

County of Somerset New Jersey

PO Box 3000
COUNTY ADMINISTRATION BUILDING
SOMERVILLE, NJ 08876-1262

PURCHASING DIVISION
MELISSA A. KOSENSKY, QPA, CCPO, RPPO
Purchasing Agent



PHONE: 908-231-7043
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NOTICE OF RFA

TO SUBMIT APPLICATIONS FOR A SUMMER YOUTH EMPLOYMENT PROGRAM

The County of Somerset is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for the Request for Application (RFA) for a Summer Youth Work Experience Program funded by a grant from the New Jersey Department of Labor.

Sealed responses will be received by the Purchasing Agent on **July 2, 2026 at 2:00 P.M.** in the Purchasing Division, County Administration Building, 20 Grove St., Somerville, NJ 08876 at which time and place responses will be opened for:

**GREATER RARITAN WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP) SUPPLEMENT
Option A: Application to Request Youth Participant
Option B: Virtual Career Skills Building Classes
Contract #: CY-COM-0066-26S**

We value the integrity of the procurement process, and in full transparency, the RFA opening will be conducted via Live-Stream from the County Commissioners Meeting room. You can access the Live-Stream from the County's homepage at the prevailing date and time stated in this Notice of RFA. During the RFA opening process, the respondents will be announced as well as RFA amounts.

RFA responses must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and the "**RFA TITLE NAME & CONTRACT #**" on the outside, addressed to Melissa A. Kosensky, Purchasing Agent, at the address above.

Specifications and instructions may be obtained at the Purchasing Office or on the County Website, www.somersetcountynj.gov.

Any RFA Addenda will be issued on the website, and processed in accordance with N.J.S.A. 40A:11-23(c)(1). All interested respondents should check the website from now through RFA opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

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

Melissa A. Kosensky, QPA, CCPO, RPPO
Purchasing Agent

Publication Date: June 12, 2026

1. Introduction

Option A: Application to Request Youth Participant

The Greater Raritan Workforce Development Board (GRWDB) is soliciting requests for applications to create a pool of employer respondents to provide up to 87 youth, ages 16-24, valuable summer work experiences in order to help them successfully transition into the world of work. This program is funded by the NJ Department of Labor.

Option B: Virtual Career Skills Building Classes

The GRWDB requires an experienced vendor to supply an off-the-shelf virtual career skills-building platform to youth participants in the GRWDB Summer Youth Work Experience Program (SYWEP), which will serve up to 87 participants and run from May 26, 2026, to October 16, 2026.

2. Administrative Conditions and Requirements

The following items express the conditions and requirements of this RFA. Together with the other RFA sections, they apply to the RFA process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the owner to determine the proposal as non-responsive to the RFA and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFA.

2.1 Schedule

The dates established for respondent proposals, proposal review, contractor selection and project initiation are:

1. Release of RFA	June 12, 2026 (Website)
2. Application Due Date	July 2, 2026 at 2:00 P.M.
3. Evaluation Completed	July 3, 2026
4. Initial Employers & Youth Participants Matched	July 10, 2026
5. Work Experiences Start on Rolling Schedule	July 15, 2026
6. Work Experiences/Internships End	October 16, 2026
7. Documents Collected & Surveys Completed	November 15, 2026

2.2 Proposal Submission Information

Submission Date and Time:
July 2, 2026 at 2:00 P.M.

One (1) Original ***signed in ink*** & one (1) copy.

Three (3) ring binders or elaborate binding is unnecessary.

Submission Office:

Office of the Purchasing Agent
Administration Building – 3rd Floor
20 Grove Street
Somerville, NJ 08876

Clearly mark the submittal package with the title of this RFA and the name of the responding firm, addressed to the Purchasing Agent. The original proposal shall be ***signed in ink*** and marked to distinguish it from the one (1) copy. ***Faxed or emailed proposals will NOT be accepted.*** The County disclaims any responsibility for proposals received late by regular or express mail. If the proposal is sent by express mail service, the designation must appear on the outside of the express mail envelope. Proposals received after the designated time and date will be returned unopened (no exceptions).

Only those RFA responses received prior to or on the submission date and time will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or

represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Using Department Information

The Greater Raritan Workforce Development Board
27 Warren Street, 3rd floor
Somerville, NJ 08876

2.4 County Representative for this Solicitation

Please direct all questions in writing to:
Melissa A. Kosensky, QPA, CCPO, RPPO
Purchasing Agent
Voice: 908-231-7043
Fax: 908 575-3917
Email: PurchasingDiv@somersetcountynj.gov

Questions by prospective respondents concerning this RFA may be addressed to Melissa A. Kosensky, QPA, CCPO, RPPO, Purchasing Agent for the County of Somerset in writing via fax at 908-575-3917 or by email: PurchasingDiv@somersetcountynj.gov. Please note the aforementioned contact is authorized only to direct the attention of prospective respondents to various portions of the requirements so that they may read and interpret each portion for themselves. **NO** employee of the County of Somerset is authorized to give interpretations of any portion of this RFA or to give information as to the requirements for the RFA in addition to that already contained in the RFA unless as a formal addenda.

Interpretations of the RFA or additional information as to its requirements, when necessary, shall be communicated to prospective respondents **only** by written addendum issued by the Purchasing Agent of the County of Somerset.

Please identify the contract name, number and note Request for Information as the subject line when submitting a request by fax or email.

2.5 Interpretations and Addenda

- A. The respondent understands and agrees that its proposal is submitted on the basis of the specifications prepared by the County. The respondent accepts the obligation to become familiar with these specifications.
- B. Respondents are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by respondent should be promptly reported in writing to the Purchasing Agent. In the event the respondent fails to notify the County of such ambiguities, errors or omissions, the respondent shall be bound by the proposal.
- C. No oral interpretation of the meaning of the specifications will be made to any potential respondent. Every request for an interpretation shall be in writing, addressed to the Purchasing Agent, referencing the Contract Name and Contract Number in the subject line, at PurchasingDiv@somersetcountynj.gov. In order to be given consideration, written requests for interpretation and or clarification must be received at last three (3) business days prior to the date fixed for the opening of the proposals.
- D. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective respondents. All addenda so issued shall become part of the specification and RFA documents, and shall be acknowledged by the respondent by completing the Acknowledgement of Receipt of Addenda form. The County's interpretations or corrections thereof shall be final.

Pursuant to N.J.S.A. 40A:11-23(c)(1) when issuing addenda, the owner shall provide required notice prior to official receipt of proposals to any person who has submitted a response or who has received a RFA package. They will be sent via electronic transmissions to those known recipients of the RFA specifications.

E. Discrepancies in RFA's

1. If the amount shown in words and its equivalent figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit price shall prevail. In the event there is an error of the summation of the extended totals, the computation by the County of the extended totals shall govern.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are shown in any section of this RFA, including the Proposal Cost Form, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner as noted in 2.6, are not to be billed and will not be paid.

2.8 Statutory and Other Requirements

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.2 Mandatory EEO/Affirmative Action Compliance - N.J.S.A 10:5-31 et seq. and N.J.A.C 17:27 et seq.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below. The contract will include the language included as attachment A in this specification.

1. Goods, Professional Services and Service Contracts

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- i. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the letter must be provided by the vendor to the Public Agency and Division. This approval letter is valid for one year from the date of issuance.

- ii. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the Public Agency as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division
- iii. The successful respondent shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of New Jersey" www.state.nj.us/treasury/contract_compliance

The form shall be properly executed.

2.8.3 New Jersey Anti-Discrimination – N.J.S.A. 10:2-1

There shall be no discrimination against any employee engaged in the work required to produce the goods and services covered by any contract resulting from this RFA, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this RFA.

2.8.4 Americans with Disabilities Act of 1990 - 42 U.S.C. S121 01 et seq.

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

2.8.5 Ownership Disclosure - N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the RFA response/bid or accompanying the RFA response/bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. The form shall be signed and submitted with the RFA proposal/bid whether or not a stockholder or partner owns less than 10% of the business submitting the RFA proposal/bid. Failure to comply requires mandatory rejection of the RFA proposal/bid. The Respondent shall complete and submit the form of statement that is included in this RFA.

2.8.6 Non-Collusion Affidavit - N.J.S.A. 52:34-15

The Non-Collusion Affidavit, which is part of this RFA, shall be properly executed and submitted with the RFA response.

2.8.7 Proof of N.J. Business Registration Certificate N.J.S.A. 52:32-44

Pursuant to N.J.S.A. 52:32-44, Somerset 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 proposal shall provide proof of business registration to the bidder/respondent, who in turn, shall provide it to the Contracting Agency prior to the time of 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 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 in 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 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 \$25.00 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

2.8.8 Pay to Play – Notice of Disclosure Requirement

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.

2.8.9 Assign, Sublet or Transfer Any Rights/Interests

Neither the owner nor the Contractor shall assign, sublet, or transfer any rights or interest in this Agreement without the prior written consent of the other party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the owner and the Contractor.

2.8.10 Insurance and Indemnification

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of

any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

Indemnification

The contractor agrees to indemnify and save harmless the owner, its officers, agents and employees, hereinafter referred to as indemnitees, from all suits, including attorney's fees and costs of litigation, actions, loss damage, expense, cost of claims, of any character or on account of any act, claim or amount arising or recovered under Worker's Compensation law, or arising out of failure of the Contractor or those acting under Contractor to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the indemnities shall, in all instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage of any nature whatsoever.

Insurance Requirements:

Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the contractor covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00.

General Liability Insurance

This insurance shall have limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

Automobile Liability Insurance

This insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the contractor.

Professional Liability/Malpractice Insurance Policy (if applicable)

Coverage in the amount of \$2,000,000.00/occurrence, \$4,000,000.00 aggregate and assurance that each such policy for each staff member remains full and in effect while providing services for owner.

The contractor shall provide the owner with a Certificate of Insurance naming the County of Somerset as additionally insured, evidencing the existence of required insurance prior to the commission of work. Said insurance must include coverage for complete operations, contractual insurance and independent contractor or subcontractor insurance, where and if applicable.

Errors and Omissions Insurance

- A. The contractor shall purchase and maintain during the entire period of this contract, errors and omissions insurance that shall protect the contractor and the County from any and all claims that may arise out of or result from the contractor's performance of this contract. Specifically, the errors and omissions insurance shall have limits of not less than \$2,000,000.00 dollars per occurrence and \$4,000,000.00 dollars in the aggregate.
- B. Certificates of the Required Insurance
Certificates as listed above shall be submitted along with the contract as evidence covering Errors and Omissions insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey.

The contractor shall provide the County with a Certificate of Insurance naming the County, its employees, officers, and agents as additionally insured, and evidencing the existence of required insurance prior to the commission of work.

Somerset County will not accept Mutual Limitation of Liability terms.

2.8.11 Health Insurance Portability and Accountability Act of 1996 - HIPAA (If Applicable)

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

The Contractor shall:

- Not use or disclose protected health information other than as permitted or required by law
- Use appropriate safeguards to protect the confidentiality of the information
- Report any use or disclosure not permitted

The contractor, by execution of the contract, shall thereby indemnify and hold the owner harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

2.8.12 Proof of Licensure

Proof of licensure for providing Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

2.8.13 Disclosure of Investment Activities in Iran – P.L. 2012, c.25

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Respondents must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the County is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

2.8.14 Prompt Payment – Goods & Services– P.L. 2019, C.127 (LFN 2019-02 1/23/19)

P.L. 2018, c. 127 establishes a prompt payment requirement that applies to goods and services contracts a contracting unit awards to a "business concern" under the Local Public Contracts Law (LPCL). The law applies to all goods and services contracts awarded on or after February 1, 2019 (the law's effective date) regardless of dollar amount and any contracts requiring either a single payment or multiple payments. The law does not change the prompt payment requirements for improvements to real property and structures as set forth in N.J.S.A. 2A:30A-1 et seq. and described in LFN 2006-21. The law defines "Business Concern" as any person engaged in a trade or business, including a private nonprofit entity operating as an independent contractor, providing goods and services directly to a contracting unit or to a designated third party and operating pursuant to a contract with a contracting unit which requires either a single payment or multiple payments, but shall not include a "public utility" as defined in N.J.S.A. 48:2.13.

2.9 Public Emergency

In the event of a Public Emergency declared at the Local, State or Federal Level, if the owner opts to extend terms and conditions of this RFA, the contractor agrees to extend the terms and conditions of this RFA, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the owner may solicit the goods and/or services from any respondent on this contract.

2.10 Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.11 Subcontractors

The owner will consider the primary contractor to be the sole point of contact with regard to contract matters. The primary contractor will be required to assume sole responsibility for delivery of all services.

2.11.1 Use of Sub-consultants

Respondent may find it advantageous to include sub-consultants in their proposal. Such an arrangement is acceptable provided that the relationship between firms is clearly defined and the method of maintaining proper project management and oversight is described within the proposal. The use of sub-consultants is left to the discretion of respondent, provided that the criteria of adequate capability in all areas of the scope of work is met. Any sub-consultants must be identified in the same manner as the primary consultant.

2.12 Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

2.13 Commencement of Work

The contractor agrees to commence work after the date of award by the owner and upon notice from the using department.

2.14 Time of Completion

It is hereby understood and mutually agreed, by and between the respondent and the owner, that the date on which the work shall be substantially complete as specified in the RFA is an essential condition of this contract. It is further mutually understood and agreed that the work and contract time embraced in this Contract shall commence on the date specified and that the resulting contract shall be completed in sequence and time frames identified by the owner.

The respondent agrees that said services shall be processed regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the respondent and the owner, that the time of completion of the services described herein is a reasonable time for the completion of it.

2.15 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision.

In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.16 Non-Allocation of Funding Termination

Each fiscal year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular fiscal year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

2.17 Force Majeure

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the County of Somerset by notice to each party.

2.18 The owner and the Contractor each bind themselves and their successors, executors, administrators, heirs and assigns and legal representatives of the other party respecting all covenants and agreements and obligations of this contract.

2.19 The terms of this contract shall be construed and interpreted, and all respective rights and duties of the parties shall be governed by the laws of the State of New Jersey.

2.20 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Purchasing Agent no less than three (3) business days prior to the opening of the RFA's.

Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

2.21 Payment

Invoices shall be submitted monthly and must specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed, all backup documentation (mileage, time logs, receipts for expenses, etc.), amount remaining in total balance, and the Proposal Cost Form.

Somerset County will provide a sample Progress Report and Invoice for the Hired Consultant to ensure compliance.

The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- 1 Deliverables not complying with the project specification;
- 2 Claims filed or responsible evidence indicating probability of filing claims;
- 3 A reasonable doubt that the Contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost Form.

2.22 Non-payment of Penalties and Interest on Overdue Bills

Public funds may be used to pay only for goods delivered or services rendered. Somerset County will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

2.23 Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties. All information supplied to the owner is required to be supplied via USB external hard drive and compatible with the owner's computers systems. County technology standards: Microsoft 11 Windows, Microsoft Office 365, Adobe Reader and Acrobat, Microsoft Edge browser.

Under state and federal statutes, certain government records are protected from public disclosure. The County, the Contractor and any Subcontractors have a responsibility and an obligation to safeguard from public access an employee's personal information with which it has been entrusted when disclosure thereof would violate the employee's reasonable expectation of privacy. All payroll, personnel and health insurance related files are confidential. Additionally the Contractor and any Subcontractors may be privy to sensitive law enforcement information or investigations during their review which must remain confidential. The County reserves the right to make any public disclosure under the law. Also among government records deemed confidential are administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security. The Contractor and any Subcontractor(s) are prohibited from the sale or distribution of all supplied information to any third party.

2.24 Source of Specifications/RFA Packages

Official County Request for Proposal (RFA) packages for routine goods and services are available from www.somersetcountynj.gov at no cost to the prospective respondents. All addenda are posted on this site. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the specifications that may or may not be complete. The County is not responsible for third party supplied RFA documents.

2.25 Altering Official Document

Respondents shall not write in any margins or alter the official content of Somerset County RFA document.

2.26 RFA Preparation of Forms

RFAs ***must be signed in ink by the respondent***; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the respondent in ink. Unit prices and totals are to be inserted in spaces provided.

2.27 W-9

Successful bidder/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

2.28 Russia/Belarus Business Prohibition P.L. 2022, c.3

All potential bidders/respondents must attest on the form provided, of their status of engagement in prohibited activities in Russia or Belarus. Certification requires that you review the Entity List provided by the Department of Treasury, (link provided on the form), then check off the appropriate box and complete the form.

3. Scope of Work (SOW)

3.1 Background

Through policy, oversight, and planning the Greater Raritan Workforce Development Board ensures that workforce training and education are responsive to and meet the needs of employers and job seekers. This mission and vision include all types of businesses and all job seekers, including the youngest, those just entering the world of work. That is why the Greater Raritan Workforce Development Board chose to apply for the New Jersey Department of Labor's summer youth work program in 2020, 2021, 2022, 2023 2024 and 2025, successfully growing the programs each year, and why it chose to participate again in the 2026 Summer Youth Work Experience Program.

The board employs staff to work collaboratively with system partners and community stakeholders to address the short- and long-term workforce needs of employers and job seekers in Hunterdon and Somerset counties. This includes ensuring that these two target groups are connected to a sustainable and robust local economy. A separate and active set of some 60 community individuals help undergird this work in four separate committees which use metrics and real-time participant feedback to propose program direction and goals. Staff, board members, and system stakeholders work to actively engage all community members in workforce opportunities, including new programs that will help meet the needs of sometimes overlooked groups. System alignment is crucial, and the application for funding for the seventh year of the Greater Raritan Summer Youth Work Experience Program has the endorsement of key stakeholders. The full Board of the Greater Raritan Workforce Development Board approved the application submission at the January 22, 2026, meeting, and the Somerset County Board of County Commissioners approved the application's submission during their January 27, 2026, meeting.

The Greater Raritan Summer Youth Employment Program aligns with the area's strategic priorities:

- **Focus on sector strategies consistent with the New Jersey State (Economic Development) Plan and the New Jersey Combined (workforce development) Plan.** Youth ages 16 to 24 (in-school or out-of-school) is one of the populations segments the state and local plans focus on and want to assist.
- **Build strategic alliances with partners.** A key element in the Greater Raritan Summer Youth Work Experience Program is leveraging the existing relationships the board has with different community businesses and organizations to show them the true power of the local workforce system and connections. This includes identifying businesses which have internship opportunities for the new program, as well as having partners help us identify youth for the internships – youth who are currently being served, as well as those who don't fit existing programs as they are structured but who still could benefit from a summer work experience.
- **Focus our strategies on career paths versus simply employment.** The Summer Youth Work Experience Program's workforce readiness training portion will allow the GRWDB to introduce program participants to the basic skills needed for success in the work world. This year the career readiness training programs will utilize a virtual skills-building platform that will provide a total of 15 hours of workforce readiness training for each youth participant. This will include an introductory webinar on how to use the platform, as well as a career exploration tool and tracks developed by the vendor using its existing programs that will enable each participant to obtain an Industry Track Badge. Program participants will retain a platform license for up to three months after the summer program ends to do additional remote coursework. As part of the workforce readiness training, a separate independent subject matter expert on workforce readiness training will present programs to all participants midway through the program period in a two-hour in person session, which will be offered in different cohorts. Two levels of in-person workshops will be offered – one for new participants and one for returning participants. In addition, group coaching sessions are being added to build participants' motivation and deepen communication and leadership skills. These will total another five hours of work experience training.
- **Recognize that some participants may need supportive services.** We know that equity of access can be a barrier for some shifting to a virtual internship model. We are ready to use supportive services funding, where applicable, to assist program participants.

The Greater Raritan Workforce Development Board is committed to expanding the development of employment opportunities for residents of Hunterdon and Somerset counties. The Board and the staff, in

accordance with the Local Area Plan, know that the opportunity to conduct the Summer Youth Work Experience Program for a seventh consecutive year will further the Board's strategic priorities. The Board and staff continue to build alliances with partners, have an excellent marketing/outreach plan and have a standing in the community where Board staff are recognized as local workforce development experts.

The Board's partnership with youth-based services is effective in working with students in continuing education, trainings, and credentialing to those 16 years and older. Through digital and traditional marketing methods as well as a vast partner network, the Greater Raritan Workforce Development Board strategically promotes the workforce programs from the area's community college and vocational high schools, and other system partners, in addition to all services offered by the Greater Raritan One-Stop Career Center, including the area's Training Center.

Since the program's inception, Board staff members worked to grow the awareness of services provided by partners in the Greater Raritan workforce system, including collaborating with libraries in Hunterdon and Somerset counties to host One-Stop Career Days at different branches. Community members have met with GRWDB team and system partners to learn about the area's varied career services. Staff members have also partnered with county departments, the One-Stop Career Centers, libraries, businesses, non-profits, committees, and schools to offer remote and in-person trainings to access the various career services. The staff has provided guest speaking services to promote workforce partner system services to County Commissioners, service clubs, and business organizations, and maintains memberships on boards, commissions, committees, and associations, locally, statewide, and nationally. The Covid pandemic provided the GRWDB and system partners the opportunity to diversify how programming and services are crafted and presented. System partners continue to work in successfully in hybrid modalities, allowing customers to access and learn about services in ways that fit their schedules and capacities.

The COVID pandemic impacted the first year of Greater Raritan's Summer Youth Employment Program, which was launched in March 2020. During the program, eight youth experienced virtual internships with four employers. Lessons learned were applied to the 2021 program, which saw 29 youth have work experiences at 12 businesses and agencies. In 2022, the program grew to serve 57 youth and 24 employers. In 2023, 70 youth participated in the program with 38 employers, and in 2024, 83 youth and 30 employers were part of the initiative. In 2025, the program served 91 youth and 39 employer participants. Available funding for 2026 will serve up to 87 youth participants. There also will be a limited number of slots available for potential participants who meet WIOA Youth program eligibility requirements.

OPTION A: APPLICATION TO REQUEST YOUTH PARTICIPANT

3.2 Eligible Applicants

This targeted opportunity is open to all employers in Hunterdon and Somerset counties. Employers must have at least one open part-time position available between May 18, 2026, and October 16, 2026; work can be done in an outside environment, remotely or in an on-site space that follows the CDC business safety guidelines. Eligible applicants must follow all federal and state wage and labor laws and meet all work and employment requirements for these summer employees.

3.3 Vision

The GRWDB, collaborating with partners, works to achieve the board's vision for the local area:

- Creating an environment of continuous improvement in efficiency and effectiveness of workforce investments based on the needs of job seekers and employers.
- Setting high standards for all operating areas of the Greater Raritan Workforce Development Board, the One-Stop Operator, career services, and training services, whether procured or part of the mandatory One-Stop partners list.
- Creating a culture where expectations are exceeded, and accomplishments are recognized.
- Increasing the engagement of employers and job seekers with a focus on increased customer satisfaction levels and performance outcomes.
- Expanding opportunities for employers and job seekers through increased market penetration with a focus on serving the needs of local businesses.

- Expanding opportunities and outcomes for youth populations with a focus on sustainable wage career employment.
- Creating and delivering programs that serve the needs of employers and job seekers.

3.4 Purpose

- To enlist public and private partners to connect young adults ages 16-24 to paid work experiences in high growth industries and occupations that are in line with each local area's plan. The work experiences may be indoors or outdoors depending upon the needs of the employer partners and can have remote components. The GRWDB will work with up to eighty-seven (87) applicants in Hunterdon and Somerset counties (20 in Hunterdon and 67 in Somerset) who will be matched to public and private employers in the two counties offering summer work experiences for youth ages 16 to 24. Positions will be available from May 18, 2026, to October 16, 2026. The employers will be chosen for this second round by July 15, 2026 through a fair and open Request for Application (RFA) process, following established procedures for Somerset County, which is the fiscal agent of the GRWDB. At the same time, the GRWDB, working with community partners, will recruit applicants for the positions. The GRWDB will seek out employers from financial services, cultural institutions, media, health care, legal services and government agencies.
- Provide a total of 20 hours of workforce readiness training for each youth participant. This training portion will allow the GRWDB to introduce program participants to the basic skills needed for success in the work world. The career readiness training programs will utilize a virtual skills-building platform that will provide a total of 15 hours of workforce readiness training for each youth participant. This will include a short introductory webinar provided by the platform vendor so that participants understand how to use the platform. In addition, an independent subject matter expert on workforce readiness training will present programs to all participants midway through the program period in a two-hour in person session, which will be offered in different cohorts, along with peer coaching sessions. This career reading training totals another five hours.
- To provide program participants exposure to different careers and an opportunity to (1) gain work experience in a virtual environment; (2) earn a paycheck; (3) prepare for a future career; (4) interact with employers; (5) learn about community resources; and (6) receive supportive services.

3.5 Responsibilities

- The work experience period will be any 200-hour period between Monday, May 18, 2026, and Friday, October 16, 2026. Employers can set that experience in any combination of times and days that fit their needs and the schedule of the youth program participant.
- Youth program participants will be paid for up to 200 hours, earning a payment of \$17.00/hour. Participants will work for a total of up to 180 hours with the employer and spend another 20 hours throughout their work experience on workforce readiness training. This will entail completing online virtual career-skills classes, and a two-hour in-person cohort training offered in different level workshops. They also will participate in group coaching sessions.
- The GRWDB will maintain files for all participants, including signed acceptance of program policies provided at orientation, intake form, program eligibility documentation, work experience/internship placement documentation, validated participation timesheets, working papers (if under 18 years of age), and exit evaluation form.
- The GRWDB will ensure on-site worksites for youth adhere to applicable federal/state wage and labor laws.
- The GRWDB will maintain files for worksite sponsors, including worksite agreements, security clearances, and final employer satisfaction survey. Worksites accepting program participants under the age of 18 will ensure that the supervisor and anyone having on-going direct contact with any minor throughout the work experience has proper up-to-date clearance and has passed a background check. All documents, forms and agreements have been developed and ready for use. These worksites also will work with the applicant to complete New Jersey's online working papers process.

- Youth program participants and employer participants will be matched by GRWDB staff, and each party will meet with one another to see if the match works. Placements will be based on career interest where possible. Youth participants will keep a timesheet, submitted to the employer who will monitor progress and who will contact the GRWDB if any issues occur.
- At the completion of the youth participant's 200-hour work experience, Somerset County, as the fiscal agent for the GRWDB, will provide to each successful employer applicant the full tax-free stipend amount which can then be paid to that participant. If the participant does not complete the required hours, the stipend will be prorated accordingly. The employer also may choose to pay the student stipend on whatever schedule they feel appropriate during the youth participant's work experience.

3.6 Deliverables

Employer:

- Up to eight-seven (87) youth will have a productive experience between Monday, May 18, 2026, and Friday, October 16, 2026. The work experiences will provide participants with career pathway knowledge and career-readiness training in a variety of areas.
- The youth participants will complete 20 hours of workforce readiness training component provided by the GRWDB. This includes a virtual career-skill training platform along with a virtual orientation and in-person cohort training and group coaching sessions.
- All youth and employer participants will be surveyed after the program has been completed to gauge the quality of the experience and improve it for future years.

GRWDB:

- The GRWDB will maintain files for all participants, as detailed in section 3.5.
- The GRWDB will maintain files for worksite sponsors, including worksite agreements, security clearances, and final employer satisfaction survey.
- At the completion of the youth participant's 200-hour work experience, Somerset County, as the fiscal agent for the GRWDB, will provide to each successful employer applicant the full tax-free stipend amount which can then be paid to that participant.

OPTION B: VIRTUAL CAREER SKILLS BUILDING CLASS

3.7 Requirements

As part of the SYWEP, 20 hours of workforce readiness training must be provided for each youth participant. For this, the GRWDB requires an experienced vendor to provide a virtual career-skill building platform which must take a minimum of 15 hours to complete.

- This platform must include a career exploration tool and specific tracks developed by the vendor using its existing programs that will enable each participant to obtain a pertinent Industry Track Badge. Participants must retain access to the platform for at least three months after exiting the program.
- The platform shall be compatible with iOS, Windows, and Android operating systems and function on multiple devices (i.e.: desktops and mobile devices) and work on the following browsers: Chrome, Edge, Firefox and Safari.
- The platform must include a dashboard the participants can use to track their progress as well as an administration portal the SYWEP Coordinator can use to monitor youth participant progress. The vendor will train the coordinator in how to use this feature and be available for questions.
- The vendor must conduct introductory cohort webinars of 30 minutes in length for the youth participants so that they understand how to use the platform. It is anticipated that two to three

webinars will be needed to accommodate different participants as they begin their work experiences at cascading times. The webinar should also be recorded to accommodate the participants' schedules. The vendor also must provide a way to answer participants' questions as they arise.

The budget for this is \$2,775.00.

4. Proposal Requirements

4.1 Application Procedure

Respondents are requested to read the applicant letter found in Appendix A, and complete the Summer Youth Work Experience Program Youth Participant Request Form, also in Appendix A. For the work experience/internship description as much detail as possible is requested for the position and its responsibilities; a job description may be included. A separate description page may be attached.

The Program Youth Participant Request Form and other respondent's material in this RFA will be reviewed and evaluated by staff from the Greater Raritan Workforce Development Board. It is anticipated that review process for this cohort will be completed by July 5, 2026, with the goal of starting youth participants on a rolling basis, starting on July 15, 2026. All youth participants must complete their work experience by October 16, 2026.

4.2 Proposal Forms

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted.

1. Proposal Cost/Signature Form
2. Non-Collusion Affidavit
3. Ownership Disclosure
4. Affirmative Action Statement
5. Acknowledgement of Receipt of Addenda
6. Disclosure of Investment Activities in Iran
7. Russia/Belarus Business Prohibition

4.3 Location of Servicing Office

The proposal must list the location and address of the present, active office that will service and manage this contract.

5. Evaluation, Review and Selection Process

5.1 Proposals to Remain Subject to Acceptance

RFA responses shall remain open for a period of sixty (60) calendar days from the stated submittal. The owner will either award the Contract within the applicable time period or reject all proposals.

The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

5.2 Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to carry out the obligations of the RFA and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFA.

5.3 Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on most advantageous price and other factors. The County reserves the right to reach out to the respondents to get clarification on Proposals on specific items if necessary during the deliberation process.

Evaluation Team – RFA respondents are prohibited from contacting any member of the evaluation team directly without a formal invitation. If it is found that a respondent has attempted to discuss their proposal with a team member without an invite then their proposal may be deemed unresponsive. All questions during the evaluation period shall be directed to the Purchasing Agent.

5.4 Evaluation Criteria

The criteria considered in the evaluation of each proposal follows. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent.

This will be based on the quality of the content of the RFA and the respondent's ability to communicate a thorough understanding of the required tasks and the approach to meet the scope of work outlined in the RFA. The proposals will be evaluated for general compliance with instructions and requests issued in the RFA. Non-compliance with significant instructions will be grounds for disqualification of proposals.

5.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFA. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

5.4.2 Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

5.4.3 Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFA.

5.4.4 Ability to Complete the Project/Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent’s ability to accomplish these tasks as stated.

5.4.5 Cost (Use of Funds): Option A

Youth participants will work 200 hours over any period between May 26, 2026 and October 16, 2026, at an hourly rate of \$17.00. At the completion of the youth participant’s 200-hour work experience, Somerset County, as the fiscal agent for the GRWDB, will provide to each successful employer applicant the full tax-free stipend amount which can then be paid to that participant. This includes up to 180 hours the youth participant works with the employer as well as 20 hours of career-readiness training provided to the youth participant by the GRWDB. If they do not complete the required hours, the stipend will be prorated accordingly. The employer also may choose to pay the student stipend on whatever schedule they feel appropriate during the youth participant’s work experience.

For the period of May 26, 2026, through October 16, 2026:

Budget Category	Cost Per Participant
Youth Stipends (\$17.00 x 200hrs)	\$ 3,400
Total	\$ 3,400

Any services not included as part of any resulting contract scope of services must be approved and authorized by the owner before such work is initiated. The owner shall pay for such approved services, at the rate or cost agreed upon between the owner and contractor, provided the respondent has provided a schedule of fees for additional services with this RFA.

Total overall use of funds to complete the project, will be identified through RFA Submission and GRWDB. The level of service must be in compliance with the GRWDB guidelines as contained in the program guidelines and must be noted on all forms. Once the application is approved, any changes to program and funding must go through budget modification process, including budget form and letter submitted to the GRWDB Coordinator for approval prior to implementation.

5.4.6 Cost (Use of Funds): Option B

Total overall costs to provide proposed services shall be based on rates and schedules of fees submitted with the proposal and detailed in Section 3. The respondent shall clearly state how the proposed unit cost per participant was determined and what that service will entail.

5.5 Term of the contract

The term of this contract is contract award – October 31, 2026.

5.7 Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body.

Contracts for award will be prepared by the Greater Raritan Workforce Development Board. The Purchasing agent may then send a purchase order/voucher to the respondent.

The County of Somerset reserves the right to consider adjustments to funding levels during the contract period. These adjustments shall be based on levels of service, community needs, and funding changes.

**COUNTY OF SOMERSET
RFA DOCUMENT CHECKLIST**

**Read,
Acknowledged,
Signed & Submitted
Respondent's
Initial**

A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFA

- Ownership Disclosure Form
- Non-Collusion Affidavit
- Proposal Cost Form/Signature Page
- Other: Option A – Application to Request Youth Participant (Pages 35-39)

B. REQUIRED NO LATER THAN TIME PERIOD INDICATED

B.1 SUBMIT DOCUMENTS AT TIME OF RFA RESPONSE DUE DATE

- Key Personnel Information
- Disclosure of Investment Activities in Iran- Prefer with RFA response. Required by law prior to award of contract.
- Disclosure of Prohibited Activities in Russia or Belarus, N.J.S.A. 52:32-60.1, et seq. P.L. 2022, c.3 – Prefer with RFA response. Required by law prior to award of contract.
- Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued) – Prefer with RFA Response.

**B.2 MUST POSSESS CERTIFICATE BY CONTRACT AWARD DATE
"SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED"**

- New Jersey Business Registration Certificate
- New Jersey Business Registration Certificate – Named /Listed Subcontractor(s)
- EEO/Affirmative Action Compliance Notice – Submit Copy of State Certificate of Employee Information Report - Required by Law prior to execution of contract

B.3 MUST SUBMIT BY CONTRACT AWARD DATE

- Certificates of the Required Insurance naming County Additionally Insured
- Evidence of Medical Malpractice or Professional Liability Insurance supply certificate prior to processing a purchase order

C. READ ONLY

Americans With Disability Act of 1990 Language

This checklist is provided for respondent's use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.

Name of Respondent: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

PROPOSAL COST FORM/SIGNATURE PAGE

TO THE COUNTY OF SOMERSET BOARD OF COUNTY COMMISSIONERS:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following:

**GREATER RARITAN WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP) SUPPLEMENT
Option A: Application to Request Youth Participant
Option B: Virtual Career Skills Building Classes
Contract #: CY-COM-0066-26S**

Option A: Application for Youth Participant

Provide Executed Application: Yes No

Option B: Virtual Career Skills Building Classes

Cost Per Participant \$ _____

*Schedule of Fees/Hourly Rates attached: Yes No

(Corporation)

The undersigned is a (Partnership) under the laws of the State of _____ having its
(Individual)

Principal office at _____

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number



County of Somerset New Jersey

PO Box 3000 – 20 Grove Street
COUNTY ADMINISTRATION BUILDING
Somerville, NJ 08876-1262
PHONE: (908) 231-7043 FAX: (908) 575-3917



OWNERSHIP DISCLOSURE FORM

RFA SOLICITATION #:

VENDOR
{Respondent}:

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX.
ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO
COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Respondent}? | <input type="checkbox"/> | <input type="checkbox"/> |
| IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.
IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2-4 BELOW. | | |
| 2. Of those parties owning a 10% or greater interest in the Vendor {Respondent}, are any of those parties individuals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Of those parties owning a 10% or greater interest in the Vendor {Respondent}, are any of those parties corporations, partnerships, or limited liability companies ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answer to Question 3 is " YES ", are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the Vendor {Respondent} incorporated as a not-for-profit organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| IF THE ANSWER TO THIS QUESTION IS "YES", EXECUTE THE CERTIFICATION SECTION.
IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW. | | |

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

If you answered "**YES**" for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Respondent}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY	STATE		ZIP

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY	STATE		ZIP

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY	STATE		ZIP

NAME _____			
ADDRESS 1 _____			
ADDRESS 2 _____			
CITY	STATE		ZIP

Attach Additional Sheets If Necessary

PART 2 continued
PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE		ZIP

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE		ZIP

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE		ZIP

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Respondent} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3
PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A 52:25-24.2.

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Respondent}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Somerset, NJ is relying on the information contained herein, and that the Vendor {Respondent} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County to notify the County in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the County, permitting the County to declare any contract(s) resulting from this certification void and unenforceable.

Signature (Do not enter Vendor ID as a signature)

Date

Print Name and Title

FEIN/SSN

**COUNTY OF SOMERSET, NEW JERSEY
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the Company of _____
(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFA numbered _____,
(Contract #)
and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent has not,
directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any
action in restraint of free, competitive bidding in connection with the above numbered project; and that
all statements contained in said Proposal and in this affidavit are true and correct, and made with full
knowledge that the County of Somerset relies upon the truth of the statements contained in said Proposal
and in the statements contained in this affidavit in awarding the contract. I further warrant that no person
or selling agency has been employed or retained to solicit or secure such contract upon an agreement
or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees
or bona fide established commercial or selling agencies maintained by _____.
(Name of Firm/Company)

(Signature of Affiant)

(Type of Print Name of Affiant)

**COUNTY OF SOMERSET, NEW JERSEY
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

COUNTY OF SOMERSET, NEW JERSEY
EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT


Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625


State Treasurer

VOID

COUNTY OF SOMERSET, NEW JERSEY
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

COUNTY OF SOMERSET, NEW JERSEY

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES

PREFER WITH RFA RESPONSE, REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT


STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#: 970-097-382/500
SEQUENCE NUMBER: 0107330
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
ISSUANCE DATE: 07/14/04
EFFECTIVE DATE: 01/01/01
FORM-BRC(08-01)

J.P. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

 STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

COUNTY OF SOMERSET, NEW JERSEY

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

County of Somerset, New Jersey

Disclosure of Investment Activities in Iran

Respondent Name:	
-------------------------	--

Part 1: Certification

*RESPONDENTS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.***

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal 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 of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Respondents must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's/respondent's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take 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.

Check the Appropriate Box

I certify, pursuant to Public Law 2012, c. 25, that neither the respondent listed above nor any of the respondent's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2 – Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the responding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.
--

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Somerset is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Somerset to notify the County of Somerset in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Somerset and that the County of Somerset at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor’s Authorized Representative	Date
Print Name and Title of Vendor’s Authorized Representative	Vendor’s FEIN
Vendor’s Name	Vendor’s Phone Number
Vendor’s Address (Street Address)	Vendor’s Fax Number
Vendor’s Address (City/State/Zip Code)	Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

Dear Employer,

The Greater Raritan Workforce Development Board (GRWDB) is pleased to invite employers in Hunterdon and Somerset counties to participate in the **2026 Greater Raritan Summer Youth Work Experience Program (SYWEP)** a paid, grant-funded opportunity to host local youth while receiving support throughout the summer.

For the past six years, with funding from the New Jersey Department of Labor (NJL), GRWDB has successfully connected **321 youth with 145 local employers**, providing meaningful work experiences that benefit both young people and host organizations. We are excited to share that GRWDB has been awarded funding again for 2026 and is now seeking employers to partner with us.

Why participate?

- There is **no wage cost** for employers
- Youth participants are **pre-screened and supported** by GRWDB
- Work experiences can be **on-site, outdoors, or remote**, based on your needs
- Flexible scheduling within the grant period
- Dedicated support from a GRWDB SYWEP Coordinator throughout the program

Because the NJL has reduced funding for this year's program, the 2026 SYWEP will serve approximately **50 in-school and out-of-school youth ages 16–24**. Each participant works **200 total hours** during the program period, which runs from **May 18 through October 16, 2026**. Youth will earn **\$17.00 per hour**, fully funded by the grant. Of the 200 hours they will work with the employers for 180 hours and 20 hours in job readiness training. GRWDB will provide you with the funding for the total hours completed and coordinate the 20 training hours. Employers will receive stipend reimbursement from Somerset County using state grant funds once participants complete the required hours. Employers may choose their own payroll schedule during the work experience.

Youth participants can assist with a wide range of tasks, including administrative support, data entry, marketing, research, digital content, newsletters, special projects, and event support. Placements have also included camps, recreation programs, pools, parks, historical sites, farmers markets, food pantries, nurseries, equine centers, and more. Employers who already have a youth candidate in mind are welcome to refer them, provided they meet age and residency requirements.

To get started, employers are asked to complete an **intake form**, which is part of the Request for Application (RFA) available on the County of Somerset website. We understand the process may feel unfamiliar, and both the Somerset County Purchasing Department and GRWDB staff are available to guide you in every step of the way. An employer orientation will be offered to review program requirements and answer questions before the youth start.

We hope you will consider joining us in providing valuable work experiences to local youth while gaining extra support for your organization this summer. Please feel free to contact me at **908-541-5785** or jcassano@somersetcountynj.gov with any questions.

We look forward to partnering with you.

Sincerely,

Jeanne Cassano, SYWEP Coordinator

Summer Youth Work Experience Program
YOUTH PARTICIPANT REQUEST FORM

Thank you for applying to the Greater Raritan Summer Youth Work Experience Program and being committed to fostering the professional development of our youth. We look forward to working closely with you, the Employer, and our Youth Participant/s. For the work experience, the Employer will provide training/supervision and on-site experiences following CDC workplace guidance.

1. Please fill in the appropriate information below.

Employer: _____

Website Address: _____

Contact Person _____

E-Mail: _____

Address: _____

Telephone: _____

Youth Participant's Supervisor: _____

Work Experience Location If Different from The Employer Address:

Please note: Youth participants will receive the stipend for their time spent on their work experience with the employer and workforce readiness training at the end of the required 200 hours at \$17.00 an hour for a total of \$3,400.00. If they do not complete the required hours, the stipend will be prorated accordingly. Hours can be flexible and set according to the employer's and the participants' schedules.

*Work Experience/Internship description (Statement of Need): Provide as much detail as possible and include **the number of positions wanted and their responsibilities.** (A separate page may be attached for this.)*

- ✓ *Following a screening by the SYWEP Coordinator, the youth participant will be referred to the employer for a phone/video interview. Both the employer and the youth participant must agree with the experience. Either party may decline the opportunity without prejudice.*
- ✓ *The employer can request one or several participants and can self-refer a candidate(s) of their choosing to be part of the program.*
- ✓ *The Youth Participant will be paid at the end of their required 200 hours which can take place between May 18, 2026, and Oct 16, 2026, by the employer who will receive the payment for disbursement.*
- ✓ *The employer must have the appropriate State of NJ Employment Laws posted in their workplace.*
- ✓ *All and any issues should be reported to SYWEP Coordinator, Jeanne Cassano, at jcassano@somersetcountynj.gov or 908-541-5785 as soon as possible.*

II. Work Experience Manager.

Please Print Name: _____

Signature: _____ ***Date:*** _____

V. YOUTH PERFORMANCE EVALUATION

Photocopy Form as Needed

New Jersey Department of Labor & Workforce Development
Youth Performance Evaluation

The form below must be completed for each youth participating in a work experience. Upon completion, the original signed copy must be submitted to the Sponsor for review.

Directions:		Excellent	Good	Fair	Poor
1. Please rate the youth participant in each area below by placing a ☒ in the appropriate box.					
• Interactions	Interacts well with on-site personnel, clientele and public				
• Responsibility	Sets priorities, anticipates needs and uses time responsibly				
• Paperwork	Completes and submits timesheets, sign-in log and reports				
• Quality	Completes tasks accurately and completely				
• Training	Participates in training sessions and applies knowledge				
• Service Skills	Applies skills and shows improvement over the course of the				
• Dependability	Follows a regular schedule and contacts supervisor if				
• Ethics	Demonstrates a work ethic to “get things done”				
• Professionalism	Has a positive attitude and demeanor				
• Problem Solving	Creative and resourceful in solving issues and/or problems				
• Leadership	Demonstrates group leadership and facilitation skills				

2. Would you consider this youth for future employment? Yes No

3. Additional Comments:

AUTHORIZATION/CERTIFICATION:

Youth Participant:

Date:

Employer

Date:

Representative:

GRWDB Staff:

Date:

Greater Raritan Workforce Development Board

Summer Youth Work Experience Program (SYWEP)

Employer Policies & Procedures

Employer Participation Requirements

- Employers must complete the **Somerset County Request for Application (RFA)** process to participate in SYWEP.
 - Employers are required to attend a **virtual employer orientation** (via GoToMeeting), which will review program requirements, policies, expectations, and any updates. A question-and-answer session will be included.
 - The **GRWDB SYWEP Program Coordinator** will serve as the primary point of contact and will maintain ongoing communication with employers by email, phone, and/or in person as needed.
-

Youth Eligibility, Safety, and Compliance

- Employers hosting youth participants **under age 18** must ensure that supervisors and any staff with ongoing direct contact with minors have appropriate **background checks and security clearances**, in accordance with site and state requirements.
 - For youth participants **ages 16–17**, the youth, caregiver, and employer must complete **New Jersey’s online Working Papers process** prior to the start of the work experience. Link for instructions: [Get NJ Working Papers Online](#)
-

Work Experience Structure & Scheduling

- Employers will provide up to **180 hours of on-site or remote work experience** per participant during the grant period (**May 18, 2026, to Oct 16, 2026**).
 - Work schedules may be **flexible** based on employer and participant needs. Youth may make up hours in later weeks or extend participation within the allowable grant period, as funding permits.
 - Total program participation may include **up to 200 hours**, which also includes required workforce readiness activities coordinated by GRWDB.
-

Stipend & Payroll Information

- Youth participants earn **\$17.00 per hour stipend**, funded entirely through the SYWEP grant.
 - The stipend covers:
 - **180 hours** of work experience assigned by the employer
 - **20 hours** of required workforce readiness activities coordinated by GRWDB (including orientation, virtual training, and career-skills sessions)
 - Employers will receive stipend reimbursement from **Somerset County** using grant funds once participants complete required hours.
 - Employers may choose to pay participants on a schedule that aligns with their internal payroll practices.
 - If a participant does not complete all required hours, stipend reimbursement will be **prorated** based on hours completed.
-

Supervision, Timekeeping & Communication

- Employers are responsible for **supervising youth participants** and providing meaningful work assignments.
 - Employers must maintain **weekly timesheets** documenting on-site hours worked keeping a running total of hours that will not go over the funded 180 hours.
 - Completed time sheets must be submitted to the Program Coordinator when the participant completes the 180 hours or exits the program early.
 - Employers should notify the Program Coordinator promptly of any concerns or issues so they can be addressed in a timely manner.
-

Monitoring & Evaluation

- The Program Coordinator will monitor completion of required workforce readiness training hours and provide the employer with the hours for the youth's stipend payment.
 - Employers will complete a **participant evaluation form** at the conclusion of the work experience.
 - Employers will also be asked to complete a **final employer satisfaction survey**, required for grant reporting purposes.
-