Greater Raritan Workforce Development Board
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July 23, 2026

To: Melissa Kosensky, Purchasing Agent
From: Paul Grzella, GRWDB Director
Re: PY2026 Youth Outreach, Referral and Work Based Learning Proposal Review Committee Recommendations

On July 23, 2026, the GRWDB Proposal Review Committee met to review responses received for WIOA PY2026 Youth Outreach, Referral and Work Based Learning RFP that was issued on July 1, 2026. The volunteer members of the Proposal Review Committee were Fernandel Almonor, Ram Anbarasan and Jeanne Cassano.

Two proposals were received: Hunterdon County Vocational School District for Hunterdon County Recruitment and Referral, and Middle Earth for Somerset County Recruitment and Referral and Hunterdon County and Somerset County Youth Work Based Learning. The committee members each received a copy of the proposals along with a scoring sheet to be used for evaluation. Each volunteer committee member independently scored each proposal, and the average score was tabulated. Proposals must receive a minimum of 70% of the available points to be considered for funding. The review yielded the following results:

Request for Proposal	**Respondent**	**Score**
Hunterdon County outreach	Hunterdon County Vocational School District	96.0%
Somerset County outreach, and Hunterdon County and Somerset County Youth Work Based Learning	Middle Earth	94.3%

The Proposal Review Committee is making the following recommendations, based on the availability of funding from the New Jersey Department of Labor and Workforce Development:

- Contract for WIOA Youth Outreach and Referral – Hunterdon County with the Hunterdon County Vocational School District for the period of July 1, 2026, to June 30, 2027, in the amount of $60,000.00 with the option to extend the contract for an additional three years.
- Contract for WIOA Youth Outreach and Referral – Somerset County with Middle Earth for the period of July 1, 2026, to June 30, 2027, in the amount of $80,000.00 with the option to extend the contract for an additional three years.
- Contract for WIOA Youth Work Based Learning – Hunterdon County and Somerset County with Middle Earth for the period of July 1, 2026, to June 30, 2027, in the amount of $120,000.00 with the option to extend the contract for an additional three years.

If you have any questions or require additional information, please let me know. Thank you.

Paul Grzella

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Somerville, NJ 08876
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www.theGRWDB.org

Greater Raritan Workforce Development Board

NOTICE OF REQUEST FOR PROPOSALS FOR WIOA PY2026 YOUTH OUTREACH, REFERRAL AND WORK BASED LEARNING

EVALUATION, REVIEW AND SELECTION DOCUMENT

5.4 Evaluation Criteria

The scoring of proposals will be performed by a Youth Outreach, Referral and Work Based Learning Selection Committee appointed by the GRWDB with final selection by the vote of the GRWDB.

The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select the successful respondent.

Scoring will be based on the quality of the content of the RFP and the respondent's ability to communicate a thorough understanding of the required tasks and the approach to meet the scope of work outlined in the RFP. The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions will be grounds for disqualification of proposals.

A points system will be utilized for scoring, with a maximum number of points assigned for each evaluation category.

Respondent Middle Earth
Program 1 SC Youth Recruitment and Referral
Program 2 HC & SC Youth Work Based Learning

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	20
5.4.2	Knowledge and Technical Competence (0 to 20 points)	20
5.4.3	Management, Experience and Qualifications (0 to 15 Points)	15
1, 3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	14
5.4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	99

5.4.1 Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

5.4.2 Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

5.4.3 Management, Experience and Personnel Qualifications

Expertise of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

5.4.4 Ability to Complete the Project/Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

5.4.5 Cost/Budget Proposal

Evaluation will be based on total overall costs to provide services shall be based on the budget submitted with the proposal.

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Conflict of Interest
"I hereby certify that I have reviewed the conflict of interest standards of the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization." (NJAC 5:34-4.3)

Selection Committee Member: Jeanne M Cassano Date 7/23/26

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Respondent Middle Earth

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	20
5.4.2	Knowledge and Technical Competence (0 to 20 points)	19
5.4.3	Management, Experience and Qualifications (0 to 15 Points)	15
1, 3.2	Ability to meet minimum level of service (0 to 10 points)	9
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	14
5.4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	97

5.4.1 Understanding of the Requested Work

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Respondent Middle Earth

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	20
5.4.2	Knowledge and Technical Competence (0 to 20 points)	10
5.4.3	Management, Experience and Qualifications (0 to 15 Points)	15
1, 3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	12
5.4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	87

5.4.1 Understanding of the Requested Work

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5.4.2 Knowledge and Technical Competence

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Respondent Hunterdon County Vocational School

Program: HC Youth Recruitment + Referral District

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	20
5.4.2	Knowledge and Technical Competence (0 to 20 points)	20
5.4.3	Management, Experience and Qualifications (0 to 15 Points)	15
1, 3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	15
5.4.5	Cost/Budget Proposal (0 to 10 points)	9
	Total	99

5.4.1 Understanding of the Requested Work

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5.4.2 Knowledge and Technical Competence

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Selection Committee Member Jamie M Cassara Date 7/23/07

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Respondent Hunterdon County Vocational School District

	Item/Activity/Task/Responsibility	Points
5.4.1	Understanding of the requested work (0 to 20 points)	18
5.4.2	Knowledge and Technical Competence (0 to 20 points)	20
5.4.3	Management, Experience and Qualifications (0 to 15 Points)	13
1, 3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	12
5.4.5	Cost/Budget Proposal (0 to 10 points)	8
	Total	91

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1, 3.2	Ability to meet minimum level of service (0 to 10 points)	10
5.4.4	Ability to complete services in a timely manner (0 to 10 points)	10
3.2	Ability to complete outreach plan / ability to provide varied work based experiences (0 to 15 points)	15
5.4.5	Cost/Budget Proposal (0 to 10 points)	10
	Total	98

5.4.1 Understanding of the Requested Work

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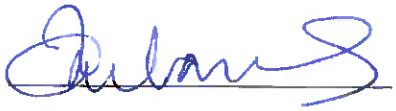
Selection Committee Member:  Date 7-23-2026