

Request for Proposals

Program Year 2017

Contract Date: October 2, 2017 – June 30, 2018

Jersey City Employment and Training Program

in partnership with

City of Jersey City – Steven M. Fulop, Mayor

Out of School Youth Program

Proposals due on August 25, 2017 at 1PM

Must be emailed and mailed or hand-delivered to Nikketta Pressley

Jersey City Employment and Training Program

398 Martin Luther King Jr. Drive

Jersey City, NJ 07305

RFP questions due by August 14, 2017

JERSEY CITY EMPLOYMENT & TRAINING PROGRAM

EMPLOYMENT • REENTRY • TREATMENT



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1. Background

In July 2014, President Barack Obama signed the Workforce Investment and Opportunity Act (WIOA) into law. The majority of the law's provisions took effect on July 1, 2015. The act provides funds to all 50 States to help individuals develop skills to enter the workforce or qualify for higher paying jobs. A component of WIOA requires states to grant a portion of this funding to counties or large cities to provide specific employment-related services to youth, adults and dislocated workers. The City of Jersey City has chosen Jersey City Employment and Training Program (JCETP) to be the agency to administer WIOA funds on behalf of the City.

WIOA requires that no less than 20% of funds be spent on activities related to work experience and that no less than 75% of youth funding be spent on out-of-school youth. While WIOA requires no less than 75% of youth funding be spent on out-of-school youth, JCETP realizes that the out-of-school youth population described under WIOA has greater barriers to employment stability than the in-school population and without interventions are less likely to achieve long-term employment stability. For this reason JCETP has decided to dedicate 100% of our WIOA youth funding to programming for out-of-school youth. This RFP is designed to secure a vendor to design and implement an Out of School Youth Program that provides these services to help our City's at-risk youth overcome barriers to employment and secure careers that will help them achieve stable futures and long-term connections to the labor market.

2. Eligible Applicants

Any governmental, non-profit, educational institution or for-profit entity properly operating in accordance with Federal, State and local law with at least three years of experience providing services to the youth population may submit a proposal for consideration. Minority-owned and women-owned businesses are encouraged to apply. Additionally, to receive consideration, a respondent must be on the State of New Jersey Department of Labor and Workforce Development's Eligible Training Provider List.

3. Important Dates

Proposals are due on Friday, August 25, 2017 at 1 PM .Other important dates in the RFP process include:

Release of RFP Ad: Friday, July 28, 2017

Intent to Apply Due: Monday, August 7, 2017

Technical Bid Questions Due: Email questions to npressley@jcetp.org by Monday, August 14, 2017

Answers to Questions Released: Posted at www.jcetp.org on Friday, August 18, 2017

Proposals Due: Friday, August 25, 2017 at 1 PM

Award of Bid: Monday, September 18, 2017

Expected Program Start Date: Monday, October 2, 2017

4. Youth Eligibility

Youth served under this RFP must meet the following qualifications:

Mandatory

- Not currently enrolled in school;
- Authorized to work in the United States;
- Registered for the Selective Service (if applicable);
- Age 16-24;
- Jersey City Resident; and one or more of the following;
 - A school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is
 - Basic skills deficient; or
 - An English language learner;
 - An individual who is subject to the juvenile or adult justice system;
 - A homeless individual of the Violence Against Women Act of 1994, a homeless child or youth of the McKinney-Vento Homeless Assistance Act, or a runaway;
 - An individual in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance of the Social Security Act, or in an out-of-home placement;
 - An individual who is pregnant or parenting (parenting includes involved fathers);
 - An individuals with a disability;
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. Also includes a youth living in a high-poverty area. [WIOA Sec. 3 (36) (A)]

Depending on the goals of the proposed program, the applicant may include additional screening requirements in their proposal. An example would be a program that provided career pathways in the construction and medical fields may include the additional requirement of enrollees demonstrating an interest in one of these fields.

5. Performance Period and Funding Levels

JCE/TP will award funding to one or more entities that demonstrate an ability to effectively deliver and manage services as described herein. The RFP covers a period of one year: October 2, 2017- June 30, 2018. The initial term of this contract will be a 1 year contract period from October 2, 2017 to June 30, 2018. JCE/TP reserves the right to renew contract agreements for up to two additional one year periods (July 1-June 30) based on the delegate agency's achievement of benchmarks and funding availability. Although a proposed budget must be submitted with this proposal, prior to signing a contract with an applicant, JCE/TP reserves the right to negotiate costs and service levels. Budgets should be developed assuming that between 50 and 100 out-of-school youths will be enrolled in the program per contract period.

6. WIOA Out of School Youth Program Requirements

WIOA was designed to provide services for youth beginning with career exploration and guidance, continuing with support for educational attainment, following with opportunities for skills training in in-demand occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. To support this career pathway approach, WIOA includes a requirement to offer social service interventions that foster the stability necessary for at-risk youth to complete their education and training and maintain a long-term connection to the labor market. While WIOA mandates that all of the following interventions need to be available to participants, services are to be tailored to individual participant needs. Youth entering the program are required to receive an assessment and Individualized Service Strategy (ISS) that outlines which of the following WIOA-mandated services they should receive:

- 1) Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
- 2) Alternative secondary school services, or dropout recovery services, as appropriate.
- 3) Paid and unpaid work experiences that have as a component academic and occupational education, which may include-
 - a) Summer employment opportunities and other employment opportunity available throughout the school year;
 - b) Pre-apprenticeship programs;
 - c) Internships and job shadowing; or
 - d) On-the-job training opportunities.
- 4) Occupational skill training with priority consideration for training programs that lead to recognized stackable credentials that are aligned with in-demand industry sectors or occupations.
- 5) Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster.
- 6) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
- 7) Supportive services.
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate.

- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- 11) Financial literacy education.
- 12) Entrepreneurial skills training.
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- 14) Activities that help youth prepare for and transition to postsecondary education and training.

In addition to the service requirements listed above respondents to this RFP will receive positive scoring consideration based upon their ability to provide the following additional program elements:

- High school equivalency classes resulting in a High School Diploma or equivalent certification;
- Work Readiness Instruction;
- Paid work experience contingent on participation in other elements of the ISS;
- Driver's Education;
- Computer Skills (including keyboarding, Microsoft Word and Microsoft Excel);
- Individual and group mentoring;
- Vocational training leading to a recognized post-secondary credential;
- Job placement assistance; and
- Case Management including referrals to appropriate support services.

7. Participant Performance Measures

Although funded programs must provide an array of interventions that meet the statutory requirements of WIOA, the true measure of success is not whether programming is provided but whether those services result in positive changes in participants' lives. As such, the New Jersey Department of Labor and Workforce Development (LWD) has identified the following metrics, which will be used to measure the effectiveness of funded programming:

- Youth Placement Rate Q2 (**Target 73%**)- Number of youth entered employment, education or occupational skills training during 2nd quarter after exit (after exit is defined as the time period after the participant's last date of service in the program).
- Youth Placement Rate Q4 (**Target 61%**)- Number of youth entered employment, education or occupational skills training during 4th = quarter after exit.
- Median Earnings- The midpoint of wages earned during the 2nd quarter after exit for all exiters with wages in the 2nd quarter after exit.

- Credential Rate (**Target 83%**)- Number of exiters that were in post-secondary education or training and obtained credential during or within one year after exit PLUS exiters that were in secondary education program and obtained a secondary school diploma or equivalent during or within one year after exit AND were also employed or enrolled in education/training leading to credential within one year after exit.
- Measurable Skill Gains - Number of in-program participants in an education or training program that leads to a postsecondary credential or employment and are achieving skill gain in one or more of the following:
 1. Educational Achievement
 2. HS Diploma or Equivalent
 3. Training milestone
 4. Skills progression

8. Service Requirements for Awarded Applicant and Partners

WIOA section 681.400 explains which services must be provided by an entity selected through awarding a contract on a competitive bases and which can be provided by the local area (JCETP.) The section cites WIA regulation 664.405, which states that the requirement for “eligible providers of youth services be selected by awarding a grant or contract on a competitive basis does not apply to the design framework component.” WIOA section 681.420 defines the framework as including, “an objective assessment; an individual service strategy, which programs must update as needed to ensure progression through the program; and general case management; and follow-up services that lead toward successful outcomes for WIOA youth program participants.”

The Out of school youth program will operate as a partnership between JCETP and the awarded vendor(s.) JCETP will provide the following services:

- A. Collection and verification of eligibility and eligibility documents;
- B. Support case management including referrals to appropriate support services and follow-up services for a year after program completion; and
- C. Support participant recruitment and provide referrals to the vendor;

It is expected that the applicant may develop partnerships with other providers. The applicant and their partners are required to deliver the 14 program elements listed in section 6 and the services listed below. In the event that the lead applicant does not directly provide all of the required services, it is responsible for ensuring that its partners provide these services in accordance with what is outlined in the response to this RFP.

- A. Manage participant recruitment.
- B. Complete a thorough intake interview and collect eligibility documentation for enrollment into the program.
- C. Provide an objective assessment of academic levels, skills levels and service needs of each participant. Where it is appropriate to use a recent assessment of a participant from another agency, a new assessment shall not be required.

- D. Administer assessments and complete and update Individual Service Strategies (ISS), where it is appropriate to use a recent ISS from another agency, a new one is not required.
- E. Preparation for a High School Equivalency (HSE) Exam which must include, but should not be limited to, tutoring and study skills training.
- F. Work readiness instruction, which must include, but is not required to be limited to
 - i. Employment-based computer training (online job search including online application instruction)
 - ii. Resume development instruction
 - iii. Interview skills training (including videotaped mock interviews)
 - iv. Instruction in workplace culture
 - v. Career exploration
- G. Financial literacy instruction, which must include, but is not required to be limited to:
 - i. Budgeting and creating savings
 - ii. Credit cards, credit reports and debt
 - iii. Establishing bank accounts including an understanding of banking rates and fees
 - iv. Identity theft security of personal information
- H. Entrepreneurship instruction
- I. Work experience, which can include paid work for a nonprofit or government agency. Wages may be financed with grant funds. Youth must be required to participate in other aspects of their individual service plan in order to be paid for work. WIOA requires that no less than 20% of funds be spent on work experience. The following may count toward this expenditure requirement:
 - i. Wages paid to participants for work experience
 - ii. Staff time identifying work experience opportunities
 - iii. Staff time spent ensuring successful work experience is successful
 - iv. Participant work experience orientation
 - v. Classroom training or required academic component directly related to work experience
 - vi. Orientation for Employers
- J. Vocational training with priority consideration for training programs that lead to employer-valued credentials. Training programs must provide job placement assistance.
- K. Transportation assistance to program activities. This may be in the form of bus or light rail passes.
- L. Driver's Education (classes, scheduling, permits, and driver's tests)
- M. Computer Skills (including keyboarding, Microsoft Word and Microsoft Excel)

To minimize travel requirements, it is preferred that the applicant ensure that HSE instruction, workplace readiness, financial literacy, driver's education and entrepreneurship instruction all occur in one location and that there is space made available at that location for volunteer mentors to meet with out of school youths. Additionally, while multiple partners can provide this array of services, it is also preferred that the provider that offers HSE instruction also provide the workplace readiness instruction.

9. Proposal Components and RFP Scoring

Executive Summary

Include a summary of your proposal narrative (maximum two pages double-spaced.)

Applicant Qualifications (20 Points)

Describe your organization's history, mission, programs, and experience serving youth.

Program Design (30 Points)

Describe your proposed program design that meets the requirements outlined in Section 7. If a partner is providing a service, indicate the name of the partner. Your narrative should include descriptions of the following:

- Enrollment criteria for youth and any instruments you would like used for screening;
- High School Equivalency curriculum and how testing will occur frequently with specific dates;
- Vocational training activities and how they will lead to employer-valued credentials;
- How you will assess grade level improvement at program completion;
- How worksites for subsidized employment will be secured, what youths' work will entail, wages and how payment for subsidized employment will be made contingent on participation in other program activities;
- A weekly schedule of activities including hours per week and number of weeks (including start and end dates) each activity will occur;
- A strategy for keeping youth engaged in the program and the actions to be taken if youth does not attend regularly or leaves the program before completion;
- How youth will be connected with unsubsidized employment, occupational skills training or college at the conclusion of the program;
- Job descriptions, including required qualifications, of all positions delivering services described. If a position is occupied or a candidate has been identified, include a resume as well. Job Descriptions and resumes should be included with the proposal attachments and are not counted in narrative page limits.
- Anticipated outcomes showing number of scholars who you expect to be placed in employment or enrolled in college or occupational skills training; number you expect to attain a degree or recognized certificate; and both the number of out of school youths who you anticipate being assessed below a 9th grade reading or math level at enrollment and the number **of those youth** who will improve at least two functional levels by the end of the program.
- For each partner, list the services that they will provide and their qualifications to provide this service. If there are no partners, this fact should simply be stated.

Applicant Systems and Procedures (30 Points)

- Attach resumes for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time, as well as any special skills or certifications of staff that describe the staff's ability to meet the psycho-social-emotional needs

of young adults. If you anticipate the creation of additional positions in response to this RFP, please provide job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission. Identify the annual staff turnover rate for the past 3 years and address turnover among direct staff serving youth and key manager positions.

- Describe the methods to be used to recruit youth for services of your agency.
- What are the requirements for attendance in program activities? What is the policy regarding termination for poor attendance/tardiness? Attach a list of site closings (holidays/dates on which training will not be conducted).
- Can your organization provide comprehensive counseling and guidance? If yes, describe the method of providing this service to participants while in the a) application b) enrollment/active; and c) follow-up phase of the program.
- How will you assure that the services planned for the youth are received and goals are met? What documentation will be used as verification of goal/competency and skills attainment?
- Describe the methods to be used to ensure that participants remain on their targeted career path and receive assistance in their transition to continuing education and/or unsubsidized employment.
- Describe collaboration with other organizations to provide services to participants. This should include support type services such as child-care, public transportation, health care, temporary shelter, meals, other expenses, personal and/or financial counseling. Explain how participants will access these services.
- Describe the systems that will be used to report programmatic and fiscal activities and how they will be used to exercise management control of the program/activity.
- Describe the internal controls that will be utilized for maintaining records and documents related to the program/activity.
- Describe the administration of the proposed program/activity. Include an organizational chart clearly showing the existing and proposed staffing and lines of authority. Attach job descriptions and qualifications (**not** resumes) of program staff
- Describe the process of internal monitoring and evaluation to ensure a) program quality; b) customer satisfaction; and c) contract compliance. How will this information be used to improve the provision of services to participants?
- Describe how direct service staff as well as volunteers, mentors and any others that will be working directly with youth, will be recruited, screened and trained.
- Please describe or explain any other organizational or administrative aspects of your agency that you believe will have an impact on the provision of services to WIOA youth participants.

The Applicant Qualifications, Program Design and Applicant Systems & Procedures should not exceed 20 double spaced pages. This limit does not include resumes and job descriptions, which should be submitted as attachments.

Proposed Cost and Participant Service Levels (20 Points)

Line item costs for delivering the services described should be delineated in a chart matching the one provided on page 10 of this RFP. This chart should be accompanied by a budget narrative, which lists how each cost was calculated and why the expense is necessary for the operation of the program.

10. Payments to Vendors

After a contract is awarded and service provision begins, JCETP will make payments to the lead applicant upon receipt of documentation of services provided. Documentation will include student sign in sheets, bi-weekly progress reports, placement forms with supporting documents, work site data forms and reimbursement forms. The lead applicant will be paid directly for their partners' services and be responsible for providing documentation that those services occurred and ensuring they are provided in accordance with what is described in the RFP submission.

The lead applicant will also process payroll for out-of-school youths for the work experience portion of the program.

JCETP will pay the lead applicant directly upon submission of documentation of student hours completed, and contingent upon the lead applicant meeting agreed upon benchmarks consistent with the outcome measures set forth in Section 7.

11. Submission Format

1. Executive Summary: maximum of 2 pages (double-spaced, Times New Roman 12-point font.)
2. Narrative: maximum of 20 pages (double-spaced, Times New Roman 12-point font.)
3. Budget (Including weekly stipends for youth if applicable)
4. Budget Narrative
5. Job Descriptions and Resumes

An original and 4 copies of these five components should be included in the proposal submission along with 1 copy of the required attachments outlined in Section 12.

The proposal submission should be mailed or hand delivered to:

Nikketta Pressley
Out of School Youth Program Manager
Jersey City Employment and Training Program
398 Martin Luther King Drive
Jersey City, NJ 07305

A complete copy with all components must be emailed to npressley@jctep.org with Youth RFP Submission in the email subject line. Proposals must be received by 1pm on August 25, 2017.

12. Protest Procedures

Appeals of any award determinations may be made only by the respondents to this RFP. All appeals must be made in writing and must be received by JCETP at the address below no later than seven (7) days after the announcement of the award decision. The written request must clearly set forth the basis for the appeal.

No appeals related to award recommendations and amounts will be considered. Differences of opinion about the merits of proposals recommended for funding are not grounds for submitting an appeal.

Appeals will be considered only on the basis of:

- Violations of the Workforce Investment Opportunity Act;
- Violations of the New Jersey Local Public Contracts Law;
- Violations of the New Jersey Local Unit Pay-to-Play Law or the City of Jersey City Contractor Pay-to-Play Reform Ordinance;
- Violations of the rules and policies of the Hudson County Workforce Development Board;
or
- Failure to comply with the review/scoring procedures set forth in this RFP.

Appeal correspondence may be addressed to:

William Lim, Esq.
General Counsel
Jersey City Employment & Training Program
398 Martin Luther King Drive
Jersey City, NJ 07305

JCETP will respond in writing to the protester within fourteen (14) days of the close of the appeal period, provided the appeal was received within the accepted timeframe. The response will include the final decision on the appeal and the basis for the decision. Awards will not be considered final until all timely appeals have been reviewed and final decisions rendered.

JCETP reserves the right to cancel this RFP, to reject any and all proposals, and to negotiate with the selected provider prior to entering into any written agreement. An accepted proposal becomes the basis for a written agreement, but is subject to negotiation prior to being finalized. JCETP reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so, as determined by the JCETP Board of Directors.

13. Required Documents, Assurances and Certifications

One complete set of the following documents must be submitted with the proposal package:

1. Proposal Cover Sheet (attached)
2. Most Recent Audited Financial Statements
3. List of Board of Directors and their affiliations
4. Proof of Tax Exempt Status or NJ Business Registration Certificate
5. Certifications & Representations (attached)
6. Certification Regarding Lobbying (attached)
7. Stockholders Certificate (attached)
8. Certification Regarding Debarment (attached)

9. Non-Collusion Affidavit (attached)
10. Letters of commitment or MOUs from partner organizations specifying the services they will provide under this program
11. Insurance Certificate: Upon award of a contract, applicant must provide a Certificate of Insurance with minimum limits of automobile and general liability insurance of \$1,000,000 per occurrence, \$2,000,000 combined single limit naming JCETP and the City of Jersey City as additional insured. (due at time of contract award)
12. Copy of NJDOL approved training program service description on the Eligible Training Provider List; to include training service location, total hours, credentials and itemized cost.

Proposal Cover Sheet

A. Name of Applicant _____

Type of Organization (check one)

Nonprofit ___ Educational Institution ___ Government Agency ___ For profit ___ Other (specify) _____

Address _____ City _____ State, Zip _____

Mailing Address (if different) _____ City, State, Zip _____

Contact Person and Title _____

phone _____ email _____

B. Names of Partners Providing Services

5. Name _____ Contact _____ email _____ phone _____

6. Name _____ Contact _____ email _____ phone _____

7. Name _____ Contact _____ email _____ phone _____

8. Name _____ Contact _____ email _____ phone _____

9. Name _____ Contact _____ email _____ phone _____

10. Name _____ Contact _____ email _____ phone _____

C. Number of youth anticipated enrolling in the program _____

D. Amount requested in this proposal \$ _____

E. Cost per youth enrolled (D/C) \$ _____

F. Dates of program operation Start _____ Completion _____

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the grant is awarded.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

Proposal Budget Form

	Grant Funds (applicant)	Grant Funds (partner org.)	Name of Partner	In Kind Contribution	Total Program Cost
Personnel					
Position Title #1					
Position Title #2					
Position Title #3					
Fringe					
Non-Personnel Costs					
Work Experience (can include items from section 8)					
Rent					
Supplies					
Cost for applicant to oversee services provided (work experience, partner org. services, etc.)					
Total					

CERTIFICATIONS & REPRESENTATIONS

I, _____ (Name), _____ (title), of

_____ (applicant agency), hereby certify and represent the following:

1. That I am legally authorized by the applicant agency to make this offer on their behalf and authorized to bind them to the price and other representations made herein;
2. That the information contained in this application and all attachments are true and correct to the best of my knowledge and belief;
3. That I will permit official representatives of Jersey City Employment & Training Program, Inc. to access facilities, staff and records for the purpose of verifying the information contained in this proposal and collecting any additional information related to its qualifications as a service provider; and
4. That the budget information submitted, either actually or by specific identification in writing in support of the proposed program are accurate, complete, and current as of the date indicated below. This proposal is valid for 90 days from the date of receipt by the Administrative Entity.
5. That in performing services I know of no circumstance that would constitute a conflict of interest, financial or otherwise, between myself or my organization and the Jersey City Employment & Training Program, Inc., its members or with the interest of Jersey City Employment & Training Program, Inc. in general. I further certify that I know of no circumstances or relationships between myself or my firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services. The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the services contained in the solicited Request for Proposal.

SIGNED THIS _____ DAY OF _____, 2016:

Signature of Authorized Representative

Name/Title

WITNESS:

Signature

Name/Title

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND
COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standards Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreement) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

Name of Authorized Representative	Signature	Date
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STOCKHOLDERS CERTIFICATE

List the names and addresses of all stockholders who own ten percent or more of its stock. If none, so state. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock or the individual partner's owning 10% 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.

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

NAME _____ ADDRESS _____

PERCENTAGE OF OWNERSHIP _____

Organization

Name of Authorized Representative Title

Signature Date

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register, (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON
FOLLOWING PAGE, WHICH ARE AN INTEGRAL PART OF THE
CERTIFICATION.**

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Certification Regarding Debarment, Suspension, Instructions.

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the Administrative Entities if at any time the prospective recipient of Federal assistance funds learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal", "proposal," and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the Administrative Entities for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the State or City.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the City may pursue available remedies, including suspension and/or debarment.

**NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

STATE OF NEW JERSEY)
(ss
COUNTY OF _____)

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

I am _____ of the firm of _____, the bidder making Proposal with full authority so to do; that said bidder 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 named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that Jersey City Employment & Training Program, Inc. relies upon the truth of the statements contained in the said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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 Respondent)

Subscribed and sworn to _____
(Also, type or print name of affiant under signature.)

before me this _____ **day**
of _____, 20__

Notary Public of

My commission expires _____, 20__.