

# **Essex County Workforce Development Board**

## **REQUEST FOR PROPOSAL**

for

### **Workforce Innovation and Opportunity Act ADULT and DISLOCATED WORKER SERVICE PROVIDER FOR CAREER SERVICES**

**Initial Funding Period November 2, 2026 – October 31, 2027  
Optional One Year Renewal Period November 1, 2027 – October 31, 2028**

*Request for Proposal Release Date: June 11, 2026  
Proposals Due Date: July 17, 2026*

*Equal Opportunity Employer/Program  
Auxiliary Aids and Services Available upon Request to Persons with Disabilities  
Language assistance services are available free of charge to individuals with Limited English Proficiency*

*The WIOA Title I Adult and Dislocated Worker Programs bid solicitation is 100% supported by the Employment and Training Administration of the USDOL*

*A portion of the funding for Career Services comes from the Work First NJ (WFNJ) Allocation received by the county*

Please be advised that any funding provided by WFNJ is subject to the following that appears in our contract with the New Jersey Department of Labor and Workforce Development:

80% of the TANF and SNAP participants must obtain employment and 60% need to be retained for ninety (90) days. If these goals are not met there will be a reduction or rescission of funding.

## Introduction to the Local Area

Essex County Workforce Development Area is a single county Local Workforce Development Area. It has a business-led Board of Directors that engages businesses to link the services of the local workforce system with the needs of the private sector. The Essex County Workforce Development Board (Workforce Board) is a division under the Department of Economic Development, Training and Employment. The Workforce Board is charged with providing oversight of programs and services for the Division of Training and Employment and the Essex County Job Center. The Chief Elected Official for Essex County is the Essex County Executive.

The Essex County Workforce Development Board supports the State of New Jersey's vision for the workforce system outlined in its 2024-2027 WIOA State Plan:

*"Our vision is to reestablish New Jersey as an economic and innovation leader, as a place where diverse talent, companies, and ideas flourish, where real pathways exist to the middle class, where all residents can prosper in the economy, without compromising an environmental stewardship, fiscal prudence, and higher labor standards."*

The Essex County workforce system is designed to provide a full range of services and assistance opportunities to job seekers looking for work and employers looking for workers.

Established under the Workforce Innovation and Opportunity Act, the Essex County One-Stop Center offers referrals to employment, work-based learning opportunities, career counseling, job listings, recruitment and incentive services to employers, access to training programs and similar employment-related services. Career services are listed later in this request for proposal. In addition, the Essex County workforce system also has a business service team that works directly with employers to meet their specific staff needs at no cost to the employer. Services available to employers include online posting of job vacancies, screening of applicants, job seeker resume searches, applicant referrals, individual hiring events and job fairs, training subsidies, access to interview space within local offices, video conferencing accessibility for long distance interviews, and Rapid Response assistance to employers dealing with layoffs or company closure.

The Essex County Workforce Development Board's strategic vision is to ***be a leader in workforce development, with a highly skilled and adaptable workforce that meets the needs of employers and attracts new businesses to the county.***

This vision is based on four pillars:

1. **Alignment:** The Workforce Development Board will align its programs and services with the needs of employers and the goals of the county's economic development plan.
2. **Access:** The Workforce Development Board will ensure that all residents have access to the education, training, and support services they need to succeed in the workplace.

3. **Innovation:** The Workforce Development Board will be innovative in its approach to workforce development and will develop and implement new programs and services to meet the changing needs of the workforce.
4. **Accountability:** The Workforce Development Board will be accountable for the results of its programs and services and will track and report on its progress toward achieving its goals.

## **Request for Proposals**

The Essex County Workforce Development Board is seeking proposals for an experienced public, private, non-profit entity or consortium of entities to serve as the single service provider for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services.

The provision of these services is to be funded by the Workforce Innovation and Opportunity Act (WIOA), Title I, Public Law 113-128, which began July 1, 2015. The successful Offeror(s) will be selected based upon its demonstrated ability to provide these services. This Federal Law was implemented to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Mandatory core program partners include Adult/ Dislocated Worker/Youth, Wagner-Peyser, Adult Education and Literacy, and Vocational Rehabilitation, along with required partners specified in the Act. Offerors are strongly encouraged to read Training and Employment Guidance Letter 04-15 issued by the U.S. Department of Labor that outlines the vision for the One-Stop system under WIOA.

The three hallmarks of WIOA include:

1. The needs of businesses and workers drive workforce solutions, and local boards are accountable for this within the communities they serve.
2. One-Stop Centers provide excellent customer–centric services and focus on continuous improvement; and,
3. The workforce system supports strong regional economies and plays an active role in community and workforce development

WIOA is built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.

- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers they need to succeed in a global economy.
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers.
- Increase the prosperity of workers and employers and the economic growth of communities, regions, and states, and the global competitiveness of the United States.
- Provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized postsecondary credentials by participants.

Essex County Workforce Development Board (Board) oversees the Workforce Innovation and Opportunity Act (WIOA) funds for Essex County. Currently, Essex County serves as the fiscal authority and administrative entity. Essex County serves as support to the Workforce Board. The Board selected Essex County in the past to serve as One-Stop Operator and Service Provider for WIOA Title I funded Youth, Adult, and Dislocated Worker Services.

The Board has contracted with an independent consultant to solicit and facilitate the selection of an experienced single service provider for Adults and Dislocated Workers.

### **Resource Information**

Potential Offerors may get helpful background information from the Local Workforce Board website at [The County of Essex, New Jersey | Workforce Development Board](https://www.essexcountynj.org/workforce-development-board/)

The United States Department of Labor has a WIOA Online Community of Practice that provides information sharing needed to implement and maintain WIOA at: <http://on.workforcegps.org>.

WIOA law and regulations can be found at: [www.doleta.gov/wioa/](http://www.doleta.gov/wioa/)

The Essex County Workforce Development Board's WIOA Plan for 2024-2027 is available at: <https://essexcountynj.org/economic-dev-training-employment/>

### **Performance Requirements**

As a federally funded Title I program, the Workforce Development Boards of New Jersey are each responsible for meeting certain performance measures in order to continue receiving

funds for the WIOA program in New Jersey. The goal and actual 2025 performance measures for Essex County were as follows:

Performance Measure	PY25 Goal	PY25 Actual
<b>ADULT</b>		
Employment Rate 2 <sup>nd</sup> Quarter after Exit	68.00%	60.81%
Employment Rate 4 <sup>th</sup> Quarter after Exit	67.60%	61.76%
Credential Attainment	63.50%	61.11%
Measurable Skill Gains	62.00%	67.72%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$7368.00	\$9,230.76
<b>DISLOCATED WORKER</b>		
Employment Rate 2 <sup>nd</sup> Quarter after Exit	64.30%	60.87%
Employment Rate 4 <sup>th</sup> Quarter after Exit	68.30%	52.25%
Credential Attainment	68.40%	63.64%
Measurable Skill Gains	70.00%	84.85%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$9200.00	\$10,891.70

## Career Services

The following career services are expected to be available in Essex County's workforce system.

Basic Career Services	Individualized Career Services	Follow-Up Services
<ul style="list-style-type: none"> <li>• Eligibility Determination</li> <li>• Intake and Orientation Regarding One-Stop Services</li> <li>• Initial Assessment of Skill Levels</li> <li>• Labor Exchange Services</li> <li>• Referrals to and Coordination of Activities with Other Programs</li> <li>• Provision of Labor Market Information</li> <li>• Provision of Training Provider Performance and Cost Information</li> <li>• Provision of One-Stop Performance Information</li> <li>• Provision of Information in Usable and Understandable Formats and Languages About One-Stop Performance and Supportive Services</li> <li>• Provision of Meaningful Assistance to Individuals Seeking Unemployment Insurance</li> <li>• Assistance in Obtaining Financial Aid for Non-WIOA Training and Education Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive and Specialized Assessments of the Skill Levels and Service Needs</li> <li>• Development of Individual Employment Plans</li> <li>• Group Counseling</li> <li>• Individual Counseling</li> <li>• Career Planning</li> <li>• Short-Term Pre-Vocational (Work Readiness) Services</li> <li>• Internships and Work Experiences Linked to Careers</li> <li>• Workforce Preparation Activities</li> <li>• Financial Literacy Services</li> <li>• Out-of-Area Job Search Assistance and Relocation Assistance</li> <li>• English Language Acquisition and Integrated Education and Training Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling Regarding the Workplace</li> <li>• Additional Career Planning and Counseling</li> <li>• Assisting individuals and Employers in Resolving Work-Related Problems</li> <li>• Connecting Individuals to Peer Support Groups</li> <li>• Providing Individuals with Referrals to Other Community Resources</li> <li>• Providing Individualized Information about Additional Educational or Employment Opportunities</li> </ul>

## Request for Proposal Timeline

06/11/26	Request for Proposal Released and Posted on the Essex County Website and Mailed to Workforce Organizations
06/18/26	Deadline for Questions Due by 2:00 p.m. Central Time to Mary Ann Lawrence at <a href="mailto:malaw528@gmail.com">malaw528@gmail.com</a>
06/26/26	Q & A Posted on Essex County Website
07/17/26	Proposals Due Electronically by 2:00 p.m. Eastern Time to MaryAnn Lawrence at <a href="mailto:malaw528@gmail.com">malaw528@gmail.com</a>
08/04/26	Complete Review and Scoring of Proposals and Makes Recommendation to Board
08/13/26	Essex County Workforce Development Board Approval
09/02/26	Contract Written and Approved by County Admin and Forward to Workforce Board
10/07/26	Board of Commissioners Approval
11/02/26	Start of Career Services Delivery

## Estimated WIOA Funds Available

Proposals should be developed based on a maximum contracting 12-month period availability of approximately \$1.5 million for WIOA Title I Adult and Dislocated Worker career services. The actual budgets will be negotiated between the Essex County Workforce Development Board and the selected Offeror. Funding amounts are contingent upon finalized WIOA Title I allocations provided to the Essex County Workforce Development Board, and carryover dollars confirmed. The Essex County Workforce Development Board reserves the right to maintain program dollars the Essex County Workforce Development Board may need to cover program charges by the Board and/or for special projects they may want to fund.

## Questions and Answers

All questions regarding specifics of this RFP and proposal submissions must be via email in to MaryAnn Lawrence of PowerNotes LLC ([malaw528@gmail.com](mailto:malaw528@gmail.com)). No questions will be accepted after 2:00 p.m. central time on June 18, 2026. Questions will be answered and available on the Essex County Website <https://essexcountynj.org/economic-dev-training-employment/> on June 26, 2026.

## **Pre-Award Conditions**

WDB approval of a proposal does not negate the fact that the Offeror must meet certain pre-award conditions before contracts are executive:

- Offeror must indicate its ability to provide sufficient and qualified staff; maintain adequate fiscal, program, and management records; follow acceptable equal opportunity and affirmative action policies; and effectively administer training and employment programs.
- Offeror agrees to comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, the Non-Traditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all other applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34.
- Offeror shall not be subject to disbarment or suspension from receipt of Federal, state, or local funds; nor have a record of substandard performance in conducting training and employment programs.
- Offeror shall not have any outstanding monetary audit claims by the State of New Jersey or Essex County. If there are outstanding monetary audit exceptions, the Offeror must provide proof that sufficient non- state or non-federal funds are available to satisfy the claim prior to contract award.
- Offeror must provide an accurate listing of WIOA Title I contracts nationally and within the State of New Jersey in the last 2 years along with a contact name, phone number, and email. If the contract is no longer active, Offeror must indicate reason contract ended. Offeror agrees that the Essex County Workforce Development Board or its representative may contact any or all of the listed contacts.

## **Technical Details**

The contract will be from November 2, 2026 – October 31, 2027, and can be renewed for another year, November 1, 2027- October 31, 2028, at an adjusted funding level and contingent upon available funding. Career services is expected to begin October 1, 2026.

It is intended that one single service provider will be selected.

Please note that the Essex County reimbursement timeframe for vendors is approximately two to three months.

The Career Services staff is required by the State of New Jersey to use AOSOS for the MIS and data entry. The State of New Jersey has a system in place to do background checks for

approval of staff to use the system. In addition, any new staff utilizing AOSOS will need training prior to use of the system.

The Successful Offeror will be required to agree to the contract and/or agreement General Terms and Conditions, have all controls securely in place, and agree to comply with any policies created by the Essex County Workforce Development Board and any applicable Federal or State policies, regulations, or laws. The Successful Offeror to this request for proposal may be expected to participate in contract negotiations to establish the exact services to be provided and the costs of those services if a proposal needs clarification. The final negotiated proposal narrative and budget schedule will constitute the Statement of Work for the contract and/or agreement. Applicants are advised that most documents in the possession of the consultant and/or Essex County, and upon completion the Board Administration, are considered public records and subject to disclosure under New Jersey Public Records Law.

This request for proposal does not commit the Essex County Workforce Development Board or Chief Elected Official to direct the award of a final contract and/or agreement and will not pay any costs incurred in the preparation of a proposal to this request. Essex County reserves the right to request additional data, discussion, or presentation in support of written proposals. The Essex County Workforce Development Board may reject any or all proposals received and reserves the right to cancel in whole or in part this Request for Proposal if it is in the best interest of the Local Workforce Area to do so.

An Offeror may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract non-compliance with the Essex County Workforce Development Board or any other funding source. Subcontracting is not permitted.

Offerors who have submitted a proposal may protest the award of the contract according to the following process:

1. Protests must be filed electronically and be received by the Board's consultant at malaw528@gmail.com by August 20, 2026, All protests are public information after the protest period ends. The consultant will forward the protest to Essex County Purchasing for review.
2. All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a State or Federal contracting law, rule, or regulation applicable to the contracting process.
3. During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements.

Any such requests must be fully responded to within the time designated. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this Request for Proposals.

4. Essex County will review the protest and will issue a written response that is intended as a complete and final answer to the protest. A response will be issued no later than August 26, 2026.

## **Eligible Applicants**

Organizations eligible to submit proposals may fall within any of the following categories:

- Governmental Agencies
- Private Non-Profit Organizations
- Private For-Profit Businesses
- Educational Entities
- Consortium of entities that at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area.

## **Addenda to this Request for Proposals**

At the discretion of the Essex County Workforce Development Board or Essex County, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on the Essex County Workforce Development Board website indicated above. Any clarification will become an addendum to this RFP.

Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA updates, changes to performance measures, and revisions to the timeline).

## **Public Records**

Offerors are advised that documents in possession of the Essex County Workforce Development Board are considered public records and subject to disclosure under the Freedom of Information Act.

## **Roles and Responsibilities**

### **Adult and Dislocated Worker Service Delivery**

The Successful Offeror will provide jobseeker services and business services for the WIOA Title I Adults and Dislocated Workers Programs.

Adult and Dislocated Worker Activities, according to the WIOA, include eligibility determination, outreach and intake, initial assessment of skills, supportive service needs, job search and placement assistance, career counseling, provision of information on in-demand occupations and non-traditional employment, recruitment and other business services for employers, referrals to other One-Stop partner programs and other available programs in the communities, provision of labor market information, information on supportive services available through other programs, information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA, comprehensive skills assessments, in-depth interviewing and evaluation of barriers to employment, development of an Individual Employment Plan, group counseling, career planning, short-term prevocational services, soft skills training, work experience, financial literacy, out of area job search, training services, occupational skills training, supportive services, on-the-job training, incumbent worker training, private sector training programs, skill upgrading and retraining, job readiness training, adult education and literacy activities and follow-up services.

### **Business Services**

The focal point of the workforce system is business and industry. The Successful Offeror will be the lead and work with a local business services team comprised of partner agencies to provide business development and job development activities.

- **Access to Facilities** – use of Workforce Center facilities by a business for a variety of purposes such as meetings, trainings, orientations, interviews, etc.
- **Assessments** – any test or assortment of tests used to measure the skills, interests and/or personality traits of a jobseeker, potential employee, or current employee.
- **Business Education** – seminars, round tables, workshops, focus groups, etc.
- **Business Information** – information given to a business pertaining to a variety of incentive programs or other information requested that provides a benefit to that business.
- **Hiring Events** – a customized event for a single employer that assists with recruiting, interviewing, and hiring of one or more positions.
- **Job Fairs** – event for multiple employers that assists with the recruiting, interviewing, and hiring of one or more positions.
- **Job Postings** – staff-entered or web-entered job orders approved by staff.
- **Labor Market Information** – information on state and local labor market conditions, industries, occupations, and characteristics of the workforce, area business identified skills needs, employer wage and benefit trends, short and long-term industry and occupational projections, worker supply and demand, and job vacancies survey results.
- **Rapid Response** – a variety of services to businesses that are facing restructuring or downsizing including onsite workshops for employees in transition, job placement assistance, and information on unemployment benefits.
- **Screening** – any service that involves the initial evaluation of applications or resumes that assists the employer in the recruiting process.

- **Training and Retraining** – any service provided to a business that involves the training or retraining of current or future employees including on-the-job training, work experience, incumbent worker training, etc.

## **Proposal Submissions**

### ***Instructions for Submission***

Proposals submitted for WIOA Title I Adult and Dislocated services must include all of the sections listed below in the sequence provided herein.

Proposals are due by 2 p.m. eastern time on July 17, 2026, electronically to the MaryAnn Lawrence at malaw528@gmail.com.

The proposal, as well as any reference materials presented, must be typed in English in at least 12-point font and must be on standard portrait 8 ½ “by 11” size with no less than one-inch margins. Landscape orientation containing charts, spreadsheets, and oversized exhibits is permissible. Proposal pages must be numbered sequentially.

### **1. All Submittals Must Contain The Following Documents In This Order To Be Considered:**

- a. Cover Letter that certifies the legal right to enter into a contract.
- b. Title Page Including Entity, Contact Person (email, phone, address.)
- c. Proposal Follows Required Sequence of Information.
- d. Executive Summary.
- e. Proposal Narrative.
- f. Budget and Budget Narrative.
- g. Attachments:
  - Federal I.D. Number
  - List of ALL PY23, PY24, and PY 25 WIOA contracts including Local Workforce Area, State, Programs Funded, Contact Person/Email/Phone Number, Performance in Each of the Funded Programs in PY23 and PY24. Include reason for contracts ended during this period.
  - List of current Board Members (if applicable)
  - Operational organizational chart with all key staff and lines of authority
  - Incorporation letter, IRS determination letter, Original Certificate of Insurance (as appropriate)
  - Proof of insurance to include but not limited to the following:
    - Workers' compensation
    - General business liability: \$500,000 minimum
    - Fidelity bonding (e.g. employee crime or dishonesty)
    - Professional liability
  - Automobile (owned, hired or non-owned)

## 2. Qualifications and Demonstrated Organizational Capacity

### A. Business Services

- a. Describe specific experience with providing business services and any “lead” role the organization has had in regard to business services.
- b. Describe specific experience in working with the WIOA Core Program Partners and a business services integrated team.
- c. Describe the organization’s approach to leading a business services team and how seamless services would be coordinated.
- d. Detail how the organization will go about collecting business intelligence from employers in the local area and how the organization will develop professional relationships with major contributors to the local economy.
- e. Detail a strategy for providing information and education to employers on services available to them.
- f. Describe services that will be offered to employers and approach.
- g. Describe how the organization will develop worksites and determine client placements for Youth work-based services.
- h. Explain any instances your organization has had contracts discontinued.
- i. Describe your vision for providing services in an Integrated Services Delivery system.
- j. Explain the challenges you feel exist with fulfilling a potential contract and how you will address them.
- k. Please provide additional relevant information.

### B. Adult and Dislocated Worker Services

- a. Describe specific experience with providing adult and dislocated worker services.
- b. Describe the organization’s approach to customer flow, initial screening, partner coordination, referrals, and co-enrollments.
- c. Describe how the organization will communicate with core program partners to coordinate co-enrollments and exits.
- d. Detail your strategy for providing outreach and recruitment for Adults and Dislocated Workers in Essex County and provide challenges you anticipate and how you plan to overcome them.
- e. Describe how the organization will ensure barriers are documented and considered.
- f. Describe efforts the organization will make to support sector strategies and career pathways.
- g. Describe services that will be offered and the organization’s approach.
- h. Describe life skills and work readiness services offered by the organization.
- i. Describe case management and career counseling strategies and documentation of interactions with clients.
- j. Describe strategies for meeting performance
- k. Describe the organization’s experience with mandated performance measures and the outcomes thereof.
- l. Describe how you will provide follow-up career services.

- m. List and describe the individualized career services that will be available (include proposed workshops).
- n. Describe your process for assessing customers' skills, needs, and interests. Include assessment tools you would use and your approach to customer choice related to selection of training institutions.
- o. Please provide additional relevant information.

C. General Information

- a. Explain any instances your organization has had contracts discontinued.
- b. Explain the challenges you feel exist with fulfilling a potential contract and how you will address them.
- c. Demonstrate an understanding of specific regional challenges your organization has encountered and how you have successfully dealt with them.
- d. Describe any pending litigation your organization is involved in.

3. **Budget, Budget Narrative, and Service Levels**

Based on the current budget information provided herein this Request for Proposals, provide a detailed anticipated budget. This budget and service information will be used to assist in determining the Successful Offeror, however, it is recognized that actual budget negotiations will take place when funding levels are confirmed with funding sources. For the purposes of your submittal include in your anticipated budget:

- A. Staffing structure including positions, access locations, job descriptions, full or part-time, education, salary range, and benefit package.
- B. Corporate structure and support services that will be provided .
- C. Matched funding description.
- D. Profit or program income proposed.
- E. Indirect cost detail.
- F. Number of proposed adults and dislocated worker service numbers.
- G. Estimate the average caseload for each funding stream.
- H. Estimate administrative cost percentage.



	professional relationships with major contributors to the local economy.		
f.	Describes services that will be offered to employers and approach.		
g.	Describes how the organization will develop worksites and determine client placements for Youth work-based services.		
h.	Explains any instances your organization has had contracts discontinued.		
i.	Describes your vision for providing services in an Integrated Services Delivery system.		
j.	Explains the challenges you feel exist with fulfilling a potential contract and how you will address them.		
<b>TOTAL BUSINESS SERVICES POINTS</b>			
<b>0 = did not address 6 - 10 = acceptable</b>		<b>1-5 = poor 11 - 15 = exceeds expectations</b>	
<b>B.</b>	<b>Adult and Dislocated Worker Services</b>	Comments <small>(use separate page if needed)</small>	Score
a.	Describe specific experience with providing adult and dislocated worker services.		
b.	Describe the organization's approach to customer flow, initial screening, partner coordination, referrals, and co-enrollments.		
c.	Describe how the organization will communicate with core program partners to coordinate co-enrollments and exits.		
d.	Detail your strategy for providing outreach and recruitment for Adults and Dislocated Workers in Essex County and provide challenges you anticipate and how you plan to overcome them.		
e.	Describe how the organization will ensure barriers are documented and considered.		
f.	Describe efforts the organization will make to support sector strategies and career pathways.		
g.	Describe services that will be offered and the organization's approach.		
h.	Describe life skills and work readiness services offered by the organization.		
i.	Describe case management and career counseling strategies and documentation of interactions with clients.		
j.	Describe strategies for meeting performance measures, both mandated and Workforce Board established.		
k.	Describe the organization's experience with mandated performance measures and the outcomes thereof.		
l.	Describe how you will provide follow-up career services.		
m.	List and describe the individualized career services that will be available (include proposed workshops).		
n.	Describe your process for assessing customers' skills, needs, and interests. Include assessment tools you would use and your approach to customer choice related to selection of training institutions.		
<b>TOTAL ADULT/DISLOCATED WORKERS POINTS</b>			

<b>TOTAL POINTS BUSINESS SERVICES/ADULT DISLOCATED WORKERS</b>		
<b>0 = did not address</b>		<b>1-5 = poor</b>
<b>6 - 10 = acceptable</b>		<b>11 - 15 = exceeds expectations</b>
<b>C. General Information</b>	Comments (use separate page if needed)	Score
a. Explain any instances your organization has had contracts discontinued.		
b. Explain the challenges you feel exist with fulfilling a potential contract and how you will address them.		
c. Demonstrate an understanding of specific regional challenges your organization has encountered and how you have successfully dealt with them.		
d. Describe any pending litigation your organization is involved in.		
<b>3. Budget, Budget Narrative, and Service Levels</b>		
<b>There is no scoring for this section but will be analyzed and consideration given during the selection process</b>	Comments (use separate page if needed)	Yes or No In Proposal
A. Staffing structure including positions, access locations, job descriptions, full or part-time, education, salary range, and benefit package.		Yes or No
B. Corporate structure and support services that will be provided.		Yes or No
C. Matched funding description.		Yes or No
D. Profit or program income proposed.		Yes or No
E. Indirect cost detail.		Yes or No
F. Number of proposed adults and dislocated worker service numbers.		Yes or No
G. Estimate the average caseload for each funding stream.		Yes or No
H. Estimate administrative cost percentage.		Yes or No