

**PUBLIC NOTICE  
REQUEST FOR PROPOSALS**

Notice is hereby given that the Union County Workforce Development Board (“WDB”) will receive proposals by Commercial Mail Carrier (USPS, FEDEX, UPS) only no later than **Wednesday, October 6, 2021, 11:00am, EST**, addressed to Union County Workforce Development Board, Union County Administration Building, 10 Elizabethtown Plaza, 4<sup>th</sup> Floor, Elizabeth, NJ 07207, for the provision of:

**WORKFORCE INNOVATION & OPPORTUNITY ACT  
SIMON YOUTH FOUNDATION ACADEMY OPERATOR**

**Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.**

The funding source is Program Year 2021 Workforce Innovation & Opportunity Act Youth funds. The anticipated funding period is September 1, 2021 - December 31, 2022. The Request for Proposals (“RFP”) is soliciting proposals to procure a single service provider for Simon Youth Academy Operator under the provisions of the Workforce Innovation and Opportunity Act. Services provided under the RFP are targeted to provide an academic program for at-risk youth, ages 16-20 years of age, who are currently out of school; to provide the enrolled youth with access to all 14 Workforce Innovation and Opportunity Act program elements, which includes work experience opportunities; to enroll the out-of-school youth in an academic program that will afford them the opportunity to graduate with a high school diploma.

Funding allocations governed by this public notice will be included in the Request for Proposals. Successful Proposers must demonstrate current or future service delivery capabilities to serve youth in Union County effectively.

Request for Proposals may be obtained online as of **Tuesday, September 14, 2021** at <http://ucnj.org/vendor-opportunities/rfqs-and-rfps/current/>

All questions regarding the RFP must be made in writing directed to Carolyn Sullivan Kropp, Esq., Assistant County Counsel at: [ckropp@ucnj.org](mailto:ckropp@ucnj.org). or to Meredith Barracato at [meredith.barracato@ucnj.org](mailto:meredith.barracato@ucnj.org). Written questions will be accepted through 4:00 pm, EST Wednesday, September 22, 2021. Questions submitted after this date and time may not be answered by the County in order to assist all proposers in timely submitting their proposals. Questions will be responded to no later than Wednesday, September 29, 2021.

\*\*\*Public access to the County of Union Administration Building is currently restricted during the statewide public health emergency. Accordingly there will not be an in-person public opening but instead will be conducted by Zoom meeting on Wednesday, October 6, 2021. A meeting link will be provided under the entry for this RFP at (<http://ucnj.org/vendor-opportunities/rfqs-and-rfps/current/>)

All information requested in the Request for Proposals must be provided or the proposal shall be disqualified. Proposals **must** follow the format outlined in the RFP Application. No alteration of the RFP format or an additional cover page is permitted. Proposals **MUST BE SEALED AND LABELED “PROPOSAL FOR SIMON YOUTH ACADEMY OPERATOR RFP”**. Proposals must be made in the form required by the RFP specifications and one (1) original, two (2) copies, and 1 (one) PDF electronic copy on a CD or Thumb Drive must be received by Commercial Mail Carrier no later than **11:00 a.m. (EST) on Wednesday, October 6, 2021**. Proposals may be submitted prior to the deadline. The County will not be responsible for late delivery by the U.S. Mail or any other carrier. Hand delivery of proposals are strongly discouraged due to public restrictions. If delivered by hand, you will not receive confirmation of delivery. **No** late proposals will be accepted. Proposals submitted by fax or e-mail will not be accepted.

The Workforce Development Board reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to accept any proposals which, in their judgment, are most advantageous, price and other factors considered, and will best serve the interest of Union County.

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.