

TO: Juan Carlos Dominguez, Chairman,
Union County Workforce Development Board (“WDB”)

FROM: Elizabeth Paskewich, Employment Service Aide, UCWDB

DATE: June 25, 2018

SUBJECT: Report and Recommendation on Procurement for WorkFirst New Jersey Services by the Union County Workforce Development Board.

EVALUATION

COMMITTEE: Lisa Bonanno, Gina Tuesta, Robert Rachlin

Proposals Submitted – Six (6):

1. B&M Consultants
2. Urban League of Union County
3. Workforce Advantage
4. America Works
5. Union County College
6. The ARC of Union County

Vendor Ranking:

Multiple Awards will be provided under this RFP. Vendor Proposal summaries to follow **Procurement Process Overview**.

Evaluative Criteria Summary:

<u>Evaluation Criteria</u>	<u>Total Value</u>	<u>Workforce Advantage</u>	<u>UCC</u>	<u>Urban League</u>	<u>ARC</u>	<u>America Works</u>	<u>B&M</u>
Compliance with Proposal Specifications	5	5	5	5	5	5	4
Agency Description / Program History	20	18	20	19	19	18	20
Program Description/Management Criteria/Program Supervision	60	49	43	50	47	49	42
Goals and Objectives of the Program	15	14	15	13	11	11	12
TOTAL SCORE	100	87	83	87	82	83	78

Procurement Process Overview:

- April 23, 2018: WDB issued a Public Notice advertising for the receipt of proposals for the subject RFP.
- April 24, 2018: WDB issued the RFP through its website.
- May 1, 2018: Technical Assistance Conference was held and was attended by multiple interested potential vendors.
- May 18, 2018: WDB issued Question and Answers #1 to the RFP (providing answers to all timely filed questions received in writing from potential vendors).
- May 22, 2018: WDB issued Question and Answers #2 to the RFP (providing answers to all timely filed questions received in writing from potential vendors).
- May 25, 2018: Submission deadline passed and the WDB opened the six (6) proposals received by the deadline – Workforce Advantage, Union County College, Urban League of Union County, America Works of New Jersey, B & M Consultants, and the ARC of Union County.

All Evaluation Committee members submitted a signed conflict of interest certification as required by N.J.A.C. 5:34-4.3(f) prior to receiving a copy of the submitted proposal for review.

All evaluations submitted indicated met the requirements set forth in the RFP and fully understand the needs identified in the RFP.

Proposal #1

Summary of Proposal #1 B&M Consultants:

B & M Consultants, Inc. (B&M) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern Union County

Proposal included the following services:

TANF: Job Search, Community Work Experience Program (CWEP), CWEP Transitional, CWEP + Education Directly Related to Employment, CWEP + Job Skills Directly Related to Employment,

GA/SNAP: Job Readiness/Life Skills, Community Work Experience Program (CWEP), CWEP Transitional

B & M Consultants, Inc has been providing WFNJ services to the Eastern side of Union County for approximately 15 years. This year, B & M has moved to a new location within Elizabeth, conveniently located close to Union County Social Services. B & M has historically provided a wide variety of WFNJ programs, enabling them to serve a diverse WFNJ population. B & M

does provide educational programs such as Certified Home Health Aide, potentially providing clients with the foundation for a new career.

B&M provided a clear proposal with detailed curriculum. B&M has the WFNJ experience to understand program management and the importance of Partner communication. The Evaluation Committee would have liked all documentation to be reflective of the address change as well as current audit report (2015 provided).

B& M's WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to B&M.

Purpose/justification of recommended action: B&M's proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

Proposed Terms:

Plan (Scope) of Services:	As set forth in Section 4.0; and the correlating sections of the B&M Consultants Proposal.
Length:	July 1, 2018 through December 31, 2019
Proposed Cost:	TBD
Other matters/conditions:	Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: UCWDB awarded a contract to B&M for PY18 WorkFirst New Jersey Program services.

Proposal #2 Urban League of Union County

Summary of Proposal #2 Urban League of Union County:

Urban League of Union County (UL) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern Union County

Proposal included the following services:

TANF: Job Search, Community Work Experience Program (CWEP), CWEP Transitional

GA/SNAP: Job Readiness/Life Skills, Community Work Experience Program (CWEP), CWEP Transitional

Urban League of Union County is a non-profit community service organization founded in 1944, incorporated in 1952. Their mission is to enable African Americans and other disadvantaged people to secure economic self-reliance, parity and power and civil rights. Urban League has served the WFNJ-TANF client since 1998 in Job readiness and Job Search activities. Examples of other Urban League programs include Housing Counseling, Teen Pregnancy Prevention, Alternative to Incarceration, Emergency Assistance and Youth Employment. Due to Urban Leagues vast services, they are well known and utilized within the community.

Urban League was adequately able to demonstrate their understanding for programs offered and staff required to facilitate them. They have provided clear objectives and goals based on proposed Level of Service. Current and clear client profiles. New Project Director for PY18 has extensive WFNJ experience. Strong ties to other local non-profits and programs to provide referrals to further assist clients.

The Urban League of Union County WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to Urban League of Union County

Purpose/justification of recommended action: Urban League of Union County's proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

Proposed Terms:

Plan (Scope) of Services:	As set forth in Section 4.0; and the correlating sections of the Urban League of Union County Proposal.
Length:	July 1, 2018 through December 31, 2019
Proposed Cost:	TBD
Other matters/conditions:	Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: TBD

Proposal #3 Workforce Advantage

Summary of Proposal #3 Workforce Advantage:

Workforce Advantage (WA) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern Union County

Proposal included the following services:

TANF: Job Search, Community Work Experience Program (CWEP), CWEP Transitional, CWEP + Education Directly Related to Employment (ESL), CWEP+ Job Skills Directly Related to Employment (Certified Nurse Aide).

GA/SNAP: Job Readiness/Life Skills, Community Work Experience Program (CWEP), CWEP Transitional, CWEP combined ABE, HSE, ESL.

For 30 years WA has been providing Job Search, Basic Skills, Employment Services, and Vocational Training services within Hudson, Union, Essex, and Morris County. WA has historically been a Union County WFNJ vendor providing both TANF and GA/SNAP services.

WA WFNJ proposal was clear and concise and provided curriculum to all proposed programs. It was clear WA has strong ties to the community and understands the demographics within Union County. They understand common barriers within the community, and address them within their programs. WA hones in on Union County's high level of Non-English speakers by offering CWEP + ESL. Providing this Education Directly Related to Employment Non-Core program is a great resource for those where language is a barrier.

WA is well versed on accountability in terms of communication with UCDCS, data management, performance, and reports back to UCWDB.

Workforce Advantage's WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to Workforce Advantage

Purpose/justification of recommended action: Workforce Advantage's proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Proposed Terms:

Plan (Scope) of Services: As set forth in Section 4.0; and the correlating sections of the Workforce Advantage Proposal.

Length: July 1, 2018 through December 31, 2019

Proposed Cost: TBD

Other matters/conditions: Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: UCWDB awarded a contract to Workforce Advantage for PY18 WorkFirst New Jersey Program services.

Summary of Proposal #4 America Works of New Jersey:

America Works of New Jersey (AWNJ) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern Union County

Proposal included the following services:

TANF: Job Search, Community Work Experience Program (CWEP), CWEP Transitional, CWEP + Education Directly Related to Employment, CWEP+ Job Skills Directly Related to Employment, CWEP+ Satisfactory School Attendance-Cert of General Equivalence.

GA/SNAP: Job Readiness/Life Skills, Community Work Experience Program (CWEP), CWEP Transitional, CWEP combined ABE, HSE, ESL

The America Works Network of Companies has been in operation for thirty-four (34) years and has been in New Jersey for ten (10). AWNJ is currently a WFNJ vendor in Atlantic and Burlington Counties

AWNJ proposes to provide work readiness, completion of required monthly work activity hours, job placement, and job retention services to individuals referred by Union County. AWNJ's program design includes intensive outreach to clients, comprehensive engagement, a detailed program orientation and intake, work readiness, intensive case management to ensure long-term job retention, structured and supervised job search, job development, and placement and retention services for participants. AWNJ will also provide job re-placement services to recipients who are terminated from employment during their retention periods. All recipients, regardless of employment status, will have an extensive set of programming services accessible to them upon arrival.

Keeping an individual employed is the key to their success. Our intensive case management ensures that participants retain their employment. We regularly maintain contact with both the employer and the participant to ensure the needs of both are being met. Continued job search after employment is an important feature of AWNJ service.

Vocational Training includes ServSafe Food Safety Manager, Food Handler, and North Start Basic Computer Skills Training. ESL and high School equivalency classes are also available.

AWNJ's proposal demonstrates clear understanding of WFNJ programs and regulations. Currently ETPL programs will have to be updated to show Union County locations and will also have to increase relationships with Union County employers and Community Based Organizations.

AWNJ's WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to America Works of New Jersey

Purpose/justification of recommended action: America Works of New Jersey proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Proposed Terms:

Plan (Scope) of Services:	As set forth in Section 4.0; and the correlating sections of the AWNJ Proposal.
Length:	July 1, 2018 through December 31, 2019
Proposed Cost:	TBD
Other matters/conditions:	Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: TDB

Proposal #5 Union County College

Summary of Proposal #5 Union County College:

Union County College (UCC) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern & Western Union County

Proposal included the following services:

TANF: Community Work Experience Program (CWEP) + Education Directly Related to Employment, CWEP + Job Skills Directly Related to Employment, CWEP + Satisfactory School Attendance- Cert. of General Equivalence.

GA/SNAP: CWEP combined ABE, HSE, ESL

Education Directly Related to Employment will include Adult Basic Education, ESL, and GED preparation.

Job Skills Directly Related to Employment will include occupational training program based on students' academic abilities and occupational interests, or provide students who have earned credentials with soft skills or reinforce work readiness skills.

Satisfactory School Attendance- Cert. of General Equivalence will provide educational services that include Adult Basic Education, ESL, and GED preparation.

Alternative Work Experience Program will provide educational services that include Adult Basic Education, ESL, and GED preparation.

Union County College was founded in 1933 as an institution to prepare students for transfer to four year colleges and universities. Campuses are located in Cranford, Elizabeth, Scotch Plains, and Plainfield. In addition to Associates programs, the College offers an expansive program in continuing education and workforce development programs provided through the Center for Economic and Workforce Development (CEWD). The CEWD focuses on literacy, basic skills, general education, diploma preparation, college preparation, ESL and ESL civics. Union County College has historically provided WFNJ services within Union County. As of May 18, 2018 Program Year 2017 has garnered 269 WFNJ participants.

As a previous WFNJ provider, UCC is well versed in the history, needs, and performance expected of UCWDB providers. UCC has a clear understanding of WFNJ's goals and objectives and has the oversight to achieve them. Union County College demonstrates a clear understanding of career pathways, and has the resources and tools to provide the proper sequence to success. Partnerships within the community and employers were identified as well as a strong partnership with the American Job Centers.

UCC WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to Union County College

Purpose/justification of recommended action: Union County College's proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

Proposed Contract Terms:

Plan (Scope) of Services: As set forth in Section 4.0; and the correlating sections of the Union County College Proposal.

Length: July 1, 2018 through December 31, 2019

Proposed Cost: TBD

Other matters/conditions: Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: TBD

Proposal #6

Summary of Proposal #6 The ARC of Union County:

The ARC of Union County (ARC) submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the WorkFirst New Jersey Programs Request for Proposal issued by the Workforce Development Board.

Area Served: Eastern & Western Union County

Proposal included the following services:

TANF: Job Search, Community Work Experience Program (CWEP), CWEP Transitional, CWEP + Education Directly Related to Employment, CWEP+ Job Skills Directly Related to Employment, CWEP+ Satisfactory School Attendance-Cert of General Equivalence.

GA/SNAP: Job Readiness/Life Skills, Community Work Experience Program (CWEP), CWEP Transitional, CWEP combined ABE, HSE, ESL

Founded in 1949, with over six decades of service, The Arc of Union County has spread into the entire Union County. The Agency provides community-based housing for over 100 adults with intellectual and developmental disabilities, in 21 Group homes and 2 supervised Apartments. The Mission of The Arc of Union County Inc. is to empower, support and advocate for individuals with intellectual and developmental disabilities and their families. The Arc of Union County training site is located at 60 Diamond Road Springfield, New Jersey.

Vocational training includes Computer Technology and Customer Service/Hospitality. UCWDB would have to ensure that ARC can accommodate the Benchmarks associated with Educational components and to what is allowed in each Employment activity (ex. CWEP+ is a three month benchmark at 12 weeks while the instructional weeks in proposal is 16 weeks).

The ARC itself would be a new WFNJ vendor, but it brings on experienced WFNJ Staff in Hector Smith the agency's Director of Employment Services & Vocational Supports. It is also not clear as to where or how the Western part of Union County will be serviced. However, the ARC provides a comprehensive proposal and is an established organization.

The ARC of Union County's WFNJ Program Proposal was submitted on time and reviewed by the RFP Evaluation Committee. The averages of all Evaluation Scores are included herein.

Recommendation: Contract Award to The ARC of Union County

Purpose/justification of recommended action: The ARC of Union County proposal satisfies the primary purpose of the UCWDB's procurement which is to manage and coordinate employment directed activities for the TANF (Temporary Assistance for Needy Families) and General Assistance (GA) / Supplemental Nutrition Assistance Programs (SNAP).

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Proposed Terms:

Plan (Scope) of Services: As set forth in Section 4.0; and the correlating sections of The ARC of Union County Proposal.

Length: July 1, 2018 through December 31, 2019

Proposed Cost: TBD

Other matters/conditions: Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: TBD