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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

COMPETITIVE CONTRACT

PROPOSAL

FOR

YOUTH MENTORING SERVICES

***FOR THE OCEAN COUNTY DEPARTMENT OF JUVENILE
SERVICES***

YOUTH SERVICES COMMISSION

2026

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL

YOUTH MENTORING SERVICES

The Ocean County Department of Juvenile Services is seeking sealed proposals for Youth Mentoring Services.

The Ocean County Youth Services Commission announces the availability of funding for Youth Mentoring Services for youth on probation. Funding is available for this program through an approved state grant proposal. The state grant proposal is available upon request.

A funding allocation of \$119,000.00 is available to provide Youth Mentoring Services for at-risk youth and youth on probation in Ocean County, New Jersey. Services are to be billed monthly at fee per service rate, to be included in the budget section of this proposal.

FUNDING GUIDELINES

Contingent upon the adoption of the Youth Services Commission 2027-2029 Comprehensive Plan and Application by the Ocean County Board of Commissioners, the Ocean County Youth Services Commission is soliciting competitive contract proposals for Youth Mentoring Services utilizing Family Court/State Community Partnership Funds for the periods 1/1/2027 through 12/31/2027. Contracts may be renewed on an annual basis based on performance and recommendations of the YSC Monitoring Committee (to the Full Council YSC) for a total contract period not to exceed five (5) years, or as otherwise directed by the New Jersey Youth Justice Commission. No legal liability on the part of the County for payment of any money shall arise and until funds are made available each year to the Director of the Department of Finance. The County reserves the right to award this contract in whole or in part to one or more agencies.

SCOPE OF SERVICES

Youth Mentoring Services

Positive Youth Development • Diversion • Disposition • Community Reintegration

DIVERSION and/or DISPOSITION

I. Program Description

The Youth Mentoring Services Program shall provide structured, relationship-based mentoring and positive youth development services for youth involved in, or at risk of deeper involvement in, the juvenile justice system in Ocean County.

The primary intervention is a sustained, supportive relationship with a trained and appropriately matched adult mentor who helps the youth develop skills, relationships, goals, protective factors, and connections necessary for successful functioning at home, in school, at work, and in the community.

Mentoring may support youth at Diversion, Disposition, Detention Alternative, Reentry, and transition-to-adulthood points of the Youth Justice Continuum. Services shall be strengths-based, trauma-responsive, culturally responsive, developmentally appropriate, youth-centered, and grounded in positive youth development.

YSC Strategic Direction

The YSC is not purchasing outings, contacts, or activities. It is investing in relationship infrastructure: a consistent positive adult connection that strengthens protective factors, helps youth apply skills in everyday life, and connects youth to the broader ecosystem of supports.

Intended pathway: Mentor Match → Relationship & Trust → Skill Development → Positive Connection → Goal Progress → Stronger Protective Factors → Successful Community Functioning.

II. Strategic Role Within the Youth Justice Continuum

Youth Mentoring Services shall function as a relationship-based intervention within the broader YSC ecosystem rather than as an isolated activity program. Mentoring may strengthen diversion success, support youth during disposition, reinforce positive behavior and decision-making, support school and community engagement, assist reentry, and help youth transition toward positive adulthood.

The mentor shall serve as a consistent relational bridge connecting the youth to Family + School + Community + Behavioral Health + Workforce + Positive Adults + Justice-System Supports.

Core Role

The mentor is not another layer of supervision, another clinical provider, or another case manager.

The mentor is the relationship that helps the youth remain connected to the people, services, opportunities, and expectations that make successful development possible.

III. Referral Sources and Priority Population

The Contractor may accept referrals from authorized juvenile justice, court, school, community, and youth-serving partners, including Family Court, Juvenile Probation, Youth Case Management, FCIU/Family Navigation, Juvenile Conference Committees, detention alternative and reentry services, multidisciplinary teams, schools, diversion providers, and other authorized sources.

Priority should be given to youth for whom a sustained positive adult relationship can reasonably strengthen engagement, protective factors, school/community functioning, successful diversion or disposition, reentry, future planning, or transition to adulthood. This may include youth who lack a consistent positive adult relationship, are disengaged from school/community, need prosocial connections, are returning from placement, or would benefit from a credible messenger or culturally relevant mentor.

IV. Mentor Matching and Relationship Development

Because the relationship is the primary intervention, the Contractor shall use an intentional matching process that considers youth strengths, interests, needs, goals, preferences, age, developmental level, language, culture, geography, lived experience, and other appropriate factors. Youth and family input shall be considered when identifying an appropriate mentor.

- Establish clear expectations for the mentoring relationship.
- Make reasonable efforts to create a compatible mentor/youth match.
- Monitor match quality, continuity, stability, and youth experience.
- Address match concerns promptly and re-match when necessary.
- Provide regular, meaningful contact that supports trust, goal progress, skill development, accountability, encouragement, and positive connection.

Relationship Quality Matters

Assigning a mentor is not, by itself, a successful mentoring outcome. The value of the service depends on the quality, consistency, relevance, and developmental impact of the relationship.

V. Positive Youth Development and Youth Voice

Mentoring shall intentionally promote positive youth development by strengthening competence, confidence, connection, character, caring, and contribution. Mentors shall help youth identify strengths, interests, goals, future aspirations, barriers, and practical steps toward success.

Youth shall be active participants in identifying meaningful goals and activities. Mentoring should position youth as participants in their own development rather than passive recipients of services.

Activities, outings, recreation, volunteering, cultural experiences, educational opportunities, leadership, and community engagement may be used when they intentionally support the mentoring relationship and individualized goals. The activity itself is not the outcome.

VI. Credible Messenger and Restorative Approaches

The Contractor may utilize credible messengers when appropriate to the youth's needs and when consistent with program safety and quality requirements. Relevant lived experience, cultural understanding, or community

credibility may strengthen trust and engagement, but shall not substitute for screening, training, supervision, professional boundaries, confidentiality, or accountability.

Where appropriate, mentoring may incorporate developmentally appropriate restorative practices to strengthen accountability, empathy, perspective-taking, relationship repair, community contribution, and constructive decision-making. Mentors shall not independently conduct formal restorative processes requiring specialized training or authorization unless appropriately qualified and authorized.

VII. Diversion Support

For youth participating in diversion, mentoring shall strengthen the youth's ability to successfully engage in the diversion process through goal setting, decision-making, problem-solving, accountability, identification of triggers and high-risk situations, prosocial alternatives, school/community connection, positive relationships, and service linkage.

Role Boundary

The mentor does not act as a Probation Officer or compliance monitor. Mentoring develops relationship, motivation, skills, connection, and capacity for successful participation and reduced unnecessary system escalation.

VIII. Disposition Support

For youth under Family Court disposition, mentoring may support positive decision-making, accountability, goal achievement, school engagement, family relationships, community functioning, positive peers, employment/career development, prosocial activity, and independent living skills.

Mentors may help youth address practical or developmental barriers that interfere with successful participation and may communicate appropriate concerns to authorized partners. Juvenile Probation remains responsible for supervision and determination of legal compliance.

IX. Reentry and Community Reintegration

Reentry shall be a priority application of mentoring for youth returning to Ocean County from detention, residential placement, secure care, or another out-of-home setting. When feasible, the mentoring relationship should begin prior to release and continue through community reintegration.

Pre-Release

- Establish the mentor/youth relationship and learn the youth's strengths, interests, goals, and concerns.
- Participate in reentry planning when appropriate.
- Identify anticipated barriers, community supports, and family preparation needs.

Community Return and Sustained Reintegration

- Support school re-enrollment, education/workforce connection, family reintegration, behavioral health continuity, transportation problem-solving, routines, goals, and positive peer/community connection.
- Help youth avoid high-risk situations and remain connected to needed services and natural supports.
- When appropriate and consistent with youth need, make reasonable efforts to sustain the mentoring relationship through the period of heightened transition and toward stable natural/community supports.

Reentry Purpose

The objective is continuity of relationship during a high-risk transition—not simply ensuring that a youth has a mentor after release.

X. School, Workforce, and Future Orientation

Mentors may support school attendance and re-engagement, academic goal setting, appropriate school-support navigation, alternative education, GED/HSE planning, credit recovery, and positive extracurricular involvement. Mentors shall complement—not replace—school personnel.

For older youth, mentoring shall intentionally support future orientation through career exploration, job readiness, employment/workforce connections, vocational opportunities, postsecondary planning, financial literacy, goal setting, and independent living skills.

XI. Family Engagement

The mentor shall engage parents/caregivers appropriately while maintaining the youth-centered nature of the relationship. Family engagement may include communication regarding appropriate goals and progress, family goal setting, identification of barriers, positive communication, relationship strengthening, resource connection, and appropriate family activities.

The mentor shall not become the family's case manager or assume responsibilities assigned to other providers.

XII. Service Connection and Ecosystem Integration

Mentors shall recognize when a youth requires services outside the scope of mentoring and facilitate appropriate connection to behavioral health, substance use services, family support, education, workforce development, recreation, social services, community organizations, and other resources.

Where appropriate and with required consent, the Contractor shall use warm referral practices and help the youth remain connected to the supports surrounding them. The program shall coordinate with other YSC-funded and community services to close gaps rather than create a parallel service system.

XIII. Transportation, Geographic Access, and Flexible Service Delivery

The Contractor shall identify and address transportation and geographic barriers that may prevent participation. Strategies may include community-based meeting locations, provider or public transportation when appropriate, virtual contact when suitable, activities accessible to the youth's community, flexible scheduling, and coordination with other transportation resources.

Transportation and geography shall be treated as access and equity considerations, particularly for youth in areas with limited transportation options.

XIV. Mentor Screening, Training, Supervision, and Safety

Because the mentoring relationship is the primary intervention, the Contractor shall maintain safeguards that support relationship quality and youth safety.

- Conduct required screening and background checks.
- Provide initial and ongoing training in adolescent development, trauma-responsive practice, cultural responsiveness, professional boundaries, confidentiality, safety, and other relevant topics.
- Provide appropriate training for credible messenger and restorative approaches when utilized.
- Provide regular mentor supervision, consultation, technical assistance, and support.
- Monitor mentor/youth relationships and maintain procedures for addressing concerns, boundary issues, safety concerns, or match disruption.

XV. Youth and Family Voice

Youth and families shall have meaningful opportunities to provide feedback regarding the mentoring relationship, respect, relevance, communication, goal alignment, cultural responsiveness, accessibility, perceived helpfulness, and transition. Youth feedback regarding relationship quality is particularly important because the relationship itself is the primary intervention.

XVI. Equity and Cultural Responsiveness

Mentor matching and service delivery shall be responsive to race and ethnicity, culture, language, gender, age and developmental level, geography, youth interests, lived experience, transportation, accessibility, family circumstances, and other factors affecting engagement. The provider shall support language access through appropriately qualified bilingual staff or interpretation resources when needed.

The YSC's objective is equitable access to an appropriate and meaningful mentoring relationship—not simply equal assignment of mentors.

XVII. Program Boundaries and Complementarity

Youth Mentoring Services shall complement—not duplicate—the New Jersey Judiciary, Family Court, Juvenile Probation, Youth Case Management, FCIU/Family Navigation, CMO, behavioral health and substance use treatment, schools, detention/residential programs, and other community-based services.

- Mentors shall not provide clinical treatment unless appropriately licensed and separately authorized.
- Mentors shall not provide legal advice or make Family Court decisions.

- Mentors shall not assume Probation's supervisory or legal-compliance role.
- Mentors shall not substitute for case management.
- Mentors shall not conduct formal restorative processes beyond their training and authorization.

Unique Function

The mentor's unique role is the consistent, positive relationship that helps the youth translate services, expectations, skills, and opportunities into everyday behavior, stronger protective factors, and successful community functioning.

XVIII. Performance, Outcomes, Reporting, and Continuous Quality Improvement

This Scope of Services establishes the mentoring service model, functions, populations, relationship expectations, roles, and boundaries. It does not establish a separate provider-specific outcome matrix, data dashboard, reporting system, or stand-alone continuous quality improvement framework.

All YSC-funded services are subject to the Ocean County Youth Services Commission's standardized Provider Performance Plan, Required Outcomes Matrix, Monthly Service & Output Report, Quarterly Outcome & Performance Report, and Standardized Youth/Family Exit Survey, as applicable.

The Provider Performance Plan establishes the required outcomes, provider-specific performance measures, targets, data sources, reporting expectations, youth/family feedback requirements, and continuous quality improvement expectations applicable to the funded service.

For Youth Mentoring Services, applicable performance domains are expected to include timely access and mentor matching; engagement; relationship quality and stability; positive youth development; goal progress; school/work/community functioning; family and prosocial connection; successful service connection; diversion/disposition/reentry progress where applicable; youth/family experience; equity and access; and subsequent justice-system involvement where data are available and appropriate.

Where credible messenger or restorative approaches are utilized, the Provider Performance Plan may identify additional service-specific measures appropriate to those components. Providers shall not be required to develop separate or duplicative outcome, reporting, or CQI systems unless specifically identified by the YSC.

XIX. Transition, Step-Down, and Discharge

Transition planning shall begin before the mentoring relationship ends. Services should not terminate solely because a predetermined number of contacts or activities has been completed.

Transition may occur when mentoring goals have been substantially achieved, the youth no longer requires the current level of mentoring, the youth is moving toward independent adulthood, another service is more appropriate, or natural/community supports have been sufficiently strengthened.

Step Down, Not Simply Discharge

A successful mentoring relationship should expand the youth's support network rather than create dependence on the mentor. Transition should intentionally connect the youth to trusted adults, family, prosocial peers, school/work supports, community organizations, and other natural and formal supports that can continue after mentoring ends.

XX. Youth Justice Continuum Alignment

Diversion: Referral → Mentor Relationship → Skill Development → Prosocial Connection → Successful Diversion.

Disposition: Court/Probation Expectations → Mentor Relationship → Motivation + Accountability + Skill Development → Successful Community Functioning.

Reentry: Detention/Placement → Pre-Release Mentor Connection → Community Reintegration → School/Work/Family/Community Connection → Sustained Community Success.

Positive Youth Development: Strengths → Relationships → Skills → Confidence → Belonging → Contribution → Positive Adulthood.

XXI. Standardized YSC Performance System – Provider

Reference

The Provider Performance Plan establishes what outcomes and provider-specific measures apply. The Monthly Service & Output Report answers “What happened this month?” The Quarterly Outcome & Performance Report answers “What changed, and are we on track?” The Standardized Youth/Family Exit Survey answers “What was the experience, and what changed from the youth/family perspective?” Together, these tools support continuous quality improvement and YSC system planning.

The performance system is designed to answer: What happened? → What changed? → What did youth and families experience? → What is working? → Where are gaps emerging? → What should change?

XXII. Closing Strategic Statement

The YSC’s investment in Youth Mentoring Services is an investment in relationship infrastructure within the youth justice ecosystem. The program is not funded simply to match youth with mentors or generate activities. It is funded to help youth build durable relationships, strengthen protective factors, develop skills and confidence, connect to school/work/community, successfully navigate diversion or disposition, transition from placement when applicable, and move toward positive adulthood.

Overall Program Outcome

The ultimate outcome is not simply that a young person had a mentor. The outcome is that the young person has a stronger network of positive relationships, greater capacity to make healthy decisions, meaningful connections to school and community, a clearer path toward adulthood, and the support necessary to remain safely and successfully in the community.

YOUTH SERVICES COMMISSION REPORTING, PERFORMANCE & ACCOUNTABILITY REQUIREMENTS

All programs funded through the Ocean County Youth Services Commission (YSC) shall participate in the YSC's standardized performance management, reporting, monitoring, and continuous quality improvement process. These requirements are intended to ensure accountability for public funding while supporting the YSC's broader strategic approach of investing in a coordinated youth justice service ecosystem and measuring the outcomes achieved for youth and families.

1. Provider Performance Plan

The successful Proposer shall implement and maintain a **YSC Provider Performance Plan** for the funded program. The Provider Performance Plan shall serve as the primary framework through which program implementation, service delivery, required outcomes, performance measures, reporting, monitoring, and continuous quality improvement are reviewed.

The Provider Performance Plan shall incorporate the **Required Outcomes Matrix** established by the YSC for the applicable service area and shall identify, at minimum:

- Required program and Youth Justice Continuum outcomes;
- Performance indicators and measures;
- Data sources and methods of measurement;
- Reporting requirements and frequency;
- Provider-established performance targets, where applicable;
- Youth and family experience measures;
- Identified barriers or implementation challenges;

- Corrective or improvement strategies, when necessary; and
- Progress toward established program and YSC performance expectations.

The Provider Performance Plan shall be considered a working performance management document and may be reviewed and updated in collaboration with the YSC throughout the contract period.

2. Required Data Collection and Documentation

The successful Proposer shall maintain complete, accurate, timely, and auditable documentation sufficient to verify services delivered and evaluate program performance.

Documentation shall include, as applicable:

- Referral and intake information;
- Participant demographic information;
- Service initiation and service dates;
- Attendance and participation records;
- Case/contact notes or other documentation of service delivery;
- Verification of services;
- Program completion, discharge, or termination status;
- Referral and linkage information;
- Outcome and performance data required by the applicable Required Outcomes Matrix;
- Youth and family feedback and/or exit survey information;
- Documentation necessary to support invoices and expenditures; and
- Any additional documentation required by the County of Ocean, YSC, or the New Jersey Youth Justice Commission (YJC).

Providers shall maintain individual participant records and appropriate program-level records in accordance with applicable confidentiality, records retention, licensing, regulatory, and contractual requirements.

3. Performance and Outcome Reporting

The successful Proposer shall submit all reports and performance information required by the County, YSC, and/or YJC in the format and frequency established by the funding source.

Reporting may include monthly, quarterly, annual, or other required submissions and shall provide the information necessary to assess:

- Youth served and service utilization;
- Referral, enrollment, engagement, and completion patterns;
- Timeliness and accessibility of services;
- Program implementation;
- Achievement of required outcomes;

- Youth and family experience;
- Service linkages and continuity of care;
- Barriers affecting access, participation, or successful completion;
- Relevant demographic and equity information, when required; and
- Progress toward Provider Performance Plan expectations.

Required reporting systems, forms, spreadsheets, databases, or electronic platforms may be established or modified by the County, YSC, and/or YJC during the contract period. The successful Proposer shall comply with current reporting requirements and reasonable modifications necessary to meet County or State accountability requirements.

4. Youth and Family Experience

The successful Proposer shall participate in the YSC's standardized process for obtaining feedback from youth and/or families regarding their experience with funded services.

Providers shall administer and collect required **Youth/Family Exit Surveys or other YSC-approved feedback instruments** and submit or report resulting information in accordance with YSC procedures.

Youth and family feedback shall be incorporated into the Provider Performance Plan and continuous quality improvement process and considered alongside other program performance and outcome information.

5. Verification of Services

The successful Proposer shall maintain documentation sufficient to verify that reported services were delivered.

Verification may include, as applicable:

- Attendance or sign-in records;
- Service dates and duration;
- Case/contact documentation;
- Participant acknowledgement or verification;
- Electronic service records;
- Workshop or group attendance documentation; and
- Other YSC-approved methods appropriate to the service model.

Verification methods shall appropriately balance program accountability with participant confidentiality and the nature of the service being provided.

6. Fiscal Accountability and Billing

The successful Proposer shall operate the program within the approved contract budget and comply with all County fiscal and contractual requirements.

Monthly invoices and required supporting documentation shall be submitted in accordance with County-established deadlines and procedures. Expenditures shall be directly related to the approved program and allowable under applicable County, State, and funding-source requirements.

Providers shall maintain financial records sufficient to substantiate all expenditures charged to the YSC-funded contract and shall make such records available for fiscal review or monitoring.

7. Program Monitoring

All YSC-funded programs shall participate fully in monitoring conducted by the Ocean County Youth Services Commission, County of Ocean, and/or YJC.

Monitoring may include, but is not limited to:

- Review of the Provider Performance Plan;
- Review of Required Outcomes Matrix performance;
- Programmatic and fiscal record review;
- Participant file review;
- Verification of reported services and expenditures;
- Staff interviews;
- Youth and/or family interviews or feedback, when appropriate;
- Review of policies, procedures, credentials, and required licenses;
- Site visits, including announced or unannounced visits when permitted by contract or applicable requirements;
- Review of reporting accuracy and timeliness;
- Assessment of contract and Scope of Services compliance; and
- Review of corrective action or continuous quality improvement activities.

The County shall have the right to inspect program operations and records related to the implementation of the YSC-funded contract, subject to applicable confidentiality and legal requirements.

The successful Proposer shall cooperate fully with the YSC Administrator, authorized County representatives, YSC monitoring representatives, and YJC monitoring or oversight activities.

8. Continuous Quality Improvement

YSC reporting and monitoring are intended not only to demonstrate contractual compliance but also to support **continuous quality improvement (CQI)**.

When performance data, monitoring findings, youth/family feedback, referral patterns, utilization, or other information identifies an area requiring attention, the successful Proposer shall work collaboratively with the YSC to:

- Identify contributing factors or barriers;
- Develop reasonable improvement strategies;
- Establish measurable actions or benchmarks;
- Implement agreed-upon corrective or quality improvement activities; and

- Review subsequent performance data to determine whether improvement has occurred.

Where significant or persistent deficiencies are identified, the County and/or YSC may require a formal corrective action plan consistent with applicable contract requirements.

9. Data Quality and Reporting Accuracy

The successful Proposer shall be responsible for ensuring that information submitted to the County, YSC, and YJC is complete, accurate, consistent, and submitted within required timeframes.

Providers shall establish internal processes to review data prior to submission and shall promptly correct identified errors or discrepancies.

Reported program activity, participant counts, outcomes, and fiscal information shall be supported by provider records and shall be subject to verification during monitoring.

10. Regulatory and Contract Compliance

The successful Proposer shall maintain all licenses, certifications, credentials, insurance, approvals, and/or accreditations required for the services being provided and shall operate in compliance with applicable federal, State of New Jersey, County of Ocean, professional, and contractual requirements.

The Provider shall notify the County and YSC of any material change affecting its ability to meet these requirements or deliver contracted services.

11. Cooperation and Communication

The successful Proposer shall maintain timely communication with the YSC Administrator and appropriate referral/system partners regarding program implementation, service access, emerging barriers, significant operational concerns, and other matters affecting the successful delivery of contracted services.

Providers shall participate in meetings, monitoring activities, performance reviews, technical assistance, and other reasonable YSC activities necessary to support contract implementation and the broader Youth Justice Continuum.

12. YSC Performance Management Philosophy

The Ocean County YSC's accountability framework is designed to evaluate more than the volume of services delivered. While service utilization and contractual compliance remain important, the YSC seeks to understand **whether funded services are accessible, appropriate, effectively implemented, and contributing to the intended outcomes for youth and families.**

Accordingly, performance will be considered through multiple forms of evidence, including service data, required outcomes, youth and family experience, provider observations, monitoring findings, system-partner information, and other relevant quantitative and qualitative information.

Performance information will be used to strengthen services, identify gaps and barriers, support continuous improvement, and inform the YSC's ongoing investment decisions across the Youth Justice Continuum.

ELIGIBLE APPLICANTS

Eligible applicants are to be organizations or agencies with a minimum of two years of experience running these types of programs and providing these types of services to Ocean County youth and families.

Services must be provided by appropriately licensed professionals.

Proposer must meet all licensing requirements of the State of New Jersey.

YSC FISCAL REQUIREMENTS

All applicants shall submit a detailed budget and cost proposal sufficient to support the proposed fee-for-service rate(s) and demonstrate **cost reasonableness, transparency, cost effectiveness/value, fiscal accountability, and appropriate use of Youth Services Commission (YSC) funds.**

The Ocean County YSC Fee-for-Service Budget/Cost Proposal Reference Template is provided as an **optional reference tool**. Applicants are not required to use the YSC template and may submit their own budget/cost proposal format; however, **all fiscal requirements established within this solicitation apply regardless of the budget format submitted.**

At a minimum, the proposed budget/cost proposal shall comply with the following requirements:

- **General & Administrative (G&A) Costs:** General & Administrative costs shall not exceed **five percent (5%) of the applicable budget base**. Applicants shall separately identify direct program costs and G&A costs and clearly identify the budget base and methodology used to calculate the G&A allocation.
- **Fee-for-Service Rate Development:** Proposed fee-for-service rates shall be supported by sufficient cost detail to demonstrate how the rate was developed. Applicants shall identify the proposed billable unit(s), rate(s), and the personnel, fringe, direct operating costs, G&A, and other allowable costs incorporated into the proposed rate, as applicable. Costs included within an established fee-for-service rate may not be separately billed to YSC.
- **Reasonable, Necessary, and Allocable Costs:** All costs charged to YSC shall be reasonable, necessary, allowable, and appropriately allocable to the contracted service. Proposed costs shall be directly related to the applicant's ability to fulfill the applicable Scope of Services.
- **No Supplanting:** YSC funds shall not be used to supplant or replace existing funding that is otherwise available to support the proposed service.
- **Prohibited Capital Purchases:** YSC funds shall not be used for the purchase of buildings or vehicles. Any proposed equipment, technology, lease, rental, transportation, or other program-related expenditure shall remain subject to County/YSC approval, the awarded contract, and applicable funding requirements.
- **Substance Use Services – Payer of Last Resort:** For substance use treatment services, YSC funding shall serve as **dollars of last resort**. Applicants shall identify and utilize available Medicaid, private/commercial insurance, other public funding, or other appropriate payment sources before billing YSC, consistent with the applicable Scope of Services and contract requirements.
- **No Duplicate Billing:** Applicants shall maintain fiscal and program documentation sufficient to ensure that YSC is not billed for a service, unit, or cost that has also been billed to or reimbursed by Medicaid, insurance, another public funding source, another grant or contract, or another payer.
- **Shared Cost Allocation:** Where personnel, facilities, administrative expenses, equipment, or other costs are shared among multiple programs or funding sources, applicants shall identify a reasonable and supportable allocation methodology and charge YSC only for the portion appropriately attributable to the YSC-funded service.
- **In-Kind and Leveraged Resources:** In-kind contributions are **not required** as a condition of funding. Applicants may identify in-kind contributions, leveraged resources, other funding, or organizational

resources supporting the proposed service. Such resources may be considered in evaluating organizational capacity, cost effectiveness, and overall value but are not reimbursable YSC costs.

- **Fiscal Documentation and Accountability:** Successful applicants shall maintain sufficient documentation to substantiate all services billed and expenditures charged to YSC and shall comply with applicable County/YSC invoicing, supporting documentation, monitoring, audit, contract, and fiscal requirements.
- **Final Rate and Billing Requirements:** Proposed rates are subject to evaluation and contract award. Final authorized rates, billable service definitions, required supporting documentation, billing procedures, and other fiscal requirements shall be governed by the awarded contract and applicable annual YSC provider requirements.
- All submitted budgets and cost proposals must comply with the YSC Fiscal Requirements contained within this solicitation. Applicants may use the YSC Fee-for-Service Budget/Cost Proposal Reference Template or their own budget format; use of the YSC template is not mandatory.

PROPOSAL GUIDELINES

All proposals should include the following documents:

1. Certificate of Insurance
2. Current List of Board of Directors
3. Computed Budget Proposal and Project Description
4. Certified Audit
5. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
6. Organizational Chart
7. Project Narrative
8. Cost Proposal/Computed Budget
9. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement
10. Disclosure of Investment Activities in Iran
11. Certification of Non-Involvement in Prohibited Activities in Russia/Belarus
12. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. (Mandatory Document)
13. Non-Collusion Certification
14. Signature Page

TECHNICAL ASSISTANCE

A Technical Assistance meeting will be held on Wednesday, October 14th, 2026 at 10:00AM via TEAMS. All applicants are strongly encouraged to attend although attendance is not mandatory.

Join from the meeting link

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/211782982976439?p=JImDQVIBMERxVb3Reb>

Meeting ID: 211 782 982 976 439

Passcode: 5Nt2PF3k

Dial in by phone

+1 848-200-0868,,956505680# United States, Metuchen

Find a local number

Phone conference ID: 956 505 680#

Proposal Submission Requirements

The county of Ocean is accepting **only** electronic proposals for this Competitive Contract proposal. Submitting your proposal manually is cause for rejection.

The Competitive Contract is available on the Ocean County Procurement Portal Website: <https://procurement.opengov.com/portal/oceancounty> or for viewing purposes only at the Ocean County Purchasing Department at 732-929-2101.

You may only provide one (1) final submission which shall consist of one (1) complete Competitive Contract proposal.

DO NOT submit a hard copy of your electronic submission.

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein.

45% - Technical Criteria

30% - Management Criteria

25% - Cost Criteria

1. Technical Criteria – 45%

i. Understanding of Scope and Service Model

1. Does the proposal demonstrate a clear understanding of the Scope of Services, target population, service needs, and intended objectives?
2. Is the proposed service model complete, responsive to the requirements of the solicitation, and appropriate for the youth and families to be served?
3. Does the proposal clearly describe how services will be delivered, including referral, engagement, assessment/intake, service delivery, transition/discharge, and follow-up activities, as applicable to the Scope of Services?
4. Are the proposed practices, interventions, and approaches supported by relevant professional standards, evidence-informed practices, demonstrated experience, or other appropriate documentation?

ii. Youth and Family Engagement, Access and Responsiveness

1. Does the proposal demonstrate an ability to engage and retain youth and families in services?

2. Does the proposed approach identify and address potential barriers to service access and participation, including scheduling, transportation, language, location, communication, and other barriers relevant to the population served?
3. Does the proposal demonstrate culturally responsive, developmentally appropriate, trauma-informed, and family-engaged service delivery, as applicable?

iii. Coordination within the Youth Justice Continuum

1. Does the proposal demonstrate an understanding of the provider's role within the Ocean County youth justice continuum?
2. Does the proposal describe effective coordination and communication with referral sources, YSC, courts, Probation, schools, behavioral health providers, community partners, and other involved systems, as applicable?
3. Does the proposal demonstrate the ability to provide timely referrals, warm handoffs, service coordination, and continuity of care when additional or alternative services are needed?

iv. Outcomes and Performance

1. Does the proposal demonstrate a clear connection between proposed services and the outcomes identified in the Scope of Services?
2. Does the provider demonstrate the ability to collect, maintain, and report accurate service and outcome data required by the YSC?
3. Does the proposal describe how performance information, youth/family feedback, and other available data will be used to assess service quality and support continuous improvement?

2. Management Criteria: 30%

i. Program Management and Implementation

1. Does the proposal provide a clear and realistic plan for implementation and ongoing service delivery?
2. Does the provider demonstrate the administrative and operational capacity necessary to meet the requirements of the Scope of Services?
3. Are procedures identified for supervision, case oversight, documentation, communication, quality assurance, and contract compliance?
4. Does the provider demonstrate the ability to initiate and maintain services within required timelines?

ii. Organizational Experience and Past Performance

1. Does the provider demonstrate relevant experience delivering the proposed or comparable services to youth and families?
2. Does the provider demonstrate successful performance with similar populations, service environments, referral systems, or community-based programs?
3. Where the provider has previously contracted with Ocean County/YSC or similar governmental entities, does available information demonstrate satisfactory contract compliance, reporting, fiscal management, service delivery, and responsiveness?

4. Does the organization demonstrate professional and ethical practices appropriate to the services being proposed?

iii. Staffing and Organizational Resources

1. Are sufficient personnel, facilities, technology, transportation, equipment, and other resources available to successfully provide the proposed services?
2. Is the proposed staffing structure adequate for the anticipated service volume and requirements of the Scope?
3. Does the provider identify reasonable plans for maintaining service continuity during vacancies, staff turnover, leave, or other operational disruptions?
4. If subcontractors or contracted personnel will be used, are their roles, qualifications, oversight, and availability clearly identified?

iv. Qualifications, Supervision and Workforce Capacity

1. Do proposed staff possess the education, credentials, licenses, training, experience, and competencies required by the Scope of Services?
2. Does the proposal demonstrate appropriate supervision and ongoing staff development?
3. Does the provider demonstrate culturally responsive hiring, training, supervision, and service practices appropriate to Ocean County youth and families?
4. Does the provider demonstrate the capacity to serve youth and families with diverse needs, including appropriate language access or a reasonable plan for providing such access?

3. Cost Criteria – 25%

i. Reasonableness and Transparency of Proposed Cost

1. Is the proposed cost reasonable in relation to the services, staffing, qualifications, service intensity, and requirements described in the Scope of Services?
2. Is the proposed budget and/or **fee-for-service rate structure** complete, clearly explained, and adequately supported?
3. For services reimbursed on a **fee-for-service basis**, does the proposal clearly identify the proposed unit of service, rate per unit, and the services or activities included within that rate?
4. Are the proposed rates reasonable and appropriate considering the nature and intensity of the service, required staffing and credentials, service location, administrative requirements, and other expectations of the Scope?
5. How do the proposed costs and/or fee-for-service rates compare with other proposals offering a comparable level and quality of service?

ii. Fee-for-Service Cost Effectiveness and Value

1. Does the proposed fee-for-service structure demonstrate a reasonable relationship between the **amount YSC will reimburse, the service actually delivered, and the intended purpose and outcomes of the service?**

2. Does the provider demonstrate the capacity to accurately document, track, invoice, and report units of service eligible for YSC reimbursement?
3. Does the proposed rate structure clearly distinguish **billable services from activities or costs that are included within the established rate and may not be separately billed?**
4. Does the proposal demonstrate that YSC funding will be used only for **authorized, eligible services actually provided**, consistent with the Scope of Services and contract requirements?
5. Does the fee-for-service structure support appropriate access to services without creating unnecessary utilization, duplication of services, or costs that are not directly related to the delivery of the contracted service?

iii. Coordination of Funding and Payer Responsibilities

1. Where applicable, does the provider demonstrate appropriate coordination of YSC funding with Medicaid, insurance, other public funding, or other available payment sources?
2. Where the Scope establishes YSC as a **payer of last resort**, does the proposal demonstrate an appropriate process for identifying and utilizing other available funding before billing YSC?
3. Does the proposal provide reasonable safeguards against duplicate billing or reimbursement of the same service through multiple funding sources?
4. Where services are not reimbursable through another funding source, does the proposal clearly identify the circumstances under which YSC funding would be utilized?

iv. Fiscal Accountability and Quality Assurance

1. Does the provider demonstrate appropriate fiscal controls and accountability for YSC and County funds?
2. Does the provider maintain documentation sufficient to substantiate fee-for-service billing, including the youth served, date of service, type/unit of service, and other documentation required by the Scope or contract?
3. Does the proposal describe appropriate internal quality-control and billing-review practices to support accurate invoicing and contract compliance?
4. Where applicable, are required insurance, certifications, guarantees, or other assurances of performance provided?

**** ATTENTION**** Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

Ranking - All proposals will be reviewed for completeness and qualifications. The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

Indemnity Clause - The proposer, if awarded a contract, agrees to protect, defend and save harmless the County

against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. Except for Worker's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

Pav to Play Requirements - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional

information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Certification of Disclosure of Investment Activities in Iran

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 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. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency 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. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Transitional Period - In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

Statement of Ownership - The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Business Registration Certificate –

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) 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.

- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.