

**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 **Tuesday, February 8, 2022 11:30am, EST**, addressed to Union County Workforce Development Board, Union County Administration Building, 10 Elizabethtown Plaza, 4th Floor, Elizabeth, NJ 07207, for the provision of:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
AMERICAN JOB CENTER AFFILIATE CAREER SERVICES OPERATOR**

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

The Union County Workforce Development Board (UCWDB), in accordance with Section 107 of the Workforce Innovation & Opportunity Act of 2014, is charged with developing effective strategies to train individuals in demand occupations. This Request for Proposals is soliciting proposals to procure a single service provider of an American Job Center Affiliate Career Services Operator under the provisions of the Workforce Innovation and Opportunity Act. The Board is seeking interested and qualified entities able to provide innovative, high quality services to adult and dislocated workers. Services provided under this RFP are targeted to preserve and create jobs, prepare workers for employment, and to assist employers with their training needs to support economic expansion.

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 adults in Union County effectively.

Request for Proposals may be obtained online as of **Wednesday, January 5, 2022** 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. or to Meredith Barracato at meredith.barracato@ucnj.org. Written questions will be accepted through 4:00 pm, EST Wednesday, January 12, 2022. 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, January 19, 2022.

***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 **Tuesday, February 8, 2022**. 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 WORKFORCE INNOVATION AND OPPORTUNITY ACT AMERICAN JOB CENTER AFFILIATE CAREER SERVICES 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 **11:30 a.m. (EST) on Tuesday, February 8, 2022**. 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.