L. FUNDING REQUEST					

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

BUDGET EXPENSE DETAIL-PERSONNEL (CC-13-2027) Funding Request

CONTRACTOR NAME: _____

TIME-FRAME 1/1/27–12/31/27

PERSONNEL POSITION & TITLE NAME OF EMPLOYEE	HOURS PER WEEK ON PROJECT	COMBINED TOTAL	State Community Partnership Grant	Family Court Services Funds	Family Crisis Intervention Unit (FCIU) funds	Other Please Specify
		SALARY FRINGE				
		SALARY FRINGE				
		SALARY FRINGE				
		SALARY FRINGE				

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

BUDGET EXPENSE DETAIL-OTHER THAN PERSONNEL (CC-13-2027) Funding Request

CONTRACTOR NAME: _____

TIME-FRAME 1/1/27 –12/31/27

SPECIFY THE BUDGET LINE CATEGORY	ITEMIZATION OF COST	COMBINED TOTAL	State Community Partnership Grant	Family Court Services funds	Family Crisis Intervention Unit (FCIU) funds	Other Please specify

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

COST OF EQUIPMENT (CC-13-2027) Funding Request

CONTRACTOR NAME: _____

TIME-FRAME 1/1/27 –12/31/27

TYPE AND DESCRIPTION OF ITEM	ITEMIZATION OF COST	COMBINED TOTAL	State Community Partnership Grant	Family Court Services funds	Family Crisis Intervention Unit (FCIU) funds	OTHER Please Specify

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

RELATED ORGANIZATION/ SUBCONTRACTEES/CONSULTANTS (CC-13-2027) Funding Request

CONTRACTOR NAME: _____

TIME-FRAME 1/1/27–12/31/27

NAME AND ADDRESS OF RELATED ORGANIZATION(S)	TYPES OF SERVICES, FACILITIES AND/OR SUPPLIES FURNISHED BY THE RELATED ORGANIZATION	EXPLAIN RELATIONSHIP	COST	NAME OF PROGRAM AND COLUMN CHARGED

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

REVENUE (CC-13-2027) Funding Request

(Use Only If Applicable)

**PLEASE INDICATE THE SOURCES
OF REVENUE IN THE COLUMNS BELOW**

DESCRIPTION	TOTAL	<i>SOURCE:</i>	<i>SOURCE:</i>	<i>SOURCE:</i>

**Monmouth County Department of Health and Human Services
Division of Child and Youth Services / Youth Services Commission**

BUDGET JUSTIFICATION (CC-13-2027) Funding Request

(Explain Categories A through G and I as needed)

**Monmouth County Department of Health and Human Services-
Division of Child and Youth Services / Youth Services Commission**

ADDITIONAL BUDGET QUESTIONS

1. Describe the Contractor's ability to manage the fiscal aspects of the program/project.
2. Indicate the resources, space, facilities, and equipment available to the program/project.
3. Specify the ratio of general and administrative costs to total costs.
4. Describe the Contractor's fiscal commitment to the proposed program/project.
5. If funds are requested for fringe reimbursement, please specify the fringe rate for full-time and/or part-time personnel.

YOUTH SERVICES PROPOSAL EVALUATION FORM

CC-13-2027

CONTRACTOR: _____ **TOTAL POINTS** _____

SERVICE CATEGORY: _____ (X/X* Points available)

REVIEWER: _____ *Delinquency Prevention & FCIU only

REVIEWER SIGNATURE: _____ **DATE:** _____

I. GENERAL CRITERIA (X MAX. POINTS) POINTS RECEIVED _____

	Poor	Fair	Good
Consistent with RFP Guidelines Experience working with youth involved or at risk of involvement in Family Court. Staff demonstrate knowledge and understanding of juvenile delinquency. Adolescent substance abuse treatment contractor is licensed. Application is fully completed and submitted by the deadline. All required documents are attached			
Consistent with County Preferences Ties into the <u>Monmouth County Youth Justice Strategic Plan 2027-2029</u> and service priorities. Delinquency prevention services are countywide, with a focus on high-need underserved areas. Research and data support the proposed services. Established linkages are evident with community resources. Strong collaboration is shown among agencies (affiliation agreements/letters of support). Cultural issues are considered. Broad geographic accessibility is demonstrated. Minimal or no start up delays.			
Clearly states the problem, intervention, goals, objectives, outcomes, and evaluation methods.			
Reflects efficient service delivery of a quality standard and has limited administrative costs.			
Past performance of service Contractor with the Monmouth County Youth Services Commission.			
Subtotal	# of checks x X = _____	# of checks x X = _____	# of checks x X = _____

II. COMPLETENESS OF APPLICATION NARRATIVE AND CLARITY OF STATEMENTS (X MAX. POINTS) POINTS RECEIVED_____

		Poor	Fair	Good
I.	Project /Program Description			
II.	Project/Program Administration/Staffing			
III.	Project Duration			
IV.	Target Population/Eligibility			
V.	Admission Criteria			
VI.	Hours of Service/Program Accessibility			
VII.	Level of Service			
VIII.	Data Collection			
IX.	Client Service Planning			
X.	Discharge Planning/Program Completion			
XI.	Aftercare/Transitional Services//Tracking/Follow-up			
XII.	Evaluation			
XIII.	Delinquency Prevention Applications (only)			
XIV.	Juvenile/Family Crisis Intervention Applications (only)			
Subtotal		# of checks x X =	# of checks x X =	# of checks x X =

III. BUDGET (X MAX. POINTS) POINTS RECEIVED _____

	Poor	Fair	Good
Ability to manage fiscal aspects of program.			
Reasonableness of budget related to anticipated results.			
Evidence of resources, space, facilities and equipment.			
Ratio of general and administrative costs to total costs.			
Basis for calculating program expenses.			
Evidence of fiscal commitment to proposed program.			
Subtotal	# of checks x X = _____	# of checks x X = _____	# of checks x X = _____

COMMENTS _____

STRENGTHS _____

WEAKNESSES _____

RECOMMENDATION _____

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. §121 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-13-2027

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 <u>MANDATORY</u> CAUSE FOR REJECTION	↓
<u> X </u>	Proposal (unbound original) (three (3) 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 <u>MANDATORY</u> 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
(N.J.S.A. 52:25-24.2)

Part I – The VENDOR is (check one):

- ☐ Sole Proprietorship (skip Parts II and III, and execute certification in Part IV)
- ☐ For-Profit Corporation (any type)
- ☐ Limited Liability Company (LLC)

- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other, Please List _____

Part II – The VENDOR certifies that (complete all that apply under OPTION 1 or OPTION 2):

OPTION 1

- ☐ No one stockholder in the corporation owns 10% or more of its stock, of any class, or no individual partner in the partnership owns a 10% or greater interest therein, or no member in the limited liability company owns a 10% or greater interest therein **(SKIP TO PART IV - CERTIFICATION)**

OPTION 2

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, or of all members in the limited liability company who own 10% or greater interest therein.

PLEASE REVIEW THE CAUTION STATEMENT ON THE PRIOR PAGE BEFORE COMPLETING THIS PART – If VENDOR is owned (10% or more) by another business entity(ies), you must complete this breakdown of ownership for EACH business entity in VENDOR'S ownership structure until ALL owners (i.e. natural persons) of 10% or more have been disclosed. Attach additional sheets if necessary. 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.

(COMPLETE THE LIST BELOW)

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

- ☐ Check here if additional sheets are attached. Refer to Sample Scenarios attachment.

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: _____

NAME & TITLE: _____

DATE: _____

PRINT

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

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: VARIOUS YOUTH SERVICES ADMINISTERED BY THE MONMOUTH COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES - DIVISION OF CHILD AND YOUTH
SERVICES / YOUTH SERVICES COMMISSION FOR THE PERIOD OF JANUARY 1, 2027
THROUGH DECEMBER 31, 2027, WITH TWO (2) ONE-YEAR RENEWAL OPTIONS**

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

YES OR NO

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

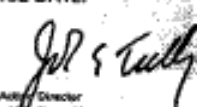
Sample Business Registration Certificates are attached for convenience. Questions on obtaining a Business Registration Certificate or on the law and its requirements can be directed to the Division of Revenue at (609) 292-9292.

(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-13-2027

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)