

**PUBLIC NOTICE  
REQUEST FOR PROPOSALS**

Notice is hereby given that the Union County Workforce Development Board (“WDB”) will receive proposals no later than **Tuesday, November 21, 2023** by 11:00am, EST, addressed to Office of County Counsel, Union County Administration Building, 10 Elizabethtown Plaza, 5<sup>th</sup> Floor, Elizabeth, NJ 07207, for the provision of:

**AFFILIATE AMERICAN JOB CENTER PROVIDER FOR OUT-OF-SCHOOL YOUTH SERVICES  
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT**

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

Workforce Innovation & Opportunity Act Out-of-School youth funding is being employed to solicit proposals; 100% of the funding is provided by the United States Department of Labor. The anticipated funding period is November 1, 2023 – February 1, 2025. The Request for Proposals (“RFP”) is soliciting proposals to procure a single service provider FOR AFFILIATE AMERICAN JOB CENTER PROVIDER FOR OUT-OF-SCHOOL YOUTH SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT. Services provided under the RFP are targeted to provide an academic program for at-risk youth, ages 16-24 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, October 24, 2023** 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) and to Meredith Barracato at [meredith.barracato@ucnj.org](mailto:meredith.barracato@ucnj.org). Written questions will be accepted through 4:00 pm, EST on **Friday, October 27, 2023**. 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 **Thursday, November 2, 2023**.

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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 “AFFILIATE AMERICAN JOB CENTER PROVIDER FOR OUT-OF-SCHOOL YOUTH SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT”. 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 Thumb Drive must be received by postal mail, hand delivery or Commercial Mail Carrier no later than **11:00 a.m. (EST) on Tuesday, November 21, 2023**. 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. **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.