

## **North Jersey Partners Request for Quote for Grant Manager**

North Jersey Partners issues a Request for Quote. (NJP) is a regional 501c (3) workforce organization established in 2008 through WIRED grant, with the responsible for developing a regional workforce development plan. North Jersey Partners Incorporated in 2018 as a 501(c) 3 (NJP) is an innovative and strategic regional partnership of public, private, and government organizations collaborating to ensure that a talented and skilled workforce will help drive economic growth in northern New Jersey. NJP was supported in 2008 with an initial investment of \$5.1 million provided by the U.S. Department of Labor through the Workforce Innovation in Regional Economic Development (WIRED) Initiative, and has continued to evolve as a regional partnership.

The NJP service area encompasses Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union, Middlesex and Warren counties in northern New Jersey. Bordering the Delaware River, New York City, and the Atlantic Ocean, this region includes more than 4.2 million people and over half of New Jersey's private sector jobs. It is a national economic powerhouse, and home to many global corporate leaders. It is an attractive, diverse region that also hosts some of the richest and poorest communities in our nation. NJP invites proposals for National Emergency Grant-Dislocated Worker Grant manager. The request for a quote consists of five parts: Part A: General Information Part B: Proposal Instructions Part C: Statement of Work Part D: Proposal Review Process

### **Part A: General Information**

New Jersey Department of Labor released NGO FY 21 COVID-19 Dislocated Worker Grant. A proposal to promote employment and sustainable careers for workers dislocated due to COVID-19 was submitted by Morris-Sussex-Warren Workforce Development Board on behalf of North Jersey Partners. NJP received notice of award in October 2020.

North Jersey Partners (NJP), the consortium of Workforce Development Boards (WDBs) is working in collaboration with the training partners William Paterson University- Camp 4 and the professional organization American Production and Inventory Control Society-Northern NJ Chapter, dba APICS Greater North Jersey Chapter. In response to the COVID-19 pandemic, specific training programs have been developed to train and employ dislocated workers. These training programs are for Salesforce Administration Certification, APICS Certified Production and Inventory Management (CPIM), and Certified Supply Chain Professional (CSCP). The training will provide displaced workers with skills sets that will aid in their transitioning into high-skill, high-growth, and demand occupations necessary for recovery from the impact of COVID-19. The training will enable individuals to obtain livable wages and career pathways for continued financial growth. The training will result in industry-recognized credentials which will alleviate businesses of extensive training and long acclimation periods so they can quickly, effectively and efficiently respond to business recovery, reorganization, rebuilding and growth strategies that are critical for success in the new workforce economy. The applicant and lead agent on the grant is North Jersey Partners and training providers are listed on ETPL. To ensure participants' success, these industry credential-based programs optimize the participants' hours of training to produce work experience portfolios and mentoring by industry professionals as a direct pathway to post-completion local employment in the essential industry sectors of the Northern New Jersey economy. In addition to relevant instructor-led online study, students will be required to pass globally recognized credentialing exams, which are applicable across industry sectors. After completions of all coursework, work experience projects and

mentoring hours, participants will have an opportunity to apply for jobs with training partner's membership and clients.

### **Part B: Proposal Instructions**

For a proposal to be considered, it must be delivered electronically to Jane A. Armstrong, [jarmstrong@co.morris.nj.us](mailto:jarmstrong@co.morris.nj.us) by Monday, October 26, 2020. Proposals submitted past the due date will not be accepted. Respondents will be contacted for an interview and discussion of proposal content.

Each proposal should provide a contact person and should be sufficiently comprehensive as to not require additional meetings or communications in order for NJP to evaluate it against other proposals. All proposals must be organized according to the following topics and sequence:

1. Respondent's name, corporate information, FEIN
2. Executive Summary of proposal
3. Respondent's qualifications, grant compliance and fiscal management experience and the delivery of enrollment, completion, and employment outcomes during the grant period
4. Identification of key personnel, their qualifications and roles under the proposal
5. Description of a proposed grant delivery and management approach with timeline
6. Budget include cost per hour and proposed cost for the scope of work. Funds will be subject to state of NJ and federal policies
7. Summary and examples of current grant management and related work for government agencies and other related organizations. The nature of the work as well as the initiation and completion dates of that work must be described.
8. References, provide two, from existing or recent clients

### **Part C: Statement of Work**

The details of the New Jersey Department of Labor released NGO FY 21 COVID-19 Dislocated Worker Grant is found on the NJDOL website.

[https://www.nj.gov/labor/programs/grants/dwg\\_ngo.html](https://www.nj.gov/labor/programs/grants/dwg_ngo.html)

The NJP response to the NGO is found on the Morris-Sussex-Warren Workforce Development Board website.

<https://mswwdb.org/>

### **Part D: Proposal Review Process**

Proposals reviewed by a subcommittee of NJP. Scoring criteria will total 100 points.

- Documentation of experience within the proposal's scope of work (50 points)
- Demonstrate understanding of the proposal and the ability to meet proposal criteria (30 points)
- Relevant referrals which document past management experience and achievement of grant outcomes (10 points)
- Include innovative strategies in assisting with achieving grant outcomes (10 points)