

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

**IMPLEMENTATION OF AN ON-THE-JOB TRAINING PROGRAM, ADMINISTERED BY
THE DIVISION OF WORKFORCE DEVELOPMENT, FOR THE PERIOD OF APRIL 1, 2021
THROUGH DECEMBER 31, 2021 WITH TWO (2) ONE-YEAR RENEWAL OPTIONS**

RFP # CC-6-2021

The County of Monmouth, which is the local Administrative Entity for the Workforce Innovation and Opportunity Act (WIOA) funding, is requesting proposals for the provision of an On-the-Job Training Program for the period of April 1, 2021 through December 31, 2021 with two (2) one-year renewal options.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main St., Freehold, New Jersey 07728, by 10:30 a.m., on Tuesday, March 2, 2021, at which time the proposals will be opened and read in public, in the Commissioners Meeting Room, 2nd Floor, Hall of Records. Late proposals will not be accepted.

Under the State of Emergency at this time in-person public gatherings and attendance are prohibited in County buildings. Due to the restrictions this PROPOSAL opening will be performed via Live-Stream on the Monmouth County's Facebook and YouTube web-sites. <https://co.monmouth.nj.us/page.aspx?id=128>

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 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.

A Technical Assistance conference will be held Thursday, February 11, 2021 at 3:00 p.m. via Zoom:

The Zoom link will be sent to you when you register for the technical assistance meeting.

The Conference is expected to begin promptly at 3:00 p.m. Please RSVP by calling (732) 683-8850, extension 2211 or by email to 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 be in attendance at this conference. This meeting is intended to offer technical assistance to 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 as an 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
MARION MASNICK, Clerk of the Board
HELEN P. FIORE, Director of Purchasing

***Responses are to be submitted in sealed envelopes and labeled: "CC-6-2021".