

**Workforce Investment Act Youth Opportunities System
Request for Proposal (RFP) 2010-2012**

Out of School Youth Program

**Bergen County
Workforce Investment Board
11 Carol Court
Hackensack, New Jersey 07601**

**Technical Assistance/Bidders Conference: February 2, 2010
Deadline for Submission: March 9, 2010 (12:00 Noon)**

Date Received: _____

Time Received: _____

Received By: _____

General RFP Information

A. Overview:

The Bergen County Board of Chosen Freeholders and the Bergen County Workforce Investment Board have been designated as the administrative entity and the designated grant recipient for the Workforce Investment Area pursuant to the Workforce Investment Act of 1998. The Bergen County Board of Chosen Freeholders and the Bergen County Workforce Investment Board (**WIB**) have authorized the Bergen County Youth Investment Council (**YIC**) to release this Request for Proposal (RFP) to solicit proposals from organizations interested in operating Youth Opportunities Programs under the Workforce Investment Act (WIA). Youth programs provide comprehensive education and employment preparation services via a skills-based design to **eligible** low-income youth age sixteen through twenty-one.

The Bergen County Board of Chosen Freeholders and the Bergen County Workforce Investment Board reserves the right to make changes to these policies based on clarifications in the regulations, State Legislation, or other guidance provided by the State or Federal Government regarding the implementation of the Workforce Investment Act.

B. Purpose:

The purpose of this Request for Proposal (RFP) is to provide for free and open competition and avoids situations restrictive of competition and to solicit proposals from applicants willing to provide training and/or customer services with enrollments based on customer needs. It should be the intent of the proposed training to enhance the job prospects of **eligible out-of-school youth residents** of the Bergen County Workforce Investment Area.

Awardees receiving funding would design and develop a program in a specific skill area. Participants in the program must be able to obtain certification in a given career area by the end of the twelve month period or continue further education to receive the certification. Occupational training programs must include those in areas defined by the New Jersey Department of Labor and Workforce Development as “demand occupations,” for a full list you may refer to <http://www.wnjin.com>. Examples of vocational programs are Microsoft Office User Specialist, culinary arts, building management, manufacturing, and C-Tek wiring. All vocational training must be for demand occupations. Each site must interact with other agencies as described elsewhere in this proposal to develop specific vocational skills and career paths for each client as well as partner to leverage funding dollars that will lead to a credential for each enrolled participant. The Bergen WIB has designated the following towns as priority areas for this program: Englewood, Hackensack, Garfield (County designated Abbott Districts) and Teaneck. The projected amount of funding to service these sites is **APPROXIMATELY** \$128,500.

Applicants are encouraged to show their ability to maximize program efficiency by leveraging funds from other sources within the proposal. Availability of other grants, in-kind services and coordination/collaboration with other service providers for a continuum of services will be taken into consideration when making funding decisions.

The WIB reserves the right to select more than one applicant for funding under this Request for Proposal. If multiple awards are granted, funds will be distributed according to availability, meeting of priority areas as described herein and number of students estimated to be served.

C. Deadline for Submission of Proposals:

Eligible Applicants interested in applying for these funds must submit a complete proposal package with required documents, consisting of one signed original and ten (10) complete copies. Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification). Note: It is recommended that a blue ink pen be used for all required signatures in order to

differentiate the original from the copies.

All proposals submitted for consideration must:

1. Be securely fastened (do not staple the pages; do not place the proposal in folders or binders).
2. Not exceed ten (10) one sided pages with a line space of 1.5. Applicants may not use a type font lower than 12 point. All pages must be numbered.

The original and copies must be hand or courier delivered by no later than 12:00 noon on the deadline date on the cover of this document (March 9, 2010) to the following address:

**Tammy Molinelli, Executive Director
Bergen County Workforce Investment Board
11 Carol Court
Hackensack, New Jersey 07601**

Persons who hand deliver proposals will be issued a "Notice of Receipt of Proposal." All proposals submitted will be initialed with a time and date stamp. Timely submission of proposals is the sole responsibility of the applicant. Applications not meeting the deadline will be disqualified for consideration, review, and/or funding. Letters of acceptance or disqualification will be mailed to all applicants after completion of the Review and Evaluation Process.

D. Eligible Applicants:

Any **New Jersey based** non-sectarian, public educational institution accredited by the New Jersey Department of Education or New Jersey Labor Workforce Development, labor unions, private-for-profit business entity, private non-profit corporation, or public entity. All approved programs must qualify to be put on the Workforce New Jersey Public Information Network, within 60 days of the official acceptance date which will be specified on the letter of commitment.

Priority Areas:

The WIB through the YIC has identified two priority areas of consideration for purposes of this RFP.

1. Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.
2. Priority will be given to applicants who involve youth in competitive employment placement, work-readiness activities and/or internships, that take place in the community (not in the applicant's facility or in the school itself.)

If formal collaborations and/or partnerships are formed, the application must clearly designate a lead agency. For the purposes of this application, a formal collaboration is defined as one that gives the collaborating partner a defined direct role in the education, training and/or employment of the students. It will also be described within the application and supported by formal letters of support defining its role. The collaborating partners may have financial or non-financial agreements with the lead agency and will be held jointly responsible for performance and outcomes. Should a contract be issued under these circumstances, the support of the collaborating partner should be formalized in either a written collaboration agreement or memorandum of understanding. The lead agency must be the applicant and must meet the eligible applicant requirements as described in Section D of this proposal. The designated lead agency will be responsible for entering into the contract with the WIB or Bergen County. The lead agency will also be responsible for submitting program documentation as requested to the Bergen One-Stop Career Center.

If the applicant chooses not to develop a formal collaboration as defined above, however, intends to refer students to existing programs and services within the community, the applicant must describe such referrals sources and how they will be used in the delivery of services to youth in order to further the goal of providing educational and occupational training along with employment placement.

The Bergen One-Stop Career Center must be included in the RFP as a partner whether collaboration is formed or not.

Responsibilities of the Applicant:

1. Contracting with the Bergen County Workforce Investment Board and/or the Bergen County Board of Chosen Freeholders;
2. Cooperating with the Bergen County Youth Investment Council in the development and implementation of the Youth Opportunities system in Bergen County;
3. Ensuring that the program is staffed adequately to carry out the project as described;
4. Oversight and monitoring of all collaborative partners, if any;
5. Administering all funds paid to the program including those issued for payment to subcontractors;
6. Reviewing and submitting all MIS documentation to the Youth Investment Council, the WIB, and/or other Bergen County Boards or entities (See attachment);
7. Targeting services to individuals who reflect the demographics of Bergen County;
8. Providing services to individuals eligible for participation in the program including those with barriers to employment such as: youth with disabilities, offenders, school dropouts, basic skills deficient, and parenting or pregnant, runaway or homeless youth;
9. Conducting customer satisfaction surveys of participants, parents, and employers and using the results to develop and implement a continuous improvement plan (a copy of the **Applicant's** Customer Satisfaction Form must be submitted);
10. Obtaining at least 80% of proposed enrollment within 6 months of starting the program, meeting expectation of 100% enrollment at close of funding year.
11. Attending at least two scheduled meetings of the Youth Investment Council;
12. Participating in YIC/WIB site reviews for overall program compliance to grant performance outcomes.

If a formal collaborative is formed,

13. Lead applicants should have written collaborative agreements or memorandums of understanding with each collaborative partner outlining responsibilities, once the Contract with WIB or the County is signed.
14. Lead applicants must monitor and document the activities of each participating collaborative partner ensuring that the One-Stop participation and work readiness guidelines for students are met.
15. Lead applicant must ensure students are properly supervised, by collaborative partner, if required.
16. Lead applicant must schedule regular meetings of the collaborative and present proof of same during site visits.

Occupational training programs must include those areas defined by the New Jersey Labor and Workforce Development Department as “demand occupations” for a full list you may refer to <http://www.wnjpin.com>.

E. General Workforce Investment Area Reservations:

The Bergen County Workforce Investment Board reserves the right to accept or reject any or all applications received as a result of this RFP. The Workforce Investment Board reserves the right to extend the submission deadline should such action be in the best interest of the workforce investment area. The Workforce Investment Board reserves the right to withdraw this RFP at any time without prior notice. The WIB makes no representation that any contract will be awarded to any offer responding to the RFP. If an inadequate number of proposals are received or the proposals received are deemed non-responsive, the Workforce Investment Board

reserves the right to reissue the RFP. Under these conditions, the RFP may be reissued to target specific areas or populations of the Workforce Investment Area. The Workforce Investment Board reserves the right to assess the qualifications of all applicants that submit an application and negotiate with all qualified applicants. The Workforce Investment Board reserves the right to request additional information or documentation or require that an applicant formally submit (by certified mail) price, technical, or other revisions of its application as a condition to approval. Proposals shall be reviewed and rated by the Youth Investment Council as submitted. No changes or additions may be made by the applicant after the deadline for receipt of proposals.

The Workforce Investment Board reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the WIB reserves the right to reduce the rating points awarded. The Workforce Investment Board reserves the right to require applicants approved for funding to negotiate a contract with the Workforce Investment Board. The negotiation process shall be bound by the best terms and conditions originally offered by the applicant in the proposal. The Workforce Investment Board reserves the right to make contract award contingent upon the satisfactory completion by the applicant of certain special conditions. The contract offer of the WIB may contain additional terms or terms different from those set forth herein. The WIB reserves the right to administer this application and subsequent agreements in accordance with applicable rules and regulations promulgated by the New Jersey Department of Labor and Workforce Development and any other governmental agency superior to the Workforce Investment Area, including any all changes and/or revisions to laws that become effective prior to or during the program operations. Though an application may rank high and be approved for funding during the Review and Evaluation process, only those programs, which are in the best interests of the customer and the Workforce Investment Area, will be awarded contracts.

F. Limitations:

An applicant may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with the County or any other funding source, poor past or current contract performance with the County or any other funding source, or current disputed or disallowed costs with the County or any other funding source.

Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process until their sanction is removed. The Workforce Investment Board may refuse to fund an organization with outstanding disallowed costs, regardless of the merits of the proposal submitted.

G. Amount of Funding:

Estimates for Program Year 2010 (July 1, 2010-June 30, 2011) funds that will be available for youth services pursuant to this RFP are not yet available. However, if local allocations remain at the same level as provided during the 2009 Program Year then **approximately** \$128,500 may be available for program year 2010 for out of school youth.

Due to limited funding, the WIB reserves the right to adjust final grant awards for less than the amount requested by the applicant.

H. Funding Guidelines:

The Workforce Investment Board will make commitments to fund projects in accordance with the timeline stated in this application. When actual funding becomes known and available, the WIB will negotiate a best and final offer with selected applicants.

Please note as stated in the New Jersey Public Contract Law: “*Under no circumstances shall the provisions of the proposal be subject to negotiation*”.

The Bergen County Workforce Investment Board reserves the right to negotiate a best and final offer with all applicants selected for contract awards.

All costs of proposal preparation shall be born by the applicant. The County shall not, in any event, be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposal.

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification. If the applicant knowingly and willfully submits false performance or other data, the County reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the County reserves the right to terminate the contract. Proposals may be withdrawn by written request of the authorized signatory on the applicant's letterhead at any time prior to the scheduled closing time for receipt of applications.

Contracts resulting from approved RFP's shall be cost reimbursement via a line itemized budget. Negotiations of all contracts will be in accordance with the regulations promulgated under the Workforce Investment Act; An RFP is NOT a contract. A contract does not exist until one is executed by both parties. All contracts awarded pursuant to this RFP shall be subject to the availability and appropriation of funds by the Bergen County Board of Chosen Freeholders. The applicant shall be solely responsible and shall not look to the County for expenses it may incur in operating a program pursuant to the contract award, and/or any promulgated regulation by a higher governmental authority. Adequate, on hand, financial resources in the amount of a thirty (30) day unrestricted fund balance are required. If and when the Workforce Investment Area deems it appropriate in the best interest of the program, it may modify a contract by adding to the original training program cycles and/or numbers to be served. This in no way affects curriculum or performance requirements. At any time during the term of the contract, the Workforce Investment Area may elect to purchase additional services called for by the agreement or may elect to extend the terms of the agreement.

I. Contract Period:

The contract period for this Request for Proposal is expected to be from July 1, 2010 through June 30, 2011, which may be renewable for a second year. The WIB reserves the right not to issue a grant for a second year under certain circumstances, such as, but not limited to:

1. Unavailability of funds and/or;
2. Unsatisfactory work of the selected applicant, and/or;
3. Failure to meet agreed upon minimum performance standards (including but not limited to enrollment numbers), and/or;
4. Failure to submit required documentation in the timeframes requested.

The WIB also reserves the right to terminate the contract during the funding year for any of the reasons listed above. In cases where points 2-4 are listed as the reason for terminating the contract, the WIB will issue a letter of intent to terminate the contract and the applicant shall have 30 days in which to respond with a corrective action. If the applicant continues to perform unsatisfactory, the WIB shall terminate the contract.

J. Target Population

The eligibility to receive services through the youth opportunities program under the Workforce Investment Act and this Request for Proposal is limited to low income youth, ages 16-21 years old residing in Bergen County

and who have one or more of the following barriers to employment:

1. Deficient in basic literacy skills-Computes or solves problems, reads, writes or speaks English at or below an eighth grade level
2. Out of School Youth**
3. Homeless, runaway or foster child
4. Pregnant or parenting
5. Identified as receiving TANF
6. Involved in the Juvenile Justice System (is or has been subject to any stage of the criminal justice process)
7. Requires additional assistance to complete an educational program, or to secure and hold employment (in this barrier low income is defined as the youth's income).

**An out-of-school youth is an individual who:

- a. Is an eligible youth who is a school dropout; or
- b. Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or under-employed.

The applicant must identify youth who are enrolled in the program and are also receiving services under TANF, DYFS, and the Juvenile Justice System (e.g., probationers, parolees, etc.).

K. Youth Services to be provided:

The Bergen County One-Stop Career System is the administrative entity for youth services provided through WIB funding. As such the Bergen One-Stop Career Center will conduct the eligibility determination, initial assessment, and referral to appropriate services. Services provided by the applicant (and if applicable, the lead agency and collaborative partners) must be comprehensive, integrated, and youth focused. The agency that conducts the initial assessment will also develop the Individual Service Strategy. The applicant must provide case management, job placement, and follow-up services. If a formal collaboration is developed, the lead agency must show coordination of the above services with its partners within the proposal. The Bergen County One-Stop Career System will not, however, provide such services.

Listed below are the types of allowable activities, which must be provided to youth under this grant application and should be consistent with the youth's objective assessment and individual service strategy. This does not mean that the respondent must provide each of the listed activities, however, the respondent must assure that these services are made available, which means that the services can be obtained through other sources. Such activities must be described within the Narrative Section (Q.) of this RFP under Program Description. If the delivery of any services outlined below will be performed within a formal collaboration, the lead applicant must describe the role of each collaborative partner and the method to be used to monitor participation. If the applicant intends to use informal collaborations through community referral sources, the applicant must describe how referrals will be made, the type of services to be performed and the method for monitoring.

Allowable services may include, but are not limited to:

1. Employment opportunities directly linked to academic and occupational learning work experience
2. Alternative secondary school offerings
3. Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies
4. Internships and job shadowing (paid and unpaid)
5. Occupational skills training

6. Leadership development opportunities
7. Adult mentoring
8. Basic skills training, this should include addressing literacy issues with links to the One-Stop literacy labs, where applicable.
9. Development of effective communication (soft skills) that should have a focus on, but not be limited to, instructions on how to:
 - Speak effectively
 - Listen Actively
 - Read w/Understanding
 - Observe Critically
 - Cooperate w/Others
 - Conflict Resolution
 - Decision Making Skills
10. Counseling, such as drug and alcohol abuse, career development, work related
11. Supportive services necessary to enable youth to participate in the program

L. Proposal Selection & Evaluation Criteria:

The Bergen County Workforce Investment Board has in place a process for the evaluation of new programs, requests for proposals, and other initiatives. Standard evaluation elements and review requirements address the local goals, objectives, and priority use of funding. A copy of the review questions and process will be made available to all bidders' submitting a proposal. All proposals will be submitted to and reviewed by the Bergen County Youth Investment Council or a subgroup (review panel) thereof. The review panels will either consist of volunteers drawn from the Council's general membership or from other Bergen County Workforce Investment Board members, partners, committee members, or/and staff members of the Bergen County Workforce Investment Board. The WIB also reserves the right to include community leaders and local business representatives on the review panel. Proposals will be reviewed by those Youth Investment Council members who do not have a vested interest in the awarding of funding, thereby eradicating any conflict of interest or an appearance thereof. Should a conflict of interest be raised regarding a member of the review panel, the WIB Director, along with the Executive Committee of the Bergen County Youth Investment Council shall have the authority to hear and resolve such matters.

First and foremost, the review panel reviews for consistency of the proposal in addressing the state and local goals, objectives, and uses of the funds. The review panel will also look for proposals that address the WIB priority areas as listed below.

1. Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.
2. Priority will be given to applicants who involve youth in work-readiness activities, internships, and/or employment opportunities that take place in the community (not in the applicant's facility or in the school itself.)

The Bergen County Youth Investment Council has developed criteria to be used in awarding grants. That criteria and scoring system are shown in Section Q of this proposal. In brief, proposals will be assigned a numerical rating based on a total maximum score of 110 points, which includes an extra bonus points for meeting either or both of the priority areas listed above. Each priority area will be given a bonus of 5 points each. Proposals receiving a score of 65 or below will not be considered for funding. An indication of the maximum score for each proposal section is included in the Program Narrative Requirements section of this

Request for Proposal. The Youth Investment Council will make recommendations for possible grant awardees to the Workforce Investment Board's Leadership Team who will provide final awarding of contracts. To ensure high standards for both business and customer satisfaction, service providers must demonstrate their ability to provide and coordinate comprehensive services as outlined in this document and in the Workforce Investment Act and provide assurances and methods to assess and evaluate their programs effectiveness.

M. Resolution of Procurement Disputes:

1. The complainant must submit to the Workforce Investment Board Director its dispute in writing with full documentation supporting the dispute. The complainant has thirty (30) days within which to file a complaint, except for discrimination complaints, which are limited to a 180-day limitation.
2. The Director of the Workforce Investment Area will have 30 days in which to respond. Where applicable and appropriate, a hearing will be convened to review an unsettled complaint.
3. If the local level fails to make a decision or the decision is unsatisfactory to the complainant, the complainant can appeal to the State level and request a review of the complaint by the Director of Workforce New Jersey. The request for review shall be filed within fifteen (15) days from the date on which the complainant should have received a decision. Request for Director's review should be sent to:
Director, Workforce New Jersey
New Jersey Department of Labor and Workforce Development
CN055
Trenton, NJ 08625-0055
4. If the Director does not render a decision, the complainant has the right to request a review by the U.S. Secretary of Labor. The federal review is confined to allegations of violations of the law under the Workforce Investment Act of 1998. Request for the U.S. Secretary of Labor's review should be sent to:
USDOL
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

The complainant must exhaust the remedies at each level prior to making an appeal to the next higher level.

N. Performance Measurements:

Performance is a basic foundation of the workforce investment system emerging from the Workforce Investment Act. Programs and providers will be measured upon the results they achieve. The Bergen County Workforce Investment Board and Youth Investment Council will require assurances from youth providers that include:

1. A commitment to collect and maintain the necessary data;
2. A commitment to report on the Workforce Investment Act required performance measures according to the requirements of the State.

The Department of Labor has established four core performance measures for youth ages 19-21 years and three measures for youth ages 16-18 years. At a minimum, collaborations will be measured on their success in achieving each of these outcomes for youth.

- a. 19 - 21 Year Olds:
 - Entry into unsubsidized employment;
 - Retention in unsubsidized employment 6 months after entry into the employment;
 - Earnings received in unsubsidized employment 6 months after entry into the employment; and;
 - Attainment of a nationally/industry recognized credential relating to achievement of educational

skills, which may include attainment of a secondary school diploma or its recognized equivalent, post-secondary degrees/certificates, recognized skill standards and licensures or industry-recognized certificates.

b. 16-18 Years Old

- Attainment of basic skills and, as appropriate, work readiness or occupational skills;
- Attainment of secondary school diploma (or) their recognized equivalents; and
- Placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

In addition to the above performance measures all programs will be required to report on the following three Common Measures:

1. Placement in Employment or Education
2. Attainment of a Degree or Certificate
3. Literacy and Numeracy Gains

U.S Department of Labor Training and Employment Guidance Letter Number 17-05 is available for details regarding the above “Common Measures.”

The Bergen County Workforce Investment Board and Youth Investment Council will require assurances from youth providers that training will lead to achievement of the core performance measures, and “Common Measures” as indicated above. The applicant must demonstrate within the proposal how the Common Measures and performance measures will be met.

The applicant must also clearly demonstrate within the proposal how it will:

1. Collect and maintain the necessary data pertaining to the core performance and common measures
2. Report to the Workforce Investment Board on the required performance and common measures as outlined above

O. Vision

All youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training. The ideal youth system will improve the long-term employability of youth, enhance the educational, occupational, and citizenship skills of youth in a community service environment, encourage school completion or enrollment in school or alternative school programs, increase the employment and earnings of youth, reduce welfare dependency and assist youth in addressing problems which may impair the ability of the youth to make successful transitions from school to work, apprenticeship, the military, or post secondary education and training. It will provide the right intervention at the right time with age and stage appropriate activities and will serve all youth, not just those funded through Workforce Investment Act youth funds.

The youth system will be accessible through the Bergen County One-Stop Career System and various youth programs/agencies located throughout Bergen County. The Bergen County One-Stop Career System and the various partner agencies will have knowledgeable staff that will provide information on careers, post-secondary educational opportunities, and job readiness skills. The services and resources available will be sufficiently comprehensive for the youth of Bergen County to be successful.

Based on initial certification and assessment, an individual service strategy will be developed with each young person. Through the Bergen County One-Stop Career System or the applicant, youth will access a variety of services including tutoring, work experience, community services opportunities, support services, information on post-secondary education and financial aid, connection to a mentor, occupational training and job placement

services. Youth can also access special services such as drug/alcohol treatment, health services, transitional housing, and psychological counseling and specialized assessment such as for learning disabilities and visual/hearing impairments. Case managers/youth advocates will assist in setting goals and determining the appropriate mix of services.

The Youth Opportunities collaborative and the Bergen County One-Stop Career System will have a large number of partners; some will be involved directly in the collaborative while others will provide specialized services on a referral basis. There should be easy access/transportation among various service partners as well as, electronic interfaces that will allow for the easy transfer to information about participants and employment opportunities. A system will be developed to provide feedback, evaluation, and continuous improvement for both the Bergen County One-Stop Career System and the entire Bergen County Youth Opportunities System.

A consumer report will provide youth, parents, teachers, and other interested parties with information on each specific program or service available.

P. Proposal Content Outline:

Applicants must submit one signed original and ten (10) copies of the completed proposal package.

Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification).

All proposals submitted for consideration must include all of the following items in the order stipulated and be securely fastened.

1. Proposal Cover Sheet with signatures (Attachment A)
2. Check List (Attachment B)
3. Table of Contents
4. Narratives Describing Summer and Year Round Activities
5. Budget Forms (Attachment C)
6. Conflict of Interest Certification (Attachment D - Signature Required)
7. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment E Signature Required)
8. Certification Regarding Lobbying (Attachment F - Signature Required)
9. Affirmative Action (Attachment G)
10. Grievance Procedures (Attachment H)
11. Certification of Liability Insurance (Attachment I)
12. Statement of Adequacy of Accounting System (Attachment J – Signature Required)
13. Exhibits as required and defined under the Narrative Section (Q)

Q. Narratives:

1. Statement of Need 10 Points

- Present a Needs Assessment for the proposed program, showing how it will address the needs of the targeted population, and why those needs are not currently being met.

2. Project Description (40 total points, however with bonus points applicant can score a total 50 points under this section).

a. Youth Development 5 Points

- Describe how the applicant will help youth develop their own potential.
- How will the applicant collaborative incorporate SCANS skills as framework for personal development?
- Describe how leadership and community service opportunities will be provided?
- How will recreational and educational activities funded from non- WIA sources be integrated?

b. Supports for Youth 10 Points

- Describe how the applicant will provide the following supports for youth success
- Comprehensive guidance and counseling
- Mentoring
- Supportive Services
- Follow-up Service
- Who will be responsible for providing follow-up services for at least 12 months after completion of program participation?
- How will the applicant ensure that youth remain on their targeted career path and receive assistance in their transition to continuing education and/or employment?
- Describe how youth will be directed to other supportive services within the community; include types of services, not previously listed.
- Describe how the One-Stop will be incorporated into the individualized service plan.

c. Education 5 Points

- Describe the education (classroom-based learning) element of the program including basic skills, English as a second language, computer literacy, job readiness skills, instruction leading to the completion of secondary school, drop-out prevention, tutoring, study skills, alternative school services, e-learning, GED preparation, and preparation for post-secondary educational opportunities.
- How will the **applicant** provide contextual basic skills and link academic and occupational training?
- Specifically explain the approaches which encourage innovative instructional methodology (e.g.. special motivational techniques for hard-to-serve youth. customized teaching techniques/tools and materials for disabled youth. etc.)

d. Employment Skills 10 Points

- Describe the employment skills (work-based learning) element of the program including work maturity skills, basic skills competencies, job-specific skills, paid and unpaid work-based learning, and summer employment opportunities.
- Which occupations will be included in work site learning?
- How did the applicant select the occupations?
- What criteria were used to select work sites?
- How are the SCANS Skills (or similar skills) incorporated as a framework for work-based learning?

Bonus 5 Points (Employment Skills)

Priority will be given to applicants who involve youth in work-readiness activities, internships, and/or employment opportunities that take place in the community (not in the applicant's facility or in the school itself.)

1. Describe how applicant will meet priority requirement. Include in description:
 - Types of placements (i.e. occupations, internships)
 - Length placement (i.e. summer, year round)
 - Locations and list of participating businesses.

e. Career Guidance/Job Placement 5 Points

- Describe the process for providing career guidance, including career exploration opportunities, career development strategies (how to climb the career ladder), job development and job placement.
- How will job development be coordinated?

f. Continuous Quality Improvement 5 Points

- How will the applicant ensure customer satisfaction through the continuous improvement of the procedural aspects of system services?
- Describe the plan for moving toward the achievement of the following customer service goals.

Bonus 5 Points (Collaboration)

Priority will be given to applicants who develop formal collaborations and/or partnerships with community based organizations, educational institutions and businesses in the development of program activities, delivery of work-readiness, internships and employment opportunities for participating youth.

1. What is the collaborative vision for the Youth Opportunities system?
2. What is the mission statement of your collaborative?
3. Who are your educational collaborators and what are their roles?
4. How do they ensure that the learning opportunities they provide are integrated with overall program goals?
5. Identify the network of employers connected to your collaborative. In what specific ways will they contribute to the success of your program?
6. What system is in place to ensure a formal and ongoing connection between youth and adults, teachers, the community, and employers?
7. In what ways will your collaborators combine existing financial and other resources to maximize effectiveness?
8. Describe the Lead Managing Agency; include the administration, management and organizational capacity of the lead in managing the proposed program.
9. If a current relationship exists with the collaborating partners, describe how it will change if this proposal is implemented. Provide an organization chart and attach as Exhibit 1 to show the relationship of the collaborating agencies.

3. Organization Mission and Goals 5 Points

- Describe the history, mission and goals of the applicant and how it relates to the proposed program.

4. Goals and Objectives for Outreach and Recruitment 5 Points

- Describe the goals and objectives concerning the proposed program/services to be provided. Objectives must be stated in measurable terms, including target population to be served.
- Describe the outreach and recruitment process.
- How will it be coordinated to reach all targeted youth, employers, educators, and other service entities?
- Which partner will be responsible?

5. Demonstrated Ability 20 Points

Describe the applicant's demonstrated ability in the areas listed below clearly articulating the measurable outcomes achieved, if applicable include specific examples of each partner in the formal collaborative:

- a. Operating career development programs targeted at youth ages 14-21.

- b. Working with schools, community-based organizations, and businesses/employers in operating a career development program targeted at youth.
- c. Placement of youth in internships, trainings and employment opportunities in the community outside of the applicant's own facility, this may include, but should not be limited to:
 - Employment directly linked to academic and occupational learning;
 - Paid work experience and unpaid work experience, including internships and job shadowing;
- d. Providing services to disadvantaged special populations including pregnant/parenting teens, foster youth, youth with disabilities, those involved with the criminal justice system, and diverse demographic groups reflective of the area you propose to serve.
- e. Providing the following specific program elements:
 - Tutoring services, study skills training, and dropout prevention strategies
 - Alternative secondary school services/GED preparation
 - Occupational skills classroom training directly linked to academic and work-site learning
 - Leadership development including community services and peer-centered activities
 - Computer literacy
 - Basic skills; including literacy
 - Communication/soft skills training
 - Preparation for post-secondary educational opportunities
 - English for non-English speakers
 - Youth and adult mentoring
 - Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referrals
 - Case management and follow-up services for at least 12 months
 - Experience in outcome-oriented and integrated effort as a collaborator or as the coordinating lead
 - Experience in working with community based organizations and using as referral sources

6. Program Administration 10 Points

- a. Describe the system for program administration.
- b. Describe the specific qualifications required for key staff positions. Attach job descriptions.
- c. Describe the process of internal monitoring to ensure program quality, customer satisfaction, and contract compliance.
- d. How will the applicant handle conflict resolution regarding customer issues?
- e. Discuss your relationship with the One Stop Career center regarding documentation compliance.

7. Implementation Schedule 5 Points

- a. Based on the parameters set forth in this RFP, describe the timetable for implementation of each service.

8. Letters of Collaboration and Support 5 Points

- a. Attach letters of support for this application.
- b. If a formal collaborative, a letter from each of the program partners (lead managing agency, schools, contracted agencies, consultants, etc.) must be attached. Each letter should describe how that partner will participate in the delivery of services, what the partner will provide including the level of service, days/hours if applicable.
- c. **All letters must be current and specific to this application.**

R. Attachments to be completed:

1. Organizations must complete and submit all of the attached certifications. Do not assume that any document is not applicable.

**Bergen County Workforce Investment Board
C/O Bergen Resource Center
60 State Street
Hackensack, NJ 07601**

Proposal Cover Sheet

*Youth Opportunities System
REQUEST FOR PROPOSAL*

Applicant Agency: _____

Type: Public ___ Profit Non ___ Profit Private ___ Community Based Org. ___ Faith Based ___

Address of Applicant: _____

Address of Service(s): _____

(Attach list if necessary)

Federal ID Number: _____ **Phone Number:** _____ **Fax:** _____

Contact Person for RFP:

Title: _____ **Phone Number:** _____

Contact Person for Program Information:

Title: _____ **Phone Number:** _____

Services: _____

(For Which Funding is requested)

Total Number of Participants to be served: _____

Brief description of services to be provided: _____

I hereby certify the information contained in this proposal is to the best of my knowledge correct.

CERTIFYING OFFICIAL:

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

The Bergen County Board of Chosen Freeholders sponsors the Bergen County WIB.

CHECK LIST

| | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| Proposal Cover Sheet * | _____ | _____ |
| Table of Contents | _____ | _____ |
| Narratives | _____ | _____ |
| Budget Forms | _____ | _____ |
| Conflict of Interest Certification * | _____ | _____ |
| Certification Regarding Debarment, Suspension* Ineligibility and Voluntary Exclusion | _____ | _____ |
| Certification of Lobbying for Contracts, Grants, Loans and * Cooperative Agreements | _____ | _____ |
| Certification of Compliance Affirmative Action * | _____ | _____ |
| Certification of Liability Insurance Coverage * | _____ | _____ |
| Statement of Adequacy of Accounting System * | _____ | _____ |

***Requires Signature**

BUDGET

The budget is broken down into two categories, Personnel and Non-personnel.

On the personnel budget list each job title, the amount of WIA funding, and in-kind contributions and the total budget for each job title. In-kind contributions are program costs, which will not be paid for by WIA funding (such as utilities and insurance). Describe each job title on the personnel budget narrative, which directly follows the personnel budget. Please show the calculation of the budgeted amount as described in the examples. On the non-personnel budget the same information is required except this page is for all non-personnel line items. These items should be described on the non-personnel budget narrative directly following the non-personnel budget. The total WIA funding should be summarized at the bottom of the non-personnel budget (total personnel and non-personnel requests).

WIA cost per participant-please show calculation of the WIA cost per participant at the bottom of the non-personnel budget page. This is the planned number of clients served divided into the total WIA funding requested (in our example $\$57,200/10$ clients = $\$5,720$).

Please see sample budget for personnel and non-personnel on the following pages:

Personnel Budget

| | | COLUMN A | COLUMN B | COLUMN C |
|-----------|----------------------------------|------------------|----------------------|------------------|
| Line Item | Job Title | WIA Funding | In-Kind Contribution | Total Budget |
| 1. | Instructor of Career Exploration | \$5,200. | ---- | \$5,200. |
| 2. | Reading Instructor | \$10,000. | ---- | \$10,000. |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| | TOTAL | \$15,200. | | \$15,200. |

SAMPLE

List each line item and the budget amount on this page. Describe each line item in your budget narrative and include the method used to calculate the budgeted dollar amount. This budget format must be used.

Budget Narrative

Personnel

Use the same number that is on the budget page to identify the line item in the budget narrative. In the example above the career exploration instructor is #1 on the budget and #1 on the budget narrative. The reading instructor is line item #2 on the budget and #2 on the budget narrative.

1. Instructor of Career Exploration – will instruct students in career exploration for 5 hours a week.
5 hours per week x \$20. per hour x 52 weeks=\$5,200.
2. Reading Instructor – will instruct students in reading 10 hours per week for a maximum of 40 weeks. 10 hours per week x \$25. per hour x 40 weeks=\$10,000.

Non-Personnel Budget

COLUMN A

COLUMN B

COLUMN C

| Line Item | Description | WIA Funding | In-Kind Contribution | Total Budget |
|-----------|---|------------------|----------------------|------------------|
| 1. | Payments to Participants (Ten Participants) | \$42,000. | | 42,000. |
| 2. | Utilities | | \$1,500. | \$1,500. |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| | TOTAL | \$42,000. | \$1,500. | \$43,500. |

SAMPLE

Total WIA funds requested:

| | |
|-------------------------------|-----------|
| Total WIA Personnel Funds | \$15,200. |
| Total WIA Non-Personnel Funds | \$42,000. |

| | |
|-----------------------------|------------------|
| Total WIA Funding Requested | <u>\$57,200.</u> |
|-----------------------------|------------------|

WIA cost per participant: Planned # of clients served divided by total WIA funding requested:
 $\$57,200 / 10 \text{ clients} = \$5,720.$

Budget Narrative

Non-Personnel

Use the same number that is on the budget page to identify the line item in the budget narrative. In the example above payments to participants is line item #1 on the budget and #1 on the budget narrative. Utilities are #2 on the budget and #2 on the budget narrative.

1. Payments to participants – Each participant will be paid a stipend of \$5.25 for each hour attending the program. 20 hours per week x \$5.25 per hour x 40 weeks x 10 clients = \$42,000.
2. Utilities – The cost of gas and electric will not be charged to the grant and is an in-kind contribution to the program. The cost of utilities averages \$15,000 per year and the program uses 1/10 of the building space or \$1,500.

CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Board of Chosen Freeholders of the County of Bergen that in performing services to Bergen County he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his /her firm, and the Board, its members or with the interest of the County of Bergen in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and dependence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the services contained in the solicited Request for Proposal. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, and I am subject to punishment.

Applicant Signature: _____

Typed Name: _____

Title: _____

Date: _____

READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION. THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion Lower Tier Covered Transactions
Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primarily covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which does a prudent person in the ordinary course of business dealings normally possess.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS,
GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf to the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, of modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor/ Organization

Name of Certifying Official

Signature

Date

NOTE: In these instances, "ALL," in the Final Rule was clarified to show that it applies to covered contract/grant transactions over \$100,000.

**CERTIFICATION OF COMPLIANCE
AFFIRMATIVE ACTION, P.L.1975, C.127
N.J.S.I.A 10:5-31 et seq**

1. The Contractor assures it will comply with the requirements of P.L. 1975, c. 127.
2. During the performance of this contract, the Contractor (for purposes of this section "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 or affectional or sexual orientation, sex, or atypical hereditary cellular or blood trait of any individual. The contractor will take affirmative action because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action 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 applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex. The contractor or subcontractor, where applicable will, send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable County employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable County employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status 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 principals of job-related testing, as established by the statues and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

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 or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of this chapter.

3. Contractor shall submit to the County of Bergen, prior to or at the time the contract signed by the contractor is returned to the Workforce Investment Board for signing) in accordance with N.J.A.C 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975, c. 127) one of the following:
 - a. Appropriate evidence that the Vendor is operating under an existing federally approved or sanctioned affirmative action program; and,
 - b. A Certificate of Employee Information Report Approval; and,
 - c. If the vendor cannot present "a" or "b" and the Vendor has never applied for "b", the Vendor shall complete and Employee Information Report (Form AA 302). This form will be made available to the Vendor, on request, by the County of Bergen, Affirmative Action Office, One Bergen County Plaza, Hackensack, New Jersey 07601. When the vendor completes the Employee Information Report, the copy marked "Public Agency" shall be submitted to the Workforce Investment Board, the copy marked "Contractor" will be retained by the Vendor, and the remaining copies will be forwarded immediately to:

Affirmative Action Office
Department of the Treasury
CN 209
Trenton, New Jersey 08625

Contractor

Name of Certifying Official

Signature

Date

APPEAL PROCESS

BERGEN COUNTY
WORKFORCE INVESTMENT BOARD

PROCEDURE: Appeal Process for the Bergen County Workforce Investment Board (WIB) Allocation Recommendations.

BACKGROUND: The WIB is responsible for recommending the allocation of county funds received through the Federal Workforce Investment Act.

PURPOSE: To identify the process, to be followed, when an agency/applicant request a hearing on the WIB Allocation Recommendations.

Section I. GROUNDS FOR APPEAL

The grounds for appeal for the WIB's allocation recommendation (s), as prepared by the WIB's Youth Council and other committees, etc. shall be limited to a charge of violation of the written procedures of the WIB, as described in this application and/or malfeasance.

Section II. NOTIFICATION OF WIB RECOMMENDATIONS AND APPLICATION FOR APPEAL

BERGEN COUNTY WIB ADMINISTRATIVE STAFF

1. Notify the agency/applicant, in writing, of the program review and/or allocation recommendation (s) prepared by the WIB and attaches the Appeal Request Form.
2. The agency/applicant shall have seven (7) days form the date of notification of the WIB program review and/or allocation recommendation (s) to submit an appeal.

Section III. BCWIB RECEIVES APPEAL REQUEST

BCWIB ADMINISTRATION STAFF

1. Contact appropriate WIB Allocation Committees (e.g., Youth Council, etc.) that an Appeal Request Form has been submitted.
2. Request the WIB Chair to appoint a Hearing Team/Chairperson composed of four members of the WIB who have no conflict of interest. The Hearing Team shall also include, as non-voting ex-officio members, the Chair or Co-Chairs of the WIB's Allocations Committees, and the WIB's Executive Director. (Note: Members of the WIB's Allocations Committee, with the exception of the Chair or Co-Chairs, shall not be appointed to the Hearing Team).

3. Schedule a hearing, in collaborations with the appointed Hearing Team, and agency/applicant within ten (10) working days of receiving the Appeal Request.

Section IV. REVIEW OF APPEAL REQUEST

1. The Hearing Team will develop its decision (s) based on the information provided at the hearing, and make additional recommendations, if deemed necessary.
2. The decision (s) of the Hearing Team shall be final.

Section V. NOTIFICATION OF HEARING RESULTS

BCWIB ADMINISTRATIVE STAFF

1. Shall notify the agency/applicant, in writing, on the outcome of the hearing within ten (10) working days following the scheduled date of the hearing.
2. Maintain disposition of hearing, on filed in the WIB's Administrative Office, and make available upon request, to the participants of the hearing.

Hearing Team Chairperson

The Chairperson of the Hearing Team, shall present a report to the WIB, and, where appropriate, other committees/councils, etc of the WIB, after which, the Hearing Team shall be disbanded by the WIB Chair.

**BERGEN COUNTY
WORKFORCE INVESTMENT BOARD
APPEAL REQUEST FORM**

Section I. Agency/Applicant to Complete

A. _____
Name of Agency/Applicant:

Address:

B. _____
Contact Person: Phone:

C. Agency/Applicant statement: We are appealing the WIB Allocations Recommendation because:

and therefore are requesting a hearing.

Section II. BCWIB ADMINISTRATIVE STAFF

A. Date of Hearing: _____

B. Results of Hearing: _____

C. Date Agency/Applicant Notified: _____

SEND COMPLETED FORM TO: Tammy Molinelli, Executive Director, Bergen County Workforce Investment Board, 11 Carol Court, Hackensack, New Jersey 07601

CERTIFICATION OF INSURANCE COVERAGE

A CERTIFICATE OF INSURANCE SHOULD BE FURNISHED WITH THE PROPOSAL FOR THE PROGRAM. IN THE EVENT THAT A CERTIFICATE OF INSURANCE CANNOT BE FURNISHED WITH THE PROPOSAL, A LETTER FROM THE BIDDER'S INSURANCE BROKER/INSURANCE COMPANY INDICATING THAT IN THE EVENT THE BIDDER IS SUCCESSFUL IN OBTAINING THIS CONTRACT THAT THE REQUIRED INSURANCES WOULD BE AVAILABLE FOR CERTIFICATION BEFORE THE CONTRACT BECOMES EFFECTIVE.

Certification of Insurance Coverage:

- A. Statutory workers compensation and employer's liability insurance;
- B. Comprehensive, all risks general liability coverage for personal injury and property damage liability of not less than \$1 million for each occurrence and \$2 million annual aggregate;
- C. Comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit.
- D. Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

The bidder shall submit to the County of Bergen Certificates of Insurance evidencing that said insurance will be in effect during the term of this Agreement. The County of Bergen shall be named as additional insured under the General Liability and Automobile Insurance. Certificates should be issued to:

Bergen County Board of Chosen Freeholders
One Bergen County Plaza
Hackensack, New Jersey 07601
Attention: Insurance and Risk Management

Certificates should reference the applicable program.

The firm shall be solely responsible for and shall keep, save and hold harmless the County of Bergen and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property of any persons, agency, corporations or government entity, which shall arise out of the course of or in consequence of any of the negligence acts or omissions or tortuous acts or omissions of the firm, its employees, agents or subcontractors, in the performance of the work covered by this Agreement or the failure to comply with the terms and conditions of the Agreement. The firm's liability in this Agreement shall continue after the termination of the Agreement with respect to any liability, loss, expenses or damage, resulting from negligent acts or omissions or tortuous acts or omissions, occurring prior to termination. This indemnification obligation is not limited by but is in addition to other insurance obligations contained in the Agreement.

Typed Name: _____ Applicant Signature: _____

Title: _____ Date: _____

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

Gentlemen:

I am a certified public accountant (or a duly licensed public accountant) and have been

engaged to examine the financial records of **Name of Contractor:** _____

which will be maintained for **Name of Program:**_____.

In my opinion, the accounting system in use to be established
internal controls in use to be established
this program is will be adequate to:

1. provide the accurate identification of the receipts and expenditures of these allocated funds by approved budget categories;
2. provide for documentation supporting each book entry, filed in such a way that it can be readily located;
and
3. provide accurate and current financial reporting information.

Signature of Accountant

Date

Name of Accountant

License Number (State)

**BERGEN COUNTY WORKFORCE INVESTMENT BOARD
YOUTH INVESTMENT COUNCIL
OUT of SCHOOL RFP 2010-2011**

| | |
|-----------------------------|--|
| January 18, 2010 | Public Notice to Newspapers announcing Request for Proposal |
| January 19-20, 2010 | Issue date of RFP/RFP's Mailed to providers-Announcement |
| February 2, 2010 | Bidders Conference 9:30 am to 11:00 am Bergen One Stop Career Center 60 State Street, 2 nd Floor Hackensack, NJ 07601 |
| March 9, 2010 | RFP's due by 12:00 Noon to C/O Business Resource Center Tammy Molinelli, Executive Director Bergen County Workforce Investment Board 11 Carol Court Hackensack, NJ 07601 |
| March 10-11, 2010 | RFP's Overnight Express to Review Committee |
| March 24, 2010 | RFP Committee Reviews and Develops Recommendations to YIC 60 State Street, 2 nd Floor Hackensack, NJ 07601 9:30 am – 4:30 pm |
| March 31, 2010 | Tentative Presentation/Approval of Allocations by Youth Investment Council |
| April 1, 2010 | Executive Committee Approval of YIC Allocation Committee Recommendation |
| April 15, 2010 | Announcement Letter of Approval of RFP Pending Appeal Process |
| April 30, 2010 | Appeals due by 12:00 Noon to C/O Business Resource Center Tammy Molinelli, Executive Director Bergen County Workforce Investment Board 11 Carol Court Hackensack, NJ 07601 |
| Date to be Announced | Award Notices will be sent pending final approval of funding |

July 1, 2010

Programs Begin