



Frank Sadeghi, Director
Jennifier Bacchione, Deputy Director
Robert S. Arace, Commissioner
Sam Ellenbogen, Commissioner
Ray Gormley, Commissioner

Jennifer L. Bowens, Purchasing Agent

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

COMPETITIVE CONTRACT

PROPOSAL

FOR

OLDER WORKER UPSKILL

NOTICE OF COMPETITIVE CONTRACTING PROPOSAL

OLDER WORKER UPSKILL

The Ocean County Department of Human Services is seeking sealed proposals for Older Worker Upskill services, with the purpose of providing residents who are over the age of 55 who are in need of sustainable employment. The successful proposer(s) will provide Employment and Training services for the period of December 1, 2026 through September 30, 2027.

Introduction

In Ocean County, and according to the 2024 ACS 1-Year Estimates Data, the population is 666,434, with 36.2% or 240,768 of its residents 55 year of age or older*. According to the 2024 ACS 1-Year Estimates, 80.3% of residents aged 55-59, 66.1% of residents aged 60-64, 30.5% of residents aged 65-74 and 7.1% of residents 75 and older participate in the labor force in Ocean County, for a total of 60% of Ocean County residents. By late 2024, 20%-25% of retirees were working part- or full-time jobs with 7% seeking employment. While increases living costs are the primary drive, other factors, such as social and emotional fulfillment, also play a role...” Recent policy changes, including raising the age for full Social Security benefits to 67 and discouraging early retirement, have also contributed to this shift, transforming the retirement landscape for millions of American. †

Due to the heightened degree of pre-existing conditions in comparison to the general public-individuals 55 years of age and older have experienced intensified isolation, quarantine, social framework disruption, and other impacts that have extended past the pandemic. In turn the dynamic as exacerbated negative mental and behavioral health impacts faced by this group. Re-entry into the workforce will serve to help this class of individuals sustain financially and improve their self-value and meaning in the current environment.

Scope of Work

The Ocean County Department of Human Services is seeking proposals from interested organizations to provide assistance to residents of Ocean County who have retired or been laid off after a lengthy employment and need to seek employment but are struggling to find something that will help sustain themselves.

Activities shall include but not limited to:

- Soft and Hard Skills
- On-the-job-training/Work Experience
- Resume help
- Mock interviews
- Interview Skills
- Technology training/assistance
- Socialization
- Credentials/certifications

Regardless of service category, program activities shall include (but not limited to)

- An intake process that includes a comprehensive assessment of client’s presenting difficulties and eligibility for the program
- Service delivery plans that detail what assistance is needed and how the program is able to assist the client. Service delivery plans must include timelines, agreed upon outcomes and sustainable goals.
- Linkage to other supportive programs that will help to secure longer term success which includes information and outreach specific to other programs and services for which clients may be eligible.
- Referral process for individuals that are ineligible or inappropriate for the program. Referral processes should capture detailed information regarding the agencies referred to and the outcomes of those

* [DP05: ACS Demographic and ... - Census Bureau Table](#)

† [From Retired to Rehired: The Rise of ‘Unretirement’ in...](#)

interactions.

- Level of service tracking with key benchmark indicators and demographic markers.
- Quality assurance and improvement measures that include, but are not limited to, client service satisfaction feedback, client success self-assessments and staff satisfaction feedback with program.

Roles & Deliverables

- Upon referral, engage and attempt to enroll all participants referred to the Older Worker Upskill program
- Prior to service delivery, the provider must ensure each program participant is eligible.
- Conduct the Older Worker Upskill program according to applicable rules and regulations and the scope of work in this Request or Competitive Contracting
- Maintain appropriate accreditation for any curriculum-based training activities
- The provider agency shall prepare, maintain and provide records, reports, and perform other administrative responsibilities as required by the County of Ocean
- Comply with County program and financial monitoring
- Participate in One Stop Collaborative meetings and provide utilization and performance data as requested
- Collect, analyze, and report performance data
- Maintain effective working relationships with partners
- Report to and participate in the Ocean County Workforce Development Board
- Plans shall be established, as appropriate to the service, for emergencies and/or service cancellation. The provider shall contact the participant and/or provide the service in event of emergency or anticipated service schedule alteration/cancellation, etc.
- The provider agency shall be required to comply with relevant federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientations and gender identity), religion, disability, age, or familial status.

Location

The successful proposer(s) will be required to maintain a local office and provide services within the Local Workforce Development Area. Virtual service delivery mechanisms may be used on an **as needed** basis.

Eligible Applicants

Organizations that are eligible to apply for this funding opportunity include:

- an institution of higher education or local education agency;
- a community-based organization, nonprofit organization, or faith-based organization;
- a private for-profit entity;
- a government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Preference will be given to applications that are easily accessible to residents throughout the county.

If a proposer is aware of any potential conflict of interest, disclosure must be a part of the Certifications attached to this proposal. A conflict of interest would occur if members of the proposing organization, whether as an employee, officer or director, receive compensation or business for services rendered to Ocean County Workforce Development Board or have direct or consulting agreement, including those through family or business ties.

Entities serving or seeking to serve multiple roles in the Ocean County Workforce Development area must adhere to WIOA Title 1, Subtitle E (Administration) and 679.430 to ensure appropriate firewalls within a single entity performing multiple functions to limit conflicts of interest and minimize fiscal risk. It is the responsibility of the proposer to recognize real or perceived conflicts of interest and plan to address them with appropriate firewalls. Such firewalls must be clearly articulated in the program narrative.

Proposers are prohibited from contacting or discussing this solicitation with board members of the Ocean County Workforce Development Board. Such contact and any attempts to sway decision making of the Board will result in disqualification of the bid.

Funding Availability

- A total amount of \$100,000.00 is anticipated to serve Ocean County residents, contingent upon the availability of funds.
- Funds may not be used to supplant other sources of funding.
- No match of in-kind contribution is required, but proposals that leverage other resources are encouraged.
- The services must be delivered at no out-of-pocket cost to the recipients.
- Successful proposer(s) will be paid on a fee-for-service basis.

Neither funding availability nor Ocean County allocations are guaranteed in future contract periods.

Level of Service

Proposer is expected to serve a minimum of 35 Ocean County residents

Term

The Ocean County Department of Human Services is seeking proposals for a 10 month contract December 1, 2026 through September 30, 2027, with an option of up to two (2) additional 12- month periods, contingent upon the successful delivery of services and funding availability.

Proposal Submission Requirements

Responses to this request for Competitive Contract Proposals must be received prior to 4:00pm prevailing time on October 8, 2026. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow proposals to be submitted once the deadline has passed.

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

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

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

DO NOT submit a hard copy of your electronic submission.

Proposers shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

To ensure an open and transparent process, the Department of Human Services staff cannot respond to questions about this solicitation via phone or email while it is open or in review. Questions about this solicitation **must** be submitted using the Ocean County Procurement Portal website, no later than 12 noon on September 23, 2026. Any inquiries received beyond that date and outside of the Portal cannot be addressed.

All proposals should include the following documents:

1. Documents to be executed:
 - a. Signature Page*
 - b. Non-Collusion Certification*
 - c. Affirmative Action Regulations N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) Compliance Statement*
 - d. Statement of Ownership in compliance with N.J.S.A. 52:25-24.2. **(Mandatory Document) ***
 - e. Prohibited Russia-Belarus Activities & Iran Investment Activities*
2. Competitive Contract proposal
 - a. Program Narrative
 - b. Computed Budget Proposal and Narrative
3. Valid, unexpired Certificate of Insurance
4. Current List of Board of Directors
5. Organizational Chart
6. Certified Audit or Financial Statement
7. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
8. NJ Certificate of Employee Information Report Approval issued by the NJ Department of Treasury or AA-302 Initial Employee Information Report
9. Mandatory Equal Employment Opportunity Compliance Statement
10. Americans with Disabilities Act Provisions Compliance Statement
11. Proposal Submission Acknowledgement

** Note: Failure to properly submit any of the documents listed in #1 may be cause for rejection of your proposal as stated on the Ocean County Procurement Portal website. The forms should be from this proposal package as forms change frequently, and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. DocuSign is the preferred method of form submission for the County of Ocean.*

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

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

Certification of Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

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

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Competitive Contract Proposal

Program Narrative Format

Please provide detail to the following items and questions.

Basic Agency Information

1. Include agency name, CEO or Executive Director’s name, mailing and physical addresses, and main phone number, as well as the name, phone, and email address of the contact person for this proposal.
2. Provide the corporation type and, if applicable, documentation of Section 501(c) 3 tax exempt status.
3. Overview of the organization’s qualifications and alignment with the services sought by the RFCC.
4. The organization’s philosophy and approach to workforce development programs and services.
5. Synopsis of the proposed program approach.
6. UEI Number

Agency Background Information

1. A basic organizational description, including but not limited to year established, governance structure, principal programs and services, executive leadership, annual budget, and number of full-time staff. Include a table of organization.
2. Give the agency’s mission statement.
3. Please describe how you have operated a workforce development program of similar size and scope to the one proposed and/or experience in managing quality workforce development programs, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes achieved.
 - 3a. If the proposer has operated an Older Worker program, please give the performance measures outcomes achieved for the two most recent years.
4. Describe past success in developing effective working relationships with partner organizations.

Description of Program

1. Describe your proposed model for effectively delivering the required services to participants.
2. Describe the behavior, knowledge, and skills that are expected to occur or to be gained through the individual’s participation in the program. Objectives must be measurable, attributable to the program, and related to the goals of the funding source.
3. How many participants would be served in a year? Indicate daily program capacity and participant/staff ratio.
4. Indicate the type of enrollment cycle (closed cycle, rolling admissions, etc.), times and days that the program will operate per week, and any organization closings (e.g. holidays) on which services will not be conducted.
5. Describe the procedure for responding to referrals, including outreach to the participants and to the referral source.
6. Describe the procedure for re-engaging the customer who is not participating appropriately.
7. Describe the target population to be served including eligibility and exclusionary criteria. Explain how

- enrollment will be managed, including triage and implementation of a waitlist if needed.
8. Describe policies regarding participant sickness, tardiness, and/or other absences.
 9. Describe time and attendance procedures, detailing what form of attendance tracking and backup verification will be used.
 10. Describe policies regarding causes for termination, including but not limited to attendance and participation.
 11. Describe in detail the activities that participants will be involved in during any self-directed component of their participation, how these activities will be monitored, and expected outcomes.
 12. Describe your organization's ability to meet the specific needs of other special populations is applicable (i.e. individuals with language barriers, who have experienced homelessness, with mental health and/or substance use conditions).
 13. Indicate specific testing instrument(s) to be used to measure progress or levels mastered in the specific service(s) provided.
 14. How will you measure participant performance and what performance benchmarks would be set for the program? Submit any forms used for tracking participant progress and reporting purposes. How and why will the service achieve the results stated?
 15. Describe the methods that will be used to ensure participants meet planned goals within the target time frame. If the participant does not make satisfactory progress, what steps/procedures will be in place to ensure achievement of satisfactory progress?
 16. Describe the methods that will be used to assist participants in obtaining and retaining employment.
 17. Describe any special strength or features that make your service different from similar offerings available, including any innovative approaches and best practices that will be utilized in providing these services.
 18. Describe the methods of community education and public awareness, and marketing of the service that will be employed.
 19. Provide a detailed implementation plan, including all required activities to roll out the proposed program, responsible parties, and associated timeframes.
 20. Describe your knowledge of the most significant workforce development challenges and opportunities that the Ocean County local Workforce Development Area will likely face in the next two years.
 21. Describe how your organization envisions its role and relationship with the Ocean County Workforce Development Board.

Program Management

1. Provide resumes and/or job descriptions of all staff and positions relevant to this program. Describe their management authority and responsibilities. Be clear as to currently employed staff to be assigned to this program and new positions to be hired for assignments to this program.
2. Describe the hiring and selection process for employees and volunteers that would be assigned to the program.
3. If applicable, tell us about other members of the team that will support the Older Worker Upskill program, i.e. business partners, other employment and training partners, work experience and on the job training sites. How and why will these capabilities help achieve the results you are committed to achieving?
4. Provide a Table of Organization that illustrates the structure of the staff to be used in support of the Older Worker Upskill program within the larger agency structure. The organizational chart should list the percentage of dedicated time for all staff positions that are anticipated to work in support of the Older Worker Upskill Program.
5. If applicable, clearly describe and attach any cooperative agreements (i.e. Memorandums of Understanding, Articulation Agreements) with any other entity that will be delivering services described in the proposal.
6. Describe the organization's internal controls that will be used for maintaining all records and documents (including participants). Identify how participant records will be kept and what will be included in those records.
7. Describe the systems that will be used to report programmatic and fiscal activities and how they will be used to exercise management control of the services and activities.

8. Describe how the proposed program will be internally monitored by the organization and the organization's process for continuous quality improvement. Attach questionnaires, staff surveys, or other forms that will be used.
9. Summarize the results of a previous audit. Indicate if the agency receives a Single Audit and, if so, if a similar award has been audited as a major program.
10. Describe the methods that will be used to evaluate participant satisfaction. How will this information be used? Attach questionnaires, client satisfaction surveys, or other forms that will be employed.
11. Describe your plan for new employee orientation and ongoing staff development to ensure that your staff are well-trained in the applicable rules, regulations, and best practices.
12. What evidence suggests that your organization has the capability and commitment to achieve the results stated above?
13. A Continuity of Operations Plan (COOP) documents how your organization will perform essential operations during an emergency situation of long-term disruption, which might last from 2 days to several weeks. The plan will identify functions, departmental communication methods, and alternate personnel, systems and locations. Explain how your organization plans to continue operations with or without delay under all conditions.
14. Provide your agency's grievance policy and describe in detail what measures are taken administratively within your organization to ensure client satisfaction issues are addressed in a timely and reasonable fashion.
15. Does your organization have other federal, state, or local grants that will be leveraged with the current proposal? If so, what is the plan to allocate costs and how is that cost allocation plan determined?

Computed Cost Proposal and Narrative Format

Prepare an operating budget using a schedule of fees and expected units of services to be provided within the contract period.

Include a budget narrative to clarify and annotate the budget as well as a *per participant cost*. Explain any in-kind contributions or match funds to be utilized. In-kind or matching funds are not required but will be considered favorably to maximize available resources.

The successful bidder will be compensated on a fee-for-service reimbursement schedule.

Insurance Requirements

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

Worker's Compensation

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

Comprehensive General Liability

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

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.

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

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

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

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

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

Certificate of Insurance

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

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

Certified Audit or Financial Statement

Pursuant to N.J. P.L. 2021 c. 381, an annual charities registration for a charitable organization with revenue, gains, and other support, but excluding non-monetary in-kind donations, of \$1 million or more must be accompanied by an independent audit. For those nonprofit organizations with gross revenue between \$25,000 and less than \$1 million, the financial statements must be certified by the organization's president or other authorized officer. In accordance with the U.S. Office of Management and Budget (OMB) Uniform Guidance and the State of New Jersey OMB Circular 15-08, entities receiving and expending federal and/or state grant funds must comply with audit requirements. An entity that expends \$750,000 or more in federal or state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year. An entity that expends less than \$750,000 but more than \$100,000 (combined amount) during its fiscal year, must have either a financial statement audit or a program-specific audit conducted for that year.

Business Registration Certificate –

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

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

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

During the course of contract performance:

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

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

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

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

EVALUATION AND AWARD

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

Evaluation Criteria

A review committee will review and rank all responses. All proposals will be reviewed to determine if they conform to all the proposal requirements set forth and the following selection criteria will be used in award of a contract for the services described herein. Proposals must receive an average score of at least 75% to be considered for funding.

40 % - Technical Criteria
40 % - Management Criteria
20 % - Cost Criteria

1. Technical Criteria:

i. Proposed methodology:

- (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?
- (3) Has the past performance of the vendor's proposed methodology been documented?
- (4) Does the vendor's proposal use innovative technology and techniques?

ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management Criteria:

i. Project management:

- (1) How well does the proposed scheduling timeline meet the contracting unit's needs?
- (2) Is there a project management plan?

ii. History and experience in performing the work:

- (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
- (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
- (3) Does the vendor document industry or program experience?
- (4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

- (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
- (2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

- (1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
- (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
- (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost Criteria:

i. Cost of goods to be provided or services to be performed:

- (1) Relative cost: How does the cost compare to other similarly scored proposals?
- (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

- (1) If required, are suitable bonds, warranties, or guarantees provided?
- (2) Does the proposal include quality control and assurance programs?

Awards - The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interest of Ocean County. Proposals may be awarded funding in whole or in part. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County. Final award decisions are made by the Ocean County Board of Commissioners

Appeals - Applicants have the right to appeal actions or decisions related to this Competitive Contract RFP pertaining to procedural, statutory, or regulatory violations. Appeals that challenge the evaluation of proposals will not be entertained. Appeals must be sent in writing to Cheryl Meyer cmeyer@co.ocean.nj.us within three (3) business days of notification of award recommendation by the WDB. Appeals will be reviewed and investigated within three (3) business days of receipt of appeal by an ad hoc Appeals Committee of the WDB. The WDB may also choose to hear the appeal as a "committee of the whole." Agencies involved in the appeal or potentially affected by the appeal will be notified. The Appeals committee will then provide its recommendation to the WDB and, in turn, the Board of Commissioners.

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

Pay to Play Requirements - Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

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

DOCUMENT CHECKLIST

Project Title: Older Worker Upskill

Items submitted
(Proposer's INITIALS)

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF PROPOSAL**

 X Statement of Ownership (N.J.S.A. 52:25-24.2)
 X Acknowledgment of receipt of addenda or revisions (if issued)
 X Computed Budget Proposal and Narrative

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE
FOR REJECTION OF PROPOSAL**

 X Signature Page
 X Non-Collusion Certification
 X Affirmative Action questionnaire
 X Program Narrative
 X Current List of Board of Directors
 X Certified Audit or Financial Statement
 X Organizational Chart

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE PROPOSAL

 X Prohibited Russia-Belarus Activities & Iran Investment Activities
 X Certificate of Insurance
 X Copy of New Jersey Business Registration Certificate in compliance with
N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under
Sec. 501(c)3
 X NJ Certificate of Employee Information Report Approval issued by the NJ Department of
Treasury or AA-302 Initial Employee Information Report

**Note to department: Purchasing will include the standard forms to the vendor.
Please fill in and provide any additional forms you may require vendor to complete
including the Cost Proposal.**