



**The Camden County  
Workforce Development Board  
and  
The County of Camden**

**REQUEST FOR PROPOSALS**

**for**

**WIOA Out-of-School**

**Youth Services**

**25-YS-01**

# 25-YS-01

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A. Questions Concerning REQUEST for PROPOSALS

Any questions regarding this Request for Proposals will be accepted until 12 Noon on April 25, 2025. Please forward questions in writing via e-mail to: [Richelle@ccwib.com](mailto:Richelle@ccwib.com).

B. Key Events and Dates

Timeline/Dates

- |    |   |                        |
|----|---|------------------------|
| 1. | Request for Proposals issued                    | Monday, April 21, 2025 |
| 2. | Technical Assistance Zoom Conference 2:00 p.m.) | Monday May 5, 2025     |

Topic: RFP Tech Conference - Youth  
Time: May 5, 2025 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82111667306?pwd=Wijje7AcUgdi1mpY3zqSVD7otRUqqQ.1>

Meeting ID: 821 1166 7306

Passcode: 204122

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One tap mobile

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- |    |  |                                 |
|----|--|---------------------------------|
| 3. | Deadline for receipt of a formal proposal<br>2025 at the Camden County WDB | Wednesday, May 14,<br>12:00Noon |
| 4. | Evaluation of proposals begins   | Monday, May 19, 2025            |
| 5. | Written offer of awards to vendors   | Approx. Wednesday May 28, 2025  |

C. Delivery of Proposals

Proposals will be received by Camden County WDB until Noon on Wednesday, May 14, 2025.

Two (2) copies of each proposal, all with original signatures in blue ink, are to be delivered to:

Richelle Hardison, Program Evaluator  
Camden County WDB  
1111 Markkress Rd., Suite 101, Cherry Hill, NJ 08003

Each Set of Proposals must be in a sealed package and marked on the  
outside:

RFP “**23-YS-01**” and the title of the services to be provided.

**LATE OR INCOMPLETE PROPOSALS CANNOT AND WILL NOT BE CONSIDERED**

**REQUEST FOR PROPOSALS FOR YOUTH SERVICES FOR THE CAMDEN COUNTY WORKFORCE  
DEVELOPMENT BOARD AND THE COUNTY OF CAMDEN**

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**PART I**  
**Instructions To Vendors**

**This is a 49 page document, plus attachments. Please be sure to read each and every page, including, without limitation, all attachments.**

**Please note: the terms “firm”, “provider”, “contractor”, “proposer”, “vendor” and “respondent” may be used interchangeably throughout this document.**

**1.0     PURPOSE**

The intent of this Request for Proposals (RFP) and resulting contracts is to obtain innovative youth development and follow-up services for WIOA out-of-school youth in Camden County (County) for the period July 1, 2025 through June 30, 2026. **The Anticipated Level of Service for all programs under this RFP is a minimum of 85 youth based on a maximum unit cost of \$6,000 per youth with the Total Available Funds are an estimate an estimated amount of \$510,000. The awards under this RFP are subject to the availability of funds during the contract period.**

The Workforce Innovation and Opportunity Act (WIOA) incorporates youth program best practices that emphasize the need for comprehensive, longer term youth development services - services that address the development of the entire individual through activities such as education, mentoring, community service, leadership and team building skills.

The Camden County Workforce Development Board (WDB) and Camden County fully support this shift in emphasis to longer term programs and best practices. As such, this RFP seeks proposals that offer youth development services based on recognized best practices that not only support and prepare youth for success in employment and improved educational achievement but also, through intensive service strategies, have a long-term impact on a youth’s future as members of both the community and the workforce, in accordance and compliance with the Workforce Innovation and Opportunity Act.

The Camden County WDB Systems Performance Committee has determined that there is a need to ensure that every youth has the opportunity to pursue longer term educational development to enhance future employability. To that end, the WIOA youth contracts will emphasize the attainment of the High School Diploma/equivalency, coupled with either:

1. Entrance into a post-secondary education program; or
2. Entrance into a registered apprenticeship program; or
3. Employment at a minimum of 20 hours per week.

Providers will be selected through a competitive proposal process established by the Camden County Workforce Development Board and Camden County. Emphasis will be placed on Providers who demonstrate creative and innovative strategies that promote and support an individual’s skill development and permanent transition into unsubsidized employment or advanced training.

Camden County reserves the right to consider prior program performance. Factors to be considered include enrollment levels/LOS, benchmark attainment, and fund usage.

Any nonprofit or private-for-profit organization(s) may apply to be awarded funds through this RFP. Vendors responding to this RFP must have a knowledgeable background and extensive experience in working with out-of-school youth targeted populations and have significant qualifications in the provision of services as described herein.

Should grant funds be available, the County reserves the right to award additional slots at the Vendor's request, provided the Vendor is in compliance with the terms of the awarded agreement. The amount of additional slots in no instance shall exceed 25% of the original level of service.

Any and all additional amounts are subject to availability of funds and may be subject to Commissioner approval.

Camden County reserves the right not to award a contract for services in program year 2025 or to award a contract for services in program year 2026, at a later date.

Based upon fund availability and vendor's level of performance, contracts may be awarded for a second term/program year, from July 1, 2026, through June 30, 2027, with modifications. Exercise of this option is at the sole discretion of Camden County and the Camden County Workforce Development Board.

**Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the County may choose a contractor(s) that best meet(s) the County's needs. It is the County's intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. The County intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(c).**

**Official County RFP documents are available from the County as described herein at no cost to the vendor. Potential proposers are cautioned that they are proposing at their own risk if a third party supplied the RFP document that may or may not be complete. The County is not responsible for third party supplied RFP documents.**

## **2.0            BACKGROUND INFORMATION**

The WDB provides coordination and oversight of all "to-work" activities in Camden County as defined under federal and state regulations and in New Jersey's Executive Order 36. The WDB, in accordance with the Workforce Innovation and Opportunity Act, has established a Youth Investment Council (YIC) to plan youth workforce activities, coordinate local youth services, and establish standards for youth programs.

The specific extent and character of the specified services to be performed shall be subject to the general control and approval of the Camden County Workforce Development Board.

The WDB's Systems Performance Committee will provide all fiscal monitoring and the Youth Investment Council (YIC) will provide additional program oversight. These committees will conduct ongoing evaluation on the quality of the youth programs and services being implemented under WIOA funds.

This RFP is soliciting services for one contract period:

Youth services may begin July 1, 2025. All participants must be enrolled prior to June 30, 2026.

All services, except follow-up must be completed (as defined in this RFP) and documented by

March 31, 2026. Follow-up services will be provided on a quarterly basis for twelve (12) months

and must begin in the quarter after the last date of service during the enrollment period. Follow-up must continue for each quarter after exit and include at least one of the following services in each quarter: Supportive Services; Adult Mentoring; Financial Literacy; Labor Market Information; and/or Activities that help youth prepare for and transition to post-secondary education and training.

Camden County intends to identify more than one Provider in order to insure that the diverse needs of the population are addressed and there is reasonable geographic access for all County residents.

### **3.0 COMPLIANCE WITH LAWS**

The successful vendor(s) shall comply with all applicable federal, state and local statutes, rules and regulations governing WIOA Youth programs and allowable costs, as well as the standard assurances and certifications of the NJLWD.

In accordance with the **Stevens Amendment**, (*section 505 of division H of Public Law 116-260.*) Last year, the amount Camden County had available was **\$510,000. in WIOA Youth funds for the stated purposes and contracts to be awarded under this RFP. This program is financed with 100% federal funds in the estimated amount of \$510,000. No non-federal funds are used for this program.** However, since the County of Camden has not received the requisite Notice of Obligation prior to the release of this RFP, the awards under this RFP are therefore subject to the availability and appropriation of sufficient funds in each year in which it is to take effect, in accordance with the provisions of N.J.S.A. 40A: 11-15.

WIOA rules require that at least 75% of these funds must be spent on out-of-school youth. **Camden County is soliciting proposals for WIOA Out of School Youth only.** Contracts will be for the period of July 1, 2025 through June 30, 2026. In no case will the contracted Unit Cost exceed \$6,000 per youth.

To ensure the best utilization of limited funding, all selected vendors will have 75% of total funding available through cost reimbursement. The remaining 25% of total funding will be earned through performance benchmarks.

Example:

- . Contract for \$100,000
- . 75% (\$75,000) available through cost reimbursement.
- . 25% (\$25,000) earned through Performance Benchmarks.

Failure to enroll during the first 25% of contract time will require an immediate, written corrective action plan, and no payments will be processed. The WDB and the County reserve the right to decrease or terminate the total contract at this time.

Contract enrollments in excess of LOS are permitted and benchmarks will be honored up to the contract amount and vendor expenditures. In no event shall total reimbursement (cost reimbursement plus benchmark payments) exceed actual expenditures.

A Certified Monthly Expenditure Report shall be submitted monthly throughout the duration of the contract by the 10<sup>th</sup> working day of the following month to Fiscal Manager, Camden County One-Stop, 101 Woodcrest Road, Suite 127, Cherry Hill, NJ 08003. In no event shall total reimbursement (cost reimbursement plus benchmark payments) exceed actual expenditures.

Voucher requests for payment must be made within 30 days of actual benchmark attainment and include all required documentation. Seventy-five percent (75%) of the contract cost must be **expended** by June 30, 2026. Compliance in meeting the June 30, 2026 expenditure rate will be measured at the close of December 2025 and March 2026. Failure to be in compliance may require de-obligation of any or all subsequent funds from the vendor's contract.

The remaining twenty-five percent (25%) of the contract cost must be **expended** by March 31, 2026. Compliance in meeting the March 31, 2026 expenditure rate will be measured at the close of June 30, 2026. If expenditures are out of compliance, any or all subsequent (remaining) increments may be deemed unattainable.

Percentage utilization of funds must be consistent with the pro-rata percentage of contract term completed.

**Emphasis on Work-Experience:** At least 20 percent of WIOA Youth program funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing.

Federal WIOA regulations require that participating youth receive 12 months of follow-up activities. This follow-up and all State and Federal reporting requirements must be completed within one year of the participants' completion date, as defined in this RFP, with reports submitted quarterly to CCOS MIS Unit.

If subcontractors are to be used, the vendor must submit, with the proposal, a copy of a complete executed agreement with the subcontractor that identifies the exact scope of duties and costs of services for each subcontractor.

**Credential Attainment and Measurable Skills Gain:** Guidance related to Credential Attainment and Measurable Skills Gain Indicators of Performance can be found in New Jersey Workforce Innovation Notice (NJ WIN) 8-17(P). A copy of this notice is included in the RFP package.

***Jobs for Veterans Act: Priority of Service must be given to any returning veterans and eligible spouses (20 CFR Part 1010).***

**Note: The County reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the County's Request For Proposals policy.**

#### **4.0     PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS**

##### **4.1     SUBMISSION OF PROPOSALS**

Five (5) copies of the Proposal, **INCLUSIVE OF ALL INFORMATION** required in Part II, Proposal Requirements, should be provided. Proposals must be provided to the Camden County Workforce Development Board, 1111 Markkress Rd., Suite 101, Cherry Hill, NJ 08003.

Proposals are scheduled to be opened on Tuesday, May 12, 2025, at 12 Noon local prevailing time. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of the RFP and Service to be provided clearly marked on the outside. It is recommended that each proposal package be hand delivered. The County assumes no



responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

Final selection of vendor(s) shall be made by the Camden County Board of Commissioners by formal resolution. Contract(s) for services will be provided by the County of Camden through the Camden County Workforce Development Board.

#### **4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS TECHNICAL ASSISTANCE SESSION**

It is strongly urged that all vendors attend the scheduled Technical Assistance Session to be held at via Zoom Conference at 2:00 pm on Monday, May 5, 2025.

Topic: RFP Tech Conference - Youth

Time: May 5, 2025 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82111667306?pwd=Wijje7AcUgdi1mpY3zqSVD7otRUqqQ.1>

Meeting ID: 821 1166 7306

Passcode: 204122

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Proposal specifications are not available by telephone or fax. Electronic copies of the proposal packet are available upon written request.

Any questions or inquiries regarding the Proposal must be received in writing by 12:00 PM on Friday, April 25, 2025. Please forward questions via e-mail to: [Richelle@ccwib.com](mailto:Richelle@ccwib.com).

#### **4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Addenda/revisions to this Request For Proposals shall be provided to all firms who have received this Request For Proposals.

#### **4.4 ACCEPTANCE OF OFFER**

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

## **2.0     INSURANCE**

Prior to commencing work under contract, the successful firm(s) shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Firms must give the County a thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request For Proposals and provide proof of same by supplying a certificate of insurance naming the County as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the County until the certificate of insurance is provided with the signed contract.

### **2.1     PROFESSIONAL LIABILITY**

\$1,000,000.00 errors and omissions/malpractice for occurrence.

### **2.2     WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability;

### **2.3     GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage.

### **2.4     AUTO LIABILITY**

\$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

## **3.0     INDEMNIFICATION**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and 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 or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

## **4.0     MISCELLANEOUS REQUIREMENTS**

**4.1**     Camden County will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All     proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Proposals. Emphasis should be on completeness and clarity of content.

**4.2**     The contents of the proposal submitted by the successful firm(s) and this Request For Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the County of Camden.

**4.3** Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening

**4.4** The County of Camden reserves the right to reject any and all proposals received in accordance with NJ law.

**4.5** Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Camden County Administrator.

**4.6** The selected firm(s) shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (affirmative action language attached) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

**4.7** The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement.

**4.8** All responses to this Request For Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

**4.9** Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

**4.10** Contracts awarded pursuant to this Request For Proposals may be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent after the original contract award, and not for the purpose of undertaking new or different work or projects. Any contract amendment for such additional work must be approved by resolution of the Board of Commissioners.

**4.11** The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the County of Camden, the Board of Commissioners, the County Prosecutor, the County Sheriff, any County Row Officer or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the County, shall constitute a conflict of interest or shall have the appearance of impropriety.

**4.12** Pursuant to N.J.S.A. 19:44A-20.27, it is the vendor's responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) exceeding \$50,000 from public entities, including Camden County. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

**4.13** All Firms shall comply with the State Contractor Business Registration requirement ("BRC"). Firms may file a BRC with the County prior to award of contracts if not filed with the RFP. ALL FIRMS (AND THEIR SUBCONTRACTORS) COMPETING FOR COUNTY CONTRACTS MUST PROVIDE A COPY OF

ITS BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE RFP IS AWARDED. FAILURE TO DO S  
WILL RESULT IN REJECTION OF YOUR PROPOSAL (See also Part II, Section I, herein).

**4.14 APPROVAL AND CERTIFICATION OF BILLING STATEMENT:** Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Camden County Board of Commissioners. Pursuant to N.J.S.A. 40A:11-19.1, unless otherwise provided for in the contract, the required payment date shall be 60 calendar days from the receipt of a properly executed invoice, or 60 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services are rendered. Interest on amounts due shall be paid for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest shall be paid at the rate specified by the State Treasurer for State late payments.

**4.15 N.J.A.C. § 17:44-2.2 AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:**

(a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

(b) Vendors shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**4.16 AMERICAN GOODS AND PRODUCTS TO BE USED WHERE AVAILABLE**

Where applicable, pursuant to N.J.S.A. 40A:11-18, only manufactured and farm products of the United States wherever available, shall be used in the execution of the work or supply of goods as specified herein.

**4.17 CAMDEN COUNTY/NJ DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT (NJ LWD) WORKSITE AGREEMENTS AND APPLICABLE CWEP MEMORANDUM OF UNDERSTANDING:**

There must be an executed Camden County/NJ DLWD Worksite Agreement for each CWEP site to be used under the Proposal. A list of sites to be used, the addresses, and the F.E.I.N. for each entity involved must be submitted with the Proposal.

**4.18 PROPERTY INVENTORY:**

The Contractor/Grantee is responsible and accountable for all equipment and property purchased with funds under this Agreement or any prior year agreement including purchases made by any Contractor or Subcontractor receiving payments on behalf of the Contractor/Grantee. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the Contractor/Grantee and submitted annually to the One Stop. Procedures for property records are outlined in the NJSDA Guide for Contracting and Property Management, and the Contractor/Grantee shall follow those procedures. The Contractor/Grantee agrees to provide the same security and safekeeping measures for property paid for under this contract as the Contractor/Grantee provides for the same or similar property owned by the Contractor/Grantee. The Contractor/Grantee agrees to impose similar conditions upon any Contractor or Subcontractor engaged to provide services under this contract.

**4.19 NJ DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT - STANDARD ASSURANCES AND CERTIFICATIONS AND GENERAL PROVISIONS:**

The Contractor/Grantee will comply with all applicable provisions as issued by the NJ Department of Labor & Workforce Development in the Standard Assurances and Certifications and General Provisions document.

#### **4.20 HANDLING AND PROTECTIONS OF PERSONALLY IDENTIFIABLE INFORMATION**

##### **(PII):**

Personally Identifiable Information (PII) is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. The Contractor/Grantee will comply with all applicable United States Department of Labor Employment and Training Administration requirements regarding the handling and protections of Personally Identifiable Information (PII), as detailed in the attached New Jersey Workforce Innovation Notice 6-15. The Contractor/Grantee will submit a copy of its PII Policy & Procedure with each Proposal. Copies of the Camden County One Stop Career Center PII Policy and Procedure may be also obtained as a reference upon request.

#### **5.0 CRITERIA FOR EVALUATION OF PROPOSALS**

The RFP Committee will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 5.1** Proven record of experience, including referrals, in providing the type of services detailed herein.
- 5.2** Ability to provide services in a timely manner
- 5.3** Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the work).
- 5.4** Location of office and availability of personnel.
- 5.5** Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- 5.6** Cost of services (i.e. price proposal)

All proposals must be reviewed and scored based on the evaluation criteria developed by the Camden County Workforce Development Board, which is contained in this Request for Proposals. The RFP Review Committee will be comprised of WDB Youth Investment Council (YIC) representatives, along with One-Stop Partner agency representatives.

**Proposal review may include request(s) for clarification on submitted documentation.**

#### **WIOA Proposal Rating Criteria**

The Proposal Review Committee will independently evaluate each submission and selection will be made upon the basis of the Scoring Rubrics listed below and attached hereto:

- Youth Services Scoring Rubric 23-YS-01
- Youth Services Reading and Discussion Document 23-YS-01

***Proposals must receive at least 50% of the available points in each section***

***in order to be eligible for funding consideration. Past Camden County contract performance will be considered.***

Use of Prior History in RFP Review – Cost Price Analysis of all like programs will record each program/total funds expended/total participants served/ and cost per customer. This will be used in the Budget review process – total operating budget per provider for similar programs must be equal to or less than actual cost for the prior year. Any increases must be addressed in the detailed budget and program narrative.

Use of Prior History in Contract Awards: Percentage of awarded funds utilized in prior year; Level of Service attained in prior year; Percentage of successful benchmark attainment in prior year.

## **6.0 TERM & TERMINATION**

Term of agreement shall be one year, commencing July 1, 2025 to June 30, 2026.

The County may terminate the agreement for any reason upon thirty (30) days written notice to the firm. In this event, the County shall only be responsible for payment up to the effective date of termination.

## **PART II**

### **PROPOSAL REQUIREMENTS**

Vendors are requested to propose out-of-school youth services for the County of Camden and Camden County Workforce Development Board for the term **beginning July 1, 2025 and ending June 30, 2026.**

#### **FORMAT**

To assure consistency, responses must conform to the following format:

- A. Scope of Services
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Other Information
- H. MBE/WBE Tracking Information
- I. State Contractor Business Registration Program
- J. Schedule of Allowable/Unallowable Expenses for certain services
- K. Disclosure of Investment Activities in Iran; Prohibited Activities in Russia or Belarus - **must sign and return prior to award of contract**

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

#### **SECTION A - SCOPE OF SERVICES**

##### **TARGET POPULATION**

Out-of-School WIOA Eligible youth age 16 to 24 (at time of enrollment). This RFP is designed to support youth who will be able to attain a High School Diploma or equivalency during the term of the program proposed. Youth must be residents of Camden County.

See TEGL 11-11, Change 2 -- Selective Service Registration Requirements for Employment and Training Administration Funded Programs [http://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=8779](http://wdr.doleta.gov/directives/corr_doc.cfm?docn=8779).

##### **ELIGIBILITY**

The vendor is responsible for recruiting Camden County youth who qualify as WIOA eligible Out of School Youth and who also meet the criteria for admission established by the vendor's proposal. WIOA OSY Eligibility will be determined in accordance with **WIOA Title I: Youth Eligibility Determination and Documentation, revised January, 2019** (attached). The eligibility must be established and approved by the Camden County One-Stop prior to enrollment.

## **PROGRAM DOCUMENTATION**

Vendors will be required to maintain individual youth files, record attendance, complete reports, document activities and progress, utilize required forms, and adhere to the youth procedures and process and any other revised procedures the NJLWD, Camden County One-Stop or Fiscal Agent may need to establish during the course of the contract.

### **YOUTH PROGRAM DESIGN REQUIREMENTS - Must provide access to:**

1. Objective assessment of academic and skill levels and service needs;
2. Development of service strategies and goals directly linked to one or more of the performance indicators and that identifies career pathways that include education and career goals;
3. Activities leading to the attainment of a secondary school; diploma or its recognized equivalent, or a recognized postsecondary credential;
4. Preparation for postsecondary educational and training opportunities;
5. Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311));
6. Occupational education that lead to the attainment of recognized postsecondary credentials;
7. Preparation for unsubsidized employment opportunities, in appropriate cases; and
8. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

### **The proposed services must provide access to elements consisting of:**

- a) Tutoring, study skills training, instruction and evidence-based dropout prevention (if applicable) and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) for a recognized post-secondary credential;
- b) Alternative secondary school services, or dropout recovery services, as appropriate;
- c) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - i. Summer employment opportunities and other employment opportunities available throughout the school year;
  - ii. Pre-apprenticeship programs;
  - iii. Internships and job shadowing; and
  - iv. On-the-job training opportunities;
- d) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;



- e) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- f) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- g) Supportive services;
- h) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
- i) Follow-up services each month for not less than 12 months after the completion of participation;
- j) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling' as well as referrals to counseling, as appropriate to the needs of the individual youth;
- k) Financial literacy education;
- l) Entrepreneurial skills training;
- m) Services that provide labor market and employment information in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- n) Activities that help youth prepare for and transition to post-secondary education and training.

These services shall be incorporated into a cohesive, comprehensive program with a clear service strategy and implemented by agencies with the full capacity to carry out these intensive, longer-term services.

Services shall also include objective assessment of academic levels, skill levels and service needs of each participant and development of Individual Services Strategies based on the assessments.

Providers are advised that WIOA eligibility requirements will be enforced. Providers shall submit all required documentation necessary for WIOA youth eligibility determination to the One-Stop. A youth must be determined to be eligible by the One-Stop in writing prior to any enrollment or provision of services necessary to determine if the youth meets provider established standards for enrollment in the program.

The specifications for the provision of youth services include the following:

- Youth services may begin July 1, 2025. All participants must be enrolled prior to June 30, 2026. All services, except follow-up must be completed and documented by March 31, 2027. Follow-up services must be provided on a quarterly basis for twelve (12) months and must begin in the quarter after the last date of service during the enrollment period. Follow-up must continue for each quarter after exit and include at least one of the following services in each quarter: Supportive Services; Adult Mentoring; Financial Literacy; Labor Market Information; and/or Activities that help youth prepare for and transition to post-secondary.

- Any participant enrolled on or before June 30, 2026 shall complete their services under the agreement incorporating this RFP by reference and shall not be considered part of any future agreement.
- Literacy advancement will be based on NRS educational functioning levels as determined in pre- and post-tests using an appropriate literacy assessment approved by the National Reporting System, suitable for use for WIOA Title I Youth programs.
- All youth must register with the current, State-approved job search website and must regularly access job leads through an active email account.

#### **PERIOD OF PERFORMANCE**

Services will cover all enrollments beginning July 1, 2025. All participating youth must complete the program and transition into follow-up services by March 31, 2027. Twelve months of follow-up activities must be completed by June 30, 2025. The Workforce Development Board reserves the right under this RFP, pursuant to N.J.S.A. 40A: 11-5, to extend and/or renew the service(s) under the awarded contract for an additional term.

#### **E-TIME REQUIREMENTS for TANF PARTICIPANTS**

Mandatory TANF participants aged 20-24 must participate in a 35 hour per week countable activity. The Contractor shall be responsible for entering E-time from certified time and attendance records. Technical assistance and training for vendors concerning e-time sheet execution will be provided to contractors. It is the vendor's responsibility to retain time and attendance documentation for one year following the expiration of the contract, at which time such documentation shall be returned to the CCOS Fiscal manager.

#### **PERFORMANCE REQUIREMENTS**

The Contractor will provide services through a partnership with the Camden County One Stop Career Center (CCOSCC), the Camden County One-Stop (CCOS or One-Stop) System, and the Camden County Fiscal Agent (Fiscal Agent). Failure to sustain a cooperative relationship with the parties for the purpose of serving the participants may be cause for immediate Agreement termination.

The Camden County WDB has identified the following program performance targets and their minimum standards. They are focused on assisting youth to obtain employment and/or remain engaged in educational activities.

The listed Performance Requirements and Targets are subject to change based on any mandatory negotiations with the US Department of Labor and/or the New Jersey Department of Labor and Workforce Development subsequent to the release of this Request for Proposals.

Youth service providers will need to meet or exceed the WIOA Youth Performance Targets as detailed in the *Out-of-School Youth Minimum Performance Requirements and Benchmark Payments* section, and required by the CCWDB and the County of Camden.

#### **ASSESSMENT REQUIREMENTS**

Most nationally recognized assessments for Adult Basic Education (ABE) are available at <https://nrsweb.org/training-ta/ta-tools/assessment/compare-assessments> for comparison. Providers may use any NRS-approved assessment listed as approved in the Federal Register, so long as the particular assessment is approved for the given purpose, and so long as the selected assessment is available in both computer/online and paper versions for those that require such

accommodation. Providers will be responsible for replacing any assessments that expire or lose their approval status during the term of this agreement. **The same tool must be utilized for pre and post-testing throughout the period of participation.**

### **REVISED PROCESS AND PROCEDURES**

The Workforce Development Board has worked with the One-Stop to revise the contractual youth procedures, process, and forms. Youth service providers will be included in a monthly One-Stop report to the WDB based on verification of data in the One-Stop Operating System database provided by the youth vendors, based on eligibility determinations, barriers to employment, enrollment, benchmark attainment and vouchers submitted to the Camden County One-Stop. All documentation must be forwarded to One-Stop MIS within specified time frames.

### **SUMMER PROGRAM SERVICES**

The Workforce Innovation and Opportunity Act does not authorize stand-alone summer programs and participation should be integrated into a comprehensive strategy for addressing each youth's employment and training needs. Performance indicators will be the same for youth participating in services conducted during the summer as for those in year-round activities.

### **PARTNERSHIPS**

WIOA fully recognizes the need to develop local partnerships in order to provide youth the full menu of services they require. True partnership requires a clear understanding of what each party is contributing to the common activity or goal. As such, proposals should include documentation supporting the description of each partnership. If the partnership will include a subcontract, the partner and services to be subcontracted must be clearly identified. For proposals in which multiple organizations are providing the primary services, one of the agencies must be designated the lead and fiscal agent. Camden County will contract with the lead and fiscal agent. As such, the lead and fiscal agent will be held fully accountable for successful implementation of the project if awarded.

The framework established in WIOA also provides some insight on best practices as it was designed with them in mind. WIOA identifies fourteen program elements along four major themes that local areas must make available to local youth.

- Improving educational achievement
- Preparing for and succeeding in employment
- Supporting youth through adult mentoring, guidance and counseling
- Offering services intended to develop the potential of youth as citizens and leaders

WIOA moves the workforce development system away from short-term interventions by emphasizing the long-term development of youth through a systematic approach that offers a broad range of coordinated services. Programs should reflect an age appropriate continuum of services that plans for the needs of youth as they move through the workforce development system. In total, youth activities should provide a menu of services that may be provided in combination or alone at different stages of the youth's development.

***Out-of-School Youth Minimum Performance Requirements  
and  
Benchmark Payments***

**WIOA ELIGIBILITY AND ENROLLMENT (No Benchmark)  
Performance Target: 100% of Contracted Level of Service**

**Definition:** Enrollment occurs with:

- (1) CCOS approved eligibility determination utilizing CCOS in-person or virtual documentation policies and procedures; and
- (2) Initial Individual Service Strategy utilizing CCOS in-person or virtual documentation policies and procedures; and
- (3) Participation in one of the WIOA Program Elements, and
- (4) Objective assessment utilizing CCOS virtual documentation policies and procedures.

WIOA Eligibility and Self-Attestation Policy

New Jersey Workforce Development Notices WD-19-6.2 and WD-19-13 provide guidance for WIOA Eligibility Determination and the use of self-attestation and electronic signatures for certain permissible circumstances, as defined. The CCOS has established a policy and procedure required by this guidance.

**Note:** Follow-up services will not be accepted as a stand-alone enrollment service.

**Indicator of Performance:** Enrollment numbers meet the contracted level of service.

**Submissions:** Enrollment must occur within sixty (60) days of completed eligibility determination and be submitted to the CCOS MIS Unit within five (5) working days of completion utilizing CCOS Finance/MIS policies and procedures.

**Payment:** Payment is included in the 75% cost-reimbursement portion of the contract.

**MEASURABLE SKILLS GAIN (Benchmark I)  
Performance Target: 61%**

**Definition:** Of those enrolled during the program year who attain a documented progress in at least one educational functioning level during program participation through use of an appropriate assessment approved by the National Reporting System, suitable for use for WIOA Title I Youth programs; or

Satisfactory or better progress towards established milestones from an employer or training program during program participation, as identified in the proposal submission, or other milestones submitted and pre-approved by the CCOS.

**Indicator of Performance:** At least one measurable skills gain must be attained by each Youth enrollment by June 30, 2026 or prior to program exit, whichever occurs first.

**Submissions:** Must be received by the CCOS, MIS Unit within five (5) working days of achievement, utilizing CCOS Finance/MIS policies and procedures.

**Payment:** A maximum of **\$500.00** per Youth enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

### **CREDENTIAL ATTAINMENT (Benchmark II)**

**Performance Target: 52.7%**

**Definition:** Participant who attains a secondary school diploma or its recognized equivalent during program participation, or within the 12-month follow-up period, or no later than March 31, 2027, or when program year funding is longer available, whichever occurs first; and

Is employed during the second quarter after exit, or by March 31, 2027, or prior to the time for which the program year funding is no longer available, whichever occurs first; or

Must be enrolled in postsecondary education or training in the second quarter after exit, or by March 31, 2027, or prior to the time for which the program year funding is no longer available, whichever occurs first.

**Indicator of Performance:** Participant who at the time of enrollment, does not have a secondary school diploma or its recognized equivalent; and achieves such credential resulting from program participation; and who has either entered employment or started advanced training in the second quarter after exit, or by March 31, 2027, or prior to the time for which the program year funding is no longer available, whichever occurs first.

**Submissions:** Must be received by the CCOS, MIS Unit within five (5) working days of attainment, utilizing CCOS Finance/MIS policies and procedures.

**Payment:** A maximum of **\$1,000.00** per Youth enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

### **EDUCATION OR EMPLOYMENT (Benchmark III)**

**Performance Target: 67.10%**

**Definition:** Must be employed during the second quarter after exit, or by March 31, 2027, or prior to the time for which the program year funding is no longer available, whichever occurs first; or

Must be enrolled in postsecondary education or training in the second quarter after exit, or by March 31, 2027, or prior to the time for which the program year funding is no longer available, whichever occurs first.

**Indicator of Performance:** Participants attained Benchmark III no later than the second quarter after exit or by March 31, 2027, whichever occurs first.

**Submissions:** Must be received by the CCOS, MIS Unit within five (5) working days after starting

employment, postsecondary education or training.

**Payment:** A maximum of **\$500.00** per Youth enrollment paid upon approved documentation not to exceed the total benchmark unit cost; and based upon the county voucher payment schedule.

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## **12-MONTH FOLLOW-UP**

### **Performance Target: 100% of Youth Enrollments**

**Definition:** Each participant must receive monthly follow-up services beginning after program exit, and must include on a quarterly basis, Labor Market Information, Adult Mentoring, Financial Literacy, Supportive Services, and activities that help youth prepare and transition to post-secondary education and training.

**Performance Indicator:** Follow-up submissions meet the number of program enrollments.

**Submissions:** Must be received by CCOS, MIS Unit within five (5) working days of exit for each quarter ending March 31, June 30, September 30, and December 31, respectively.

**Payment:** Payment is included in the 75% cost-reimbursement portion of the contract.

### **REQUIRED PROPOSAL FORMAT**

Each proposal must include the following items in the order listed below.

- Proposal Cover Sheet (use attached form)
- Statement of Work Narrative – Section 1: Executive Summary
- Statement of Work Narrative – Section 2: Program Description
- Budget Page (use attached form)
- Statement of Work Narrative – Section 3: Budget Information
- Complete Audit in accordance with applicable OMB Circular or Tax Form #990 (this should be a separate, removable document)
- Standard Assurances and General Provisions - (included with RFP package; this should be a separate, removable document)

The following three sections must be included within each proposal. Each question must be answered separately. Each of the sections has a maximum number of pages allowed (excluding attachments). Submissions must be on letter-sized paper in 12-point font and a 1 inch margin around.

#### **Section 1: Executive Summary (2 page maximum)**

All proposals must include an Executive Summary. The Executive Summary should include a clear and concise description of the following:

- Describe the mission of the Provider.
- Describe the goals and objectives of the program.
- Describe the scope of services to be provided including the primary services to be provided.
- Describe how the services will result in the goals and objectives identified.
- Identify where the services will be provided.

#### **Section 2: Program Design (20 page maximum)**

##### **Target Population**

1. Describe the population of WIOA eligible out-of-school youth that will be targeted. This should include age ranges, and specific needs and challenges faced.
2. Explain how the proposed service strategy will respond to the needs and challenges faced by this population. Include references to best practices, recent studies and/or knowledge gained through experience in working with this target population to support your strategy.
3. Describe the strategies that will be used to recruit eligible youth. Include references to best practices and/or knowledge gained through experience in working with this target population to support your strategies. Include specific agreements made with other local organizations or educational institutions.
4. Describe the strategies that will be used to ensure that youth remain engaged with the program. Include references to best practices and/or knowledge gained through experience in working with this target population to support your strategies.

5. What, if any, are the participant skill requirements for entering this program?

#### **Proposed Services**

6. Provide an overview of the program including identifying primary service strategies to be used and additional services to be offered, and describing how these services will be integrated. Include a customer flowchart and a description of when a participant will be enrolled, when a participant will complete program services and exit into follow-up services and when the participant will no longer receive follow-up services. Include applicable class start dates, program calendar and hours of operation.
7. If one or more services will be provided by a partner or sub-contractor, identify the organization that will be providing each service and details regarding the partnership agreement, including specific outcomes to be attained by that provider.
8. Identify what is required of a participant in order to complete the program (not including follow-up services). This may be in the form of total hours of participation in program activities and attainment of outcome benchmarks.
9. For each of the fourteen (14) program elements, please respond to the following questions. Include references to best practices and/or knowledge gained through experience in working with this population. If the service is not provided by the proposer, identify who provides the service, and how.
- a) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) for a recognized post-secondary credential
- What will the literacy skill training include? What curriculum will be used?
  - The State of New Jersey and the WDB have adopted “Equipped for the Future” (EFF) as its literacy standards. How are EFF standards being incorporated into the curriculum?
  - How will the training be structured? What is the length of the training?
  - How will the training respond to individual needs, skill levels and desired occupational goals?
  - What are the expected outcomes for each participant? How will you know they have been met? Describe version & process to be used with the selected assessment approved by the National Reporting System, suitable for use for WIOA Title I Youth programs.
  - Does the training support the attainment of a High School diploma or equivalency?
  - How will this activity contribute to achieving the required performance targets? Please keep in mind that Out-of-School youth must establish literacy goals in terms of the Department of Education’s literacy levels.
  - How will a “skill gain” in this program element be measured?
- b) Alternative secondary school services, or dropout recovery services, as appropriate
- Describe what services will be provided. Include the location and method of delivery.
  - How will a “skill gain” in this program element be measured?



- c) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
- a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities
- How will these be structured?
  - What worksites have been identified already? How will additional sites be identified?
  - How will each project assure adequate career or occupational exposure, positive work environments, and sufficient supervision?
  - What support is required or expected from each work site?
  - Is the work experience paid?
  - How long will each participant's work experience be?
  - How will work experience activities be related to other services?
  - How will the training respond to individual needs, skill levels and desired occupational goals?
  - What are the expected outcomes for each participant? How will you know they have been met?
  - How will youth be matched to worksites? What will be the staff to youth ratio for each site?
  - How long will each project be? Will participants receive stipends?
  - How will this activity contribute to achieving the required performance targets?
  - How will a "skill gain" in this program element be measured?
- d) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
- What will the occupational skills training include? What occupations will it prepare youth for? What curriculum will be used? Who will provide the training?
  - How will the training be structured? What is the length of the training?
  - How are employers or employer standards incorporated into the training?
  - What are the expected outcomes for each participant? How will you know they have been met? What specific credential is available?
  - How will this activity contribute to achieving the required performance targets?
  - How will a "skill gain" in this program element be measured?
- e) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
- Describe how this will be accomplished.

- How will a “skill gain” in this program element be measured?
- f) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
- What activities will be used to develop leadership skills? What curriculum, if any will be used?
  - How will the activities be structured? How long will these activities occur?
  - How will the training respond to individual needs, skill levels and desired occupational goals?
  - What are the expected outcomes for each participant? How will you know they have been met?
  - How will this activity contribute to achieving the required performance measures?
  - How will a “skill gain” in this program element be measured?
- g) Supportive services
- Explain the supportive services your agency will provide to youth participating in the program, if any. [WIOA does not allow provision of supportive services if available through other governmental agencies or public programs.]
  - Identify other agencies for which you have referred customers for supportive services.
  - If you have not established relationships with other agencies for supportive services, how will your agency meet the supportive service needs of WIOA youth?
  - How will a “skill gain” in this program element be measured?
- h) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
- Who will serve as mentors? How will they be recruited?
  - How will the mentoring be structured?
  - How will mentors be prepared? What will they be asked to commit to?
  - How long and how often will mentoring services be provided?
  - What are the expected outcomes? How will you know they have been met?
  - How will this activity contribute to achieving the required performance targets?
  - How will a “skill gain” in this program element be measured?
- i) Follow-up services for not less than 12 months after the completion of participation
- Follow-up services must be provided on a quarterly basis for twelve (12) months and must begin in the quarter after the last date of service during the enrollment period. Follow-up must continue for each quarter after exit and include at least one of the following services in each quarter: Supportive Services; Adult Mentoring; Financial Literacy; Labor Market Information; and/or Activities that help youth prepare for and transition to post-secondary education and training.
  - Describe what follow-up services will be provided. Include the location and method of delivery.

- j) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
  - Describe how guidance and counseling will be provided. Include the location and method of delivery.
  - How will a “skill gain” in this program element be measured?
- k) Financial literacy education
  - What will the financial literacy education training include? What curriculum will be used?
  - How will the training be structured? What is the length of the training?
  - How will the training respond to individual needs, skill levels and desired occupational goals?
  - What are the expected outcomes for each participant? How will you know they have been met? Credentials to be attained?
  - How will this activity contribute to achieving the required performance targets?
  - How will a “skill gain” in this program element be measured?
- l) Entrepreneurial skills training
  - What will the entrepreneurial skills training include? What curriculum will be used?
  - How will the training be structured? What is the length of the training?
  - How will the training respond to individual needs, skill levels and desired occupational goals?
  - What are the expected outcomes for each participant? How will you know they have been met? Credentials to be attained?
  - How will this activity contribute to achieving the required performance targets?
  - How will a “skill gain” in this program element be measured?
- m) Services that provide labor market and employment information in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
  - Describe what services will be provided. Include the location and method of delivery.
  - How will a “skill gain” in this program element be measured?
- n) Activities that help youth prepare for and transition to post-secondary education and training
  - Describe what activities will be provided. Include the location and method of delivery.
  - How will a “skill gain” in this program element be measured?
- 10. Identify the program start date, length of services for each youth and whether the program is open entry-open exit. If the program is not open entry – open exit, identify how often a new youth can start.
- 11. Describe how the objective assessment will be incorporated into the program including how the information will be used to develop the Individual Service Strategies (ISS). Include what

assessment instruments will be used to measure participant progress against the goals and objectives of the program

12. Describe how the ISS will be incorporated into the program. Describe the procedure for preparing and maintaining the ISS. Describe how the ISS will be updated to reflect achievements and next steps.
13. Describe how case management will be integrated into the services that will be provided?
14. Describe how referral services will be provided to non-eligible youth and how this will be documented.
15. Describe the program location including the specific site address, access by public transportation and handicap accessibility.

### **Goals and Outcomes**

16. Identify the skill attainment goals and objectives of the proposed program at completion. (These should correspond to the outcomes identified for each primary service activities in question #9 of the Program Narrative.) Identify how achievement of each performance target will be documented. Describe how the proposed services will result in the goals and objectives identified. (Please remember that basic skill attainment goals for out-of-school youth must be established in terms of the National Report System literacy levels.)
17. Identify the performance levels to be achieved (See attachment titled PROPOSED PERFORMANCE BENCHMARKS TO BE ACHIEVED). Describe how the proposed services will result in the level of performance identified.
18. Describe the program performance management process. Illustrate, in particular, how you will assess and improve the programs performance throughout the grant period.
19. Describe what data will be tracked and documented, and how it will be tracked in order to evaluate the project's progress against the identified goals and objectives and identify areas for program improvement.
20. Describe the participant tracking system to be used for the program. Be sure to link this system to your performance management process.
21. Describe what mechanisms will be used to seek input from youth participating in the program regarding areas of improvement.

### **Agency Experience, Expertise and Staffing**

22. Describe your agency's experience in working with the target population identified including the number of years of experience.
23. Describe your agency's experience in providing the proposed services including the number of years of experience.
24. Describe the extent to which existing programs and services will be leveraged. If portions of the program will be provided by a sub-contractor, briefly describe the rational for why it was determined that these services are not currently available.

25. For those services that will be provided by another entity (sub-contractor or partner), identify the provider and the service they will provide. Describe their experience in providing that service and working with the target population.
26. Describe the staff configuration (i.e. number and type of staff and their functions). Identify the staff who will be providing the services and provide their corresponding job descriptions. Describe their qualifications for working with this target population and/or in providing the proposed services. If specific staff has not been identified, describe the qualifications for the specific job that will be filled at a later date.
27. Describe the agency's organizational structure. Identify who will be the primary contact(s) for information and reporting for this program. If other agencies will be involved in providing services they must be included in the description.

### **Section 3: Budget Information**

28. Provide the following budget pages and fiscal documentation.
  - Proposed Program Budget summary sheet
  - Budget Narrative (A detailed description justifying the budget line items submitted.)
  - Cost allocation method. **NOTE:** Budget based allocation is not allowable.
  - Description of cost allocation method.
  - W-9 Form with FEDERAL EMPLOYER IDENTIFICATION NUMBER (F.E.I.N)

*Please do not bind your proposals...clips are preferred!*

*Submit **2** full copies on 8 ½ x 11 white bond paper, double-spaced with 1-inch margins and 12-point font. One copy should be submitted unfolded and unstapled and marked "ORIGINAL".*

## **SECTION B - RESUME**

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
6. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

## **SECTION C - FACILITIES**

This section should address areas as outlined:

1. **OFFICE LOCATIONS**
  - a. For your firm's facilities which are located closest to Camden County, New Jersey, provide:
    1. The location.
    2. Firm personnel assigned to this location.
    3. The activities of the firm performed at this location.
  - b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

## **SECTION D - CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Camden County.

## **SECTION E – FEES**

This section should address:

1. The proposed total number of participants to be served (same amount as indicated on the proposal cover page).
2. The proposed total funds requested (same amount as indicated on the proposal cover page).
3. The proposed cost per participant (same amount as indicated on the proposal cover page).

**Note: The County reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the County's Request for Proposals policy.**

#### **SECTION F - FORM OF CONTRACT/AMENDMENT OF CONTRACT**

The Office of County Counsel will supply the form of contract which will incorporate the terms and conditions of the within document and the successful proposer's proposal, fees and costs. Proposer may not vary the material terms of this document or include its own version of a contract with its proposal.

Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Commissioners.

#### ***Performance-based Contracting***

Camden County will enter a hybrid contract with Providers that will specify that the Provider can receive up to 75% of the awarded contract amount on a cost-reimbursement basis. The remaining 25% must be earned by achievement of a **combination** of benchmarks as follows, not to exceed \$1,500:

*Out-of-School Youth Performance Payment Benchmarks:*

- *MEASURABLE SKILLS GAIN (Benchmark I)- \$500 per youth*
- *CREDENTIAL ATTAINMENT (Benchmark II)- \$1,000 per youth*
- *EDUCATION OR EMPLOYMENT (Benchmark III)-\$500 per youth*

Note that the total of cost reimbursement payments and benchmark achievement payments will not exceed actual documented expenditures or contract amount, whichever is lower.

#### **SECTION G - OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

VENDORS ARE REQUIRED TO USE THE COUNTY'S FORMS AND SHALL NOT RECREATE IN ANY WAY THE FORMS PROVIDED WITH THIS RFP. FAILURE TO USE THE COUNTY FORMS OR ADDING TO, AMENDING, ALTERING, OR REVISING THE COUNTY FORMS, INCLUDING, BUT NOT LIMITED TO, CONVERTING THE COUNTY PDF TO A WORD DOCUMENT, SHALL BE CAUSE FOR REJECTION OF VENDOR'S PROPOSAL

**Important Note:** Please complete the following sections and return them with your response to this RFP.

## **SECTION H - MBE/WBE TRACKING INFORMATION**

### **Definitions:**

A **Minority Business Enterprise (MBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined in the Camden County Affirmative Action Plan as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined in the Camden County Affirmative Action Plan as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

\_\_\_\_\_ **Minority Business Enterprise (MBE)**

\_\_\_\_\_ **Women Business Enterprise (WBE)**

\_\_\_\_\_ **Neither**

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_



## **SECTION I – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Pursuant to N.J.S.A. 52:32-44, Camden County 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 proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time of contract, purchase order, or another 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 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 in 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 [www.state.nj.us/treasury/revenue/busregcert.shtml](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.

**The County strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids or RFP's.**

**STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**  
**FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08646-0252

TAXPAYER NAME: **TAX REGISTRATION TEST ACCOUNT**

TRADE NAME: **CLIENT REGISTRATION**

TAXPAYER IDENTIFICATION#: **970-097-382/500**

SEQUENCE NUMBER: **0107330**

ADDRESS: **847 ROEBLING AVE  
TRENTON NJ 08611**


ISSUANCE DATE: **07/14/04**

EFFECTIVE DATE: **01/01/01**

FORM-BRC(08-01)

*John S. Tully*  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 **STATE OF NEW JERSEY**  
**BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** TAX REG TEST ACCOUNT

**Trade Name:**

**Address:** 847 ROEBLING AVE  
TRENTON, NJ 08611

**Certificate Number:** 1093907

**Date of Issuance:** October 14, 2004

**For Office Use Only:**  
20041014112823533

**SAMPLES OF BUSINESS REGISTRATION CERTIFICATIONS**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal

Employment Opportunity Compliance for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**AMERICANS WITH DISABILITIES ACT**  
**Mandatory Language**

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

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

It is expressly agreed and understood that any approval by the County of the

services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

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

**SECTION J**  
**Camden County**

**Exhibit of Allowable & Unallowable expenses**

Camden County follows OMB Circular A-122 for determining allowable and unallowable costs. Certain allowable costs covered under OMB A-122 are allowable with conditions as specified below. All Costs deemed unallowable in OMB A-122 are unallowable by the County.

The Following are examples of allowable and unallowable costs.

Item of Costs	Allowable	Unallowable	With Conditions
Advertising	X		
Alcoholic Beverages		X	
Bad Debts		X	
Banking Fees	X		Note 1
Car Allowance		X	
Communications	X		Note 2
Donations		X	
Employee Morale	X		Note 3
Entertainment Costs		X	
Fines/Penalties		X	
Good or Services for personal use		X	
Meetings & Conferences (In House)	X		Note 4
Membership	X		Note 5
Participant Incentives	X		Note 6
Participant support costs.	X		Note 7
Staff Meals		X	
Taxes	X		Note 8
Transportation	X		
Travel	X		Note 9

**Note 1 –** The following banking fees are not allowable: ATM usage fees, late charges, overage fees.

**Note 2 -** Proper documentation must be kept determining program usage.

**Note 3 -** Example of employee morale are in-house publications, health clinics & recreational activities. Costs are allowable if incurred with established practice, reasonable, equitably distributed to all activities and offset by income earned.

**Note 4** – Cost associated with meeting and conferences hosted by the sub recipient are allowable with the following condition: Costs for meals must receive pre-approval as well as facility costs. Attendance to out of state conferences must have pre-approval.

**Note 5** – Business Memberships and subscriptions are allowable. Costs of membership in any country club, social or dining club or organization are unallowable.

**Note 6** – An example of participant incentives would include gift cards or lunches/dinner for positive behavior or reaching program goals. Participant incentives are allowable if the agency has set policy and procedures identifying the reward system which must be pre-approved by the county. Please refer to the county's gift card policy attached to and made a part hereof.

**Note 7** – These costs include stipends or subsistence allowances, travel allowances and registrations fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects and are allowable as direct costs with the prior approval of the awarding agency. Costs associated with participant support require proper documentation detailing the participants along with itemized receipts.

**Note 8** - Taxes from which exemptions are available are unallowable for example sales tax for nonprofit organizations.

**Note 9** – Local travel will be reimbursed at the agency mileage rate not to exceed the federal mileage rate. Out of state travel costs must be pre-approved by the granting agency. Lodging, meals and incidental costs must not exceed the rates outlined in the Federal Per Diem guidelines.

#### **Camden County** **Gift Card Policy & Procedure**

1. Purchase gift cards as needed.
2. Maintain a log which includes date purchased, type of gift card (store/visa), amount, bar code ID number, issued to, issued by.
3. Receipt of gift card signature form which will include – Participants name, reason for giving gift card, date received, type of gift card, amount, the bar code number, signature and print of received by and issued by.
4. Copy front/back of gift card.
5. Attach copy of the gift card to the receipt.
6. Maintain originals and send copies with reimbursement request.
7. Service or activation fees for gift cards is unallowable.



## **SECTION K**

### **Prohibited Russia-Belarus Activities & Iran Investment Activities**

Person or Entity: \_\_\_\_\_

#### **Part 1: Certification**

COMPLETE PART 1 BY **CHECKING ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:  
<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

#### **A. CONTRACT AWARDS AND RENEWALS**

☐ I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

#### **B. CONTRACT AMENDMENTS AND EXTENSIONS**

☐ I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed

above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

### C. IF UNABLE TO CERTIFY

☐ I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

### Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Camden is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Camden to notify the County of Camden in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Camden and that the County of Camden at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF NON-DEBARMENT**  
**FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

**This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.**

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- ☐ Sole Proprietorship (skip Parts III and IV)   
 ☐ Non-Profit Corporation (skip Parts III and IV)  
☐ For-Profit Corporation (any type)   
 ☐ Limited Liability Company (LLC)   
 ☐ Partnership  
                 
 ☐ Limited Partnership                   
 ☐ Limited Liability Partnership (LLP)  
☐ Other (be specific): \_\_\_\_\_

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County of Camden in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization	
Section A (Check the Box that applies)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	
<b>OR</b>	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Physical Address	
<b>OR</b>	

<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.		
<b>Section C – Part III Certification</b>			
I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the <b>Organization listed above in Part I</b> or, if applicable, owns greater than 50 percent of a parent entity of the County of Camden. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address

<b>**Add additional sheets if necessary**</b>			
<b>OR</b>			
<input type="checkbox"/>	The <b>Organization listed above in Part I</b> does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.		
<b>Section B (skip if no business entities are listed in Section A of Part IV)</b>			
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).		
<b>Name of Business Entity Controlled by Entity Listed in Section A of Part IV</b>		<b>Physical Address</b>	
<b>**Add additional Sheets if necessary**</b>			
<b>OR</b>			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
<b>Section C – Part IV Certification</b>			
<p>I hereby certify that the <b>Organization listed above in Part I</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Camden is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name		Title:	

(Print):			
Signature:		Date:	

CAMDEN COUNTY OUT OF SCHOOL YOUTH SERVICES PROPOSAL

**23-YS-01 Proposal Cover Sheet**

**A. GENERAL AGENCY INFORMATION**

1. Agency Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Type of Organization: ☐ Government ☐ Private Non-profit  
☐ Private for Profit ☐ Educational Institution ☐ Other: \_\_\_\_\_

**B. SUMMARY INFORMATION**

1. Proposal Title: \_\_\_\_\_
2. Total Funds Requested: \$\_\_\_\_\_. Cost per Participant \$\_\_\_\_\_
3. Planned Enrollments

Total Number of Out-of-School Youth	
-------------------------------------	--

\_\_\_\_\_  
Signature of Official Authorized to Commit Agency

\_\_\_\_\_  
Date



**ATTACH BUDGET PAGE & CCOS PROPERTY INVENTORY  
RECORD**