

**COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
NOTICE OF REQUEST FOR PROPOSALS**

**PROVIDE WORK EXPERIENCE FOR OUT-OF-SCHOOL YOUTH (OSY), ADMINISTERED BY  
THE DIVISION OF WORKFORCE DEVELOPMENT, FOR THE PERIOD OF APRIL 3, 2023  
THROUGH DECEMBER 31, 2023 WITH ONE (1) ONE-YEAR RENEWAL OPTION**

**RFP #CC-11-2023**

The County of Monmouth, which is the local Administrative Entity for the Workforce Innovation and Opportunity Act (WIOA) funding, invites the submission of written proposals for the provision of a **Youth Work Experience Program to eligible Out-of-School Monmouth County Youth** for the period of April 3, 2023 through December 31, 2023 with one (1) one-year renewal option. The services within this RFP are supported by the New Jersey Department of Labor (NJDOL) with funds from the United States Department of Labor (USDOL), through the Workforce Innovation and Opportunity Act (WIOA), totaling \$200,000. The total amount of funding to be awarded under this RFP is 100% WIOA federal funding.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3<sup>rd</sup> Floor, 1 East Main St., Freehold, New Jersey 07728, **by 10:30 a.m., on Tuesday, February 14, 2023**, at which time the proposals will be opened and read in public, in the Commissioner Meeting Room, 2<sup>nd</sup> Floor, Hall of Records. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals should be in a sealed envelope, labeled with the project name, project number and the name and address of the Contractor.

Proposal packets are available by downloading the specifications at [www.visitmonmouth.com/purchasing](http://www.visitmonmouth.com/purchasing) under "Upcoming Competitive Contracts". Potential Contractors must download the Request for Proposals. Questions concerning the Request for Proposals should be directed to Yolanda Taylor at (732) 683-8850, extension 2211 or by email to [yolanda.taylor@dol.nj.gov](mailto:yolanda.taylor@dol.nj.gov).

A Technical Assistance conference will be held **Tuesday, January 31, 2023 at 9:30 pm via Zoom:**

The Zoom link will be sent to you the day before the technical assistance meeting.

Please RSVP by email to [yolanda.taylor@dol.nj.gov](mailto:yolanda.taylor@dol.nj.gov). You must register in order to obtain the Zoom link for the technical assistance conference.

Although this conference is not mandatory, it is highly recommended that a representative from every agency who potentially plans to respond to this RFP attend this conference. This meeting is intended to assist prospective Contractors regarding the proposal and its submission.

Questions from the Technical Assistance conference will be answered and posted on the Monmouth County website [www.visitmonmouth.com/purchasing](http://www.visitmonmouth.com/purchasing) as a clarification/addendum. It is the sole responsibility of the Contractor to be knowledgeable of all addenda related to this procurement. Therefore, interested Contractors should check the website throughout the RFP process for any updates. Technical assistance regarding the submission of the RFP will not be available at any other time after the conference.

Proposals will be evaluated and a contract will be let under the competitive contracting provisions of the Local Public Contracts Law and related regulations.

The Contractor will be required to comply with the current requirements of *N.J.S.A. 10:2-1* (Anti-Discrimination in Employment), *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.* (Equal Employment Opportunity), 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act), *N.J.S.A. 52:32-44 et seq.* (New Jersey Business Registration) and *N.J.S.A. 52:15C-14(d)* (*N.J.A.C. 17:44-2.2*) (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Monmouth County Board of County Commissioners.

THOMAS A. ARNONE, Director  
TAMARA BROWN, Clerk of the Board  
HELEN P. FIORE, Director of Purchasing

**\*\*\*Responses are to be submitted in sealed envelopes and labeled: "CC-11-2023"**